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Civil Engineering

FACILITIES BOARD

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This instruction implements DODI 1225.08, Reserve Component (RC) Facilities Programs and Unit Stationing, AFI 32-1012, Reserve Component Facilities Programs, AFI 32-10142, Facilities Board, and is consistent with AFD 32-90, Real Property Asset Management. It clarifies the guidance and instruction for installation Facilities Board (FB) and working groups. This instruction applies to all ANG units. Tenant units that do not maintain any real property may request a waiver for conducting FBs from their Programmer (NGB/A4AD).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

1. Purpose: The purpose of the Facilities Board (FB) is to be an installation-level decision-making body for real property-related projects, space use, real estate actions/agreements, and base development. The FB validates projects, priorities, and real estate actions through implementation of Asset Management Tool (AMT) data and data analysis.

2. FB Responsibilities: The primary responsibility of the FB is to establish priorities to ensure that facilities and infrastructure are able to fully support the assigned missions.

2.1. The Chairperson may establish, in writing, a Facilities Board Working Group (FBWG) to assist the FB with drafting options and recommendations, as necessary. The Chairperson of the FBWG will make recommendations to the FB Chairperson and the minutes of the FBWG will be an attachment to the FB minutes. When executing their responsibilities, the

FBWG should strive to follow the guidance found in AFI 32-10142, Facilities Board, Chapter 2.

2.2. The FB will meet two times a year, as a minimum, and more often if required to review and act upon facility and infrastructure programs, any pending real property actions, and base development issues.

2.3. The FB will ensure project priorities and recommendations are executable in the year requested.

2.4. The FB Chair will appoint their installation's State Facilities Board representative with a written appointment letter, as found in ANGETL 17-02. This appointment will be reviewed at the FB annually.

2.5. Projects. The FB will review and validate facility programs and individual projects by establishing the need and priority order in which the projects are to be designed and funded. The FB should use the AMT's infrastructure analysis, the Sustainment Management System, and S-file to identify trends to help develop potential project needs. Projects will be prioritized by FY (as found in PDS) and project listings will conform to the format found in ANGETL 17-02, Facility Board Minutes. The Chair will ensure all approved projects are in accordance with the Installation Development Plan. The project priority list will include, as a minimum, all validated projects for the fiscal year defense plan (FYDP). (T-2)

2.5.1. NGB-funded Sustainment, Restoration, and Modernization (SRM), including Military Construction Cooperative Agreements.

2.5.2. MILCON. The FB should approve planning actions prior to obtaining the Certificate of Compliance for Critical Planning Actions (ref: AFI 32-1021, para 2.3). (T-1)

2.5.3. Other funding sources (such as Defense Logistics Agency-Energy).

2.5.4. The FB will review all facility construction, expansion, rehabilitation, or conversion projects for joint use "to the greatest practicable extent for efficiency and economy," per the requirements of Chapter 1803 of 10 U.S.C. § 18231, and DODI 1225.08 Implementation Guide.

2.6. Real Property/Non-Project Actions. The following real property management actions must be presented for board approval:

2.6.1. All proposed changes in facility use: The FB will approve all facility changes in use (changes in CATCODE, or other AF Form 123 items). If applicable, changes to facility use shall also be reflected in the installation-level GeoBase compliant geospatial data, such as features associated with the Common Installation Picture and Space Utilization Files (S-Files).

2.6.2. Siting approvals: the FB will approve all facility sitings, including MILCON (ref: AFI 32-1021, para 2.3.17) (T-2), to ensure compliance with the Installation Development Plan and Force Protection standards as defined in the Unified Facilities Code (UFC). The FB will also approve the siting of any aircraft sunshades, which are considered equipment rather than real property (ref: AFI 32-1032, para 5.4 and 6.18).

- 2.6.3. Proposed new host/tenant support agreements or changes to existing agreements affecting civil engineering resources.
- 2.6.4. Proposed acquisition, disposal, in grant or out grant of real property.
- 2.6.5. Changes/renewals and expiration date of real estate agreements (leases, licenses, permits, easements, etc.): Documentation for renewal should start 1-2 years out from expiration date; NOTE: MILCON projects require a minimum of 25 years left on a lease after construction completion in order to be approved (ref: SAF/IE policy guidance, 3 Aug 01).
- 2.6.6. Declaration of underutilized property or non-mission essential land or land interests (ref: AFI 32-9004, para 1.1.).
- 2.6.7. Building demolition requests (AF Form 300 and Title V Survey requests) (ref: AFI 32-9004, para 2.3.).
- 2.6.8. Temporary/Relocatable Facilities (how many, where sited, installation date, removal date) (ref: AFI 32-1032, para 3.5.9.3-3.5.9.5). (T-1)
- 2.6.9. Airport Joint Use Agreement expiration dates and actions during the renewal process (same as leases).
- 2.6.10. Annual review and endorsement of the Installation Development Plan, by 30 April of each year (ref: AFI 32-7062, para 4.3). (T-1)
- 2.6.11. The FB will review actions by other Committees impacting infrastructure, (e.g., Energy Conservation, Communications, Environmental Protection, Airfield Management, Security, Safety, etc.).
- 2.6.12. AMT Data: At least once per year, as part of the AMT data call, the Facilities Board will review the data to be submitted to NGB and note approval in the Facilities Board Minutes.
- 2.6.13. The FB may be used as a forum to capture Encroachment Management issues.

3. FB Membership:

- 3.1. Principal voting members:
 - 3.1.1. Wing/CC or Installation/CC is the FB Chairperson
 - 3.1.2. Group Commanders
 - 3.1.3. Commanders of Geographically Separated Units (GSU) supported, if applicable
 - 3.1.4. Base Civil Engineer (BCE) (represents all built and natural infrastructure)
 - 3.1.5. Others as determined by the Chairperson
- 3.2. Technical advisors:
 - 3.2.1. Chairperson of the FBWG
 - 3.2.2. Deputy Base Civil Engineer (recorder)
 - 3.2.3. Environmental Manager/Cultural Resources Manager (ref: AFI32-7065, para 3.3.2.1) (T-1)

- 3.2.4. Facility Managers/Building Managers
 - 3.2.5. Fire Chief
 - 3.2.6. Real Property Manager
 - 3.2.7. Safety Officer
 - 3.2.8. Communications Officer
 - 3.2.9. Finance Officer
 - 3.2.10. Security Officer
 - 3.2.11. Others as determined by the Chairperson
 - 3.2.12. Commander or designated representative of tenant organizations (ANG or NON-ANG), if applicable
 - 3.2.13. United States Property and Fiscal Office (USPFO) Contracting Officer or alternate
- 3.3. Board members representing a functional area should advocate their facility needs and assist in determining the impact proposed projects will have on other organizations and missions.

4. Quorum and Meeting Minutes: A quorum should consist of the Board Chairperson, Base Civil Engineer, and a minimum of two other voting members or their alternates, as designated in writing. The GSU commander, or his/her representative(s), shall be present when voting on actions pertaining to or affecting their GSU. The USPFO Contracting Officer or alternate (as designated in writing) should be present when discussing actions to be contracted through the USPFO.

- 4.1. The BCE or Deputy BCE will notify their Programmer of an upcoming Facility Board at least two weeks in advance.
- 4.2. Minutes will be distributed to all affected organizations. An electronic copy of the signed FB meeting minutes will be sent to the state's Programmer at the National Guard Bureau (NGB/A4AD) within 30 days of the date of the FB. The minutes will be shared with other branches at NGB, including A4AR, A4AM, and other branches as needed. An information copy will be sent to the USPFO, the state Construction Facilities Management Officer, and others as designated by the Chairperson (e.g., The Adjutant General). Copies of the FB minutes must be reviewed by the state's State Facilities Board in accordance with DODI 1225.08, Reserve Component (RC) Facilities Programs and Unit Stationing.
- 4.3. The Base Civil Engineer or Deputy Base Civil Engineer will prepare records of the complete minutes of each meeting and maintain on file the minutes from the current and previous four years (per Air Force Records Disposition Schedule).

L. SCOTT RICE, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACROYNMS*****References***

DODI 1225.08, Reserve Component (RC) Facilities Programs and Unit Stationing

Air Force Records Disposition Schedule

AFI 32-1012, Reserve Component Facilities Programs

AFI 32-1021, Planning and Programming of Facility Construction Projects

AFI 32-1032, Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects

AFI 32-7062, Air Force Comprehensive Planning

AFI 32-7065, Cultural Resources Management

AFI 32-9004, Disposal of Real Property

AFI 32-10142, Facilities Board

Abbreviations and Acronyms

AFI—Air Force Instruction

AMT—Asset Management Tool

ANG—Air National Guard

BCE—Base Civil Engineer

CC—Commander

DLA—Defense Logistics Agency

FB—Facilities Board

FBWG—Facilities Board Working Group(s)

FIM—Facilities Investment Metric

FY—Fiscal Year

FYDP—Future Years Defense Plan

GSU—Geographically Separated Units

MCCA—Military Construction Cooperative Agreements

MILCON—Military Construction

NGB—National Guard Bureau

SRM—Sustainment, Restoration, and Modernization

UFC—Unified Facilities Code

USPFO—United States Property and Fiscal Office