

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 32-10142**

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**Civil Engineering**

**FACILITIES BOARD**



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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities* and is consistent with AFPD 32-90, *Real Property Asset Management*. It provides guidance and instruction for the installation Facilities Board and supporting working group. It establishes the group membership, defines roles and responsibilities, provides broad timelines, and clarifies relationships to other planning, space management, and programming processes. This instruction applies to all AF organizational entities, including the Air Force Reserve Command (AFRC) and Air National Guard (ANG) on an Air Force Installation. This instruction is implemented at all AF installations that have responsibilities consistent with AFPD 32-10 and AFPD 32-90. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

**SUMMARY OF CHANGES**

The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier

waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. An asterisk (\*) indicates newly revised material.

## Chapter 1

### FACILITIES BOARD ROLES AND RESPONSIBILITIES

**1.1. Facilities Board (FB) Purpose.** The Air Force depends on sustainable installations and facilities to effectively perform its missions and support its people. Sustainable installations provide required mission support in an economically efficient and compliant manner, leveraging available resources for the long-term benefit of the Air Force. The FB acts as the installation's local decision-making body for the acquisition, construction, use, maintenance, modification, consolidation, development, demolition, and disposal of built and natural infrastructure at Air Force managed installations. The FB ensures an installation asset portfolio perspective is applied in all decisions and advisory actions. The FB is chaired by the Installation Commander (CC) or designated representative, and is supported by the Facilities Board Working Group (FBWG). Additional working groups/sub-working groups may be directed by the Installation Commander. The FB Chair has the authority to delegate responsibilities as appropriate. At overseas locations, coordination with host nation liaison offices and/or host nation Forces/NATO representatives may be required. This instruction does not delegate any authority to the Facilities Board which only may be exercised by the Installation Commander. This instruction does not provide authorities to the Facilities Board for specific project/transaction approvals where existing AF policy mandates higher headquarters approvals.

**1.2. FB Responsibilities.** The FB validates requirements and proposes solutions seeking the most effective and efficient course of action. The FB ensures the installation mission needs are effectively met with the minimum number of real property assets at the lowest life-cycle cost by implementing asset management principles.

1.2.1. The FB oversees and ensures the development, modernization and sustainment of the installation's built and natural infrastructure in accordance with the approved Installation Development Plan (IDP), the Base Comprehensive Asset Management Plan (BCAMP), and other plans as applicable (e.g. Integrated Natural Resources Management Plan (INRMP), Air Installation Compatible Use Zone Study, Installation Complex Encroachment Management Action Plan (ICEMAP), etc.). The FBWG, at minimum, will:

1.2.1.1. Validate the IDP, prior to Installation Commander endorsement, to ensure it accurately reflects the installation's current vision, goals, objectives and physical development as prescribed in AFI 32-7062, *Air Force Comprehensive Planning*, and is consistent with enterprise strategic direction as described in the annual Defense Planning Guidance and Air Force supplements. **(T-2)**

1.2.1.2. Approve the facility/project site requests as prescribed in AFI 32-7062. **(T-2)**

1.2.1.3. Approve the summary for the installation's airfield waiver program IAW UFC 3-260-01. **(T-2)**

1.2.1.4. Approve the installation facilities standards including the Architectural Compatibility Plan. **(T-3)**

1.2.2. The FB provides installation wide oversight to maximize the AF value of existing built and natural infrastructure as defined in DoD Instruction 4165.14, *Real Property Inventory and Forecasting* and AFI 32-9005, *Real Property Accountability and Reporting*;

DoD Instruction 4165.70, *Real Property Management* and AFI 32-9002, *Use of Real Property*; DoD Instruction 4165.71, *Real Property Acquisition* and AFI 32-9001, *Acquisition of Real Property*; and DoD Instruction 4165.72, *Real Property Disposal* and AFI 32-9004, *Disposal of Real Property*. The FBWG, at minimum, will:

1.2.2.1. Approve the utilization of existing facility space in accordance with applicable space authorizations and standards (e.g. consolidation and demolition opportunities, new space requests, etc.), to include all tenants. **(T-2)**

1.2.2.2. Review and approve the proposed real property transactions, to include, in-grants/out-grants (e.g. leases, enhanced use leases (EUL) and real property instrument requests). **(T-1)**

1.2.2.3. Approve the recommendations on facility retention, use, divestiture, conversion, improvement, replacement, or acquisition. **(T-1)**

1.2.2.4. Validate Readiness and Environmental Protection Initiative (REPI) submissions and other applicable installation-community initiatives. **(T-1)**

1.2.3. The FB reviews and approves the installation's BCAMP and supporting investment strategy (e.g. MILCON, sustainment, restoration & modernization, etc.), to include project prioritization, for built and natural infrastructure. The FB considers the risk to mission and risk to Airmen service area criteria. Prior to approval, the FB must assess:

1.2.3.1. Environmental, safety and occupational health (ESOH) risk, security risk and compliance with statutes, regulations, codes and standards. **(T-0)**

1.2.3.2. Asset preservation and development (based on facility condition, mission dependency index, and local mission impact to include those validated by Defense Critical Infrastructure Program or through AF/MAJCOM/base key asset analyses). **(T-1)**

1.2.3.3. Cost efficiency (based on factors such as operating cost, energy efficiency and capital investment). **(T-2)**

1.2.3.4. Service quality (commander/MAJCOM priority). **(T-2)**

1.2.3.5. Other criteria as established and approved by HQ AF/A4C. **(T-1)**

1.2.4. The FB will approve the installation list that identifies and prioritizes facility/infrastructure assets that are essential to supporting installation critical missions. **(T-2)** The list includes infrastructure identified under the Defense Critical Infrastructure Program (DCIP), Air Force Defense Critical Infrastructure (AF DCI) and installation priority facilities for recovery in the event of attack or natural disaster.

**1.3. Frequency of FB meetings.** The FB will meet at least twice per fiscal year to support mission needs and associated installation portfolio actions to include the IDP and BCAMP updates. **(T-1)** For large installations with complex programs and mission needs, additional meetings are recommended. At joint bases, frequency is dictated by OSD guidance.

#### **1.4. FB Membership:**

1.4.1. Principal Voting Members:

1.4.1.1. Installation Commander (CC) or equivalent (Chairperson) will be the overarching authority and decision maker for all Facility Board interests. **(T-3)**

1.4.1.2. All Installation Group Commanders or equivalents (as determined by the Chair), will represent their organization Facility Board interests. **(T-3)**

1.4.1.3. Commanders, Directors or equivalents from major groups and tenant organizations (as determined by the Chair), will attend and represent their organization Facility Board interests. **(T-3)**

1.4.1.4. At joint bases, membership should include representatives from the supporting and supported components, and Defense agencies located on the installation. These members must attend and represent their organization Facilities Board interests. **(T-3)**

1.4.1.5. Base Civil Engineer will represent all shared built and natural infrastructure, facility energy and utility system interests. **(T-3)**

1.4.1.6. Others as determined by the FB Chairperson.

1.4.2. Technical Advisors:

1.4.2.1. Installation Deputy or equivalent (Alternate Chairperson).

1.4.2.2. Command Chief Master Sergeant (CCC).

1.4.2.3. Staff Judge Advocate (SJA).

1.4.2.4. Commander or equivalent, Comptroller Squadron (CPTS/CC).

1.4.2.5. Commander or equivalent, Contracting Squadron (CONS/CC).

1.4.2.6. Commander or equivalent, Communications Squadron (CS/CC).

1.4.2.7. Commander or equivalent, Security Forces Squadron (SFS/CC).

1.4.2.8. Commander or equivalent Force Support Squadron (FSS/CC).

1.4.2.9. Chief, Installation Safety.

1.4.2.10. Chief, Installation Plans.

1.4.2.11. Flight Chief, CES Engineering Flight serves as technical advisor and is responsible as overall facilitator and administrator for the FB and its working group. The Flight Chief, CES Engineering Flight will organize and facilitate the FB, to include securing the location, notifying attendees, publishing an agenda and presentation material, drafting and distributing the record of decisions, and performing duties as required by the Chairperson. **(T-3)**

1.4.2.12. Other functional representatives as required. (e.g. BCAMP and Activity Management Plan (AMP) Managers/sub-AMP Managers, CES Operations, Environmental, Base Community Planner, Fire and Emergency Services, Readiness and Emergency Management, Energy Manager, Range Group Management, installation Anti-Terrorism Officer, Bioenvironmental Engineer, Real Property Officer, etc.).

## Chapter 2

### FACILITY BOARD WORKING GROUP ROLES AND RESPONSIBILITIES

**2.1. FBWG Purpose.** The FBWG assists the FB with providing sustainable installations and facilities to effectively perform its mission and support its people. The FBWG develops consolidated program recommendations based on management and technical criteria as well as inputs and advice from appropriate on-base organizations and other supporting organizations. The FBWG is chaired by the MSG commander or as determined by the FB Chair. At joint bases, the FBWG is the Facilities Utilization Board (FUB), as defined in OSD Real Property Supplemental Guidance.

**2.2. FBWG Responsibilities.** In support of sustainable installations, the FBWG provides the FB with all necessary information to make decisions on installation planning, installation real property and space management, and installation built and natural infrastructure investments.

2.2.1. The FBWG advises the FB on the physical development of the installation and its environs. The FBWG, at minimum, will:

2.2.1.1. Review the IDP, including the individual chapters and associated Area Development Plans (ADP), prior to endorsement by the FB to ensure they accurately reflect the installation's vision, goals, objectives and physical development as prescribed in AFI 32-7062. **(T-3)**

2.2.1.2. Review and recommend facility/project site requests for approval by the FB. **(T-3)**

2.2.1.3. Review other applicable supporting planning issues, which may include but are not limited to: traffic safety recommendations, explosive safety considerations, clear zone and airfield accident prevention zone (APZ) implications, AMP issue/action plans, energy conservation plan, demolition plan, facility space management recommendations, in-grant/out-grant recommendations (to include Enhanced Use Leasing (EUL) and Value Based Transactions (VBT) recommendations), installation-community partnership initiatives, Environmental Management System (EMS) significant aspect recommendations, Housing Community Profile (HCP), and Dorm Master Plan (DMP). **(T-0)**

2.2.1.4. Review and recommend land use controls as required by the installation environmental restoration program and by the US Environmental Protection Agency Federal Facilities Agreement (where an installation is on the National Priorities List). **(T-0)**

2.2.1.5. Review REPI submissions. **(T-3)**

2.2.1.6. Validate the current Natural Infrastructure Assessment (NIA). **(T-2)**

2.2.1.7. Ensure National Environmental Policy Act (NEPA) requirements are met where applicable. **(T-0)**

2.2.2. The FBWG validates minimum authorized facility space needs to support base missions and makes recommendations to the FB. The FBWG, at minimum, will:

2.2.2.1. Validate organizational facility space, proposed consolidations, and proposed construction to ensure compliance with the IDP and applicable Air Force energy conservation or space use efficiency initiatives. Review findings of published SATAF reports and validate space requirements supporting new installation missions. **(T-1)**

2.2.2.2. Lead/develop the installation's proactive approach/strategy on best use of space and facilities addressing the adherence to regulations and policies to reduce our built footprint. Validate organizational facility requirements to ensure compliance with applicable standards as prescribed in AFMAN 32-1084 *Facility Requirements* (**Note:** for installations where the Air Force Reserve is a major tenant, additional information may be found in AFRCH 32-1001, *Standard Facility Requirements*). **(T-1)**

2.2.2.3. Validate acquisition, capitalization, demolition, disposal, divestiture, or conversion of real property as prescribed in AFI 32-9001, AFI 32-9002, AFI 32-9004, AFI 32-9005, and AFH 32-9007, *Managing Air Force Real Property*. **(T-1)**

2.2.2.4. Validate and recommend approval of proposed in-grants/out-grants as outlined in AFI 32-9001, AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, and VBT recommendations. **(T-1)**

2.2.2.5. Validate requirements for proposed re-locatable structures to be used as a temporary facility substitute as prescribed in AFI 32-1021, *Planning and Programming Military Construction Projects*. **(T-1)**

2.2.2.6. Validate the Common Installation Picture (CIP) as prescribed by AFI 32-10112, *Installation Geospatial Information and Services (Installation GI&S)*. **(T-2)**

2.2.2.7. Review installation Historic Preservation requirements as prescribed in AFI 32-7065, *Cultural Resources Management Program*. **(T-1)**

2.2.3. The FBWG will validate proposed built and natural infrastructure investment requirements for the FYDP (AMPs) and recommend a two-year project prioritization (BCAMPs) to the FB. **(T-1)** This includes the review/validation of the associated program integrated priority lists (IPLs). In validating proposed investments, considers risk to mission and risk to Airmen as well as asset performance factors such as facility condition, utilization and operating costs. Programs which regularly require prioritization include, but are not limited to:

2.2.3.1. Sustainment, Restoration and Modernization, Demolition (S, R&M, D) Programs.

2.2.3.2. Environmental Quality (EQ) Program.

2.2.3.3. Military Family Housing (MFH) Program.

2.2.3.4. Non-Appropriated Fund (NAF) Program.

2.2.3.5. Military Construction (MILCON) Program.

2.2.3.6. Host Nation or NATO Programs (as applicable).

2.2.3.7. Headquarters Air Force (HAF), MAJCOM or FOA special interest programs.

2.2.3.8. Reviews special category programs, including the Transportation Working Capital Fund (TWCF); Depot Maintenance Activity Group (DMAG) Program; Research,

Development, Test and Evaluation (RDT&E) Program; Defense Logistics Agency (DLA); Military Health System (MHS) Program; Energy Conservation Investment Program (ECIP); Environmental Restoration Program (ERP), Energy Program (NRG), Utility Privatization (UP) Program, or other supported component or tenant-funded projects. Where major tenants on the installation bring their funding for projects to support their mission needs, the FBWG will ensure integration into the BCAMP as appropriate. **(T-2)**

2.2.4. The FBWG will validate the installation list that identifies and prioritizes facility/infrastructure assets that are essential to supporting installation critical missions. **(T-2)** The list includes infrastructure identified under the Defense Critical Infrastructure Program (DCIP), Air Force Defense Critical Infrastructure (AF DCI) and installation priority facilities for recovery in the event of attack or natural disaster. **(T-2)**

**2.3. Frequency of the FBWG meetings.** The FBWG will meet as required to support the FB schedule. **(T-3)**

**2.4. FBWG Membership:**

2.4.1. Principal Members:

2.4.1.1. MSG/CC or as determined by the FB Chair (Chairperson).

2.4.1.2. All installation Deputy Group Commanders.

2.4.1.3. Deputy Commanders or Deputy Directors from major groups and tenant organizations (as determined by the Chairperson).

2.4.1.4. At Joint Bases, membership should include appropriate leadership from the supporting and supported components and Defense agencies located on the installation.

2.4.1.5. Base Civil Engineer or Deputy Base Civil Engineer will represent all shared built and natural infrastructure, facility energy, and utility system interests. **(T-3)**

2.4.1.6. Others as determined by the FBWG Chairperson.

2.4.2. Technical Advisors:

2.4.2.1. Representative from SJA.

2.4.2.2. Representative from CPTS.

2.4.2.3. Representative from CONS.

2.4.2.4. Representative from CS.

2.4.2.5. Representative from SFS.

2.4.2.6. Representative from FSS.

2.4.2.7. Representative from Installation Safety Office.

2.4.2.8. Representative from Installation Plans Office.

2.4.2.9. Installation Anti-Terrorism Officer.

2.4.2.10. Bioenvironmental Engineer.

2.4.2.11. Flight Chief, CES Engineering Flight serves as technical advisor and is responsible as overall facilitator and administrator for the FBWG. The facilitator is responsible for securing the meeting location, notifying meeting attendees, publishing an agenda and presentation material, preparing record of recommendations for the FB meeting, and performing other duties as necessary and assigned by the Chairperson.

2.4.2.12. Flight Chief, Readiness and Emergency Management Flight.

2.4.2.13. Civil Engineer appointed BCAMP/AMP Managers.

2.4.2.14. Other representatives as required. (e.g. sub-AMP Managers, CE Operations, Fire and Emergency Services, Readiness and Emergency Management, Energy Manager, Real Property Officer, Base Community Planner, NEPA Manager, Natural/Cultural Resource Manager, Environmental Restoration Manager, Range Group Management, etc.).

BEGIN SIGNATURE  
JOHN B. COOPER, Lieutenant General, USAF  
DCS/Logistics, Installations & Mission Support

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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AFI 32-1023, *Designing and Constructing Military Construction Projects* 19 November 2015

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### ***Adopted Forms***

**AF Form 847**, *Recommendation for Change of Publication*

### ***Abbreviations and Acronyms***

**ADP**—Area Development Plan

**AF DCI**—Air Force Defense Critical Infrastructure

**AFH**—Air Force Handbook

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AMP**—Activity Management Plan

**ANG**—Air National Guard  
**APZ**—Accident Prevention Zone  
**BCAMP**—Base Comprehensive Asset Management Plan  
**CC**—Commander  
**CCC**—Command Chief Master Sergeant  
**CD**—Deputy Commander  
**CES**—Civil Engineer Squadron  
**CIP**—Common Installation Picture  
**CONS**—Contracting Squadron  
**CPTS**—Comptroller Squadron  
**CS**—Communications Squadron  
**DCIP**—Defense Critical Infrastructure Program  
**DLA**—Defense Logistics Agency  
**DMAG**—Depot Maintenance Activity Group  
**DMP**—Dorm Master Plan  
**DoDD**—Department of Defense Directive  
**DoDI**—Department of Defense Instruction  
**EMS**—Environmental Management System  
**EQ**—Environmental Quality  
**ERP**—Environmental Restoration Program  
**ESOH**—Environmental, Safety & Occupational Health  
**EUL**—Enhanced Use Lease  
**FB**—Facilities Board  
**FBWG**—Facilities Board Working Group  
**FOA**—Field Operating Agency  
**GI&S**—Geospatial Information and Services  
**HCP**—Housing Community Profile  
**ICEMAP**—Installation Complex Encroachment Management Action Plan  
**IDP**—Installation Development Plan  
**INRMP**—Integrated Natural Resources Management Plan  
**IPL**—Integrated Priorities List  
**MAJCOM**—Major Command

**MHS**—Military Health System

**MILCON**—Military Construction

**MSG**—Mission Support Group

**NAF**—Non-Appropriated Fund

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**RDT&E**—Research, Development, Test and Evaluation

**REPI**—Readiness and Environmental Protection Initiative

**SFS**—Security Forces Squadron

**SJA**—Staff Judge Advocate

**TWCF**—Transportation Working Capital Fund

**VBT**—Value Based Transaction