

**BY ORDER OF THE COMMANDER  
ARNOLD ENGINEERING  
DEVELOPMENT COMPLEX**



**ARNOLD ENGINEERING DEVELOPMENT  
COMPLEX INSTRUCTION 32-1032**

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**ARNOLD ENGINEERING DEVELOPMENT  
COMPLEX FACILITIES BOARD**

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This instruction provides general procedures to implement AFI 32-1032, *Planning and Programming Appropriated Fund Maintenance, Repair, and Construction Projects*, Chapters 1 and 3. The purpose of this instruction is to outline responsibilities and procedures for approving and prioritizing 3300 funded Military Construction Project (MILCON) program and 3400 funded project level Operations and Maintenance (O&M) Sustainment, Restoration and Modernization (SRM) program using the Arnold Engineering Development Center (AEDC) Facilities Board. Refer recommended changes and questions about this publication to the Office of Primary Responsibility. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command.

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**SUMMARY OF CHANGES**

This revision updates the office symbols for the numerous AEDC organizations that were reorganized as groups, squadrons, and staff directorates in 2006. It limits the voting members to the four group commanders, Plans/Programs Director, Financial Management Director, and

Contracting Director. The reference to AEDCI 65-108 was replaced with AEDCI 90-700 and the title shortened to AEDC Facilities Board.

**1. Overview** This procedure applies to all 3300 MILCON appropriations funded construction, development, conversion, or extension of any kind, and 3400 appropriations funded facility and infrastructure SRM projects. It also encompasses specially funded programs such as Environmental, Military Family Housing, Quality of Life, Defense Energy Supply Command, Anti-terrorism/Force Protection, and other special programs. This procedure results in a prioritized list of 3400 investment projects, which are integrated into the request for proposal as outlined in AEDCI 90-700, *Capability Analysis and Risk Assessment*.

## **2. Responsibility and Authority**

**2.1. The AEDC Commander (AEDC/CC) has the overall responsibility and accountability for the operation of the Air Force installation.** The AEDC/CC, assisted by the 704<sup>th</sup> Mission Support Group (704 MSG) and the 704<sup>th</sup> Civil Engineer Squadron (704 CES), is responsible and accountable to ensure all work accomplished for the Air Force on Air Force owned/controlled real property is properly authorized and funded in accordance with all applicable laws, policies, and regulations. The AEDC/CC has delegated overall management of this task to the 704 MSG and 704 CES (paragraphs 5.2., 5.2.1., and 5.2.2.). The resulting CES program will be briefed to the Corporate Board for approval.

2.2. The Base Civil Engineer is responsible for ensuring all project-level work is validated and approved by the proper authority before it is submitted to the facilities board for prioritization. Project-level work is defined as maintenance and/or repair work greater than \$50K and minor construction work greater than \$15K. Project approvals are documented in the AEDC Work Management System. Work less than project-level is approved and prioritized in accordance with the Synergen workflow process.

2.2.1. Delegation of Project Approval Authority for appropriated and non-appropriated funded projects was delegated to Center Commanders by the Headquarters Air Force Materiel Command Civil Engineer (HQ AFMC/A7C) on 2 August 2004. This document is maintained in the 704 CES programming office.

2.2.2. The re-delegated approval authority for appropriated and non-appropriated funded projects down to, but not limited to, the Base Civil Engineer level was approved by the AEDC/CC on 24 September 2009. The contractor Resource Management and Work Control level are delegated authority as stated in section 4.3.1 of the current Performance Work Statement. These documents are maintained in the 704 CES programming office.

## **3. DESCRIPTION OF ACTIVITIES**

3.1. Identifying Requirements. Maintenance, Repair, and Construction requirements are identified by a number of methods. Building Managers, Systems Engineers, Business Area Managers, Work Breakdown Structure Managers, or other personnel identify the requirement and initiate a work request. The work request is reviewed by the Civil Engineer Work Control Function to ensure the requirement is valid. A rough order of magnitude cost is then developed. Work requests exceeding the dollar thresholds stated in paragraph 5.2. are referred to programming and a project is initiated. 704 CES and contractor programmers review the requirement to see if it can be combined with other similar facility work. A

project number is assigned in the Automated Civil Engineer System and the project is established on the Center’s Long Range Plan, which is maintained by 704 CES.

3.2. Prioritization. After facility/infrastructure requirements are identified, the Chief Programmer will develop facility project programming proposals and present them to the Facilities Board for approval. Consideration should be given to the following criteria when prioritizing projects: safety, regulatory, follow-on projects, Infrastructure Condition Index, Installation Readiness Review Rating, and mission impact.

3.2.1. Facilities Board (FB). A listing of Facility Requirements for each real property contract program is presented to the FB for approval. The FB will be composed of the following personnel:

**Table 1. Voting Members**

Mission Support Group (704 MSG) (Chairman)	Maintenance Group (704 MXG)	Test Group (704 TG)	Test Systems Group (704 TESG)
Contracting Directorate (AEDC/PK)	Comptroller Directorate (AEDC/FM)	Plans and Programs Directorate (AEDC/XP)	

3.2.2. Member Responsibility. If a

member is unable to attend, a deputy or qualified senior staff person will assume full membership responsibilities and will represent the member. Only the FB voting member and designated alternates will be allowed to vote on actions before the board; however, other personnel may attend meetings and participate as a guest.

3.2.3. Board Meetings. The Chief Programmer will schedule board meetings a minimum of two times a year. The FB will also meet upon the call of the chair whenever consideration of real property requirement, utilization, programming, or other related actions are required. Routine, special, or technical actions not requiring or warranting the board review will be coordinated with the appropriate major staff officer or concerned board representatives. These will be presented to the chair or his designated representative for approval.

3.2.4. Meeting Minutes. Meeting minutes will be prepared by the recorder within ten working days and signed by the Recorder and FB Chair. Copies of the minutes will then be distributed to all board members.

3.2.5. Facilities Board Working Panel (FBWP). The FBWP will be composed of qualified representatives of the offices listed below. The FBWP will work to prioritize the Center’s projects and accomplish any necessary coordination or staff actions at least two weeks prior to the FB meeting.

**Table 2. Facilities Board Working Panel (FBWP)**

Civil Engineer Squadron (704 CES) (Chairman)	Maintenance Squadron (804 MXS)	Test Squadron (716 TS)	Contracting Procurement Division (AEDC/PKP)
Communications Squadron (704 CS)	Maintenance Squadron (704 MXS)	Test Squadron (717 TS)	FM Matrixed Personnel to 704 MSG/OM
Asset Management Flight (704 CES/CEA)	Test Systems Squadron (650 TESS)	Test Squadron (718 TS)	Safety Office (AEDC/SE)
Services (704 MSG/SV)	Test Systems Squadron (651 TESS)	Programs Flight (704 CES/CEP)	CES Programmer (Recorder)
Contractor Managers	Contractor Resource Management	Other Members as Required	Contractor Safety
Fire Department	Contractor Systems Engineers	Contractor Environmental Management	

**4. Authority of the FBWP:**

**4.1. The panel has the authority to appoint ad hoc task groups to perform special studies, surveys, and to do research projects.**

**4.2. All actions of the panel are subject to review and approval of the FB.**

**4.3. 704 CES is delegated the authority to act upon space assignments and changes in utilization when it involves “small” incidental moves.** Larger wholesale moves of personnel or functions will require approval from the facilities board. These actions can be accomplished by coordinating the proper staff package with the FB members in lieu of waiting for the FB to meet. The support contractor will maintain miscellaneous record keeping for real estate items, disposal program, and facility contracts within the CC’s approval authority. The results of these actions will be reported to the board.

**5. Outputs****Table 3 Outputs**

Required Record	Custodian
Facilities Board Meeting Minutes	Records are located in the 704 CES/CEP continuity book.
Prioritized MILCON and SRM Programs	

**6. Metrics.** The measurement for this procedure is the production of meeting minutes and execution of the approved plan.

**7. Flowchart.** See Attachment 2.

MICHAEL T. PANARISI, Colonel, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

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

AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects.*

AFI 65-501, *Economic Analysis.*

AFI 32-7061, *The Environmental Impact Analysis Process.*

AFI 32-7064, *Integrated Natural Resources Management.*

AFI 32-9001, *Acquisition Of Real Property.*

AFI 32-1023, *Design and Construction Standards and Execution Of Facility Construction Projects.*

AFI 32-1022, *Planning and Programming Nonappropriated Fund Facility Construction Projects*

AFI 32-6002, *Family Housing Planning, Programming, Design, and Construction*

AFPD 32-10, *Installations and Facilities (Prioritization Guidance)*

AEDCI 63-100, *Investment Planning and Programming*

AEDCI 90-700, *Capability Analysis and Risk Assessmen*

#### *Adopted Forms*

AF IMT 847, *Recommendation for Change of Publication*

#### *Abbreviations and Acronyms*

**AEDC**—Arnold Engineering Development Center

**CC**—Center Commander

**CES**—Civil Engineer Squadron

**CES/CEV**—Environmental Flight

**CES/CEC**—Engineering Flight

**CS**—Communications Squadron

**FB**—Facilities Board

**FBWP**—Facilities Board Working Panel

**FM**—Financial Management Directorate

**MXG**—Maintenance Group

**MXS**—Maintenance Squadron

**MSG**—Mission Support Group

**MSG/SV**—Services

**PK**—Contracting Directorate

**PKP**—Procurement Division

**SE**—Safety Office

**TESG**—Test Systems Group

**TESS**—Test Systems Squadron

**TG**—Test Group

**TS**—Test Squadron

**XP**—Plans and Programs Directorate

Attachment 2

WORK FLOW/PROJECT APPROVAL PROCESS

Figure A2.1. Work Flow/Project Approval Process

