

**BY ORDER OF THE COMMANDER,  
AVIANO (USAFE)**



**AVIANO AB INSTRUCTION 32-1032**

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**Civil Engineering**

**FACILITY BOARD STRUCTURE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*; AFPD 32-90, *Real Property Management*; and AFI 32-9002, *Use of Real Property Facilities*, in establishing the scope and procedures of the Facilities Board (FB) and the Space Allocation Board (SAB), as they relate to floor space management on Aviano AB; Air Force Instruction (AFI), 32-7062, *Air Force Comprehensive Planning*; and establishes panels as authorized by AFPD 32-10. This instruction establishes the scope and procedures of the Facilities Board for the management of all aspects of 31st Fighter Wing (FW) real property assets, and provides responsibilities and procedures for prioritizing, repair, alteration, and new construction. It applies to all Aviano activities including geographically separated units (GSU's), where Real Property is the responsibility of the 31st FW, and includes tenant organizations. 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's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>.

**1. RESPONSIBILITIES.** The Facility Board (FB) structure provides corporate review and direction to facilitate efficient use of Base Civil Engineer (BCE) resources in accomplishing the wing mission, goals, and objectives. The following facility and infrastructure actions will be presented for FB validation, priority determination and approval: (1) All space utilization requirements including real estate in/out grants, disposal, acquisitions and occupancy. (2) Programmed work requirements including all maintenance, repair, and construction projects designated for contract execution, all maintenance, repair and construction projects designated for execution with in-house BCE resources and valued at \$15K or more. (3) All community planning requirements including future land use, facility siting, transportation network, capital improvements, area development and air installation compatible use.

**2. MEMBERS.**

2.1. The FB is chaired by the Wing Commander. The chairperson appoints other voting members representing the installation's major functions.

2.2. Non-voting members are appointed as needed.

2.3. Recommended Facility Board Membership:

Voting Members:

Chairperson - Commander, 31st Fighter Wing (may be delegated to Vice Wing Commander)

Commander, 31st Mission Support Group

Commander, 31st Operations Group

Commander, 31st Maintenance Group

Commander, 31st Medical Group

Non-Voting Members:

Deputy Commander, 31 Mission Support Group

Commander, 31st Civil Engineer Squadron

Commander, 31st Comptroller Squadron

Commander, 31st Communications Squadron

Commander, 31st Contracting Squadron

Chief, Engineering Flight, 31st Civil Engineer Squadron

Chief, Resources Flight, 31st Civil Engineer Squadron

Chief, Contracts Element, 31st Civil Engineer Squadron

Chief, Base Development, 31st Civil Engineer Squadron

Community Planner, 31st Civil Engineer Squadron

2.4. Attendance at scheduled FB meetings is mandatory for voting members or their alternates. Alternates are expected to vote with full authority of the primary member. Interim actions may be effected through coordination with voting FB members and approval of the chairperson. Interim actions will be documented by memorandum and attached as a supplement to minutes of the next FB meeting.

2.5. The FB will meet every three (3) months (minimum) or more frequently as determined by the chairperson.

**3. FACILITIES BOARD PROCEDURES.** The following agendas are for planning purposes to meet established programming requirements. The agenda is sent to members for review prior to the FB. Agendas and FB timing may be changed to meet new/different requirements. Out-of-Cycle requests requiring a quick decision will be coordinated by Base Development (31 CES/CECP), addressed on a Staff Summary Sheet and staffed through the FB voting members to the FB Chairperson for approval. Quarterly meetings should be organized as follows:

3.1. The first quarter (November) meeting should address:

3.1.1. Fiscal Year (FY) +1 Sustainment Restoration Modernization & Construction (SRMC) Operations & Maintenance (O&M) project list and FY+2 draft project list

3.1.2. Any FY+1 projects that are candidates for the Construction Training Squadron (CTS), due to HQ USAFE in January.

3.1.3. Any new facility sitings required.

3.1.4. Approval of Space Management Committee (SMC) recommendations.

3.1.5. Any changes in Real Property records and/or space utilization.

3.2. The second quarter (February) meeting should address:

3.2.1. FY+1 SRMC and Environmental priorities to support HQ USAFE Financial Plan.

3.2.2. In odd years, FY+2 and FY+3 MILCON projects. Full documentation due to HQ USAFE in February. Base-to-Command Briefings to be held in May.

3.2.3. Any new facility sitings required.

3.2.4. Approval of SMC recommendations.

3.2.5. Any changes in Real Property records and/or space utilization.

3.2.6. Any FY+1 projects that are candidates for National Guard and Reserve execution, due to HQ USAFE in April for Guard/Reserve execution.

3.3. The third quarter (May) meeting should address:

3.3.1. Review of current FY project status.

3.3.2. NAF Projects, due to HQ USAFE in June.

3.3.3. MILCON priorities, due to HQ USAFE in July for Future Years Defense Plan list.

3.3.4. Any new facility sitings required.

3.3.5. Candidate Year-End (Straddle) due in August to HQ USAFE.

3.3.6. Approval of SMC recommendations.

3.3.7. Any changes in Real Property records and/or space utilization.

3.4. The fourth quarter (August) meeting should address:

3.4.1. Review of current FY project status.

3.4.2. Prioritization of FY+2 SRMC projects, to determine which projects must be designed.

3.4.3. Any new facility sitings required.

3.4.4. Approval of SMC recommendations.

3.4.5. Any changes in Real Property records and/or space utilization.

3.5. Members present their concerns and impacts on issues before the FB. The Chairperson makes the final decisions on all issues. It is envisioned that most agenda items will be accompanied by an SMC recommendation.

3.6. Chief, Base Development (31 CES/CECP), or the designated representative, prepares agenda for FB meetings. After each FB meeting, minutes are prepared and submitted to the chairperson for approval.

**4. WORKING GROUPS.** The Space Management Committee (SMC) and the Facilities Board Working Group (FBWG) are established to support the FB. These working groups accomplish the required staffing for their respective areas of responsibility and present their findings to the FB. In cases where there are significant irreconcilable differences among working group members, the differing points of view are presented to the FB for decision or vote, if required.

4.1. Space Management Committee (SMC): The SMC addresses real estate requirements including property in/out grants, disposal, acquisitions and facility occupancy. The SMC develops options and presents them to the FB with recommended action. The SMC meets quarterly (minimum) and when possible, is held in conjunction with the FBWG meeting.

4.1.1. Space utilization requests are submitted in writing to the Real Property Office (31 CES/CERR). All requests will be submitted 14 days prior to meetings and accompanied by appropriate details and supporting graphics describing the spaces, facilities, or locations involved. Narrative justification will include a description of how the additional space will be utilized to implement a more efficient work process flow for the organization/function and identify all planned budgetary requirements/sources for drayage and other associated move-in costs.

4.1.2. Space Management Committee Members:

4.1.2.1. Membership consists of representatives, normally at Group Deputy level, appointed by their respective commander. 31 CES/CERR is the facilitator, staffs all space requests with the submitter, and presents initial findings to the SMC.

Voting Members:

Chairperson - Deputy Commander, 31st Mission Support Group

Deputy Commander, 31st Operations Group

Deputy Commander, 31st Maintenance Group

Deputy Commander, 31st Medical Group

31 FW, typically Wing Plans (XP)

Non-Voting Members:

Commander, 31st Civil Engineer Squadron, or delegated to Deputy Base Civil Engineer

Commander, 31st Comptroller Squadron

Commander, 31st Communications Squadron

Commander, 31st Contracting Squadron

Chief, Engineering Flight, 31st Civil Engineer Squadron

Chief, Base Development, 31st Civil Engineer Squadron

Chief, Contracts Element, 31st Civil Engineer Squadron

Chief, Resources Flight, 31st Civil Engineer Squadron

Real Property Officer, 31st Civil Engineer Squadron

#### 4.1.3. Space Management Committee Procedures:

4.1.3.1. Out-of-cycle requests needing a quick decision will be coordinated with 31 CES/CERR, addressed on a Staff Summary Sheet, and staffed through the SMC voting members to the FB, if appropriate, for their approval/disapproval.

4.1.3.2. 31 CES/CERR prepares agendas and meeting minutes for the SMC, and submits them to the 31 MSG/CD for approval.

4.1.3.3. Meet to consider the following real property floor space items for validation, approval, and priority determination:

4.1.3.3.1. Requests for floor space, both new and additional.

4.1.3.3.2. Proposed acquisition or disposal of real property.

4.1.3.3.3. Proposed change in use of real property prescribed by AFI 32-9002.

4.1.3.3.4. All floor space changes (except for office remodeling, which neither adds nor subtracts floor space from the unit) must be staffed through the SMC/FB process.

4.1.3.3.5. SMC evaluation form and directions are downloadable from the Aviano Intranet at <https://avo-intranet/CivilEngineering/resources/cerr/space.html>. Requests should be signed by the respective Group/CD and addressed to 31 CES/CERR, 632-2330.

4.2. Facilities Board Working Group: Within the FB structure, the Facilities Board Working Group (FBWG) serves to provide oversight and direction to supporting functional area panels. The FBWG reviews actions under consideration by functional area panels and determines which actions are sufficiently staffed to go forward, with recommendations, to the FB. The FBWG presents its findings and recommends validation, priority, and/or approval of facility and infrastructure requirements at each FB meeting. The FBWG will meet one month (optimum) prior to each FB meeting, at a time and place to be determined before each meeting.

#### 4.2.1. Facilities Board Working Group Membership:

##### Voting Members:

Chairperson –Deputy Commander, 31st Mission Support Group

Deputy Commander, 31st Operations Group

Deputy Commander, 31st Maintenance Group

Deputy Commander, 31st Medical Group

31 FW, typically Wing Plans (XP)

##### Non-Voting Members:

Commander, 31st Civil Engineer Squadron, may be delegated to Deputy Base Civil Engineer

Commander, 31st Comptroller Squadron

Commander, 31st Communications Squadron

Commander, 31st Contracting Squadron

Chief, Engineering Flight, 31st Civil Engineering Squadron

Chief, Contracts Element, 31st Civil Engineer Squadron

Chief, Base Development, 31st Civil Engineer Squadron

#### 4.2.2. Facilities Board Working Group Procedures:

4.2.2.1. Normally, the FBWG meets one month prior to the FB meeting or as required by the chairperson. Actual schedules should coincide with scheduling of FB meeting. The FBWG will address the issues outlined above for the follow-on FB, and any other measures deemed appropriate by the chairperson.

4.2.2.2. Prioritization: 31 CES will prepare listings of projects for group prioritization prior to scheduled meetings. Prior to the meeting, subordinate organizations will be responsible to brief their group representatives on the requirements of the projects, with recommendations for priorities. Tenant organizations on Aviano AB will brief the 31st Mission Support Group representative. When requested, 31 CES will assist in providing this information. All known impacts relating to mission capabilities, safety, fire safety, security, and environmental compliance will be presented to the group representative. Group priorities will be returned to 31 CES. Overall priority recommendations will be presented to the FBWG members in a read-ahead prior to the FBWG meeting.

4.2.2.3. Representatives from the subordinate and tenant organizations may attend the FBWG meetings to support their organization's projects. Requesters should be prepared to justify priorities.

4.2.2.4. The FBWG will consider the initial priority list and make any necessary adjustments for final project priority lists to be presented at the FB.

4.2.2.5. The Community Planner, or designated representative, will brief all siting issues.

4.2.2.6. The Programmer, or designated representative, prepares agendas and meeting minutes for the FBWG.

5. The FB, FBWG, and SMC meetings are open to members of any unit when an action affecting that unit is being considered.

6. FB, FBWG, and SMC meeting minutes will be published and distributed within one week of the respective meeting.

7. Forms Adopted:

AF IMT 847, *Recommendation for Change of Publication*

CRAIG A. FRANKLIN, Brigadier General, USAF  
Commander

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

Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*

AFPD 32-90, *Real Property Management*

AFI 32-9002, *Use of Real Property Facilities*

Air Force Instruction (AFI), 32-7062, *Air Force Comprehensive Planning*

AFI 33-119, *Electronic Mail Management and Use*

AFRIMS

AFI33-360, *Publications and Forms Management*

***Abbreviations and Acronyms***

**31 CES/CECP**—Base Development

**31 CES/CERR**—Real Property Officer

**31CS/SCBP**—Base Publishing Management Office

**31 CS/SCBR**—Base Records Management/Privacy Act Office

**31 FW**—Fighter Wing

**31 FW/CC**—Base Commander

**31 FW/JA**—Legal Office

**31 FW/SEW**—Wing Safety

**31 MXS/LGMW**—Maintenance Squadron, Munitions Flight

**AFI**—Air Force Instruction

**BCE**—Base Civil Engineering

**CTS**—Construction Training Squadron

**FB**—Facility Board

**FBWG**—Facilities Board Working Group

**GSU**—Geographically Separated Unit

**MILCON**—Military Construction

**O&M**—Operation and Modernization

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**SMC**—Space Management Committee

**SRMC**—Sustainment Restoration Modernization & Construction

**USAFE/FDO**—Foreign Disclosure Office