

**BY ORDER OF THE COMMANDER
RAF MILDENHALL**

MILDENHALL INSTRUCTION 32-1001

6 MARCH 2014

Civil Engineering

FACILITIES BOARD



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Kevin L. Parker)

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*, 4 March 2010, and establishes a 100 ARW Facilities Board (FB), and a Facilities Board Working Group (FBWG). The FBWG combines the former Facilities Utilization Working Group (FUWG), Real Estate Working Group (REWG), and Traffic Management Working Group (TMWG) into a single FBWG. This instruction prescribes the responsibilities of each of these groups and identifies their objectives, organization, and membership. It applies to all organizational and partner units on Royal Air Force (RAF) Mildenhall. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to 100 CES/CEN, using the AF Form 847, Recommendation for Change of Publication; route the AF Form 847 from the field through the appropriate functional chain of command.

1. Purpose. The purpose of this instruction is to ensure efficient use of existing real property facilities in support of the RAF Mildenhall mission together with the support units as prescribed by host or tenant support agreements.

2. Facilities Board (FB). The FB directs the use of real property facilities and civil engineer fiscal and physical resources in support of Team Mildenhall missions. The 100 CES manages

the FB/FBWG processes on behalf of the 100 ARW. The 100 ARW/CC has overall responsibility for installation and facility management at RAF Mildenhall.

2.1. Frequency. FB meetings will meet at least twice per year. Timing and agenda will be determined by 100 CES, after coordination with 100 ARW, and scheduled to support USAFE and HAF program submission timelines. Out-of-cycle meetings may be required in special circumstances and the use of an out-of-cycle eSSS may be used when necessary.

2.2. Functions. The FB will review, approve or disapprove, and prioritize items included in the following areas as recommended by the FBWG:

2.2.1. All demolition, minor construction (work less than \$750,000) and repair of all real property. The FB will approve the Base Comprehensive Asset Management Plan (BCAMP) to include the supporting investment strategy (e.g. the Integrated Priority List – IPL). The IPL will cover a two year outlook period.

2.2.2. Military Construction (MILCON) Program (major construction work over \$750,000).

2.2.3. Future programs from other funding sources to include MFH, NAF, AFSOC, TWCF, ISR, AAFES, DECA, and NATO.

2.2.4. Changes in use of existing facilities. Floor space allowances shall be based on AFMAN 32-1084, *Facility Requirements*, AFI 32-1024, *Standard Facility Requirements* and supplemental Air Force guidance.

2.2.5. All new facility sitings and proposed acquisition or disposal of facilities and real property. Once 100 ARW/CC approval is received 100 CES will work through the RAF Commander for subsequent coordination with the local council and/or county, as applicable.

2.2.6. Installation Development Plan (IDP) review and revisions to ensure compatibility with current and future mission requirements. 100 CES shall ensure that the IDP remains a current and accurate reflection of Team Mildenhall's mission priorities and long-range facility infrastructure development plans.

2.2.7. The annual airfield waiver program overview as mandated by UFC 3-260-01.

2.3. Members. The FB is chaired by the 100 ARW/CC (or designated alternate) and is comprised of individuals from RAF Mildenhall.

2.3.1. Voting Members (or their designated representative):

2.3.1.1. 100 ARW Vice Wing Commander (100 ARW/CV)

2.3.1.2. 100th Mission Support Group Commander (100 MSG/CC) (Deputy Chairperson)

2.3.1.3. 100th Operations Group Commander (100 OG/CC)

2.3.1.4. 100th Maintenance Group Commander (100 MXG/CC)

2.3.1.5. 352d Special Operations Commander (352 SOG/CC)

2.3.1.6. 100 CES Base Civil Engineer (100 CES/CC)

2.3.1.7. 727 AMS Commander (727 AMS/CC)

- 2.3.1.8. 488 IS Commander (488 IS/CC)
- 2.3.1.9. 95 RS Commander (95 RS/CC)
- 2.3.1.10. Other members designated in writing by the Chairperson
- 2.3.2. Non-voting Members:
 - 2.3.2.1. RAF Commander (RAF/CC)
 - 2.3.2.2. Defence Infrastructure Organization Area Manager (DIO USF)
 - 2.3.2.3. 100 CES Deputy Base Civil Engineer (100 CES/CD)
 - 2.3.2.4. 100 ARW Wing Safety (100 ARW/SE)
 - 2.3.2.5. 100 ARW Staff Judge Advocate (100 ARW/JA)
 - 2.3.2.6. 100 ARW Wing Plans (100 ARW/XP)
 - 2.3.2.7. 100th Security Forces Squadron Commander (100 SFS/CC)
 - 2.3.2.8. 100th Force Support Squadron Commander (100 FSS/CC)
 - 2.3.2.9. 100th Communications Squadron Commander (100 CS/CC)
 - 2.3.2.10. 100th Logistics Readiness Squadron Commander (100 LRS/CC)
 - 2.3.2.11. AAFES General Manager (AAFES)
 - 2.3.2.12. 100 ARW Anti-Terrorism Officer (100 ARW/ATO)
 - 2.3.2.13. 100 ARW Comptroller (100 CPTS/CC)
 - 2.3.2.14. 100 CES Engineering Flight Chief (100 CES/CEN)
 - 2.3.2.15. 100 CES Program Development Chief (100 CES/CENP) (Briefer)
 - 2.3.2.16. 100 CES Portfolio Optimization Planning (100 CES/CENP) (Recorder)
- 2.3.3. The Recorder will ensure meeting minutes are staffed for approval within 2 weeks after the FB. Electronic and hard copies will be maintained by 100 CES.

3. Facilities Board Working Group (FBWG). The purpose of the FBWG is to discuss facility, real estate programs, and traffic management issues and make recommendations to the FB for the items outlined in paragraph 2.2.

3.1. Frequency. The FBWG meeting cycle will be synchronized with the FB schedule to meet approximately 2 weeks prior to the FB. Topics for discussion include prioritization for facility projects with respect to the programs outlined in paragraph 2.2, all real estate actions (new sites, demolition, change of use, requests for space, etc.) and approval of traffic management issues, such as parking and traffic circulation plans in accordance with MILDENHALLI31-218, *Motor Vehicle/Traffic Supervision*.

3.2. Members. The 100 MSG/CD (or their designated alternate) will serve as the Chairperson of the FBWG.

- 3.2.1. FBWG Voting Members (or designated representative):

- 3.2.1.1. Base Civil Engineer/Deputy BCE (100 CES/CC or CD) (voting member for traffic management issues)
- 3.2.1.2. 100th Operations Group Deputy Commander (100 OG/CD)
- 3.2.1.3. 100th Maintenance Group Deputy Commander (100 MXG/CD)
- 3.2.1.4. 100 ARW Director of Staff (100 ARW/DS, represents all of 100 ARW)
- 3.2.1.5. 352 SOG Deputy Commander (352 SOG/CD)
- 3.2.1.6. 727 AMS Director of Operations (727 AMS/DO)
- 3.2.1.7. 488 IS Deputy Commander (488 IS/CD)
- 3.2.1.8. 95 RS Deputy Commander (95 RS/CD)
- 3.2.2. Non-voting Members:
 - 3.2.2.1. RAF Commander (RAF/CC)
 - 3.2.2.2. Defence Infrastructure Organization Area Manager (DIO USF)
 - 3.2.2.3. 100 ARW Wing Safety (100 ARW/SE) (voting member for traffic management issues)
 - 3.2.2.4. 100th Security Forces Squadron Commander (100 SFS/CC) (voting member for traffic management issues)
 - 3.2.2.5. 100th Force Support Squadron Commander (100 FSS/CC)
 - 3.2.2.6. 100th Communications Squadron Commander (100 CS/CC)
 - 3.2.2.7. 100th Logistics Readiness Squadron Commander (100 LRS/CC)
 - 3.2.2.8. AAFES General Manager (AAFES)
 - 3.2.2.9. 100 ARW Comptroller (100 CPTS/CC)
 - 3.2.2.10. 100 ARW Staff Judge Advocate (100 ARW/JA)
 - 3.2.2.11. 100 CES Operations Flight Chief (100 CES/CEO)
 - 3.2.2.12. 100 CES Installation Management Flight Chief (100 CES/CEI)
 - 3.2.2.13. 100 CES Fire Department (100 CES/CEF)
 - 3.2.2.14. 100 CES Engineering Flight Chief (100 CES/CEN)
 - 3.2.2.15. 100 CES Program Development Chief (100 CES/CENP) (Briefer)
 - 3.2.2.16. 100 CES Portfolio Optimization Planning (100 CES/CENP) (Recorder)
 - 3.2.2.17. Other non-voting members may attend as Supporting Members as required to present information and discuss individual position/requests.
- 3.2.3. The Recorder will ensure meeting minutes of the FBWG will be prepared no later than 1 week after the meeting.
- 3.3. Requests for space or Changes in space use.

3.3.1. Organizations requesting additional space or changes in use of existing space will send a message to 100 CES/CENP (Portfolio Optimization). This message will contain a full justification of the need, the requirements that are driving the request, the date the space is required, and the impact if the space is not provided. Organizations will provide the name and duty telephone number of a POC. All AFSOC requests shall come from 352 SOG/CE.

3.3.2. 100 CES/CENP will verify and validate the requirement against applicable criteria. Once the requirements and space availability are validated by 100 CES, the request will be placed on the agenda for the next available FBWG.

3.3.3. Organizations requesting additional space will receive a copy of the agenda and will then be expected to attend the FBWG in a non-voting capacity in order to answer questions or concerns regarding their request.

3.3.4. Space requests not identified on the meeting agenda will not be discussed.

4. Responsibilities.

4.1. This Mildenhall Instruction is the responsibility of the 100th Civil Engineer Squadron.

KENNETH T. BIBB, JR., Colonel, USAF
Commander

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

AFPD 32-10, *Installations and Facilities*, 4 March 2010

AFI 32-1024, *Standard Facility Requirements*, 14 July 2011

AFI 32-10142, *Facilities Board*, 14 May 2013

AFMAN 32-1084, *Facility Requirements*, 20 April 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

MILDENHALLI 31-218, *Motor Vehicle/Traffic Supervision*, 23 July 2013

UFC 3-260-01, *Airfield and Heliport Planning and Design*, 17 November 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Prescribed Forms

N/A

Abbreviations and Acronyms

AAFES—Army & Air Force Exchange Service

AFSOC—Air Force Special Operations Command

AMS—Air Mobility Squadron

ARW—Air Refueling Wing

CES—Civil Engineer Squadron

DECA—Defense Commissary Agency

DIO—Defence Infrastructure Organization

EoFY—End of Fiscal Year

EEIC—Element of Expense Investment Code

eSSS—Electronic Staff Summary Sheet

FB—Facilities Board

FBWG—Facilities Board Working Group

FUWG—Facilities Utilization Working Group

FY—Fiscal Year

IDP—Installation Development Plan

IPL—Integrated Priority List

IS—Intelligence Squadron

ISR—Intelligence, Surveillance, and Reconnaissance

IMWG—Installation Management Working Group

MFH—Military Family Housing

MILCON—Military Construction Program

NAF—Non-Appropriated Funds

NATO—North Atlantic Treaty Organization

POC—Point of Contact

SOG—Special Operations Group

SRM—Sustainment, Restoration & Modernization RAF-Royal Air Force

RAFM—Royal Air Force Mildenhall

REWG—Real Estate Working Group

RS—Reconnaissance Squadron

TMWG—Traffic Management Working Group

TWCF—Transportation Working Capital Fund

UFC—Unified Facilities Criteria