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**INTEGRATED INSTALLATION
PLANNING**



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This publication implements Headquarters Air Force Mission Directive (HAFMD) 1-38, *Deputy Chief of Staff, Logistics, Engineering and Force Protection*; Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*; AFPD 32-70, *Environmental Considerations in Air Force Programs and Activities*; AFPD 32-90, *Real Property Asset Management*; and AFPD 90-20, *Mission Sustainment*. This publication establishes a comprehensive and integrated planning framework for development/redevelopment of Air Force installations. This publication applies to all Regular Air Force installations located in the United States, its territories and possessions. With the exception of **Chapter 3** and **Chapter 4**, this publication applies to Air Force Reserve (AFR) and Air National Guard (ANG) installations. This publication does not apply to AFR and ANG units operating at civil airfields that are subject to Federal Aviation Administration planning regulations. **Chapter 6**, **Chapter 7**, and **Chapter 8** do not apply to Air Force Industrial Preparedness facilities known as Air Force Plants. This publication may be supplemented by Outside Continental United States Regular Air Force Major Commands (MAJCOMs), the Air Force Reserve Command (AFRC), and the ANG. All supplements must be routed to the Office of Primary Responsibility for coordination prior to certification and approval. Refer

recommended changes and questions about this publication to the Office of Primary Responsibility listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. 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, Table 1.1 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 requestor’s commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This interim change revises AFI 32-1015 by updating outdated links and references, correcting formatting and grammar errors, updating definitions, and adding select new terms, as well as making edits to improve readability. Language has been added to address installation resilience, to include: providing guidance regarding planning for resilience to severe weather and climate hazards, addressing roles and responsibilities of installation weather personnel, adding references to the Tactical Mission Dependency Index, providing additional guidance related to floodplains, implementing use of the DoD Regional Sea Level Database, and providing clarification regarding updated requirements for the Installation Development Plan, to include an installation climate resilience plan. Revisions integrate objectives of the *United States Air Force Infrastructure Investment Strategy* (which is available here: https://cs2.eis.af.mil/sites/10041/Pages/ce_Strategy.aspx), integrate use of the Airfield Waiver Support Tool, and eliminate the AF Form 4003 and 4004.

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Chapter 1

INTRODUCTION

1.1. Overview. The *Air Force vision for Integrated Installation Planning* is adaptive, resilient, right-sized, and fiscally sustainable installations that are defensible, sustainable, healthy, innovative, cost-effective, and provide world-class warfighting capability. Air Force installations, whether enduring or expeditionary, are weapons platforms from which our nation projects power in air, space, and cyberspace. The Air Force must ensure the unrivaled sustainment and protection of these weapons platforms through integrated on- and off-installation planning. **(T-1)**. This includes installation development and facility space planning, management of the Air Installations Compatible Use Zones (AICUZ) and noise programs, and integration of the Environmental Impact Analysis Process (EIAP). Integrated Installation Planning combines policy for these programs and assists Air Force leaders, through the installation commander's Facilities Board process (see **Chapter 8**). The Facilities Board process prioritizes today's investments so tomorrow's installations, infrastructure, and combat support capabilities are adaptive, resilient, right-sized, and fiscally sustainable. The goal is to assure combat readiness, lethality, and Airmen resilience.

1.1.1. The Integrated Installation Planning process leverages available facilities, services and resources, both on and off installations. Integrated Installation Planning promotes relationships with local communities and integration of our mission with local governments, the joint force and other agencies. Our partners must have an understanding of installation operations and procedures, and we must understand partner needs and concerns. **(T-1)**.

1.1.2. Outside Continental United States installations may be subject to different requirements for the programs covered in this AFI. This is based on factors like host nation agreements and environmental final governing standards. Installations must engage the program office of primary responsibility (the Air Force Civil Engineer Center (AFCEC), the Air Force Installation and Mission Support Center (AFIMSC), and/or in-theater detachments) to determine processes and country-specific requirements for the management of programs outlined in this instruction. **(T-2)**.

1.2. The Air Force Integrated Installation Planning Framework. The Integrated Installation Planning framework includes three levels of effort: strategic, enterprise, and installation.

1.2.1. The Directorate of Civil Engineers (AF/A4C) leads strategic planning for Air Force infrastructure and provides strategic-operational, and functional intent and guidance through Integrated Installation Planning and related directive publications. This includes guidance for the Civil Engineer career field, such as the *United States Air Force Civil Engineer Annex to the Basing and Logistics Flight Plan*. This document is available at the following link: https://cs2.eis.af.mil/sites/10041/Pages/ce_Strategy.aspx. Additional details about roles at the strategic level are discussed in **Chapter 2**.

1.2.2. The National Guard Bureau (NGB), the AFR, and AFIMSC execute enterprise planning. This includes analysis of assets and mission-driven infrastructure requirements, which inform both strategic and installation planning. The ANG and the AFRC coordinate with AFIMSC to ensure that issues unique to the Air Reserve Component (ARC) are

represented in the planning process. Additional details about roles at the enterprise level are discussed in [Chapter 2](#).

1.2.3. Installation staff plan and synchronize policy and support to mission capabilities. Integrated Installation Planning identifies actions and investments needed to assure current mission accomplishment and to shape installation development for future operational needs. Stakeholders, working through the Facilities Board construct, must collaborate to develop optimum and cost-effective development solutions for current and future Air Force installations. **(T-3)**. Additional details about roles at the installation level are discussed in [Chapter 2](#).

1.3. Integrated Installation Planning Principles. The Air Force vision for Integrated Installation Planning supports Air Force enterprise vision and strategy documents. It requires an enduring comprehensive planning approach that guides decision-making for on- and off-installation land use and development. Planning decisions must be informed by asset management principles that make effective and responsible use of the nation's resources while meeting mission requirements. Each Installation Development and Facility Space Optimization Plan aligns strategic, operational, and installation with mission support requirements, constraints, and investments. These plans shall be aligned to the current *National Defense Strategy of the United States of America*. **(T-0)**. Planning efforts shall focus on short-term (0-7 years), mid-term (8-25 years) and long-term (26 years and greater) time horizons. **(T-3)**. The AICUZ study for each installation helps ensure long term mission sustainment of Air Force installations. Effective integrated planning will identify environmental constraints and opportunities early in the planning process through preparation of Installation Development Plan. **(T-0)**.

1.3.1. The Integrated Installation Planning Team, as defined in [Attachment 1](#), promotes maximum operational capability by doing the following:

1.3.1.1. Managing asset portfolios proactively across all levels of the Air Force.

1.3.1.2. Improving mission, environment, and installation resiliency.

1.3.1.3. Promoting sustainable development.

1.3.1.4. Implementing the AICUZ program.

1.3.1.5. Providing decision-makers with timely, succinct, and quality environmental analysis by initiating the EIAP as early as possible in the planning effort.

1.3.1.6. Leveraging cross-functional teams and increasing information availability and sharing.

1.3.1.7. Obtaining trust and confidence from leadership throughout the planning process.

1.3.1.8. Informing smart investment decisions and linking investment to strategic capabilities.

1.3.1.9. Promoting risk-informed decision-making.

1.3.2. Planning efforts shall be consistent with *The Air Force Infrastructure Investment Strategy* (available here: https://cs2.eis.af.mil/sites/10041/Pages/ce_Strategy.aspx) and its objective to Strengthen Installation Planning. (T-1). This includes optimizing the use and re-use of existing facility resources, offsetting new construction growth, and divesting failing and underutilized facilities. The goal is to create enduring plans for the installations we need while reducing total facility square footage by 5 percent in 20 years (from FY18) through divestment, demolition, conversion and consolidation.

1.4. Resource Allocation. There is an integral link between Integrated Installation Planning and resource allocation. Effective installation level planning considers short-term, mid-term, and long-term requirements. Those requirements are aligned with the Strategic Planning, Programming, Budgeting and Execution process through development of Planning Actions and the prioritization of requirements.

1.4.1. Integrated Installation Planning links planning activities with programming actions, or efforts to implement Headquarters, Air Force Corporate Structure decisions. Installation prioritized integrated project lists inform the enterprise execution strategy.

1.4.2. The development of enterprise-wide integrated project lists inform the Air Force Program Objective Memorandum submission. Informed by prioritization and advocacy from the MAJCOMs, AFIMSC prioritizes project submissions through the installation and mission support governance structure. AFIMSC then budgets them for execution. Unfunded projects are placed against future priority budget requirements and unfunded requirements.

1.4.3. The Installation Support Panel coordinates these requirements through the Air Force Corporate Structure.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Director, Public Affairs, Office of the Secretary of the Air Force (SAF/PA). SAF/PA shall:

2.1.1. Assist in security and policy review of related documentation. Do this in accordance with AFI 35-102, *Security and Policy Review Process*, and DoDI 5230.29, *Security and Policy Review of DoD Information for Public Release*. This shall occur prior to public release, to protect classified, controlled unclassified sensitive, or unclassified information that may lead to disclosure which can adversely impact national and operational security. This provides for release of accurate information that does not conflict with Air Force, Department of Defense, or United States Government policy.

2.1.2. Provide guidance in AFI 35-108, *Environmental Public Affairs*, consistent with this instruction, for MAJCOM and Installation Public Affairs offices to implement the noise inquiry and complaint element of the Air Force noise program. See [paragraph 2.11](#) of this instruction for details related to public affairs responsibilities for NGB installations.

2.1.3. Support AF/A4C in developing messages and strategic communications related to noise generated by the operation of Air Force weapon systems.

2.2. The Assistant Secretary of the Air Force for Acquisition, Technology and Logistics (SAF/AQ). SAF/AQ shall:

2.2.1. Ensure SAF/AQ Program Offices comply with the 42 USC § 4321, 40 CFR Parts 1500-1508, *Council of Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA*, 32 CFR Part 989, and Executive Order (EO) 12114, *Environmental Effects Abroad of Major Federal Actions*. Ensure compliance with these requirements when acquiring systems pursuant to AFD 63-1, *Integrated Life Cycle Management*, AFD 20-1, *Integrated Life Cycle Management*, and AFI 63-101/20-101, *Integrated Life Cycle Management*.

2.2.2. Establish policy, guidance, and provide oversight for Air Force acquisition and sustainment program managers. Address the requirement to work with appropriate MAJCOM and installation EIAP personnel to support preparation of required analyses.

2.2.2.1. Ensure program managers coordinate with the 711th Human Performance Wing to determine the appropriate method of collecting noise signature data. Collect data at the level of detail necessary to create noise data-files used for modeling fixed wing aircraft. This is used in the Air Force's noise modeling software, NOISEMAP, or Defense Noise Working Group-approved updated noise modeling software.

2.2.2.2. Ensure program managers collect all the data elements related to their acquisition weapon system program that are needed for the environment, safety, and occupational health risk evaluations. This includes the data (including geospatial) for program NEPA or EIAP evaluations.

2.2.3. Exercise authority for all matters relating to the Acquisition and Management of Air Force Industrial Preparedness facilities on behalf of the Secretary of the Air Force. This is

codified in Headquarters Air Force Mission Directive (HAFMD) 1-10, *Assistant Secretary of the Air Force (Acquisition)*, AFPD 63-1, AFPD 20-1, and AFI 63-101/20-101, Chapter 12.

2.2.4. Program Offices falling under the SAF/AQ shall:

2.2.4.1. For air systems (manned and unmanned), include, as appropriate, collection and reporting of measured ground-to-ground (near-field) and recorded air-to-ground (far-field) noise signatures (3rd Octave Band). Provide this data for all new air systems during early development stages and provide the collected data to the Air Force Research Laboratory's 711th Human Performance Wing.

2.2.4.2. Integrate environmental noise management considerations into the systems engineering process. In this effort, program offices will:

2.2.4.2.1. Support the Lead Command for the program in its efforts to identify specific installation-level system environmental noise management requirements. Provide the associated funding needed by the program office.

2.2.4.2.2. Address environmental noise management in the Environment, Safety and Occupational Health design consideration portion of the program office's Systems Engineering Plan. Also address noise management in the Life Cycle Sustainment Plan.

2.2.4.2.3. Include all environmental, safety, and occupational health data and related information generated by the program office in the Programmatic Environment, Safety, and Occupational Health Evaluation document.

2.3. The Assistant Secretary of the Air Force for Installations, Environment and Energy (SAF/IE). SAF/IE shall:

2.3.1. Have authority for all matters relating to Air Force Integrated Installation Planning on behalf of the Secretary of the Air Force. This is codified in HAFMD 1-18, *Assistant Secretary of the Air Force (Installations, Environment and Energy)*, DoDD 4270.05, *Military Construction*, DoDD 5105.77, DoDI 1225.08, *Reserve Component (RC) Facilities Programs and Unit Stationing*, and AFPD 32-10.

2.3.2. Provide policy, strategic direction, priorities, doctrine, directive guidance, and oversight on the management and execution of programs, including but not limited to, Air Force installation development planning, facility space planning, the AICUZ program, environmental planning and the Air Force EIAP, noise, real estate, housing, Base Realignment and Closure (BRAC) is defined in 10 USC § 2687, *Base Closures and Realignments*, installation energy resilience, climate adaptation and resilience, and strategic basing.

2.3.3. Engage with the Office of the Secretary of Defense (OSD), Joint Staff, other services, Headquarters Air Force, the ARC, Congress, international partners, other federal and non-federal agencies, Tribal, and State and local governments in matters pertaining to installations, environment and energy.

2.3.4. Co-chair the Installation Executive Council with the Deputy Chief of Staff/Logistics, Engineering, and Force Protection (AF/A4).

2.3.5. Advocate for resources within the Air Force Corporate Structure in support of the development and oversight of an integrated strategy for installations.

2.3.6. The Deputy Assistant Secretary of the Air Force for Installations (SAF/IEI) is delegated authority for matters relating to this instruction and:

2.3.6.1. Serves as the lead for all research, guidelines, and policy related to the management of fixed wing aircraft noise, consistent with DoDI 4715.13, *DoD Noise Program*.

2.3.6.2. Approves the use of noise monitors as part of a monitoring and mitigation strategy, under specific conditions, consistent with DoDI 4715.13.

2.3.6.3. Serves as the lead for Mission Sustainment consistent with AFI 90-2001, *Mission Sustainment*.

2.3.6.4. Designates a representative to act as the Air Force lead for the Compatible Use Program (formally Joint Land Use Study program) to ensure compliance with DoDI 3030.3. Endorses Air Force submissions to the Compatible Use Program for submittal to the Office of the Secretary of Defense's (OSD) Office of Economic Adjustment.

2.3.6.5. Supports the Readiness and Environmental Protection Integration program by designating a representative to coordinate the efforts of the program. Designates a representative to the Readiness and Environmental Protection Integration Inter Service Working Group in accordance with DoDI 4715.24. Coordinates on Readiness and Environmental Protection Integration Initiative program submissions and annual congressional reports related to the OSD's Readiness and Environmental Protection Integration program.

2.3.6.6. Serves as the lead for the Air Force Community Partnership Program.

2.3.6.7. DELETED

2.3.7. Serves as the oversight authority for implementation of NEPA, 40 CFR Parts 1500-1508, 32 CFR Part 989, and EO 12114.

2.4. The Deputy General Counsel for Installations, Energy and Environment (SAF/GCN). SAF/GCN shall provide legal services in support of Air Force policy and activities worldwide. This includes energy, environment, housing, infrastructure, and real property matters, including related community partnership and privatization initiatives. This is consistent with the provisions of HAFMD 1-14, *General Counsel and the Judge Advocate General*. See 32 CFR § 989.3(a)(2).

2.5. The Deputy Chief of Staff, Operations, Plans and Requirements (AF/A3).

2.5.1. Partners with the Deputy Chief of Staff, Logistics, Engineering and Force Protection to promote mission sustainment of Air Force installations.

2.5.2. Develops and coordinates responses to congressional noise complaints/inquiries.

2.5.3. Informs AF/A4C of potential noise issues as current and future test, training and operational needs are recognized.

2.5.4. The Chief, Operational Training Infrastructure (AF/A3TI) reports to the AF/A3 and shall:

2.5.4.1. Ensure that policy, strategy, doctrine, and guidance related to responses to noise complaints and inquiries in airspace and range policy are consistent with Air Force noise program requirements.

2.5.4.2. When required by law, ensure the addition, transfer, or retraction of range and airspace held by ANG units through a real estate instrument requires Governor consent prior to implementation. This is in accordance with 10 USC § 18238, *Army National Guard of the United States*, and EO 13528, *Establishment of the Council of Governors*.

2.5.5. The Director, Air Force Weather (AF/A3W) reports to the AF/A3 and shall:

2.5.5.1. Serve as the lead for policy, requirements, and standards to organize, train, and equip weather forces worldwide.

2.5.5.2. Support AF/A4C and installation planning policy staff to integrate climate and extreme weather event considerations into strategy and operations. Provide knowledge and expertise to planners across the enterprise in accordance with AFRPD 15-1, *Weather Operations*.

2.6. The Deputy Chief of Staff, Logistics, Engineering and Force Protection (AF/A4).

2.6.1. Provides strategic guidance on logistics, engineering, and force protection matters which affect installations, infrastructure, planning, and policy.

2.6.2. Reviews and approves capability development efforts through the Basing and Logistics Board. Serves as co-chair for the Installation Executive Council with the Assistant Secretary of the Air Force for Installations, Environment and Energy.

2.6.3. With input from AFIMSC, the AF/A4's Installation Support Panel validates and approves Integrated Installation Planning requirements for submittal to the Air Force Corporate Structure.

2.6.4. **The Air Force Director of Civil Engineers (AF/A4C)** . AF/A4C reports to the AF/A4 and shall:

2.6.4.1. Provide strategy, policy, directive guidance, and doctrine needed to implement Integrated Installation Planning programs. This includes installation development planning, facility space planning, and the AICUZ and Air Force noise programs. Prepares and develops strategy and doctrine affecting implementation of the EIAP within the Air Force.

2.6.4.2. Consider strategic-operational missions, installation mission-support effectiveness, asset conditions, risk, and lifecycle cost in implementing the Strategic Planning, Programming, Budgeting, and Execution process.

2.6.4.3. Consult with SAF/IEI, AF/A3, the Deputy Chief of Staff, Strategic Plans and Requirements (AF/A5/8), and other organizations on strategic plan development. The A4C develops goals and objectives for installation planning in support of the *2018 National Defense Strategy of the United States of America*.

2.6.4.4. Support development of non-directive guidance for Integrated Installation Planning.

2.6.4.5. Provide oversight of service level Integrated Installation Planning and is responsible for Air Force planning readiness. The A4C assists the Assistant Secretary of the Air Force for Installations, Environment and Energy with collecting, validating, analyzing, and reporting Air Force-wide performance metrics and information to OSD and other external stakeholders.

2.6.4.6. Collaborate, coordinate, and communicate with the OSD, Joint Staff, other services, Headquarters Air Force Staff, the ARC, Congress, international partners, federally recognized tribes, other federal agencies (e.g. Department of Housing and Urban Development, Veterans Administration, and Federal Aviation Administration) and non-federal units of local government on matters relating to on and off-installation development.

2.6.4.6.1. Monitor policies, plans, and programs of other federal agencies which may affect the use of land near military airfields, installations, ranges and under Air Force managed special use airspace.

2.6.4.6.2. Maintain a library of current and historic AICUZ studies in support of basing, planning, civic leader visits, trip books and litigation.

2.6.4.6.3. Prepare and coordinate responses to congressional inquiries on compatible use issues associated with the airfield environment, in accordance with AFI 90-401, *Air Force Relations with Congress*.

2.6.4.6.4. Provide staff to testify on AICUZ policy and guidance.

2.6.4.6.5. Submit final AICUZ studies for congressional distribution.

2.6.4.6.6. Ensure compliance with the Office of Economic Adjustment's Compatible Use Program (formally Joint Land Use Study program). The A4C coordinates Air Force submissions to the Compatible Use Program for SAF/IEI endorsement through OSD's Office of Economic Adjustment. The Compatible Use Program was merged with the Military Installation Resilience Program under the Military Installation Sustainability Program. For more information, see <https://www.oea.gov/our-programs/military-installation-sustainability>.

2.6.4.6.7. Review Readiness and Environmental Protection Integration program submissions and annual congressional reports on the OSD Readiness and Environmental Protection Integration program. Ensure that prioritized projects support Air Force strategic objectives.

2.6.4.6.8. Provide representatives to the Defense Noise Working Group.

2.6.4.6.9. Identify facility and infrastructure requirements needed to support future test, training, and operational needs as part of the strategic basing process.

2.6.4.6.10. Integrate the requirements of the Air Force noise program into the EIAP, the AICUZ program, Compatible Use Program, and Integrated Installation Planning.

2.6.4.6.11. Serve as the focal point at Headquarters Air Force for oversight of EIAP goals and objectives, and supporting, advising, and interfacing with SAF/IEI and the Deputy Assistant Secretary of the Air Force for Science, Technology, and Engineering Leadership (SAF/AQR) on policy and policy objectives. AF/A4C

reviews and validates proposed programmed EIAP-funded projects, and leads HQ AF security and policy reviews to ensure rigor and discipline in EIAP programming and execution.

2.6.4.6.11.1. Ensure compliance with 32 CFR § 989.14(h), *Environmental assessment*, and 32 CFR § 989.30, *Air quality*.

2.6.4.6.11.2. Ensure proponents and Environmental Planning Functions keep SAF/IEI, SAF/AQR, and the AF/A4 updated as required via milestone schedules and mitigation tracking.

2.6.4.7. Advocate for resources through AFIMSC and the Air Force Corporate Structure.

2.6.4.8. Be responsible for Civil Engineering, to include Community Planner, Career Field Management. A4C develops and maintains relevant Career Field Education and Training Plans (e.g. CFETP0020, *Career Field Education and Training Plan for Job Series 0020 Community Planning*).

2.7. The Air Force Flight Standards Agency. The Air Force Flight Standards Agency shall provide support for evaluating proposed development projects for impacts on an installation's Air Traffic Control and Landing Systems or other flight standards as appropriate. **(T-2).**

2.8. The Air Force Legal Operations Agency, Civil Law and Litigation Directorate (AFLOA/JAC). AFLOA/JAC shall:

2.8.1. Serve as the functional expert on legal aspects of the Air Force noise program, AICUZ program, and the EIAP, through AFLOA's Environmental Law and Litigation Division (AFLOA/JACE), including providing legal advice, opinions and reach back support for all levels of the Air Force, consistent with the provisions of HAFMD 1-14. **(T-1).**

2.8.2. Provide litigation support and advice related to noise and land use issues through AFLOA/JACE including such matters as administrative hearings and judicial proceedings. **(T-1).**

2.8.3. Process claims relating to damage allegedly caused by noise and vibrations associated with the use of military aircraft, weapons systems, or munitions through AFLOA's Claims and Tort Litigation Division (AFLOA/JACC) in accordance with AFI 51-306, *Claims for and Against the Air Force*, or other applicable law. **(T-1).**

2.8.4. Provide legal advice in support of monitoring and reviewing current and proposed federal and state legislation and regulations associated with land use and development. **(T-2).**

2.8.5. Provide legal advice on region-specific matters relating to land use compatibility issues or actions affecting multiple installations from different MAJCOMs through AFLOA/JACE Regional Counsel. **(T-0).**

2.8.6. Provide legal advice on proposed installation line of sight and radar look angle zones related to compatible land use recommendations. **(T-2).**

2.8.7. Provide approval for Air Force personnel to testify or make official statements in state and local rule-making forums addressing environmental or land use (e.g. AICUZ) matters. AFLOA assists in obtaining approval for appearing or testifying, personally, or in writing, before legislative bodies in accordance with AFI 51-301, *Civil Litigation*. **(T-1).**

2.8.8. In accordance with 10 USC § 10501, *National Guard Bureau*, ANG installations seeking AFLOA assistance shall coordinate through the Wing Commander and the NGB Judge Advocate (NGB/JA) (see **paragraph 2.11** of this instruction). **(T-0)**.

2.9. The Air Force Safety Center (AFSEC). AFSEC shall:

2.9.1. Provide Bird/wildlife Aircraft Strike Hazard team support to AF/A3's Global Mobility and Homeland Operations Division (AF/A3O), and AF/A4C. Develop compatibility criteria and land use guidelines to support the Bird/wildlife Aircraft Strike Hazard prevention program and the AICUZ program. **(T-1)**.

2.9.2. Periodically review Bird/wildlife Aircraft Strike Hazard guidance and AICUZ compatible use guidelines for consistency in conjunction with the Air Force AICUZ program management team. **(T-1)**.

2.9.3. Provide aviation accident location data for Class A incidents within 10 nautical miles of a military airfield to AFCEC/CP upon request. **(T-1)**. This supports airfield safety zone analysis. ARC units operating at civil airfields do not have to submit Class A incident data.

2.10. The Air Force Spectrum Management Office (AFSMO/SQ). AFSMO/SQ shall:

2.10.1. Provide support to AF/A3 and the Director of Civil Engineers to develop technical criteria for compatible land uses or densities to prevent radio frequency/electromagnetic interference and spectrum encroachment. **(T-2)**.

2.10.2. In accordance with AFI 17-220, *Spectrum Management*, assist MAJCOM/Installation Spectrum Managers in defining line of sight corridors, and land use compatibility criteria for radio frequency and electromagnetic interference, as needed. **(T-1)**.

2.10.3. Tenant units will be subject to their hosts' Spectrum Management criteria (National Telecommunications and Information Administration). **(T-0)**.

2.11. The Director of the Air National Guard (ANG) (NGB/CF). NGB/CF shall receive the delegated facilities authorities from the Chief of the NGB (Chief, NGB) and from SAF/IEI, and re-delegates these authorities to the Director, Logistics and Installations (NGB/A4).

2.11.1. NGB/A4 shall:

2.11.1.1. Be responsible for providing ANG specific policy, directive and non-directive guidance, oversight and management of Integrated Installation Planning activities, and providing Integrated Installation Planning technical support to ANG installations and sites, in accordance with 10 USC § 10503, *Functions of National Guard Bureau: charter*.

2.11.1.2. Be responsible for executing ANG infrastructure programs under 10 USC Chapter 1803, *Facilities for Reserve Components*. The NGB/A4 is responsible for overseeing ANG installation level implementation of the Integrated Installation Planning standards and procedures established in this instruction.

2.11.1.2.1. Conduct enterprise planning integrating strategic guidance and objectives from Headquarters Air Force, mission-driven requirements, authoritative asset data, and standards of service to inform decision-making for short-, mid- and long-term installation requirements. Integrate information from the installation development planning, facility space planning, Air Installations Compatible Use Zones (AICUZ), Mission Sustainment, environmental analysis, noise, and other programs as

appropriate. Use knowledge of available resources and other key factors to develop and enable feasible Installation Development Plans and executable Asset Management investment strategies. NGB/A4 also coordinates and integrates with the Federal Aviation Administration for all planning and reimbursements on behalf of the ANG.

2.11.1.2.2. Oversee installation-level execution of Integrated Installation Planning standards and procedures established in this instruction and provide ANG specific guidance to support effective installation-level implementation. Installation planning documents must comply with all applicable legal requirements as well as DoD and Air Force policies. **(T-0)**.

2.11.1.2.3. Incorporate tenets of the *Summary of the 2018 National Defense Strategy of the United States of America* and ANG strategic guidance within Installation Development Plans.

2.11.1.2.4. Review and approve new or substantially revised Installation Development Plans and periodic Installation Development Plan updates as defined in **Chapter 6** of this instruction, to ensure compliance with applicable legal requirements, DoD and Air Force criteria and standards. Ensure plans effectively support mission goals and objectives. The ANG will develop specific guidance for the Installation Development Plan endorsement process as necessary. The ANG shall track and ensure that Military Construction projects on the Future Years Defense Plan comply with the Installation Development Plan.

2.11.1.2.5. Complete, maintain and implement installation comprehensive planning documents as necessary, to include maintaining a comprehensive list of all Installation Development Plans and their respective completion dates.

2.11.1.2.6. Ensure that Installation Development Plans support mission requirements, optimize capabilities and assets, and the efficient use of resources. Coordinate AICUZ format, preparation, and review with AFCEC/CP.

2.11.1.2.7. Measure progress and tracks data and trends within and related to Installation Development Plans, to include annual reporting on the status of ANG Community Planner and planning support personnel training completion (civil service, and if applicable, American Institute of Certified Planner accredited contractor personnel).

2.11.1.2.8. Validate the requirement for an AICUZ study update and facilitate development of AICUZ studies and updates in accordance with **Chapter 3** of this instruction in collaboration with appropriate ANG MAJCOMs and air installations. Requirement includes DoD controlled joint military/civilian use airfields, unless the installation is exempted from preparing an AICUZ study per **paragraph 3.7.5** of this instruction. Coordinate AICUZ format and preparation with AFCEC/CP.

2.11.1.2.8.1. Approve final ANG AICUZ studies before elevation to the Air Force Director of Civil Engineers, Strategy and Plans Division for congressional distribution. Maintain copies of current and legacy AICUZ studies and waivers or exemptions to the public release of an AICUZ study.

2.11.1.2.8.2. Describe the Air Force's contribution to noise on the ninety-six airfields where an Air Force component (Regular Air Force, AFR, and/or ANG) operates under the oversight of the Federal Aviation Administration or the National Air and Space Administration and is subject to their noise planning programs.

2.11.1.2.9. Support the OSD Office of Economic Adjustment's Compatible Use Program (formally Joint Land Use Study program). Endorse ANG installation submissions to the Compatible Use Program for submittal to AF/A4C and support the education of ANG installation commanders on the Compatible Use Program.

2.11.1.3. Engage with a cross-functional team consisting of appropriate staff and other representatives to develop ANG specific policy and information for use in the Integrated Installation Planning program, as it informs strategic basing and beddown actions.

2.11.1.3.1. Ensure future noise conditions are considered in enterprise-wide looks for all potential basing actions by coordinating with the NGB Basing Office (A5/8/9) in accordance with AFI 10-503, *Strategic Basing*.

2.11.1.3.2. Coordinate with NGB A2/3/6/10, A5/8/9, Public Affairs, and other organizations deemed necessary to develop strategic communication plans and other communication strategies for the Air Force noise program, as needed.

2.11.1.3.3. Coordinate with AF/A4C, AFCEC and the AFRC to ensure that issues unique to the ANG are represented in the planning process.

2.11.1.4. Advocate for and provide funding to implement the ANG planning program, noise program, AICUZ program, and EIAP, and responsibilities associated with these programs.

2.11.1.4.1. Participate in the Investment Planning processes to address ANG resource equities.

2.11.1.4.2. Resource Integrated Installation Planning documents as necessary.

2.11.2. The NGB Director of Air Operations (A2/3/6/10) supports execution of Integrated Installation Planning programs and shall:

2.11.2.1. Coordinate with NGB/A4, NGB Public Affairs (NGB/PA) and AFCEC/CP. Ensure content on noise metrics or methodologies in strategic communication plans, strategies or messages are consistent with Air Force noise program guidance.

2.11.2.2. Ensure the concept of operations for beddown actions, aircraft realignments, or airspace changes are detailed enough to support noise modeling. This data will support 42 USC § 4321 analysis and updates to installation AICUZ studies, or airport Federal Aviation Regulation **Part 150** studies.

2.11.3. The NGB Director of Plans, Programs and Requirements (A5/8/9) shall support execution of Integrated Installation Planning programs and shall:

2.11.3.1. Ensure future noise conditions are considered in the enterprise-wide look and site survey process for potential basing actions.

2.11.3.2. Ensure the concepts of operations for beddown actions or aircraft realignments, are detailed enough to support the development of noise modeling data. This data shall support 42 USC § 4321 analysis and updates of AICUZ studies or airport Federal Aviation Regulation **Part 150** program studies.

2.11.4. The NGB Public Affairs Officer shall assume the role of the Director, Public Affairs, Office of the Secretary of the Air Force for EIAP related activities, in accordance with 32 CFR § 989.3. This includes supporting execution of Integrated Installation Planning programs by providing oversight and guidance to installations on any necessary communication strategies and plans for aircraft, weapons system operations and munitions noise. These activities also help to ensure content related to noise metrics and methodologies is consistent with Air Force noise program guidance.

2.11.5. The NGB Judge Advocate (NGB/JA) assumes the roles of the Deputy General Counsel for Installations, Energy and Environment in accordance with 32 CFR § 989.3.

2.11.6. The NGB Legislative Liaison (NGB/LL) assumes the roles of the Office of the Secretary of the Air Force Legislative Liaison in accordance with 32 CFR § 99 989.3.

2.12. The Commander of the Air Force Reserve Command (AFRC/CC). As codified in AFMD 11, *Air Force Reserve Command*, the office of the Chief of the Air Force Reserve (AFRC Command Civil Engineer) is responsible for AFR infrastructure programs under 10 USC Chapter 1803, *Facilities for Reserve Components*. AFRC Command Civil Engineer shall:

2.12.1. Be responsible for providing AFR specific directive and non-directive policy and guidance, oversight and management of Integrated Installation Planning activities. The AFRC Command Civil Engineer provides technical support to AFR installations and sites.

2.12.2. Be responsible for overseeing AFR installation level implementation of the Integrated Installation Planning standards and procedures established in this instruction.

2.12.2.1. Conduct enterprise planning that integrates strategic guidance and objectives from Headquarters Air Force, mission-driven requirements, authoritative asset data, and standards of service to inform decision-making for short-, mid- and long-term installation requirements. The AFRC Command Civil Engineer also integrates information from the installation development planning, facility space planning, AICUZ, Mission Sustainment, environmental analysis, and other programs as appropriate. The AFRC Command Civil Engineer also uses knowledge of available resources and other key factors to develop and enable feasible Installation Development Plans and executable Asset Management investment strategies.

2.12.2.2. Oversee installation-level implementation of the Integrated Installation Planning standards and procedures established in this instruction and provide AFRC specific guidance to support effective installation-level implementation. Installation planning documents must comply with all applicable legal requirements as well as DoD and Air Force policies.

2.12.2.3. Incorporate tenets of the *Summary of the 2018 National Defense Strategy of the United States of America* and AFR strategic guidance within Installation Development Plans.

2.12.2.4. Review and approve new or substantially revised Installation Development Plans, and periodic Installation Development Plan updates as defined in **Chapter 6** of this instruction. This ensures compliance with applicable legal requirements, DoD and Air Force criteria and standards, and that plans effectively support mission goals and objectives. The AFRC will develop specific guidance for the Installation Development Plan endorsement process as necessary. The AFRC shall track and ensure that Military Construction projects on the Future Years Defense Plan comply with Installation Development Plans.

2.12.2.5. Complete, maintain, implement and resource installation comprehensive planning documents, to include maintaining a comprehensive list of all Installation Development Plans and their respective completion dates.

2.12.2.6. Ensure Installation Development Plans support mission requirements, optimize capabilities and assets, and ensure the efficient use of resources.

2.12.2.7. Measure progress and track data and trends within and related to Installation Development Plans, to include annual reporting on the status of AFRC Community Planner and planning support personnel training completion (civil service and American Institute of Certified Planner accredited contractor personnel).

2.12.2.8. Validate the requirement for an AICUZ study update and facilitate development of AICUZ studies and updates in accordance with **Chapter 3** of this instruction in collaboration with appropriate AFRC and installation staff. Requirement includes DoD controlled joint military/civilian use airfields, unless the installation is exempted from preparing an AICUZ study per **paragraph 3.7.5** of this instruction.

2.12.2.8.1. Coordinate AICUZ format and preparation with AFCEC/CP.

2.12.2.8.2. Approve final AICUZ studies after coordination with AFCEC. Elevate studies to AF/A4C for congressional distribution. Maintain copies of current and legacy AICUZ studies and any waivers or exemptions to the public release of an AICUZ study.

2.12.2.9. Describe the Air Force's contribution to noise on the ninety-six airfields where an Air Force component (Regular Air Force, AFR, and/or ANG) operates under the oversight of the Federal Aviation Administration or the National Air and Space Administration and is subject to their noise planning programs.

2.12.2.10. Support the OSD Office of Economic Adjustment's Compatible Use Program (formally Joint Land Use Study program). Endorse AFR installation submissions to the Compatible Use Program for submittal to A4C, and support the education of AFR installation commanders on the Compatible Use Program.

2.12.3. Engage with a cross-functional team consisting of appropriate staffs and other representatives to develop information for use in the installation development planning program, as it informs strategic basing and beddown actions. Coordinate with A4C, AFCEC and the ANG to ensure that issues unique to the ARC are represented in the planning process.

2.12.4. Advocate for and provide funding needed to implement the AFRC planning program, noise program, the AICUZ program, and the EIAP and responsibilities associated with these programs.

2.12.4.1. Participate in the Investment Planning processes to address AFR resource equities.

2.12.4.2. Resource installation comprehensive planning documents.

2.13. Regular Air Force Major Commands (MAJCOMs). Regular Air Force MAJCOMs shall:

2.13.1. Support the development of policy, and directive and non-directive guidance upon request. MAJCOMs may provide additional guidance to installations as appropriate, but only Outside Continental United States Regular Air Force MAJCOMs, the AFRC and the ANG may develop supplements to this instruction. MAJCOM guidance must identify the specific offices that have implementation responsibility and include guidance needed to comply with the EIAP. Regular Air Force MAJCOMs are listed in [Attachment 1](#) of this instruction. For ANG and AFR roles and responsibilities, see [paragraph 2.11](#) and [paragraph 2.12](#) of this instruction.

2.13.2. Provide MAJCOM strategic intent documents to AFIMSC's Mission Activity Integration Division (AFIMSC/IZS) to support execution of enterprise planning. This may include, but is not limited to, known major mission, unit or systems alignment/basing decisions, planning assumptions, funding priorities, and alternative planning scenarios.

2.13.3. Review and approve (at no lower than the Directorate level) AFCEC initiated and AFIMSC staffed new or substantially revised Installation Development Plans (as defined in [Chapter 6](#) of this instruction), no less often than every five years. This ensures that plans effectively support mission goals and objectives. The MAJCOM staff validates mission and strategic posturing impacts and requirements. They ensure changes comply with the MAJCOM vision and enable risk and cost informed mission effectiveness. They also ensure that Installation Development Plans are consistent with new mission beddowns, and/or that plans do not negatively impact current and future mission needs.

2.13.4. Review and approve, with AFCEC's subject matter input, permanent and temporary airfield waivers in accordance with UFC 3-260-01, B1-2.3.

2.13.5. Develop mission related inputs and provide conceptual planning information to AFCEC/CZ and/or base environmental personnel. This supports the execution of the EIAP for proposed beddown actions, aircraft realignments, and other operational activities where the MAJCOM is the proponent.

2.13.6. Provide mission related input on AICUZ and noise studies.

2.13.7. Provide mission related input to assist in the prioritization and validation of Integrated Installation Planning investments, to include updates to district plans, creation of small area plans to support beddowns, etc.

2.13.8. The MAJCOM Director of Logistics, Engineering and Force Protection (A4) shall, with AFCEC subject matter expert support, review and validate direct mission-enabling installation, facility, and infrastructure requirements.

2.13.9. The MAJCOM Director of Operations (A3) shall, with AFCEC subject matter expert support, review and validate direct mission-enabling installation, facility, and infrastructure requirements associated with the below and similar products to ensure mission capability and readiness.

2.13.9.1. Coordinate with AFIMSC/IZS when the MAJCOM is the lead Command for a system (aircraft, munitions, weapons, support equipment, etc.) in acquisition or sustainment. This provides mission related input needed to identify system installation-level environmental noise management requirements. Noise management requirements shall be included in the system's Joint Capabilities Integration and Development System documents.

2.13.9.2. Provide mission related support needed for analyzing proposed development projects for impacts to Terminal Instrument Procedures and airfield management issues within the AICUZ footprint.

2.13.10. The MAJCOM Director of Plans, Programs and Requirements (A5/8/9) shall, with AFCEC subject matter expert support, review and validate direct mission-enabling installation, facility, and infrastructure requirements associated with the below and similar products to ensure mission capability and readiness.

2.13.10.1. Consult with AFIMSC/IZS regarding requirements for Integrated Installation Planning associated with beddown actions. This includes Installation Development Plan updates, EIAP related mitigation plans, noise and AICUZ studies, etc. prior to major facility and infrastructure investments.

2.13.10.2. Consider future noise conditions in the enterprise wide look and site survey process for all potential basing actions.

2.13.10.3. Coordinate with AFIMSC/IZS when the MAJCOM is the Lead Command for a system (aircraft, munitions, weapons, support equipment, etc.) in acquisition or sustainment to identify system specific installation-level environmental noise management requirements. Noise management requirements shall be included in the system's Joint Capabilities Integration and Development System documents.

2.13.11. MAJCOM Public Affairs Officer shall, with AFCEC subject matter expert support:

2.13.11.1. Provide guidance for installations on any necessary communication strategies and plans for aircraft, weapons system operations and munitions noise to ensure consistent messaging.

2.13.11.2. Coordinate regarding the public release of EIAP documents upon request from AFIMSC.

2.13.11.3. Assist AFCEC/CP in developing strategic communications plans for EIAP issues.

2.14. Direct Reporting Units. Direct Reporting Units:

2.14.1. Support the development of policy, and directive and non-directive guidance upon request. (T-2). Direct Reporting Units may provide additional guidance to installations as appropriate, but only Outside Continental United States Regular Air Force MAJCOMs, the AFRC and the ANG may develop supplements to this instruction.

2.14.2. Air Force Direct Reporting Units include the Air Force District of Washington, the Air Force Operational Test and Evaluation Center, and the United States Air Force Academy. They are also listed in [Attachment 1](#) of this instruction.

2.14.3. The Air Force District of Washington represents Air Force interests in the National Capital Region and shall ensure Air Force installation compliance with 40 USC § 8701, *Physical Development of National Capital Region* (as discussed in **Chapter 6** of this instruction). **(T-0)**.

2.14.4. Direct Reporting Units provide strategic intent documents to AFIMSC/IZS to support execution of enterprise planning. **(T-2)**. This may include, but is not limited to, known major mission, unit or systems alignment/basing decisions, planning assumptions, funding priorities, and alternative planning scenarios.

2.14.5. Direct Reporting Units review and approve (at no lower than the Directorate level) AFCEC initiated and AFIMSC staffed new or substantially revised Installation Development Plans (as defined in **Chapter 6** of this instruction), no less often than every five years. **(T-2)**. This ensures that plans effectively support mission goals and objectives. The Direct Reporting Unit staff shall validate mission and strategic posturing impacts and requirements. **(T-2)**. They shall ensure changes comply with the Direct Reporting Unit vision and enable risk and cost informed mission effectiveness. **(T-2)**. They also ensure that Installation Development Plans are consistent with new mission beddowns, and/or that plans do not negatively impact current and future mission needs.

2.14.6. Direct Reporting Units review and approve, with AFCEC subject matter input, permanent and temporary airfield waivers in accordance with UFC 3-260-01, B1-2.3. **(T-2)**.

2.14.7. Direct Reporting Units develop mission related inputs and provide conceptual planning information to AFCEC/CZ and/or base environmental personnel. **(T-2)**. This supports the execution of the EIAP for proposed beddown actions, aircraft realignments, and other operational activities where the Direct Reporting Unit is the proponent.

2.14.8. Direct Reporting Units provide mission related input on Air Installations Compatible Use Zones (AICUZ) and noise studies. **(T-2)**.

2.14.9. Finally, Direct Reporting Units provide mission related input to assist in the prioritization and validation of Integrated Installation Planning investments, to include updates to district plans, creation of small area plans to support beddowns, etc. **(T-2)**.

2.14.10. The Direct Reporting Unit Director of Logistics, Engineering and Force Protection (A4) shall, with AFCEC subject matter expert support, review and validate direct mission-enabling installation, facility, and infrastructure requirements. **(T-2)**.

2.14.11. The Direct Reporting Unit Director of Operations (A3) shall, with AFCEC subject matter expert support, review and validate direct mission-enabling installation, facility, and infrastructure requirements associated with the below and similar products to ensure mission capability and readiness. **(T-2)**.

2.14.11.1. The A3 shall coordinate with AFIMSC/IZS when the Direct Reporting Unit is the lead Command for a system (aircraft, munitions, weapons, support equipment, etc.) in acquisition or sustainment. **(T-2)**. The A3 shall provide mission related input needed to identify system installation-level environmental noise management requirements. **(T-2)**. Noise management requirements shall be included in the system's Joint Capabilities Integration and Development System documents. **(T-2)**.

2.14.11.2. The A3 shall provide mission related support needed for analyzing proposed development projects for impacts to Terminal Instrument Procedures and airfield management issues within the AICUZ footprint. (T-2).

2.14.12. The Direct Reporting Unit Director of Plans, Programs and Requirements (A5/8/9) shall, with AFCEC subject matter expert support, review and validate direct mission-enabling installation, facility, and infrastructure requirements associated with the below and similar products to ensure mission capability and readiness. (T-2).

2.14.12.1. The A5/8/9 shall consult with AFIMSC/IZS regarding requirements for Integrated Installation Planning associated with beddown actions. (T-2). This includes Installation Development Plan updates, EIAP related mitigation plans, noise and AICUZ studies, etc. prior to major facility and infrastructure investments. (T-2).

2.14.12.2. The A5/8/9 shall consider future noise conditions in the enterprise wide look and site survey process for all potential basing actions. (T-2).

2.14.12.3. The A5/8/9 shall coordinate with AFIMSC/IZS when the MAJCOM is the Lead Command for a system (aircraft, munitions, weapons, support equipment, etc.) in acquisition or sustainment. (T-2). This helps to identify system specific installation-level environmental noise management requirements. Noise management requirements shall be included in the system's Joint Capabilities Integration and Development System documents. (T-2).

2.14.13. Direct Reporting Unit Public Affairs Officer shall, with AFCEC subject matter expert support:

2.14.13.1. Provide guidance for installations on any necessary communication strategies and plans for aircraft, weapons system operations and munitions noise to ensure consistent messaging. (T-2).

2.14.13.2. Coordinate regarding the public release of EIAP documents upon request from AFIMSC. (T-2).

2.14.13.3. Assist AFCEC/CP in developing strategic communications plans for EIAP issues. (T-2).

2.15. Commander, Air Force Materiel Command (AFMC/CC). AFMC/CC shall:

2.15.1. Ensure that the Air Force Research Laboratory 711th Human Performance Wing, Wright-Patterson Air Force Base, Ohio, provides Air Force technical expertise in physical acoustics and bioacoustics and acts as the technical subject matter experts in acoustics for fixed-wing noise. The 711th Human Performance Wing also provides:

2.15.1.1. Maintenance of and recommended improved field measurement capability for ground runup and flyover noise measurements.

2.15.1.2. Review of all proposed measured and estimated aircraft noise files and noise spheres for fixed-wing aircraft. These are used for modeling and analyzing aircraft environmental and personnel noise as defined in the Air Force noise program. Make recommendations to AFCEC/CP and AFCEC/CZ.

2.15.1.3. Identification and alert of AFCEC/CZ and the Defense Noise Working Group to noise related research gaps necessary to address needs or requirements in the Air Force noise program.

2.15.1.4. Review of all research statements of need and research or study proposals. Present the results to AFCEC/CP and AFCEC/CZ prior to funding by any Air Force organization to ensure the acoustic element of any research project or study is appropriately characterized.

2.15.1.5. Review of all results of noise related research or study efforts. Present the results to the Defense Noise Working Group prior to acceptance and use of the findings in future public documents. Include 42 USC § 4321 analysis prepared by the Air Force or other services.

2.15.1.6. Coordination on or guidance for noise measurements of DoD fixed wing aircraft.

2.15.1.7. Identification of appropriate surrogate aircraft to model noise and predict impacts when noise data for a specific aircraft is unavailable.

2.15.1.8. Advice and subject matter expertise to Headquarters Air Force, AFCEC/CP and AFCEC/CZ and AFLOA on fixed wing noise measurements, and/or measurement techniques as requested.

2.15.1.9. Coordination with AFCEC/CP and CZ to conduct reviews for updates, improvements, revisions, and validations of fixed wing aircraft noise models and propagation tools.

2.15.1.10. Acoustic technical consultation to aircraft acquisition program offices.

2.15.1.11. Updates to measured near-field data (for maintainer positions) that has been measured and collected by program managers for new air systems to the United States Air Force School of Aerospace Medicine.

2.15.1.12. A representative to participate on the Defense Noise Working Group.

2.15.1.13. A representative to participate in the Federal Interagency Committee on Aviation Noise.

2.15.2. The Air Force Life Cycle Management Center (AFLCMC) Engineering Directorate, Acquisition Environmental & Industrial Facilities Division (AFLCMC/EZV) shall:

2.15.2.1. Manage the Air Force Plants in accordance with AFI 63-101/20-101. This includes the EIAP for industrial facilities.

2.15.2.2. Organize, train, equip, and provide Air Force technical expertise in acquisition environment, safety, and occupational health weapon system risks (aspects and hazards) in support of the areas of noise and EIAP evaluation to weapon system program offices. Weapon system program office environment, safety, and occupational health risk support shall continue throughout the lifecycle for system changes through disposal.

2.15.2.3. Review the program office system engineering plan and the associated Programmatic Environment, Safety and Occupational Health Evaluation, along with

supporting the program offices during reviews and serving as a reviewing office on the Life Cycle Sustainment Plan.

2.15.2.4. Coordinate with weapon system program offices and the AFIMSC Detachment to identify EIAP requirements.

2.15.2.5. Coordinate with weapon system program offices on their required program 42 USC § 4321 compliance schedule from AFI 63-101/20-101, **paragraph 5.4.10.6**, which is typically included with the program Programmatic Environment, Safety and Occupational Health Evaluation.

2.16. The Commander, Air Force Installation and Mission Support Center (AFIMSC/CC). AFIMSC/CC shall:

2.16.1. Be responsible for programming, budgeting, and funding the execution of Installation and Mission Support requirements, to include Program Objective Memorandum inputs for, validation of requirements, and advocacy to ensure continued installation operational capacity and capability for the enterprise. **(T-2)**.

2.16.2. Advocate for Integrated Installation Planning requirements through the Air Force Corporate Structure. **(T-2)**.

2.16.3. Staff AFCEC-initiated Integrated Installation Planning products, and installation airfield waiver requests, for approval by MAJCOMs, as required. **(T-2)**.

2.16.4. AFIMSC/IZS performs Integrated Installation Planning duties and shall:

2.16.4.1. Support the development of policy, strategy, doctrine, and directive guidance, and, with AFCEC, is responsible for developing non-directive guidance related to Integrated Installation Planning. **(T-2)**.

2.16.4.2. Interpret and integrate strategic and operational guidance and requirements to support the execution of enterprise planning. **(T-2)**. This does not apply to Air Force Industrial Preparedness facilities.

2.16.4.2.1. Incorporate tenets of the *2018 National Defense Strategy of the United States of America* and Air Force strategy documents like the *A4 Basing and Logistics Flight Plan* (available here: https://cs2.eis.af.mil/sites/10041/Pages/ce_Strategy.aspx) into enterprise objectives to be considered in the current planning cycle. **(T-2)**. AFIMSC shall direct, monitor and report on performance against these objectives. **(T-2)**.

2.16.4.2.2. Review Installation Development and Facility Space Optimization Plans for inclusion and execution of planning actions and requirements meeting enterprise-directed objectives. **(T-2)**.

2.16.4.3. Conduct enterprise analysis, to include data collection and analysis, in support of the Integrated Installation Planning program. **(T-2)**. Does not apply to Air Force Industrial Preparedness facilities.

2.16.4.4. Provide analysis and support to Headquarters Air Force and MAJCOMs as it informs enterprise decision making and strategic basing and beddown actions. **(T-2)**.

- 2.16.4.4.1. Coordinate with MAJCOM or Direct Reporting Unit Basing Offices (A5/8/9) to ensure anticipated Installation and Mission Support requirements, such as future noise conditions, infrastructure requirements and Base Operating Support needs, are accounted for throughout the basing process (AFI 10-503). **(T-2)**.
- 2.16.4.4.2. Provide relevant data and analysis using AFIMSC/IZS managed databases and tools to support basing requirement development (e.g. enterprise definition and basing criteria development) and the Enterprise Wide Look process. **(T-2)**.
- 2.16.4.4.3. Serve as the integrator of Installation and Mission Support expertise to ensure the appropriate capabilities, including those from the servicing AFIMSC Detachments, are present to support MAJCOMs during Site Surveys, Preferred and Reasonable Alternative, and Site Activation Task Force development. **(T-2)**.
- 2.16.4.4.4. Coordinate with the lead MAJCOM or Direct Reporting Unit Director of Operations A3 and Basing (A5/8/9) for system acquisition or sustainment (aircraft, munitions, weapons, support equipment, etc.). **(T-2)**. Identify system specific installation level infrastructure, environmental noise, or other Base Operating Support requirements. **(T-2)**. Include those requirements, as appropriate, in the system's Joint Capabilities Integration and Development System documents. **(T-2)**.
- 2.16.4.4.5. Coordinate with installation programmers and AFCEC/CZ (for multi-year Environmental Quality-funded projects) or with MAJCOM A5/8/9s for new mission beddown projects. **(T-2)**. Ensure EIAP requirements are identified and programmed, accounting for NEPA execution time ahead of the required contract award/project execution timeframe. **(T-0)**.
- 2.16.4.5. Advocate for funding needed to implement Integrated Installation Planning requirements. Does not apply to Air Force Industrial Preparedness facilities. **(T-2)**.
- 2.16.4.5.1. Validate and prioritize plan and study requests from installations and other Air Force entities through annual execution plan submittals. **(T-2)**.
- 2.16.4.5.2. Work with MAJCOMs to align mission and Enterprise objectives when prioritizing investment for installation development and facility space planning products (e.g. updates to district plans, creation of small Area Development Plans/Campus Plans, space optimization plans). **(T-2)**.

2.17. The Air Force Civil Engineer Center (AFCEC).

2.17.1. AFCEC's Planning and Integration Directorate (AFCEC/CP) includes both integrated planning and activity integration across the enterprise. AFCEC/CP implements Integrated Installation Planning activities, to include the investment planning process and shall:

2.17.1.1. Support SAF/IE and AF/A4C with the development of policy, strategy, doctrine, and directive guidance. **(T-1)**. AFCEC/CP, with the AFIMSC, is responsible for developing non-directive planning related guidance. **(T-2)**.

2.17.1.2. Integrate strategic vectors and directive guidance from Headquarters Air Force, with AFIMSC guidance. **(T-2)**. Support Integrated Installation Planning program

oversight by providing management, subject matter expertise, and technical support to Integrated Installation Planning programs. **(T-1)**.

2.17.1.3. Execute Integrated Installation Planning programs **(T-2)** (with the exception of Air Force Industrial Preparedness facilities).

2.17.1.3.1. Provide technical assistance and training to installations, MAJCOMs, and other clients pertaining to Integrated Installation Planning programs. **(T-2)**.

2.17.1.3.2. Measure progress and track data and trends related to Installation Development Plans, Facility Space Optimization Plans, and Integrated Installation Planning against enterprise objectives. **(T-1)**. This includes annual reporting on the status of planning support personnel training completion (civil service, and, if appropriate, American Institute of Certified Planner accredited contractor personnel) in accordance with the Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum, *Installation Master Planning*: <https://portal.afcec.hedc.af.mil/CP/CP/Planning%20Policy%20Toolbox/Forms/AllItems.aspx#InplviewHash64608538-3052-48bd-8ab1-a528fd2d0c2a>, the UFC 2-100-01, *Installation Master Planning*, and CFETP0020. **(T-1)**.

2.17.1.3.3. Monitor the Air Installations Compatible Use Zones (AICUZ) program. **(T-2)**. Provide technical assistance and reach-back support for AICUZ issues, trend analysis, civic leader visits, and Office of the Secretary of Defense data calls for all echelons. **(T-2)**.

2.17.1.3.4. Validate the requirement for an AICUZ study update per **Chapter 3** of this instruction. **(T-2)**. Facilitate centrally funded AICUZ study updates in collaboration with each Regular Air Force air installation, unless the installation is exempted from preparing an AICUZ study per **Chapter 3** of this instruction. **(T-2)**. AICUZ studies shall be developed in accordance with **Chapter 3** of this instruction. **(T-2)**.

2.17.1.3.5. Approve exemptions to preparation of an AICUZ study, and maintain copies of approved exemptions. **(T-2)**.

2.17.1.3.6. Elevate final AICUZ studies to AF/A4C for congressional distribution and maintain copies of current and legacy AICUZ studies. **(T-1)**.

2.17.1.3.7. Implement the Air Force noise program in accordance with DoDI 4715.13. **(T-1)**.

2.17.1.3.8. Develop guidance to ensure consistent noise analysis procedures in support of Integrated Installation Planning programs and the EIAP. **(T-2)**.

2.17.1.3.9. Identify requirements to address noise related challenges, including research, maintenance of noise models, aircraft noise measurements, training, and development of other tools and strategies as necessary. **(T-2)**.

2.17.1.3.10. In conjunction with the Defense Noise Working Group, develop processes and procedures to manage version control and availability of all fixed wing noise models. **(T-2)**.

2.17.1.3.11. Establish and maintain a repository of computer noise model input and output files. **(T-2)**. These are used for modeling noise from military operations at airfields, ranges (air-to-ground, and ground ranges for weapon system and munitions use), and for Special Use Airspace or Airspace for Special Use.

2.17.1.3.12. Provide most current files as Government Furnished Information for all studies containing fixed-wing aircraft that produce or update noise contours. **(T-2)**.

2.17.1.3.13. Provide technical assistance for operational data collection and noise contour development. **(T-2)**.

2.17.1.3.14. Retain a capability to use current noise models to calculate noise levels based on a full range of metrics. **(T-2)**.

2.17.1.3.15. Provide representation to the Defense Noise Working Group, as requested. **(T-2)**.

2.17.1.3.16. Provide quality control review of contractor developed noise contours and data collection, as requested. **(T-2)**.

2.17.1.3.17. Facilitate the airfield waiver program in accordance with UFC 3-260-01 **(T-1)**, as follows:

2.17.1.3.17.1. Provide centralized airfield planning and waivers program management through development and maintenance of the web-based Airfield Waiver Support Tool. **(T-2)**.

2.17.1.3.17.2. Provide airfield waiver reach-back support and training to the field. **(T-2)**.

2.17.1.3.17.3. Review airfield waiver requests, using the Airfield Waiver Support Tool, for technical sufficiency and Mission Support equity prior to forwarding requests to MAJCOMs for coordination and approval. **(T-2)**.

2.17.1.3.18. Support the OSD Office of Economic Adjustment's Compatible Use Program (formally Joint Land Use Study program) by endorsing Regular Air Force installation submissions to the Compatible Use Program for submittal to AF/A4C. **(T-2)**. Support the education of MAJCOMs and installation commanders on the Compatible Use Program. **(T-2)**.

2.17.1.3.19. Oversee installation-level implementation of the installation development and facility space planning standards and procedures established in **Chapter 6** and **Chapter 7** of this instruction. **(T-2)**. Provide guidance to support effective installation-level implementation. **(T-2)**. Provide reach back support and technical assistance to installation planners in the execution of integrated planning products. **(T-2)**. Ensure installation planning complies with all applicable legal requirements as well as DoD and Air Force policies. **(T-2)**.

2.17.1.3.20. Complete, maintain, and implement integrated planning documents. **(T-2)**. Maintain a comprehensive list of all Installation Development Plan endorsement dates, in accordance with the Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum, *Installation Master Planning*: <https://cs2.eis.af.mil/sites/10041/ProgramGroups/Planning/Reference%20Docum>

- [ent/Forms/AllItems.aspx](#)). (T-0). Review Air Force integrated planning products for compliance with applicable legal requirements, DoD and Air Force criteria and standards, and ensure products effectively address enterprise-wide goals and objectives. (T-1).
- 2.17.1.3.20.1. Make recommendations and staff installation development planning products for MAJCOM approval or endorsement through AFIMSC. (T-2).
- 2.17.1.3.20.2. See [Chapter 2](#) and [Chapter 6](#) of this instruction for roles and responsibilities related to this task for AFIMSC and MAJCOMs and Direct Reporting Units.
- 2.17.1.3.21. Ensure installation planning products address mission requirements, optimize capabilities and assets, and ensure the efficient use of resources. (T-2). Coordinate with MAJCOMs via AFIMSC for mission input, as required. (T-2).
- 2.17.1.3.22. Track and ensure that Military Construction projects on the Future Years Defense Plan comply with installation development planning products. (T-0). This is required in the Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum, *Installation Master Planning* dated 28 May 2013: <https://portal.afcec.hedc.af.mil/CP/CP/Planning%20Policy%20Toolbox/Forms/AllItems.aspx#InplviewHash64608538-3052-48bd-8ab1-a528fd2d0c2a>.
- 2.17.1.3.23. Provide comprehensive planning analysis through development and maintenance of installation planning databases and web-based Installation Development Plans (the Comprehensive Planning Platform). (T-2). This helps to enable strategic planning for installations in support of Air Force missions and customers at the Joint, MAJCOM and Installation levels. The tools shall enable alignment of Air Force strategic objectives with requirement resourcing, Asset Management investment, and project execution decision making. (T-2).
- 2.17.1.3.24. Provide guidance and technical support to ensure the effective management of digital integrated planning products. (T-2).
- 2.17.1.4. Be responsible for periodic engagement with federal regional agencies to ensure consistency of other agency plans, programs, and policies with approved AICUZ studies. (T-2).
- 2.17.1.4.1. Coordinate with the NGB and AFR to ensure that issues unique to the ARC are represented in the planning process. (T-2).
- 2.17.1.4.2. Work with the MAJCOM Director of Operations or Public Affairs Office to develop strategic communication plans needed for noise issues in controlled or managed airspace and range environments. (T-2). Ensure consistency with the Air Force noise program. (T-2). Coordinate with AF/A4C as necessary. (T-1).
- 2.17.1.5. In accordance with DoDI 4715.13, support career field management by developing and providing education and training for installation-level and MAJCOM leadership on land use compatibility, community engagement on compatible use issues, and community stakeholder identification. (T-1).

2.17.2. The Director, AFCEC/CZ, shall support execution Integrated Installation Planning programs **(T-2)** and shall:

2.17.2.1. Provide support and assistance to AF/A4C in strategy, doctrine and policy development. **(T-2)**.

2.17.2.2. Support installations with day-to-day implementing guidance and standard procedures, non-directive technical guidance, and support for EIAP compliance. **(T-0)**. This is in accordance with 32 CFR Part 989 and other environmental laws (e.g. 40 CFR Part 93, Subpart B, *Determining Conformity*).

2.17.2.3. Review, validate and prioritize EIAP requirements as part of the centralized Environmental Quality program. **(T-2)**. Environmental Quality funding may not be available for the totality of EIAP requirements. Installation or MAJCOM funding may be required. Project proponent is ultimately responsible for initiating, complying with, and funding the EIAP.

2.17.2.4. Advise proponents on EIAP requirements and lead execution of MAJCOM-level or higher Environmental Impact Statements and designated Environmental Assessments of special concern, importance, or interest. **(T-2)**.

2.17.2.5. Provide technical sufficiency review of EIAP documents requiring MAJCOM or SAF/IEI signature and support the review of other installation-level EIAP documents upon request. **(T-2)**.

2.17.2.6. Serve as a key contributor guiding the proponents through the process for all Environmental Impact Statement-level actions and Environmental Assessments of special concern, importance, or interest. **(T-2)**.

2.17.2.7. Ensure planning readiness by managing Integrated Cultural Resources Management Plans and Integrated Natural Resources Management Plans. **(T-2)**. Ensure plans support integrated planning for installation development. **(T-2)**.

2.17.2.8. Analyze noise impacts in environmental analysis documents consistent with the Air Force noise program guidance. **(T-2)**.

2.17.2.9. Coordinate with AFCEC/CP on all noise related studies or research throughout the data collection process. **(T-2)**.

2.17.2.10. Update baseline noise input files during the early planning stages of Air Force proposed actions. **(T-2)**. Consider the appropriate level of effort during the preparation of contracting actions by notifying the proposing organization of all update requirements. **(T-2)**.

2.17.2.11. Provide all data files used to produce noise contours and noise related studies or research used to produce noise predictions for 42 USC § 4321 analysis at airfields, ranges (e.g. air-to-ground and ground ranges for weapons systems and munitions use). **(T-2)**. Provide to AFCEC/CP for archiving in the noise repository. **(T-2)**.

2.17.2.12. Monitor for impacts to endangered species or cultural resources, or studies required as a result of consultations *Interagency cooperation* (16 USC § 1536) and *Effect of undertaking on historic property* (54 USC § 306108), to support compliance with the *National Environmental Policy Act* under 42 USC § 4321. **(T-0)**. Ensure that threatened

and endangered wildlife conservation projects impacting flight safety are de-conflicted with mission and flight safety prior to any commitments and within the planning stage. **(T-2)**.

2.17.2.13. Support proponents with the mitigation, including avoidance, of impacts of proposed Air Force actions, as required by the Endangered Species Act Section 7 (6 USC § 1536) and National Historic Preservation Act Section 106 (54 USC § 306108) consultations, and identified in NEPA documents. **(T-2)**. Document mitigation and avoidance measures required by Biological Opinions in Air Force Integrated Natural Resources Management Plans, and measures required by National Historic Preservation Act agreements in Integrated Cultural Resources Management Plans in accordance with AFMAN 32-7003, *Environmental Conservation*. **(T-1)**. Use the electronic National Environmental Policy Act mitigation tracker to track mitigation. **(T-2)**. See: <https://cs2.eis.af.mil/sites/10627/Web%20Part%20Pages/MitigationTracker/MitigationViewer.aspx>.

2.17.2.14. Support engagement with state legislatures, state agencies, local governments, and regional offices of federal agencies upon request from installations. **(T-2)**. Ensure the appropriate regional offices from the Department of Housing and Urban Development and Department of Veterans Affairs receive AICUZ updates at the time of public release. **(T-2)**.

2.17.2.14.1. Inform agencies of the AICUZ program, and develop formal positions in writing or through testimony in meetings or hearings as required by AFI 51-301. **(T-1)**. Coordinate positions with the installation, MAJCOM, AFCEC/CP and AFCEC's Installations Directorate (AFCEC/CI), and AFLOA/JACE. **(T-1)**.

2.17.2.14.2. Advocate for state level land use planning regulations when requested by the installation to protect military installations from encroachment through AFCEC/CZ (e.g. military influence overlay districts in accordance with DoDI 1225.08, clarified by AFD 32-10). This is required per DoDI 4715.02, *Regional Environmental Coordination*. **(T-0)**.

2.17.2.15. Support proponents in monitoring and mitigating noise impacts in compliance with 32 CFR § 989.22 for implementation of the action. **(T-0)**.

2.17.2.16. Inform AFCEC/CP of all noise related studies or research recommendations during the consultation process with other agencies. **(T-2)**. Ensure this occurs prior to final commitment to coordinate proposed studies or research efforts with other services through the Defense Noise Working Group to minimize duplication. **(T-2)**.

2.17.2.17. Coordinate with AFCEC/CP to identify gaps in research needed to support the environmental analysis of noise impacts. **(T-2)**.

2.17.2.18. Coordinate with installations, MAJCOMs and the AFIMSC Detachments to identify EIAP funding requirements. **(T-2)**. Validate project requirements and submit projects to be considered for central funding as part of the Environmental Quality program planning, programming, budgeting and execution process. **(T-2)**. Does not apply to Air Force Industrial Preparedness facilities.

- 2.17.2.18.1. Develop, educate, manage and, when appropriate, fund 42 USC § 4321 related mitigation plans. **(T-2)**.
- 2.17.2.18.2. Mitigation plans shall be made available on AFCEC's mitigation tracker for review. **(T-2)**.
- 2.17.2.19. Ensure all statements of work for environmental analysis requiring modeling of aircraft noise utilize NOISEMAP or the latest Defense Noise Working Group approved noise modeling software, per DoDI 4715.13. **(T-0)**.
- 2.17.2.20. Capture, manage and employ authoritative environmental geospatial information and extents available from the Air Force Geospatial Information Management System and Air Force Installation Geospatial Information and Services capabilities to analyze and portray environmental assets. **(T-2)**.
- 2.17.3. The Director, Installations (CI) Directorate, AFCEC, supports execution of Integrated Installation Planning programs **(T-2)** and shall:
- 2.17.3.1. Provide technical assistance and guidance to installations and MAJCOMs on preparing waivers of the OSD land acquisition moratorium when a major land acquisition is necessary to prevent incompatible development. **(T-2)**.
- 2.17.3.2. Execute real estate actions when appropriate to prevent incompatible development, including acquisition of restrictive use easements, fee simple titles, avigation easements, and air rights. **(T-2)**.
- 2.17.3.3. Process agreements and deeds of easements for Assistant Secretary of the Air Force for Installations, Environment and Energy execution to support Mission Sustainment partnering strategies under 10 USC § 2684a, *Agreements to Limit Encroachments and Other Constraints on Military Training, Testing and Operations*, and 10 USC § 2869, *Exchange of Property at Military Installations*. **(T-2)**.
- 2.17.3.4. In accordance with the Headquarters Air Force Program Action Directive 12-03, *Implementation of Enterprise-Wide Civil Engineer Transformation* (available here: <https://cs2.eis.af.mil/sites/10041/ProgramGroups/Planning/Reference%20Document/Forms/AllItems.aspx>), serve as the Air Force executor for the Office of the Secretary of Defense's Readiness and Environmental Protection Integration program, to include providing training opportunities for installation personnel, assisting installations with the development of annual Readiness and Environmental Protection Integration project requests and annually validating submittals, preparing annual congressional reports, supporting engagement with partners, and all requirements outlined in DoDI 4715.24. **(T-2)**.

2.18. Direct Reporting Unit Spectrum Managers (A6). Direct Reporting Unit A6s shall assist Installation Spectrum Managers by defining line of sight corridors, and land use compatibility criteria for Radio Frequency and Electromagnetic Interference as needed. **(T-2)**.

2.19. Installation Commanders. Installation Commanders shall:

- 2.19.1. Engage external partners and stakeholders to include local jurisdictions, state legislatures, corporations and non-governmental organizations on installation development issues when necessary. **(T-3)**.

2.19.2. Require Installation Operations, the Airfield Operations Flight, the Range Operating Authority, Airspace Managers, Flying Wings and Squadrons, Maintainers, and the Civil Engineering squadron to provide support for the collection of operational data for noise modeling efforts. **(T-3)**. This is in accordance with 32 CFR Part 989, AFPD 90-20, and **Chapter 4** of this instruction.

2.19.3. Ensure there is an active noise program for the installation in accordance with **Chapter 4** of this instruction and assign a noise program manager. **(T-2)**. Ensure contours are updated at least every six years. **(T-2)**. Contours need to reflect all operational changes made since the last noise contour data collection. **(T-2)**.

2.19.4. Ensure there is an active AICUZ program, assign an AICUZ program manager, and ensure that the installation conducts and maintains an AICUZ study in accordance with **Chapter 3**. **(T-2)**. Approve AICUZ studies for public release by endorsement. **(T-3)**.

2.19.5. Support the AICUZ program manager with outreach and engagement. **(T-3)**. Ensure appropriate installation representatives attend and participate in planning and zoning commission, city council, county board, and other meetings and hearings whose decisions could affect the ability of the installation to support mission requirements. **(T-3)**.

2.19.6. Develop, maintain, and update appropriate installation development and facility space planning documents as prescribed in **Chapter 6** and **Chapter 7** of this instruction. **(T-3)**. This is in accordance with 10 USC § 2864, DoDI 4165.70, AFPD 32-10 and AFPD 32-90. ANG and AFR installations shall refer to Title 10 USC Chapter 1803, which governs requirements for ARC installations. **(T-2)**.

2.19.7. Provide the mission and installation development planning vision and Commanders Intent to the Base Civil Engineer, in accordance with UFC 2-100-01 and MAJCOM intent. **(T-3)**.

2.19.8. Review and approve the Installation Development and Facility Space Optimization Plans within the construct of the Facilities Board. **(T-2)**.

2.19.9. Serve as steward of built and natural assets to support future strategic planning.
*2.19.9.1. Ensure actions that maintain or enhance natural environments consider risk to aviation safety. **(T-3)**.

2.19.9.1. Ensure all Installation Geospatial Information and Services capabilities and requirements are coordinated with the installation Geospatial Information Officer as defined in DoDI 8130.01, *Installation Geospatial Information and Services (IGI&S)*, and AFI 32-10112, *Installation Geospatial Information and Services (Installation GI&S)*. **(T-1)**. These instructions support real property management and govern the creation, standardization, use, and maintenance of installation geospatial information and services data.

2.19.9.2. Installations must maintain geospatial planning data within the AF Geospatial Integration Management System in accordance with DoD Spatial Data Standards for Facilities Infrastructure, and Environment USAF Adaption and specific planning program guidance and geospatial documentation (e.g. Installation Development Plan Mission Data Set Guidance). **(T-3)**.

- 2.19.9.3. Ensure planners use Installation Geospatial Information and Services data. Planners may wish to contact AFCEC to obtain access to detailed three dimensional Light Detection and Ranging and/or mesh models of their installation. **(T-3)**. Installations may use these models to prepare initial sketches for facility sitings to help avoid grade-related challenges which must be fixed in execution.
- 2.19.10. Assess and manage risks to the installation. **(T-3)**. Tactical Mission Dependency Index changes/updates must have Installation Commander Endorsement either through Facilities Board minutes, a separate Memorandum for Record, or a delegation of authority letter to the Facilities Board. **(T-3)**. Tactical Mission Dependency Index currently applies to active and AFRC installations only.
- 2.19.10.1. Ensure installation planning processes include Mission Assurance representatives (typically the Critical Asset Risk Management Program representative) to determine requirements for the survivability, resiliency, and redundancy of all Task Critical Assets, and their supporting infrastructure, in accordance with AFI 10-2402, *Critical Asset Risk Management Program*, to include Operational Technology (e.g., control systems) cybersecurity. **(T-1)**.
- 2.19.10.2. Assess and manage risks identified during the mission sustainment assessment process and support Installation Mission Sustainment Team's completion of the Mission Sustainment Risk Report in accordance with AFI 90-2001. **(T-0)**.
- 2.19.10.3. Assess and manage risks associated with the effects of severe weather and a changing climate on built and natural infrastructure, in accordance with DoDD 4715.21, *Climate Change Adaptation and Resilience*. **(T-0)**. See the *Severe Weather/Climate Hazard Screening and Risk Assessment Playbook* available here for how to information; include coordination with the local weather unit to obtain severe weather/climate information from the 14th Weather Squadron in accordance with AFMAN 15-129, *Air and Space Weather Operations – Volume 1*. **(T-3)**.
- 2.19.11. Ensure there is an active airfield waiver program for the installation in accordance with UFC 3-260-01 and that waivers are current and validated. **(T-2)**. Approve local temporary construction and air show waivers. **(T-3)**.
- 2.19.12. Ensure that installations located within the United States and its territories file the Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) 7460-1 form, *Notice of Proposed Construction or Alteration*, electronically via the Federal Aviation Administration website, <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>. **(T-0)**. Coordinate projects affecting navigable air space with the proper Federal Aviation Administration region through the regional Air Force representative. Refer to 14 CFR Part 77, Chapter 1, Subchapter E, *Safe, Efficient use, and Preservation of the Navigable Airspace*: available at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=c957224f6e2b4fb1f2fc236f5da09558&node=pt14.2.77&rgn=div5>. **(T-0)**. Installations outside the United States and its territories shall refer to the Status of Forces Agreement for specific procedures. **(T-0)**.
- 2.19.13. Chair the Facilities Board and designate any additional voting members in accordance with **Chapter 8**. **(T-2)**.

2.19.14. Sign nomination memos for the installation to participate in Compatible Use Program studies. Submit nominations through AFCEC/CP, NGB/A4 or AFRC/A4 as appropriate. **(T-3)**.

2.20. Operations Group and Squadron Commanders. Operations Group and Squadron Commanders shall:

2.20.1. Ensure all users of the Special Use Airspace or Airspace for Special Use managed and scheduled by the installation are aware of noise avoidance areas, sensitive receptors, noise mitigation requirements, the effects their operations have on those receptors, and ways to minimize those effects. **(T-3)**.

2.20.2. Implement special operating procedures to minimize noise effects, document them as noise abatement procedures, and publish them in local in-flight guides (if published). **(T-3)**. ANG and AFR units at civil airports will collaborate with the local airport authority to establish noise abatement procedures as necessary. **(T-3)**

2.20.3. Mitigate noise associated with the installation's testing and training activities, in compliance with consultations with other federal agencies in accordance with 32 CFR § 989.22. **(T-0)**.

2.20.4. Minimize noise exposure to local communities by modifying flight patterns. **(T-3)**. Changes shall not result in unsafe operations of the aircraft or have a negative impact on the installation's ability to execute its mission and train personnel. **(T-3)**.

2.20.5. Assist Installation Public Affairs in responding to noise inquiries about aircraft activity in Special Use Airspace or Airspace for Special Use or range environments. **(T-3)**.

2.20.6. Ensure the Airfield Operations Flight assists Installation Public Affairs in responding to noise inquiries about aircraft activity in the airfield vicinity. **(T-3)**.

2.20.7. Support the development of operational data for noise modeling efforts needed to prepare environmental analysis in accordance with 32 CFR Part 989 **(T-3)**. Assist in the update of Air Installations Compatible Use Zones (AICUZ) program noise zones in accordance with AFD 90-20. **(T-3)**.

2.20.8. Coordinate with Wing Safety to ensure changes in aircraft operations will not increase Bird/wildlife Aircraft Strike Hazard threat without proper risk acceptance. **(T-3)**.

2.20.9. Ensure consideration of airfield and Terminal Instrument Procedures criteria by coordinating on all airfield waiver packages, in accordance with the UFC 3-260-01. **(T-2)**.

2.20.10. Provide input to Installation Commander for development, updating, and communication of watches, warnings and advisories in coordination with the local weather unit, emergency management operations, and installation planners, in accordance with AFMAN 15-129, Volume 1. **(T-3)**.

2.20.11. Ensure the Airfield Operations Flight Commander coordinates with the Base Civil Engineer before making changes to the local Visual Flight Rules flying areas, traffic patterns or altitudes. **(T-3)**. The Airfield Operations Flight Commander shall analyze proposals for impact based on the published AICUZ study and potential environmental impact. **(T-3)**. The Airfield Operations Flight Commander shall submit Air Force Form 813, *Request for Environmental Impact Analysis*, to the Base Civil Engineer's Environmental Planning

Function for approval. (T-0). If approved, the Airfield Operations Flight Commander shall advise the Base Civil Engineer when the proposed change has been implemented. (T-3).

2.20.12. Serve as a Principal Voting Member or Technical Advisor to the Facilities Board, and Serve as a Principal Member or Technical Advisor to the Facilities Board Working Group (Chapter 8). (T-2).

2.20.13. Participate in planning and design charrettes, and contribute to the development of Installation Development Plans and Facility Space Optimization Plans as requested by the Base Civil Engineer. (T-3).

2.21. Maintenance Group and Squadron Commanders. Maintenance Group and Squadron Commanders shall:

2.21.1. Provide current maintenance data from engine test cell and flight line engine runups on Air Force Form 4003, *Ground Runup Locations*, and Air Force Form 4004, *Engine Ground Runup Summary* to the Base Civil Engineer or the AICUZ program manager upon request. (T-2).

2.21.2. Coordinate proposed changes in aircraft maintenance, including to test stands and test cell operations, with Base Civil Engineer's office for evaluation of potential impact to noise contours and environmental impacts. (T-3).

2.21.3. Serve as a Principal Voting Member or Technical Advisor to the Facilities Board, and serve as a Principal Member or Technical Advisor to the Facilities Board Working Group (see Chapter 8 of this instruction). (T-2).

2.21.4. Participate in planning and design charrettes and contribute to the development of Installation Development Plans and Facility Space Optimization Plans as requested by the Base Civil Engineer. (T-3).

2.22. Mission Support Group and Squadron Commanders. Mission Support Group and Squadron Commanders shall:

2.22.1. Serve as a Principal Member or Technical Advisor to the Facilities Board (see Chapter 8 of this instruction), and Chair or serve as a Technical Advisor to the Facilities Board Working Group. (T-2).

2.22.2. Coordinate on all airfield waiver packages, in accordance with UFC 3-260-01. (T-2).

2.22.3. Participate in planning and design charrettes. (T-3). Contribute to the development of Installation Development Plans and Facility Space Optimization Plans as requested by the Base Civil Engineer. (T-3).

2.23. Commanders of Tenant Operational Units. Commanders of Tenant Operational Units shall:

2.23.1. Participate in the development of installation AICUZ or noise studies as requested by the Base Civil Engineer. (T-3). Commanders shall certify that Noise Model Operational Data Documentation reflects current mission activities as requested, or in conjunction with the biennial operations survey. (T-3).

2.23.2. Mitigate operations of the flying unit in compliance with the 42 USC § 4321, or as a result of consultations with other federal agencies. **(T-0)**. Monitor and adhere to mitigation in accordance with 32 CFR § 989.22. **(T-0)**.

2.23.3. As required, serve as a Principal Voting Member to the Facilities Board (**Chapter 8**). **(T-2)**.

2.23.4. Participate in planning and design charrettes. **(T-3)**. Contribute to the development of Installation Development Plans and Facility Space Optimization Plans as requested by the Base Civil Engineer. **(T-3)**.

2.23.5. Mission Commanders of supported services with a flying mission on a Joint Base shall coordinate on airfield waiver packages to ensure coordination of impacts to missions and acceptance of operational risk. **(T-2)**.

2.24. The Wing Chief of Safety. The Wing Chief of Safety shall:

2.24.1. Ensure safety by evaluating proposed changes to operational procedures in response to noise, Bird/wildlife Aircraft Strike Hazard, or obstacle or visual interference issues (e.g. vertical obstructions such as wind turbines). **(T-3)**.

2.24.2. Evaluate all local development proposals referred by the program manager, to ensure they do not create or contribute to conditions that could create a Bird/wildlife Aircraft Strike Hazard attractant, cause interference with pilot's vision due to glint or glare or other light emissions, or increased dust, smoke or steam or create some other hazard to flight operations. **(T-3)**.

2.24.3. Assess operational risk by coordinating on all airfield waiver packages, in accordance with UFC 3-260-01. **(T-2)**.

2.24.4. Serve as a Technical Advisor to the Facilities Board, and the Facilities Board Working Group (**Chapter 8**). **(T-2)**.

2.24.5. Participate in planning and design charrettes **(T-3)**. Contribute to the development of Installation Development Plans and Facility Space Optimization Plans as requested by the Base Civil Engineer. **(T-3)**. Serve as Technical Advisor for fall protection, bike/walking lanes, and confined spaces. **(T-3)**.

2.25. The Range Operating Authority. The Range Operating Authority shall:

2.25.1. Coordinate with range users to define noise abatement procedures that will minimize noise impacts on lands adjacent to the range without impacting the ability to conduct mission activities. **(T-3)**.

2.25.2. Assist Installation Public Affairs in responding to noise inquiries received from range activities. **(T-3)**.

2.25.3. Mitigate the impacts of noise to comply with 42 USC § 4321. **(T-0)**. Adhere to required mitigation and monitor for effectiveness by coordinating with other federal agencies in accordance with 32 CFR § 989.22. **(T-0)**.

2.25.4. Ensure all users of air-to-ground and air-to-air ranges are aware of noise avoidance areas, sensitive receptors, noise mitigation requirements, the effects their operations have on those receptors, and ways to minimize those effects. **(T-3)**.

2.25.5. Support the development of operational data needed to prepare noise contours for AICUZ studies and environmental analysis in accordance with 32 CFR Part 989. **(T-3)**.

2.25.6. Participate in planning and design charrettes. **(T-3)**. Contribute to the development of Installation Development Plans as requested by the Base Civil Engineer. **(T-3)**.

2.26. The Director of Plans, Training, Mobilization and Security Directorate or Chief of Range Control at Air Force led Joint Bases with an Army supported component. The Director or Chief shall:

2.26.1. Provide range use information and an ammunition report from the Range Facility Management Support System for use in modeling of noise from small and large caliber weapons training. **(T-3)**.

2.26.2. Participate in planning and design charrettes, and contribute to the development of Installation Development Plans as requested by the Base Civil Engineer. **(T-3)**.

2.27. The Installation Staff Judge Advocate. The Installation Staff Judge Advocate shall:

2.27.1. Provide legal advice concerning noise complaints, mission changes or other activities resulting in potential changes to noise impacts, implementation and monitoring of noise abatement or mitigation requirements, or other noise related issues. **(T-3)**.

2.27.2. Approve payment of or deny claims for damages allegedly due to noise impacts in accordance with AFI 51-306. **(T-1)**.

2.27.3. Protect Air Force legal interests by leveraging specialized expertise with higher headquarters and appropriate offices within AFLOA/JAC. **(T-3)**.

2.27.4. Prepare and update, as necessary, descriptions of State land use statutes, local planning and zoning ordinances, and legal court decisions relating to land use planning, zoning, property rights and land descriptions. **(T-3)**.

2.27.5. Coordinate as necessary with AFLOA/JACE and the MAJCOM Office of the Staff Judge Advocate for advice and litigation support related to AICUZ matters, including public meetings and administrative hearings in accordance with AFI 51-301. **(T-1)**.

2.27.6. Support engagement with governing bodies to include coordinating with AFLOA/JACE Regional Counsel to obtain approval for Air Force personnel to testify or make official statements at such forums in accordance with AFI 51-301. **(T-1)**.

2.27.7. Review draft AICUZ studies. **(T-3)**.

2.27.8. Vet legal correspondence between ANG units and the Air Staff through NGB Judge Advocate. **(T-3)**.

2.27.9. Review EIAP documents involving the installation. **(T-3)**.

2.27.10. Serve as a Technical Advisor to the Facilities Board, and to the Facilities Board Working Group (**Chapter 8**). **(T-2)**.

2.28. The Installation Public Affairs Officer. The Installation Public Affairs Officer shall:

2.28.1. Support communication efforts of noise-related information to the public as part of executing their community relations responsibilities under AFI 35-108, section 5. **(T-1)**.

2.28.2. Provide communication training for installation personnel participating in public meetings where noise is a possible subject. (T-3).

2.28.3. Receive and respond to public noise-related inquiries including complaints, questions, and observations. (T-3).

2.28.4. Provide the Base Civil Engineer's office with noise complaint and inquiry documentation. (T-3).

2.28.5. Support public engagement efforts by developing messages for regional and local media outlets on the installation mission, sustainment needs and compatibility issues. (T-3).

2.28.6. Assist the AICUZ program manager with arrangements, public notices, articles, and press releases for AICUZ study public release. (T-3).

2.28.7. Support public engagement efforts of the EIAP, including publishing notifications in local media. (T-3).

2.29. The Installation Spectrum Manager. The Installation Spectrum Manager shall:

2.29.1. Evaluate proposed off and on-base development for compatibility (non-interference) with the air installation spectrum requirements. (T-3).

2.29.2. Assist the AICUZ program manager and community planner in defining land use compatibility parameters for Electro Magnetic Interference, Hazards of Electromagnetic Radiation to Personnel, and Hazards of Electromagnetic Radiation to Ordnance. (T-3).

2.30. The Installation Plans Officer. The Installation Plans Officer shall serve as a Technical Advisor to the Facilities Board ([Chapter 8](#)). (T-2).

2.31. The Installation Bioenvironmental Engineer. The Installation Bioenvironmental Engineer shall:

2.31.1. Support other Air Force organizations in communicating various noise metrics to the public, as needed. (T-3).

2.31.2. Assist other Air Force offices with inquiries related to use of off-the-shelf noise meters. (T-3).

2.31.3. Provide guidance and support to Installation Public Affairs and the Installation Air Force noise program lead regarding the use of noise meters by Air Force personnel, and in responding to public inquiries regarding the use of noise meters. (T-3).

2.32. Base Civil Engineer. The Base Civil Engineer will develop, maintain and implement the Integrated Installation Planning process and shall:

2.32.1. Execute the noise program in accordance with [Chapter 4](#) of this instruction. (T-3).

2.32.1.1. Designate an installation noise program lead to work in coordination with the AICUZ and EIAP leads, if different. (T-3).

2.32.1.2. Mitigate noise associated with Explosive Ordnance Disposal proficiency training, required as a result of compliance with 42 USC § 4321, or as a result of consultations with other federal agencies. (T-0). Adhere to mitigation and monitor it for effectiveness in accordance with 32 CFR § 989.22. (T-0).

2.32.1.3. Ensure noise contours are still relevant and no older than six years of age. **(T-2)**. Prior to contours reaching six years of age, installations shall contact AFCEC/CP, NGB or AFRC AICUZ program manager for additional guidance. **(T-2)**.

2.32.2. Execute an AICUZ program in accordance with **Chapter 3** of this instruction. **(T-2)**.

2.32.2.1. Designate an installation AICUZ program manager who has the AICUZ program as a core responsibility. **(T-2)**. At their discretion, the Installation Commander may assign the AICUZ program manager to another organization.

2.32.2.2. Advise the installation, NGB, or AFRC legal and public affairs offices of all proposed AICUZ program related presentations and appearances. **(T-2)**. AFLOA/JAC approval is not required for presentations or appearances under AFI 51-301.

2.32.2.3. Request exemptions to the preparation of an AICUZ study in accordance with **Chapter 3** of this instruction. **(T-2)**.

2.32.2.4. Develop Compatible Use Program (formally Joint Land Use Study program) submissions or out of cycle requests for submittal through AFCEC/CP, the AFRC, or ANG headquarters. **(T-3)**. **(Note:** the Compatible Use Program is a voluntary program administered by the Office of Economic Adjustment, Office of the Secretary of Defense, not the Air Force).

2.32.2.5. Develop Readiness and Environmental Protection Integration submissions per AFCEC/CI guidance, if desired. **(T-3)**. **(Note:** the Readiness and Environmental Protection Integration program is a voluntary program administered by the Office of the Assistant Secretary of Defense (Sustainment)/Infrastructure, not the Air Force).

2.32.3. In cooperation with the Base Real Property Office, identify private lands within the Clear Zone and determine the real property interest needed for acquisition. **(T-3)**. Program for acquisition of land through appropriate avenues. **(T-3)**. The Base Civil Engineer begins the process of acquiring real property interests in accordance with AFI 32-9001, *Acquisition of Real Property*. **(T-1)**. The installation shall inform the MAJCOM, AFCEC/CI, and AFCEC/CP. **(T-2)**. AFCEC will inform AF/A4C. **(T-1)**. The Base Civil Engineer ensures Environmental Baseline Surveys are completed in conjunction with real property transactions in accordance with AFI 32-7066, *Environmental Baseline Surveys in Real Property Transactions*. **(T-1)**. **(note:** The Base Civil Engineer ensures compliance with the Environmental Baseline Survey requirement for all real property transactions). **(T-1)**.

2.32.4. Execute the EIAP in accordance with **Chapter 5**. **(T-0)**.

2.32.5. Execute installation development planning in accordance with **Chapter 6**. **(T-3)**.

2.32.5.1. Prepare, maintain and implement the Installation Development Plan. **(T-2)**.

2.32.5.2. Collect, interpret, integrate and present the vision of the Installation Commander and other senior installation leadership for mission requirements and installation development. **(T-3)**.

2.32.5.3. Hire qualified professional planning personnel to maintain requirements of this instruction. **(T-3)**. Use the Position Classification Standards for Community Planner Series (0020) for General Schedule-11/12 level positions. **(T-3)**.

2.32.5.4. Encourage the Integrated Installation Planning team to attend Air Force Institute of Technology requisite installation planning courses, and any continuing education courses needed to maintain professional certifications. (T-3).

2.32.5.5. Program sufficient resources to support Integrated Installation Planning requirements which exceed the capability or workload of base staff in the annual budget execution plan. (T-3).

2.32.6. Develop an Airfield Waiver program in accordance with the UFC 3-260-01. (T-2).

2.32.6.1. Process airfield waivers per guidance in the Unified Facility Criteria 3-260-01. (T-2).

2.32.6.1.1. Use current Air Force Form 505, *Request for Waiver to Airfield and Airspace Criteria*, and airfield waiver request package guidance provided by AFCEC/CP, the ANG headquarters, or AFRC to request waivers to airfield criteria. (T-2). Regular AF users shall submit all temporary and permanent airfield waiver requests to AFCEC/CP using the Airfield Waiver Support Tool available here: (T-3). <https://cs2.eis.af.mil/sites/10758/AW/Module/Home.aspx?page=Home>. Regular Air Force users are encouraged to review the *Airfield Planning and Waivers playbook* available here:

<https://cs2.eis.af.mil/sites/10041/CEPlaybooks/Pages/PlaybookViews.aspx>.

Guidance for ANG installations can be found in ANG Engineering Technical Letter 04-01, *Airfield/Airspace Waiver Request and Renewal Process* available here: https://intelshare.intelink.gov/sites/ngba4/DLA4O/A4O_ETLs/ANGETL%2004-01%20Airfield-Airspace%20Waiver%20Request%20and%20Renewal%20Process.pdf#search=ANGETL%2004%2D01. AFR installations shall contact the AFRC Command Civil Engineer's Civil Engineer Division for information on the AFR waiver process. (T-2).

2.32.6.2. Conduct and validate annual airfield waiver reviews with airfield management and safety, to include permanent/temporary waivers, exemptions and deletion of waivers that are no longer necessary. (T-2). Installations shall submit an informational copy of annual airfield waiver reviews to the MAJCOM A3 through AFCEC/CP. (T-2). ANG and AFR installations shall submit to the NGB/A4 or AFRC/A4. (T-2).

2.32.6.3. DELETED

2.32.6.4. Acquire Installation Commander approval on annual airfield waiver review packages. (T-3).

2.32.6.5. Regular Air Force installations shall submit an informational copy of annual airfield waiver reviews to AFCEC/CP through the Airfield Waiver Support Tool. (T-2). For ANG or AFR installations, submit to the NGB/A4 or AFRC/A4. (T-2).

2.32.7. Installations shall execute the Facility Space Management program in accordance with **Chapter 7** of this instruction. (T-3).

2.32.7.1. Base Civil Engineers at Regular Air Force installations shall:

2.32.7.1.1. Prepare, maintain and implement the Facility Space Optimization Plan. (T-3).

- 2.32.7.1.2. Work with AFCEC/CP staff to review, adjudicate and sustain accurate facility space standards for installation customer functions. **(T-3)**.
- 2.32.7.1.3. Designate the Facility Space Planner to develop and maintain customer facility space requirements (also known as customer authorizations). **(T-2)**. See also AFMAN 32-1084, *Standard Facility Requirements*, for input into the facility space management process.
- 2.32.7.1.4. Collect, interpret, integrate and present the vision of the Installation Commander and other senior installation leadership for mission requirements and facility space optimization. **(T-3)**.
- 2.32.7.1.5. Hire qualified professional project management and project programming personnel to maintain facility space optimization requirements of this instruction. **(T-3)**. For Regular AF installations, use the Position Classification for General Engineering (0801)/Community Planning (0020)/Interdisciplinary Series for General Schedule – 11/12 level positions. **(T-3)**. Reserve component commanders maintain flexibility and decision space to assign duties associated with space optimization to their staff within the confines of Office of Personnel Management guidance and policy.
- 2.32.7.1.6. Encourage the Integrated Installation Planning team to attend Air Force Institute of Technology requisite installation planning, project management and programming courses, and any continuing education courses needed to maintain professional certifications. **(T-3)**.
- 2.32.7.2. Base Civil Engineers at ANG and AFR installations shall work with NGB/A4A and AFRC/A4, respectively, to adjudicate facility space standards. **(T-3)**.
- 2.32.8. Serve as a Principal Voting Member and provide Technical Advisors to the Facilities Board. **(T-2)**. Serve as a Principal Member and provide Technical Advisors to the Facilities Board Working Group in accordance with **Chapter 8**. **(T-2)**.
- 2.32.9. The Installation Facility Manager (for the ANG, the Civil Engineer Superintendent) shall: identify excess space not required by tenant organizations, additional space required by tenants, to include space for contract personnel, and existing facilities occupied by tenant organizations requiring renovation. **(T-3)**.
- 2.32.10. The Engineering Flight Project Programmer shall:
- 2.32.10.1. Ensure DoD Forms 1391, *Military Construction Project Data*, address flood risk and condition protection requirement minimums outlined in requirements such as the UFC 1-200-01, *DoD Building Code (General Building Requirements)*, UFC 2-100-01, UFC 3-201-01, *Civil Engineering*, Air Force policies, Section 2805 of the *National Defense Authorization Act for Fiscal Year 2019*, or in accordance with more stringent local criteria. **(T-0)**.
- 2.32.10.2. Ensure Military Construction projects are sited in accordance with the Installation Development Plan. **(T-1)**.
- 2.32.10.3. Coordinate with the AFIMSC Detachment and AFCEC/CZ personnel (for multi-year projects) to ensure EIAP requirements are identified and programmed. **(T-0)**.

Coordination should account for NEPA execution time ahead of the required contract award/project execution timeframe. **(T-0)**.

2.32.10.4. NGB personnel at the state level complete project programmer duties. **(T-2)**.

2.32.10.5. Ensure tracking of military installation resilience projects (see definition **Appendix 1**) to support reporting in accordance with Section 2801 of the *National Defense Authorization Act for Fiscal Year 2020*. **(T-0)**.

2.32.10.6. Contact AFCEC to obtain access to detailed three dimensional Light Detection and Ranging and/or mesh models of the installation. Installations may use these models when preparing programming documents to help avoid grade-related challenges which must be fixed in execution. **(T-3)**.

2.32.11. The Real Property Officer shall:

2.32.11.1. Validate customer space allocations within a facility to better inform the space management process in accordance with AFI 32-9005, *Real Property Accountability*. **(T-1)**. Coordinate with the Facility Space Planner to reconcile actual facility space allocations to customer space allocation in the Accountable Property System of Record. **(T-1)**.

2.32.11.2. NGB personnel at the state level shall complete real property officer duties for the ANG. **(T-2)**.

2.32.12. Other Personnel. The AICUZ program manager, the noise program manager, the Environmental Planning Function, the Community Planner, and the Facility Space program manager complete additional duties as described in **Chapter 3**, **Chapter 4**, **Chapter 5**, **Chapter 6** and **Chapter 7**. **(T-3)**.

Chapter 3

THE AIR INSTALLATIONS COMPATIBLE USE ZONES (AICUZ) PROGRAM

3.1. Overview. The AICUZ program objectives are to:

- 3.1.1. Assist local, regional, state and federal officials in protecting the public health, safety, and welfare by promoting and maintaining land use compatible with military operations.
- 3.1.2. Protect Air Force operational capability from the effects of land and water use which are incompatible with Air Force operations.
- 3.1.3. Manage mission encroachment while influencing mission sustainability by promoting compatible land use in the community.

3.2. Program Operations. The Installation Commander shall assign an installation AICUZ Program Manager, and ensure the installation has an active and compliant AICUZ program and an AICUZ study, which has been implemented and publicly-released, unless exempted per **paragraph 3.7.5** of this instruction. **(T-2)**. The Installation Commander may delegate the program oversight and the assignment of the program manager to the Mission Support Group Commander, Base Civil Engineer or another position or office within or outside the Civil Engineer organizational construct. The NGB shall handle duties associated with the AICUZ program for the ANG. **(T-2)**. The Base Civil Engineer at major AFR installations shall assign the AICUZ program manager. **(T-2)**. Refer to the AFRC for information about AICUZ program duties at Air Reserve Stations.

3.2.1. AICUZ program managers shall:

3.2.1.1. Collaborate with the installation public affairs officer and internal and external stakeholders to address common regional and local planning concerns. **(T-3)**. This will ensure current and future land use as well as noise compatibility with military operations around installation complexes. Consider changing environmental conditions, water resource use, disaster response planning and brief external stakeholders regularly on the AICUZ. **(T-3)**.

3.2.1.1.1. Advise the Installation Commander and/or leadership on land use compatibility concerns and issues within the AICUZ footprint, as they arise. **(T-3)**.

3.2.1.1.2. Facilitate relationships with sister services and other government agencies to right-size and optimize usage of land and airspace resources for operations and training. **(T-3)**.

3.2.1.2. Advise the installation legal office, in accordance with AFI 51-301 and higher headquarters, if an AICUZ study or amendment is or may become the subject of a lawsuit as quickly as feasible. **(T-1)**.

3.2.1.3. Brief the program annually to the Installation Mission Sustainment Team, and participate as a member of the team, as established by AFI 90-2001, unless this role is specifically assigned to another office. **(T-1)**. Ensure the review of potential AICUZ program-related incompatibility issues as needed. **(T-3)**.

- 3.2.1.4. Serve as the installation Office of Primary Responsibility for supporting the AICUZ operational data collection team. **(T-3)**.
- 3.2.1.5. Inform higher headquarters of all AICUZ issues. **(T-2)**. Installations shall inform the MAJCOM Mission Sustainment Team Chairman (if a Mission Sustainment Team exists at the respective Regular Air Force MAJCOM), AFCEC/CP, and the AFIMSC, if resourcing support is required. **(T-2)**. This is essential in the case of potentially sensitive situations such as negative mission impacts, negative media attention, or political interests. AFCEC and AFIMSC will notify AF/A4C. **(T-1)**.
- 3.2.1.6. Establish relationships with the operational community to ensure review of operational data for currency at least every two years or as part of an environmental analysis (AFH 32-7084, *AICUZ Program Manager's Guide*). **(T-2)**.
- 3.2.1.7. Incorporate AICUZ compatible use guidelines and design considerations into the Installation Development Plan. **(T-3)**.
- 3.2.1.8. Prepare correspondence, position papers, educational materials, presentations, and briefings on compatible land use, zoning proposals, and other related topics consistent with AFPD 90-20. **(T-3)**.
- 3.2.1.9. Attend and participate as appropriate at commission, city council, county board, and other meetings and hearings on topics that could affect the AICUZ consistent with AFPD 90-20. Brief the AICUZ Program frequently in these forums. **(T-3)**.
- 3.2.1.10. Conduct outreach and engagement activities to educate and inform local civic groups, government, real estate and development associations, and other stakeholders on testing and training activities and the need for compatible development consistent with AFPD 90-20. **(T-3)**.
- 3.2.1.11. Coordinate the release of AICUZ studies in public meetings with local and area-wide stakeholders through an open house format public meeting. **(T-3)**. More information on AICUZ open house meeting format may be found in AFH 32-7084.
- 3.2.1.12. Inform local and regional officials and the public of AICUZ considerations and take formal positions (in writing and through testimony at meetings or hearings) as required. **(T-3)**.
- 3.2.1.13. Provide advanced general notice to local jurisdictions of potential changes to the AICUZ study and the affected areas. **(T-3)**.
- 3.2.1.14. Participate in local government land use planning and control meetings (boards, commissions, and councils). **(T-1)**. Provide inputs to local authorities, real estate developers, and the public which inform land use deliberations and approval process. **(T-3)**.
- 3.2.1.15. Review and evaluate community development plans, programs and projects, land use plans, zoning changes, and/or subdivision updates within the AICUZ footprint. **(T-3)**.
- 3.2.1.16. Develop and maintain information on development projects proposed (by local communities or the base) within the AICUZ footprint that the installation has reviewed and provided responses back to local authorities on. **(T-3)**. Maintaining this information

allows the installation to have a historical record from which to track changes in conditions, identify development trends, provide updates to Commanders and Installation Mission Sustainment Teams, and provide data for updating the AICUZ study's land use compatibility analysis.

3.2.1.17. Obtain copies and maintain an understanding of the local land use regulations, local ordinances, subdivision regulations, building codes, planned unit development ordinances, and Comprehensive Plans. **(T-3)**.

3.2.1.18. Ensure compliance for all Installation Development Plans, projects and programs which may affect land use within the AICUZ footprint. **(T-3)**.

3.2.1.19. Identify and discuss potential land use conflicts with the local community. **(T-3)**. Provide inputs to local authorities, private developers, and the public in their land use considerations and approval process. **(T-3)**.

3.2.1.19.1. Coordinate with the Wing Flight Safety Officer on all local development, to ensure that it does not create or contribute to conditions that could create a Bird/wildlife Aircraft Strike Hazard attractant, cause interference with pilot's vision due to glint or glare or other light emissions, increased dust, smoke or steam, or create some other hazard to flight operations. **(T-3)**.

3.2.1.20. Monitor real property interests acquired through restrictive-use easements in coordination with the installation real property officer to ensure restrictive use easements remain enforceable over time. **(T-3)**.

3.2.2. The Installation AICUZ Program Manager shall have a background in air operations or planning, preferably both, and shall attend AICUZ training, when available. **(T-2)**.

3.3. Applicability of AICUZ to Air Force Land and Facilities.

3.3.1. New Air Force facility site approvals, construction, and land use designations within the Installation Development Plan must be consistent with the land use compatibility recommendations in AFH 32-7084, and height restrictions for the installation as identified in the regulating plan. **(T-3)**. Any land uses proposed for Air Force lands within the AICUZ footprint not consistent with the AICUZ land use recommendations will require documentation justifying the proposed incompatible development and appropriate approvals prior to planning and programming the project. **(T-2)**. The following paragraphs detail documentation and approvals.

3.3.2. Existing Air Force facilities and land uses in the Clear Zone may continue. However, the Base Civil Engineer will program replacement facilities as part of the normal planning and programming process and site such facilities outside the Clear Zone. **(T-3)**. Relocate people-intensive facilities and facilities not related to flight operations outside the Clear Zones where possible. **(T-3)**. Navigational aids are allowable in the Clear Zones.

3.3.3. The Air Force (or others under Air Force permit) will not plan, site, or construct a new use or facility within the boundaries of the Clear Zone except for the allowed land uses consistent with the land use compatibility tables in AFH 32-7084. **(T-2)**.

3.3.4. Consistent with applicable historic preservation requirements, the Base Civil Engineer must demolish or relocate buildings on newly-acquired fee land within the Clear Zone. **(T-1)**. Easement acquisitions must conform to the real estate acquired. **(T-1)**. Through

programming avenues and consultation with the Base Real Property Office, the Base Civil Engineer is responsible for compliance with Clear Zone land use compatibility.

3.3.5. Incorporate the required designated Wildlife Exclusion Zone, as shown in the installation Bird/wildlife Aircraft Strike Hazard Plan, within land use recommendation plans, as required in AFI 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Program*. (T-1).

3.4. Real Estate Interests in the Clear Zones.

3.4.1. The Base Civil Engineer, in consultation with the Real Property Office, shall initiate acquisition of real property interest in fee or through appropriate restrictive easements over all land within the Clear Zones, whenever practicable, pursuant to AFD 90-20, and AFH 32-7084. (T-1).

3.4.1.1. The Base Civil Engineer and the Base Real Property Office shall pursue formal agreements to restrict land use on adjacent land owned by another federal agency. (T-1). AF/A4C and the Secretary of the Air Force for Installations will determine exceptions to Clear Zone boundaries and the real property interest to be acquired on a case-by-case basis. (T-1).

3.4.1.2. The Base Real Property Office, in consultation with AFCEC/CI, shall acquire only those real property interests that are necessary to prevent incompatible land use, or to prohibit uses generating increased incompatibility (e.g. increased density, increased structure height, etc.) in the Clear Zone. (T-1). The exception is at certain Joint Use airfields exempt from the Clear Zone acquisition program).

3.4.2. Installations, in cooperation with the Real Property Office, shall identify private lands within the Clear Zone, determine the real property interest to be acquired, and fund the acquisitions through programming avenues. (T-1). The Base Civil Engineer, in conjunction with the real property officer, begins the process of acquiring real property interests in accordance with AFI 32-9001.

3.5. Applicability of AICUZ to Joint Base Air Installations. Where the Air Force is the host command, DoD Components on the joint base shall ensure their units implement the AICUZ program pursuant to AFD 90-20, and AFH 32-7084. (T-1). Where the Component installations are adjacent and both airfields have fixed and/or rotary wing aircraft operations, the supporting Component will be the lead to develop a single AICUZ study that covers all airfields. (T-2). For joint bases with geographically-separate airfields, (and each Component conducts fixed and or rotary wing aircraft operations on their airfields) the supporting Component will be the lead to develop a separate AICUZ study for each airfield. (T-2). If the joint base has a geographically-separate site where the supported component conducts ground training but no airfield operations, create a separate Installation Compatible Use Zones Study for the joint base in accordance with AFD 90-20. (T-2)

3.6. Applicability of the AICUZ Program to Civilian Joint Use Airfields.

3.6.1. Civilian Flight Operations at Military Airfields: AICUZ program requirements apply to Air Force-owned runways, taxiways, and other necessary facilities that accommodate non-military aircraft operations. The AICUZ program manager will include both military and non-military operations in the AICUZ study. (T-2). At locations where the Air Force owns a

runway(s) and a civil authority either owns, or has leased a runway(s) from the Air Force, the Air Force will prepare an AICUZ study that includes both civilian and military aircraft operations. **(T-2)**.

3.6.2. Military Flight Operations at Civil Airfields: At Regular Air Force, ANG and AFR installations located on civilian airfields, the ANG and the AFR do not own the airfield safety oversight. That is held by the Federal Aviation Administration **Part 150** program. The Base Civil Engineer may use the noise study information process to provide data on military aircraft operations to the airfield operator.

3.6.3. At ANG or AFR installations located on civilian airfields not participating in the Federal Aviation Administration's **Part 150** program, the Base Civil Engineer shall provide the required operational data to the airport authority for updating the Noise Exposure Map. **(T-0)**.

3.6.4. Air Force Clear Zones, Accident Potential Zones, and associated land use compatibility criteria do not apply to runways at Joint Use airfields if the Air Force does not control the runway, with the exception of Regular Air Force airfields that have Letters of Authorization with local airports to maintain **Part 139** airfield certification. Personnel at this airfield shall engage with the airport authority (prior to any Memorandum of Agreement/Joint Use Agreement renewal/updates) for airport acquisition of the runway protection zones as discussed in the Federal Aviation Administration's Advisory Circular 150/5300-13A, Section 310, *Airport Design*, and Advisory 150/5200-33B, *Hazardous Wildlife Attractants On or Near Airports*. **(T-0)**.

3.7. Other Policies. See the AFH 32-7084, for technical information for the AICUZ program.

3.7.1. Planning Contours: Planning by local land use authorities involves strategies to influence present and future uses of land. Therefore, updated AICUZ studies will include a description of an anticipated operational tempo (5-10 year outlook) projecting the potential aircraft noise environment that is consistent and supportive of the planning horizon used by State, tribal, regional and local planning bodies. **(T-3)**.

3.7.2. Other Zones: The Installation Mission Sustainment Team may propose other zones that serve as consultation zones (e.g., Hazards to Aircraft Flight Zone) for land or water uses that may affect the installation defense missions. AFCEC/CP, AFLOA/JACE and AF/A4C will review proposed consultation zones. **(T-2)**. If required, the AFIMSC will coordinate with the MAJCOM to obtain input. **(T-2)**. See AFH 32-7084 for more details.

3.7.3. Renewable Energy projects: AICUZ program managers and Installation Mission Sustainment Teams must consider the following three factors when evaluating the compatibility or potential for mission impacts of proposed energy development or transmission line projects: the technology (solar, wind, geo-thermal, and biomass), the location and impacts of the proposed development, and mission requirements. **(T-3)**.

3.7.4. Geospatial Information Systems Requirements: Installations will meet AICUZ Geospatial data requirements in accordance with the latest Air Force adaption of the Spatial Data Standards for Facilities, Infrastructure and Environment and the AICUZ geospatial guidance detailed in AFH 32-7084. **(T-1)**.

3.7.5. AICUZ Program Exemptions: An installation may be exempt from publishing an AICUZ study if any of the following conditions exist:

3.7.5.1. If the AICUZ footprint does not extend beyond the installation boundary. Review current mission and planning noise contours, as well as Accident Potential Zones, Hazards to Aircraft Flight Zone and any identified areas of critical concern to determine the full extent of the AICUZ footprint.

3.7.5.2. There are fewer than 10 jet or 25 propeller-driven aircraft operations on an average annual day.

3.7.5.3. There are fewer than 200 helicopter operations on an average annual day.

3.7.5.4. The installation is on a Joint Use Airfield and the Air Force does not own the runways.

3.7.5.5. The installation is in a location outside the United States.

3.7.6. Installations will forward requests for exemptions to AFCEC/CP or the relevant Reserve Component Headquarters. **(T-2)**. AFCEC/CP will then conduct a review of the installation's AICUZ and approve or disapprove requested exemptions. **(T-2)**.

3.7.7. Installations exempt from publishing an AICUZ study shall not be exempted from the biennial review of airfield operations (or ground training operations for joint bases) which determines if changes in their operations have caused noise contours to extend off the installation. **(T-2)**.

Chapter 4

AIR FORCE NOISE PROGRAM

4.1. Overview. It is DoD Policy (DoDI 4715.13) to minimize effects on the human environment resulting from noise, while maintaining military readiness. During development and acquisition of weapons systems, the Air Force must consider the adverse effects of noise created by the testing, training, and operating of those weapons systems. **(T-0)**.

4.1.1. The Air Force noise program focuses on noise from the operation of aircraft, small arms, munitions, and explosives that may affect people, animals (domestic or wild), or structures on or in areas within close proximity of a military installation range, within Special Use Airspace and Airspace for Special Use. This chapter does not address occupational noise exposure in the workplace, underwater sound, or other transportation-related noise sources. This chapter does not apply to military installations and facilities not owned, managed or leased by a DoD component, including host nation, combined and leased facilities where DoD does not control the management of infrastructure or resources, nor does it apply to the activities of deployed United States Forces.

4.1.2. Aircraft overflights, weapon system operations, or munitions use have the potential to produce sound levels that may cause annoyance, speech interference, sleep disturbance, or damage to structures, e.g. broken windows. The public typically registers their noise concerns and issues by filing complaints. If the public is not satisfied with the Air Force or installation response, noise complaints can quickly escalate into political interest or pressure if members of the public contact their elected officials. To minimize possible impacts to the Air Force mission or tort claims, and to comply with DoD policy and directives, Commanders must understand and manage the installation complex's noise environment. **(T-3)**.

4.1.3. The Air Force noise program shall be centrally executed for Regular Air Force installations at AFCEC. **(T-2)**. The NGB/A4 and AFRC/A4 shall also centrally manage the noise program for the ANG and AFR. **(T-2)**. However, AFCEC provides reach back support and expertise regarding noise for ANG and AFR installations, as needed. The responsibilities of overall program management shall fall on the Air Force noise program manager. **(T-1)**.

4.2. Program Operations. Management of the installation noise program is typically a duty of the Community Planner. The Installation Commander may assign tasks associated with noise program management to another position or office. **(T-3)**. At major AFR installations, the Base Civil Engineer assigns the noise program manager. **(T-3)**. The NGB's Plans and Requirements Branch will centrally manage noise program duties. **(T-2)**. Refer to the AFRC for information about Noise program duties at Air Reserve Stations. The noise program manager shall:

4.2.1. Coordinate with the Air Installations Compatible Use Zones (AICUZ) program manager. **(T-3)**. For Regular Air Force installations, the noise program manager shall complete an AFCEC/CP survey following major mission changes. **(T-2)**.

4.2.2. Work with Operations Group personnel to obtain information about operational changes in preparation for noise contour data collection, or upon request from AFCEC/CP or the relevant Reserve Component headquarters. **(T-3)**. Basic information required to assess the need for an updated noise study are listed below:

- 4.2.2.1. Mission changes to include aircraft types, flight operations, and flying tactics in Special Use Airspace or Airspace for Special Use or at ranges.
- 4.2.2.2. Change in departure/arrival flight tracks or location of Visual Flight Rules or Instrument Flight Rules traffic patterns.
- 4.2.2.3. Change of more than 500 feet in downwind altitudes.
- 4.2.2.4. Addition or deletion of runup locations and or suppression equipment.
- 4.2.2.5. Change in location or orientation of an unsuppressed engine run up or trim pad.
- 4.2.2.6. Change in types of aircraft or engines run at an unsuppressed location.
- 4.2.2.7. Change in runway usage, including offset thresholds of 500 feet or more.
- 4.2.2.8. Change in number of flight operations occurring between 10 p.m. and 7 a.m.
- 4.2.2.9. Flight-path/mission changes that arise as a result of incompatible development, such as wind energy/turbine construction projects in operating areas.
- 4.2.2.10. Change in location, operations, or types of munitions in the training of explosives and ground weapons.

4.2.3. Provide all 42 USC § 4321 noise contours to AFCEC/CP, to the ANG headquarters, or AFRC. **(T-2)**.

4.2.4. Coordinate potential noise contour updates with AFCEC/CP or the relevant ARC headquarters. **(T-2)**. If warranted, AFCEC/CP will provide an exemption from updating contours based on analyzing current and possible future operations with existing modeled operations. **(T-2)**.

4.2.5. Obtain and retain (for a minimum of five years) noise complaint/inquiry data from Installation Public Affairs in electronic format. **(T-3)**. Link data to geospatial data in order to analyze locations of complaints and inquiries and identify patterns (i.e., day, night, seasons, training exercises, changes in operation tempo), weather conditions, flight tracks, flight patterns, and types of aircraft and/or weapon systems most associated with the complaints/inquiries. **(T-3)**. Coordinate geospatial information and services requirements with the GeoBase program manager. **(T-3)**. GeoBase is the Air Force Program of Record for enterprise Installation Geospatial Information and Services integration, led by AF/A4C.

4.2.6. Analyze information and inform the installation/NGB/AFRC Judge Advocate about complaints and inquires to identify issues and potential impacts associated with future beddowns, realignments, and to support environmental analysis and noise management efforts. **(T-3)**.

4.2.7. Additional information about noise may be found within the tri-service AFM 19-10, *Planning in the Noise Environment* and AFH 32-7084.

Chapter 5

ENVIRONMENTAL IMPACT ANALYSIS PROCESS

5.1. Overview.

5.1.1. The Department of the Air Force has published its EIAP regulation as a formal rulemaking at 32 CFR Part 989. Those regulations are hereby incorporated by reference into this Air Force Instruction on the EIAP. The regulation, 32 CFR Part 989 is available digitally at the Code of Federal Regulations website under <https://www.gpo.gov>. The procedures in 32 CFR Part 989 are essential to achieve and maintain compliance with the National Environmental Policy Act (NEPA) of 1969 and the President's Council on Environmental Quality Regulations for Implementing the Procedural Provisions of the NEPA (40 CFR Parts 1500 – 1508). To comply with NEPA and complete the EIAP, the Council on Environmental Quality Regulations and this part must be used together. **(T-0)**.

5.1.2. Complying with the EIAP process requires familiarity with AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*, AFMAN 32-7003, *Environmental Conservation*, similar AFIs and various EOs including, but not limited to EO 12114, *Environmental Effects Abroad of Major Federal Actions*, EO 11514, *Protection and Enhancement of Environmental Quality*; EO 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*; EO 11988, *Floodplain Management*; and EO 11990, *Protection of Wetlands*. **(T-0)**.

5.1.3. Use the Air Force Form 813 to initiate a request for environmental impact analysis and to document categorical exclusion determinations per 32 CFR 989.12. **(T-0)**. Unique guidance for the Air Force EIAP and processing of the Air Force Form 813 overseas can be found in Chapter 5 of AFI 32-7091, *Environmental Management Outside the United States*. Where required, coordinate with the Environmental Section or the Environmental Planning Function to ensure a General Conformity Evaluation is performed as part of and in parallel with the EIAP (both evaluations/analyses are separate and distinct requirements) per 32 CFR Part 989.30, *Air Quality* and 40 CFR Part 93 Subpart B, *Determining Conformity of General Federal Actions to State or Federal Implementation Plans*. **(T-0)**.

5.1.4. Installations outside of the United States will comply with Environmental Impact Analysis Process requirements as identified in 32 CFR § 989.37, *Procedures for Analysis Abroad*, 32 CFR § 989.38, *Requirements for Analysis Abroad*, and AFI 32-7091. **(T-0)**.

5.2. Responsibilities.

5.2.1. The proponent, as defined in 32 CFR 989.3(d), and in the list of terms in **Attachment 1** of this instruction, is responsible for complying with the EIAP and ensure integration of the EIAP during the initial planning stages of proposed actions and that proposed actions are implemented as described in the final EIAP decision documents. **(T-0)**. This includes funding and implementing mitigations. The Proponent shall integrate NEPA analysis into installation planning so that environmental impact evaluations can be initiated shortly after requirements are identified (e.g. initiate NEPA as part of development of new district plan or component plan). **(T-0)**. The proponent shall ensure mitigations are loaded on the mitigation tracker. **(T-0)**.

5.2.2. The Environmental Planning Function shall support proponents by managing the EIAP for Major Federal Actions using an interdisciplinary team approach (see 32 CFR § 989.3(e)(2)). **(T-0)**. The Environmental Planning Function is normally at base-level for routine proposals. For requests from non-Air Force entities, to include tenants, follow 32 CFR § 989.7. **(T-0)**. The Environmental Planning Function responsibility for managing Environmental Impact Statements and designated higher profile Environmental Assessments shall reside with AFCEC/CZ, along with other responsibilities detailed in [2.17.2 \(T-0\)](#).

5.3. Implementation.

5.3.1. The Air Force has a responsibility to comply with NEPA for proposed actions in the United States and its territories, as well as EO 12114 and 32 CFR Section 989.38 for analysis of actions abroad to ensure systematic and interdisciplinary consideration of environmental impacts and mitigations (minimization and/or avoidance) as part of agency decision making. **(T-0)**.

5.3.2. As part of installation development planning and the comprehensive planning process, base EIAP managers and planners will ensure that installation EIAP efforts are programmed and executed every five years at a minimum, in conjunction with district planning efforts. **(T-0)**. EIAP efforts will evaluate future facilities plans, constraints, and opportunities while documenting alternatives considered as part of the base planning process. **(T-0)**. Alignment of EIAP projects with five year comprehensive planning platform cycles will support implementation of facilities plans, document consideration of environmental impacts, and support the basis for infrastructure siting decisions necessary for EIAP compliance. **(T-0)**. Tiering and incorporation by reference from previous EIAP analysis shall be used to reduce paperwork, delay and repetitive information. **(T-0)**.

5.3.3. As part of this planning process, Regular AF EIAP managers shall inform AFCEC/CZ of any environmental baseline requirements (i.e. habitat surveys, wetland surveys, etc.) to ensure projects evaluating baseline environmental data are programmed and executed with Environmental Quality funds, if required. **(T-2)**. Regular AF EIAP managers should inform AFCEC/CZ of any noise or land use baseline requirements (i.e. changes in mission or land use, real property acquisition, etc.). **(T-2)**. ANG and AFRC shall coordinate with the relevant ARC headquarters for the appropriate procedure. **(T-2)**.

Chapter 6

INSTALLATION DEVELOPMENT PLANNING

6.1. Overview. Installation development planning is the continuous analytical process of evaluating the factors affecting the physical development of an installation and surrounding areas to support current and future mission requirements. Installation development planning is integral to resource allocation (such as strategic basing, requirements, acquisition, programming, environmental and budgeting). Planners must consider the full range of issues, alternatives, and life-cycle costs **(T-3)**. Effective installation development planning aligns future built and natural infrastructure requirements to the Strategic Planning, Programming, Budgeting and Execution process through development of Planning Actions and the prioritization of requirements.

6.1.1. Installation development actions occurring in the National Capital Region are subject to the requirements of 40 USC § 8701. **(T-0)**.

6.1.2. Installations submitting Installation Development Plans and their components to the National Capital Planning Commission shall coordinate with the Air Force District of Washington as the advocate for Air Force interests in the National Capital Region. **(T-2)**.

6.2. Program Operations. Regular Air Force installations, with the exception of Air Force Plants, shall manage installation development planning through the Portfolio Optimization Section of the Engineering Flight. **(T-3)**. At least one member of the planning team must meet the Position Classification Standards for Community Planner Series (0020) for General Schedule 11 and 12 level positions. **(T-3)**. The Third Engineer typically performs this function for the ANG. The Base Civil Engineer shall delegate the duties of the Community Planner on AFR installations. **(T-2)**. Installation planners shall:

6.2.1. Develop, routinely update, and maintain the Installation Development Plan and related products as detailed in this chapter. **(T-2)**. Regular Air Force and AFR installations shall maintain Installation Development Plans electronically in the prescribed system, currently the Comprehensive Planning Platform, in accordance with **paragraphs 6.3** through **6.6** of this instruction. **(T-2)**.

6.2.1.1. Ensure the Installation Development Plan addresses the requirements of **paragraph 6.3** of this instruction, below. **(T-0)**. Ensure Installation Development Plans address all land use, development, real property and real estate actions occurring on the installation and that the plan incorporates requirements defined by Asset Management Plan Managers. **(T-2)**.

6.2.1.2. Identify funding requirements for planning products to AFIMSC, the NGB headquarters or AFRC. **(T-3)**.

6.2.1.3. Ensure major investments identified during the Activity Management Planning process are in conformance with the Installation Development Plan. **(T-2)**. Regular Air Force and AFR installations shall do this by reviewing Planning Actions in the Comprehensive Planning Platform. **(T-3)**. Major investments will conform to the compatible functions and planning standards as established in the Installation Facility Standards. **(T-2)**.

6.2.1.4. Ensure basing and beddown processes (e.g., Site Activation Task Force) and proposals are in conformance with the Installation Development Plan. **(T-3)**.

6.2.1.5. Coordinate with other team members in the Engineering Flight or Portfolio Optimization Section to ensure projects and major actions identified in planning products go through the Air Force EIAP. **(T-0)**. Planners shall also ensure that National Ambient Air Quality Standards attainment status is considered early in the planning and programming phase of Major Federal Actions. **(T-0)**. Planners shall integrate the NEPA with other planning and review procedures (e.g. National Ambient Air Quality Standard) required by law to be executed concurrently rather than consecutively. **(T-0)**.

6.2.1.6. Address energy and severe weather/climate resiliency in planning documents, including within district and component plans, in accordance with 10 USC § 2864. **(T-0)**. Plans shall identify facilities at risk (e.g. located in a current or potential future floodplain) or requiring additional resiliency measures. **(T-1)**.

6.2.1.6.1. Local Installation Mission Sustainment Teams and/or Installation Emergency Management Teams shall assess severe weather and climate risk in accordance with Section 2801 of the *National Defense Authorization Act for Fiscal Year 2020* and AFI 90-2001 **(T-0)**. The *Severe Weather/Climate Hazard Screening and Risk Assessment Playbook* available here provides how to information. The Appendix B worksheet from the *Playbook* may be used to capture relevant severe weather/climate hazard information and can be used to inform updates to installation planning products, including district plans and the Mission Sustainment Risk Report. **(T-1)**. Regular AF installations shall review Appendix B biennially (every two years) and update as required. **(T-1)**. Work with the local installation weather flight to obtain relevant severe weather/climate data for the installation. **(T-1)**.

6.2.2. Manage actions related to siting new construction, including site analysis, identification of alternatives, development of siting documentation packages, and presentation for Facilities Board approval as outlined in **Chapter 8** of this instruction. **(T-2)**.

6.2.2.1. Promote force readiness by influencing the shape of the built environment. **(T-3)**. Planners shall develop pedestrian, bicycle, and transit-friendly communities that allow for regular physical activity and help promote the physical and emotional health of Airmen. **(T-3)**.

6.2.2.2. Identify risks associated with built and natural infrastructure and document as constraints, using asset management principles and Activity Management Plans. **(T-3)**. Support requirements in accordance with AFD 32-70, AFD 90-8, *Environment, Safety and Occupational Health Management and Risk Management*, AFD 90-20, and AFI 90-802, *Risk Management*. **(T-1)**.

6.2.2.3. Ensure project designs are in accordance with the approved site plan. **(T-3)**. Coordinate with the project design manager to ensure projects are in accordance with the regulating plan, installation facility standards, and the following laws and requirements (e.g. UFC 1-200-01, UFC 2-100-01, UFC 3-201-01, UFC 3-400-02, *Engineering Weather Data*, Air Force policies, Section 2805 of the *National Defense Authorization Act for Fiscal Year 2019*, or in accordance with more stringent local criteria), such as floodplain mitigation requirements. **(T-1)**. The *Severe Weather/Climate Hazard*

Screening and Risk Assessment Playbook includes information on how to consider severe weather/climate during the design process.

6.2.2.4. Assist in the identification of the boundaries of current or potential future floodplains or other flood hazard areas. **(T-3)**. Planners shall include a copy of the latest 100-year floodplain map in the Installation Development Plan to include age of floodplain map as well as available potential future floodplain maps. Planners shall avoid the siting of facilities in these at risk areas as part of the siting process. **(T-1)**.

6.2.2.4.1. Ensure utilization of the DoD Regional Sea Level database to account for sea level rise in planning at coastal locations. **(T-0)**.

6.2.2.4.2. See AFMAN 32-7003 section 3.22 for guidance on floodplain mapping. Ensure a 100-year floodplain map and potential future floodplain maps based on DoD Regional Sea Level data, if available, are included on the Floodplains detail page of the Constraint Considerations page in CPP. **(T-2)**. Include age of floodplain map data in text for Additional Information to support annual reporting to OSD. **(T-0)**. If installation floodplain data is missing, contact AFCEC/CP, NGB/A4 or AFRC/A4 to inquire about new mapping for your base. **(T-3)**.

6.2.2.5. Ensure projects sited in an explosive safety zone or surface danger zone are coordinated by the Wing Safety Office and approved by the DoD Explosive Safety Board in accordance with DESR6055.09_AFMAN 91-201, *Explosives Safety Standards*. **(T-1)**.

6.2.3. Manage the Airfield Planning and Waivers program in accordance with UFC 3-260-01. **(T-1)**. Planners will submit requests for waivers using Air Force Form 505. **(T-2)**. Signed waiver packages for Regular Air Force installations are submitted to AFCEC/CP via the Airfield Waiver Support Tool. **(T-2)**. Regular Air Force users should use the Airfield Planning and Waivers Playbook available here to guide the airfield waiver process: <https://cs2.eis.af.mil/sites/10041/CEPlaybooks/Pages/PlaybookViews.aspx>. Guidance for ANG installations can be found in ANG Engineering Technical Letter 04-01, available at: https://intelshare.intelink.gov/sites/ngba4/DLA40/A40_ETLs/ANGETL%2004-01%20Airfield-Airspace%20Waiver%20Request%20and%20Renewal%20Process.pdf#search=ANGETL%2004%2D01. AFR installations shall contact the AFRC Civil Engineer Division for information on the AFR waiver process. **(T-2)**. USAFE-AFAFRICA installations will develop an airfield waiver program in accordance with USAFEI 32-1007, *Airfield and Heliport Planning and Design*. **(T-2)**.

6.2.3.1. Conduct and validate annual reviews of all active approved permanent and temporary airfield and airspace waivers, and their associated projects, as well as exemptions to airfield criteria. **(T-1)**.

6.2.3.2. Regular AF planners will submit an informational copy of the annual airfield waiver review to AFCEC/CP via the Airfield Waiver Support Tool. **(T-1)**

6.2.4. Ensure local (on and off-base) development compatibility with installation mission requirements. **(T-3)**.

6.2.4.1. Serve as a member of the Installation Mission Sustainment Team per the AFI 90-2001. **(T-1)**. Planners shall serve as a point of contact for off-base local and regional

land use planning and zoning activities, unless this role is specifically assigned to another office. **(T-1)**. Participate in assessing severe weather/climate risks. **(T-1)**. Use the *Severe Weather/Climate Hazard Screening and Risk Assessment Playbook* for information useful for associated hazards in the Installation Mission Sustainment Risk Report.

6.2.4.2. Serve as a member of the Bird Hazard Working Group in accordance with AFI 91-212. **(T-1)**.

6.2.4.3. Coordinate installation development planning products, to include the Installation Development Plan, with Federal, State, regional, tribal and local agencies. **(T-3)**. This ensures that Mission Sustainment, noise, population growth, regional transportation issues, and other topics of common concern are reflected in both on- and off-base planning products. **(T-3)**.

6.2.5. Coordinate on scenario planning or visioning exercises that extend through mid-term and long-term planning horizons. **(T-3)** These incorporate future requirements (e.g., mission off-ramping, strategic bed down), current and future risks, and other factors that will inform leadership decisions.

6.2.6. Report bi-annually on the status of training completion to the AFCEC, the AFRC, or ANG headquarters to meet training reporting requirements outlined in the UFC 2-100-01, and ensure compliance with training requirements detailed in CFETP0020, the Career Field Education and Training Plan for Community Planners. **(T-1)**.

6.3. The Installation Development Plan. Per 10 USC § 2864, DoDD 4270.05, DoDD 5105.77, DoDI 1225.08, and DoDI 4165.70, as implemented by AFPD 32-10, the Air Force's Installation Development Plan, the equivalent of a Master Plan, is the primary planning product required, at minimum, for each military installation. Plans must be developed for all installations. **(T-0)**.

6.3.1. Installation Development Plans shall address non-contiguous properties (ranges, auxiliary airfields, annexes and missile fields) assigned to a primary, host or parent installation. **(T-2)**.

6.3.2. For Regular Air Force installations, Installation Development Plans shall be developed for primary, host, or parent installations, and shall address all associated child or auxiliary sites. **(T-2)**. Geographically separated units shall be addressed within their host installation's Installation Development Plans. **(T-2)**. ARC installations shall contact the NGB/A4 or the office of the Chief of the Air Force Reserve (AFRC/A4) for further guidance on Installation Development Plan requirements. **(T-2)**. Some small sites aligned to a State as a primary, host or parent installation may require a District Plan vice a full Installation Development Plan as defined at [paragraph 6.4](#) of this instruction.

6.3.3. Installation Development Plans must be developed for joint bases where the Air Force is the supporting service, and shall address associated child or auxiliary sites. **(T-2)**. Installation Development Plans shall be developed in coordination with the supported service. **(T-2)**. On installations where the Air Force is the supported service, the supporting service's policy related to master planning applies. Installation Development Plans are not required for installations designated for closure or properties that have been declared excess.

6.4. Components of the Installation Development Plan. The Air Force's Installation Development Plan is the equivalent of the Master Plan as defined in DoDI 4165.70. Installation

Development Plans must address the topics listed in 10 USC § 2864, DoDI 4165.70, as implemented by AFPD 32-90, and the master planning topics included in **Chapter 2** of the UFC 2-100-01. **(T-0)**. At a minimum, the Installation Development Plan must consist of the following elements: the Installation Development Framework; Installation Facility Standards; district plans for each district; component plans; and an execution plan. **(T-1)**. The Installation Development Plan shall also include an executive summary document that is publicly accessible to outside the fence partners. **(T-1)**. Include additional planning activities in the Installation Development Plan if they support the installation planning process. Best practice information available in the Integrated Installation Planning Playbook, located on the CE Portal: <https://cs2.eis.af.mil/sites/10041/CEPlaybooks/Pages/PlaybookViews.aspx>.

6.4.1. Conformance with the Installation Development Plan. Facility and infrastructure requirements will conform to the Installation Development Plan. **(T-1)**. Regular Air Force and Reserve installations using the Comprehensive Planning Platform, will ensure investment conforms to the Regulating Plan. **(T-2)**. In lieu of an approved Regulating Plan, investments will be in accordance with the Permitted Functions by District matrix and the Form-Based Planning matrix in the Installation Development Framework. **(T-2)**. Investments shall address Constraints as defined in the Installation Development Plan Mission Data Set Guidance and Constraint Considerations (Comprehensive Planning Platform). **(T-2)**.

6.4.2. The Installation Development Framework. The Installation Development Framework shall address Air Force planning goals and objectives as discussed in **Chapter 1** of this instruction and within the UFC 2-100-01. **(T-2)**. The framework shall address installation specific goals and objectives included in the Commander's Cover Letter. **(T-2)**. The framework shall also include future development plans for each district, planning standards by district, summarized constraints considerations, with constraints pulled from the component plans (see **paragraph 6.4.5** of this instruction), and Capacity Considerations, the summary of capacities for different systems or building types. **(T-2)**.

6.4.3. Installation Facility Standards. The Installation Facility Standards shall include Installation Planning Standards. **(T-1)**. See the Whole Building Design Guide: <http://www.wbdg.org/ffc/af-afcec/installation-facilities-standards-ifs>.

6.4.4. District Plans: As part of the Installation Development Plan, installations shall develop District Plans for all districts on installations. **(T-1)**. Regular Air Force and AFR installations shall update applicable information in the Comprehensive Planning Platform. **(T-2)**. District Plans shall address the planning strategies outlined in UFC 2-100-01. **(T-1)**. Installations shall submit waiver requests to the appropriate management headquarters, the AFCEC, NGB, or AFRC, if district plans are not required. **(T-2)**. At a minimum, District Plans will include the following elements: Regulating Plan, Alternatives Analysis, Illustrative Plan, Execution Plan, and Capacity Plan. **(T-2)**.

6.4.4.1. The Regulating Plan shall provide parameters for future development, by parcel, to ensure environmental and cultural assets are preserved, safety and operational constraints are accounted for, and any conditional building constraints are addressed. **(T-2)**. The purpose of the Regulating Plan is to provide a roadmap for future development without knowing specific requirements. The Regulating Plan ensures future requirements meet design and mission needs.

6.4.4.2. Alternative Analysis will include documentation to support Environmental Impact Analysis Planning and Economic Analysis requirements. **(T-0)**.

6.4.4.3. Planners shall maintain key elements of district plans on the Comprehensive Planning Platform to include district overview, constraints and analysis. **(T-2)**. Regular Air Force users may review district planning related best practice information available at the AFCEC SharePoint site at: <https://cs2.eis.af.mil/sites/10041/CEPlaybooks/Pages/PlaybookViews.aspx>.

6.4.5. Installation Development Plans must include component plans. **(T-1)**. Component plans are topic specific installation-wide plans, which identify lifecycle management plans for the program or asset group. The component plans support the Installation Development Plan by identifying areas or assets requiring investment, preservation, or special management considerations. Individual program managers must maintain component plans in accordance with program guidance to support the Integrated Installation Planning process. **(T-2)**. Ensure plans address topics outlined in 10 USC § 2864 and the UFC 2-100-01. **(T-0)**. Component plans include:

6.4.5.1. Transportation Network Plan.

6.4.5.2. Installation Energy Plan.

6.4.5.3. Integrated Cultural Resources Management Plan.

6.4.5.4. Integrated Natural Resources Management Plan.

6.4.5.5. Facility Space Optimization Plan.

6.4.5.6. An Encroachment Management Plan (e.g. Installation Complex Encroachment Management Action Plan, Mission Sustainment Risk Report).

6.4.5.7. Installation Climate Resilience Plan. **(T-0)**.

6.4.6. Installation Development Plans must include an Execution Plan. **(T-1)**. It should include a Base Comprehensive Asset Management Plan, as well as the Military Construction list, other fund source priority lists, and partnership opportunities. **(T-2)**. The Base Comprehensive Asset Management Plan shall include activity management plans for activities related to installation development investments, and a consolidated investment plan. **(T-2)**.

6.4.7. Plan Summary. An executive level summary of the Installation Development Plan must be developed that can be shared with outside-the-fence community partners. **(T-1)**.

6.5. The Comprehensive Planning Platform . Regular Air Force and AFR installations shall maintain information related to the physical development of the installation on web-based Installation Development Plans (e.g. AFCEC's Comprehensive Planning Platform). **(T-2)**. The Comprehensive Planning Platform provides visibility of integrated planning, programming, asset management and budget execution actions through a single digital platform, enabling comprehensive planning across the enterprise.

6.6. Installation Development Plans Maintenance and Approval . Regular Air Force and AFR installations will maintain plans on the Comprehensive Planning Platform. **(T-2)**. The Comprehensive Planning Platform is a living document and should be updated as conditions changes and projects are completed. The Installation Development Framework and district plans

should be updated as needed following the guidelines below for Major and Minor Changes. The Facilities Board will review and endorse the Installation Development Plan Framework as prescribed in **Chapter 8. (T-2)**. District plans will be updated and approved no less than every five years. **(T-2)**. Installation Development Plans will be considered non-compliant with the OSD requirement to be updated every 5 years if any of the district plans have not been updated within 5 years and the installation commander's endorsement letter is not current. **(T-2)**. District plan reviews can be completed in house or by contract. Installations shall submit waiver requests to AFCEC, the NGB, or AFRC, if district plans are not required, such as for undeveloped lands. **(T-2)**. Submit changes to the Installation Development Plan Framework maintained on the Comprehensive Planning Platform as follows:

6.6.1. Major Changes: Major Changes to the Installation Development Plan (or the Installation Development Plan Framework on the Comprehensive Planning Platform), shall be endorsed by the Facilities Board and approved by AFCEC/CP. **(T-2)**. For Regular AF installations, AFCEC will coordinate changes impacting mission accomplishment with the MAJCOM prior to approval. **(T-2)**. Installations shall submit changes to AFCEC, to the ANG headquarters, or to the AFRC, as appropriate. **(T-2)**. For Regular Air Force and AFR installations using the Comprehensive Planning Platform, major changes include:

6.6.1.1. Changing land-use designations on the Permitted Functions by District chart to a less restrictive rating (e.g. changing from restricted to permitted).

6.6.1.2. Changing to a less restrictive form-based planning criteria on the Form-Based Planning matrix.

6.6.1.3. Making multiple changes to the Form-based planning criteria on the Form-Based Planning matrix as a result of a new or updated District Plan or Installation Facility Standards.

6.6.1.4. Changes to designated district boundaries or names, or additions or deletions of installation districts.

6.6.2. Minor Changes: For Regular Air Force and AFR installations, minor changes to the Installation Development Plan Framework on the Comprehensive Planning Platform, listed below, require Facilities Board review. **(T-3)**. Installations, with the exception of Air Force Plants, shall provide Facilities Board-reviewed minor changes to AFCEC, or the AFRC for awareness. **(T-3)**. If needed, AFCEC shall inform AFIMSC and associated MAJCOM Civil Engineering offices of the change to inform the MAJCOM's validation, prioritization, and advocacy process. **(T-3)**. The following are examples of minor changes:

6.6.2.1. Changing land-use designation to a more restrictive rating (e.g. changing from Permitted to Restricted).

6.6.2.2. A constraint on the Constraints Considerations module turns from green or yellow to red.

6.6.2.3. A capacity on the Capacity Considerations module turns from green or yellow to red.

6.6.3. Administrative Changes: For Regular Air Force and AFR installations, the Information owner (e.g. Installation Planner, Activity Manager, etc.) can make updates to the text and graphics of the Comprehensive Planning Platform to maintain currency. Significant

changes shall be briefed to the Facilities Board as part of the annual review for awareness. **(T-3)**. The installation development planning pages will be updated as needed to reflect approved Component Plans. **(T-3)**. Updates to the installation development planning portion of the Comprehensive Planning Platform do not have to be approved by the Facilities Board if they are a result of an update to a Component Plan which was approved in accordance with the applicable procedures for updating the plan.

6.6.4. Installation Development Plan Review Schedule: Regular Air Force and AFR installations shall brief major and minor changes within the Comprehensive Planning Platform to the Facilities Board according to the following schedule: **(T-2)**.

6.6.4.1. Annual Facilities Board Review: Regular Air Force and AFR installations shall brief the following at the Facilities Board annually:

6.6.4.1.1. Constraints Considerations stoplight chart. **(T-2)**.

6.6.4.1.2. Capacity Considerations stoplight chart. **(T-2)**.

6.6.4.1.3. Significant administrative changes. **(T-2)**.

6.6.4.1.4. Planning Actions requiring siting or facility reuse approval. **(T-2)**.

6.6.4.2. Biennial Review: Regular Air Force and AFR installations shall brief at the Facilities Board biennially. **(T-2)**. The biennial review will coincide with leadership (Wing Commander) orientation and initial Installation Development Plan review. **(T-2)**. The intent of the Biennial Review is to ensure installation leadership is aware of the planning framework guiding future decisions, not to re-approve the framework matrices. Review items shall include:

6.6.4.2.1. Permitted Function by District matrix. **(T-2)**.

6.6.4.2.2. Form-Based Planning matrix. **(T-2)**.

6.6.4.2.3. Commander's Cover Letter. **(T-2)**.

6.6.4.2.4. Goals, visions and objectives statements on the Vision Plan. **(T-2)**.

6.6.5. Regular Air Force and AFR installations shall seek Facilities Board review and approval of District Plans, Activity Management Plans, and Component Plans. **(T-2)**. ANG installations shall follow procedures outlined in the DoDI 4165.70 and ANGI 32-1003, *Facilities Board*. **(T-2)**.

6.7. Installation Geospatial Information and Services. For Regular AF installations, AFCEC/CPD shall be the Functional data steward for the geospatial planning data set. **(T-2)**. The Installation planning office shall maintain installation planning data in accordance with all latest guidance available through the AFCEC GeoBase office and AFCEC/CPD. **(T-3)**. Installation planners shall use standardized templates for all planning products to facilitate qualitative repeatable installation and enterprise level analysis (e.g. Installation Development Plan and District Plan GIS templates). **(T-3)**. Deviations from these standards will be coordinated with AFCEC GeoBase and/or AFCEC/CPD as applicable. **(T-3)**. Planners may utilize all installation geospatial resources (Built & Natural IGI&S/IDP/Digital Elevation Models/Imagery) when preparing initial sketches for facility site selection for grade-related challenges at the installation. Contact the relevant Reserve Component headquarters for guidance on Installation Geospatial Information and Services at AF Reserve and ANG installations.

Chapter 7

FACILITY SPACE PLANNING

7.1. Overview. Installations shall effectively manage and optimize existing facility space to support mission efficiency, right size the installation footprint, enable real property audit readiness, and accurately account for facility sustainment funding and financial reimbursement. **(T-3)**. To achieve space optimization, installations shall focus on accurate facility space allocations, customer authorizations and identification of space optimization opportunities in the installation Facility Space Optimization Plan. **(T-3)**. The Facility Space Optimization Plan shall specifically focus on re-use of existing facility space to accommodate new or existing missions, increasing building utilization rates, and eliminating substandard facilities that are excess to mission requirements. **(T-3)**. See space planning related best practice information available at the AFCEC SharePoint site at: (<https://cs2.eis.af.mil/sites/10041/CEPlaybooks/FSM/Pages/default.aspx>). ANG installations shall refer to detailed guidance on how to execute the Facility Space Management program at ANG Handbook 32-1084, *Air National Guard Facility Standards*, available at: <https://intelshare.intelink.gov/sites/ngba4/SitePages/Program-A4A.aspx?Program=A4AM> (search for ANG Handbook 32-1084 using the search function after logging into the site). **(T-2)**.

7.2. Program Operations. For Regular Air Force installations, the Base Civil Engineer may delegate tasks associated with facility space planning within the Engineering Flight or Installation Management Flight to integrate plan activities. The Facility Space program manager may be the Community Planner or the Base Civil Engineer for the ANG and AFR. Facility Space Planning involves coordinating efforts between multiple functions within the Civil Engineer Squadron. The Facility Space planner shall:

7.2.1. Lead both the facility space authorization and facility space planning functions. **(T-3)**. Collaborate with the installation Real Property Officer for real property accountability data, to ensure the facilities meet mission requirements. **(T-3)**.

7.2.2. Coordinate with the Real Property Officer, and the Requirements and Optimization Element, to obtain space allocation and building condition data. **(T-3)**. The space planner shall collaborate with the Community Planner and Facilities Asset Management Plan Manager for strategic direction when developing the Facility Space Optimization Plan. **(T-3)**. Request read only access to NexGen (TRIRIGA) to review facility information.

7.2.3. Lead the determination and management of utilization rates for buildings. **(T-3)**.

7.2.4. Review all facility space requests for efficient facility utilization, by analyzing customer authorizations together with the Real Property Officer review of customer allocations. **(T-3)**.

7.2.5. Evaluate the current installation inventory for more efficient space use alternatives and develop corrective action plans to improve utilization rates. **(T-3)**.

7.2.6. Align facility space-related Facilities Board decisions with the installation Facility Space Optimization Plan. **(T-3)**.

7.2.7. Leverage Information Technology (IT) innovations and Authoritative Data Sources, such as the Air Force Geospatial Information Management Systems, Sustainment

Management Systems, and NexGen IT. **(T-3)**. Using these tools help space planners better visualize and understand functional relationships, and the condition and capacity of installation buildings.

7.3. Program Management.

7.3.1. Facility space allocations are space management data, used to identify how much space a customer has by function to the Category Code level.

7.3.1.1. The Base Civil Engineer shall establish a Drawing of Record for each facility and maintain a copy in the Real Property facility jacket. **(T-3)**.

7.3.1.2. The Drawing of Record is an attributed floor plan and accounts for customer allocation quantities by Category Code for Air Force real property assets (buildings). The Drawing of Record shall visually represent where customers are allocated space within a building. **(T-3)**.

7.3.2. A Facility Space Customer Authorization is the total square footage authorized for a customer at the Category Code level. These authorizations shall be developed in accordance with the AFMAN 32-1084. **(T-2)**. ANG units will use ANG Handbook 32-1084 and AFR units will use AFRC Handbook 32-1001, *Standard Facility Requirements*. **(T-2)**. The facility space planner shall use the requirements development process to promote economy and efficiency in using and developing facilities and to help realize the following goals **(T-3)**:

7.3.2.1. Align planning, programming, design and construction standards for new and revised functional requirements. **(T-3)**. If a facility use or tenant change meets one of the Tactical Mission Dependency Index re-evaluating qualifying events, as outlined in the *Tactical Mission Dependency Index Sustainment Playbook*, available at <https://cs2.eis.af.mil/sites/10041/CEPlaybooks/Pages/PlaybookViews.aspx>, the Facility Space Planner shall coordinate with the future users and engineering flight personnel to determine if structural or mission assurance changes to the facility are warranted. **(T-3)**. This shall be done prior to presentation to the Facilities Board. **(T-3)**.

7.3.2.2. Develop Sustainment, Restoration and Modernization projects that maximize efficient use of existing facilities. **(T-3)**.

7.3.2.3. Provide comprehensive, standardized programming for the construction, renovation, and operation of required facilities, and identification of all excess facilities and infrastructure. **(T-3)**.

7.3.3. The goal of facility space planning is facility space optimization. Supporting Civil Engineering strategies and Execution Objectives, the enterprise and installation levels of the Integrated Installation Planning team shall conduct facility space planning through the analysis of installation facility portfolios (allocation and authorization data).

7.3.3.1. Document facility space optimization efforts in the Facility Space Optimization Plan. **(T-3)**. For Regular Air Force and Air Force Reserve installations, the plan shall reside in the Comprehensive Planning Platform as a component plan to the Installation Development Plan **(T-2)**. The Facilities Board shall review and approve the Facility Space Optimization Plan biennially. **(T-3)**.

7.3.3.2. The Building Utilization Rate. In accordance with Office of the Assistant Secretary of Defense, Energy, Installations, and Environment Memorandum, *Real*

Property Policy Update for Reporting Utilization of Real Property Assets, all DoD real property assets must have a utilization rate. **(T-0)**. Rates should be determined according to AFMAN 32-1084, and AFI 32-9005. **(T-0)**. The memorandum is available here: <https://portal.afcec.hedc.af.mil/CP/PPP/Planning%20Policy%20Toolbox/Forms/AllItems.aspx#InplviewHash64608538-3052-48bd-8ab1-a528fd2d0c2a>. Those building assets (not designated as contingency or surge requirement) that have a reported utilization rate of less than 80% must have a corrective action plan or a utilization standard exemption identified and documented in the installation's Facility Space Optimization Plan. **(T-0)**.

7.3.3.2.1. In accordance with DoDI 4165.14, *Real Property Inventory (RPI) and Forecasting*, facility customers shall validate all factors used in the calculation of the utilization rate during physical inventories or asset review. **(T-1)**. This shall occur on the same schedule as required for physical inventories as required by AFI 32-9005 **(T-1)**.

7.3.3.2.2. ANG installations shall report utilization information via the 920 report according to standards established in ANG Handbook 32-1084. **(T-2)**.

7.3.3.3. Project Planning and Programming. When planning and programming facility space Restoration, Modernization, or Minor Construction projects that will impact the installation's building footprint, consideration shall be given to achieving a building utilization rate of 80%. **(T-3)**. Preference will be given to consolidation, conversion, and disposal efforts, as opposed to new construction that increases the installation's building footprint. **(T-3)**.

7.3.3.3.1. Optimization and Demolition. Every effort shall be made to optimize use/re-use of existing facilities in good condition and divest of failing and underutilized facilities. **(T-3)**.

7.3.3.3.2. Demolition Funding Execution. In order to align Air Force Programming and Execution, it is Air Force policy that the amount of demolition requested in the President's Budget submittal and appropriated by Congress shall serve as the minimum amount of demolition the Air Force will execute in a given fiscal year. **(T-1)**. This rule applies in both the Military Construction and Operations and Maintenance facilities programs. Installations shall ensure that consolidation efforts using demolition funds include demolition resulting in a net reduction of real property. **(T-3)**. Installations shall award demolition projects associated with consolidation projects no later than the end of the period of performance for the consolidation project. **(T-3)**.

7.3.3.3.3. The Installation Space Optimization Plan shall ensure local project planning and programming efforts address Air Force square footage reduction goals described in the *AF Infrastructure Investment Strategy*, and the corresponding Implementation Plan. **(T-3)**.

Chapter 8

FACILITIES BOARD

8.1. Overview. The Facilities Board serves as the installation's local decision-making body for key aspects of Integrated Installation Planning and issues relating to the built and natural infrastructure. This includes the acquisition, construction, use, maintenance, modification, consolidation, development, demolition, and disposal of real property assets at Air Force managed installations. The Facilities Board ensures that installation leadership provides the mission perspective while recognizing its role in the proper stewardship of infrastructure assets in all decisions and advisory actions. The Installation Commander or designated representative shall chair the Facilities Board. **(T-2)**. The Facilities Board Working Group shall support the Facilities Board (see [paragraph 8.3](#) of this instruction). **(T-2)**. The Facilities Board Chair shall direct additional working groups and sub-working groups. **(T-3)**. The Facilities Board Chair has the authority to delegate responsibilities unless otherwise noted. Installations shall coordinate with host nation liaison offices and host nation Forces or North Atlantic Treaty Organization representatives at overseas locations. **(T-2)**.

8.1.1. When Air Force policy mandates higher headquarters approvals or Installation Commander approval, Facilities Boards may not approve specific projects or transactions. **(T-1)**.

8.1.2. ANG installations shall refer to ANG Instruction 32-1003, for ANG specific requirements for managing Facilities Boards. **(T-2)**. The provisions of DoDI 1225.08 and AFPD 32-10 outline additional requirements for participation in states' facilities boards. **(T-0)**.

8.2. Facilities Board Operations. The Facilities Board shall validate requirements for facilities and infrastructure, approve installation priorities, and determine the most effective and efficient course of action for real property and planning matters. **(T-3)**. Installations shall meet mission needs using the minimum number of real property assets at the lowest life-cycle cost by implementing asset management principles. **(T-3)**. The Facilities Board, at minimum, will:

8.2.1. Review and approve changes to the Installation Development Plan and component plans as prescribed in [Chapter 6](#) of this instruction. **(T-3)**. This ensures plans accurately reflect the installation's current vision, goals, objectives and physical development, and are in accordance with UFC 2-100-01. The Facilities Board shall ensure Installation Development Plans are consistent with Air Force strategic guidance, Civil Engineer guidance, and AFIMSC planning supplements. **(T-3)**.

8.2.1.1. Ensure all development, modernization and sustainment projects and plans (e.g. Integrated Natural Resources Management Plan, Air Installations Compatible Use Zones (AICUZ) study, Installation Complex Encroachment Management Action Plan, Mission Sustainment Risk Report, etc.) are consistent with the approved Installation Development Plan. **(T-3)**.

8.2.1.2. At joint bases, follow OSD Real Property Supplemental Guidance (see [paragraph 8.3.1](#) of this instruction). **(T-1)**.

8.2.2. Approve the facility/project site requests as prescribed in **Chapter 6** of this instruction. **(T-3)**.

8.2.3. Approve the Facility Space Optimization Plan and facility space requests as prescribed in **Chapter 7** of this instruction. **(T-3)**.

8.2.3.1. Review and approve all organizational moves from one building to another, or moves within a single facility that result in a change to the assigned organization.

8.2.4. Validate the installation summary of the Annual Airfield and Airspace Waiver Review in accordance with the UFC 3-260-01. **(T-2)**. The Facilities Board validation does not serve as the forum to initiate or approve new airfield waiver requests. See the UFC 3-260-01, and for additional details on this process, review airfield planning related best practice information available at the AFCEC SharePoint site at: <https://cs2.eis.af.mil/sites/10041/CEPlaybooks/Pages/PlaybookViews.aspx>.

8.2.5. Approve Compatible Use Plan (formally Joint Land Use Study) nominations. **(T-3)**.

8.2.6. Approve Readiness and Environmental Protection Integration submissions. **(T-3)**.

8.2.7. Approve acquisition, capitalization, demolition, disposal, divestiture, or conversion of real property as prescribed in AFI 32-9001, AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, AFI 32-9004, *Disposal of Real Property*, and AFI 32-9005. **(T-1)**.

8.2.8. Validate and approve proposed in-grants and out-grants as outlined in AFI 32-9001, AFI 32-9003, and AFI 32-9005 and Value Based Transaction recommendations. **(T-1)**.

8.2.9. Validate requirements and approve sites for proposed re-locatable structures as a temporary facility substitute as prescribed in AFI 32-1020, *Planning and Programming Built Infrastructure Projects*. **(T-1)**. The Facilities Board is not the approval authority for the purchase or lease of re-locatable or temporary facilities. Per AFI 32-1020, installations should contact their respective higher headquarters (e.g. AFCEC/CP, NGB/A4, AFRC/A4) for temporary facility approval.

8.2.10. Approve land use controls as required by the installation environmental restoration program and by the United States Environmental Protection Agency Federal Facilities Agreement (where an installation is on the National Priorities List), consistent with 42 USC §§ 9601-9675, *Comprehensive Environmental Response, Compensation, and Liability Act*. **(T-0)**.

8.2.11. Review AICUZ studies within three months of completion. **(T-3)**.

8.2.12. The Facilities Board provides installation-wide oversight to maximize the Air Force value of existing built and natural infrastructure as defined in AFI 32-9005. The Facilities Board, at a minimum, will review and approve the project priorities for all programs for built and natural infrastructure in accordance with that program's guidance. **(T-1)**. Facilities Boards shall prioritize and approve the following programs at minimum:

8.2.12.1. Sustainment, Restoration and Modernization, Demolition Programs. **(T-3)**.

8.2.12.2. Energy Resilience and Conservation Investment Program. **(T-3)**.

8.2.12.3. Military Family Housing Program. **(T-3)**.

8.2.12.4. Non-Appropriated Fund Program. **(T-3)**.

8.2.12.5. Military Construction Program. **(T-3)**.

8.2.12.6. Host Nation or North Atlantic Treaty Organization Programs (as applicable). **(T-3)**.

8.2.12.7. Headquarters, Air Force, MAJCOM, or Field Operating Agency special interest programs. **(T-3)**.

8.2.12.8. As needed, the Facilities Board reviews and approves other programs that impact the usage or demands on facilities and real property. This includes but is not limited to the Transportation Working Capital Fund, Defense Logistics Agency, Military Health System Program, Energy Resilience and Conservation Investment Program, Environmental Restoration Program, Energy Program, Utility Privatization 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 Facilities Board Working Group will ensure integration into the Base Comprehensive Activity Management Plan as appropriate. **(T-3)**.

8.2.12.9. Approve initial current and future risk ratings for relevant hazards, to include severe weather/climate risks, on the Mission Sustainment Risk Report in accordance with AFI 90-2001. **(T-1)**.

8.2.12.10. Tactical Mission Dependency Index scores for assets on the installation shall be managed by the Facilities Board and approved by the Installation Commander, in accordance with direction from AFIMSC. **(T-3)**.

8.2.13. Frequency of Facilities Board meetings. The Facilities Board will meet at least twice per fiscal year to support mission needs and associated installation portfolio actions to include Installation Development Plan and Base Comprehensive Asset Management Plan updates. **(T-3)**. Large installations with complex programs and mission needs shall hold additional meetings as needed. **(T-3)**.

8.2.14. Facilities Board Membership shall be made up of Principal Voting Members and Technical Advisors.

8.2.14.1. Principal Voting Members shall include:

8.2.14.1.1. Installation Commander or equivalent (Chair) will be the overarching authority and decision maker for all Facilities Board interests. **(T-2)**.

8.2.14.1.2. All Installation Group Commanders or equivalents (as determined by the Chair), will represent their organization's Facilities Board interests. **(T-2)**.

8.2.14.1.3. Commanders, Directors or equivalents from major groups and tenant organizations (as determined by the Chair), will attend and represent their organization's Facilities Board interests. **(T-2)**.

8.2.14.1.4. Membership shall include representatives from DoD agencies located on the installation. **(T-2)**. These members will represent their organization Facilities Board interests. **(T-2)**.

8.2.14.1.5. The Base Civil Engineer will represent all shared built and natural infrastructure, facility energy and utility system interests. **(T-2)**.

- 8.2.14.1.6. Others as determined by the Facilities Board Chair. **(T-2)**.
- 8.2.14.2. Technical Advisors shall include:
- 8.2.14.2.1. Installation Deputy or equivalent (Alternate Chair). **(T-2)**.
 - 8.2.14.2.2. Command Chief Master Sergeant. **(T-2)**.
 - 8.2.14.2.3. Staff Judge Advocate. **(T-2)**.
 - 8.2.14.2.4. Commander or equivalent, Comptroller Squadron. **(T-2)**.
 - 8.2.14.2.5. Commander or equivalent, Contracting Squadron. **(T-2)**.
 - 8.2.14.2.6. Commander or equivalent, Communications Squadron. **(T-2)**.
 - 8.2.14.2.7. Commander or equivalent, Security Forces Squadron. **(T-2)**.
 - 8.2.14.2.8. Commander or equivalent, Force Support Squadron. **(T-2)**.
 - 8.2.14.2.9. Commander or equivalent, Operations Support Squadron. **(T-2)**.
 - 8.2.14.2.10. Chief, Installation Safety. **(T-2)**.
 - 8.2.14.2.11. Chief, Installation Plans. **(T-2)**.
 - 8.2.14.2.12. Chief, Civil Engineer Squadron Engineering Flight, serves as technical advisor and is responsible as overall facilitator and administrator for the Facilities Board and its working group. The Civil Engineering Flight will organize and facilitate the Facilities Board, 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 Chair. The Portfolio Optimization Element supports the Flight Commander. **(T-3)**.
 - 8.2.14.2.13. Other functional representatives as required (e.g. Real Property Officer, Environmental, Base Comprehensive Asset Management Plan and Activity Management Plan Managers and sub-Activity Management Plan Managers, Civil Engineer Squadron Operations Flight Commander, Fire and Emergency services, Energy Manager, Range Group Management, etc.). **(T-3)**.
- 8.2.15. Ensure documentation of Facilities Board meetings. **(T-3)**. Coordinate the minutes for the signature of the Facilities Board chairperson in a timely manner and ensure they include a record of all decisions made. **(T-3)**.
- 8.2.16. State Facilities Boards. As implemented by DoDI 1225.08, or when further clarified by AFPD 32-10, all installations, DoD components and those that are administratively aligned to DoD (e.g. the United States Coast Guard) who are responsible for Reserve Component facilities programs, operate under the guidance of DoDI 1225.08 and AFPD 32-10 and must participate in State Facilities Boards. **(T-2)**.
- 8.2.16.1. Regular Air Force component engineer representatives from each Regular Air Force installation in the state are encouraged to participate in order to share information that may facilitate potential joint use of Federal property.
 - 8.2.16.2. NGB/A4 shall review unit and state facilities board minutes to determine the viability of NGB funding for Operations and Maintenance, P341, and Military

Construction Projects. (T-2). Failure to reflect projects in the Facilities Board minutes will cause delays in funding advocacy.

8.3. Facilities Board Working Group Roles and Responsibilities.

8.3.1. Purpose. The Facilities Board Working Group shall assist the Facilities Board with providing sustainable installations and facilities to effectively perform its mission and support its people. (T-2). The Facilities Board Working Group will develop consolidated program recommendations based on management and technical criteria as well as inputs and advice from appropriate on-base organizations and other supporting organizations. (T-3). The Mission Support Group commander or designee chairs the Facilities Board Working Group. (T-3). At joint bases, the Facilities Board Working Group shall be the Facilities Utilization Board, as defined in the Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum, *Department of Defense Supplemental Guidance for Implementing and Operating a Joint Base*, available here: <https://portal.afcec.hedc.af.mil/CP/PPP/Planning%20Policy%20Toolbox/Forms/AllItems.aspx#InplviewHash64608538-3052-48bd-8ab1-a528fd2d0c2a>. (T-0).

8.3.2. Responsibilities. In support of sustainable installations, the Facilities Board Working Group shall support the Facilities Board by reviewing necessary information to make decisions and recommendations on installation planning, installation real property, and space management matters. (T-3). The Working Group helps shape installation built and natural infrastructure investments. In validating proposed investments, the Facilities Board Working Group considers risk to mission and risk to Airmen as well as asset performance factors such as facility condition, utilization rate, and operating costs.

8.3.2.1. The Facilities Board Working Group shall advise the Facilities Board on the physical development of the installation and its environs. (T-3). It will review, coordinate, and make recommendations to the Facilities Board for all decisions required in **Chapter 6** of this instruction (T-3).

8.3.2.2. The Facilities Board Working Group shall be proactive in considering proposed facility space consolidation alternatives that reduce the maintained facilities footprint through increasing facility utilization and leveraging tools such as conversion, consolidation and divestiture. (T-3). The Working Group shall ensure compliance with space authorizations prior to recommending new facility construction, extensive renovations, or repairs. (T-3). The Working Group shall review findings of published Site Activation Task Force reports and validate space requirements supporting new installation missions. (T-3). The Facility Board Working Group may be involved with other key facility related efforts such as review and approval of the Installation Facilities Standards.

8.3.3. Frequency of the Facilities Board Working Group meetings. The Facilities Board Working Group will meet as required to support the Facilities Board schedule. (T-3).

8.3.4. Facilities Board Working Group Membership shall include Principal Members and Technical Advisors: (T-3).

8.3.4.1. Principal Members shall include:

- 8.3.4.1.1. Mission Support Group Commander or another representative determined by the Facilities Board Chair (Chair) **(T-3)**.
- 8.3.4.1.2. All installation Deputy Group Commanders or equivalents. **(T-3)**.
- 8.3.4.1.3. Deputy Commanders, Deputy Directors or equivalents from major groups and tenant organizations (as determined by the Chair). **(T-3)**.
- 8.3.4.1.4. The Base Civil Engineer or Deputy Base Civil Engineer will represent all shared built and natural infrastructure, facility energy, and utility system interests. **(T-3)**.
- 8.3.4.1.5. Others as determined by the Facilities Board Working Group Chair. **(T-3)**.
- 8.3.4.2. Technical Advisors shall include:
 - 8.3.4.2.1. Representative from the Office of the Staff Judge Advocate. **(T-3)**.
 - 8.3.4.2.2. Representative from Comptroller Squadron. **(T-3)**.
 - 8.3.4.2.3. Representative from Contracting Squadron. **(T-3)**.
 - 8.3.4.2.4. Representative from Communications Squadron. **(T-3)**.
 - 8.3.4.2.5. Representative from Security Forces Squadron. **(T-3)**.
 - 8.3.4.2.6. Representative from the Force Support Squadron. **(T-3)**.
 - 8.3.4.2.7. Commander or equivalent Operations Support Squadron. **(T-3)**.
 - 8.3.4.2.8. Representative from Installation Safety Office. **(T-3)**.
 - 8.3.4.2.9. Representative from Installation Plans Office. **(T-3)**.
 - 8.3.4.2.10. Installation Anti-Terrorism Officer. **(T-3)**.
 - 8.3.4.2.11. The Flight Commander, Civil Engineer Squadron Engineering Flight, shall serve as technical advisor and is responsible as overall facilitator and administrator for the Facilities Board Working Group. **(T-3)**. The facilitator shall secure the meeting location, notify meeting attendees, publish an agenda and present material. **(T-3)**. They shall prepare a record of recommendations for the Facilities Board meeting, and perform other duties as necessary and assigned by the Chair. **(T-3)**. Additional Engineering Flight personnel will include:
 - 8.3.4.2.11.1. Community Planner. **(T-3)**.
 - 8.3.4.2.11.2. Program Development Representative. **(T-3)**.
 - 8.3.4.2.12. Flight Commander, Installation Management Flight. **(T-3)**. Additional Installation Management Flight personnel may include:
 - 8.3.4.2.12.1. Real Property Officer. **(T-3)**.
 - 8.3.4.2.12.2. 42 USC § 4321 Manager. **(T-3)**.
 - 8.3.4.2.13. Flight Commander, Operations Flight or representative. **(T-3)**.
 - 8.3.4.2.14. Flight Commander, Readiness and Emergency Management Flight. **(T-3)**.

8.3.4.2.15. Civil Engineer appointed Base Comprehensive Activity Management Plan/activity Management Plan managers. **(T-3)**.

8.3.4.2.16. Other representatives as required (e.g. Facility Space Sub-Activity Management Plan Manager, Energy Manager, Natural or Cultural Resource Manager, Environmental Restoration Manager, Range Group Management, AICUZ program manager, noise program manager, etc.) **(T-3)**.

WARREN D. BERRY, Lieutenant General, USAF
DCS/ Logistics, Engineering & Force Protection

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

- AFI 10-2402, *Critical Asset Risk Management Program*, August 29, 2017
- AFI 32-1020, *Planning and Programming Built Infrastructure Projects*, December 18, 2019
- AFI 32-7066, *Environmental Baseline Surveys in Real Property Transactions*, January 26, 2015
- AFI 32-7091, *Environmental Management Outside the United States*, November 13, 2019
- AFI 32-9005, *Real Property Accountability*, February 4, 2020
- AFI 33-322, *Records Management and Information Governance Program*, March 23, 2020
- AFI 90-2001, *Mission Sustainment*, July 31, 2019
- AFPD 15-1, *Weather Operations*, November 14, 2019
- AFPD 32-10, *Installations and Facilities*, July 20, 2020
- AFPD 32-70, *Environmental Considerations in Air Force Programs and Activities*, July 30, 2018
- AFPD 32-90, *Real Property Asset Management*, August 6, 2007
- AFPD 90-20, *Mission Sustainment*, April 18, 2019
- 10 USC § 2687, *Base Closures and Realignments*, August 1, 1977
- 16 USC § 1531 et seq., *Endangered Species Act of 1973*
- 2018 National Defense Strategy of the United States of America available at: https://cs2.eis.af.mil/sites/10041/Pages/ce_Strategy.aspx
- 2020 National Defense Strategy of the United States of America available at: <https://www.congress.gov/116/crpt/hrpt333/CRPT-116hrpt333.pdf>
- AF Civil Engineer Severe Weather/Climate Hazard Screening and Risk Assessment Playbook, available at <https://cs2.eis.af.mil/sites/10041/CEPlaybooks/Pages/PlaybookViews.aspx>, April 24, 2020
- AF Integrated Installation Planning Playbook, available at <https://cs2.eis.af.mil/sites/10041/CEPlaybooks/IIP/Pages/Overview.aspx>, 2019
- AFMAN 15-129, *Air and Space Weather Operations*, July 9, 2020
- AFMAN 32-1084, *Standard Facility Requirements*, January 15, 2020*Section 2805 of the National Defense Authorization Act for Fiscal Year 2019
- Section 2801 of the National Defense Authorization Act for Fiscal Year 2020
- Section 2805 of the National Defense Authorization Act for Fiscal Year 2019
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10 USC § 10501, *National Guard Bureau*

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AFI 32-9005, *Real Property Accountability and Reporting*, April 16, 2019

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AFI 32-9004, *Disposal of Real Property*, September 24, 2018

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36 CFR Part 800, *Protection of Historic Properties*, May 24, 1996

25 USC § 3001, *Native American Graves Protection and Repatriation Act*

EO 13007, *Indian Sacred Sites*, May 24, 1996

36 CFR Part 79, *Curation of Federally-Owned and Administered Archaeological Collections*, July 27, 2013

49 USC, *Federal Transit Act*

Office of the Secretary of Defense (OSD) Policy Memo, *Installation Energy Plans*, May 30, 2018

DoDI 4715.16, *Cultural Resources Management*, September 18, 2008

UFC 1-100-02, *High Performance and Sustainable Building Requirements*, September 7, 2018

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Prescribed Forms

Air Force Form 505, *Request for Waiver to Airfield and Airspace Criteria*

Air Force Form 813, *Request for Environmental Impact Analysis*

DELETE AF Form 4003

DELETE AF Form 4004

Adopted Forms

Air Force Form 847, *Recommendation for Change of Publication*

DoD Form 1391, *Military Construction Project Data*

Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) Form 7460-1, *Notice of Proposed Construction or Alteration*

Abbreviations and Acronyms

AFH—Air Force Handbook

AFI—Air Force Instruction

AFM—Air Force Manual

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AICUZ—Air Installations Compatible Use Zones

ANG—Air National Guard

ANGI—Air National Guard Instruction

ARC—Air Reserve Component

CFR—Code of Federal Regulations

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

EO—Executive Order

HAFMD—Headquarters Air Force Mission Directive

IT—Information Technology

MAJCOM—Major Command

NEPA—National Environmental Policy Act

NGB—National Guard Bureau

OSD—Office of the Secretary of Defense

UFC—Unified Facilities Criteria

USC—United States Code

Terms

Activity Management Plan—Installation-wide, asset class specific plans.

Adaption—Adjustment in natural or human systems in anticipation of or in response to a changing environment in a way that effectively uses beneficial opportunities or reduces negative efforts.

Aircraft Operations—Aircraft operations are counted by air traffic controllers for all aircraft departing, arriving, or transitioning the airfield environment. In the tower environment, one aircraft operation is counted each time an aircraft passes the departure end of the runway and one aircraft operation is counted each time an aircraft passes the approach end of the runway. When determining the number of aircraft operations occurring in the airfield environment, one aircraft sortie generates a minimum of two aircraft operations, one for the initial departure and one for the final landing. When aircraft are practicing additional instrument flight rules or visual flight rules approaches (e.g., instrument flight rules radar patterns or visual flight rules closed patterns), two aircraft operations are counted for each pattern; one when they cross the approach end and one when they cross the departure end.

Airfield Operation—Aircraft or vehicular operations that occur on the airfield. It is important to recognize that airfield operations used for air quality calculations is different; for details refer to the most recent version of the Air Force Air Quality Environmental Impact Analysis Process Guide:

<https://cs2.eis.af.mil/sites/10040/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2F10040%2FShared%20Documents%2FAir%5FQuality%2FGuides%2FEIAP&FolderCTID=0x012000634E84FD67006143BF202B1EE3C2791E&View=%7B95F035CC%2D896B%2D488C%2DB9A4%2D78F5BADCA542%7D>

Air Force Reserve Command—A MAJCOM of the United States Air Force, with its headquarters stationed at Robins Air Force Base, Georgia.

Airman—The term Airman has historically been associated with uniformed members of the US Air Force (officer or enlisted; regular, reserve, or guard) regardless of rank, component, or specialty. Today, Department of the Air Force civilians and members of the Civil Air Patrol, when conducting missions for the Air Force as the official Air Force Auxiliary, are incorporated within the broader meaning of the term when there is a need to communicate to a larger audience within the Service, either for force development purposes or for clarity and inclusiveness by senior leaders when addressing a larger body of personnel. All Airmen, military and civilian, support and defend the Constitution of the United States and live by the Air Force core values.

Air National Guard—The part of the organized and federally recognized military force of the several states, the District of Columbia, and the territories of the Virgin Islands, Guam, and Puerto Rico that is in an Air Force.

Air Reserve Component—The Air Reserve Component consists of the AFR and ANG. The AFRC stood up as a MAJCOM February 17, 1997. The change in status, authorized by Congress in the Fiscal 1997 *National Defense Authorization Act for Fiscal Year 2019*, was based on the experience gained from the Air Force Reserve mobilization for Operations Desert Shield and Desert Storm.

Airspace for Special Use—Used to collectively identify non-Special Use Airspace assets. Airspace for Special Use is airspace of defined dimensions wherein activities must be confined because of their nature, and/or wherein limitations may be imposed upon aircraft operations that are not a part of those activities.

Air Traffic Control—The organization responsible for controlling aircraft movement on the ground and in the air.

Annoyance—A summary measure of the general adverse reaction of people to noise that generates speech interference (e.g., being able to use the telephone or listen to television or radio without interruption), sleep disturbance, and desire for a tranquil environment.

Area Development Plan—An optional plan providing more detail and additional alternatives to a defined area within a District.

Average Annual Day—The Average Annual Day represents the average number of daily aircraft operations that will occur during a 24-hour period based on 365 flying days per year. Average Annual Day is calculated by dividing the total annual airfield operations by 365 days.

Avigation Easement—A perpetual and assignable, non-exclusive easement and right-of-way, appurtenant to a specified installation or training area, for the free and unobstructed use and passage of all types of aircraft together with the right to create or cause in the airspace such noise, vibrations, odors, vapors, exhaust, smoke, dust, light, fuel particles or other effects that may be inherent in the lawful operation of aircraft in the process of landing at or taking off from or operating at, on, over, or in the vicinity of the installation or training area, notwithstanding the extent of interference that such activities may have upon the use or value of the underlying landowner's remaining estate. An Avigation Easement can also refer to an easement or right of overflight in the airspace above or in the vicinity of a particular property. It also includes the right to create such noise or other effects as may result from the lawful operation of aircraft in such airspace and the right to remove any obstructions to such overflight.

Asset Management—Use of systematic and integrated processes to manage natural and built assets and their associated performance, risk, and expenditures over their life cycles to support missions and organizational goals. A structured approach to managing Air Force assets based on business case principles standardizing levels of service and balancing cost, risk, and benefits to maximize the value of assets to the Air Force mission.

Base Comprehensive Asset Management Plan (BCAMP)—The BCAMP (previously known as the Capital Improvements Plan, integrates all the primary elements of traditional physical planning, current land use, vicinity land use, existing base layout and facilities, existing transportation systems, and each of the corresponding future plans into one document. Land use and transportation significantly influence development of the BCAMP. The BCAMP identifies in more detail the physical location of projects approved for funding or programmed for funding. The BCAMP integrates Military Construction; Operations and Maintenance; Military Family Housing; Non-Appropriated Funds; Morale, Welfare, and Recreation programs; industrially-funded depot maintenance; and other source-funded projects that significantly affect facilities and land development. All BCAMP projects shall reflect in their appropriate Asset Management Plan, but only key development projects will be included in the BCAMP.

Bird/Wildlife Aircraft Strike Hazard Plan—The Bird/wildlife Aircraft Strike Hazard Plan is a Wing Commander-signed, mandatory compliance document, and is developed in conjunction

with requirements in the Installation Natural Resources Management Plan, as outlined in AFI 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Program*.

Building Condition Index—Building Condition Index measures the condition of the building based on standardized inspection observations about the in-service condition and performance of the systems (heating, ventilation and air conditioning, electrical, plumbing, fire protection) and components (roofs, walls, floors, windows, doors). These inspection observations result in a condition index score based on a 0-100 scale that indicates the condition loss of the component and its adverse effect on building performance due to pre-defined modes of deterioration. The individual component index scores are aggregated to a system level and then to a building level using a weighted average approach. Physical inspection includes inspection of building components (roofs, walls, floors, windows, doors) and systems (heating, ventilation and air conditioning, electrical, plumbing, fire protection).

Campus (or Complex) Plan—Optional plan for three to six facilities within a district.

Career Field Management—Direct development of sufficient Airmen Engineers with the requisite capabilities to meet Air Force requirements through enterprise-wide force management and development, mentorship, education, training and experience.

Charrette—A planning and design charrette is a meeting where stakeholders for a project attempt to resolve conflicts and map solutions.

Climate Change—Variations in average weather conditions that persist over multiple decades or longer that encompass increases and decreases in temperature, shifts in precipitation, and changing risk of certain types of severe weather events.

Community Engagement—Public affairs activities that support the relationship between military and civilian communities.

Component Plan—Installation-wide management plans, that are topic specific.

Community Planner—An individual who performs comprehensive planning functions for the Air Force, most often in the Community Planner career field, series 0020. However, other skill sets at times fill the role of a Community Planner at the installation level (such as Air Space planners).

Comprehensive Planning Platform—The Comprehensive Planning Platform provides visibility of integrated planning, programming, asset management and budget execution actions through a single digital, authoritative database environment, enabling comprehensive planning across the enterprise. The Comprehensive Planning Platform links priority installation development requirements to strategic enterprise mission objectives. It links and integrates facility data to planning and programming actions identified by the Integrated Installation Planning process and it creates a dynamic and agile information technology system responsive to changing requirements, and decision-making in support of the warfighting mission. See the Comprehensive Planning Platform at: <https://cs2.eis.af.mil/sites/13391/Style%20Library/IDP/Prod/home.aspx>.

Course of Action—Any sequence of activities that an individual or unit may follow.

Cultural Resource—Historic properties (any prehistoric or historic district, site, building, structure, or object as defined by 36 CFR Part 800 included in, or eligible for inclusion in, the National Register of Historic Places, whether or not such eligibility has been formally

determined), including artifacts, records, and material remains related to such a property or resource; cultural items as defined in Native American Graves Protection and Repatriation Act; American Indian, Eskimo, Aleut, or Native Hawaiian sacred sites as defined in EO 13007, *Indian Sacred Sites*; archaeological resources as defined in the *National Historic Preservation Act of 1966*; and, archaeological artifact collections and associated records as defined in 36 CFR Part 79, *Curation of Federally-Owned and Administered Archaeological Collections*.

Current Planning—This phase covers active construction programs, through the current Future Years Development Plan (see Short-Term planning). This phase can be viewed as the implementation phase, where Short-Range Plans are translated into physical development. While the information will be the most detailed available, the opportunity to accommodate changes becomes limited and potentially costly.

Data Set—A defined, documented, and approved set of Data Layers which can be used in conjunction with separately maintained business data to complete a recurring task or mission. A Mission Data Set is created in order to provide a standardized data model and consistent process for mapping and analysis. The Data Layers within a Mission Data Set can be obtained from across multiple, different functional groupings. The Data Layers within a Mission Data Set are selected based on relevance to a specific mission. Each Mission Data Set will address potential conflicts arising from the interaction of the composite Data Layers, to include topology, symbology and vocabulary.

Development Framework—Provides the parameters for future development.

Direct Reporting Unit—Units that are outside of the normal Air Force organizational structure, lacking a parent Group and/or Wing. For these units, any requirements normally satisfied at the Group or Wing level moves up to the first available organization in the chain. Direct Reporting Units include the Air Force District of Washington, United States Air Force Academy, and the Air Force Operational Test and Evaluation Center.

Directive Guidance—Prescriptive instructions which direct action to ensure compliance when performing standard tasks (AFI 33-360, Publications and Forms Management, pg. 35, 1 Dec 15).

District Plan—A plan that illustrates the traditional planning process at the district level.

Doctrine—Fundamental principles that guide the employment of Civil Engineer forces in coordinated action toward a common objective and may include terms, tactics, techniques, and procedures. Doctrine enhances the operational effectiveness of Civil Engineers by providing authoritative guidance and standardized terminology on topics relevant to the employment of Civil Engineer forces. (Air Force Doctrine Volume 1, Basic Doctrine, “Policy, Strategy, and Doctrine,” 27 Feb 15, available here: <https://www.doctrine.af.mil/Core-Doctrine/Vol-1-Basic-Doctrine/>)

Economic Analysis—Systematic method for quantifying costs and benefits of alternative solutions to find the most cost-effective (economical) solution and a structured method to identify, analyze and compare costs and benefits of the alternatives.

Electromagnetic Radiation—Radiation made up of oscillating electric and magnetic fields and propagated with the speed of light.

Encroachment—Any deliberate action by any governmental or non-governmental entity or individual that does, or is likely to, inhibit, curtail, or impede current or future military activities

within the Installation Complex or Mission Footprint; or deliberate military activity that is, or is likely to be, incompatible with the community's use of its resources and reasonable quality of life.

Encroachment Management—Efforts undertaken by the Air Force alone or in conjunction with other federal, local, state, regional, and private entities, to prevent, eliminate or minimize impacts caused by encroachment.

Energy and Climate Resiliency—Anticipation of, preparation for, and adaptation to utility disruptions and changing environmental conditions, and the ability to withstand, respond to, and recover rapidly to ensure the sustainment of mission-critical operations.

Engagement—Collaboration, coordination and communication with OSD, Joint Staff, services, Headquarters Air Force staff, Congress, international partners, other federal and non-federal agencies and civilian stakeholders.

Enterprise Planning—A process that integrates and operationalizes Civil Engineer strategy through analysis of equities leveraging asset management principles (i.e. activity management plans) across the Installation and Mission Support portfolio to inform execution, resource allocation, and installation investment decisions (such as integrated priority lists).

Environmental Impact—Effects and impacts are synonymous and include affected natural resources, historic, cultural, economic and social, whether direct, indirect, or cumulative. Impacts may also include actions, which may have both beneficial and detrimental effects (reference: 40 C.F.R.§1508.8).

Environmental Impact Analysis Process (EIAP)—The Air Force procedures promulgated at 32 C.F.R. Part 989 provide for environmental impact analysis both within the United States and abroad. The authority for, and rules governing, each aspect of the EIAP differ depending on whether the action takes place in the United States or outside the United States, the EIAP separate procedures for each type of action. The focus of the EIAP regulation deals primarily with environmental impact analysis under the authority of the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. §§ 4321- 4347), while the primary procedures for environmental impact analysis of actions outside the United States are in accordance with EO 12114, *Environmental Effects Abroad of Major Federal Actions* and contained in 32 C.F.R. §§ 989.37 and 989.38. The EIAP procedures are essential to achieve and maintain compliance with NEPA and the President's *Council on Environmental Quality Regulations for Implementing the Procedural Provisions of the NEPA* (40 CFR Parts 1500-1508) ("Council on Environmental Quality Regulations"). To comply with NEPA and complete the EIAP, the Council on Environmental Quality Regulations and 32 C.F.R. Part 989 are used together.

Explosive Safety—Facilities that are intended for the storage, maintenance, processing, and handling of explosives, to include facilities and roadways to be constructed within explosives safety clear zones as defined in DESR6055.09_AFMAN 91-201, require special siting. These facilities require approval from the appropriate Air Force and DoD level before expending funds on any construction or modification activities. Proposed development actions require evaluation to ensure they do not conflict with existing or planned explosives-related facilities and their required separation distances.

Environmental Planning Function—One of the key Air Force participants responsible for the Environmental Impact Analysis Process. The Environmental Planning Function can be the Environmental Flight within a civil engineer squadron, a separate environmental management office at an installation, the environmental office at MAJCOMs, if applicable, or an equivalent environmental function located within a program office. (32 CFR Part 989.3)

Environmental Restoration Program—The comprehensive program designed to address restoration of the environment affected by Air Force activities.

Execution—Program and project management processes that align resources to Civil Engineer Enterprise objectives and initiatives over the near-, mid- and long-term within acceptable levels of risk. This includes establishment of performance measures and key performance indicators to evaluate the "success" of the organization or program. This provides the final piece of the ends, ways, and means. (Air Force Doctrine Volume 1, Basic Doctrine, "Policy, Strategy, and Doctrine," 27 Feb 15).

Execution Plan—The funding strategy for requirements identified in the Development Framework, District Plans, Component Plans and Activity Management Plans.

Federal Actions—Any activity engaged in by a department, agency, or instrumentality of the federal government, or any activity that a department, agency or instrumentality of the federal government supports in any way, provides financial assistance for, licenses, permits, or approves, other than activities related to transportation plans, programs, and projects developed, funded, or approved under title 23 USC or the *Federal Transit Act* (49 USC 1601 et seq.). Where the federal action is a permit, license, or other approval for some aspect of a non-federal undertaking, the relevant activity is the part, portion, or phase of the non-federal undertaking that requires the federal permit, license, or approval.

Fee Simple Title—Absolute ownership in real property belonging to a person or the government for which full and unconditional ownership exists subject to governmental powers.

Fiscal Year—A 12-month period at the end of which all accounts are completed in order to provide a statement of a company's, organization's, or government's financial condition, or for tax purposes. A fiscal year does not necessarily correspond to a calendar year. The federal Fiscal Year runs from 1 October of the prior year through 30 September of the next year.

Failing Facility—A failing facility is a facility with a composite Building Condition Index below 60. See definition for Building Condition Index.

Form-based planning—Guides the scale and character of development, prescribing the size and form of buildings, the patterns of circulation between buildings, and the relationship between buildings and outdoor space.

Guidance—Instructions which implement and interpret policy and doctrine by defining and codifying a procedure or process used to execute/implement policy and doctrine. Generally, guidance defines the "how to" and "what to do."

Hazard—any real or potential condition that can cause mission degradation, injury, illness, or death to personnel or damage to or loss of equipment or property.

Hazards of Electromagnetic Radiation to Ordnance—The danger of accidental actuation of electro-explosive devices or otherwise electrically activating ordnance because of radio frequency electromagnetic fields.

Hazards of Electromagnetic Radiation to Personnel—The potential hazard that exists when personnel are exposed to an electromagnetic field of sufficient intensity to heat the human body.

Hazards to Aircraft Flight Zone—This zone is defined as the area on the ground within the “Imaginary Surfaces” that are described in the UFC 3-260-01, 14 CFR Part 77, *Objects Affecting Navigable Airspace, Subpart C – Standards for Determining Obstructions to Air Navigation or Navigational Aids or Facilities*. This is the area to be evaluated for the compatibility related to height, visual interference, glint/glare, Bird/wildlife Aircraft Strike Hazard, and radio frequency/electromagnetic interference.

Host Nation—A nation which receives the forces and/or supplies of allied nations and/or North Atlantic Treaty Organizations to be located on, to operate in, or to transit through its territory.

Illustrative Plan—Graphic plans that illustrate potential development supporting the overall planning vision. The Illustrative Plan shows existing and future streets, building footprints, sidewalks, parking, major landscape features, and key mission areas. Each Area Development Plan has an Illustrative Plan.

Installation Commander—The commander of a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the DoD, including any leased facility. It does not include any facility used primarily for civil works, rivers and harbors projects, flood control, or other projects not under the primary jurisdiction or control of the DoD. For the purpose of this regulation, the term ‘installation commander’ denotes that person ultimately responsible for the provision and integration of all the installation’s base support services and infrastructure. On a Joint Base, this will be the supporting service’s commander. However, the mission commander for supported services shall be included in the approval process for installation documents that affect the supported service, such as Installation Development Plans.

Installation Complex—The land, facilities, airspace, and ranges which provide direct mission support to and /or are managed by the installation. This includes a combination of land and facilities comprised of a main installation and its noncontiguous properties (auxiliary air fields, annexes, and missile fields) that provide direct support to or are supported by that installation. Installation complexes may comprise two or more properties.

Installation Complex Encroachment Management Action Plan—Documents the results of a comprehensive encroachment study addressing current and future encroachment and sustainment challenges facing the installation complex and surrounding communities.

Installation Development Plan—An umbrella document encompassing all sub-plans required to ensure future investments in natural and built infrastructure meet goals and objectives for future development. The Installation Development Plan is the Air Force equivalent of the Master Plan in the DoDI 4165.70.

Installation Energy Plan—Provides the integration of strategic guidance, plans, and policies into a holistic roadmap that enables the installation to enhance mission assurance through energy assurance. The plan incorporates detailed plans for energy and water resilience capabilities to ensure available, reliable and quality utilities for each of the installation’s critical missions. The plans are developed utilizing asset management principles and incorporated as an annex to Installation Development Plans. See the Office of the Secretary of Defense (OSD) Policy Memo, *Installation Energy Plans*, March 31, 2016, available [here](#):

<https://portal.afcec.hedc.af.mil/CP/CP/Planning%20Policy%20Toolbox/Forms/AllItems.aspx#InplviewHash64608538-3052-48bd-8ab1-a528fd2d0c2a>.

https—

//cs2.eis.af.mil/sites/10041/ProgramGroups/Planning/Reference%20Document/Forms/AllItems.aspx.

Installation Mission Sustainment Team—A cross-functional team, established in accordance with AFI 90-2001, designed to identify, evaluate, address, and report encroachment issues affecting the installation's mission. Products developed by the team include Mission Sustainment Risk Reports and Installation Complex Encroachment Management Action Plans.

Installation Tribal Relations Plan—Outlines the approach installations will use to establish long-term relationships between the Air Force, specific to a given installation's mission, and tribes.

Integrated Cultural Resources Management Plan—A document that lists/describes installation cultural resources, defines procedures and policies, and outlines plans for managing cultural resources on DoD installations. They are required for all DoD installations under Section 6(e) and Enclosure 6 of DoDI 4715.16, *Cultural Resources Management*. The plans shall ensure that installations fully integrate cultural resources planning with other land management and development plans at installations. Air Force installations must update or review their plan at least annually and complete major revisions as mission changes warrant. Planned activities in approved plans are legal drivers for annual program planning and funding. The plan must be approved no less than every five years by current base or wing commanders, or as delegated by said commanders to the Base Civil Engineer/equivalent leadership, and when changes/updates warrant re-approval. Includes the Installation Tribal Relations Plan.

Integrated Installation Planning—An integrated, interdisciplinary planning approach which combines all internal and external installation planning programs, processes and products used to influence and guide the future physical development of Air Force installations. Integrated Installation Planning encompasses all aspects of installation asset management, encroachment, planning and development covered by this instruction.

Integrated Installation Planning Team—The larger Integrated Installation Planning Team are individuals who support Integrated Installation Planning at the Strategic, Enterprise and Installation levels (as defined in **Chapter 2**). In general, key members of the Integrated Installation Planning team at the installation level include the Community Planner, the Air Installations Compatible Use Zones program manager, the noise program manager, the Facility Space program manager, and the Environmental Planning Function. There is no standard make-up for the core membership of the Integrated Installation Planning team. At small installations, one person may perform most duties associated with Integrated Installation Planning; at a larger installation, there may be several members performing functions of the team. Make-up of the team at a given installation may also vary over time.

Integrated Natural Resources Management Plan—A plan based on ecosystem management that describes and delineates the interrelationships of the individual natural resources elements in concert with the mission and land use activities affecting the basic land management plans. Defines the natural resources elements and the activities required to implement stated goals and

objectives for those resources. Per AFI 91-212, the installation Bird/wildlife Aircraft Strike Hazard plan and Integrated Natural Resources Management Plan must be mutually supportive.

Integrated Priority List—A list of requirements falling within a specific funding category, and prioritized within each fiscal year.

Investment Planning—The process of using Air Force strategic drivers, Air Force mission objectives/needs and installation requirements along with defined levels of service to develop requirements across the Future Years Defense Plan+2 that informs the Program Objective Memorandum; and to develop and prioritize projects/opportunities for implementation in the Calendar Year+1 budget.

Joint Base—In base defense operations, a locality from which operations of two or more of the Military Departments are projected or supported and which is manned by significant elements of two or more Military Departments or in which significant elements of two or more Military Departments are located.

Joint Staff—The staff under the Chairman of the Joint Chiefs of Staff that assists the Chairman and the other members of the Joint Chiefs of Staff in carrying out their responsibilities.

Long-Term Planning—The planning phase that offers the widest view and the broadest level of detail. This planning phase typically covers a period extending 26 years and greater into the future. It is the most dynamic phase where the greatest amount of change can be introduced and absorbed with the least expense. Long-Range planning is accomplished through requirements analysis, and the development of future land use and transportation plans.

Major Command (MAJCOM)—Regular Air Force MAJCOMs include Air Combat Command, Air Education and Training Command, Air Force Materiel Command, Air Force Space Command, Air Force Global Strike Command, Air Force Special Operations Command, Air Mobility Command, Pacific Air Forces Command and United States Air Forces in Europe.

Major Federal Actions—Include actions with effects that may be major and which are potentially subject to federal control and responsibility. Major reinforces but does not have a meaning independent of significantly (40 CFR §1508.27). Actions include the circumstance where the responsible officials fail to act and that failure to act is reviewable by courts or administrative tribunals under the Administrative Procedure Act or other applicable law as agency action.

Major Renovation/Repair/Sustainment Projects—Projects include changes to a building that provide significant opportunities to improve energy and water efficiency, resilience, and assurance, which may include but are not limited to HVAC, lighting, building envelope, and other building components that have a major impact on energy and water use. Major projects are identified as being greater than two and a half million dollars and greater than fifty percent of the facility Plant Replacement Value.

Measured Near-Field Data—Locations that the operational data collection team measure to assess ground crew noise exposures.

Mid-Term Planning—The planning phase which is just beyond the period where planning decisions are integrated with construction and funding programs, but within the lifespan of the typical semi-permanent facility, between 8 and 25 years in the future.

Military Installation Resilience—The capability of a military installation to avoid, prepare for, minimize the effect of, adapt to, and recover from extreme weather events, or from anticipated or unanticipated changes in environmental conditions, that do, or have the potential to, adversely affect the military installation or essential transportation, logistical, or other necessary resources outside of the military installation that are necessary in order to maintain, improve, or rapidly reestablish installation mission assurance and mission-essential functions.

Mission Footprint—The installation complex plus any land, facilities, airspace, or ranges that are not managed by the installation, but provide direct, routine support to the mission.

Mission Sustainment Risk Report—This report provides MAJCOMs and SAF/IE with standardized, accurate information on mission sustainment efforts across the enterprise. See AFI 90-2001.

Mitigations—These are measures that can be done to reduce, avoid, or repair impacts. Mitigating the effects of aircraft noise on sensitive land uses such as schools, residential areas, and churches can take many forms, for example, modification to time of day or frequency of use, flight path parameters (location, altitude, etc.), or changes to the listener's environment (building insulation).

National Environmental Policy Act—Signed into law on January 1, 1970, 42 USC § 4321 establishes national environmental policy and goals for the protection, maintenance, and enhancement of the environment and provides a process for implementing these goals within US federal agencies. The Act also establishes the President's Council on Environmental Quality.

National Priorities List—A formal list of the nation's sites that pose the greatest potential risks, as established by 42 USC §§ 9601-9675, *Comprehensive Environmental Response, Compensation, and Liability Act*.

Natural Infrastructure—Assets (e.g., air, water, land, and frequency spectrum) which are resources necessary to support current and future operational requirements.

Noise Contour—Lines on a map connecting points of equal noise levels.

NOISEFILE—A database that contains actual (or estimated) noise measurement data formatted for use by NOISEMAP and Military Operating Area and Range NOISEMAP. The database is used to generate the noise contours for specific aircraft configurations (engine power setting, airspeed) and atmospheric conditions (average temperature and relative humidity). For NOISEMAP, there are two NOISEFILES, one containing aircraft flyover data and one containing engine runup data.

NOISEMAP—The Air Force's noise modeling software.

Noise Model Operational Data Documentation—A compilation of the aircraft operational data used in a noise model with the results released in public documents. It contains points of contact for the providers of information, all assumptions, spreadsheets used to calculate daily operations, aircraft configurations (i.e., flight profiles) for aircraft operations in the airfield and Special Use Airspace/Airspace for Special Use, as well as information on engine runs and munitions usage for ranges.

Noise Zone—A range of noise levels generally bounded by two noise contours, e.g. 66-70 decibel Day-Night Average Noise Level.

Non-directive Guidance—Informational publications which provide standards or best practices allowing for modification to fit the circumstances.

Office of Primary Responsibility—Any agency or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

Operational Data—Data used to define operational parameters of the aircraft assessed in all noise models. Data includes “where” (flight tracks and patterns), “how” (altitude, aircraft configuration, airspeed and power setting), and “when” aircraft fly day (0700—2200), and night (2200-0700) for Day-Night Average Noise Level and day (0700-1900), evening (1900-2200), and night (2200-0700) for Community Noise Equivalent Level.

Operational Data Collection Team—A team of acoustical professionals – either contracted or from the AFCEC/CP noise modeling team who gather operational data from the installation for noise modeling purposes. If the noise contours generated are for an AICUZ study, the team is supplemented with urban planners to gather off-base land use data to determine development compatibility with air operations and project future land use development.

Operational Technology—Programmable systems or devices that interact with the physical environment (or manage devices that interact with the physical environment). These systems or devices detect or cause a direct change through the monitoring or control of devices, processes, and events. Examples include industrial control systems, building management systems, fire control systems, and physical access control mechanisms.

Oversight—Ensuring that high-level decision-making, programming, resource allocation, and program execution are consistent with and achieve overall Air Force policy, strategic direction and guidance, jointly established priorities, and legal requirements. Includes support to Inspector General (IG).

Phasing Plan—A phasing plan depicts all relocation, demolition, and construction actions as they occur over time and in a way that moves the installation from its current state to the final state shown on the Illustrative Plan.

Planning Readiness—Installation readiness to support new mission requirements. Can be facilitated or supported by the installation level Environmental Management System, provide awareness of the status of baseline planning elements and overall readiness of programs, and incorporated into the Environmental Impact Analysis Process and/or other decision-making processes. Measures the degree to which basic planning requirements, including installation environmental planning elements and sustainability indicators, are being met in order to assist in aligning resources to high-risk areas for investment (e.g., long lead items). Enables early National Environmental Policy Act risk reduction planning to include meeting aggressive goals for 6-month Environmental Assessments and 12-month Environmental Impact Statements, which are possible when accompanied with sound proponent proposals.

Policy—A statement of important, high-level direction that guides decisions and actions throughout the AF. In general terms, it provides the “what” and “when” regarding this high level direction. Policy translates the ideas, goals, or principles contained in the mission, vision, and strategic plans into actionable directives. Policies are typically driven by higher headquarters

(OSD) in the form of DoD Issuances (DoDD, DoDI, etc.) although occasionally directly from the United States Code, Public Laws, or Executive Orders.

Program Objective Memorandum—The final product of the annual programming process within the DoD which translated planning guidance into programs by aligning resources with specific requirements to support operations, training, maintenance and base support.

Programmatic Environment, Safety, and Occupational Health Evaluation—The Program Manager will prepare and maintain a Programmatic Environment, Safety and Occupational Health Evaluation to document data generated by Environment, Safety and Occupational Health analyses conducted in support of program execution. It will include at a minimum identification of Environment, Safety and Occupational Health risks and their status; and, identification of hazardous materials, wastes, and pollutants (discharges/emissions/noise) associated with the system and its support as well as the plans for minimization and/or safe disposal.

Programmatic NEPA Analysis—Programmatic NEPA analyses assess the environmental impacts of proposed plans or programs for which subsequent actions are implemented based on NEPA analyses that are tiered to the programmatic level analyses (e.g., a site- or project- specific documentation) thereby reducing paperwork and delay of subsequent proposals.

Proponent—Each office, unit, single manager, or activity at any level that initiates Air Force actions is responsible for complying with the Environmental Impact Analysis Process. (32 CFR § 989.3(d))

Portfolio Optimization—An office within the Base Civil Engineer Squadron. This element creates a single office for Integrated Installation Planning, project planning, and requirements integration. The element integrates the legacy asset optimization and program development element duties to create a single source for requirements integration and Base Comprehensive Asset Management Plan development. The element provides a comprehensive planning framework to enable short-, mid-, and long-term planning for installation complexes to inform the investment planning process as well as the space planning function to optimize space utilization in current and future plans.

Real Property—All interests, benefits and rights inherent in the ownership of real estate. This means land, buildings, structures, utility systems, improvements, and appurtenances. Includes equipment attached to and part of buildings and structures, such as heating systems, but not movable equipment, such as plant equipment.

Record of Decision—The document required by the *National Environmental Policy Act* containing the final decision and statutory determinations of the lead agency concerning selection of the remedial action at a site(s). This includes any preliminary phase of a remedial action, such as an interim remedial action, which will require an interim Record of Decision.

Regular Air Force—The component of the Air Force that consists of persons whose continuous service on active duty in both peace and war is contemplated by law, and of retired members of the Regular Air Force. The Regular Air Force includes the officers and enlisted members of the Regular Air Force, the professors, registrar, and cadets at the United States Air Force Academy, and the retired officers and enlisted members of the Regular Air Force.

Regulating Plan—These graphic plans regulate the most important elements of the Illustrative Plan. They are like enhanced land-use plans. Each Regulating Plan will show buildable area,

required build-to lines, required entry and parking locations, minimum and maximum building heights, and acceptable uses (as designated by facility envelope standards).

Resilience—The ability to anticipate, prepare for, and adapt to changing conditions and withstand, respond to, and recover rapidly from disruptions.

Resource Advocacy—Promotion and support for funds and manpower allocation during planning. Programming and execution to preserve core capabilities, consistent with Air Force priorities and approved levels of risk.

Scenario—A situation that details future potential conditions in a manner that supports decision-making under conditions of uncertainty, but does not predict future change that has an associated likelihood of occurrence.

Severe Weather—Any weather condition that poses a hazard to property or life.

Short-Term Planning—The planning phase which coincides with the lead time for facility construction programs, generally extending from zero to seven years. It is at this phase that planning decisions are integrated with the appropriate construction and funding programs.

Site Plan—Layout of a specific site, to include the footprint of the facility and other significant features of the site.

Site Survey—An authorized installation visit by an individual or team to survey real property to determine its feasibility for a proposed unit or mission beddown for Secretary of the Air Force approval during the Air Force Strategic Basing Process. Site surveys may, in part, consist of preliminary examinations, field investigations, etc.

Sound Exposure Level—A composite metric that represents both the magnitude and duration of a time-varying noise event, such as an aircraft overflight. The Sound Exposure Level is determined using a single number to account for the event as if it occurred during one second; it does not directly represent the sound level heard at any given time. Rather, it accounts for the noise heard through an entire event, beginning when the noise source first becomes audible, rising up to the maximum level at its closest point to the receiver, and ending when the sound diminishes. To illustrate, the Sound Exposure Level is the result of taking all of the energy in the figure and squeezing it into the 1 second area, leading to a Sound Exposure Level that is typically higher than the maximum sound level. Sound Exposure Level is the building block for calculating Day-Night Average Noise Level/Community Noise Equivalent Level and has proven to be a good number to compare the relative exposure of different transient sounds.

Special Use Airspace—Airspace that is of a defined vertical and lateral dimension that alerts users to areas of unusual flight hazards and separates those activities from other airspace users to enhance safety. Certain limitations or restrictions may be placed on non-participating aircraft.

Spectrum Management—Involves planning, coordinating, and managing use of the Electro-Magnetic spectrum through operational, engineering, and administrative procedures. Its objective is to enable electronic systems to perform their functions in the intended environment without causing or suffering unacceptable interference.

Stakeholder—A person or organization, either internal or external to the installation complex, with personal, financial, or other manifest interest in an issue or decision. Stakeholders include DoD Components; installation tenants; federal, state, regional and local governments and

agencies; Tribal Councils; and individuals or groups outside an installation or range, or beneath Special Use Airspace/Airspace for Special Use.

Strategic Planning—For Civil Engineering, Strategic Planning is a recurring assessment of major mission requirements and necessary capabilities, informed by higher level guidance and the mission context, and which uses performance insights as well as stakeholder feedback to establish enterprise wide priorities and identify major lines of effort to achieve desired end states over several years. The products of Strategic Planning inform implementation work and provide linkage for advocacy.

Strategy—An overarching construct outlining the vision for integrating and synchronizing Civil Engineer Enterprise activities and operations in order to achieve strategic objectives. (1).

Supported Service—A service unit or element that receives installation support at a joint base from another, supporting service. The supported service at a joint-base transfers its installation support resources to the lead service.

Supporting Service—The lead service at a joint base responsible for providing all installation support at a base.

Surrogate Aircraft—An aircraft used to represent another aircraft whose noise data is not available in the NOISEFILE data base.

Sustainability—Allows an installation to meet present mission requirements without compromising its ability to meet future requirements. Sustainability also conserves limited natural resources (including land and fossil fuels) through compact, mixed-use development.

Sustainable Installation—An installation that efficiently supports current operations with minimal impact on the built and natural environments without compromising the ability to meet future mission requirements.

Tactical Mission Dependency Index—This index links facilities and other assets to mission to enable risk-to-mission decision making. It supports decisions across the USAF regarding asset management, risk management, resource prioritization, force protection, and operational resiliency plans.

Task Critical Asset—An asset that is of such extraordinary importance that its incapacitation or destruction would have a serious, debilitating effect on the ability of one or more DoD or OSD Components to execute the capability or mission-essential task it supports. Task critical assets are used to identify defense critical assets.

Tiering—Refers to the coverage of general matters in broad plan or program NEPA analyses with subsequent narrower site-specific analyses and incorporating by reference the general discussions and concentrating solely on the issues specific analysis at a later. Tiering is appropriate when it helps focus on the issues which are ripe for decision and exclude from consideration issues already decided or not yet ripe. (ref: 40 C.F.R. §1508.28)

Total Force—Organizations, units, and individuals that comprise the AF's resources for meeting its mission. This includes Regular Air Force, ANG, and AFR military personnel and civilian personnel.

Training Exercise—Department of Defense training conducted on or off federal property utilizing federal or non-federal/public property and infrastructure.

Utilization Rate—The total authorized square footage for each of the customers in the facility, divided by the total gross square footage of the facility, and multiplied by 100.

Weapon System—A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency. For the purposes of this AFI, a weapon system includes aircraft, weapons, and munitions.

Wildlife Exclusion Zone—A locally defined, airfield specific area where a zero-tolerance goal for hazardous wildlife is maintained. This area may encompass the Aircraft Movement Area and any additional habitat attractants (such as water treatment facilities, golf courses, and athletic fields) in proximity to the airfield and low-level flight corridors (such as final approach/departure).