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OF THE AIR FORCE**

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**FACILITIES BOARD**

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

(EGLINAFB) AFI 32-10142, *Facilities Board*, is supplemented as follows: This supplement applies to all 96th Test Wing (96 TW) activities and associate/tenant organizations at Eglin AFB except Hurlburt Field. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate functional’s chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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## Chapter 1

### FACILITIES BOARD ROLES AND RESPONSIBILITIES

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

**1.1. (EGLINAFB) Establishes the authority, membership, mission and responsibilities of the Eglin AFB Facilities Board (FB).** The FB is chaired by the installation commander (CC) or designated representative and is supported by the Facilities Board Working Group (FBWG). The Eglin AFB FB is established under the auspices of the Commander, 96th Test Wing. The FB is established to perform the functions of AFPD 32-10, *Installations and Facilities*, for Eglin Main Base, Duke Field, Site C-6, Naval School Explosive Ordnance Disposal, Camp Rudder, 7th SFG(A) Cantonment, and the Eglin Range.

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

**1.2. (EGLINAFB) The FB:** Acts as the installation's local decision making body for the acquisition, construction, use, maintenance, modification, consolidation, development, demolition, and disposal of built and natural infrastructure at the installation.

1.2.1. The FB oversees and ensures the development, modernization and sustainment of the installation's built and natural infrastructure in accordance with the approved Installation Development Plan (IDP), the Base Comprehensive Asset Management Plan (BCAMP), and other plans as applicable (e.g. Integrated Natural Resources Management Plan (INRMP), Air Installation Compatible Use Zone Study, Installation Complex Encroachment Management Action Plan (ICEMAP), etc.). This oversight includes, but is not limited to:

1.2.1.1. Validates the IDP, prior to Installation Commander endorsement, to ensure it accurately reflects the installation's current vision, goals, objectives and physical development as prescribed in AFI 32-7062, *Air Force Comprehensive Planning*.

1.2.1.2. Approval of facility/project site requests as prescribed in AFI 32-7062.

1.2.1.2. (EGLINAFB) The FB delegates approval of all facility/project sitings to the Installation Development Committee (IDC) or the Range Configuration Control Committee (RC3) for areas not indented in Section 4.1 below.

1.2.1.3. Approval of the summary for the installation's airfield waiver program IAW UFC 3-260-01.

1.2.1.4. Approval of installation facilities standards including the Architectural Compatibility Plan.

1.2.2. The FB provides installation wide oversight to maximize the AF value of existing built and natural infrastructure as defined in DoD Instruction 4165.14, *Real Property Inventory and Forecasting* and AFI 32-9005, *Real Property Accountability and Reporting*; DoD Instruction 4165.70, *Real Property Management* and AFI 32-9002, *Use of Real Property*; DoD Instruction 4165.71, *Real Property Acquisition* and AFI 32-9001, *Acquisition of Real Property*; and DoD Instruction 4165.72, *Real Property Disposal* and AFI 32-9004, *Disposal of Real Property*. This oversight includes, but is not limited to:

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

1.2.2.2. Review and approval of proposed real property transactions, to include, in-grants/out-grants (e.g. leases, enhanced use leases (EUL) and real property instrument requests).

1.2.2.3. Approval of recommendations on facility retention, use, divestiture, conversion, improvement, replacement, or acquisition.

1.2.2.4. Validates Readiness and Environmental Protection Initiative (REPI) submissions and other applicable installation-community initiatives.

1.2.3. The FB reviews and approves the installation's BCAMP and supporting investment strategy (e.g. MILCON, sustainment, restoration & modernization, etc.), to include project prioritization, for built and natural infrastructure, regardless of funding source based on the following risk to mission and risk to Airmen service area criteria:

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

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

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

1.2.3.4. Service quality (commander/MAJCOM priority).

1.2.3.5. Other criteria as established and approved by HQ AF/A7C.

1.2.4. The FB approves the installation list that identifies and prioritizes facility/infrastructure assets that are essential to supporting installation critical missions. The

list includes infrastructure identified under the Defense Critical Infrastructure Program (DCIP), Air Force Defense Critical Infrastructure (AF DCI) and installation priority facilities for recovery in the event of attack or natural disaster.

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

**1.3. (EGLINAFB) Additional meetings may be directed by the installation commander.**

1.3.1. **(Added-EGLINAFB)** The FB will be scheduled as follows: by the Base Civil Engineer, or at the call of the chairperson when required. Meeting agendas may include reports from subcommittees, technical advisors, and working groups, and may include prioritization of Sustainment, Restoration and Modernization (SRM) Program and Test Wing Military Construction (MILCON) Program, Real Estate actions, distribution of Customer Funded Program Call Letter, Transportation planning actions, and/or review of various construction programs. Special or priority actions that have been coordinated with all appropriate staff offices may be presented out-of-cycle to the chairperson for approval, or may be approved via electronic staff summary sheet.

**1.4. FB Membership:**

**1.4. (EGLINAFB) FB Membership at Eglin AFB:**

1.4.1. Principal Voting Members:

1.4.1. **(EGLINAFB)** Principal Voting Members:

1.4.1.1. Installation Commander (CC) or equivalent (Chairperson) is the overarching authority and decision maker for all Facility Board interests.

1.4.1.1. **(EGLINAFB)** Vice Commander, 96th Test Wing (96th TW/CV) Board Chairperson

1.4.1.2. All Installation Group Commanders or equivalents (as determined by the Chair), representing their organization Facility Board interests.

1.4.1.2. **(EGLINAFB)** Vice Commander, 53d Wing (53 WG/CV)

1.4.1.3. Commanders, Directors or equivalents from major groups and tenant organizations (as determined by the Chair), representing their organization Facility Board interests.

1.4.1.3. **(EGLINAFB)** Vice Commander, 33d Fighter Wing (33 FW/CV)

1.4.1.4. At joint bases, membership should include representatives from the supporting and supported components, and Defense agencies located on the installation. These members represent their organization Facilities Board interests.

1.4.1.4. **(EGLINAFB)** Vice Commander, 919th Special Operations Wing (919 SOW/CV)

1.4.1.5. Base Civil Engineer will represent all shared built and natural infrastructure, facility energy and utility system interests.

1.4.1.5. **(EGLINAFB)** Deputy Director, Air Force Research Laboratory (AFRL/RW)

1.4.1.6. Others as determined by the FB Chairperson.

1.4.1.6. **(EGLINAFB)** Deputy Director, Armament Directorate (EB (AFLCMC-OL))

1.4.1.7. **(Added-EGLINAFB)** Battalion Executive Officer, 6th Ranger Training Battalion (6th RTB/CO)

1.4.1.8. **(Added-EGLINAFB)** Commander, 20th Space Control Squadron (20 SPCS/CC)

1.4.1.9. **(Added-EGLINAFB)** Executive Officer, Naval School Explosive Ordnance Disposal (NAVSCOLEOD/CO)

1.4.1.10. **(Added-EGLINAFB)** Deputy Commander, 7th Special Forces Group (7th SFG/DCO)

1.4.1.11. **(Added-EGLINAFB)** Base Civil Engineer (96 CEG/CC)

1.4.2. Technical Advisors:

1.4.2. **(EGLINAFB)** Technical Advisors

1.4.2.1. Installation Deputy or equivalent (Alternate Chairperson).

1.4.2.1. **(EGLINAFB)** Chief, Safety (96 TW/SE)

1.4.2.2. Command Chief Master Sergeant (CCC).

1.4.2.2. **(EGLINAFB)** Director, Installation and Operational Contracting (AFTC/PZI)

1.4.2.3. Staff Judge Advocate (SJA).

1.4.2.3. **(EGLINAFB)** Inspector General (96 TW/IG)

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

1.4.2.4. **(EGLINAFB)** Judge Advocate (96 TW/JA)

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

1.4.2.5. **(EGLINAFB)** Commander, 96th Communications Squadron (96 CS/CC)

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

1.4.2.6. **(EGLINAFB)** Commander, 96th Comptroller Squadron (96 CPTS/CC)

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

1.4.2.7. **(EGLINAFB)** Commander, Security Forces Squadron (96 SFS/CC)

1.4.2.8. Commander or equivalent Mission Support Squadron (MSS/CC).

1.4.2.8. **(EGLINAFB)** Chief, Wing Plans (96 TW/XP)

1.4.2.9. Chief, Installation Safety.

1.4.2.9. **(EGLINAFB)** Chief, Civil Engineering Group, Installation Management Division (96 CEG/CEI)

1.4.2.10. Chief, Installation Plans.

1.4.2.10. **(EGLINAFB)** Chief, Civil Engineering Group, Engineering Division (96 CEG/CEN) Recorder

1.4.2.11. Flight Chief, CES Engineering Flight serves as technical advisor and is responsible as overall facilitator and administrator for the FB and its working group. The facilitator is responsible for securing the meeting location, notifying meeting attendees, publishing an agenda and presentation material, drafting record of decisions and distributing them once approved, and performing other duties as necessary and assigned by the Chairperson.

1.4.2.11. **(EGLINAFB)** Command Chief Master Sergeant (96 TW/CCM)

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

1.4.3. **(Added-EGLINAFB)** If a member is unable to attend a meeting, the deputy or a qualified senior representative who can assume all membership responsibilities will attend. Each FB member will provide 96 CEG/CENP the name and contact information of the FB alternate. Changes to the FB membership will be submitted to 96 CEG/CENP as they occur. Only the FB member or the designated alternate may vote on actions before the board. Other Test Wing and associate personnel may attend as guests or to make presentations. Other organizations will be invited when board actions may affect them.

1.4.4. **(Added-EGLINAFB)** There are three groups to assist the FB: The Facilities Board Working Group (FBWG), The Installation Development Committee (IDC), and the Space Management Committee (SMC). These groups will make reports at the FB meetings as required summarizing significant efforts since the last meeting.

## Chapter 2

### FACILITY BOARD WORKING GROUP ROLES AND RESPONSIBILITIES

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

**2.1. (EGLINAFB)At Eglin AFB the FBWG is chaired by:** The CEG/CC or as determined by the FB Chair.

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

2.2.1. The FBWG advises the FB on the physical development of the installation and its environs. This includes, but is not limited to:

2.2.1.1. Reviews the IDP, including the individual chapters and associated Area Development Plans (ADP), prior to endorsement by the FB to ensure they accurately reflect the installation's vision, goals, objectives and physical development as prescribed in AFI 32-7062.

2.2.1.2. Reviews and recommends facility/project site requests for approval by the FB.

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

2.2.1.4. Reviews and recommends land use controls as required by the installation environmental restoration program and by the US Environmental Protection Agency Federal Facilities Agreement (where an installation is on the National Priorities List).

2.2.1.5. Reviews REPI submissions.

2.2.1.6. Validates the current Natural Infrastructure Assessment (NIA).

2.2.1.7. Ensures National Environmental Policy Act (NEPA) requirements are met where applicable.

2.2.2. The FBWG validates minimum authorized facility space needs to support base missions and makes recommendations to the FB. This includes, but is not limited to:

2.2.2.1. Validates organizational facility space, proposed consolidations, and proposed construction to ensure compliance with the IDP and applicable Air Force energy conservation or space use efficiency initiatives. Reviews findings of published SATAF reports and validates space requirements supporting new installation missions.

2.2.2.2. Leads/develops the installation's proactive approach/strategy on best use of space and facilities addressing the adherence to regulations and policies to reduce our built footprint. Validates organizational facility requirements to ensure compliance with applicable standards as prescribed in AFMAN 32-1084 *Facility Requirements* (**Note:** for installations where the Air Force Reserve is a major tenant, additional information may be found in AFRCH 32-1001, *Standard Facility Requirements*).

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

2.2.2.4. Validates and recommends approval of proposed in-grants/out-grants as outlined in AFI 32-9001, AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, and VBT recommendations.

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

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

2.2.2.7. Reviews installation Historic Preservation requirements as prescribed in AFI 32-7065, *Cultural Resources Management Program*.

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

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

2.2.3.2. Environmental Quality (EQ) Program.

2.2.3.3. Military Family Housing (MFH) Program.

2.2.3.4. Non-Appropriated Fund (NAF) Program.

2.2.3.5. Military Construction (MILCON) Program.

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

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

2.2.3.8. Reviews special category programs, including the Transportation Working Capital Fund (TWCF); Depot Maintenance Activity Group (DMAG) Program; Research, Development, Test and Evaluation (RDT&E) Program; Defense Logistics Agency

(DLA); Military Health System (MHS) Program; Energy Conservation Investment Program (ECIP); Environmental Restoration Program (ERP), Energy Program (NRG), Utility Privatization (UP) Program, or other supported component or tenant-funded projects. Where major tenants on the installation bring their funding for projects to support their mission needs, the FBWG ensures integration into the BCAMP as appropriate.

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

**2.3. Frequency of the FBWG meetings.** The FBWG will meet as required to support the FB schedule.

#### **2.4. FBWG Membership:**

##### **2.4. (EGLINAFB)FBWG MEMBERSHIP:**

###### 2.4.1. Principal Members:

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

2.4.1.1. **(EGLINAFB)** Commander, 96 Civil Engineer Group (96 CEG/CC) Chairperson

2.4.1.2. All installation Deputy Group Commanders.

2.4.1.2. **(EGLINAFB)** Commander, 96 Mission Support Group (96 MSG/CC)

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

2.4.1.3. **(EGLINAFB)** Commander, 96 Medical Group (96 MGD/CC)

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

2.4.1.4. **(EGLINAFB)** Commander, 96 Operations Group (96 OG/CC)

2.4.1.5. Base Civil Engineer or Deputy Base Civil Engineer will represent all shared built and natural infrastructure, facility energy, and utility system interests.

2.4.1.5. **(EGLINAFB)** Commander, 96 Maintenance Group (96 MXG/CC)

2.4.1.6. Others as determined by the FBWG Chairperson.

2.4.1.6. **(EGLINAFB)** Civilian Leader, 96 Range Group (96 RN/CL)

2.4.1.7. **(Added-EGLINAFB)** Chief, Plans and Programs, 53d Wing (53 WG/XP)

2.4.1.8. **(Added-EGLINAFB)** Chief, Plans and Programs, 33d Fighter Wing (33 FG/XP)

2.4.1.9. **(Added-EGLINAFB)** Commander, Mission Support Group, 919th Special Operations Wing (919 SOMSG/CC)

2.4.1.10. **(Added-EGLINAFB)** Deputy Director, Air Force Research Lab (AFRL/RWO)

2.4.1.11. **(Added-EGLINAFB)** Executive Officer, Naval School Explosive Ordnance Disposal (NAVSCOLEOD/XO)

2.4.1.12. **(Added-EGLINAFB)** Executive Officer, 6th Ranger Training Battalion (6th RTB/XO)

2.4.1.13. **(Added-EGLINAFB)** Executive Officer, 7th Special Forces Group (7th SFG(A)/XO)

2.4.1.14. **(Added-EGLINAFB)** Director, Air Force SEEK EAGLE Office (AFSEO)

2.4.1.15. **(Added-EGLINAFB)** Deputy Director, Armament Directorate (EB(AFLCMC-OL))

2.4.1.16. **(Added-EGLINAFB)** Chief, Plans and Programs, 20th Space Control Squadron (20 SPCS/XP)

2.4.2. Technical Advisors:

2.4.2. **(EGLINAFB)** Technical Advisors:

2.4.2.1. Representative from SJA.

2.4.2.1. **(EGLINAFB)** Chief, Wing Safety (96 TW/SE)

2.4.2.2. Representative from CPTS.

2.4.2.2. **(EGLINAFB)** Chief, Civil Engineering Group Installation Management Division (96 CEG/CEI)

2.4.2.3. Representative from CONS.

2.4.2.3. **(EGLINAFB)** Civilian Leader, 796 Operations Squadron (796 CES/CL)

2.4.2.4. Representative from CS.

2.4.2.4. **(EGLINAFB)** Base Fire Chief (96 CES/CEF)

2.4.2.5. Representative from SFS.

2.4.2.5. **(EGLINAFB)** Judge Advocate (96 TW/JA)

2.4.2.6. Representative from MSS.

2.4.2.6. **(EGLINAFB)** 96th Communications Squadron (96 CS)

2.4.2.7. Representative from Installation Safety Office.

2.4.2.7. **(EGLINAFB)** 96th Comptroller Squadron (96 CPTS)

2.4.2.8. Representative from Installation Plans Office.

2.4.2.8. **(EGLINAFB)** Security Forces Squadron (96 SFS)

2.4.2.9. Installation Anti-Terrorism Officer.

2.4.2.9. **(EGLINAFB)** Wing Plans (96 TW/XP)

2.4.2.10. Bioenvironmental Engineer.

2.4.2.10. **(EGLINAFB)** Installation Anti-Terrorism Officer

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

2.4.2.11. **(EGLINAFB)** Airfield Management (96 TW/OSSA)

2.4.2.12. Flight Chief, Readiness and Emergency Management Flight.

2.4.2.12. **(EGLINAFB)** Civil Engineer Appointed Activity Managers as required

2.4.2.13. Civil Engineer appointed BCAMP/AMP Managers.

2.4.2.13. **(EGLINAFB)** Other representatives as required

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

2.4.2.14. **(EGLINAFB)** Chief, Civil Engineering Group, Engineering Division (96 CEG/CEN) Recorder

### Chapter 3 (Added-EGLINAFB)

#### SPACE MANAGEMENT COMMITTEE

**3.1. (Added-EGLINAFB) SMC Purpose:** The Space Management Committee is established as a working panel to assist the FB by determining the most effective use of existing space, consolidating functions (where feasible and economical) to reduce O&M expenditures and energy consumption, periodically reviewing space use versus space authorized and identifying space for new programs.

**3.2. (Added-EGLINAFB) SMC Responsibilities.**

3.2.1. (Added-EGLINAFB) Attend scheduled and called meetings or provide an alternate who is empowered to represent the organization

3.2.2. (Added-EGLINAFB) Provide information/recommendations to the SMC Chairperson as required

3.2.3. (Added-EGLINAFB) Schedule meetings, prepare the agenda, record and distribute meeting minutes.

3.2.4. (Added-EGLINAFB) Refer decisions having a significant impact on operations at Eglin to the installation Facilities Board

3.2.5. (Added-EGLINAFB) Establish an integrated process team, as necessary, to address specific space utilization issues

3.2.6. (Added-EGLINAFB) Administer use of the out-of-cycle process when required

**3.3. (Added-EGLINAFB) Frequency of Meetings.** SMC meetings will normally be held on a quarterly basis. Additional meetings may be called at any time by the Chairperson. All SMC related correspondence is to be coordinated and distributed electronically. Members will be provided a meeting agenda and read-ahead package at least 3 working days prior to all scheduled meetings.

3.3.1. (Added-EGLINAFB) Meeting minutes will be provided to the committee Chairperson for approval NLT 15 working days following the SMC meeting. Minutes will be published to SMC members and attendees immediately following the Chairperson's approval.

3.3.2. (Added-EGLINAFB) Time sensitive issues may be processed out-of-cycle to all committee members. Use of the out-of-cycle process requires 96 CEG/CC's concurrence and SMC Chairperson's approval. The 96 CEG/CEIAP presents out-of-cycle requests to the committee members, records responses and submits the committee's recommendations(s) to the Chairperson for decision.

**3.4. (Added-EGLINAFB) SMC Membership.**

3.4.1. (Added-EGLINAFB) Vice Commander, 96th Test Wing (96 TW/CV) Chairperson

3.4.2. (Added-EGLINAFB) Chief, Plans and Programs, 96th Test Wing (96 TW/XP)

3.4.3. (Added-EGLINAFB) Vice Commander, 53d Wing (53 WG/CV)

3.4.4. (Added-EGLINAFB) Vice Commander, 33d Fighter Wing (33 FW/CV)

3.4.5. **(Added-EGLINAFB)** Vice Commander, 919th Special Operations Wing (919 SOW/CV)

3.4.6. **(Added-EGLINAFB)** Deputy Director, Air Force Research Lab (AFRL/RW)

3.4.7. **(Added-EGLINAFB)** Deputy Director, Air Force Life Cycle Management Center-Armament Directorate (AFLCMC-EB/DD)

3.4.8. **(Added-EGLINAFB)** Chief, Safety (96 TW/SE)

3.4.9. **(Added-EGLINAFB)** Base Civil Engineer (96 CEG/CC)

3.4.10. **(Added-EGLINAFB)** Chief, Civil Engineering Group, Real Estate Element (96 CEG/CEIAP) Recorder

### **3.5. (Added-EGLINAFB) SMC Objectives.**

3.5.1. **(Added-EGLINAFB)** Ensure current Eglin AFB master facility floor plans are developed and maintained

3.5.2. **(Added-EGLINAFB)** Identify space for new/expanding organizations

3.5.3. **(Added-EGLINAFB)** Support the reduction of SRM expenditures and energy consumption by ensuring the most efficient use of space

3.5.4. **(Added-EGLINAFB)** Assist units in their efforts to consolidate operations

### **3.6. (Added-EGLINAFB) SMC Functions.**

3.6.1. **(Added-EGLINAFB)** Develop and enforce space standards for Eglin AFB

3.6.2. **(Added-EGLINAFB)** Utilize current/accurate authorized manning documents for each organization to validate requirements

3.6.3. **(Added-EGLINAFB)** Validate requirements contained in requests for space

3.6.4. **(Added-EGLINAFB)** Recommend solutions for valid requirements

3.6.5. **(Added-EGLINAFB)** Render decisions on space utilization request, and make recommendations to the Facilities Board on significant or major items requiring higher-level approval

## Chapter 4 (Added-EGLINAFB)

### INSTALLATION DEVELOPMENT COMMITTEE

**4.1. (Added-EGLINAFB) IDC Purpose:** The Installation Development Committee (IDC) supports the FB by updating the Installation Development Plan (IDP), addressing transportation studies, surveys and other issues, and approving project site selections and Area Development Plans (ADP) on Eglin Main Base, Duke Field, Site C-6, Camp Rudder, Naval School Explosive Ordnance Disposal (D-51), and the 7th Special Forces Group cantonment.

**4.2. (Added-EGLINAFB) IDC Responsibilities.**

4.2.1. (Added-EGLINAFB) Approve project siting recommendations to insure compliance with the IDP and applicable ADPs.

4.2.2. (Added-EGLINAFB) Update the ADPs to ensure they accurately reflect the installation's current goals and objectives as prescribed in AFI 32-7062, *Air Force Comprehensive Planning* prior to approval by the FB.

**4.3. (Added-EGLINAFB) Frequency of meetings.**

4.3.1. (Added-EGLINAFB) The IDC will meet quarterly.

**4.4. (Added-EGLINAFB) IDC Membership:**

4.4.1. (Added-EGLINAFB) Commander, 96 Civil Engineer Group (96 CEG/CC) Chairperson

4.4.2. (Added-EGLINAFB) Commander, 96 Mission Support Group (96 MSG/CC)

4.4.3. (Added-EGLINAFB) Commander, 96 Medical Group (96 MGD/CC)

4.4.4. (Added-EGLINAFB) Commander, 96 Operations Group (96 OG/CC)

4.4.5. (Added-EGLINAFB) Commander, 96 Maintenance Group (96 MXG/CC)

4.4.6. (Added-EGLINAFB) Civilian Leader, 96 Range Group (96 RN/CL)

4.4.7. (Added-EGLINAFB) Chief, Plans and Programs, 53d Wing (53 WG/XP)

4.4.8. (Added-EGLINAFB) Chief, Plans and Programs, 33d Fighter Wing (33 FG/XP)

4.4.9. (Added-EGLINAFB) Commander, Mission Support Group, 919th Special Operations Wing (919 SOMSG/CC)

4.4.10. (Added-EGLINAFB) Executive Officer, Naval School Explosive Ordnance Disposal (NAVSCOLEOD/XO)

4.4.11. (Added-EGLINAFB) Executive Officer, 6th Ranger Training Battalion (6th RTB/XO)

4.4.12. (Added-EGLINAFB) Executive Officer, 7th Special Forces Group (7th SFG(A)/XO)

4.4.13. (Added-EGLINAFB) Director, Air Force SEEK EAGLE Office (AFSEO)

**4.5. (Added-EGLINAFB) Non-Voting Members and Technical Advisors.**

- 4.5.1. **(Added-EGLINAFB)** Chief, Ground Safety (96 TW/SEG)
- 4.5.2. **(Added-EGLINAFB)** 96th Test Wing Plans Office (96 TW/XP)
- 4.5.3. **(Added-EGLINAFB)** Base Community Planner (96 CEG/CENPP) Recorder

JUDITH A. FEDDER, Lieutenant General, USAF  
DCS/Logistics, Installations & Mission Support

**(EGLINAFB)**

DAVID A. HARRIS, Brig Gen, USAF  
Commander

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

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### ***Adopted Forms***

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

*Abbreviations and Acronyms*

**ADP**—Area Development Plan  
**AF DCI**—Air Force Defense Critical Infrastructure  
**AFH**—Air Force Handbook  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRC**—Air Force Reserve Command  
**AFRIMS**—Air Force Records Information Management System  
**AMP**—Activity Management Plan  
**ANG**—Air National Guard  
**APZ**—Accident Prevention Zone  
**BCAMP**—Base Comprehensive Asset Management Plan  
**CC**—Commander  
**CCC**—Command Chief Master Sergeant  
**CD**—Deputy Commander  
**CES**—Civil Engineer Squadron  
**CIP**—Common Installation Picture  
**CONS**—Contracting Squadron  
**CPTS**—Comptroller Squadron  
**CS**—Communications Squadron  
**DCIP**—Defense Critical Infrastructure Program  
**DLA**—Defense Logistics Agency  
**DMAG**—Depot Maintenance Activity Group  
**DMP**—Dorm Master Plan  
**DoDD**—Department of Defense Directive  
**DoDI**—Department of Defense Instruction  
**EMS**—Environmental Management System  
**EQ**—Environmental Quality  
**ERP**—Environmental Restoration Program  
**ESOH**—Environmental, Safety & Occupational Health  
**EUL**—Enhanced Use Lease  
**FB**—Facilities Board

**FBWG**—Facilities Board Working Group  
**FOA**—Field Operating Agency  
**GI&S**—Geospatial Information and Services  
**HCP**—Housing Community Profile  
**ICEMAP**—Installation Complex Encroachment Management Action Plan  
**IDP**—Installation Development Plan  
**INRMP**—Integrated Natural Resources Management Plan  
**IPL**—Integrated Priorities List  
**MAJCOM**—Major Command  
**MHS**—Military Health System  
**MILCON**—Military Construction  
**MSG**—Mission Support Group  
**NAF**—Non-Appropriated Fund  
**OPR**—Office of Primary Responsibility  
**RDS**—Records Disposition Schedule  
**RDT&E**—Research, Development, Test and Evaluation  
**REPI**—Readiness and Environmental Protection Initiative  
**SFS**—Security Forces Squadron  
**SJA**—Staff Judge Advocate  
**TWCF**—Transportation Working Capital Fund  
**VBT**—Value Based Transaction