

**BY ORDER OF THE COMMANDER
EGLIN AIR FORCE BASE**

**EGLIN AIR FORCE BASE
INSTRUCTION 90-102**



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Special Management

**COMMITTEE STRUCTURE FOR
RANGE AND INSTALLATION
PLANNING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. George Williams)

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This instruction implements Department of the Air Force Policy Directive (AFPD) 90-1, *Policy, Publications, and DoD Issuance Management*, 20 October 2020, and applies to all Eglin activities. It provides guidance for committee structures and the supporting processes that address internal and external requests that impact range and installation planning. This Instruction may be supplemented at any level. Route all supplements to the Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*, (see **Attachment 3**, REQUEST TYPES AND EGLIN OPRS). Ensure all records created from processes prescribed in this publication comply with Air Force Manual (AFMAN) 33-322, *Records Management and Information Governance Program*, and disposal is compliant with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer to **Attachment 1**, GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION for other reference documents.

SUMMARY OF CHANGES

This document is substantially revised and must be thoroughly reviewed. Changes include: Compliance with Air Force Manual 33-361, *Publishing Processes And Procedures*, 21 Mar 14, removal of all references to the Range Development Executive Steering Committee (RDESC) in accordance with the decision to disestablish the RDESC by the Installation Mission Sustainment Team Chairman, 96 TW/CV, updates to organizational office symbols, and other reference documents.

1. Purpose: This instruction documents the 96th Test Wing (96 TW) committee structure and supporting processes established for addressing internal and external requests that affect range and installation planning. The Eglin Test and Training Complex (ETTC) is a Major Range and Test Facility Base (MRTFB). The Department of Defense (DoD) directs that it “shall be sized, operated, and maintained to provide test and evaluation (T&E) to DoD Component T&E users in support of the DoD Research, Development, Acquisition, and Test and Evaluation (RDAT&E).” Due to the size, complexity and dynamic nature of ETTC’s many mission requirements, efficient communication, synchronized coordination and collaboration among its key decision-making committees is critical to ensure optimal resource configuration to enable mission success. The committee structure described herein facilitates streamlined and efficient interactions among senior leaders and subject matter experts enabling senior leadership decisions. Reference [Attachment 1](#) for 96 TW key range planning committees and top-level supporting processes.

2. Background: The ETTC is composed of 726 square miles of land with 45 specific test areas, 125,765 square miles of the Eglin Gulf Test and Training Range (EGTTR), and 129,283 square miles of charted airspace, that extends south to the Florida Keys. The ETTC physically spans three Florida counties (Santa Rosa, Okaloosa, and Walton) and has an additional 831 acres on Cape San Blas in Gulf County. Eleven municipalities are located in close proximity to the ETTC boundary and affect, or affected by, ETTC mission activities. The 96 TW stewards many national test facilities. The EGTTR is the largest component of the 23 component activities of the MRTFB. The 96 TW is the installation host for the ETTC supporting more than 40 major multi-service DoD organizations.

3. Executive Council (EC) Responsibilities:

3.1. Executive Council (EC). The EC is Eglin’s most senior-level decision forum with the primary responsibility of strategic planning and aligning activities with strategic priorities and resolving any strategic and/or crosscutting issues. The EC ensures the Eglin MRTFB is developed, operated and maintained for the maximum benefit of the DoD in a manner that sustains the mission, is environmentally responsible, and considers regional interests. ETTC military support capabilities include airspace, the EGTTR, frequency spectrum, and test and training areas and sites. The EC utilizes a systematic process to address known or emerging strategic issues and render a senior-level decision. The EC agenda timeline to members is three workdays prior to the meeting. Meeting minutes timeline to members is within one week of the meeting.

3.1.1. The 96 TW/CC or designee chairs the EC. EC membership includes 1 SOW, 33 FW, 325 FW, 492 SOW, 53 WG, 6 RTB, 7 SFG(A), 919 SOW, 96 TW/CT, 96 TW/CV, 96 TW/DV, 96 OG, 96 MXG, 96 RN, 96 TW/FM, 96 TW/XP, 96 TW/JA, 96 TW/SE, 96 MSG, 96 CEG, 96 CTG, 96 MDG, NAVSCOLEOD, AFLCMC/AQ, AFLCMC/EB, AFLCMC/EN (Eglin), AFLCMC/XR, and AFRL/RW.

3.1.2. The 96 TW/CC maintains situational awareness of current and future range and installation initiatives and issues that could potentially affect the ETTC from a strategic perspective. The 96 TW/CV or designee serves as the conduit between the EC and the Installation Mission Sustainment Team and Facilities Board (IMST/FB) committee processes. To maintain current knowledge of ongoing and projected range and installation initiatives and issues, 96 TW/CV reviews FB read-ahead packages prior to each committee meeting. Collaborating with the respective committees, the 96 TW/CV determines the issues presented to 96 TW/CC and/or the EC.

4. Range Operating Authority (ROA) and Installation Commander (IC) Planning Responsibilities:

4.1. IAW AFMAN 13-212 Vol 1, *Range Planning and Operations*, the 96th Test Wing Commander (96 TW/CC) is the ETTC ROA. The ROA is responsible for coherent, sustainable range development that considers the interests of all organizations supporting or using the ETTC. That responsibility includes the development and maintenance of a MAJCOM-approved Comprehensive Range Plan (CRP). The CRP identifies existing range capabilities and limiting factors (LIMFACS) to guide execution of current operations and plan for future range needs. The CRP documents internal and external sustainment management issues and identifies potential mission impacts to ranges and associated airspace. In partnership with installation community planners (96 CEG), the ROA and support staff work with the surrounding federal, state, and local governments to minimize potential external mission sustainment issues. The ROA utilizes the Executive Council and Installation Mission Sustainment Team (IMST) to help plan and manage compatible development and utilization of the Eglin MRTFB.

4.2. The 96 TW/CC is also designated the Eglin AFB Installation Commander (IC). The IC supports the tenant commands, associate units with traditional military services, and all the base operating services. The IC is responsible for airfield support, facilities, real property management, and facility siting approval on Eglin Main, Auxiliary Airfield 3 (Duke Field), Site C-6, Camp Rudder, the 7th Special Forces Group (Airborne) compound, Choctaw Field and the building complex of the Navy Explosive Ordnance Disposal (EOD) School (NAVSCOLEOD) on Range D-51. The IC supports mutually beneficial community outreach activities and initiatives with local governments and commerce leaders. Installation community planners work closely with 96 TW range planners and municipal planners in neighboring jurisdictions to ensure development around the ETTC is compatible with current and future missions. The IC utilizes the Facilities Board (FB) to help plan and manage ETTC installation requirements.

4.3. The 96 TW/CC ensures Eglin AFB is properly configured and sustained to meet the current and future needs of the warfighter. The 96 TW/CC is responsible for mission sustainability by identifying and managing both internal and external encroachment issues.

5. Committee Roles, Responsibilities, and Membership:

5.1. The 96 TW leadership uses the committee structure and supporting process ([Attachment 1](#)) to plan and manage the Eglin MRTFB and installation.

5.2. Installation Mission Sustainment Team (IMST). The IMST facilitates communication, coordination, and collaboration across 96 TW committees on crosscutting external requests or issues and serves as an avenue for collecting, reviewing and tracking to completion internal and external requests to reconfigure the ETTC. Internal requests are those submitted by DoD organizations. Examples include requests for reconfiguration or expansion of an existing mission on the ETTC or within a cantonment area. External requests are those submitted by a non-DoD entity for use of AF real property. AFI 10-503, *Strategic Basing*, 28 July 2017, defines a basing action as: any action that results in the increase or decrease and/or movement of AF or non-AF units, missions, manpower authorizations, and/or weapons systems to a location determined to be AF real property; or AF units, missions, manpower authorizations, and/or weapons systems to a location determined to be non-AF real property. Specific threshold/triggering parameters include requests for basing actions of one year or longer, changes of at least 35 personnel, or any special interest action as identified by SAF/IEIB, regardless of size or scope. Basing actions that do not meet the criteria above are the responsibility of the host and/or designated lead MAJCOM and follow appropriate MAJCOM processes for approval and beddown execution. Base Realignment and Closure (BRAC) actions are exempt from these criteria.

5.2.1. The IMST chair is the 96 TW/CV. IMST membership includes 96 TW/DV, 96 TW/CT, 96 TW/XP, 96 RN/CL, 96 OG, 96 CEG/CC, 96 TW/FM, 96 CS/SCXF, 96 TW/SE, 96 TW/PA, 96 TW/JA, RC3 Chair, and 96 TW/XPO as secretariat. The IMST meets semi-annually or as required.

5.3. Range Configuration Control Committee (RC3). The RC3 supports the IMST. The RC3 is responsible for reviewing and accomplishing mission impact analysis for any request that could potentially affect the Eglin MRTFB. The RC3 develops and recommends options for each request, and submits them to the IMST for approval or resolution. The RC3 also oversees the Maintenance of the Land Test and Training Areas Program (MLTTAP) and the Range Road Working Group, and provides routine status updates to the IMST.

5.3.1. The 96 RN Technical Director or designee is the Chair of the RC3. RC3 membership includes subject matter experts from 96 TW/XP, 96 CEG, 96 TW/SE, 96 TW/JA, 33 FW, 325 FW, 492 SOW, 53 WG, 7 SFG(A), AFRL/RW, 6 RTB, 919 SOW, NAVSCOLEOD, NAS Whiting Field and AFSOC at Hurlburt Field. The RC3 Charter contains additional specifics regarding RC3 operations, meetings, and procedures. Link to the RC3 Charter follows: https://cs2.eis.af.mil/sites/10554/Publications%20%20References/Charter%20Info/RC3%20Charter_Final%202019.pdf

5.4. Facilities Board (FB). The FB is chaired by the 96 TW/CC (or designee) who serves as the IC. The IC uses the FB committee structure to help plan and manage the ETTC. The FB provides a corporate review and final decision regarding planning, siting and use of real property facilities, infrastructure, and resources in support of Eglin missions across the entire installation. The FB is a senior-level decision making body, responsible for evaluating facility requirements, reviewing proposed construction programs and prioritizing the most effective use of Sustainment, Restoration and Modernization (SRM) and military

construction (MILCON) funds. The FB also conducts strategic planning for the Eglin cantonments through the development/implementation of the Installation Development Plan (IDP) to support current and future DoD missions that is complementary of the Comprehensive Range Plan. The FB is the approval authority for both in-grants and out-grants. An in-grant is an instrument used when the Air Force gains an interest in or control of real property. An out-grant is used when the Air Force grants a non-AF entity temporary use of Air Force property by a lease, easement, license, or permit typically for the overall benefit of the community.

5.4.1. Principal voting members will include Installation Commander or equivalent (Chair). The 96 TW/CV (Chair) is the overarching authority and decision maker for all Facilities Board interests and all Installation Group Commanders or equivalents (as determined by the Chair). Read-ahead materials are posted to the FB SharePoint site at least three business days prior to the meeting, and meeting minutes within five business days after the meeting.

5.4.2. Facilities Board Working Group (FBWG). The FBWG determines the most effective use of contract programming funds for SRM and MILCON by prioritizing all facility projects and then presenting to the FB for final decision. The FBWG also oversees the Eglin real estate in-grant/out-grant process. The 96 CEG/CC chairs the FBWG. Membership includes 96 MSG/CC, 96 MDG/CC, 96 OG/CC, 96 CTG, 96 MXG/CC, 96 RN/CL, 33 FW/XP, 325 FW, 53 WG/XP, 7 SFG(A)/XO, 96 TW/SK, 919 SOMSG/CC, AFRL/RWO, 6 RTB/XO, NAVSCOLEOD/XO, 20 SPCS/CV, 6 RTB, and AFLCMC/EB.

5.4.3. Installation Development Committee (IDC). The IDC is responsible for future base development and facility siting approval within Eglin's cantonment areas which include Eglin Main, Duke Field, C-6, Camp Rudder, Choctaw Field, the 7 SFG(A) compound and the building complex of the NAVSCOLEOD on Range D-51. The IDC reviews mission impact of approving real estate applications for land or facility use within the cantonment areas. The Environmental Impact Analysis Process (EIAP) for the proposed site must be completed as part of the planning process prior to 96 CEG/CC granting facility siting approval. The IDC membership includes 96 CEG/CC (Chairperson), 96 MSG/CC, 96 MDG/CC, 96 OG/CC, 96 MXG/CC, 96 RN/CL, 96 CTG, 96 TW/SK/CC, 53 WG/XP, 33 FW/XP, 325 FW/XP, 6 RTB/XO, 7 SFG(A)/XO, 919 SOMSG/CC, and NAVSCOLEOD/XO. Non-voting members and technical advisors include the 96 TW/SEG, 96 TW/XP, and 96 CEG/CENPL (recorder).

5.4.4. Space Management Committee (SMC). The SMC is responsible for determining the most effective use of existing space, consolidating functions to reduce O&M expenditures and energy consumption, periodically reviewing space use versus space authorized and identifying space requirements for new programs. The 96 CEG/CC chairs the SMC. Membership includes the 33 FW/XP, 53 WG/CV, AFLCMC/EBO, AFRL/RWO, 96 MXG/CD, 919 SOW, 96 MSG/CD, 96 OG/CD, 96 MSG/DD, 96 RN/DD and 96 CTG/CC.

5.4.5. Space Management Committee Working Group (SMCWG). The SMCWG evaluates facility space requirements to meet mission, discusses options, and facilitates the SMC by making viable, non-biased, space assignment recommendations.

5.5. Traffic Safety Coordination Group (TSCG). The TSCG evaluates, proposes and approves mitigation measures to traffic hazards and improves installation traffic safety. The 96 TW/CC chairs the TSCG. TSCG membership will include, at a minimum, 96 TW/SE, 96 CEG, 96 SFS and transportation functions. Additional attendees may include installation drug and alcohol program officials, local community authorities, installation legal office and other agencies as necessary.

5.6. Strategic Buffering Committee (SBC). The SBC is responsible for identifying encroachment, developing and prioritizing a list of buffering initiatives and mitigation strategies for each initiative, and coordinating those strategies for approval and implementation. The 96 CEG/CEN (Engineering Division Chief) chairs the SBC. Membership includes 96 TW/XPO, 96 RN, 96 TW/SE and 96 CEG/CENP.

6. Committee Structure Process:

6.1. The decision making process is initiated when a request to reconfigure ETTC property is submitted to the 96 TW/CC. If a formal request is submitted to someone other than the 96 TW/CC, the individual receiving the request will send it to the 96 TW/CC to initiate the process. Any request relating to reconfiguration of Eglin airspace or the EGTTR can be sent directly to the Eglin OPR (96 TW/XP) for action. Any Eglin AFB entity receiving a request for an action that could potentially affect the Eglin MRTFB should notify 96 RANSS/RNRS (RC3) before certifying that request. If the request involves a new or expanded mission, include 96 TW/XPO on the notification. Following the notification, the Eglin AFB entity can proceed with certifying the request.

6.1.1. Grant Request Process. The Eglin Real Property Office receives external requests for use of Eglin real property. Upon receipt of the request, the Real Estate Office will forward request to RC3 chair (range property) or to IDC chair (cantonment property). The appropriate chairperson will determine the level of analysis required to provide recommendation to Facility Board. The Chairperson, in coordination with 96 TW/XPO will determine if request will be reviewed/ approved by the IMST prior to presentation to the Facility Board for final approval decision.

6.2. The 96 TW/CC sends the request to the IMST. After reviewing the requirement/issue, the IMST forwards the request to the appropriate Eglin OPR. See [Attachment 3](#) for the list of Eglin OPRs.

6.3. The Eglin OPR notifies the submitter upon receipt of the request, advises on the status of work, answers any questions, and provides an estimated completion date.

6.4. The Eglin OPR works the request using appropriate existing processes.

6.5. The IMST receives routine status updates on open requests from the Eglin OPR and provides updates to senior leadership as necessary.

6.6. The Eglin OPR presents the recommendation to the appropriate committee(s) following completion of the proposed response. If there is a potential impact to both the MRTFB and the installation, the OPR forwards the recommendation to the IMST for review.

6.7. If the proposed Eglin response is politically sensitive or does not align with the Eglin Strategic Plan as determined by 96 TW/CV (or designee), the proposal will be presented to the 96 TW/CC and/or the EC for guidance and direction.

6.8. The Eglin OPR dispatches the response after all approvals are complete and maintains formal records associated with the request.

SCOTT A. CAIN,
Brigadier General, USAF
Commander

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

DODD 3200.11, *Major Range Test Facility Base*, 15 Oct 18

DODI 3200.15, *Sustainment of Ranges and Operating Areas*, 2 Jul 20

DODI 3200.18, *Management and Operation of the Major Range Test Facility Base (MRTFB)*, 15 Oct 18

AFI 10-503, *Strategic Basing*, 14 Oct 20

AFI 13-201, *Airspace Management*, 1 Mar 16 (Change 1)

AFI 32-1015, *Integrated Installation Planning*, 29 Jul 19

AFI 32-10142, EGLINAFBSUP, *Facilities Board*, 9 Jan 19

AFI 33-322, *Records Management and Information Governance Program*, 22 Mar 20

AFI 90-2001, *Mission Sustainment*, 31 Jul 19

AFMAN 13-212 Vol 1, *Range Planning and Operations*, 21 Jun 18

AFPD 13-2, *Air Traffic, Airfield, Airspace, and Range Management*, 2 Jan 19

AFPD 90-1, *Policy, Publications and DoD Issuance Management*, 6 Mar 18

EGLINAFBI 13-212, *Range Planning and Operations*, 12 Feb 18

32CFR Part 989, *Environmental Impact Analysis Process (EIAP)*, 1 Jul 11

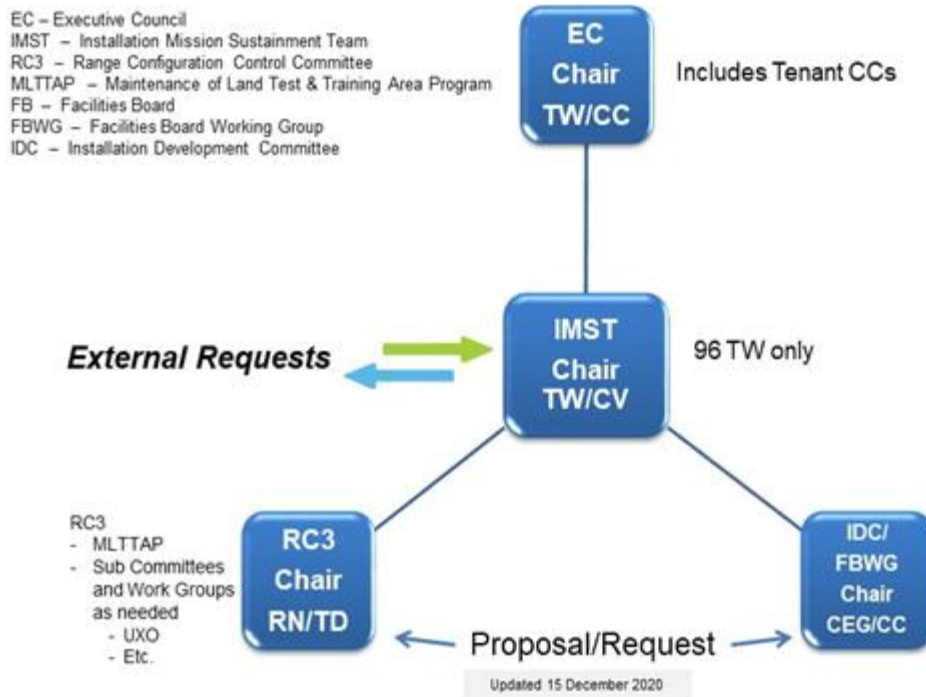
Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 09

Attachment 2

96TW COMMITTEE STRUCTURE

Figure A2.1. 96TW Key Committee Structure.



Attachment 3

REQUEST TYPES AND EGLIN OPRS

Figure A3.1. Request Types and Eglin OPRs.

Request Type	OPR
External (Non-DOD) Request [e.g. Land Request from Community]	96 CEG/CEIAP, Eglin Real Property Office
Oil/Gas Programs in the EGTTTR or Airspace Reconfiguration Issues	96 TW/XP, Plans and Programs Directorate
Potential Mission Sustainment Issue Identified via Growth Planning forums with local community	96 CEG/CEN, Engineering Division
Internal DOD Request [e.g. Request for new or expanded mission]	96 TW/XPO, Mission Sustainment Section
Request for Range Configuration Change	96 RANSS/RNRS, RC3 Secretariat
Internal Eglin Initiative [e.g. Energy, Education, etc.]	96 CEG/CEN, Engineering Division