

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

**HILL AIR FORCE BASE INSTRUCTION  
32-103**



**31 OCTOBER 2017  
Certified Current, 23 September 2025  
Civil Engineering**

**SPACE MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the-Publishing website  
[www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 75 CEG/CEIA

Certified by: 75 CEG/CL  
(Mr. Harry Briesmaster)

Supersedes: HILLAFBI32-103,  
21 February 2013

Pages: 8

---

This instruction implements AFPD 32-10, *Installations and Facilities*, AFI 32-1024, *Standard Facility Requirements*, AFMAN 32-1084, *Facility Requirements*, AFI 32-9002, *Use of Real Property Facilities*, AFI 32-10142, *Facilities Board* and AFH 32-9007 *Managing Air Force Real Property*. It establishes policies and procedure for requesting, approving, assigning and utilizing facility space and the re-allocation of existing facility space located on Hill Air Force Base (AFB) and its Geographically Separated Units (GSUs). This instruction applies to all entities located on or desiring to locate on Hill AFB and/or its GSUs. The goal of this instruction is to assure requirements pertaining to requests for space are validated and prioritized based on current and projected mission, the availability and condition of existing assets, infrastructure requirements and scope. 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 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 Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Revisions includes updates to provide clear guidance and direction on facility space management practices for Hill AFB. Includes official assignment of designated space managers for all major Hill AFB

mission partners. It also brings current organizational office symbols, certifying officials and updates the glossary of references, abbreviations and acronyms.

## 1. Introduction.

1.1. The current inventory of real property assets at Hill AFB is both scarce and aging. Optimum use and maintenance of existing resources are essential for the installation to remain viable and competitive. Attracting new missions that both support and enhance installation goals is critical. The Chief Financial Officer (CFO) Act mandates accurate and timely reporting of real property assets by type and condition. MILCON, demolition, maintenance and repair funding is contingent upon accurate portrayal and timely reporting of real property assets. To assure these requirements and goals are met, anyone requesting space at Hill AFB must adhere to the standardized process outlined for requesting, approving and assigning facility space. Space requirements in this instruction apply to all real property within the Hill AFB portfolio. Both this document and its implementing guidance documents emphasize the importance of anticipating mission requirements and taking timely actions to ensure facility space request are properly approved as needed to fulfill mission objectives.

1.2. Flexibility, Adaptability, and Expansion are key enablers. Air Force buildings undergo many changes during their lifetime. As missions change and priorities change, Air Force departments are created, expanded, and abolished. As a consequence, requirements for space and services change frequently and space is reconfigured often. The flexibility to accommodate continual change needs to be considered from the outset and respected in subsequent facility alterations.

## 2. General Requirements.

2.1. All requests for space and reallocation of facility space shall be approved through the Facility Board (FB) process. The FB process consists of a Space Management Working Group (SMWG) where the request is first staffed subsequently followed by a Facilities Planning Committee (FPC) where the approving level is distinguished; both occur monthly. The FB is chaired by the 75 Air Base Wing Commander (75 ABW/CC) (Installation Commander), who serves as the final approval authority, in conjunction with the Mission Partners Operational Review (MPOR) which meets quarterly or at the Installation Commander's discretion. While the requesting organization will receive representation on each of these boards by a voting member, the proponent is also invited to participate or provide pertinent information in support of the request. **Attachment 2, Figure A2.1 diagrams the staffing process used for space allocation requests.**

## 3. Requirements Determination.

3.1. Facility requirements are developed under a wide variety of procedures and techniques. Use this instruction and its higher headquarters guidance as only one step in determining optimal facility use.

3.2. All major tenant organizations at Hill AFB shall appoint a Unit Space Manager (USM). This individual acts as the Primary Focal Point (PFP) and requesting official who represents the using organization for establishing and justifying the facility space requirement. All unit requests for space allocation or reallocation shall be coordinated through the USM.

3.3. This individual shall acquire a full understanding of the organization's facility functions by:

3.3.1. Analyzing the relationship of the functions to mission objectives, operational concepts, or other programs.

3.3.2. Acquiring detailed information from experts on published material and functions.

3.3.3. Initiating special research and investigation into any aspect of functions requiring clarification.

3.3.4. Exploring the possibility of combining or integrating the proposed facility requirements with other existing or proposed facility requirements assigned to the organization.

3.4. Major tenant organizations are defined as OO-ALC, 388 FW, 419 FW, 448 SCMW, AFNWC, AFLCMC and DLA. The 75 CEG/CEIAP office will serve as the focal point for USM training and will retain copies of all USM appointment letters issued by tenant organizations.

#### 4. Policy Guidance.

4.1. Any organization or entity that desires to obtain facility space will provide a **Space Allocation Request (HILLAFB Form 565)** to 75 Civil Engineer Group (CEG)/Civilian Leader (CL), 75 CEG/Deputy Director (DD) and 75 CEG Space Manager signed by the requestor's Director/Commander, Deputy or equivalent. The requestor identifies the project officer or point of contact to work with 75 CEG/CEIAP Installation Space Allocation Manager. At a minimum, the following information must be included in any request for space:

4.1.1. Fully identify the requirement, new mission or reason additional space is required. Thorough justification and explanation of the requirement will speed the staffing process.

4.1.2. Identify increase in number of people (authorized/assigned including contractors). Provide current Unit Manning Document (UMD) verifying increased manning requirement.

4.1.3. Identify the scope (square feet) and type of space (administrative, storage, etc.) that is required.

4.1.4. Identify the need date/timeline of the requirement.

4.1.5. Identify any special requirements Information Technology (IT) hard wall offices, overhead doors, loading dock, etc.). Provide current and proposed diagram/layout of space utilization.

4.1.6. Identify the fund source for the proposed function.

4.1.7. To ensure the real property accountability records of the 75 CEG reflect both current and actual utilization of space and give visibility to the FB and Installation Commander, any move such as a reallocation of space within an organizations currently authorized space that reflects a change of mission, assigned fund code or category code will be the responsibility of the USM. The USM will in-turn provide a completed **Space Reallocation Form (HILLAFB Form 566)** submitted as per [para 4.1](#). Upon receipt, a

determination will be made by the Hill AFB Real Property Accountability Officer (75CEG/CEIAP) if FB approval is warranted.

4.1.8. Contractor use of government facilities for contractor space is not authorized unless approved by the FB. Such contracts must contain provisions that allow for FB approval prior to award and are not to be coordinated post-award. Organizations requiring in-house contractor support must complete a **Contractor Space Requirement Authorization Form (HILLAFB Form 561)** submitted as per [para 4.1](#).

## 5. Funding Availability.

5.1. Space is typically assigned in as-is condition; if any modifications, reconfigurations or furniture/equipment are necessary it is the responsibility of the assignee to provide the required funding. If the requesting organization does not have access to the funding to move into an area within 30 calendar days upon space assignment, their request may be deferred or denied. If the request displaces another base mission partner the assigning organization shall provide the funding necessary for the relocation action along with a recommendation to trade existing allocated space when available.

5.2. Once FB approval is granted the assigning organization has 30 calendar days to program any needed facility modifications by initiating a BCE Work Request AFF332 and 90 calendar days to occupy the space as intended. Contracting delays will be taken into consideration. If these timelines are not met the space can be vetted back through the FB process to return the space to 75 CEG for allocation and availability to other mission partners as needed.

## 6. 75 CEG/CEIAP will:

6.1. Provide a written response to the requestor within 7 calendar days of receipt of all required information.

6.2. Assign the 75 CEG Space Manager to handle the request and validate the requirement. The request will be staffed by the space manager through the SMWG for input and suggestions.

6.3. Visit potential areas and work in close conjunction with the requestor to develop when available multiple viable course of actions (COA) and recommendations.

6.4. Provide an initial recommendation to the requestor within 30 calendar days. The requestor must provide an acceptance or declination within 7 calendar days of receipt. If the recommendation is declined, the request will be re-staffed for an agreeable resolution for both parties. If there is no other workable or acceptable solution after a 60 calendar day working period, the request will be elevated to the Base Civil Engineer (75CEG/CL) for input and direction.

6.5. After FB approval, 75 CEG/CEIAP will ensure that the Custodial Service, CE Customer Service, and the Inter Service Support Agreement (ISSA) monitor are provided updated information pertaining to approved space reallocations if applicable.

6.6. Assist in identifying the category code for the proposed use/function (IAW AFH 32-1084). If more than one category code applies, identify each code by square footage.

6.7. After FB approval and documented meeting minutes are signed and posted, the real property records will be updated to reflect approved allocations/reallocations of space.

## **7. Space Reassignment Authority**

7.1. When assigned space is no longer required by a using organization, that organization must notify 75 CEG/CEIAP. In addition, the 75 CEG has full authority authorized by the Installation Commander to perform space optimization studies to ensure compliance to Air Force Space Standards. Organizations do not have the authority to “give” their space to other organizations. The FB is the sole authority for space facility allocations, with the following exception. The FB has granted the Base Civil Engineer (BCE) full authority to approve temporary requests not to exceed 90 calendar days.

JENNIFER HAMMERSTEDT, Colonel, USAF  
Commander, 75th Air Base Wing

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

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

Air Force Pamphlet Directive 32-90, *Real Property Asset Management*, 6 August 2007

Air Force Pamphlet Directive 32-10, *Installations & Facilities*, 4 March 2010

Air Force Manual 32-1084, *Facility Requirements*, 1 September 1996

Air Force Instruction 32-1024 *Standard Facility Requirements*, 31 May 1994

***Prescribed Forms***

HILLAFB561, Contractor Space Requirement

HILLAFB565, Space Allocation Request

HILLAFB566, Changes to Current Space Assignments (Reallocation)

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ABW**— Air Base Wing

**AFB**— Air Force Base

**BCE**—Base Civil Engineer

**CEG/CL**— Civil Engineer Group/Civilian Leader

**CEG/CEIAP**— Civil Engineer Asset Management, Real Property Office

**CFO**— Chief Financial Officer

**COA**— Course of Action

**FB**— Facility Board

**FPC**— Facility Planning Committee

**GSU**— Geographically Separated Units

**ISSA**— Inter Service Support Agreement

**IT**— Information Technology

**OPR**— Office of Primary Responsibility

**RDS**— Records Disposition

**SMWG**— Space Management Working Group

**UMD**— Unit Manning Document

USM—Unit Space Manager

*Terms*

**Facility**—A building or structure to include utility systems, pavements, and land.

**Real Property Installed Equipment (RPIE)**—Those items of government owned accessory equipment, apparatus and fixtures that are essential to the function of the real property (lands, structures, leaseholds, etc.). They are permanently attached to, integrated into, or on government owned or leased property, whether or not initially procured and installed under a MILCON. If the item is essential to the function or mission that the facility was designed to house and could not be removed without causing structural damage, it is real property.

**Condition**—The physical ability of a facility to house a specific organization or function.

**Attachment 2**  
**STAFFING PROCESS**

**A2.1. Staffing Process Used for Space Allocation Requests. Timelines in calendar days .**

**Figure A2.1. Staffing Process.**

