

**BY ORDER OF THE COMMANDER  
LUKE AIR FORCE BASE (AETC)**

**LUKE AIR FORCE BASE  
INSTRUCTION 32-1002**



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**Civil Engineering**

**FACILITIES BOARD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Branden DeLong)

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*. It establishes the Luke Air Force Base Facilities Board (FB), Luke Air Force Base Facilities Board Working Group (FBWG) and Luke Air Force Base Facility Project Monitors (FPM). It assigns members, describes responsibilities and quorum requirements. This instruction applies to all personnel, including tenant units, U. S. Air Force Reserve units and members assigned or attached to the 56th Fighter Wing (FW). Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 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. This publication may not be supplemented or further implemented or extended. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the publication OPR for non-tiered compliance items. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

## ***SUMMARY OF CHANGES***

**This publication has been revised to update the current certifier and 56 FW Commander names.** No other significant changes have been made.

### **1. Base Facilities Board.**

#### 1.1. Purpose.

1.1.1. The 56th Fighter Wing Facilities Board provides corporate review, validation and approval of programs and actions concerning utilization, improvement, maintenance, repair, and construction of facilities and other civil engineering resources which support the 56 FW mission.

1.1.2. FB Membership. The 56 FW/CC or CD will serve as Board Chairperson. When it is necessary to convene a meeting and the 56 FW/CC or CD are not able to preside, the 56th Mission Support Group Commander (MSG/CC) will serve as acting chairperson. If the 56 MSG/CC is not available, the 56 FW/CC will appoint a representative to serve as chairperson for the respective meeting. See [Table 1](#) for FB and Advisory Members.

**Table 1. FB and Advisory Members.**

<b>FB Members</b>	<b>Advisory Members</b>
1. 56 FW/CC	1. 56 MSG/CD
2. 56 MSG/CC	2. 56 CPTS/CC
3. 56 OG/CC	3. 56 FW/SE
4. 56 MXG/CC	4. 56 FW/DS
5. Luke MDG/CC	5. 56 OSS/OSAA
6. 944 MSG/CC	6. Luke MDG/SGSLF
7. 944 FW/CC	7. 944 MSG/CE
8. 56 CES/CC	8. 56 CES/CEF
9. 56 CS/CC	9. 56 CES/CEN
	10. 56 CES/CEO
	11. 56 CES/CEI
	12. 56 FSS/CC
	13. 56 FW/JA

1.1.3. In the event a board member is absent, an alternate board member shall be the next ranking individual to the above appointed membership position.

#### 1.2. Board Quorum.

1.2.1. A quorum of six members is required to convene the FB and no meeting will take place without an authorized chairperson.

#### 1.3. Board Responsibilities.

1.3.1. The following real property management actions must be presented to the board for approval and priority determination:

1.3.1.1. Real property maintenance or repair projects by contract for both Luke AFB and all geographically separated units to include Gila Bend Air Force Auxiliary Field (AFAF), Barry M. Goldwater Range, Fort Tuthill Recreation Annex, etc.

- 1.3.1.2. Minor construction requests.
- 1.3.1.3. The Military Construction Program (MCP/MILCON).
- 1.3.1.4. The Non-Appropriated Fund (NAF) facilities program.
- 1.3.1.5. The Medical facilities program.
- 1.3.1.6. The 944 FW facilities program.
- 1.3.1.7. Projects done by contract utilizing environmental funds.
- 1.3.1.8. Space Utilization of existing facilities (i.e., proposed use changes, additional space requests).
- 1.3.1.9. Proposed acquisition or disposal of real property, to include portable buildings.
- 1.3.1.10. Installation Development Plan.
- 1.3.1.11. Facilities siting.
- 1.3.1.12. Approve installation facility standards.
- 1.3.1.13. All other proposed changes to real property not specifically covered above and associate tenant units.

**2. Base Facilities Board Working Group.**

2.1. Purpose.

2.1.1. The 56 FW Facilities Board Working Group (FBWG) is the designated advisory panel to the Facilities Board. The FBWG performs preliminary review and makes recommendations to the FB on programs and actions concerning space utilization, improvement, maintenance, repair, and construction of facilities and other civil engineering resources which support the 56 FW mission.

2.2. Facilities Board Working Group Membership.

2.2.1. The 56 MSG/CC or Deputy Commander (CD) will serve as the Chairperson. When it is necessary to convene and neither are available, the 56 CES/CC will serve as the Chairperson.

2.2.2. Representatives will have full authority to act on behalf of agencies concerned. See **Table 2** for Representatives and Advisory Members. Members are from the following units and positions.

**Table 2. Representatives and Advisory Members.**

Representatives	Advisory Members
1. 56 MSG/CC or CD 2. 56 OG/CC or CD 3. 56 MXG/CC or CD 4. Luke MDG/CC or CD 5. 944 MSG/CC or CD 6. 56 OSS/CC	1. 56 OSS/OSAA 2. 56 FW/SE 3. 56 FW/DS 4. Luke MDG/SGSLF 5. 944 MSG/CE 6. 56 CES/CEI 7. 56 CES/CEO

Representatives	Advisory Members
7. 56 CS/CC 8. 56 CES/CC or CD 9. Director, 56 RMO	8. 56 CES/CEN 9. 56 CONS/CC 10. 56 CES/CEF 11. All appointed Facility Project Monitors

### 2.3. Working Groups Quorum.

2.3.1. A quorum of six members or designated representatives is required to convene the FBWG.

### 2.4. Working Group Responsibilities.

2.4.1. FBWG responsibilities include but are not limited to reviewing work requirements, facility space allocations, real property space utilization and transactions, and other applicable items with regards to determining requirements and establishing priorities. All actions by the FBWG will be subject to final review and approval by the Facilities Board.

### 2.5. Working Group Meetings.

2.5.1. The FBWG will meet at the call of the chairperson, and the agenda will indicate the topics to be discussed. In order to provide technical coverage essential to FBWG's actions, unit Subject Matter Experts (SME) are encouraged to accompany the representative to provide assistance.

## 3. Facility Project Monitors.

### 3.1. Purpose.

3.1.1. Facility Project Monitors (FPM) are the focal points for real property issues within their Group's functional area. Group commanders appoint FPMs to review work requests and to advise on actions concerning space utilization, maintenance, repair, and improvements to facilities. The following are functional areas for FPMs:

3.1.1.1. 56 OG; all Operations Group facilities.

3.1.1.2. 56 MXG; all Maintenance Group facilities.

3.1.1.3. Luke MDG; all Medical Group facilities.

3.1.1.4. 56 CES; base infrastructure and housing.

3.1.1.5. 56 FSS; NAF facilities.

3.1.1.6. 56 MSG; all Mission Support Group facilities not covered by the 56 CES or 56 FSS.

3.1.1.7. 944 FW; all Air Force Reserve facilities.

3.1.1.8. 56 FW; all FW facilities not covered above and are associated with tenant units.

### 3.2. Facility Project Monitor Responsibilities.

3.2.1. Facility Project Monitors coordinate and obtain their Group Commanders priorities on all work tasks from their functional area. All work tasks will be submitted through TRIRIGA, which is the official name of NEXTGEN IT.

3.2.2. Facility Project Monitors will ensure that all work tasks are approved at Squadron Commander level or higher. Some minor work requests do not need Squadron Commander's approval.

3.2.3. Projects that require contracts will be prioritized by the FB; however, the FPM will provide input to the 56 CES Engineering Flight Chief, on what projects their organization wants prioritized. In addition, FPMs will provide input to the 56 CES programmers to assist them in completing programming documents.

3.2.4. Facility Project Monitors will obtain their Group Commander's priorities for work requests that are to be done in-house by the 56 CES.

3.2.5. Facility Project Monitors will use the Facility Condition Index in determining which projects are prioritized the highest. The goal is to give projects that correct facilities rated "Q-4" the highest priority, and the lowest priority to work requests supporting facilities rated "Q-1."

DAVID J. BERKLAND, Brigadier General, USAF  
Commander, 56th Fighter Wing

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

AFPD 32-10, *Installations and Facilities*, 20 July 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFAF**—Air Force Auxiliary Field

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**CC**—Commander

**CES**—Civil Engineer Squadron

**CONS**—Contracting Squadron

**CPTS**—Comptroller Squadron

**CS**—Communications Squadron

**FB**—Facilities Board

**FPM**—Facility Project Monitors

**FSS**—Force Support Squadron

**FW**—Fighter Wing

**FWG**—Facilities Working Group

**JA**—Judge Advocate

**MCP**—Military Construction Program

**MDG**—Medical Group

**MSG**—Mission Support Group

**MXG**—Maintenance Group

**NAF**—Non-Appropriated Fund

**NEXTGEN IT**—TRIRIGA

**OG**—Operations Group

**OSS**—Operations Support Squadron

**RMO**—Range Management Office

**SME**—Subject Matter Expert