

**BY ORDER OF THE COMMANDER
RAF MILDENHALL**

MILDENHALL INSTRUCTION 32-1002

11 APRIL 2025

Civil Engineering

FACILITY SPACE TRANSFER



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Anna Narduzzi)

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This instruction implements DAFI 32-9005, *Real Property Accountability*, and Air Force Instruction (AFI) 32-1015, *Integrated Installation Planning*, Chapter 8 Facilities Board, and establishes a space transfer policy of RAF Mildenhall base facilities and spaces. This instruction prescribes the responsibilities of each of these groups and identifies their objectives, organization, and requirements. It applies to all organizational and partner units and real property assets on Royal Air Force (RAF) Mildenhall. It ensures that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-332, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to 100 CES/CEN, using the DAF Form 847, Recommendation for Change of Publication; route the DAF Form 847 from the field through the appropriate functional chain of command.

1. Purpose. The purpose of this instruction is to ensure efficient handover of existing real property facilities and spaces in support of the RAF Mildenhall mission together with the support units as prescribed by host or tenant support agreements.

2. Facility/Space Turnover. At times, it is necessary for occupancy of real property facilities and spaces to change hands. As the custodians of the base Real Property assets, the 100th Civil Engineer Squadron (CES) is charged with managing space assignments and allocations. When tenancy is changed, the 100 CES manages the turnover on behalf of the 100 ARW. The 100 ARW/CC has overall responsibility for installation and facility management at RAF Mildenhall.

2.1. Turnover initiation. All space transfers internal to a unit/tenant must be in accordance with space authorizations per DAFMAN 32-1084, *Standard Facility Requirements*, and reported to 100 CES/CENPL. This ensures these space authorizations are followed, and records can be updated accordingly.

2.2. Approval for transfers of spaces and/or facilities to other units/tenants occurs at Facilities Boards (FB). FB meetings are held at least twice per year. Out-of-cycle FBs may be required in special circumstances.

2.3. Functions. The FB will review, vote to approve or disapprove, and prioritize items included in the following area as recommended by the Facilities Board Working Group (FBWG):

2.3.1. Changes in use of existing facilities. Floor space allowances shall be based on DAFMAN 32-1084, *Standard Facility Requirements* and supplemental Air Force guidance.

3. CES Responsibilities.

3.1. The Real Property Office will maintain the database of assigned real property assets. As tenancy changes, the Real Property Officer is charged with updating the real property records, including Category Code (CATCODE) and Accountable Property System of Record (APSR) changes as required.

3.2. The Community Planner/Facility Space Planner is responsible for coordinating with the tenants on the approval process at the FBWG and FB.

3.3. CENPL will either coordinate with the tenant/unit to arrange a handover date following approval at the FB, or at the next FB, the move out date will be agreed upon by all parties and accepted as part of the space move.

4. Vacating Tenant Responsibilities.

4.1. Vacating tenants are responsible for removing all non-real property assets and equipment from the space they are vacating, to include furniture, electronics, printers, equipment, etc.

4.2. Facilities and spaces are to be left in a clean and presentable state upon turnover. Keys are to be turned back to the 100 CES Customer Service Office within 3 business days after vacating.

4.3. The 100 CES Facility Space Planner and tenant Facility Manager (FM) will complete a walkthrough at the conclusion of the turnover process.

5. New Tenant Responsibilities:

5.1. New tenants are responsible to assign a Facility Manager (FM) within 7 days of assuming the new facility/space. Units will ensure FMs have completed the required training as soon as practicable.

5.2. New tenants will ensure any facility/space modification requests are made by the FM in the NexGen system within 2 weeks, if possible. This is to ensure any work can be scheduled in a timely manner prior to move in.

6. The following checklist is provided to ensure a smooth transition during facility moves by any base organization or agency.

Item No		YES	NO
1.	Has the facility/space transfer request been approved at the Facility Board?		
2.	What is the anticipated date for relocating? Date _____		
3.	Is current tenant relocating to another facility? Provide CENP/CEIAP with this information and the facility number of the facility being vacated and the new facility being occupied.		
4.	Is there a cleaning service in the current facility? If “Yes, contact 100 CES Service Contracts Office on 238-6471/6472. Details of the area being vacated e.g. floor plan showing areas previously occupied will be required along with the date you are set to vacate the facility.		
5.	Is a cleaning service in your new building/location? If “Yes” contact 100 CES Service Contracts Office on 2386471/6472 Details of the area to be cleaned will be needed e.g., floor plan showing areas where service will be required.		
6.	Work with 100 CES to determine what is Real Property Installed Equipment (RPIE) and ensure it is NOT turned in during the transition.		
7.	Ensure all accountable equipment and materials are removed from the building or transferred to the applicable end-user.		
8.	Ensure the building is free of ALL furniture and trash. Make sure the vacated building/room is left in a clean condition, ready for the incoming organizations. Advertise unwanted items, check with incoming organization, coordinate disposal with RAF Mildenhall recycling center, dispose of hazardous waste correctly, and DRMO items.		
7	Inform Real Property Office when the facility has been vacated and all moves completed, this will ensure customer codes and cat-codes remain accurate in the Real Property records.		
8	Ensure all keys are tagged. Keys and combination codes will be transferred to the 100 CES Customer Service Office at facility handover.		
9.	Conduct a space walkthrough with 100 CES/CENPL, the outgoing and incoming facility managers during the transfer process.		

7. Please note that Facility Managers do not have the authority to issue space to another organization. All relocations are organized by 100 CES/CENPL with the full approval of the Wing Commander at a Facilities Board.

8. Once the above has been accomplished, please contact the 100 CES/Real Property Office at DSN 238-5638.

9. This Mildenhall Instruction is the responsibility of the 100 Civil Engineer Squadron, Engineering Flight/Space Planner DSN 238-4059.

RYAN J. GARLOW, Colonel, USAF
Commander, 100th Air Refueling Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 32-10, *Installations and Facilities*, 4 March 2010

DAFMAN 32-1084, *Standard Facility Requirements*, 15 Jan 2020

AFI 32-10142, *Facilities Board*, 14 May 2013

AFMAN 32-1084, *Facility Requirements*, 20 April 2012

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

AFI 32-1015, *Integrated Installation Planning*, Chapter 8 Facilities Board, 04 January 2021

Abbreviations and Acronyms

ARW—Air Refueling Wing

CES – Civil Engineer Squadron

CEN – Civil Engineering Flight

CENPL – Planning Section

FB—Facilities Board

FBWG—Facilities Board Working Group

FM – Facility Manager

RAFM—Royal Air Force Base Mildenhall

RPIE—Real Property Installed Equipment