

05 MAY 2004



Civil Engineering

FACILITIES BOARD

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Pages: 7
Distribution: F

This instruction establishes policies and procedures for the 15 AW Facilities Board (FB), as required by AFD 32-10, Installations and Facilities, 27 Mar 1995. It applies to all units assigned, attached, and associated with the 15 AW to include Headquarters Pacific Air Forces (HQ PACAF), active duty, Air National Guard, and Air Force Reserve units.

1. FACILITIES BOARD OBJECTIVES. The FB reviews and provides recommendations concerning the use of real property facilities and civil engineering resources in support of the mission. The FB is the decision-making body for prioritization of contract program requirements, site requests, and real property use.

2. COMPOSITION OF FACILITIES BOARD. Members of the FB are:

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| 2.1. Commander, 15 AW | Chairperson (Voting) |
| 2.2. Vice Commander, 15 AW | Alternate Chairperson (Voting) |
| 2.3. Commander, 15 Medical Group | Voting Member |
| 2.4. Commander, 15 Mission Support Group | Voting Member and FB Working Group Chairperson |
| 2.5. Commander, 15 Operations Group | Voting Member |
| 2.6. Commander, 15 Maintenance Group | Voting Member (Non-Voting member as Squadron) |
| 2.7. Commander, 15 Civil Engineer Squadron | Secretary (Non-Voting) |
| 2.8. Commander, 15 Communications Squadron | Non-Voting Member |
| 2.9. Director of Staff, HQ PACAF/DS | Non-Voting Tenant |

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| 2.10. Commander, 154th Wing (HIANG) | Non-Voting Tenant |
| 2.11. Commander, 502 Air Operations Group | Non-Voting Tenant |
| 2.12. Commander, 624th Reserve Support Group | Non-Voting Tenant |
| 2.13. Commander, 692 Information Operations Group | Non-Voting Tenant |
| 2.14. Commander, 715 Air Mobility Operations Group | Non-Voting Tenant |
| 2.15. Chief, Base Development, 15 CES/CECD | Recorder (Non-Voting) |
| 2.16. Voting Representation | |

2.16.1. Members will send an alternate representative when they cannot attend a meeting. Two-thirds of the voting members or their representatives present will constitute a quorum at any meeting. Board members of associate units will represent their headquarters and subordinate units.

2.17. Additional Representation

2.17.1. Representatives from other agencies and organizations are invited to participate in specific meetings as needed.

3. FACILITIES BOARD RESPONSIBILITIES. The FB will normally meet once per quarter in the 15 AW Conference Room, Building 1110.

3.1. Recorder Responsibilities.

3.1.1. The Recorder of the FB will schedule the meetings with the 15 AW/CC's secretary, announce the meeting to the members and attendees, prepare an agenda, and distribute it to the appropriate members and associate units prior to the scheduled meeting.

3.1.2. The Recorder of the FB will prepare, coordinate, and file minutes of each FB, signed by the Recorder and the Chairperson. A copy of the minutes will be distributed to each member and to each activity whose request was considered by the FB.

4. SUPPLEMENTS TO THE FACILITIES BOARD. To assist the FB, the Facilities Board Working Group (FBWG) and the Space Utilization Panel (SUP) are established to aid in resolving priorities, siting constraints, real estate issues, and other issues prior to convening of the FB.

4.1. FBWG. The FBWG membership is identical to the FB composition, with the elimination of the 15 AW/CC and 15 AW/CV. The FBWG will be chaired by 15 MSG/CC or a designated replacement. No minimum number of members is required for a quorum for the FBWG.

4.1.1. The agenda for the FBWG includes siting requests and unfunded contract project priorities.

4.1.1.1. Siting requests from 15 AW and Tenant Units must be submitted in accordance with [Attachment 1](#). All other siting requests must be submitted on official memorandum addressed to the 15 AW/CC. Any new missions must first be approved by HQ PACAF/XP before requesting site approval.

4.1.2. The FBWG will normally meet in the 15 AW conference room, Building 1110. Meetings will be held two to four weeks prior to the FB.

4.2.13. The Recorder of the SUP will prepare, coordinate, and file minutes of each SUP, signed by the Recorder and the Chairperson. A copy of the minutes will be distributed to each member and to each activity whose request was considered by the SUP.

RAYMOND G. TORRES, Colonel, USAF
Commander, 15th Airlift Wing

Attachment 1**SITING APPROVAL PROCEDURES****A1.1. References:**

- A1.1.1. AFI 32-7062, Air Force Comprehensive Planning, 1 Oct 97
- A1.1.2. AFI 32-7061, Environmental Impact Analysis Process (EIAP), 12 Mar 03
- A1.1.3. AFI 32-7066, Environmental Baseline Surveys in Real Estate Transactions, 25 Apr 94
- A1.1.4. AFI 32-1031, Operations Management, 1 Jul 97
- A1.1.5. UFC 3-260-01, Airfield and Heliport Planning and Design, 1 Nov 01

A1.2. All siting requests must be approved by the quarterly 15 AW Facilities Board (FB). Requests are necessary for planned construction and placement of both installed and organizational property remaining at any location for an extended period of time. Items such as structures, buildings, antennas, satellite dishes, fuel tanks, trailers, fences, barriers, storage units, parking lots...etc., must be located and conform with fire, safety, health, security (force protection) and environmental rules as well as the aesthetics of the surrounding area, structures, and facilities.

A1.3. The following guidelines will be used whenever siting approval is requested by organizations in support of their requirements. Organizations are responsible for adhering to these guidelines.

- A1.3.1. A BCE Work Request (AF Form 332) will accompany and initiate any request, which involves work such as the construction of a facility, additions or extensions to a facility, regardless of funding source. If a site request does not require an AF Form 332 the requestor will need to contact 15 CES/CECD Base Development.
- A1.3.2. A Request for Environmental Impact Analysis (AF Form 813) will be completed prior to construction. The cost associated with an Environmental Impact Analysis for new facility construction is the requesting agency's responsibility.
- A1.3.3. Projects supporting communications facilities must have a Program Support Letter (PSL) outlining civil engineering support requirements as approved by the 15 AW Communications Systems Requirements Board (CSRB).
- A1.3.4. Projects must, through use of a sketch, rendering or photograph, represent the completed project appearance and how it associates with the neighboring facilities.
- A1.3.5. Every project must consider maintenance, landscaping, and interface with infrastructure such as utilities.
- A1.3.6. Projects at Hickam AFB and Bellows AFS should take into account additional time and funding that may be needed for possible archaeological monitoring during construction.
- A1.3.7. A representative from the requesting organization must be present at the 15 AW FB and Facilities Board Working Group (FBWG) to provide additional information if needed.

A1.4. In some instances, particularly when the requesting agency is not within the 15 AW, siting approval will be contingent upon issuance of a lease and/or real estate agreement as well as a supporting Interser-

vice or Host-Tenant Support Agreement and may require HQ PACAF/XP approval prior to occupancy. In such cases, coordination must be accomplished with 15 CES/CERR and 15 LG/LGX, respectively. This coordination should be done with the request for siting approval. Facilitating this agreement may require preparation of an Environmental Baseline Survey; see AFI 32-7066 for additional information procedures. Funding for this survey is the responsibility of the requesting agency.

A1.5. Siting requests must be submitted at least one month prior to the meeting date in order to be processed in time for the next scheduled meeting. A schedule of upcoming FB and FBWGs can be found at the 15 CES/CECD Base Development Webpage. Early input will ensure prompt review and processing.

A1.6. If your organization requires assistance in the processing of a siting request, please contact the Base Comprehensive Planner at 448-3321.

Attachment 2

SAMPLE MEMO FOR SPACE REQUEST

(Format may vary)

MEMORANDUM FOR 15 CES/CERR

(Date)

FROM: (Your address)

SUBJECT: Request For Space

This paragraph should include information regarding your organization and your space request. It should at least include the following:

- Name of organization
- Your mission and whom you fall under
- Amount of space you're requesting
 - Square footage should not exceed your authorized space IAW AFH 32-1084, Facility Requirements (include drawing, if a specific area is being requested).
- Number of people
- Specific equipment you need space for
- Length of time space is required

2. This paragraph should include justification for space. (i.e. mission change, existing overcrowded conditions, increase in manpower/equipment...etc). Your justification should be concise and conclusive. Identify what space you are currently occupying. Provide square footage/drawing. Also state how Hickam AFB would directly benefit by your organization being located on the base. Real Estate will review all requests and provide recommendations to the 15 AW Space Utilization Panel and the 15 AW Facility Board.

3. Point of contact:

(Signature)

Note: All new missions wanting to relocate to Hickam AFB, will need HQ PACAF/XP approval. 15 CES/CERR will forward to HQ PACAF/XP any space requests that do not have prior approval attached to the space request submission before any action can be taken. An increase in manning at Hickam will also require approval from HQ PACAF/XP.