

**BY ORDER OF THE COMMANDER,
AVIANO (USAFE)**

**401 AIR EXPEDITIONARY WING
INSTRUCTION 32-1001**

27 FEBRUARY 2004

Civil Engineering

WING FACILITY BOARD



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installation and Facilities* and provides guidance from Air Force Instruction (AFI) 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects* and AFI 65-601, Volume 1, *Finance Management, Budget Guidance and Procedures*. This instruction establishes 401 AEW guidance governing the conduct of Wing Facility Boards, provides guidance and instruction concerning minor military construction, real property maintenance, repair support and funded and unfunded costs for projects. This instruction will be reviewed annually to ensure its currency. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*.

1. PURPOSE.

1.1. All real property maintenance and repair or minor construction projects which require Operations & Maintenance (O&M) funds must be submitted to the Wing Facility Board for approval. All other projects funded through NATO, USAFE, USEURER, or Host Nation channels will be submitted to 401 AEW/CE for information and tracking purposes.

2. GENERAL REQUIREMENTS:

2.1. Voting Members. Voting members will be required to participate in quarterly Wing Facility Board meetings (telephonically or in person) enabling the Wing to properly plan and prioritize projects. Voting members consist of the following personnel:

2.1.1. 401 AEW/CC (Aviano) (Chairperson).

2.1.2. 401 AEW/CV (Aviano).

2.1.3. 774 EABG/CC (Istres).

- 2.1.4. Det 1, 401 AEW/CC (Tuzla).
- 2.1.5. Det 2, 401 AEW/CC (Pristina).
- 2.1.6. Det 3, 401 AEW/CC (Rhein-Main).
- 2.1.7. 99 ERS/CC (Akrotiri).
- 2.1.8. 48 EIS/CC (Niscemi).

2.2. Non-Voting Members. Non-voting members are responsible for providing technical information to ensure all projects meet facility policies, regulations, and instructions. The Wing Civil Engineer will act as the Recorder. Non-voting members consist of the following personnel:

- 2.2.1. 401 AEW/CE (Aviano) (Recorder).
- 2.2.2. 401 AEW/LG (Aviano).
- 2.2.3. 401 AEW/LGC (Aviano).
- 2.2.4. 401 AEW/FM (Aviano).
- 2.2.5. 401 AEW/SF (Aviano).

3. PROCEDURES:

- 3.1. Only those projects which require funds above and beyond a unit's local approval level or require funds from HHQ sources are required to be submitted for consideration. Local work order projects falling within a unit's local approval level need not be submitted to the Board.
- 3.2. Submit each project to the Board using the 401 AEW Form 2 (see attach 1.) All blocks must be completed.
- 3.3. The Board will convene quarterly or as directed by the Wing Commander to review all projects submitted for consideration. The Board Chairperson may also convene additional Board meetings as required (i.e. end-of-year fallout funding, etc.) The Board should normally convene 45 to 60 days into each AEF rotation to allow all Board members to become completely familiar with their specific mission requirements and procedures. The Board will not convene if no new projects have been submitted.
- 3.4. The Wing Civil Engineer will present to the Board:
 - 3.4.1. All projects for consideration, along with a preliminary prioritization list.
 - 3.4.2. The status of all current construction projects.
 - 3.4.3. The status of all real property leases, agreements, and licenses.
- 3.5. The Board will review all submissions and vote on which projects should be funded, be held for possible later funding, be returned for further justification, or be returned as disapproved.
- 3.6. The Recorder will record and publish minutes of each Board meeting.

JOSEPH A. ABBOTT, Colonel, USAF
Commander