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Civil Engineering

FACILITIES BOARD



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and 50 SW Instruction 32-9001,
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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*; AFPD 32-90, *Real Property Management*; and AFI 32-9002, *Use of Real Property Facilities*, in establishing the scope and procedures of the Facilities Board (FB) and the Space Allocation Board (SAB), as they relate to floor space management on Schriever AFB (SAFB); Air Force Instruction (AFI), 32-7062, *Air Force Comprehensive Planning*; and Air Force Space Command Instruction (AFSPCI) 32-1008, *Facilities Board*; and establishes panels as authorized by AFPD 32-10. This instruction establishes the scope and procedures of the Facilities Board for the management of all aspects of 50th Space Wing (50 SW) real property assets, and provides responsibilities and procedures for prioritizing, repair, alteration, and new construction. It applies to all 50 SW activities including geographically separated units (GSU's), where Real Property is the responsibility of 50 SW, and includes tenant organizations, except Joint National Integration Center (JNIC) facilities.

SUMMARY OF REVISIONS

This 50 SW Instruction is a complete re-write of the 50 SW Instructions it supersedes, 50 SW Instructions 32-1008 and 32-9001. In addition to format change, major content changes include: (1) Instruction number change to reflect Facilities Board items as main focus, (2) Inclusion of Facility Board scope and procedures, and (3) Inclusion of appropriate Facilities Board references.

1. Facilities Board Responsibilities.

1.1. The FB provides corporate review and decisions concerning the construction, major maintenance, repair, and use of real property facilities and civil engineering resources in support of the 50 SW mission.

1.2. The FB meets to consider the following real property management actions for validation, approval, and priority determination:

- 1.2.1. Real Property maintenance, repair, and minor construction projects using Operations and Maintenance (O&M) funds.
- 1.2.2. Review of the Annual Design Program for Sustainment, Restoration, Modernization by Contract (SRMC) using O&M funds.
- 1.2.3. Environmental Facility Projects (EFP).
- 1.2.4. Demolition Projects.
- 1.2.5. Non-Appropriated Funded (NAF) Projects.
- 1.2.6. Military Construction Program (MILCON) Projects.
- 1.2.7. Projects falling under special programs (Quality of Life, Anti-Terrorism/Force Protection, etc.)
- 1.2.8. Base General Plan.
- 1.2.9. New facility sitings.
- 1.2.10. Acquisition, disposal, and changes to category code designations of Real Property.
- 1.2.11. Annual Real Property study as prescribed by AFI 32-9002, *Use of Real Property Facilities*.

2. Facilities Board Members.

- 2.1. Chairperson - Commander, 50th Space Wing (may be delegated to Vice Wing Commander)
- 2.2. Commander, 50th Mission Support Group
- 2.3. Commander, 50th Operations Group
- 2.4. Commander, 50th Maintenance Group
- 2.5. Commander, 50th Civil Engineer Squadron
- 2.6. Deputy Commander, 50th Mission Support Group (non-voting member)
- 2.7. Commander, 21st Space Operations Squadron, Onizuka AFS (non-voting member)
- 2.8. Commander, 23d Space Operations Squadron, New Boston AFS (non-voting member)
- 2.9. Chief, Engineering Flight (non-voting member)
- 2.10. Chief, Resources Flight (non-voting member)
- 2.11. Chief, Design Section (non-voting member)
- 2.12. Programmer (non-voting member – recorder)
- 2.13. Community Planner (non-voting member)
- 2.14. Chief, Site Support Section (non-voting member)
- 2.15. Real Property Officer (non-voting member)
- 2.16. 50 SW Anti-Terrorism Force Protection NCOIC (non-voting member)
- 2.17. Chief, Plans and Policies Flight, 850th Space Communications Squadron (non-voting member)

2.18. From time to time, others such as 50 SW/XP/FM/MO/SE, 1 SOPS, 2 SOPS, 3 SOPS, 4 SOPS, 22 SOPS, Det 11 SMC, JNIC, 50 OSS, 50 SCS, and 50 CONS attend the FB and serve in an advisory capacity, especially when decisions are made involving their respective areas (non-voting).

3. Facilities Board Procedures:

3.1. The FB is required to meet biannually as a minimum, in accordance with AFSPCI 32-1008. Quarterly meetings are suggested or as required by the chairperson. The following agendas are for planning purposes to meet established programming requirements. The agenda is sent to members for review prior to the FB. Agendas and FB timing may be changed to meet new/different requirements. Out-of-Cycle requests requiring a quick decision will be coordinated with 50 CES/CECB, addressed on a Staff Summary Sheet, and staffed through the FB voting members to the FB Chairperson for approval. Quarterly meetings may be organized as follows:

3.1.1. The (November) meeting should address:

3.1.1.1. Fiscal Year (FY) +1 SRMC O&M project list and FY+2 draft project list, due to HQ AFSPC in December.

3.1.1.2. Any FY+1 projects that are candidates for Rapid Engineering Deployable, Heavy Operations Repair Squadron, Engineer (RED HORSE) training, due to HQ AFSPC in December.

3.1.1.3. Facility Investment Metric (FIM) submission to HQ AFSPC, due in December.

3.1.1.4. Validation of future year MILCON priorities for the Future Year Defense Plan (FYDP) list, due to HQ AFSPC in December.

3.1.1.5. Any new facility sitings required.

3.1.1.6. Approval of Space Allocation Committee decisions.

3.1.1.7. Any changes in Real Property records and/or space utilization.

3.1.2. The (February) meeting should address:

3.1.2.1. FY+1 SRMC and Environmental priorities to support HQ AFSPC Financial Plan.

3.1.2.2. Candidate Year-End and Advanced Procurement Program, due in April to HQ AFSPC.

3.1.2.3. In odd years, FY+3 and FY+4 MILCON projects. Full documentation due to HQ AFSPC in April. Base-to-Command Briefings to be held in May.

3.1.2.4. Any new facility sitings required.

3.1.2.5. Approval of Space Allocation Board decisions.

3.1.2.6. Any changes in Real Property records and/or space utilization.

3.1.2.7. Any FY+1 projects that are candidates for National Guard and Reserve execution, due to HQ AFSPC in April for Guard/Reserve execution.

3.1.3. The (May) meeting should address:

3.1.3.1. Review of current FY project status.

- 3.1.3.2. NAF Projects, due to HQ AFSPC in June.
- 3.1.3.3. MILCON priorities, due to HQ AFSPC in July for Future Years Defense Plan list.
- 3.1.3.4. Any new facility sitings required.
- 3.1.3.5. Approval of Space Allocation Committee decisions.
- 3.1.3.6. Any changes in Real Property records and/or space utilization.
- 3.1.4. The (August) meeting should address:
 - 3.1.4.1. Review of current FY project status.
 - 3.1.4.2. Prioritization of FY+2 SRMC projects, to determine which projects must be designed.
 - 3.1.4.3. Any new facility sitings required.
 - 3.1.4.4. Approval of Space Allocation Committee decisions.
 - 3.1.4.5. Any changes in Real Property records and/or space utilization.
- 3.2. Members present their concerns and impacts on issues before the FB. The Chairperson makes the final decisions on floor space issues. It is envisioned that most agenda items will be accompanied by an SAB recommendation.
- 3.3. 50 CES/CECB, or the designated representative, prepares agenda for FB meetings. After each FB meeting, minutes are prepared by the Programmer, or the designated representative, and submitted to the chairperson for approval.

4. WORKING GROUPS. The Space Allocation Board (SAB) and the Facilities Board Working Group (FBWG) are established to support the FB. These working groups accomplish the required staffing for their respective areas of responsibility and present their findings to the FB. In cases where there are significant irreconcilable differences among working group members, the differing points of view are presented to the FB for decision or vote, if required.

4.1. The Space Allocation Board:

4.1.1. Space Allocation Board Responsibilities:

- 4.1.1.1. The SAB meets quarterly or as required.
- 4.1.1.2. Provide forum for the development of projected requirements and their solutions to accomplish immediate, medium-range, and long-range planning.
- 4.1.1.3. The SAB provides corporate review and validates floor space requirements to ensure maximum effective use of facilities in support of operations on SAFB. SAB approves floor space requests for presentation through the FBWG to the FB for final approval.
- 4.1.1.4. Coordinate all SAB proposals with their respective FB members prior to meeting.
- 4.1.1.5. Recommend proposed space allocations for FB approval.

4.1.2. Space Allocation Board Members:

- 4.1.2.1. Membership consists of representatives, normally at Group Deputy level, appointed by their respective commander. 50 CES/CERR is the facilitator, staffs all space requests with the submitter, and presents initial findings to the SAB.

- 4.1.2.2. Chairperson - Deputy Commander, 50th Mission Support Group
 - 4.1.2.3. Deputy Commander, 50th Operations Group
 - 4.1.2.4. Deputy Commander, 50th Maintenance Group
 - 4.1.2.5. Commander, 50th Civil Engineer Squadron, may be delegated to Deputy Base Civil Engineer, or Chief of Resources Flight
 - 4.1.2.6. Chief, 50th Space Wing Plans and Programs, or designated representative (non-voting member)
 - 4.1.2.7. Deputy Commander, 310th Space Group, or designated representative (non-voting member)
 - 4.1.2.8. Commander, Detachment 11, Space and Missile Center, or designated representative (non-voting member)
 - 4.1.2.9. Commander, Joint National Integration Center, or designated representative (non-voting member)
 - 4.1.2.10. Real Property Officer, 50 CES/CERR (non-voting member – recorder)
 - 4.1.2.11. Furniture Reuse Manager (non-voting member)
 - 4.1.2.12. Chief, Plans and Policies Flight, 850th Space Communications Squadron (non-voting member)
 - 4.1.2.13. From time to time, others such as 50 SW/FM/MO/SE, 1 SOPS, 2 SOPS, 3 SOPS, 4 SOPS, 22 SOPS, 50 OSS, 50 SCS, and 50 CONS attend the SAB and serve in an advisory capacity, especially when decisions are made involving their respective areas (non-voting).
- 4.1.3. Space Allocation Board Procedures:
- 4.1.3.1. Out-of-cycle requests needing a quick decision will be coordinated with 50 CES/CERR, addressed on a Staff Summary Sheet, and staffed through the SAB voting members to the FB, if appropriate, for their approval/disapproval.
 - 4.1.3.2. The Real Property Officer (50 CES/CERR) prepares agendas and meeting minutes for the SAB, and submits them through the 50 MSG/CD to the FB Chairperson for approval.
 - 4.1.3.3. Meet to consider the following real property floor space items for validation, approval, and priority determination:
 - 4.1.3.3.1. Requests for floor space, both new and additional.
 - 4.1.3.3.2. Proposed acquisition or disposal of real property.
 - 4.1.3.3.3. Proposed change in use of real property prescribed by AFI 32-9002.
 - 4.1.3.3.4. All floor space changes (except for office remodeling, which neither adds nor subtracts floor space from the unit) must be staffed through the SAB/FB process.
 - 4.1.3.3.5. A sample floor space request is at **Attachment 1**. Requests should be signed by the respective Group/CC and addressed to 50 CES/CERR, Real Property Officer, 7-2395.
- 4.1.4. Organizational Responsibilities:
- 4.1.4.1. Funding:

4.1.4.1.1. Organizations either requesting floor space or changes to floor space requirements on Schriever AFB will ensure that adequate funding is available to support requirements.

4.1.4.1.2. Have the necessary funds available within their unit's annual operating budget or identified through the formal unfunded process approved by the Financial Management Board (FMB).

4.1.4.2. Procedure:

4.1.4.2.1. To obtain an engineering estimate for building modifications, such as heating and air conditioning (HVAC), electrical, fire suppression, security or other requirements, organizations should submit their requests to the 50 CES Customer Service, using AF Form 332, Base Civil Engineering Work Request.

4.1.4.2.2. Follow instructions on AF Form 332.

4.1.4.2.3. Requests for estimates should be submitted to obtain funding needs in advance of budget planning documents, e.g., operating budgets.

4.2. The Facilities Board Working Group:

4.2.1. Facilities Board Working Group Responsibilities. The FBWG primary function and responsibility is to establish relative priority of all facility projects and review all other agenda items, prior to presentation to the FB.

4.2.2. Facilities Board Working Group Members:

4.2.2.1. Chairperson - Deputy Commander, 50th Mission Support Group

4.2.2.2. Deputy Commander, 50th Operations Group

4.2.2.3. Deputy Commander, 50th Maintenance Group

4.2.2.4. Commander, 50th Civil Engineer Squadron, may be delegated to Deputy Base Civil Engineer or Chief, Engineering Flight

4.2.2.5. Commander, 21st Space Operations Squadron, Onizuka AFS, may be delegated to Operations Officer or Support Officer (non-voting member)

4.2.2.6. Commander, 23d Space Operations Squadron, New Boston AFS, may be delegated to Operations Officer or Support Officer (non-voting member)

4.2.2.7. Commanders of tenant units on the base or designated representatives (non-voting members)

4.2.2.8. Programmer (non-voting member – recorder)

4.2.2.9. Furniture Allocation Re-use Manager

4.2.2.10. Wing Architect

4.2.2.11. From time to time, others such as 50 SW/XP/FM/MO/SE, 1 SOPS, 2 SOPS, 3 SOPS, 4 SOPS, 22 SOPS, Det 11 SMC, JNIC, 50 OSS, 50 SCS, 850 SCS, and 50 CONS attend the FBWG and serve in an advisory capacity, especially when decisions are made involving their respective areas (non-voting).

4.2.2.12. Appropriate additional advisors may attend working group meetings as non-voting members.

4.2.3. Facilities Board Working Group Procedures:

4.2.3.1. Normally, the FBWG meets one month prior to the FB meeting or as required by the chairperson. Actual schedules should coincide with scheduling of FB meeting. The FBWG will address the issues outlined above for the follow-on Facilities Board, and any other measures deemed appropriate by the chairperson.

4.2.3.2. Project Scoring: Projects will receive a score consisting of two parts. The first part of the score will come from the Air Force Facilities Investment Metric (FIM). The second part of the score will come from the priority of the project assigned by the applicable group. Weighting factor will be used for the group score to help ensure projects are fairly distributed between the groups. The weighting factors are determined by the amount of space occupied by the applicable group.

4.2.3.3. Prioritization: 50 CES will prepare listings of projects for group prioritization prior to scheduled meetings. Prior to the meeting, subordinate organizations will be responsible to brief their group representatives on the requirements of the projects, with recommendations for priorities. Tenant organizations on Schriever AFB will brief the 50th Mission Support Group representative. When requested, 50 CES will assist in providing this information. All known impacts relating to mission capabilities, safety, fire safety, security, and environmental compliance will be presented to the group representative. Group priorities will be returned to 50 CES. Scores will be presented to the FBWG members in a read-ahead prior to the FBWG meeting.

4.2.3.4. Representatives from the subordinate and tenant organizations may attend the FBWG meetings to support their organization's projects. Requesters should be prepared to justify priorities.

4.2.3.5. The FBWG will consider the initial priority list, and make any necessary adjustments for final project priority lists for recommendation to the Facilities Board.

4.2.3.6. The Real Property Officer, or designated representative, will brief all real property actions and space utilization issues.

4.2.3.7. The Community Planner, or designated representative, will brief all siting issues.

4.2.3.8. The Programmer, or designated representative, prepares agendas and meeting minutes for the FBWG.

FRANKLIN W. BAUGH, Lt Col, USAF
Base Civil Engineer

Attachment 1**SAMPLE FLOOR SPACE REQUEST LETTER**

MEMORANDUM FOR 50 CES/CERR

FROM: 50 MXG/CC

SUBJECT: Request for Additional Floor Space

1. The 50 MXG will be gaining 100 additional personnel by Sep 01. Personnel must be located near the 50 MXG personnel in Bldg 300, Room 371, since they provide direct support on the ABC Contract. These personnel have been located downtown in the Holly Sugar Building, and their current response time to Schriever AFB is an unacceptable three hours. In this time span, we could lose a \$3 billion satellite. Relocating these contractors to Schriever AFB would bring the response time to 30 minutes and provide immediate expertise to resolve anomalies.
2. The first personnel will begin to arrive in May 01 and will require 5 management cubicles for contracting officers and program managers. Additional staff will begin arriving in Jun 01 with all 100 personnel at SAFB by 1 Sep 01. Except as noted, all cubicles can be 8x8 with extra bookcase filing capability.
3. Organizational funds are available to support all requirements.
4. My POC for this relocation is Lt Col White, 50 MXG/CD, at extension 7-XXXX.

JOHN J. BLACK, Colonel, USAF
Commander