

**1 MARCH 2004**

**Civil Engineer**



**FACILITIES EXCELLENCE RECOGNITION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: CEPP (Mr. Paul K. Womble)  
Supersedes AFSPCI 32-1001, 1 May 01.

Certified by: CEP (Mr. Bryon Bednar)  
Pages: 26  
Distribution: F

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This instruction implements AFD 32-10, **Installations and Facilities**, and establishes the Headquarters Air Force Space Command (AFSPC) Biennial Facilities Excellence Recognition Program. It provides objectives, responsibilities and evaluation criteria and procedures. It applies to HQ AFSPC and its subordinate units. This instruction does not apply to Air Force Reserve Command or Air National Guard units.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision reflects an increased emphasis on sustainability, maintainability and antiterrorism standards.

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## Chapter 1

### GENERAL

**1.1. Introduction.** The AFSPC Facilities Excellence Program promotes excellence through the construction and maintenance of first-class facilities for our people to work, live and play. Experience has shown that well-designed working and living environments promote increased productivity, reduced absenteeism and longer retention of our highly trained personnel. Additionally, increased mission demands in an era of decreasing resources have placed an increased emphasis on reducing facility operations and maintenance costs. Finally, the changing nature of threats to the United States has required us to incorporate new measures to deter acts of terrorism against our personnel. The overreaching goal of the AFSPC Facilities Excellence Program is to provide and maintain the best possible facilities our resources will allow.

#### 1.2. Goals and Objectives:

1.2.1. Provide sustainable, energy efficient, long lasting and low maintenance facilities to reduce our dependence on new construction as well as reduce the consumption of Operations and Maintenance resources.

1.2.2. Ensure installations and facilities comply with environmental regulations, protect and conserve natural and cultural resources and reduce the quantity of waste and pollutants entering the environment.

1.2.3. Ensure facilities are functional for their intended use and flexible to accommodate future change.

1.2.4. Ensure that Antiterrorism and Force Protection concepts are integrated into installation and building designs and to provide safe, secure environments for our people to live, work and play.

1.2.5. Emphasize the development of Facilities Excellence Plans for each installation and ensure these plans are well integrated into the General Plan.

1.2.6. Ensure the recommendations developed in Facilities Excellence Plans are prioritized through the Facilities Board process for implementation.

1.2.7. Encourage spirited competition between AFSPC installations and promote a sense of pride and ownership within base personnel.

1.2.8. Provide AFSPC staff an opportunity to view the living and working conditions within the command.

#### 1.3. Competition Categories:

1.3.1. Large Installation Category: Includes Buckley AFB CO; F.E. Warren AFB WY; Los Angeles AFB CA; Malmstrom AFB MT; Patrick AFB FL (with Cape Canaveral AFS FL); Peterson AFB CO; Schriever AFB CO; and Vandenberg AFB CA.

1.3.2. Small Installation Category: Includes the 91st Space Wing at Minot AFB ND and one Geographically Separated Unit (GSU) nominated by each of the applicable installations listed above.

1.3.3. Missile Alert Facility (MAF) Category: Each applicable Wing will nominate one MAF to compete.

**1.4. Evaluation Schedule.** Evaluations will be conducted each year from May through August on a two-year rotating schedule. Teams of field grade officers/civilian equivalents and senior non-commissioned officers (SNCOs) will conduct the evaluations as designated below. All large installations will be evaluated in the even numbered calendar years and the small installations and GSUs will be evaluated in the odd numbered calendar years. MAFs will be evaluated on odd numbered calendar years as a separate competition. A detailed evaluation schedule is provided at [Attachment 1](#).

## Chapter 2

### RESPONSIBILITIES

#### 2.1. AFSPC Commander:

- 2.1.1. Selects the winning installation from each evaluation category.
- 2.1.2. Presents the award to the winning installation from each category at the AFSPC Commanders' Conference.

#### 2.2. AFSPC Mission Support Directorate (Civil Engineer Division):

- 2.2.1. The Civil Engineer is the office of primary responsibility and issues correspondence and guidance necessary to administer the program.
- 2.2.2. Appoints the project officer to coordinate the evaluation schedule, travel and billeting arrangements and other administrative and logistical support with the Wing project officers.
- 2.2.3. Funds all travel and temporary duty expenses for the evaluation team.
- 2.2.4. Appoints the members of the three AFSPC Facilities Excellence evaluation teams and provides team members as indicated in paragraph Evaluation Team Composition.
- 2.2.5. Briefs team members on the evaluation criteria and procedures in preparation for the visits.
- 2.2.6. Leads the team in the preparation of team reports, written critiques and out-briefings.
- 2.2.7. Funds, acquires and arranges for the presentation of awards.

#### 2.3. Other AFSPC Directorates:

- 2.3.1. The Directorate of Air and Space Operations and the Directorate of Logistics and Communications provide team members as indicated in **paragraph 3.1.**, HQ AFSPC Evaluation Team Composition.
- 2.3.2. Other directorates shall provide staff members to aid in the evaluation of installations as required.

#### 2.4. Wing Commanders:

- 2.4.1. Nominate one GSU and one MAF per Wing (as applicable) to compete in their respective categories.
- 2.4.2. Nominate up to two recipients for special recognition for exceptional contributions to Facilities Excellence at the installation, GSU or MAF, to be evaluated. The recipients may be one or two individuals, one or two teams or one individual and one team. Provide a paragraph on plain bond paper describing the nominee's accomplishments. Include specific examples of projects within the descriptive paragraph.
- 2.4.3. Appoint a project officer for each evaluation category.
- 2.4.4. Coordinate on-site itineraries including all briefings and facility evaluations.
- 2.4.5. Provide on-site travel to each facility to be evaluated by the evaluation team.

2.4.6. Provide an in-briefing to the evaluation team. Include the following:

Unit mission briefing

Summary of Antiterrorism and Force Protection initiatives

Summary of sustainability, energy conservation and environmental initiatives. Include initiatives taken to meet DoD and AFSPC goals for affirmative procurement and diversion of construction and demolition waste from landfills

Status of Facilities Excellence Plan and General Plan

Summary of Defense Utility Energy Reporting System (DUERS) reports for last four quarters

Other significant initiatives contributing to facilities excellence

2.4.7. Provide a copy of the installation's current Facilities Excellence Plan and other local standards, General Plan, Military Family Housing standards, landscaping plan, demolition plan, MILCON and Sustainment, Restoration, and Modernization by Contract (SRMC) program priorities and other plans related to Facilities Excellence.

2.4.8. Provide the evaluation teams with administrative, computer and photographic support as required. Provide a meeting room with computer and projection capabilities.

2.4.9. Provide escorts to the evaluation teams for their tours of the installation and facilities. Two escorts are required for the large installation category evaluation teams.

2.4.10. A detailed submission timeline is provided at [Attachment 2](#).

## Chapter 3

### EVALUATIONS

#### 3.1. HQ AFSPC Evaluation Team Composition:

3.1.1. Large Installation Team: Consists of a Colonel or GS-15 from the Civil Engineer Division (CE), a Colonel or GS-15 from the Directorate of Air and Space Operations (XO), a SNCO from the Directorate of Logistics and Communications (LC) and four field grade officers or GS-13s from CE (one each from CEP, CEV, CEH and CEX).

3.1.2. Small Installation Team: Consists of a field grade officer or GS-13 from CE, a SNCO from XO and a SNCO from LC.

3.1.3. MAF Team: Consists of two field grade officers or civilian equivalents from CE (one from CEP and one from CEF), a SNCO from XO and a SNCO from LC.

#### 3.2. Evaluation Standards:

*AFSPC Facilities Excellence Guide*

AFSPCH32-1004, *Facilities Excellence Program Standards Handbook*

*Local Facilities Excellence Plans*

*Air Force Sustainable Facilities Guide*

*Air Force Installation Force Protection Guide*

*Air Force Landscape Design Guide*

*Air Force Entry Control Facilities Design Guide*

*Air Force Enlisted Dormitories Design Guide*

AFI 10-245 AFSPC Supplement 1, *Air Force Antiterrorism (AT) Standards*

AFMAN 32-1071, *Security Engineering*

AFI 34-246, *Air Force Lodging Program*

**DoD O-2000.12-H**, *Protection of DoD Personnel and Assets From Acts of Terrorism*

**MIL HDBK 1013/10**, *Design Guidelines for Security Fencing, Gates, Barriers, and Guard Facilities*

**MIL HDBK 1013/12**, *Evaluation and Selection Analysis of Security Glazing for Protection Against Ballistic, Bomb, and Forced Entry Tactics*

**UFC 1-200-01**, *Design: General Building Requirements*

**UFC 2-600-01**, *Unified Facilities Criteria Installation Design*

**UFC 3-120-01**, *Air Force Sign Standard*

**UFC 4-010-01**, *DoD Minimum Antiterrorism Standards for Buildings*

**UFC 4-010-02**, *DoD Minimum Antiterrorism Standoff Distances for Buildings*

Executive Order 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*

Executive Order 13123, *Greening the Government through Efficient Energy Management*

### 3.3. Evaluation Criteria:

3.3.1. **Sustainability, Energy and Environment.** The installation will be evaluated on its progress towards meeting established AFSPC goals in providing sustainable facilities, reducing energy consumption, reducing waste and protecting the natural environment.

3.3.2. **Antiterrorism Programs and Force Protection Measures.** The installation will be evaluated on its progress in identifying weaknesses in its Antiterrorism measures and implementing corrective actions to provide safe facilities in which to work and live.

3.3.3. **Health, Safety and Welfare.** The installation will be evaluated on its general compliance with model building codes (International Building Code, National Fire Protection Association's Life Safety Code and other applicable codes), occupational safety and health requirements and accessibility.

3.3.4. **Efficiency.** The installation will be evaluated on the efficiency of its spatial organization and its functional compatibility. The installation will also be evaluated on its ability to make optimum use of existing facilities.

3.3.5. **Operations and Maintenance.** The installation will be evaluated on its in-house maintenance efforts, service contracts and facility management for consistency with AFSPC Facilities Excellence Guide and local Facilities Excellence Plan standards. Maintenance efforts performed by Base Operations Support Contractors are considered in-house maintenance.

3.3.6. **Aesthetics.** The installation will be evaluated on its appearance and conformity to its Facilities Excellence Plan. Emphasis shall be placed on cleanliness and order, compatibility of color and style, appropriateness of materials and proper maintenance.

**3.4. Evaluation Areas.** Installations will be evaluated on the evaluation areas described below. More detailed descriptions of the evaluation areas and their relationship to the evaluation criteria presented above is provided in [Attachment 3](#).

3.4.1. **Installation Planning.** The installation will be evaluated on its capability to support its mission through its physical development. Emphasis will be placed on logical functional relationships in land use and transportation networks, reduction of the installation's environmental footprint and incorporation of Antiterrorism measures. The installation will also be evaluated on the aesthetic quality of its urban environment and its relationship to the region.

3.4.2. **Entry Control Facilities.** Entry Control Facilities will be evaluated on their capacity to safely and securely process vehicular traffic onto the installation. Emphasis will be placed on compliance with Air Force Entry Control Facilities standards, traffic safety standards and accessibility standards. Entry Control Facilities will also be evaluated for incorporation of sustainable design concepts and aesthetic quality.

3.4.3. **Streets, Parking and Pavements.** Streets, parking lots and pavements will be evaluated on safe and efficient traffic management. Emphasis will be placed on maintenance, markings and controls and incorporation of sustainable design and Antiterrorism measures.

3.4.4. **Infrastructure.** The installation will be evaluated on its efforts to reduce energy consumption. Additionally, the installation will be evaluated on its efforts to incorporate Antiterrorism concepts and redundancy for critical utility systems.

3.4.5. **Landscaping, Grounds and Site Amenities.** Landscaping, grounds and site amenities will be evaluated for their ability to enhance the appearance and function of the installation's urban environment. Emphasis will be placed on the incorporation of sustainable design and affirmative procurement concepts, grounds maintenance and incorporation of Antiterrorism measures in accordance with the *Air Force Installation Force Protection Guide*.

3.4.6. **Fences, Screens and Enclosures.** Fences, screens and enclosures will be evaluated for incorporation of Antiterrorism measures, proper maintenance and aesthetic compatibility with the installation's architecture.

3.4.7. **Exterior Signage.** The installation will be evaluated on its conformance to AFSPC and Air Force sign standards. Emphasis will be placed on consistency, compatibility and the reduction of visual clutter.

3.4.8. **Architectural Design.** The installation will be evaluated on the quality of its architecture. Emphasis will be placed on functionality and flexibility, aesthetics and compatibility, code compliance, maintenance and the incorporation of sustainable design and Antiterrorism concepts.

3.4.9. **Interior Design.** The installation will be evaluated on the quality of its interior design. Emphasis will be placed on functionality, aesthetic quality, code compliance, maintenance and the incorporation of sustainable design and Antiterrorism concepts. Emphasis will also be placed on access to natural light, views to the outside and the flexibility of workspaces to accommodate change.

3.4.10. **Planning and Execution.** The installation will be evaluated on its ability to effectively develop, maintain and implement its plans. Emphasis will be placed on the integration of plans into the Wing's Facilities Board process.

**3.5. Facilities Evaluated.** Facilities will be selected for evaluation from the following categories:

Administrative Facilities

Operations Facilities

Logistics Facilities

Services Facilities

Medical Facilities

Civil Engineer Facilities, Communications Facilities and Infrastructure

Housing and Dormitories

Missile Alert Facilities

Provide an installation map indicating the locations of the facility categories listed above. The AFSPC evaluation team will select facilities for evaluation at random.

### 3.6. Evaluation Ratings:

3.6.1. **Installation Planning.** Long-term development of the installation is well planned and logically ordered to support its mission. Facilities are logically sited for increased efficiency, reduced environmental impact and improved antiterrorism measures and airfield safety. Public spaces provide a focal point for activities and organize the urban environment. Facility orientation promotes energy efficiency, accessibility and enhanced aesthetic quality.

3.6.2. **Entry Control Facilities.** Entry control facilities are well designed, comply with current Anti-terrorism directives and present a positive image. Facilities are logically sited and adequate to accommodate vehicle inspections, visitor processing and the safe and efficient flow of vehicular traffic. Innovative measures are used to improve energy efficiency, control storm water and reduce water consumption and waste production. Construction materials are durable, appropriate to the local area and are sustainable. Facilities and grounds are clean and free of clutter. Finishes, furnishings, accessories and signage comply with the local Facilities Excellence Plan.

3.6.3. **Streets, Parking and Pavements.** Streets and parking lots are properly sited to provide proper standoff distances to facilities and properly sized and organized to efficiently accommodate traffic loads. Impervious pavements are minimized to reduce storm water run off. Parking lots are vegetated to reduce heat island effects and increase aesthetic value. Accessibility is accommodated. Segregation between vehicular and pedestrian traffic is well defined and areas requiring special emphasis are appropriately detailed. Pavements, striping and curbs are well maintained.

3.6.4. **Infrastructure.** DUERS reports are submitted accurately and punctually each quarter and indicate a net reduction in energy consumption per square foot compared to the previous year. Energy consumption meets or exceeds the goals established in Executive Order 13123. Installation is actively implementing renewable energy projects and purchasing electricity from renewable energy sources. Utilities are well designed and sited appropriately to reduce vulnerability to terrorist attack, provide safe and efficient operation and improve aesthetic quality of the installation.

3.6.5. **Landscaping, Grounds and Site Amenities.** Landscape materials make use of native or adapted vegetation to reduce the need for irrigation. Natural vegetation is undisturbed wherever practical. Vegetation is used to reduce energy consumption and heat island effects. Recycled materials are commonly employed where appropriate and comply with the Environmental Protection Agency's Comprehensive Procurement Guidelines. Landscaping and site amenities comply with Antiterrorism measures to maintain proper standoff distances and provide passive barriers. Landscaping and site amenities are appropriately designed to enhance the aesthetic quality of facilities.

3.6.6. **Fences, Screens and Enclosures.** Materials are durable and require little maintenance. Recycled materials are utilized where appropriate. Fencing and enclosures maintain proper standoff distances in accordance with Antiterrorism standards. Enclosures are appropriately sited and sized for their function. Materials are well maintained and free of corrosion or other damage. Materials and designs are compatible with the installation's architectural theme.

3.6.7. **Exterior Signage.** Signage is standardized and in compliance with Air Force and other applicable standards and presents a uniform professional image. Directional signage is well designed and

established for common visitor destinations. Signage is minimized to reduce visual clutter and extraneous signage is not evident.

**3.6.8. Architectural Design.** New and renovated buildings qualify for Leadership in Energy and Environmental Design (LEED) Certification to reduce energy, material and water consumption and waste production. Use of recycled content materials meets or exceeds the requirements of the Environmental Protection Agency’s Comprehensive Procurement Guidelines. Construction and demolition waste streams are diverted in accordance with DoD and AFSPC goals. Building systems are optimized for comfort and energy efficiency. Work areas have access to daylight and views. Indoor air quality is routinely monitored by the facility Energy Management Control System (EMCS) and sources of indoor pollutants are controlled. Fenestration, structural systems and ventilation systems comply with current Antiterrorism standards. Buildings comply with accessibility and model building codes to ensure public safety and health. Floor plans are open and flexible to accommodate change. Materials are durable and well maintained and repairs are unobtrusive. Architectural style responds to regional influences and local conditions and provides a cohesive image.

**3.6.9. Interior Design.** Finish materials commonly employ sustainable elements that are durable, require little maintenance and are low in volatile organic compounds. Use of recycled content materials meets or exceeds the requirements of the Environmental Protection Agency’s Comprehensive Procurement Guidelines. Construction and demolition waste streams are diverted in accordance with DoD and AFSPC goals. Repairs are unobtrusive. Materials are well maintained and properly cleaned. Low-emitting cleaning products are employed for improved indoor air quality. Spaces are accessible, well organized, appropriately sized, functional and flexible. Form, scale, proportion and order of spaces are suitable for their function. Finishes, furnishings, accessories and artwork are well coordinated and present a harmonious and professional environment in accordance with the installation’s Facilities Excellence Plan. Lighting is of an appropriate type and style and provides the appropriate amount of illumination for the function of the space. Signage is minimized and is standardized throughout the facility.

**3.6.10. Planning and Execution.** The installation is actively developing projects to reduce energy consumption, improve Antiterrorism measures and correct accessibility, life safety and other model building code deficiencies. General Plans, Facility Utilization Studies and Five-Year Plans are current and accurately reflect the installation requirements. Facilities Excellence Plans are current, incorporate Command guidance and are easily accessible. All plans are regularly reviewed by the Wing’s Facility Board and prioritized for execution.

**3.6.11. Evaluation Rating Scale.** Ratings for each evaluation area described above will be measured on a ten point scale as indicated in **Table 3.1.** below.

**Table 3.1. Evaluation Rating Scale.**

Strongly Disagree		Disagree		Neutral		Agree		Strongly Agree	
1	2	3	4	5	6	7	8	9	10

## Chapter 4

### AWARDS

**4.1. Padden Award:** The Command will present the Major General M. C. “Tim” Padden Award to the winners of each evaluation category at the AFSPC Commanders’ Conference conducted in the Fall.

**4.2. Trophies:** The winners will receive a trophy for their permanent display. Large installations and small installations will also receive a traveling trophy that will reside at their installation until the next evaluation. The traveling trophy will be engraved to show the history of winners of the various evaluation categories.

#### **4.3. Monetary Awards:**

4.3.1. **First Place.** The winners of each category will also receive funds to use for quality of life improvements at their installation. The large installation winner will receive \$200,000, the small installation winner will receive \$100,000 and the winner of the MAF category will receive \$25,000.

4.3.2. **Second Place.** The second place winner in the large installation category will receive \$100,000, the second place winner in the small installation category will receive \$50,000 and the second place winner of the MAF category will receive \$15,000.

**4.4. Special Recognition.** The individuals or teams nominated by their Wing Commander as having made exceptional contributions towards facilities excellence will be presented with a plaque at the evaluation team out-brief.

ROBERT M. WORLEY II, Coll, USAF  
Director of Mission Support

## Attachment 1

## EVALUATION SCHEDULE

Table A1.1. Evaluation Schedule.

CATE- GORY	WING	INSTALLA- TION	LOCA- TION	YEAR OF VISIT	DAY 1	DAY 2	DAY 3
Large Installation	21	Peterson	CO	Even FY	In-brief/ Evaluate	Out-brief	
	30	Vandenberg	CA	Even FY	Travel	In-brief/ Evaluate	Out-brief/ Travel
	45	Patrick/Cape Canaveral	FL	Even FY	Travel	In-brief/ Evaluate	Out-brief/ Travel
	61	Los Angeles	CA	Even FY	Travel	In-brief/ Evaluate	Out-brief/ Travel
	50	Schriever	CO	Even FY	In-brief/ Evaluate	Out-brief	
	90	F.E. Warren	WY	Even FY	Travel	In-brief/ Evaluate	Out-brief/ Travel
	341	Malmstrom	MT	Even FY	Travel	In-brief/ Evaluate	Out-brief/ Travel
	460	Buckley	CO	Even FY	In-brief/ Evaluate	Out-brief	
Small Installation	91	Minot	ND	Odd FY	Travel	In-brief/ Evaluate	Out-brief/ Travel
	21	GSU		Odd FY	Travel	In-brief/ Evaluate	Out-brief/ Travel
	45	GSU		Odd FY	Travel	In-brief/ Evaluate	Out-brief/ Travel
	50	GSU		Odd FY	Travel	In-brief/ Evaluate	Out-brief/ Travel
MAF	90	F.E. Warren (MAF)	WY	Odd FY	Travel	In-brief/ Evaluate	Out-brief/ Travel
	91	Minot (MAF)	ND	Odd FY	Travel	In-brief/ Evaluate	Out-brief/ Travel
	341	Malmstrom (MAF)	MT	Odd FY	Travel	In-brief/ Evaluate	Out-brief/ Travel

## Attachment 2

## SUBMISSION TIMELINE

**A2.1.** The Wing shall submit the following information to the AFSPC project officer:

**Table A2.1. Submission Timeline.**

Wing Project Officer (paragraph 2.4.3.)	1 March
Geographically Separated Unit/Missile Alert Facility (paragraph 2.4.1.)	1 March
Special Recognition Recipients (paragraph 2.4.2.)	15 March
Itinerary (paragraph 2.4.4.)	15 March
Facilities Excellence Plan/General Plan (paragraph 2.4.7.)	30 March
Military Family Housing Standards (paragraph 2.4.7.)	30 March
Landscaping Plan (paragraph 2.4.7.)	30 March
Demolition Plan (paragraph 2.4.7.)	30 March
MILCON and SRMC program priorities (paragraph 2.4.7.)	30 March
DUERS report summary (2.4.6., 3.6.4., A3.4.1.)	30 March
Installation Map (paragraph 3.5.)	30 March

**Attachment 3****DETAILED EVALUATION CRITERIA****A3.1. Installation Planning:****A3.1.1. Sustainability, Energy and Environment:**

A3.1.1.1. Natural environments are preserved to the fullest extent practicable. Environmental footprint of the installation is compact and imposes limited impact on the environment. Native vegetation and topography is maintained to the fullest extent practicable.

A3.1.1.2. Storm water is well managed. Innovative methods to reduce storm water runoff are employed. Storm water is stored to provide sources for irrigation or other appropriate uses.

A3.1.1.3. Facilities are sited to allow proper orientation for energy efficiency.

A3.1.1.4. Urban density is maintained at optimum levels. Facilities are sited to encourage walking rather than driving.

A3.1.1.5. Impervious pavements are minimized to the fullest extent practicable.

A3.1.1.6. Historic sites and facilities are maintained or appropriately modified for reuse.

**A3.1.2. Antiterrorism Programs and Force Protection Measures:**

A3.1.2.1. Installation entrances are sited away from incompatible land use and critical assets. Appropriate land area is available for traffic calming, such as serpentine road alignments and speed humps, and proper standoff distance at vehicle inspection areas.

A3.1.2.2. Proper standoff distance is maintained between facilities and the installation perimeter in accordance with UFC 4-010-02, *DoD Minimum Antiterrorism Standoff Distances for Buildings*.

A3.1.2.3. Facilities that are functionally compatible with similar threat levels are clustered to provide reduced security areas.

**A3.1.3. Health, Safety and Welfare:**

A3.1.3.1. Sites are fully accessible. Accessible parking is available in appropriate quantities and accessible routes are provided to all facilities and outdoor public space.

A3.1.3.2. Facilities are properly sited outside the Clear Zone and Accident Potential Zone.

**A3.1.4. Efficiency:**

A3.1.4.1. Functionally compatible facilities are clustered.

A3.1.4.2. Transportation system is logical, efficient and appropriately sized to meet required capacities.

A3.1.4.3. Urban density is maintained at optimal levels to maximize available land for other uses.

A3.1.4.4. Land use is appropriate for its designated function.

**A3.1.5. Operations and Maintenance:**

A3.1.5.1. **Service Contracts.** Service areas (loading docks and trash dumpsters) are sited to reduce visual clutter and impact on parking and streets.

**A3.1.6. Aesthetics:**

A3.1.6.1. Public spaces such as plazas, monuments and displays organize the urban environment and form connections, providing a sense of movement through space.

A3.1.6.2. Public spaces provide views to the landscape beyond the boundaries of the installation, forming a connection between the urban environment and the land.

A3.1.6.3. Appropriate densities and mix of uses stimulate activity within public spaces.

**A3.2. Entry Control Facilities:**

**A3.2.1. Sustainability, Energy and Environment:**

A3.2.1.1. Storm water is well managed and impervious pavements are reduced to the fullest extent practicable.

A3.2.1.2. Materials are durable and long lasting. Reused, recycled or rapidly renewable materials are used wherever appropriate.

A3.2.1.3. Daylighting, high-efficiency lighting and mechanical systems are utilized to reduce energy consumption.

A3.2.1.4. Water reducing or waterless toilet fixtures are used to reduce water consumption and wastewater production.

A3.2.1.5. Landscape materials utilize native or adapted species to reduce water consumption for irrigation.

A3.2.2. **Antiterrorism Programs and Force Protection Measures.** Entry control facilities comply with the concepts developed in the Air Force Entry Control Facilities Design Guide and are appropriate for the type of traffic processed.

**A3.2.3. Health, Safety and Welfare:**

A3.2.3.1. Traffic flow is accomplished in a safe and efficient manner. Intersections are unobstructed and easily visible. Traffic controls are easily discernible and in compliance with the Uniform Manual of Traffic Control Devices.

A3.2.3.2. Entry control facilities are accessible and comply with the Uniform Federal Accessibility Standards and the Americans with Disabilities Act Accessibility Guidelines.

**A3.2.4. Efficiency:**

A3.2.4.1. The number of traffic lanes is appropriate for the volume of traffic processed.

A3.2.4.2. The size and design of visitor centers is appropriate for the number of visitors processed. Visitor center layout promotes the rapid and efficient processing of visitors. Waiting areas, service counters and restrooms are appropriately sized.

**A3.2.5. Operations and Maintenance:**

**A3.2.5.1. In-house Maintenance:**

A3.2.5.1.1. All in-house repairs match existing adjacent finishes to provide a consistent appearance.

A3.2.5.1.2. Materials with extended life cycles to reduce wear and the need for frequent replacement are commonly utilized.

**A3.2.5.2. Service Contracts:**

A3.2.5.2.1. Vegetation is properly maintained to ensure views are unobstructed.

A3.2.5.2.2. Low-maintenance landscape materials are commonly utilized.

**A3.2.5.3. Facility Management**

A3.2.5.3.1. All areas are clean, well maintained and clear of extraneous material.

A3.2.5.3.2. Finishes, furnishings and accessories comply with the Facilities Excellence Plan and present a harmonious and professional environment.

A3.2.5.3.3. Signage and bulletin boards comply with AFSPC and Air Force Sign Standards, are neatly arranged and current.

A3.2.6. **Aesthetics.** Installation entry control facilities present an image of unobtrusive strength and elegance. Forms and materials convey permanence and an ability to withstand aggression. Barriers and other security devices are well integrated into the design of the entry gate and are inconspicuous. Landscaping, signage and other amenities enhance the aesthetic quality of the facility and present an attractive and professional image.

**A3.3. Streets, Parking and Pavements:**

**A3.3.1. Sustainability, Energy and Environment:**

A3.3.1.1. Impervious pavements are minimized to the fullest extent practicable to reduce storm water runoff.

A3.3.1.2. Parking lots are vegetated to reduce heat island effects.

A3.3.1.3. Recycled materials are utilized to the fullest extent practicable.

A3.3.1.4. Traffic signals use Light Emitting Diodes (LEDs) for reduced energy consumption and maintenance.

A3.3.2. **Antiterrorism Programs and Force Protection Measures.** Proper standoff distances are maintained between facilities and streets and parking lots.

**A3.3.3. Health, Safety and Welfare:**

A3.3.3.1. Curb ramps are properly designed and located for ease of accessibility.

A3.3.3.2. Traffic markings are consistent with Department of Transportation standards and the Uniform Manual of Traffic Control Devices.

A3.3.3.3. Potholes and cracks in pavements are filled to ensure a safe surface.

**A3.3.4. Efficiency:**

A3.3.4.1. Segregation of vehicular and pedestrian traffic is well defined.

A3.3.4.2. Parking areas are well planned, with double loaded aisles, 90 degree parking and vegetated traffic islands arranged in a logical order.

A3.3.4.3. Streets are adequately sized to accommodate traffic loads.

A3.3.4.4. Traffic calming devices are utilized to help control vehicle traffic.

#### **A3.3.5. Operations and Maintenance:**

##### **A3.3.5.1. In-house Maintenance.**

A3.3.5.1.1. Cutting and patching of pavements is minimized. Horizontal drilling for utility lines under pavements is utilized rather than surface cutting and patching.

A3.3.5.1.2. Striping is well maintained and limited to the extent necessary for orderly and safe traffic flow.

#### **A3.3.6. Aesthetics**

A3.3.6.1. Curbs define street and parking lot edges, parking islands and segregate vehicle and pedestrian circulation. Refer to chapter 3 of the AFSPCH 32-1004, *Facilities Excellence Program and Standards Handbook*, for specific requirements.

A3.3.6.2. Parking lot islands provide visual relief from large expanses of pavement.

A3.3.6.3. Yellow paint is minimized.

A3.3.6.4. Pavers or special patterns in concrete pavement provide appropriate detail and emphasis.

#### **A3.4. Infrastructure:**

A3.4.1. **Sustainability, Energy and Environment.** DUERS reports are submitted accurately and punctually each quarter. DUERS reports indicate a net reduction in energy consumption per square foot compared to the previous year. Energy consumption rates comply with the requirements established in Executive order 13123. Installation is expanding the use of renewable energy within its facilities, is implementing renewable energy projects and purchasing electricity from renewable energy sources.

#### **A3.4.2. Antiterrorism Programs and Force Protection Measures:**

A3.4.2.1. Access to air intakes, water supply and other critical systems is appropriately controlled.

A3.4.2.2. Utilities are routed away from building entrances, mailrooms and other vulnerable areas. Critical utilities have redundant sources of supply or emergency backup systems to ensure safe evacuation of facilities. Emergency backup systems required for operational requirements have sufficient capacity to ensure continued operation of the facility until normal utilities can be restored.

#### **A3.4.3. Health, Safety and Welfare:**

A3.4.3.1. Noise generated by equipment is properly abated and does not impact adjacent areas.

A3.4.3.2. Access to utility systems is limited to appropriate maintenance personnel.

#### **A3.4.4. Efficiency:**

A3.4.4.1. Utility corridors are well established, maintained and logically organized.

A3.4.4.2. Utilities are looped and have multiple connection points to eliminate single points of failure.

A3.4.4.3. Access to utility systems is segregated from facility entrances and is easily accessible to maintenance personnel.

#### **A3.4.5. Operations and Maintenance:**

A3.4.5.1. **In-house Maintenance.** Indoor environmental parameters are monitored and compared against HVAC system design baseline. Corrective action on systems not performing to specified energy efficiency or in-door environmental quality standards is initiated routinely.

A3.4.5.2. **Service Contracts.** Service contracts are consistent with the standards described within the Facilities Excellence Plan.

A3.4.5.3. **Facility Management.** Facility managers are familiar with the standards described in the Facilities Excellence Plan.

#### **A3.4.6. Aesthetics:**

A3.4.6.1. Utility systems are placed underground to the fullest extent practicable. Above ground utilities are properly screened and do not contribute to visual clutter. Utility connections to facilities are unobtrusive.

A3.4.6.2. Infrastructure support facilities are compatible with the architecture on the installation. Support facilities are properly landscaped.

A3.4.6.3. Conduit, pipe, duct and other conveyances are well organized and unobtrusive.

### **A3.5. Landscaping, Grounds and Site Amenities:**

#### **A3.5.1. Sustainability, Energy and Environment:**

A3.5.1.1. Landscape materials make extensive use of native or adapted vegetation (xeriscaping). Permanent irrigation is minimized to the greatest extent practicable. Innovative methods for collecting rainwater for irrigation are commonly employed.

A3.5.1.2. Natural vegetation is undisturbed to the greatest extent practicable.

A3.5.1.3. Vegetation is commonly employed to shade buildings, public space and parking areas to reduce solar gain and heat island effects.

A3.5.1.4. Urban forestry and landscape plans are well developed.

A3.5.1.5. Use of fertilizers and pesticides are minimized to the fullest extent practicable.

A3.5.1.6. Recycled materials are commonly employed for retaining moisture, paving stones, benches and other uses in accordance with the Environmental Protection Agency's Comprehensive Procurement Guidelines.

#### **A3.5.2. Antiterrorism Programs and Force Protection Measures:**

A3.5.2.1. Landscape designs utilize low plantings within the exclusive standoff zone, do not obscure views from facilities and otherwise comply with Antiterrorism standards.

A3.5.2.2. Trash containers are located in compliance with Antiterrorism standards.

A3.5.2.3. Landforms, trees, retaining walls, bollards and other amenities provide passive measures to maintain standoff distances and are well integrated into the facility design.

#### A3.5.3. **Health, Safety and Welfare:**

A3.5.3.1. Landscape designs ensure birds and other wildlife are not attracted to the airfield or the flight paths of aircraft.

A3.5.3.2. Landscape designs ensure poisonous plant materials are not utilized in Military Family Housing areas, Child Development Centers, Family Campgrounds, parks and other similar areas.

A3.5.4. **Efficiency.** Site furnishings, planters and other site features are appropriately placed within public spaces, are well organized and integrated into the overall design of the facility.

#### A3.5.5. Operations and Maintenance:

A3.5.5.1. **In-house Maintenance.** Materials are durable and appropriate for the environmental conditions at the installation. Materials are well maintained and do not exhibit excessive wear.

A3.5.5.2. **Service Contracts.** Landscape maintenance services employ native or adapted vegetation, water reduction methods for irrigation and pollution reduction techniques for fertilizers and pest control. Low-maintenance landscape materials are commonly utilized.

A3.5.5.3. **Facility Management.** Grounds and site furnishings are consistent with the Facilities Excellence Plan, are well maintained, well ordered and free of clutter and debris.

#### A3.5.6. **Aesthetics:**

A3.5.6.1. Trees and plantings are commonly clustered in natural groupings, while formal designs are employed to emphasize important public spaces.

A3.5.6.2. Planting beds are well defined and bordered with edging or concrete mow strips.

A3.5.6.3. Landscape materials and plant pallets present a harmonious mix of color and texture that complement adjacent buildings.

A3.5.6.4. Trash receptacles, benches and other site furnishings are appropriate for the architectural context, are durable, have complementing color schemes and are appropriately placed within the public space.

### A3.6. **Fences, Screens and Enclosures:**

A3.6.1. **Sustainability, Energy and Environment.** Recycled or renewable materials are commonly used. Materials are durable and require minimal maintenance.

#### A3.6.2. **Antiterrorism Programs and Force Protection Measures:**

A3.6.2.1. Trash dumpster enclosures are sited outside required standoff distance.

A3.6.2.2. Fence design is in compliance with MIL HDBK 1013/10, *Design Guidelines for Security Fencing, Gates, Barriers, and Guard Facilities* and AFMAN 32-1071, *Security Engineering*.

A3.6.3. **Health, Safety and Welfare.** Fences, screens and enclosures are structurally sound, well maintained and free of protrusions.

**A3.6.4. Efficiency:**

A3.6.4.1. Trash dumpster enclosures are appropriately sized and are easily accessible.

A3.6.4.2. Equipment enclosures are adequately sized to allow necessary airflow and clearance space for maintenance.

**A3.6.5. Operations and Maintenance:****A3.6.5.1. In-house Maintenance:**

A3.6.5.1.1. Fence fabrics are well maintained and free of corrosion. Fence fabric is properly connected to fence posts.

A3.6.5.1.2. Masonry walls are free of alga and fungal growth and efflorescence. Mortar joints are properly maintained.

A3.6.5.2. **Service Contracts.** Hedges are properly pruned and are of appropriate height.

**A3.6.6. Aesthetics:**

A3.6.6.1. Materials are compatible with the architectural theme and are durable. Integrally colored materials are commonly used. Colors are harmonious with the established installation color scheme.

A3.6.6.2. Trash dumpsters, equipment and storage yards are effectively screened to reduce visual clutter.

**A3.7. Exterior Signage:****A3.7.1. Antiterrorism Programs and Force Protection Measures:**

A3.7.1.1. Installation warning and controlled area signs conform to Security Forces requirements.

A3.7.1.2. Force Protection Condition signage is standardized and uniformly displayed and in accordance with AFI 10-245 AFSPC Supplement 1, *Air Force Antiterrorism (AT) Standards*.

**A3.7.2. Health, Safety and Welfare:**

A3.7.2.1. Traffic control devices are consistent with the Uniform Manual of Traffic Control Devices, are appropriately placed and are easily viewed. Traffic control devices are minimized to reduce confusion and clutter and do not provide conflicting information.

A3.7.2.2. Signs do not obstruct views of oncoming traffic.

A3.7.3. **Efficiency.** Directional signage is well planned and provides efficient directions to important visitor destinations.

**A3.7.4. Operations and Maintenance:****A3.7.4.1. In-house Maintenance:**

A3.7.4.1.1. Replacement signs are consistent with other installation signage and provide a uniform professional image.

A3.7.4.1.2. Extraneous signage is promptly removed.

A3.7.4.2. **Facility Management.** Temporary signs are not placed on entrance doors and are consistent with the AFSPC Facilities Excellence Guide.

### A3.7.5. Aesthetics:

A3.7.5.1. Installation signage conforms to AFSPC and Air Force Sign Standards, is uniform in color and is well maintained. Signage materials are durable and require little maintenance.

A3.7.5.2. Signage is compatible with the architectural theme of the installation, is consistent and provides a professional image for the installation.

A3.7.5.3. Signage is minimized to reduce visual clutter and is appropriately placed to be easily visible from the street.

## A3.8. Architectural Design:

### A3.8.1. Sustainability, Energy and Environment:

A3.8.1.1. New and renovated buildings qualify for LEED Certification and are well documented.

A3.8.1.2. Plumbing systems commonly employ waterless fixtures, water-saving fixtures or utilize gray water to reduce consumption of potable water.

A3.8.1.3. Building systems are routinely and systematically commissioned to optimize performance to their design baseline.

A3.8.1.4. Light colored reflective roofing systems meeting Energy Star™ system standards are commonly utilized for increased energy efficiency.

A3.8.1.5. Energy consumption is routinely monitored and consumption is reduced beyond the requirements of ASHRAE90.1-1999.

A3.8.1.6. HCFCs and HALON has been eliminated from building HVAC systems, refrigeration systems and fire suppression systems.

A3.8.1.7. Construction materials commonly employ reused, recycled or rapidly renewable materials. Recycled materials meet or exceed the minimum requirements of the Environmental Protection Agency's Comprehensive Procurement Guidelines. Use of certified wood products is common. Use of locally produced materials is also common. Construction waste is either recycled or reused on the site to reduce waste streams. Construction and demolition waste streams meet DoD and AFSPC goals for diverting non-hazardous solid waste from landfill disposal through reuse, recycling, composting, mulching or donation.

A3.8.1.8. Work areas have access to daylight and views to the outside.

A3.8.1.9. Indoor air quality is routinely monitored and sources of indoor pollutants are controlled. Adhesives, paints and other volatile substances are controlled to ensure good indoor air quality. Air and relative humidity are within the comfort zone.

### A3.8.2. Antiterrorism Programs and Force Protection Measures:

A3.8.2.1. Fenestration (windows and doors) commonly utilizes laminated glass to mitigate fragmentation in accordance with MIL HDBK 1013/12, *Evaluation and Selection Analysis of Security Glazing for Protection Against Ballistic, Bomb, and Forced Entry Tactics* and AFMAN 32-1071, *Security Engineering*.

A3.8.2.2. Structural systems are designed with redundancy and isolation to mitigate progressive collapse.

A3.8.2.3. Outside air intakes and roof areas are inaccessible to unauthorized personnel.

A3.8.2.4. Approaches to buildings are easily observed from interior work areas.

**A3.8.3. Health, Safety and Welfare:**

A3.8.3.1. Facilities comply with model codes, Department of Defense and Air Force standards for their current use.

A3.8.3.2. Facilities comply with Uniform Federal Accessibility Standards and the Americans with Disabilities Act Accessibility Guidelines. Accessibility is seamlessly integrated into the facility design.

A3.8.3.3. Life safety devices comply with Unified Facilities Criteria and National Fire Protection Association (NFPA) standards.

A3.8.3.4. Means of egress is provided in accordance with NFPA 101 Life Safety Code based on the current use of the facility.

A3.8.3.5. Restrooms comply with model building code requirements based on the current use of the facility.

A3.8.3.6. Buildings and components comply with seismic criteria contained in UFC 1-200-01 and other National Earthquake Hazard Reduction Program (NEHRP) requirements for life safety of occupants.

**A3.8.4. Efficiency:**

A3.8.4.1. Facilities are appropriately designed to accommodate their designated function.

A3.8.4.2. Floor plans are commonly open and flexible, allowing for organizational change and change in use. Enclosed offices, conference rooms and workrooms do not obstruct access to day-light and views to the outdoors.

A3.8.4.3. Service areas are easily accessible.

A3.8.4.4. Functional organization of buildings is logical and easily understood from entrances.

**A3.8.5. Operations and Maintenance:**

**A3.8.5.1. In-house Maintenance:**

A3.8.5.1.1. Materials are durable and require little maintenance.

A3.8.5.1.2. Repair efforts match adjacent materials and comply with the Facilities Excellence Plan.

**A3.8.5.2. Service Contracts:**

A3.8.5.2.1. Carpet color and material selections are consistent with the standards developed in the Facilities Excellence Plan.

A3.8.5.2.2. Cleaning and maintenance is performed in accordance with the manufacturer's specifications.

**A3.8.5.3. Facility Management.** Building systems are properly maintained and functional. Ductwork is periodically cleaned and air diffusers and return air grills are free of dust and dirt.

Luminaries in lighting fixtures are properly replaced and match in spectrum. Mechanical and electrical rooms are free of clutter. Materials and products are properly stored and well organized.

#### **A3.8.6. Aesthetics:**

A3.8.6.1. An architectural style is established for the installation and is consistently implemented on every project. Variations in scale, massing, fenestration and detailing instill interest. Buildings are compatible without being monotonous.

A3.8.6.2. The architectural style responds to regional design influences and local historical precedents. The architectural style is appropriate for the local climate.

A3.8.6.3. Material and color palettes are firmly established. Use of color is well considered to provide interest and emphasize important building elements.

#### **A3.9. Interior Design:**

##### **A3.9.1. Sustainability, Energy and Environment:**

A3.9.1.1. Workspaces have access to natural light and views to the outside.

A3.9.1.2. Materials commonly employ reused, recycled or rapidly renewable materials. Recycled materials meet or exceed the minimum requirements of the Environmental Protection Agency's Comprehensive Procurement Guidelines. Use of certified wood products is common. Use of locally produced materials is also common. Construction waste is either recycled or reused on the site to reduce waste streams. Construction and demolition waste streams meet DoD and AFSPC goals for diverting non-hazardous solid waste from landfill disposal through reuse, recycling, composting, mulching or donation.

A3.9.1.3. Materials commonly meet requirements for low Volatile Organic Content for improved indoor air quality.

##### **A3.9.2. Antiterrorism Programs and Force Protection Measures:**

A3.9.2.1. Facility entrances and circulation are designed to increase visibility of visitors and ensure timely evacuation during emergencies.

A3.9.2.2. Mailrooms are designed to reduce potential damage caused by mail bombs or contamination from chemical, biological or radiological agents in accordance with UFC 4-010-01, *DoD Minimum Antiterrorism Standards for Buildings*.

##### **A3.9.3. Health, Safety and Welfare:**

A3.9.3.1. Facilities comply with Uniform Federal Accessibility Standards and the Americans with Disabilities Act Accessibility Guidelines. Accessibility is seamlessly integrated into the facility design.

A3.9.3.2. Means of egress is provided in accordance with NFPA 101 Life Safety Code based on the current use of the facility.

##### **A3.9.4. Efficiency:**

A3.9.4.1. Spaces are well organized, appropriately sized and make the best use of available space.

A3.9.4.2. Facilities utilize open office concepts to provide flexibility for future organizational change, or change in function.

**A3.9.5. Operations and Maintenance:****A3.9.5.1. In-house Maintenance:**

A3.9.5.1.1. Maintenance Engineers and craftsmen are familiar with the material and quality standards cited in the Facilities Excellence Plan.

A3.9.5.1.2. All in-house repairs match existing adjacent finishes to provide a consistent appearance.

A3.9.5.1.3. Maintenance and repair products employ low-emitting materials for improved indoor air quality. Use of recycled content materials, locally produced materials or rapidly renewable materials to reduce environmental impact are common practice.

A3.9.5.1.4. Materials with extended life cycles to reduce wear and the need for frequent replacement are commonly utilized.

**A3.9.5.2. Service Contracts:**

A3.9.5.2.1. Janitorial services are in accordance with the care instructions provided by product manufacturers.

A3.9.5.2.2. Maintenance Engineers have developed a Green Housekeeping (cleaning and maintenance program using nontoxic, low-VOC cleaning products) policy for the installation to improve indoor air quality, reduce waste and reduce pollutants.

**A3.9.5.3. Facility Management:**

A3.9.5.3.1. Public spaces and work areas are well organized and make the best use of available space.

A3.9.5.3.2. All areas are clean, well maintained and clear of extraneous material.

A3.9.5.3.3. Finishes, furnishings and accessories comply with the Facilities Excellence Plan and present a harmonious and professional environment.

A3.9.5.3.4. Safety devices are integrated into the overall design of the work environment.

A3.9.5.3.5. Signage, bulletin boards and directories comply with Air Force Sign Standards, are neatly arranged and current.

A3.9.5.3.6. Recycling containers are conveniently located and integrated into the design of the workspace.

**A3.9.6. Aesthetics:**

A3.9.6.1. Finishes, fixtures, furnishings and artwork are well coordinated and are appropriate in color and style to present a harmonious and professional environment. Materials are well maintained and are clean. Materials and furnishings are functional and appropriate for the space.

A3.9.6.2. Lighting is of an appropriate type and style for the function of the space. Color rendition and placement enhance the environment.

A3.9.6.3. Spaces are well organized and free of extraneous items and clutter.

**A3.10. Planning and Execution:**

A3.10.1. **Sustainability, Energy and Environment.** Installation is actively developing projects to either reduce energy consumption or produce energy from renewable sources. Energy projects are prioritized in the Wing's Facilities Board.

A3.10.2. **Antiterrorism Programs and Force Protection Measures:**

A3.10.2.1. Installation is actively identifying weaknesses in current Antiterrorism measures and is planning and prioritizing corrective measures. Plans are integrated into the Wing Facilities Board approved MILCON and SRMC project priorities and the General Plan.

A3.10.2.2. All new construction is in compliance with the requirements of UFC4-010-01, **DoD Minimum Antiterrorism Standards for Buildings**.

A3.10.2.3. Installation is implementing Antiterrorism measures at trigger points prescribed in UFC4-010-01, **DoD Minimum Antiterrorism Standards for Buildings**, paragraph 1-6.2.

A3.10.3. **Health, Safety and Welfare.** The installation is actively developing projects to correct accessibility, life safety and other model building code deficiencies identified in their facilities.

A3.10.4. **Efficiency:**

A3.10.4.1. General Plans and associated component plans are well developed and current.

A3.10.4.2. Facilities Utilization Studies are well developed and current in accordance with AFSPC Supplement 1 to AFI32-7062, **Air Force Comprehensive Planning**.

A3.10.5. **Operations and Maintenance.** The installation is actively developing and maintaining five-year plans for the repair and appropriate expansion of its infrastructure to meet existing and anticipated mission requirements.

A3.10.6. **Aesthetics:**

A3.10.6.1. Facilities Excellence Plans incorporate Command guidance, are logically organized and current. Facilities Excellence Plans are widely distributed and easily accessible.

A3.10.6.2. Recommendations described in the Facilities Excellence Plan are prioritized in the Wing's Facilities Board.