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Civil Engineering

FACILITIES BOARD (FB)



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-10, *Installations and Facilities*. It provides guidance and instruction for formation and conduct of a Wing/Installation Facilities Board (FB). To ensure a full understanding of the process, users of this instruction should also be familiar with AFI 32-series (Civil Engineering) and AFI 65-series (Budgeting) publications shown as reference in the following paragraphs and listed at Attachment 1. Forward any issue not addressed by this instruction to the Major Command (MAJCOM) for clarification. This applies to all Air Force Space Command Wings (and their remote installations). It does not apply to Air Force Reserve Command (AFRC) nor Air National Guard (ANG) units except where they have tenant units on Space Command installations. In those situations, this AFI is applicable to work being planned for AFRC and ANG occupied facilities.

SUMMARY OF REVISIONS

This AFSPCI is a complete re-write of the AFSPCI it supersedes. In addition to format change, major content changes include: (1) Deletion of reference to the Commander's Facility Assessment program, which has been replaced by the Facility Investment Metric program for rating facility projects. (2) Changed the requirement for the FB to meet from quarterly at minimum to biannually at a minimum.

1. Facilities Board Concept. The FB provides corporate insight of Civil Engineering activities and programs (regardless of funding source or appropriation). Major areas of Board interest include:

- 1.1. Real Property Maintenance by Contract (RPMC, also referred to as the O&M Program).
- 1.2. Environmental Facility Projects (EFP) Program.
- 1.3. Military Family Housing (MFH) Program.
- 1.4. Military Construction (MILCON) Program.
- 1.5. Non-Appropriated Fund (NAF) Program.

1.6. Real Property.

1.7. Base Development.

2. Board Membership. The Wing Commander (or Vice Commander) is the chairperson of the Wing FB. For Wings with geographically separated units located on a Space Command installation (e.g., such as Cheyenne Mountain is to 21 SW or Onizuka is to 50 SW), the Installation Commander is the chairperson of the Installation Facility Board. The chairperson appoints voting and non-voting members. The Base Civil Engineer (BCE) is a voting member. Generally, the senior members of the Commander's key functional areas and organizations will be appointed as voting members as well. Tenant unit commanders may also be included as voting members. Non-voting members are appointed as needed and usually serve as technical advisors. Recommended non-voting members include the BCE's Flight Chiefs, lead project programmer, community planner, and real property officer. The chairperson will appoint a recorder to publish an agenda and minutes of each FB meeting (usually the lead CE project programmer). A copy of Wing FB meeting minutes shall be sent to HQ AFSPC/CEP, 150 Vandenberg St., Ste 1150, Peterson AFB CO 80914-4150.

3. Board Responsibilities. The primary responsibility of the FB is to ensure that facilities and infrastructure are able to fully support the Wing's mission. The FB will meet as required (biannually as a minimum) to review facility project programs and to act upon any pending real property use, and base development issues. The chairperson can establish a working group(s) to assist the board with drafting options and recommendations as necessary. Remote locations will forward a copy of their Installation FB minutes to the Wing for review and incorporation in the Wing FB process. As a minimum, the FB will review and act upon the following programs and areas of corporate concern. (If only two Boards meet per year, one should be scheduled in the October/November timeframe, which will support the Facility Investment Metric (FIM) submission in December and the annual FY+1 Financial Plan submission in February. The second Board meeting should be held in March/April timeframe to review the Year-End programs. At [Attachment 2](#) is a calendar of major actions that require the Board's oversight and may aid in planning FB agendas.)

3.1. Facility Projects. The Board reviews and validates facility projects, and sets the priority order in which the projects are to be designed and funded within the various programs (listed below). Members who represent their functional area of the Wing's mission should advocate their facility needs and assist in coordinating the impact that proposed projects will have on the Wing mission and the installation(s). The Board does not approve facility projects. Projects are approved by the Wing Commander in accordance with AFSPC CC's, "Delegation of Project Approval Authority" memorandum (the Wing Commander may in-turn delegate project approval authority to the Base Civil Engineer). The BCE or an FB appointed working group may submit a draft project priority list, however, it is the Board's responsibility as the corporate body to ensure the most urgent facility needs of the Wing are being met. Board members must become familiar with the Command's annually published execution "Goals" and "Rules of Engagement" for facility project programs and apply those objectives in developing Wing programs.

3.1.1. Real Property Maintenance by Contract (RPMC) Program. AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*,

para 1.2.6.). The FB will:

3.1.1.1. Develop a 2-year, prioritized RPMC Program within fiscal budget targets.

3.1.1.1.1. Final review, validation, and prioritization of FY+1 requirements and an initial review of the draft FY+2 program.

3.1.1.1.2. Review the design effort for FY+1 programmed projects.

3.1.1.2. Review and validate the Facility Investment Metric (FIM) rating of all Major Repair and Minor Construction projects. Ratings are assigned based on the facility condition impact on the Wing's primary mission. Possible ratings are *critical*, *degraded*, or *minimal*.

3.1.2. Environmental Facility Projects Program. (AFI 32-1032, para 1.2.6.) The FB will:

3.1.2.1. Develop a 2-year, prioritized Environmental Facility Projects Program (does not include Environmental Operations & Services (O&S) requirements).

3.1.2.1.1. Final review, validation, and prioritization of FY+1 requirements and an initial review of the draft FY+2 program.

3.1.2.1.2. Review the design effort for FY+1 programmed projects.

3.1.2.2. Review the environmental compliance rating of projects.

NOTE:

The installation's Environmental Protection Committee (EPC) in lieu of the FB may perform the actions of para 3.1.2. However, the BCE must integrate the design of environmental projects into the overall design programs of para 3.1.2.

3.1.3. Military Family Housing Project Program. All MFH projects (O&M and MILCON) should be in accordance with the Housing Community Plan for the installation. Review, validate and prioritize MFH maintenance and repair (P-722), post acquisition improvement, and replacement/new construction (P-71X) described in AFI 32-6002, ***Family Housing Planning, Programming, Design, and Construction***. The FB will:

3.1.3.1. Develop a 2-year, prioritized MFH O&M (P-722) Program within fiscal budget targets.

3.1.3.1.1. Final review, validation, and prioritization of FY+1 requirements and an initial review of the draft FY+2 program.

3.1.3.1.2. Review the design effort for FY+1 programmed projects.

3.1.4. Military Construction (MILCON) Program. Projects for new construction must receive special attention by the FB as MILCON projects are reviewed and advocated at several levels, which include the corporate Air Force, OSD, and the Congress. FB members should be aware of the Air Force scoring process for MILCON projects and utilize a similar process. The FB will review, validate, and prioritize the installation Future Years Defense Plan (FYDP) MILCON program as described in AFI 32-1021, ***Planning and Programming of Facility Construction Projects***, para 1.3.6.

3.1.5. Non-Appropriated Fund (NAF) Project Program. Validate and prioritize the NAF facility program as described in AFI 32-1022, ***Planning and Programming Nonappropriated Fund Facility Construction Projects***, para 1.3.6 and AFI 34-105, ***Programming for Nonappropriated Fund Facility Requirements***, for incorporation in the Service's Strategic Capital Improvement Program (SCIP). For NAF funded projects that have companion APF funded work,

the Board must ensure the supporting APF work is prioritized in the “*funded*” area of the Wing’s RPMC Program in the same FY as the NAF funding.

3.1.6. Special Programs. Review, validate, and prioritize projects for “*special programs*”. This is a “catch-all” category that may include projects in the area of medical, energy conservation, or mobility enhancement. From time-to-time, the Air Staff or the Command may develop programs to focus on certain critical mission facilities or to upgrade working and living environments to achieve certain goals. Examples are: Air Staff’s Quality of Life, Dormitory, and Fitness Center programs in recent years. Projects in special programs may receive funding from a source budgeted specifically for such work, or they may be required to be integrated into the Wing’s normal programs. In either case, projects should be identified as being ones of special interest and properly prioritized per the applicable programming guidance issued.

3.2. Real Property Usage. Per Executive Order 12411, Installation Commanders must see that real property facilities are efficiently used. This includes identifying and correcting deficiencies, keeping records of facility use and facility requirements, performing management analysis when deficiencies are identified, and deactivating and disposing of excess facilities. The FB will:

3.2.1. Ensure use of existing space is maximized as prescribed in AFH 32-1084, *Standard Facility Requirements Handbook*.

3.2.2. Annually review real property holdings and usage in accordance with AFI 32-9002, *Use of Real Property Facilities*, para 1.2.

3.2.3. Review and approve Facility Utilization Studies for the installation and tenant units.

3.2.4. Review and validate proposed acquisition or disposal of real property as outlined in AFI 32-9001, *Acquisition of Real Property* and AFI 32-9004, *Disposal of Real Property*.

3.3. Comprehensive Planning: The FB will:

3.3.1. Review and approve or annually revalidate the installation General Plan as prescribed in AFI 32-1021, para 2.1.17 and AFI 32-7062, *Base Comprehensive Planning*, and [AFSPCI 32-7062](#), *Base Comprehensive Planning*.

3.3.2. Review and approve new facility sitings in accordance with AFI 32-1026, *Planning and Design of Airfields* and AFSPCI 32-7062.

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The Civil Engineer

Attachment 1

GLOSSARY OF REFERENCES, TERMS, ABBREVIATIONS AND ACROYNMS

References

AFI 32-1021, *Planning and Programming of Facility Construction Projects*

AFI 32-1022, *Planning and Programming Nonappropriated Fund Facility Construction Projects*

AFI 32-1023, *Design & Construction Standards & Execution Of Facility Construction Projects*

AFI 32-1026, *Planning and Design of Airfields*

AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*

AFH 32-1084, *Standard Facility Requirements Handbook*

AFI 32-6002, *Family Housing Planning, Programming, Design, and Construction*

AFI 32-7001, *Environmental Budgeting*

AFI 32-7061, *Environmental Impact Analysis Process*

AFI 32-7062, *Base Comprehensive Planning*

AFI 32-7065, *Cultural Resources Management*

AFI 32-7063, *Air Installation Compatible Use Zone*

AFPD 32-90, *Real Property Management*

AFI 32-9001, *Acquisition of Real Property*

AFI 32-9002, *Use of Real Property Facilities*

AFI 32-9004, *Disposal of Real Property*

AFI 32-9005, *Establishing, Accounting and Reporting Real Property*

AFM 32-10138, *Military Construction Planning & Programming Manual*

AFI 34-105, *Programming for Nonappropriated Fund Facility Requirements*

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*

AFI 65-601, Vol. 1, *Budget Guidance and Procedures* (Chapters 7, 8, 9, 10, 13, & 21)

AFPD 32-10, *Installations and Facilities*

AFSPCI 32-7062, *Base Comprehensive Planning*

“*Facility Investment Metric Handbook*”, published by HQ USAF/ILE

“*Rules of Engagement*”, see current HQ AFSPC/CEP Memo

Terms

Facility Investment Metric (FIM).—The corporate Air Force program for identifying and advocating funds for major repair (\$100K and up) and minor construction projects. (This is work above the PML threshold.) Projects are given a FIM rating based on the facilities current impact on the Wing's (or tenant's) primary mission. Ratings are:

Critical—Significant loss of installation/tenant mission capability and frequent mission interruptions. Work-arounds are continuously needed. –OR- Risk Assessment Code (RAC) 1 or Fire Safety Deficiency Code (FSDC) 1.

Degraded—Limited loss of installation/tenant mission capability. Work-arounds to prevent mission disruption and degradation are often required. –OR- Risk Assessment Code (RAC) 2 or Fire Safety Deficiency Code (FSDC) 2 or 3.

Minimal—Marginal or no adverse impact to installation/tenant mission capability. Included in this category are projects that would improve the quality of life in work and living centers, improve productivity, and any requirement that does not meet the critical or degraded criteria. (FIM ratings are assigned by the Civil Engineering project programmer in accordance with the USAF/ILE FIM guidance manual based on the user's input.) Minor repair (less than \$100K and maintenance work class projects do not receive a FIM rating. These projects are advocated for funding at the Air Staff through the Preservation Maintenance Level (PML) Program.

Preservation Maintenance Level (PML)—An Air Staff program that identifies and advocates funding for day-to-day and reoccurring maintenance and minor repairs accomplished by in-house shops and by contract. Estimated to be approximately 1% of the installation's Plant Replacement Value, this is considered to be a minimum threshold of funding required to prevent rapid decline of Air Force infrastructure. FIM projects are considered to be those projects that are beyond maintenance needs.

Goals and Rules of Engagement—HQ AFSPC/CE annually publishes a memorandum that outlines program execution goals and rules of engagement, which provide guidance for developing facility project programs.

Abbreviations and Acronyms

AFI—Air Force Instruction

AFRC—Air Force Reserve Command

ANG—Air National Guard

APF—Appropriated Funds

APP—Advanced Procurement Program

BCE—Base Civil Engineer

CC—Commander

ECP—Environmental Protection Committee

EFP—Environmental Facility Projects

FB—Facilities (or Facility) Board

FIM—Facilities Investment Metric

FY—Fiscal Year

FYDP—Future Years Defense Plan

MFH—Military Family Housing

MILCON—Military Construction

NAF—Nonappropriated Fund

O&M—Operations & Maintenance

OSD—Office of the Secretary of Defense

PML—Preservation Maintenance Level

RPMC—Real Property Maintenance by Contract

Y-E—Year-End

Attachment 2**FACILITY PROJECT PROGRAMMING CALENDAR**

The following calendar provides an overview of key project programming events through the fiscal year for the RPMC, MFH O&M, Environmental, and MILCON programs. This list of events is not all inclusive of the required FB actions and they are subject to change. However, these key event dates may help to serve as a guide in preparation of FB agendas.

OCTOBER

Facility Investment Metric (FIM) - Call Letter sent to Bases. CE's electronic project database must be updated with FB validated FIM ratings, priorities, and FY of planned execution for FIM submission to the Air Staff in December.

RPMC & MFH O&M - Call Letters sent to Bases for final FB validated and prioritized FY+1 project list and draft FY+2 project list for the RPMC Program and MFH O&M Program. Submissions due at HQ AFSPC in December.

NAF - FY+1 Program submission due to HQ AFSPC/SV.

NOVEMBER

Defense Energy Service Center (DESC) - Call Letter sent to Bases for FY+1 and draft FY+2 Fuels Maintenance, Repair & Environmental (MR&E) projects. Submission due at HQ AFSPC/CEP in January.

MILCON - Even years only. Base submits any changes to FY+2 MILCON program. Example: in November 2000, base submits changes to FY03 MILCON projects.

MILCON - Even years only. Base begins preparation of biennial MILCON submission for FY+3 and FY+4 requirements. Full documentation required. Example: in November 2000, base starts preparing MILCON documents for FY04 and FY05 projects. Submission due to AFSPC in April.

Five-Year Plan - Wings submit FB approved 5 Year Base Development Plan to HQ AFSPC/CEC per AFI 32-7062, para 1.3.6.8.

DECEMBER

RPMC & MFH O&M - Final FY+1 RPMC Program and MFH O&M Program project lists and "draft" FY+2 project lists due at HQ AFSPC. RPMC is submitted to CEP, MFH O&M is submitted to CEC. Wings submit project lists attached to Facilities Board Minutes. Projects must be loaded in the CE's electronic project management database. This project data becomes an exhibit in the FY+1 Financial Plan in February.

FIM - Submission made to Air Staff by HQ AFSPC/CEP.

RED HORSE - Call for FY+1 HQ ACC RED HORSE training project candidates sent to Bases.

MILCON - Base validates out-year MILCON priorities for Future Years Defense Plan (FYDP) List that were previously submitted in July.

JANUARY

RPMC - Wing FY+1 programs reviewed at MAJCOM.

DESC - FY+1 and draft FY+2 DESC MR&E program project submission made to DESC by HQ AFSPC/CEP.

RED HORSE - Project submission sent to HQ AFSPC/CEP by Wing/BCE's to be forwarded to HQ ACC.

FEBRUARY

RPMC & MFH O&M - All project requirements for FY+1 and A/E design requirements for FY+2 must be loaded in the CE's electronic project database to support HQ AFSPC/CEP's Financial Plan budget building exercise in March.

RED HORSE - Project submission sent to HQ ACC by HQ AFSPC/CEP.

MARCH

RPMC, MFH O&M, & Environmental - HQ AFSPC/CEP submits FY+1 Financial Plan to HQ AFSPC/ FM. Contains Exhibits for RPMC, MFH O&M, and Environmental Programs (projects for FY+1 in priority order per Wing FB minutes).

RPMC - Wings review their candidate Year-End (Y-E) and Advanced Procurement Program (APP) projects and ensure the CE electronic project database is updated.

Guard & Reserve RED HORSE & PRIME BEEF - Call for FY+1 HQ AFCESA/CEX troop training project candidates sent to Bases.

APRIL

RPMC - Wings submit validated Y-E and APP project list to HQ AFSPC.

Guard & Reserve RED HORSE & PRIME BEEF - Project submission sent to HQ AFCESA by HQ AFSPC/CEP.

MFH P722 - Program submitted to HQ AFPC/CECH by Wings.

MILCON - Odd years only. FY+3 and FY+4 MILCON projects submitted to AFSPC. Full documentation required. Example: in April 2001, base submits FY04 and FY05 projects to AFSPC.

MAY

RPMC - HQ AFSPC/CEP issues authority to Wings to advertise Y-E and APP projects.

MILCON - Odd years only. Base presents FY+3 and FY+4 MILCON projects through Base-to-Command Briefings. Example: in May 2001, base briefs the FY04 and FY05 projects to AFSPC.

JUNE

NAF - Program Call Letter sent to Wings for FY+1.

RPMC, MFH O&M & Environmental - All Command validated Year-End & APP projects should be delivered to Base Contracting by 15 June.

JULY

MILCON - Base develops out-year MILCON priorities for Future Years Defense Plan (FYDP) List.

AUGUST

No actions.

SEPTEMBER

RPMC, MFH O&M & Environmental - All current FY funded requirements must be obligated by 15 Sep. MAJCOM author