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**CIVIL ENGINEERING**

**FACILITIES BOARD STRUCTURE**

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This instruction implements AFD 32-10, Installations and Facilities. This instruction establishes procedures for the 436th Airlift Wing Facilities Board (FB), its working group, and functional area panels. The FB provides corporate review of real property, facilities, and infrastructure requirements.

**1. RESPONSIBILITIES:** The FB structure provides corporate review and direction to facilitate efficient use of Base Civil Engineering (BCE) resources in accomplishing the wing mission, goals, and objectives. The following facility and infrastructure actions will be presented for FB validation, priority determination, and approval: (1) All space utilization requirements including real estate in/out grants, disposal, acquisitions, and occupancy. (2) Programmed work requirements including all maintenance, repair, and construction projects designated for contract execution; all service and indefinite delivery contract actions valued at \$5K or more; all maintenance, repair, and construction projects designated for execution with in-house BCE resources and valued at \$25K or more; and all self-help projects valued at \$5K or more. (3) All community planning requirements including future land use, facility siting, transportation network, capital improvements, area development, and air installation compatible use.

**2. PROCEDURES :** The Commander, 436 Airlift Wing, establishes the FB with duties and responsibilities as follows:

- 2.1. The FB is chaired by the Wing Commander. The chairperson appoints other voting members representing the installation's major functions.
- 2.2. Non-voting members are appointed as needed.
- 2.3. The FB will meet every three (3) months (minimum) at a time and place to be determined.
- 2.4. Attendance at scheduled FB meetings is mandatory for voting members or their alternates. Alternates are expected to vote with full authority of the primary member. Interim actions may be effected

through coordination with voting FB members and approval of the chairperson. Interim actions will be documented by memorandum and attached as a supplement to minutes of the next FB meeting.

#### 2.5. Facility Board Membership:

##### Voting Members:

Commander, 436 Airlift Wing (Chairperson)

Commander, 512 Airlift Wing

Commander, 436 Support Group

Commander, 436 Operations Group

Commander, 436 Logistics Group

Commander, 436 Medical Group

##### Non-Voting Members:

Commander, Civil Engineer Squadron (facilitator)

Commander, Comptroller Squadron

Commander, Communications Squadron

Commander, Contracting Squadron

**3. FACILITIES BOARD WORKING GROUP:** Within the FB structure, the Facilities Board Working Group (FBWG) serves to provide oversight and direction to supporting functional area panels. The FBWG reviews actions under consideration by functional area panels and determines which actions are sufficiently staffed to go forward, with recommendations, to the FB. The FBWG presents its findings and recommends validation, priority, and/or approval of facility and infrastructure requirements at each FB meeting. The FBWG will meet one month (optimum) prior to each FB meeting, at a time and place to be determined.

#### 3.1. Facilities Board Working Group Membership:

##### Voting Members:

Vice Commander, 436 Airlift Wing (Chairperson)

Vice Commander, 512 Airlift Wing

Deputy Commander, 436 Support Group

Deputy Commander, 436 Operations Group

Deputy Commander, 436 Logistics Group

Deputy Commander, 436 Medical Group

##### Non-Voting Members:

Commander, Civil Engineer Squadron (facilitator)

Commander, Comptroller Squadron

Commander, Communications Squadron

Commander, Contracting Squadron

**4. FUNCTIONAL AREA PANELS :** Within the FBWG structure, panels categorically focus on functional areas of concern for facility and infrastructure actions, i.e., Space Utilization, Programmed Work, and Community Planning. Each panel is charged with evaluating requirements, identifying contentions among competing entities, and proposing options for FBWG consideration. Each panel has an appointed administrator and is comprised of squadron commanders or their designated representative. Panels will meet monthly (minimum) and report at each FBWG meeting.

4.1. Space Utilization Panel (SUP). The SUP addresses real estate requirements including property in/out grants, disposal, acquisitions, and facility occupancy. The SUP develops options and presents them to the FBWG with recommended action. The SUP meets monthly (minimum) and report on its actions at each FBWG meeting. The SUP is administered by the Chief, Real Estate Management (436 CES/CERR) and is comprised of squadron commanders or their designated representatives with interest in the actions being considered.

4.1.1. Space utilization requests are submitted in writing to 436 CES/CERR. All requests will be accompanied by appropriate graphics describing the spaces, facilities, or locations involved.

4.2. Programmed Work Panel (PWP). The PWP addresses all maintenance, repair, and construction requirements designated for contract execution; all service and indefinite delivery contract actions valued at \$5K or more; all maintenance, repair, and construction requirements designated for execution with in-house BCE resources and valued at \$25k or more; and all self-help projects valued at \$5K or more.

4.2.1. The PWP develops a priority list of approved work requirements (work orders) by group and by execution category. A separate list of Wing Commander special interest requirements will be maintained. The PWP consolidates each set of group priorities into a proposed integrated list of wing priorities and presents it to the FBWG for review. The FBWG recommends an integrated list of priorities by execution category to the FB for approval. The PWP meets monthly (minimum) and reports its actions at each FBWG meeting.

4.2.2. The PWP is administered by the Deputy, Base Civil Engineer (436 CES/CEE) and is comprised of squadron commanders or their designated representatives with interest in the actions being considered.

4.2.3. Work requests are submitted on Form 332, "Base Civil Engineer Work Request." Upon review, validation, and approval work requests are designated as work orders. Work orders are categorized for execution by either in-house BCE resources, contract, or self-help. Approval authority is the Commander, Base Civil Engineering (436 CES/CC).

4.3. Community Planning Panel (CPP). The CPP addresses all community planning requirements including future land use, facility siting, transportation network, capital improvements, area development, and air installation compatible use. The CPP facilitates annual review of the "436 Airlift Wing Horizon Plan," initiates revisions to the "Air Installation Compatible Use Zone Report" as necessary and assures all space utilization and programmed work requirements are consistent with the "Base Comprehensive Plan (BCP)."

4.3.1. The CPP is administered by the Chief, Program Management (436 CES/CECP) and is comprised of designated group representatives and base agencies with interest in actions before the panel. The CPP meets monthly, as necessary, and reports its actions at each FBWG meeting.

4.3.2. CPP requirements may be generated at all levels in the FB process, by major command headquarters, or entities external to the Department of Defense, e.g., Federal Aviation Authority and city, county, or regional planning councils. The Chief, Program Management is responsible for identifying all CPP requirements.

5. The FB, FBWG, and Functional Area Panel meetings are open to members of any unit when an action affecting that unit is being considered.
6. FB, FBWG, and Functional Area Panel meeting minutes will be published and distributed within one week of the respective meeting.

FELIX M. GRIEDER, Colonel, USAF  
Commander

**Attachment 1**

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