

**BY ORDER OF THE COMMANDER**

**FAIRCHILD AIR FORCE BASE  
INSTRUCTION 32-011**

**1 APRIL 2004**

**Civil Engineering**

**FACILITIES BOARD AND FACILITIES  
WORKING PANEL**



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This instruction establishes the Facilities Board (FB) and the Facilities Working Panel (FWP) and how they apply and assign responsibilities to their membership. This instruction is applicable to all personnel in the 92 ARW, the 141 ARW of the Washington ANG, and associate units. Ensure all records created by this instruction are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*.

### ***SUMMARY OF REVISIONS***

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

This revision combines the Project Prioritization Panel (PPP) and the Facility Utilization Panel (FUP) into one group named the Facility Working Panel (FWP), with the Vice Commander, 92d Air Refueling Wing, as Chairperson.

## Chapter 1

### FACILITIES BOARD

**1.1. Facilities Board Concept:** The FB is a dynamic body made up of staff management personnel with full authority to make decisions. The Board will normally meet quarterly in the Wing Conference Room, 1 East Bong Street, Suite 206. Generally, the January and July meetings are called to establish the priorities of the base Operation and Maintenance (O&M) contract program and the April and October meetings will establish the Military Construction Program (MILCON) priorities. Space utilization issues will be discussed at all FB meetings. Special meetings may be called, as required, by the Chairperson. The agenda will be prepared by the Recorder and sent to each member not less than ten working days prior to the meeting. Official minutes will be taken of each meeting. The Chairperson and Recorder will validate the final typed copy. One copy will be sent to each Board Member no later than eight working days after each meeting.

**1.2. Membership.** The 92 ARW Commander of Fairchild Air Force Base will establish an FB to be designated as Fairchild FB. The membership will include:

#### 1.2.1. Members:

Commander	92d Air Refueling Wing (92 ARW/CC) Chairperson
Vice Commander	92d Air Refueling Wing (92 ARW/CV)
Commander	92d Operations Group (92 OG/CC)
Commander	92d Maintenance Group (92 MXG/CC)
Commander	92d Mission Support Group (92 MSG/CC)
Commander	92d Medical Group (92 MDG/CC)
Director of Staff	92d Air Refueling Wing (92 ARW/DS)
Commander	92d Civil Engineer Squadron (92 CES/CC)
Commander	2d Support Squadron (ACC) (2 SS/CC)
Commander	141st Air Refueling Wing (WANG) (141 ARW/CC)
Commander	336th Training Group (AETC) (336 TRG/CC)

#### 1.2.2. Advisors:

Comptroller (92 ARW/FM)  
 Chief, Safety Division (92 ARW/SE)  
 Bioenvironmental Engineering (92 MDG/SGPB)  
 Commander, 92d Communications Squadron (92 CS/CC)  
 Chief, Engineering Flight (92 CES/CEC)  
 Real Property Officer (92 CES/CERR)  
 Program Development (92 CES/CECP) Recorder

1.2.3. Attendance. Board members will be at all meetings. If a designated member cannot attend, the deputy or a duly designated representative with full membership authority shall attend.

**1.3. Responsibility.** The Fairchild FB provides corporate review and approval for the use of real property facilities and Civil Engineer fiscal and physical resources in support of the mission. As a minimum, the following management actions must be presented for board validation, priority determination and approval:

1.3.1. O&M contract program.

1.3.2. MILCON.

1.3.3. The Military Family Housing (MFH) program for maintenance and repair, post-acquisition construction (P-713) and new construction (P-711).

1.3.4. Nonappropriated Fund (NAF) program.

1.3.5. Base comprehensive plan as prescribed by AFI 32-7062, *Air Force Comprehensive Planning*.

1.3.6. Facility sitings. Approval of facility sitings or change in facility use may be approved using a Staff Summary Sheet routed through FB members.

1.3.7. Proposed acquisition or disposal of real property.

1.3.8. All proposed changed use of real property as prescribed by AFI 32-9002, *Use of Real Property Facilities*.

#### **1.4. Taskings.**

1.4.1. The Board members are tasked with the following:

1.4.2. 92 ARW/CC will act as the chairperson and call the meetings.

1.4.3. 92 CES/CERR is responsible for space usage and

1.4.4. 92 CES/CEC is responsible for project execution and maintaining priorities established by the Facility Board.

## Chapter 2

### FACILITIES WORKING PANEL

**2.1. Facilities Working Panel Concept:** The FWP is a body led by the Vice Wing Commander and made up of Deputy Group Commanders and staff management personnel. The panel will normally meet quarterly prior to any FB meeting. Special meetings may be called, as required, by the Chairperson. A request for agenda items will be sent to all FWP members prior to establishing the FWP agenda. The agenda will be prepared by the Recorder and sent to each member not less than ten working days prior to the meeting. Official minutes will be taken of each meeting and the Chairperson and Recorder will validate a final typed copy. One copy will be sent to each Panel Member no later than eight working days after each meeting.

**2.2. Panel Membership:** The 92 ARW Commander will establish the FWP. The membership will include:

#### 2.2.1. Members:

Vice Commander	92d Air Refueling Wing (92 ARW/CV) Chairperson
Deputy Commander	92d Operations Group (92 OG/CD)
Deputy Commander	92d Maintenance Group (92 MXG/CD)
Deputy Commander	92d Mission Support Group (92 MSG/CD)
Clinic Administrator	92d Medical Group (92 MDG/SGA)
Deputy Civil Engineer	92d Civil Engineer Squadron (92 CES/CD)
Commander	141st Civil Engineer Squadron (WANG) (141 CES/CC)
Deputy Commander	336th Training Group (AETC) (336 TRG/CD)
Deputy Commander	2d Support Squadron (ACC) (2 SS/MXW)

#### 2.2.2. Advisors:

Program Development, Engineering Flight (92 CES/CECP) Recorder

Real Property Officer (92 CES/CERR)

**2.3. Responsibility.** The FWP provides corporate review for space-utilization issues and initial project prioritization for all projects. The panel shall meet no less than three weeks prior to the scheduled FB. The result of the panel is presented to the FB for validation of priorities and approval. As a minimum, the following programs are prioritized.

2.3.1. O&M contract program.

2.3.2. MILCON.

2.3.3. MFH program for maintenance and repair, post-acquisition construction (P-713), and new construction (P-711).

- 2.3.4. NAF program.
- 2.3.5. Base comprehensive plan as prescribed by AFI 32-7062.
- 2.3.6. Facility sitings.
- 2.3.7. Proposed acquisition or disposal of real property.
- 2.3.8. All proposed changed use of real property as prescribed by AFI 32-9002.

#### **2.4. Taskings.**

- 2.4.1. The panel members are tasked with the following:
- 2.4.2. 92 ARW/CV will act as the chairperson and call the meetings.
- 2.4.3. 92 CES/CECP will provide a DRAFT priority list to the panel members ten days prior to panel meeting after requesting inputs from members for agenda items.
- 2.4.4. Each member will review the priority list for their respective functional area and be prepared at the meeting to discuss deletions, additions, and relative mission priority.
- 2.4.5. The panel will discuss, evaluate and make recommendations to the FB.
- 2.4.6. 92 CES/CERR will receive all space utilization requests, perform a basic evaluation from CE's perspective, and provide a package of requests and basic evaluations to all members no less than ten days prior to the meeting.
- 2.4.7. Members will do an initial evaluation of space utilization in their own facilities. This consists of initial and updated surveys as well as over/well/under-utilized areas.
- 2.4.8. Each member will do specific evaluations of space utilization regarding the specific requests in the package provided by the 92 CES/CERR and come to the panel ready to discuss short-term/long-term alternatives, to make accommodations, and to make recommendations to the Board.
- 2.4.9. The panel will discuss, evaluate and make recommendations for the FB. If quality space cannot be found for the requested activities, the recommendations may include project identification under the O&M or MILCON programs.

## Chapter 3

### REFERENCE GUIDES

**3.1. Reference Guides.** These materials can help the Members determine their appropriate building and space requirements. They are listed in the order of importance.

3.1.1. AMC Design Guides. Forty different category codes of facilities are covered.

3.1.2. Draft AFH 32-1084, *Facility Requirements*. This covers most situations and is the best general resource for the panel.

3.1.3. BRAC Facility Capacity Analysis. This document summarizes some of the major facility codes with respect to capacity and condition. It gives the Panel members some idea of the type of analysis that may be required in more detail.

3.1.4. Condition Code Definitions. Assists the Panel when referring to the condition of their facilities.

ANTHONY M. MAUER, Colonel, USAF  
Commander, 92d Air Refueling Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

Air Force Publications

AFI 32-7062, *Air Force Comprehensive Planning*

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

AFH 32-1084, *Facility Requirements*

***Abbreviations and Acronyms***

**FB** —Facilities Board

**FWP**—Facilities Working Panel

**PPP**—Project Prioritization Panel

**FUP** —Facility Utilization Panel

**O&M**—Operation and Maintenance

**MILCON**—Military Construction

**MFH**—Military Family Housing

**NAF**—Nonappropriated Funds