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**CIVIL ENGINEERING**

**FACILITIES BOARD (FB)**



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This instruction implements AFDPO 32-10, *Installations and Facilities*. It establishes the Facilities Board (FB) at each Air National Guard (ANG) installation and assigns responsibilities and membership.

**SUMMARY OF REVISIONS**

This document is substantially revised and must be completely reviewed.

**1. Board Responsibilities.** The ANG Installation Commander (CC) will establish a Facilities Board. The primary responsibility of the FB is to ensure that facilities and infrastructure are able to fully support the assigned missions. The FB should establish metrics to assess the management of Civil Engineering (CE) resources. Metrics should be reviewed and acted on by the FB. The chairperson may establish, in writing, a Facilities Board Working Group(s) (FBWG) to assist the FB with drafting options and recommendations, as necessary. The Chairperson of the FBWG will make recommendation to the FB chair and the minutes of the FBWG will be an attachment to the FB minutes. The FB will meet two times a year, as a minimum and more often if required, to review and act upon facility and infrastructure programs, upon any pending real property actions, and base development issues. The FB should try to meet in the spring and fall time frame. The attached calendar identifies major actions requiring FB oversight and will aid in planning the FB agendas. Discussion of all required actions is not required at each FB meeting. Certain items may be addressed quarterly. Others may be addressed on a yearly basis. An agenda should be published prior to each meeting.

**2. Board Membership will include:**

2.1. Decision making members (voting).

Wing or Installation/CC as the Board Chairperson.

Base Civil Engineer as the recorder.

Group Commanders, and Commanders of Geographically Separated Units (GSU) supported, if applicable.

2.2. Advisory representatives (non-voting).

Environmental Manager.

Assistant Base Civil Engineer.

Facility Manager.

Fire Chief.

Real Property Manager.

Safety Officer.

Finance Officer.

Communications Officer.

Security Officer.

Others as desired by the chairperson, (e.g., Commander of military organizations).

Chairperson of the FBWG.

Commander or designated representative of each Tenant organization (ANG or NON ANG).

Other agency advisory members: United States Property and Fiscal Office (USPFO) Contracting Officer.

**3. Quorum and Meeting Minutes :** A quorum should consist of the Board Chairperson, Base Civil Engineer, and a minimum of three other voting members or their alternates, designated (in writing). The GSU commander, or his/her representative(s), shall be present when voting on actions pertaining to or affecting their GSU. The USPFO contracting officer designated (in writing) alternate should be present when discussing actions to be contracted through the USPFO. Minutes will be distributed to all affected organizations. An electronic copy of the FB meeting minutes shall be sent to the state's ANG, Civil Engineer Programming (ANG/CEP) programmer. An information copy sent to the USPFO and others designated by the Wing Commander (e.g., The Adjutant General {TAG}).

**4. Specific Responsibilities :** The FB reviews and validates facility programs and individual projects, establishes the need and priority order in which the projects are to be designed and funded within the various programs (listed below). Board members representing a functional area should advocate their facility needs and assist in determining the impact proposed projects will have on other organization(s) mission(s). The FB will insure project priorities and recommendations are executable in the year requested.

4.1. Facility Projects: The FB reviews, validates, and sets the priority order in which projects are to be designed and funded. This is the "Project Priority List" and, as a minimum, will contain the current and next four fiscal years (FY) for Sustainment, Restoration, and Modernization (SRM) projects. Military Construction (MILCON) projects can be projected out longer for MILCON projects the priority list should include all validated projects. The integrated SRM priority list will show three levels of projects; the locally approved and funded, locally approved and funded by ANG, Civil Engineer (ANG/CE), and those requiring ANG/CE or higher approval and funding. The last two levels will be forwarded to ANG/CEP.

4.1.1. The project priority list contains;

4.1.1.1. SRM projects.

4.1.1.2. Defense Energy Support Center (DESC) projects.

4.1.1.3. Other funding sources that may come (e.g., Anti-terrorist Force Protection (AT/FP), Energy Conservation Investment Program (ECIP), etc.).

4.1.1.4. P-341 unspecified minor construction projects.

4.1.1.5. MILCON projects – (must be included in the approved short-range master plan). The Base Civil Engineer (BCE) or an FBWG may submit a draft project priority list, however, the FB is responsible as the corporate body to ensure the most urgent and executable facility needs, in support of the mission, are being met.

4.2. The following real property management actions must be presented annually, as a minimum, for board approval and more often if needed. The attached calendar of major events will aid in scheduling the timing of the presentations:

4.2.1. All proposed changes in facility use and the annual facility utilization versus requirements survey (ANG/CEP 920 Report).

4.2.2. Proposed new host/tenant support agreements or changes to existing agreements affecting civil engineering resources.

4.2.3. Contractual services applicable to operation or maintenance of real property and buildings.

4.2.4. Proposed acquisition, disposal, in grant or out grant of real property.

4.2.5. Changes/renewals and expiration date of real estate agreements (lease, licenses, permit, easements, etc.).

4.2.6. Projects to be accomplished via Military Construction Cooperative Agreements (MCCA).

4.2.7. Building Disposal Programs (current FY plus three).

4.2.8. Temporary/Relocatable Facilities (how many, where sited, removal date).

4.2.9. Airfield waivers (how many, where, cost to remove each).

4.2.10. Explosive safety constraints (how many, where, cost to remove each).

4.2.11. Airport Joint Use Agreement expiration dates and actions during the renewal process.

4.2.12. Base master plan and/or space utilization studies.

4.2.13. Federal, state and locally required permits.

4.2.14. Facilities and projects “not in” compliance with AT/FP criteria.

4.2.15. Indefinite Delivery Indefinite Quantity (IDIQ) Architectural Engineering Design Contract, Military Task Order Contracting and similar type contracts.

4.2.16. Fire Safety Deficiency Programs (how many of each, cost to fix, program year).

4.2.17. DESC Programs.

4.2.18. Tenant funded projects and programs, if applicable.

4.2.19. Installation Readiness Report.

4.2.20. Facility Change in use: The FB will approve all facility change in use. The FB will NOT approve a change in use in a category code if the losing category code has a deficiency or the gaining category code has an overage of more than 10 percent of the minimum authorized space.

4.2.21. Siting approvals: the FB will approve all facility sitings to ensure compliance with the master plan and AT/FP standards as defined in the Unified Facilities Code (UFC).

4.2.22. If not accomplished in another meeting, (e.g., Financial Management Board) the Board should review and reconcile the Civil Engineer Program execution data by Program Element Code (PEC) and Element of Expense Investment Code (EEIC) from two perspectives; (1) From BCE data base and (2) Base Financial Management (FM) database. This review will be done at two required meetings or as often as necessary.

4.3. The FB will review actions by other Committees impacting CE, (e.g., Energy Conservation, Environmental Protection, Airfield Manager, Security, Safety, etc.).

4.4. The Base Civil Engineer will prepare records of the complete minutes of each Board meeting and maintain on file the minutes from the current and previous four years (per Air Force Records Disposition Schedule.)

4.5. The FB will confirm that all projects regardless of the funding sources are entered in ACES.

4.6. The FB will discuss and resolve funding requirements involving the interface between CE facility funding and the Communications requirements funding.

**5. Metrics Measurements :** As stated in Paragraph **1.**, the FB should establish metrics to assess the management of CE resources. These metrics should be reviewed and acted on by the FB. They should include the following applicable programs: Facilities Investment Metric (FIM), Installation Readiness Report (IRR), Energy Reduction Program, Airfield Waiver Reduction Program, The Fire Deficiency Reduction Program, (using fire safety deficiency ratings), AT/FP Improvement Program, Airfield Pavement Improvement Program, Health And Safety Hazards Elimination Program, Facility Shortage /Overage Program(920), CE Awards Program, Emergency Type Requirements, Building Demolition Program, and Temporary/Relocatable Facilities Program.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1****GLOSSARY OF REFERENCES, TERMS, ABBREVIATIONS AND ACROYNMS*****References***

Air Force Records Disposition Schedule

AFH 32-1084, *Facility Requirements*

AFI32-10, *Installations and Facilities*

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

AFI 32-1023, *Design and Construction Standards and Execution of Facility Construction*

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

AFI 32-7001, *Environmental Budgeting*

AFI 32-7062, *Air Force Comprehensive Planning*

AFI 32-7065, *Cultural Resources Management*

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

AFI 32-9001, *Acquisition of Real Property*

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

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*

AFI 32-9004, *Disposal of Real Property*

AFI 32-9005, *Real Property Accountability and Reporting*

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

ANGPAM32-1001, *Airport Joint Use Agreements for Military Use of Civilian Airfields*

AFPD 32-10, *Installations and Facilities*

AFPD 32-90, *Real Property Management*

ANGI32-1001, *Operations Management*

ANGI 32-1023, *Criteria and Standards for ANG Construction*

32 CFR 989, *Environmental Impact Analysis Process*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**ANG**—Air National Guard

**APP**—Advanced Procurement Program

**AT/FP**—Anti-Terrorist Force Protection

**BCE**—Base Civil Engineer

**CC**—Commander

**DESC**—Defense Energy Support Center (relating to POL/LFM issues)

**DLA**—Defense Logistic Agency

**EEIC**—Element of Expense Investment Code (relating to funds management)

**FB**—Facilities Board

**FBWG**—Facilities Board Working Group(s)

**FIM**—Facilities Investment Metric

**FM**—Financial Management

**FOMA**—Facilities Operations and Maintenance Agreement (between Feds and State)

**FSDC**—Fire Safety Deficiency Code

**FY**—Fiscal Year

**FY+1**—Fiscal Year plus the next fiscal year

**FY+2**—Fiscal Year plus the next two fiscal years

**FY+3**—Fiscal Year plus the next three fiscal years

**FYDP**—Future Years Defense Plan

**GSU**—Geographically Separated Units

**IDIQ**—Indefinite delivery indefinite quantity (associated with delivery orders)

**IRR**—Installation Readiness Report

**LFM**—Liquid Fuel Management

**MCCA**—Military Construction Cooperative Agreements

**MILCON**—Military Construction

**P-341**—MILCON projects < \$1.5 million

**PB**—President’s Budget

**PEC**—Program Element Code

**PML**—Preservation Maintenance Level

**POL**—Petroleum, Oils, and Lubricants

**RAC**—Risk Assessment Code

**SRM**—Sustainment, Restoration, and Modernization

**TAG**—The Adjutant General

**UFC**—Unified Facilities Code

**USPFO**—United States Property and Fiscal Office

**Y-E**—Year End

*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 sustainment threshold). Projects are given a FIM rating based on the facilities current impact on the Wing'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.

**Enhancement**—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 areas, improve productivity, and any requirement that does not meet the critical or degraded criteria. (FIM ratings are assigned 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.

**Sustainment**— An Air Staff program that identifies and advocates funding for day-to-day and recurring maintenance and minor repairs accomplished by in-house shops and by contract. FIM projects are considered to be those projects that are beyond maintenance needs.

## Attachment 2

### FACILITY PROJECT PROGRAMMING CALENDAR

**A2.1. Facility Project Calendar of Events:** **Figure A2.1.**, provides an overview of key project programming events through the fiscal year for the Facilities Operations and Maintenance Agreement (FOMA), SRM, 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. All requirements are due by the close-of-business on the last day of the month unless otherwise noted.

#### Figure A2.1. CALENDAR OF EVENTS

##### OCTOBER

1. Facility Investment Metric (FIM) – Submission due at ANG/CEP.
2. Installation Readiness Report – Call letter sent to Bases, report due to ANG/CEP in November.
3. Temporary Facility Report – Call letter sent to Bases, report due to ANG/CEP November.

##### NOVEMBER

1. Installation Readiness Report –Due to ANG/CEP.
2. Airfield Waivers – Call letter sent to Bases, report due to ANG/CEP in February.

##### DECEMBER

1. MILCON - Base validates out-year MILCON priorities for Future Years Defense Plan (FYDP).
2. DESC - Due at ANG/CEP.
3. McKinney Homeless Quarter Report – Due to ANG/CEP.
4. ANG/CEP 920 report – Sent to the Bases for confirmation.

##### JANUARY

1. SRM- Call Letters sent to Bases for final FB validated and prioritized FY+ 2 project list and draft FY+3 project list. Submissions are due at ANG/CEP in April.
2. Airfield Waivers –Due to ANG/CEP.

##### FEBRUARY

None

##### MARCH

1. SRM - Wings review their candidate Year-End (Y-E) and Advanced Procurement Program (APP) projects.
2. Demolition Program Report - Due to ANG/CEP.
3. McKinney Homeless Quarter Report – Due to ANG/CEP.

**APRIL**

1. SRM - program due to ANG/CEP.

**MAY**

1. SRM – ANG, Civil Engineer Construction (ANG/CEC) issues authority to Wings to advertise Y-E and APP projects.
2. MILCON Economic Analysis – Call letters sent to Bases, due to ANG/CEP in July.
3. MILCON (President’s Budget) Horror Stories – Call letters sent to Bases, due to ANG/CEP in July.
4. Defense Logistic Agency (DLA) MILCON – Due at ANG/CEP.

**JUNE**

1. SRM – Review all validated Year-End and APP projects and Base Contracting end of year contracting policy.
2. McKinney Homeless Quarter Report – Due to ANG/CEP.
3. Energy Conservation Investment Program (ECIP) – Call letters sent to Bases, due to ANG/CEP in July.

**JULY**

1. MILCON - Base develops out-year MILCON priorities for Future Years Defense Plan (FYDP) List.
2. Master Plan Tabs Update – review tabs for needed updates.
3. MILCON Economic Analysis –Due to ANG/CEP.
4. MILCON Horror Stories– due to ANG/CEP in July.
5. Energy Conservation Investment Program (ECIP) – due to ANG/CEP.
6. SRM – the entry of all validated Year-End and APP projects into ACES complete.
7. Defense Logistic Agency (DLA) MILCON – Call letter sent to Bases, due to ANG/CEP in September.

**AUGUST**

None

**SEPTEMBER**

1. SRM - All current FY funded requirements must be obligated by 15 September.
2. Demolition Program Report – Due to ANG/CEP.
3. McKinney Homeless Quarter Report – Due at ANG/CEP.
4. 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. Report due in October.
5. Master Plan Tabs Update – update tabs and annotate review.
6. DD Form 1390, *Military Construction Program* - Call letter sent to Bases, due to ANG/CEP in August.
7. MILCON President’s Budget – ANG/CEP submits to Air Staff.

8. USAF 7115 Report – Due.
9. DESC - Call Letter sent to Bases for FY+1 and draft FY+2 Fuels Maintenance, Repair and Environmental (MR&E) projects. Submission is due at ANG/CEP in December.