

AF Instruction 32-1021

Planning and Programming of Facility Construction Projects

12 May 1994

Certified by: HQ USAF/CEC (Col. Karsten Rothenberg)

Supersedes AFR 86-1, Volume 1, 7 May 1984.

OPR: HQ USAF/CECD (Lt Col David DeFoliart)

Distribution: F

This instruction implements AFD 32-10, *Installations and Facilities*. It provides guidance, procedures, and instructions on how to develop projects and obtain approval for most of the facilities required for an Air Force base. It applies to the active forces, Air National Guard, and the US Air Force Reserve. It addresses facilities obtained through military construction (MILCON), unspecified minor construction (P-341), medical, and emergency construction and relocatable programs. It excludes the military family housing, nonappropriated fund; host nation funded programs such as North Atlantic Treaty Organization (NATO), Japanese Facility Improvement Program (JFIP), and Combined Defense Improvement Program for Korea (CDIP); and research, development, test, and evaluation (RDT&E) and Real Property Maintenance (O&M) funded construction. The phrase “to HQ USAF/CEC” should be replaced with “to HQ USAF/REX” throughout the instruction when referring to the US Air Force Reserve and “to NGB/CE” when referring to the Air National Guard. References to “MAJCOM” in this instruction apply to major commands, direct reporting units (DRU), and field operating agencies (FOA). This instruction implements statutes and DoD Directives outlined in attachment 1. Users should send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through MAJCOMs to HQ USAF/CEC, 1260 Air Force Pentagon, Washington DC 20330-1260.

Summary of Changes

This is the first issuance of this AFI and aligns the instruction with AFD 32-10, *Installations and Facilities*.

Chapter 1

Principles and Responsibilities

1.1. -- Facility Planning and Programming Objective.

The objective of facility construction planning and programming is to provide the facilities needed to perform the Air Force mission. All commanders and staffs must achieve this objective by making sure facilities:

- Meet validated requirements
- When and where needed
- In compliance with all quality standards
- At lowest life cycle cost
- Within authorities and resources

1.2. -- Principles.

Planning and programming facilities follows these principles:

1.2.1. -- Facility Planning.

Facility planning is the identification of facility work needed to satisfy current and future mission requirements.

1.2.2. -- Facility Programming.

Facility programming is the process of acquiring both the authority and resources necessary to accomplish the planned work.

1.3. -- Responsibilities Assigned:

1.3.1. -- Office of the Secretary of the Air Force (SAF):

1.3.1.1. -- Deputy Assistant Secretary of the Air Force (Installations), (SAF/MI)

Responsible for facility construction planning and programming policy and oversight. Advocates for MILCON through OSD and the Congress. Provides the integration of active and reserve force budget development.

1.3.1.2. -- Deputy Assistant Secretary of the Air Force (Budget) (SAF/FMB).

Responsible for budgeting and distributing construction funds and financial management oversight.

1.3.2. -- The Civil Engineer, HQ USAF (HQ USAF/CE).

Responsible for:

- Policy development, interpretation, and oversight to ensure compliance and progress toward goals.
- Resource advocacy within the Program Objective Memorandum process.

1.3.2.1. -- The Directorate of Military Construction (HQ USAF/CEC).

Responsible for:

- Issuing guidance to the MAJCOMs for submitting their MILCON program.
- Reviewing and validating MAJCOM submittals.
- Issuing Planning Instructions (PI) and Design Instructions (DI) to MAJCOMs.
- Assisting the Air Staff in determining the size and content of the MILCON program.
- Assisting in advocating the MILCON program through OSD and the Congress.

1.3.3. -- US Air Force Reserve, HQ USAF/REX.

For reserve installations HQ USAF/REX is responsible for:

- Issuing guidance to their MAJCOM for submitting their MILCON program.
- Reviewing and validating the MAJCOM submittal.
- Issuing Planning Instructions (PI) and Design Instructions.
- Assisting the Air Staff in determining the size and content of their MILCON program.
- Assisting in advocating the Reserve MILCON program through OSD and the Congress.

1.3.4. -- Air National Guard.

The Air National Guard Civil Engineer (NGB/CE) is responsible for planning and programming facility construction for ANG installations.

1.3.4.1. -- The Air National Guard Readiness Center (ANGRC).

Responsible for:

- Planning and Program development.
- Reviewing and validating cost estimates and program documents.

- Determining facility and mission requirements.
- Verifying that existing facilities are not adequate.
- Submittal of MILCON programs to the NGB/CE.
- Making sure that coordination of environmental projects has occurred and that the ANG position is reflected accurately in the Federal Facilities Pollution Abatement Report (A-106).

1.3.5. -- MAJCOMs.

MAJCOMs will:

- Provide instructions to installation commanders for planning and preparing construction programs.
- Review and validate cost estimates.
- Validate facility requirements and ensure maximum use of existing facilities
- Submit programs to HQ USAF/CEC.
- Initiate the environmental impact analysis process according to AFI 32-7061.
- Ensure projects are reflected in the Federal Facilities Pollution Abatement Report (A-106 Report).
- During contingency situations, coordinate with, and keep theater commanders apprised of the status of projects in their area of responsibility.
- Consider unified CINC's priorities in developing MILCON programs

1.3.6. -- Installations.

Commanders will identify, plan, and program facilities to support their assigned missions according to MAJCOM guidance and consistent with the Commander's Facility Assessment:

- Determine if inactive, excess, or only partially occupied government facilities and installations are available to meet the requirement (see AFI 32-9001, *Acquisition of Real Property*).
- Ensure existing facilities are used economically and efficiently and that excess space is evaluated for demolition.
- Submit MILCON programs to MAJCOMs.

1.3.7. -- Host, Tenant, Supported Unit Responsibilities.

The host installation will provide the same assistance and other services to tenant and supported units as it normally provides to its own units. This includes preparing program documents and providing design engineering services.

1.3.7.1. -- Projects for Onbase Tenants and Supported Units.

Host installations will provide facilities or space needed by onbase tenants or supported units from existing assets if available. If not available, the host installation will prepare program documentation for the tenant or supported unit's mission-related projects and forward it concurrently to the host and tenant or supported command. The tenant or supported command will validate the project, establish its priority, and submit the project as part of its MILCON submittal to HQ USAF/CEC.

1.3.7.2. -- Air Force Reserve.

Host Installation staffs will follow AFI 25-201, *Support Agreements Requirements*, on host-tenant relationships when Reserve units are tenanted on Air Force installation.

1.3.7.3. -- Joint Use of Installations With Other Agencies.

Host installations will follow AFI 25-201 in cases where units of other government agencies, departments or military services use facilities or portions of an Air Force installation.

1.3.7.4. -- Installations in Foreign Countries.

In foreign countries, installations will follow guidelines outlined in status of forces or country-to-country agreements.

Next Section