

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 32-1024

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Civil Engineering

STANDARD FACILITY REQUIREMENTS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements AFD 32-10, *Installations and Facilities*, and Department of Defense Instruction (DoDI) 4165.3, *Department of Defense Facility Classes and Construction Categories*. This Instruction is applicable to all Air Force active duty, civilian, Reserve (AFR) and Air National Guard (ANG) personnel and unit facilities. Air National Guard facility requirements are defined in ANGH 32-1084, *ANG Standard Facility Requirements*. Civil Air Patrol may adopt this guidance at the discretion of the applicable installation commander, per AFI 10-2701. It provides general guidance for developing standard facility requirements. It describes the facility requirements system, assigns responsibilities, and explains how to initiate and process new and revised standards for publication in AFMAN 32-1084, *Facility Requirements*. Civil engineers should use the facility space allowances listed by category code in AFMAN 32-1084 to assign occupancy and to program new facilities. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This revision updates organization symbols for offices of primary responsibility (OPR) and deletes Attachment 1, *Offices of Primary Responsibility*.

1. Facility Requirements System:

1.1. The Facility Requirements System develops and approves standards that define the type, number, and size of facilities. The system promotes economy and efficiency in using and developing facilities and helps realize the following goals:

1.1.1. Design standards for new and revised functional requirements.

1.1.2. Maximum use of existing facilities.

1.1.3. Standards of use to justify new facilities and occupy existing facilities.

1.1.4. Comprehensive programming for the construction, operation, and maintenance of needed facilities.

1.2. The organization of the Facility Requirements System is based on the DoD Real Property Classification System (RPCS). RPCS is a hierarchical scheme of real property types and functions that forms the framework for identifying, categorizing, and analyzing DoD's inventory of land and facilities. The scheme is a tiered structure represented by numerical codes, with one-digit codes being the most general and five- or six-digit codes representing the most specific types of facilities.

1.2.1. Each Military Service has established its own set of numerical codes, commonly known as facility Category Codes, to represent each type of facility in its inventory. The Air Force uses a six-digit hierarchy.

1.2.2. Category Codes (CATCODE) are generally similar but not identical between Military Services. However, DoD established a higher-level facility classification that groups facilities with similar functions and units of measure from the Military Services into common Facility Analysis Categories (FAC) at the four-digit level. These FACs allow consistent macro-level analysis and planning across DoD. Successively smaller groupings of facility types are represented by three-, two-, and one-digit numerical classifications. The RPCS structure is numerically consistent between the one-digit and four-digit levels, but it is not always consistent across the Military Services at the five- and six-digit level. Further information on the DoD Real Property Classification System can be viewed on the Office of the Deputy Under Secretary of Defense, Installations and Environment Web site:

http://www.acq.osd.mil/ie/fim/programanalysis_budget/tool_metrics/RPCS/rpcs.shtml.

1.3. The Facility Requirements System is further defined in AFMAN 32-1084, *Facility Requirements*, which provides guidance and standards for the type, number, and size of facilities the Air Force can use, occupy, or build to support its mission. Air National Guard facility requirements are defined in ANGH 32-1084, *ANG Standard Facility Requirements*. A listing in the handbook does not provide automatic justification for programming a facility or for including it in the base comprehensive plan. All available space must be considered when establishing a space deficiency and when justifying programming action. Approved standards published in AFMAN 32-1084 contribute to:

1.3.1. Timely acquisition of facilities.

1.3.2. Expedited construction program reviews and approvals.

1.3.3. Expedited project design.

1.3.4. Equitable space allocation in existing facilities; the published standards help divide limited assets among competing functions.

1.3.5. Standardization of facility design; the Air Force realizes benefits not only in design and construction but also in program management and functional operations.

2. Responsibilities:

2.1. The Assistant Secretary of the Air Force for Environment and Logistics (SAF/IE) establishes Air Force facility requirements policy consistent with DoD policy and standards for facility requirements.

2.2. The Office of the Civil Engineer (AF/A7C) through the Technical Directorate of the Air Force Center for Engineering and the Environment (AFCEE/TD):

2.2.1. Implements policies and establishes procedures for the Facility Requirements System.

2.2.2. Monitors Air Force-wide programs leading to new or revised facility standards to ensure all functional requirements are satisfied.

2.2.3. Consults on architectural, engineering, and other design aspects of proposed facility requirements.

2.2.4. Approves standard facility requirements.

2.2.5. Prepares AFMAN 32-1084 and ensures it is current.

2.3. AFMAN 32-1084, Table A2.2, lists the OPRs for each Facility Category Code; these OPRs are the primary action offices for developing facility requirements. OPRs must ensure facility requirements supporting new and changing functions are identified early and timely action is taken to develop new standards for approval and publishing.

2.4. Major commands (MAJCOM), field operating agencies (FOA), and the Air National Guard establish active programs to:

2.4.1. Keep abreast of new missions, programs, or concepts that may generate new facility requirements and initiate basing action, as appropriate, for new or modified missions in accordance with AFI 10-503, *Base Unit Beddown Program*.

2.4.2. Develop or refine functional standards for the type, number, and size of facilities needed for mission support.

2.4.3. Investigate current facility operations to determine if existing standards are adequate.

2.4.4. Obtain approval of new or revised standard facility requirements for publication in AFMAN 32-1084 using the procedure outlined in paragraph 4 of this Instruction.

2.4.5. Initiate the Environmental Impact Analysis Process (EIAP) in accordance with 32 CFR §989

2.4.5.1. The Air Force's EIAP (32 CFR §989) shall be accomplished consistent with the National Environmental Policy Act (NEPA) (Pub. L. 91-190, 42 U.S.C. 4321-4347) and the Presidents' Council on Environmental Quality (CEQ) Regulations for

Implementing the Procedural Provisions of NEPA (40 CFR §§1500-1508) prior to implementing any irrevocable actions and/or committing ir retrievable resources.

2.4.5.2. The proponent of the action (32 CFR §989.3(d)) is the person or organization that is responsible for initiating action and is responsible for complying with the EIAP and ensuring integration of the EIAP during the initial planning stages of proposed actions so that planning and decisions reflect environmental values, delays are avoided later in the process, and potential conflicts are precluded.

2.4.5.3. The Environmental Planning Function (EPF) (32 CFR §989.3(e)) supports the proponent. The proponent is responsible for notifying the EPF of its pending action and completing Section I of AF Form 813, *Request for Environmental Impact Analysis*.

2.5. Other echelons develop and submit proposals to OPRs to improve facility requirements standards and use facilities more efficiently.

2.6. Installation commanders determine the requirements for a specific facility based on standards published in AFMAN 32-1084 according to AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects*.

2.7. New systems or major modifications to existing systems often generate facility requirements. Program managers for these systems submit requirements to OPRs listed in AFMAN 32-1084. OPRs submit approved requirements to AFCEE/TD for publication in AFMAN 32-1084.

3. Developing Standard Facility Requirements. OPRs will coordinate with command headquarters for facilities in which they have a primary interest to:

3.1. Acquire a good understanding of the function.

3.2. Explore combining or integrating the proposed facility requirement with other requirements.

3.3. Help civil engineers turn functional requirements into design and planning standards by investigating:

3.3.1. The number of personnel and types of organizations using the facility.

3.3.2. Time and scheduling of assigned workload.

3.3.3. Environmental control.

3.3.4. Major equipment or material used in the facility.

3.3.5. Site location or base comprehensive plan.

3.3.6. Safety considerations.

3.3.7. Cost considerations to achieve functional requirements.

3.3.8. Standards used by other government organizations for comparable facilities.

3.3.9. Environmental protection requirements.

3.3.10. Energy and sustainability features.

3.4. Establish the most accurate means of measuring and expressing the requirements to support the function; for example, square feet per person, per vehicle, per aircraft; one each per organizational unit; square yard per total factors.

3.5. Obtain AFCEE's help with facility requirements, layout, and functional relationships.

4. Procedures for Submitting Proposed New Standards or Changes to Existing Standards:

4.1. The Office of the Secretary of Defense has established maximum space allowances for certain facilities (primarily administrative, community, and personnel support) which by new construction or changed use may not be exceeded without advance approval. AFMAN 32-1084 indicates which category code facility standards are OSD controlled. OSD also approves or implements standards developed through interagency action to standardize certain facilities (such as NAVAIDs). Facility requirements OPRs listed in AFMAN 32-1084 and facility requirements OPRs in the ANG and the Air Force Reserve are responsible for obtaining desired changes to standards under OSD control. OPRs will:

4.1.1. Coordinate proposals with AF/A7C before submitting them to OSD or other Services. ANG and AFR OPRs will also cross-coordinate proposals of mutual interest before coordinating them with AF/A7C. Send proposals to AFCEE/TD for processing through AF/A7C to DoD.

4.1.2. Keep detailed records on the development and approval of the revised standards.

4.1.3. Notify AFCEE/TD when OSD approves revised standards.

4.2. For standards that are not established by OSD, MAJCOM headquarters OPRs submit proposed standards and changes to standards to the appropriate Air Staff OPR listed in AFMAN 32-1084. The Air Staff facility OPR then submits proposed standards to AFCEE/TD for evaluation, implementation, and preparation for publication. The Air Staff OPR submission must include a draft text, in the same format as those contained in AFMAN 32-1084, and supporting documentation.

4.2.1. The draft handbook text of the proposed standards must include the preferred facility nomenclature, proposed space allowances or other quantitative facility requirement, and explain:

4.2.1.1. Why the facility is required to support Air Force missions, programs, responsibilities, or activities. (Reference basic publications.)

4.2.1.2. The principal activities or tasks supported by the facility. (Identify the type of organization performing the work.)

4.2.1.3. The facility's major physical components and special features influencing space, cost, or other quantitative requirements.

4.2.1.4. Other important features.

4.2.2. The supporting documentation must explain in detail the descriptions and standards expressed in condensed form in the handbook text and how facility space requirements, or other quantitative limits, were derived.

5. Space Allowances. Except for those facilities covered by paragraph 4.1, the sizes and scopes in AFMAN 32-1084 are guidance and may be increased or decreased. When the projects or

actions require construction or change in use and require AF/A7C approval under 32-series policy directives, the writer of the project documents must explain and justify the need to exceed published allowances. When the projects or actions do not require AF/A7C approval, increases beyond the scopes shown may be made when approved by the MAJCOMs and Air National Guard. AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects*, and AFI 32-9002, *Use of Real Property Facilities*, provide guidance to the MAJCOMs and Air National Guard. See also DODI 5305.5, *Space Management Procedures, National Capital Region*, and AFI 32-9010, *Management and Reporting of Air Force Space and Building Services in OSD Assigned Facilities and in the Washington DC Area*.

LOREN M. RENO, Lt Gen, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-503, *Base Unit Beddown Program*, May 29, 2003

AFI 10-2701, *Organization and Function of the Civil Air Patrol*, July 29, 2005

AFI 32-10, *Installations and Facilities*, March 4, 2010

AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects*, January 24, 2003

AFI 32-9002, *Use of Real Property Facilities*, November 22, 1993

AFI 32-9010, *Management and Reporting of Air Force Space and Building Services in OSD Assigned Facilities and in the Washington DC Area*, January 27, 2011

AFMAN 32-1084, *Facility Requirements*, (New Date TBD)

AFMAN 33-363, *Management of Records*, March 1, 2008

32 CFR § 989, *Environmental Impact Analysis Process*, March 19, 2009

40 CFR §§1500-1508, *Council on Environmental Quality*

42 USC §§ 4321-4347, *National Environmental Policy Act*

DoDI 5305.5, *Space Management Procedures, National Capital Region*, June 14, 1999

Prescribed Forms

No forms are prescribed by this publication.

Adopted Forms

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFCEE—Air Force Center for Engineering and the Environment

AFCESA—Air Force Civil Engineer Support Agency

AFI—Air Force Instruction

AFMAN—Air Force Manual

ANG—Air National Guard

CATCODE—Category Code

CFR—Code of Federal Regulations

DoD—Department of Defense

DRU—Direct Reporting Unit

EA—Environmental Assessment
EIAP—Environmental Impact Analysis Process
EPF—Environmental Planning Function
FOA—Field Operating Agency
MAJCOM—Major Command
MILCON—Military Construction
NEPA—National Environmental Policy Act
OPR—Office of Primary Responsibility
OCR—Office of Concurrent Responsibility
OSD—Office of the Secretary of Defense
RPCS—Real Property Classification System
UFC—Unified Facilities Criteria
USAF—United States Air Force
USAFR—United States Air Force Reserve