



NATIONAL GUARD BUREAU
3501 FETCHET AVENUE
JOINT BASE ANDREWS MD 20762-5157

31 May 2017

MEMORANDUM FOR SEE DISTRIBUTION

FROM: NGB/A4

SUBJECT: Air National Guard Engineering Technical Letter (ANGETL) 17-02, Facility Board Implementation

1. PURPOSE: To provide guidance in implementing ANGI 32-1003, *Facilities Board*.

2. APPLICABILITY:

2.1. **Effective Date:** Immediately

2.2. **Intended Users:** Base Civil Engineers (BCEs)

3. REFERENCES:

ANGI 32-1003, *Facilities Board*

4. FACILITY BOARD MINUTES. The Facilities Board Minutes will follow the template provided in Attachment 1.

4.1. **Locally-funded SRM projects:**

This section is optional. Knowing that bases are likely briefing this information, it may be documented in the FB minutes.

4.2. **NGB-funded SRM projects** will be listed by PY, in the priority as found in PDS. There are a minimum of two priority columns required – one for the current priority as found in PDS, and one for the proposed priority if changes need to be made. A third priority column is optional, called Wing Priority. Each priority column is explained in further detail below.

PDS does not allow more than one #1 for each type of funding (SRM or MILCON). Because of that, project priorities will simply be listed as 1-n. As a minimum, your projects should be prioritized for the current PY and the next two (SRM).

Depending on how many projects you have, you might want to prioritize the next couple of PYs as well. Priorities for PDS should flow in line with PYs. Meaning, PYCurrent has priorities 1, 2, 3, PY+1 has priorities, 4, 5, 6, PY+2 has priorities 7, 8, 9, etc. This year-priority order is what works best in PDS. This may not be agreeable to all Wing Commanders, which is why we have a separate, optional column for Wing Priority.

PYs can and do change throughout the life of a project and within an installation's program. Some projects end up not being executed in the PY they were originally slated for. They slip to later years. Some projects will reach 100% design well ahead of their PY – these projects may very well move up in PY, so they will be executed sooner than originally planned. These PY changes will force changes to the priorities in PDS. Bases can request changes to PY through their Programmers, but the request may or may not be granted depending on many factors, such as how far into the FY it is, what status the projects is at, it's priority, etc.

4.2.1. Current Priority in PDS:

This is the priority as currently shown in PDS. This may or may not be the priority you want it to be, but it is what's currently in the system. You can find this easily in WebPDS, or ask your Programmer for a list.

4.2.2. Proposed Priority in PDS:

If the current priority in PDS is not what you want, this is where you'd show what priority you'd like it to be. In the paragraph following the table, indicate whether the proposed change in priority was approved or not. Once your Programmer received your signed minutes, they will make any approved changes to your priorities.

4.2.3. Wing Priority:

If the Wing Commander's #1 priority is in FY+2, this presents some difficulties for programming. If we work on the #1 priority we may neglect the current/next year projects, in the end executing less projects than we otherwise could have.

5. STATE FACILITIES BOARD (SFB).

5.1. The FB Chair will appoint members as representatives of the installation for their SFB (see Attachment 3 for appointment letter template and distribution). Each installation will provide a representative for their State Facilities Board.

5.2. The SFB minutes will be provided to the installations within the state. Once minutes are received, a copy must be forwarded to NGB/A4AD (your state Programmer). For states with multiple installations, it is requested that the BCE/DBCE who forwards the SFB minutes courtesy copy or otherwise inform their fellow BCEs to prevent resending to the Programmer.

5.3. For more information on SFBs, please refer to DODI 1225.08, *Reserve Component (RC) Facilities Programs and Unit Stationing* and the Implementation Guidance for DODI 1225.08.

6. POINT OF CONTACT FOR THIS ANGETL: The point of contact for this ANGETL is Mr. Mark Mittler, NGB/A4AD at (240) 612-8712, DSN 612-8712 or email: mark.j.mittler.civ@mail.mil



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Attachments:

1. Facility Board Meeting Minutes Template
2. Facility Project Programming Calendar
3. State Facility Board Member Appointment Letter Sample
4. Current ETL Index

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