



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
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PEARL HARBOR HI 96860-5102

JBPHHINST 5910.1A

JB00

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JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 5910.1A

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: JOINT BASE PEARL HARBOR-HICKAM FACILITY BOARD

Ref: (a) DoD Supplemental Guidance for Implementing and Operating a Joint Base, Section 1.5
(b) SECNAVINST 11011.47B
(c) OPNAVINST 11010.20G
(d) COMNAVREGINST 5910.1B
(e) NAVFAC P-73, Real Estate Procedural Manual
(f) NAVFAC P-78, Real Property Inventory Procedures Manual
(g) NAVFAC P-80, Facility Planning Criteria
(h) UFC 3-260-01, Airfield and Heliport Planning and Design
(i) UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings
(j) JBPHHINST 11100.1

Encl: (1) JBPHH Space Allocation Request Process

1. Purpose. This instruction establishes procedures and responsibilities for requesting, evaluating, approving, assigning, and managing real property assets and civil engineering resources within Joint Base Pearl Harbor-Hickam (JBPHH) in accordance with references (a) through (j). Enclosure (1) graphically displays the management process and reference (j) provides the required form for submitting requests for use of real property. This instruction ensures effective management, mission, support, economical, and prioritized asset utilization.

2. Cancellation. JBPHHINST 5910.1

3. Joint Base Facility Board (JBFB) Objectives. The JBFB provides and reviews recommendations concerning the use of real property, facilities and civil engineering resources in support of the mission. The JBFB is the decision-making body for prioritization of capital investment requirements and site requests. The JBFB also grants approval regarding Real Estate actions requested at the installation level.

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4. JBFB Composition. Members of the JBFB are:

Commander, JBPHH (JBC)	Chairperson (Voting)
Deputy, JB Commander (DJBC)	Alternate Chairperson (Voting)
Commander, 15th Wing	Voting Member
Commanding Officer, NAVFAC Hawaii	Voting Member
Commanding Officer, PHNSY/IMF	Voting Member
Commanding Officer, NAVSUP FLC	Voting Member
Commanding Officer, NCTAMS PAC	Voting Member
Commanding Officer, NIOC	Voting Member
Commanding Officer, Naval Munitions Command	Voting Member
HQ PACAF/PMO	Non-Voting Member
Commander, 154th Wing (HIANG)	Non-Voting Member
Commander, 515th Air Mobility Wing	Non-Voting Member
Commander, 624th Reserve Support Group	Non-Voting Member
DJBC	Facility Board Working Group Co-Chairperson
JB CSO	Facility Board Working Group Co-Chairperson
JB4	Facility Board Coordinator

a. Members are authorized to send alternate representatives when unable to attend a meeting. A simple majority of voting members or their representatives will constitute a quorum at any meeting. Board members of associate units will represent their headquarters and subordinate units.

b. Additional Representation. Representatives from other agencies and organizations are invited to participate in specific meetings as needed.

5. JBFB Coordination. The JBFB will meet quarterly.

a. JB4 will schedule meetings with the JBC, notify attendees, prepare an agenda, and distribute it to the appropriate members and associate units prior to the scheduled meetings.

b. The agenda for the JBFB shall include land use, site requests, space utilization and capital investment priorities.

(1) Siting and Space Utilization Requests. The JBFB will review and approve recommendations from the Facility Board Working Group (FBWG) on issues of facility utilization policy, siting and space requests, and category code changes in facility use. All requests will be submitted via official memorandum to JBC with a completed Strategic Basing Questionnaire as provided in reference (j).

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(2) Capital Investment Projects. The JBFB will review and approve recommendations from the FBWG to prioritize work throughout the year. The approved list will be used to execute designs, fund projects as prioritized and advocate for funding through various higher headquarters data collection calls. Typical project lists include military construction, special projects, demolition, and unspecified minor construction.

(3) Master Planning. The JBFB will review and approve master plans or related land-use and facility planning efforts within the JBPHH area of responsibility.

(4) JB4 will prepare, coordinate, and file minutes of each JBFB: A copy of the minutes will be distributed to each member and to each activity whose request was considered by the JBFB.

c. To assist the JBFB, the FBWG is established to assist in resolving priorities, site constraints, space utilization and other issues prior to JBFB convening. The FBWG will be chaired by JB CSO and/or DJBC. No minimum number of members is required for a quorum.

(1) The FBWG will normally meet one to two weeks prior to the quarterly JBFB, at a time convenient to the JB CSO, DJBC, or designated representative.

(2) Representatives from the subordinate and tenant organizations may attend the FBWG meetings to support their organization's projects. Requestors should be prepared to justify priorities.

(3) FBWG recommendations will be presented to the JBFB for approval.

6. Out-Of-Cycle Requests.

a. For time or mission critical issues too urgent to wait until the next scheduled JBFB, an out-of-cycle request will be staffed for approval by the JBC.

b. The requesting organization shall submit a signed request letter to JBC via JB4 with their completed questionnaire, BFR, and drawings, and include mission impact on delays as well as type of request being asked for and other supporting documentation.

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c. The JB4 will be responsible for staffing any such requests and routing to JBC and/or DJBC.

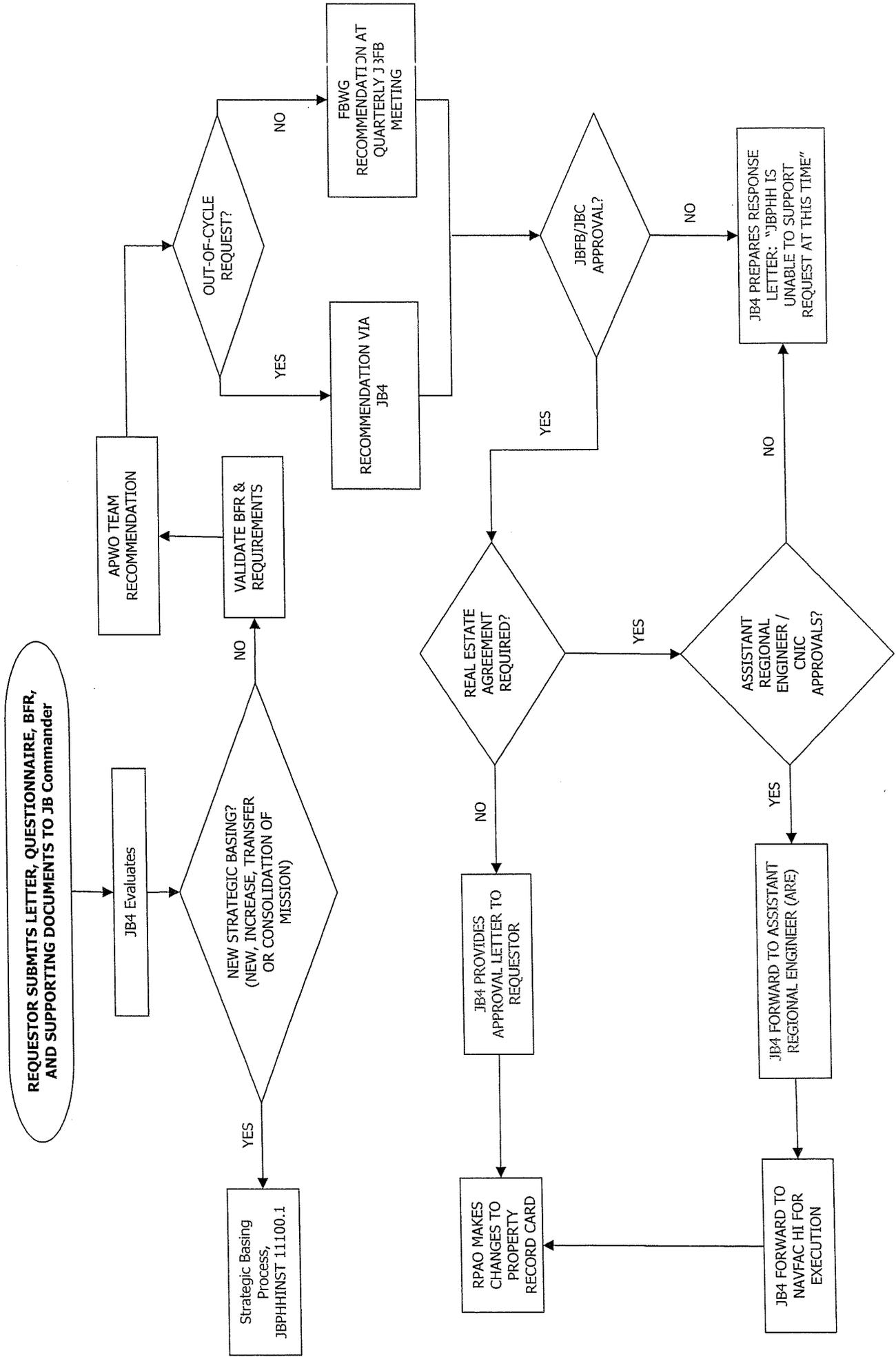
d. Any requests approved through the out-of-cycle process will be presented at the next JBFB for general information.



S. KEEVE

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JBPHH SPACE ALLOCATION REQUEST PROCESS