



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 11000
S-4
6 Oct 21

AIR STATION ORDER 11000

From: Commanding Officer
To: Distribution List

Subj: INSTALLATION PLANNING BOARD

Ref: (a) MCO 11000.12
(b) Unified Facility Criteria (UFC) 2-100-1, Installation Master Planning

1. Situation. Per the references, this order establishes responsibilities and membership of the Installation Planning Board (IPB) in order to formalize the framework by which decisions are made concerning installation master planning, real property maintenance and disposal, and space utilization.

2. Cancellation. None

3. Mission. The IPB will ensure the orderly development and management of installation real property in order to support the Commanding Officer's planning vision and the installation mission. The board will guide the development and maintenance of all components of the Master Plan and assist in ensuring the Master Plan addresses real property requirements for all agencies and activities on the installation and supported areas, and that development is approached in a clear and deliberate manner. The IPB further ensures the Master Plan reflects changes in mission and future development plans with full consideration of, and respect for, surrounding communities.

4. Execution

a. Commander's Intent. Establish an IPB to ensure the most effective use of installation real property by developing construction, land use, and facility utilization priorities, identifying future requirements, and ensuring periodic review of the installation Master Plan.

b. Concept of Operations. The IPB will convene annually during the month of July in order to make recommendations on priorities for major and minor construction, sustainment, restoration and modernization projects. The IPB may also be convened on an as needed basis to address emerging issues. The IPB is responsible for:

(1) Establishing construction, sustainment, restoration, modernization, and demolition project priorities based on mission impact and emerging requirements.

(2) Reviewing and recommending approval or changes to:

(a) All components of the Master Plan.

(b) Priorities of Master Plan projects.

(c) Real property utilization and space assignment resolutions.

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(3) Ensuring the Master Plan is coordinated with the appropriate parties for mutual development concerns, encroachment issues impacting operations and training, and other environmental issues.

(4) Approving the installation Base Exterior Architectural Plan.

(5) Supporting plans and programs that are in harmony with, protect, and enhance the environment, fully observant of sustainable design and development policies and objectives.

(6) Reviewing and making recommendations regarding other items as directed by the Commanding Officer.

c. IPB composition. The IPB is comprised of principal staff members, supported command representatives, and other designated staff. Ad hoc or subject matter experts (SMEs) may participate on an as needed basis. The IPB is organized as follows:

(1) MCAS Logistics Officer. The Logistics Officer will serve as chair of the IPB. The Chair may invite ad hoc members, SMEs, or guests to IPB meetings as necessary. Guests may include representatives of regional and local governments, representatives of planning agencies in the community and non-governmental groups. The Logistics Officer will submit minutes and IPB action recommendations to the Commanding Officer or his designee for approval.

(2) Public Works Asset Manager. The Asset Manager will serve as Secretary and will prepare the meeting agenda, read-ahead packages, and perform other administrative tasks. The minutes will record voting members present and absent; associate member attendance; and topics discussed, including issues, points of discussion, board recommendations with vote tally, if appropriate, and decisions made.

(3) S-3 Operations Officer.

(4) S-6 Communications Officer.

(5) Community Plans and Liaison Officer (CPLO).

(6) Provost Marshal.

(7) Marine Corps Community Services (MCCS) Representative.

(8) Fire Chief.

(9) Safety Director.

(10) Public Works Officer. The Public Works Officer will serve as the alternate Chair.

(11) Command appointed representative of each supported command resident on board the Air Station.

5. Administration and Logistics

a. The IPB will meet in the Public Works conference room unless an alternate location is published prior to a scheduled meeting.

b. Solicitation for agenda items will be published by the Secretary no less than one month prior to the annual meeting.

c. Recommendations for changes to this Order should be made to the Director, S-4, MCAS Beaufort.

d. Records Management. Records created as a result of this Plan shall be managed according to national archives and records administration (NARA) approved dispositions per SECNAV Notice 5210 Implementation of New Department of the Navy Bucket Records Schedules and MCO 5215.1K Marine Corps Directives, to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to SECNAV M-5210.1 Records Management Manual and MCO 5210.11F Marine Corps Records Management Program for Marine Corps records management policy and procedures.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Air Station Beaufort and all tenant commands.

b. Signal. This order is effective the date signed.



K. R. ARBOGAST