

BOARD MEETING MINUTES OF THE STATE FACILITIES BOARD (SFB)

(STATE OR TERRITORY)

A. CONVENING THE SFB

In accordance with DoD Instruction 1225.08, Reserve Component (RC) Facilities Programs and Unit Stationing, the SFB held a meeting at _____ hours, on _____, at _____.

B. ATTENDANCE

Use format in Implementing Guidance for DoD Instruction 1225.08-G, Appendix D.

C. ACTION ON MINUTES OF PREVIOUS MEETINGS

D. PROJECT SUMMARIES

1. Number of projects reviewed: _____.
2. Number recommended for joint construction: _____.
3. Number recommended for unilateral construction: _____.
4. Number not recommended for construction: _____.

E. PROJECT LISTING

Use format in attachment 3, to this enclosure.

F. PROJECT RECOMMENDATIONS

1. For each project considered by the SFB, provide a statement of acquisition alternatives considered and basis for each rejection leading to the chosen option. That may be done in the body of the minutes or in the "Project Remarks" column of attachment 3, to this enclosure.

2. If recommendation is for unilateral construction, include a statement explaining why the project was not recommended for joint construction. That may be done in the body of the minutes or in the "Project Remarks" column of attachment 3, to this enclosure.

G. OTHER BUSINESS

In this section, summarize any other business or recommendations of the SFB.

H. NEXT MEETING

Provide a statement of the planned date for the next meeting and place.

I. ADJOURNMENT

Provide a statement noting completion or disposition of all matters before the SFB and time of adjournment.

J. AUTHENTICATION

Signatures of principal (or alternate) members of the SFB shall authenticate the minutes.

