

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 10-503
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
1 DECEMBER 1995**

Operations

BASE UNIT BEDDOWN PROGRAM

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
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OPR: HQ AETC/XOPU (Maj J. Hogler)

Certified by: HQ AETC/XOP
(Col D. Dixon)

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AFI 10-503, 1 July 1995, is supplemented as follows:

1.3. The Directorate of Plans and Operations, Plans and Programs Division, Bases and Units Branch (HQ AETC/XOPU), is responsible for managing site survey requests and beddown procedures for AETC. Since most basing initiatives cross functional lines and require coordinated staff action, AETC unit commanders and headquarters staff agencies will inform HQ AETC/XOPU of planned mission changes or relocations affecting this command.

2.2. **AETC Procedures For Site Survey Requests.** Contact HQ AETC/XOPU for all requests to relocate existing AETC units, beddown new AETC units, or locate non-AETC units on AETC installations. Specific procedures for intra-AETC and non-AETC requests are as follows:

2.2.1. (Added) **Intra-AETC Requests:**

2.2.1.1. (Added) Headquarters staff agencies will forward all intra-AETC site survey requests to HQ AETC/XOPU.

2.2.1.2. (Added) On receipt of a site survey request, HQ AETC/XOPU will initiate coordination to gain approval for the survey. HQ AETC/XOPU is responsible for appropriate headquarters agencies being included in the planning stage. If a wartime aircraft activity (WAA) is involved, AETC AOS/AOW will staff the request and forward it as appropriate.

2.2.1.3. (Added) After the survey is approved, HQ AETC/XOPU will work with the requesting agency to conduct the survey. HQ AETC/XOPU will provide the survey team chief, publish the survey report, and coordinate any subsequent beddown requests according to paragraph 3 of the basic instruction.

2.2.2. (Added) **Non-AETC Requests:**

2.2.2.1. (Added) AETC installation commanders and head-quarters staff agencies will notify HQ AETC/XOP on receipt of non-AETC requests to use AETC installation resources if those requests appear not to have been processed through HQ AETC/XOPU. They will also notify AETC AOS/AOW if the non-AETC request involves WAA. If WAA is involved, AETC AOS/AOW will staff the request and forward it as appropriate.

2.2.2.2. (Added) AETC units and headquarters staff agencies will forward requests from non-AETC agencies to locate on, or for survey of, AETC installations to HQ AETC/XOPU. Requests should contain information shown in **Attachment 5 (Added)** of this supplement. The proposed gaining installation will study the relocation for compatibility with the base comprehensive plan and return the results of the study to HQ AETC/XOPU for review and forwarding to HQ USAF/XOOB.

2.2.2.3. (Added) Unit commanders and headquarters agencies are not restricted from making contact with non-AETC agencies as part of the survey planning process. AETC units hosting site survey teams will inform HQ AETC/XOPU of the survey results. AETC units participating in the site surveys will submit findings of the final report to HQ AETC/XOPU for review.

3.3.1. **Beddown Planning.** After beddown approval is received, HQ AETC/XOPU will coordinate bed-down planning to include programming plan (PPLAN) preparation and site activation task force (SATAF) meetings as follows:

3.3.1.1. (Added) **Programming Plans (PPLAN).** The AETC Supplement 1 to AFI 10-501, Program Action Directives (PAD) and Programming Plans (PPLAN), contains information concerning AETC PPLAN preparation.

3.3.1.2. (Added) **Site Activation Task Force (SATAF):**

3.3.1.2.1. (Added) A SATAF will be established to identify the actions and tasks required to transfer, bed-down, and operate. The SATAF is normally conducted after PPLAN publication. The SATAF will produce a compilation or book of the tasks, OPRs, estimated completion dates, and pertinent comments that will supplement the PPLAN. Additionally, the SATAF will attempt to identify all costs associated with the transfer, beddown, and operation of the program.

3.3.1.2.2. (Added) The AETC SATAF Team Chief will be provided by HQ AETC/XOPU.

3.3.1.2.3. (Added) The SATAF is composed of personnel from HQ AETC, other MAJCOMs, outside agencies, and affected base-level agencies. The SATAF will be subdivided into groups or teams with designated team chiefs. The team chiefs will work with their teams and interact with other teams to identify the action items and tasks that need to be done to achieve the goal of the PPLAN.

3.3.1.2.4. (Added) Action agencies will notify the PPLAN office of collateral responsibility (OCR) when their respective taskings have been completed or incorporated into normal staffing actions. The PPLAN OCR will provide a summary of completed action items to the PPLAN OPR monthly.

Attachment 5 (Added)**FORMAT FOR AETC INSTALLATION TENANT UNIT BEDDOWN APPLICATION
(DATA COLLECTION SHEET)**

NOTE: Attach additional information sheets if necessary.

RETURN APPLICATION TO: HQ AETC/XOPU

1 F STREET SUITE 02

RANDOLPH AFB TX 78150-4325

1. Organization or unit making request:
2. Organization or unit to be bedded down:
Mission:
3. Point of contact for further information:
 - a. Organization/office symbol:
 - b. Address:
 - c. Name and Grade:
 - d. DSN/Commercial Voice and FAX telephone numbers:
 - e. E-mail address (if available):
4. AETC installation requested as host:
5. Justification for request:
6. Proposed site survey dates/duration:
7. Site survey team composition:
 - a. Name and grade of senior team member
 - b. Team size
8. Support needed for the site survey team (for example: billeting, transportation, etc.):
9. Projected relocation cost:
Funding source: Year: Recurring:
MILCON:
10. When do you want to move this unit to this AETC installation? Do you already have a unit/operation at this installation?
11. When do you anticipate this unit move to be:
 - a. Initiated:
 - b. Completed:
12. Number of manpower authorizations your unit/organization will move:
 - a. Officers:

