BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 10-404

9 MARCH 2004

Operations

BASE SUPPORT AND EXPEDITIONARY SITE PLANNING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://www.e-publishing.af.mil.**

OPR: HQ USAF/ILXX (Maj Keith M. Quinton) Certified by: HQ USAF/ILX (Susan A. O'Neal)
Supersedes AFI 10-404, 26 November 2001 Pages: 237
Distribution: F

This instruction implements AFPD 10-4, *Operations Planning*, and provides for the preparation of base support plans (BSP), and expeditionary site plans (ESP); and the accomplishment of contingency site surveys across the spectrum of USAF operations for deliberate and crisis action planning and execution. It describes the specific requirements to translate and integrate operational requirements into Agile Combat Support and Expeditionary Combat Support (ACS/ECS) at employment sites to create and sustain operations. This instruction applies to ANG and AFRC units.

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1. This change to AFI 10-404, Base Support and Expeditionary Site Planning integrates the In-garrison Expeditionary Site Plan (IGESP) and the Expeditionary Site Survey Process (ESSP) into the plan. The IGESP is primarily developed for locations with a permanent Air Force presence, and is fully developed by the collaborative planning efforts of many functional experts with a deliberate planning time line. IGESPs were formerly known as Base Support Plans (BSPs). The ESSP improves our capability to effectively identify potential operational locations and collect, store, and access site data in support of the warfighter decision-making process. This process will provide decision-makers with standardized, substantive, and reliable site survey information essential to successful mission accomplishment. Furthermore, standardization of the ESSP process will lead to a greater understanding of responsibilities at all levels, and greatly improves our expeditionary capability. A "|" indicates revised material since the last edition.

Chapter 1— BASE SUPPORT AND EXPEDITIONARY SITE PLANNING CONCEPTS 7

1.1. Objectives. 7

Figure 1.1. Military Command Relationships. 8

1.2. Products. 8

1.3. Processes. 9

1.4. Systems Support. 9
1.5. ESSP Enablers. 10
1.6. Integrated Data Collection Tools and Equipment. 10

Chapter 2— ROLES AND RESPONSIBILITIES 12

2.1. General. 12
2.2. The Directorate of Logistics Readiness (HQ USAF/ILG). 12
2.3. MAJCOM/Command Logistics Plans Function. 12
Figure 2.1. Sample IGESP/ESP MAJCOM Roster. 13
Figure 2.2. Site Survey Priority List (SSPL) (Suggested Format). 14
2.4. Other MAJCOM Agencies. 14
2.5. Air Force Component Command (MAJCOM/NAF in component role) Logistics Plans Function. 14
2.6. Other Air Force Component Command (MAJCOM/NAF in component role) Staff Functions. 15
2.7. Deploying Unit Commander. 15
2.8. Host Wing/Installation Commander. 15
2.9. The Installation Expeditionary Site Planning OPR (Host Wing Logistics Plans Function). 16
2.10. In-Garrison Expeditionary Site Planning Committee (IGESPC). 17
2.11. Wing/Base Level Units (Including Tenant Units). 17
2.12. Installation Exercise/Inspection Function. 17
2.13. ESSP Roles and Responsibilities. 17
2.14. Site Survey Team Training. 19

Chapter 3— PLAN DEVELOPMENT 21

3.1. General. IGESP/ESP development is an ongoing process. 21
3.2. Plan Timing. 21
3.3. In-Garrison Expeditionary Site Planning Committee (IGESPC). 21
3.4. Planning Conference/Site Survey. 22
3.5. Plan Titles. ESPs and IGESPs have standardized titles. 22
3.6. Security Classification. 22
3.7. Plan Approval. 22
3.8. Plan Distribution. 22

Chapter 4— PLAN CONTENT GUIDANCE **23**

4.1. Format. IGESP/ESPs currently use a two-part format. 23

4.2. Non-Air Force Support. 23

4.3. Specific Content Guidance. 23

4.4. The Expeditionary Site Survey Process is a subset of the ESP process. 23

Figure 4.1. Overview – ESSP Process. 24

Figure 4.2. Data collection Sub-Process. 25

Figure 4.3. Airfield Suitability Assessment. 26

Chapter 5— CONTINGENCY/ESSP SITE SURVEY **28**

5.1. General. 28

5.2. Concept. 28

5.3. Authorization. 28

5.4. Site Survey Team. 29

Figure 5.1. Suggested Survey Team Composition. 29

5.5. ESSP Integrated Site Survey Team Composition. 30

Figure 5.2. Team Chief Duties. 31

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION **33**

Attachment 2— FORMAT FOR IGESP/ESP
CHAPTER 1 - COMMAND RELATIONSHIPS **42**

Attachment 3— FORMAT FOR IGESP/ESP
CHAPTER 2 - IN-PLACE FORCES **44**

Attachment 4— FORMAT FOR IGESP/ESP
CHAPTER 3 - TRANSITING/EMPLOYING FORCES **45**

Attachment 5— FORMAT FOR IGESP/ESP
CHAPTER 4 - PRECONFLICT MEASURES **46**

Attachment 6— FORMAT FOR BSP/ESP
CHAPTER 5 - EXECUTION CHECKLIST **47**

Attachment 7— FORMAT FOR IGESP/ESP
CHAPTER 6 - RECEPTION **48**

Attachment 8— FORMAT FOR IGESP/ESP
CHAPTER 7 - AIRFIELD OPERATIONS **50**

Attachment 9— FORMAT FOR IGESP/ESP
CHAPTER 8 - AIRFIELD LOADING/PARKING PLAN **51**

Attachment 10— FORMAT FOR IGESP/ESP
CHAPTER 9 - NONCOMBATANT EVACUATION/SAFE HAVEN/ REPATRIATION OPERATIONS **53**

Attachment 11— FORMAT FOR IGESP/ESP
CHAPTER 10 - FLYING OPERATIONS **54**

Attachment 12— FORMAT FOR IGESP/ESP
CHAPTER 11 - NUCLEAR, BIOLOGICAL, AND CHEMICAL (NBCC) DEFENSE OPERATIONS **55**

Attachment 13— FORMAT FOR IGESP/ESP
CHAPTER 12 - FIRE PROTECTION **65**

Attachment 14— FORMAT FOR IGESP/ESP
CHAPTER 13 - EXPLOSIVE ORDNANCE DISPOSAL (EOD) **69**

Attachment 15— FORMAT FOR IGESP/ESP
CHAPTER 14 - CIVIL ENGINEER **70**

Attachment 16— FORMAT FOR IGESP/ESP
CHAPTER 15 - SERVICES **73**

Attachment 17— FORMAT FOR IGESP/ESP
CHAPTER 16 - MEDICAL **94**

Attachment 18— FORMAT FOR IGESP/ESP
CHAPTER 17 - INTELLIGENCE **103**

Attachment 19— FORMAT FOR IGESP/ESP
CHAPTER 18 - SUPPLY **105**

Attachment 20— FORMAT FOR IGESP/ESP
CHAPTER 19 - POL **108**

Attachment 21— FORMAT FOR IGESP/ESP
CHAPTER 20 - TRANSPORTATION **112**

Attachment 22— FORMAT FOR IGESP/ESP
CHAPTER 21 - AIR MOBILITY OPERATIONS 118

Attachment 23— FORMAT FOR IGESP/ESP
CHAPTER 22 - WAR RESERVE MATERIEL (WRM) 121

Attachment 24— FORMAT FOR IGESP/ESP
CHAPTER 23 - SUPPORT AGREEMENTS/HOST NATION SUPPORT 124

Attachment 25— FORMAT FOR IGESP/ESP
CHAPTER 24 - MAINTENANCE 125

Attachment 26— FORMAT FOR IGESP/ESP
CHAPTER 25 - MUNITIONS 132

Attachment 27— FORMAT FOR IGESP/ESP
CHAPTER 26 - MILITARY AND CIVILIAN PERSONNEL OFFICE 141

Attachment 28— FORMAT FOR IGESP/ESP
CHAPTER 27 - MANPOWER AND ORGANIZATION 144

Attachment 29— FORMAT FOR IGESP/ESP
CHAPTER 28 - COMMUNICATIONS AND INFORMATION 146

Attachment 30— FORMAT FOR IGESP/ESP
CHAPTER 29 - POSTAL 149

Attachment 31— FORMAT FOR IGESP/ESP
CHAPTER 30 - COMMAND AND CONTROL SYSTEMS 152

Attachment 32— FORMAT FOR IGESP/ESP
CHAPTER 31 - FORCE PROTECTION 153

Attachment 33— FORMAT FOR IGESP/ESP
CHAPTER 32 - OPERATIONS SECURITY AND TACTICAL DECEPTION 156

Attachment 34— FORMAT FOR IGESP/ESP
CHAPTER 33 - FINANCIAL MANAGEMENT/COMPTROLLER 157

Attachment 35— FORMAT FOR IGESP/ESP
CHAPTER 34 - CONTRACTING 162

Attachment 36— FORMAT FOR IGESP/ESP
CHAPTER 35 - WEATHER 165

Attachment 37— FORMAT FOR IGESP/ESP
CHAPTER 36 - PUBLIC AFFAIRS 167

Attachment 38— FORMAT FOR IGESP/ESP
CHAPTER 37 - HISTORIAN 169

Attachment 39— FORMAT FOR IGESP/ESP
CHAPTER 38 - LEGAL 171

Attachment 40— FORMAT FOR IGESP/ESP
CHAPTER 39 - CHAPLAIN 173

Attachment 41— FORMAT FOR IGESP/ESP
CHAPTER 40 - SAFETY 176

Attachment 42— FORMAT FOR IGESP/ESP
CHAPTER 41 - OFFICE OF SPECIAL INVESTIGATIONS 179

Attachment 43— FORMAT FOR IGESP/ESP
CHAPTER 42 - RESERVED 181

Attachment 44— FORMAT FOR IGESP/ESP
CHAPTER 43 - LIMITING FACTORS 182

Attachment 45— FORMAT FOR IGESP/ESP
CHAPTER 44 - MAPS 183

Attachment 46— FORMAT FOR IGESP/ESP
CHAPTER 45 - COMBAT LOGISTICS SUPPORT SQUADRONS 184

Attachment 47— FORMAT FOR IGESP/ESP
SAMPLE SITE SURVEY STATEMENT OF REQUIREMENTS 187

Attachment 48— IC 2004-1 TO AFI 10-404, BASE SUPPORT AND EXPEDITIONARY SITE PLANNING 194

Chapter 1

BASE SUPPORT AND EXPEDITIONARY SITE PLANNING CONCEPTS

1.1. Objectives. The objectives of in-garrison expeditionary site plans (IGESP) and expeditionary site planning (ESP) are to determine capabilities and apply them to contingency operations. The Expeditionary Site Survey Process (ESSP) is a subset of the overall expeditionary site planning process. Expeditionary site planning is the foundation for Air Force expeditionary operations; this AFI is the governing document for the ESSP. It provides the focus, guidance, and integration, and prioritizes the actions for the site survey teams. It provides the necessary detailed information required by planners at all levels--strategic, operational, and tactical. Whether they are developing the Air Campaign, the aircraft basing plan supporting the air campaign, or preparing to deploy a unit forward to execute the plan – each requires similar information with which to begin planning. The primary difference between the three examples is the level of detail required to execute their planning. The ESSP provides the expeditionary site planning process a standard operational method for data collection and data storage for potential operating locations.

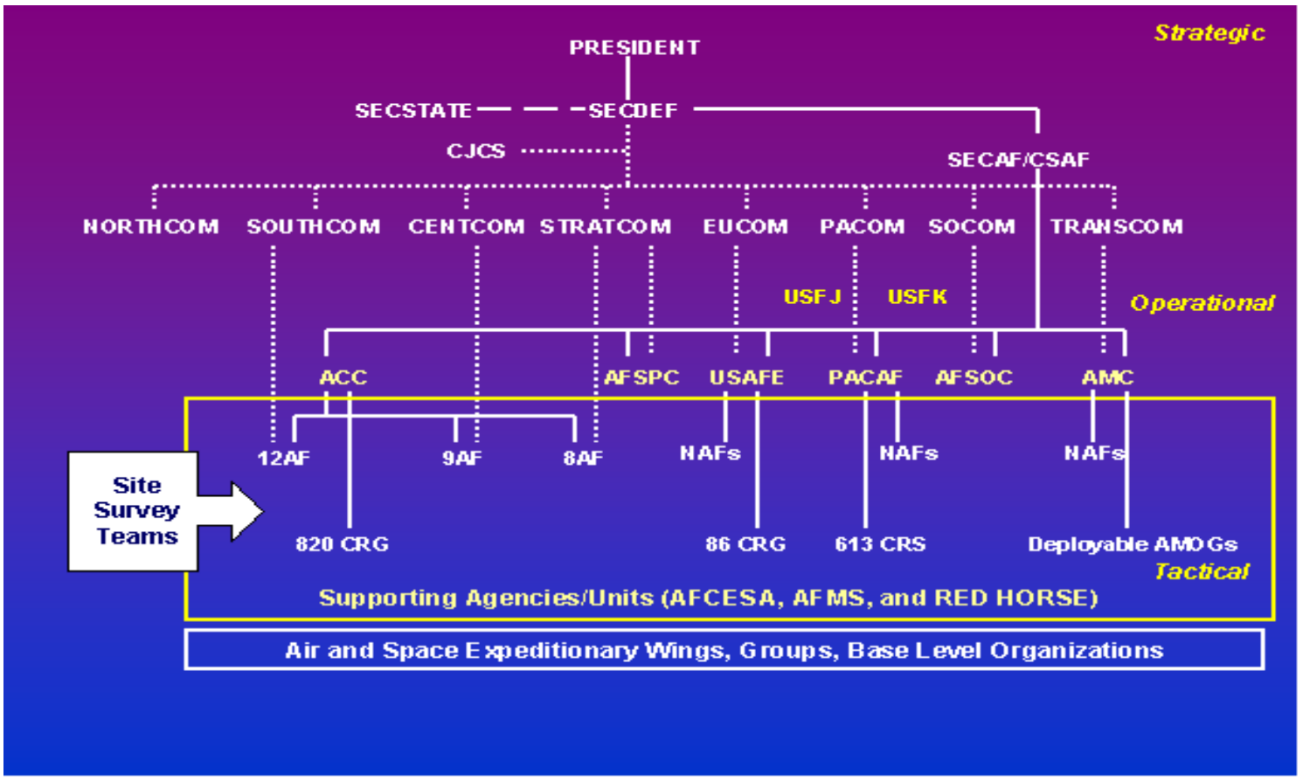
1.1.1. Part I of the in-garrison and expeditionary site plan identifies resources and capabilities of a location by functional area and is the focus of the expeditionary site survey. For contingency requirements, Part II of the plan allocates resources identified in Part I, assesses the ability to support the operation, and identifies limiting factors (LIMFACs). It is through these plans that all units operating out of the location become familiar with the existing resource allocations and key tactics, techniques, and procedures (TTPs).

1.1.2. The ESSP is a strategic vision that defines the site survey process in operational and tactical terms. Air Force units and personnel should plan and execute site surveys by using the ESSP to plan employment, reception and beddown, employment, and sustainment of air and space expeditionary forces.

1.1.3. The Goldwater-Nichols Department of Defense (DOD) DOD Reorganization Act of 1986 established the operational chain of command for the DOD from the President to the Secretary of Defense to the combatant commanders. Title 10, United States Code 163, the Unified Command Plan (UCP) direct that communications between the President/Secretary of Defense and the combatant commanders be transmitted through the Chairman, Joint Chiefs of Staff (CJCS). The commanders of combatant commands exercise command authority (CoCom) of assigned forces and are directly responsible to the President and Secretary of Defense for the performance of assigned missions and preparedness of their commands. There are nine combatant commanders with five having geographic responsibilities. These combatant commanders are each assigned an Area of Responsibility (AOR) by the UCP and are responsible for all operations within their designated areas; U.S. Southern Command, U.S. Central Command, U.S. European Command, U.S. Pacific Command, and U.S. Northern Command (includes Homeland Defense). During wartime, the Commander of U.S. Forces Korea (USFK), which is a subordinate command to USPACOM in peacetime, becomes the Commander, United Nations Command, and Commander of the Republic of Korea (ROK)-U.S. Combined Forces Command. The other four combatant commanders have worldwide functional responsibilities not bounded by geography: U.S. Special Operations Command, U.S. Strategic Command, U.S. Transportation Command, and U.S. Joint Forces Command. Assigned to each of these combatant commands is an Air Force component command. At the operational level, the component command commander advocates air and space power, provides expertise and advice to the combatant commander, and exercises day-to-day command authority over air and space forces. Each Air Force component command will

have a program office responsible for site survey planning and execution. The responsible Air Force component command program office will work with Combatant Commander planning staffs to develop a theater-wide Site Survey Priority List (SSPL). The program office will also orchestrate the execution of site surveys in coordination with Air Mobility Command and supporting agencies to ensure site data is collected, stored, and accessible worldwide in accordance with the standardized ESSP defined by this AFI. **Figure 1.1.**, Military Command Relationships, depicts the chain of command that affects expeditionary site planning, the level of involvement (Strategic, Operational, or Tactical), and the command relationship between key players in the process.

Figure 1.1. Military Command Relationships.



1.2. Products. The expeditionary site planning process produces an In-Garrison Expeditionary Site Plan (IGESP) and an Expeditionary Site Plan (ESP). IGESPs are primarily developed for locations with a permanent Air Force presence, and are fully developed by the collaborative planning efforts of many functional experts with a deliberate planning time line. ESPs are chiefly associated with locations without a permanent Air Force presence and may contain only the minimum data necessary to make initial beddown decisions (quick reaction site survey information in Part I). ESPs may be developed in short time frames to meet contingency needs without full staffing or coordination. IGESPs and ESPs follow the format templates in the attachments to AFI 10-404, Base Support and Expeditionary Site Planning or the Survey Tool for Employment Planning application. The new Expeditionary Site Survey Process (ESSP) defines the capability and procedures to effectively identify potential operational locations and collect, store, and access site data in support of warfighter decision-making processes. This process will provide decision-makers with substantive and reliable site survey information essential to performing their jobs well. Furthermore, the standardization of the process will enable the process to move faster, lead to a greater

understanding of responsibilities at all levels, and a greatly improve the quality and usefulness of expeditionary site planning data.

1.3. Processes. Agile combat support (ACS) is a core competency of the Air Force and includes the processes that create, sustain, and protect all aerospace capabilities necessary to accomplish mission objectives across the spectrum of conflict. It is the product of processes that ready the force, prepare the battle space and position, employ, sustain, and recover the force. Expeditionary combat support (ECS) is the tailored ACS capability deployed to expeditionary sites to provide for Aerospace Expeditionary Forces (AEF) employed and engaged in operations. This capability is produced by rapidly deployable, tailored forces executing ACS processes to beddown, employ, maintain, protect, and redeploy tactical components of air and space power and production. As part of ACS and ECS, the expeditionary site planning process defines capability, establishes resource allocation, and determines solutions to shortages/limitations. A rigorous expeditionary site planning process is essential to determine contingency beddown locations, deployment requirements, tailoring decisions, and resource allocations. Where existing capabilities fall short of mission requirements, this process facilitates decisions for successfully sustaining the mission. The process result is an IGESP/ESP that defines the information necessary for making beddown, reception, and deployment-planning decisions. The collaborative planning required by all functional areas to create a coordinated/integrated ESP results in the maximum benefit of the process. At the unit level it represents a capability assessment and an employment plan for the tactical level. For MAJCOM/NAF/Air Component staffs, it quantifies theater/AOR support capabilities at the operational level. At HQ USAF, it presents service level data for strategic level planning and requirements determination.

1.3.1. This Air Force Instruction is the governing document for the ESSP. It provides the focus, guidance, and integration, and prioritizes the actions for the site survey teams. It provides the necessary detailed information required by planners at all levels--strategic, operational, and tactical.

1.4. Systems Support. The Logistician's Contingency Assessment Tools (LOGCAT) is a NIPRNET/SIPRNET-based suite of standard systems tools that enables automated, employment-driven, agile combat support planning. LOGCAT supports the expeditionary site planning process by accurately and rapidly identifying resources and combat support requirements at potential employment locations, providing beddown capability analysis and LIMFAC identification, and facilitating force tailoring decisions to reduce the overall deployment footprint. LOGCAT consists of three components that are mandated for use when they are available at all levels of command. LOGCAT users are required to obtain a LOGCAT NIPRNET/SIPRNET user password from their MAJCOM office.

1.4.1. Survey Tool for Employment Planning (STEP). Partially automates the overall expeditionary site planning process and standardizes IGESP/ESP products via a sophisticated, multimedia tool for the collection of site data. STEP is designed for in-garrison or deployed configurations, and incorporates functionally based checklists to methodically capture site survey data in a standardized formats. STEP organizes survey data to facilitate beddown analysis and LIMFAC identification. STEP enables IGESP/ESP development with separate Part I and Part II modules. STEP provides a Part I capability that facilitates Part II development. Use of STEP for developing IGESP/ESPs is mandatory. Units unable to use STEP Part II for IGESP/ESPs (as a result of no SIPRNET connectivity or other reasons) must request a waiver from HQ USAF/ILGD through the appropriate MAJCOM/LGX or equivalent. Waiver requests should include, as a minimum, the reason why STEP cannot be used, resolution actions, get well date, and temporary work-around solution.

1.4.2. Employment Knowledge Base (EKB). EKB is the LOGCAT database that stores all STEP-produced IGESPs and ESPs. It also contains National Imagery and Mapping Agency (NIMA) airfield data, and other information critical to contingency beddown planning. LOGCAT users are to enter Part I data via the NIPRNET only. Part I data on the classified network will be updated via the data synchronization capability from the unclassified STEP. (**WARNING**) Never update Part I data while in the Part II (SIPRNET) portion of the EKB.

1.4.3. Beddown Capability Assessment Tool (BCAT). BCAT is a robust decision support tool for assessing the extent to which base/site capabilities can support planned mission activities over a designated period of time. BCAT processes data from multiple sources including the EKB (survey data captured using STEP) to perform a day-to-day assessment by comparing mission requirements to site capabilities for petroleum, oil, and lubricants (POL), munitions, parking, lodging, meals, and to a limited extent, airlift throughput. With information generated by the analysis, BCAT presents LIMFACs using various graphical and tabular presentation modes. From the results, planners can anticipate the future need for capabilities and make informed decisions to mitigate LIMFACs. BCAT analysis supports IGESP Part II and ESP development.

1.5. ESSP Enablers. Worldwide accessibility to data storage is possible and necessary for planning accuracy and risk analysis of intended expeditionary sites. Planners and surveyors must be able to take advantage of the Department of Defense Communications network, the Global Command and Control System (GCCS) and Global Combat Support System (GCSS) infrastructures. Data collected in the field must be transported to data stores in time to support impending operations. Planners must have access to the most current data to advise senior leaders on courses of action concerning expeditionary site selection. Data sharing will eliminate redundancy in collection efforts and help in right sizing deploying forces.

1.6. Integrated Data Collection Tools and Equipment. Standardized tools are integral to effective collection, storage, and access of data gathered during a site survey. Collecting data accurately and reliably requires site survey teams to use standardized tools to support the site survey process. Integrated data collection tools and equipment are designed and utilized to collect tabular and geospatial data. The cornerstone of these tools is the site survey checklist and its integration of tabular and geospatial data. The Wing Commander-scanned certification page should be imported via multimedia into the General Site Information Chapter. The responsible MAJCOM, in coordination with the appropriate Air Force Component, will determine certification authority in cases where the wing/installation commander cannot be the Certifying official; i.e., lead wing commander or air force component commander. The Air Force Component Commander may delegate this responsibility. Other Site Survey Checklist data fields not included within the LOGCAT system should be populated within the miscellaneous field. It is designed to prioritize functional team member actions and facilitate the sharing of information while preventing duplication of effort. Properly trained personnel will be able to utilize these tools to collect integrated site data. The standardized tools focus the team and optimize activities, especially when situation restrictions may limit time available on the ground at the site. MAJCOMs or other higher headquarters must plan for and acquire the equipment required by their site survey teams. The headquarters must ensure requirements are identified and submitted as part of the United States Air Force Program Objective Memorandum (POM) for funding. Each site survey team will have its own equipment. Equipment should be compatible with current expeditionary site planning standards. This equipment will include both functional area-unique and common equipment. Equipment must meet the following standards:

1.6.1. Equipment must comply with guidelines for preventing unauthorized transfer of technology

1.6.2. Equipment should be unclassified

1.6.3. Equipment must be transportable by commercial means

1.6.4. Equipment must fit in suitcase-sized carriers

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. General. This chapter describes functional area roles and responsibilities for the planning, preparation, and execution of the expeditionary site planning and survey processes. Both processes significantly impact beddown and campaign plan decisions for all military branches. Consequently, roles and responsibilities must be clearly defined and unambiguous. Therefore, it is important that each organization's role is known and understood by all involved. The following cross-functional responsibilities touch many organizations and agencies and depict the basic responsibilities of each level of command.

2.1.1. Cross-Functional Responsibilities for IGESP/ESP. The format for IGESP/ESP is by functional chapters, and templates for each are included as attachments to this instruction. The table of contents of this instruction specifies the office of primary responsibility (OPR) for each chapter. Functional OPRs are responsible for ensuring the template includes the functional content necessary to meet expeditionary site planning objectives.

2.1.2. Cross-Functional Responsibilities for Expeditionary Site Planning Standard Systems Applications. The rule-based logic contained in BCAT or its replacement is derived from functional area policy, technical data, and subject matter expert experience – examples include aircraft parking space data, aircraft refueling flow rates, meal consumption data, etc. The “electronic checklist” in STEP is derived from widely used checklists and functional expert input. Functional area managers are responsible for keeping BCAT rules and STEP data elements current through coordination with AF/ILGD, and the respective MAJCOM and expeditionary site planning OPR as appropriate.

2.2. The Directorate of Logistics Readiness (HQ USAF/ILG). Responsible for the Air Force Expeditionary Site Survey Planning process, policy, and guidance.

2.2.1. Provides oversight of USAF contingency site survey process. Assist lead MAJCOMs efforts to de-conflict competing site survey requirements/resources when necessary.

2.2.2. Exercises management control over the expeditionary site planning program to insure availability of accurate and current data for contingency logistics planning. Perform quarterly review of EKB data for currency based on scheduled MAJCOM actions for IGESP/ESP entries/updates. During the interim period of LOGCAT fielding, assess data currency by coordinating quarterly with MAJCOMs that are unable to use STEP and the EKB.

2.2.3. Manages supporting standard systems applications, and is the OPR for LOGCAT. Chairs the LOGCAT Functional Requirements Board (FRB).

2.3. MAJCOM/Command Logistics Plans Function. Provides command policy and guidance for implementing in-garrison expeditionary support (IGESP), and expeditionary site planning (ESP) concepts to meet their specific missions.

2.3.1. Ensure all subordinate bases develop IGESP Part I. Coordination of this requirement with other services may require service component agreements at MAJCOM level if the AF unit is a tenant a Sister Service location.

2.3.2. Ensure subordinate bases with support/combat responsibilities (i.e. reception, throughput, training, etc.) develop IGESP Part II. At locations where USAF is not the host component, coordina-

tion of this requirement with other services may require service component agreements at MAJCOM level if the AF unit is a tenant a Sister Service location.

2.3.3. To facilitate management control, maintain a roster of subordinate bases (including forward operating locations where USAF may or may not maintain a presence) that require either an IGESP or ESP. Follow the format in **Figure 2.1.** (sort the locations based on the next activity date), classify appropriately, and forward to HQ USAF/ILGD on a quarterly basis (end of Jan, Apr, Jul, and Oct).

Figure 2.1. Sample IGESP/ESP MAJCOM Roster.

	DATES					EKB
LOCATION	PART 1	PART 2	ESP	NEXT ACTIVITY	ACTIVITY	UPLOADED
COB #1	Jan-2002	Jan-2002	NONE	Feb-2003	PART 1 & 2	NO
MAIN BASE	Jul-2001	Jul-2001	NONE	Mar-2001	PART 2	YES
MAIN BASE	May-2001	May-2001	NONE	May-2001	PART 1 & 2	YES
FOL #1	NONE	NONE	NONE	Oct-2001	PART 1	NO
SSPL SITE #1	NONE	NONE	Nov-03	IAW Component CC	ESP	NO

2.3.4. Identify a point of contact (POC) to HQ USAF/ILGD for all MAJCOM related expeditionary site planning issues. The MAJCOM POC represents the respective MAJCOM at the LOGCAT FRB and is a voting member.

2.3.5. Provide planning information to subordinate units (i.e., all forces time-phased force deployment data (TPFDD), war consumables distribution objective (WCDO), war plans additive requirements report (WPARR), vehicle authorization list (VAL), War and Mobilization Plan (WMP), etc.) and identify baseline-planning data for IGESP/ESP development.

2.3.6. Develop a review process for IGESP/ESPs in coordination with the responsible numbered Air Force (NAF). Request MAJCOM functional area support to provide plan inputs for those areas where functional expertise does not exist within the subordinate unit or NAF. Where appropriate, coordinate with host wing, host wing NAF, and host wing MAJCOM logistics plans agencies during review process. Maximize LOGCAT applications to expedite and standardize overall review process.

2.3.7. Monitor subordinate unit limiting factor (LIMFAC) reports in coordination with the appropriate NAF. Staff validated LIMFACs with appropriate MAJCOM/Command functional managers for resolution actions. As appropriate, coordinate resolution actions and prioritization of effort with MAJCOM senior staff, and NAF. Maintain a database of LIMFAC status and issue resolution.

2.3.8. Develop policy for performing staff assistance visits (SAVs) with subordinate units as required. The purpose of SAVs is to review the overall expeditionary site planning process, provide guidance, clarification, and training. The SAV program should be executed in coordination with responsible NAFs.

2.3.9. Coordinate with MAJCOM Inspector General (IG) to ensure proper evaluation of in-garrison and expeditionary site planning processes and products across all functional areas.

2.3.10. Manage all MAJCOM related aspects of fielding, using, and sustaining expeditionary site planning standard systems applications such as LOGCAT and or its replacement.

2.3.11. Provide oversight of MAJCOM contingency site survey processes. Develop policy to insure site survey information is collected with STEP and stored in the EKB when possible. Avoid duplication of effort, and ensure enough data is collected during site surveys to facilitate beddown analysis with BCAT as appropriate. Assist AMC/A3 with the development and maintenance of the Site Survey Priority List (SSPL) for near-term (two years) site surveys at locations that are most likely to be used for primary missions, humanitarian assistance operations, or unique MAJCOM/AOR requirements. SSPLs should be developed in concert with supported commands, subordinate units, and contingency taskings. Update SSPLs semiannually, classify as appropriate, and forwarded to HQ USAF/ILGD NLT 31 March and 30 September each year. MAJCOMs and Centers (AETC, AFMC, AFRC, and ANG) without an AOR responsibility are exempt from the SSPL report.

Figure 2.2. Site Survey Priority List (SSPL) (Suggested Format).

PRIORITY	LOCATION	OBJECTIVE	REASON	DATE
1	FRIENDLY FOL	IGESP PART I & II	OPLAN TASKING	SEP 2001
2	MUST HAVE CIRF	IGESP PART I & 2	CONPLAN TASKING	OCT 2001
3	AFRICAN SOCCER FIELD	ESP	POSSIBLE HUMRO SITE	MAR 2002
4	STRATEGIC ATOLL	ESP	ENROUTE STOP	TBD

2.3.12. Identify to subordinate NAF and wing logistics plans functions their roles and responsibilities in meeting expeditionary site planning objectives.

2.3.13. Identify and resolve IGESP and ESP issues impacting other MAJCOM units, including Air National Guard and Air Force Reserve units with their respective MAJCOM logistics plans functions.

2.4. Other MAJCOM Agencies.

2.4.1. Inspector General (IG). Evaluate expeditionary site planning processes and products. Coordinate with the MAJCOM expeditionary site planning OPR for evaluation guidelines and metrics.

2.4.2. MAJCOM Functional Managers. Take appropriate action to resolve subordinate unit LIMFACs. Coordinate efforts with MAJCOM logistics plans function and the appropriate NAF agencies.

2.4.3. Coordinate all site survey requests with the MAJCOM logistics plans function to prevent duplication and permit proper prioritization of efforts, and ensure site survey information is collected with STEP and stored in the EKB when possible.

2.4.4. Provide assistance and inputs for IGESP/ESP development when functional expertise is not resident at subordinate levels.

2.4.5. Further refine functional chapter and/or ESP requirements to reflect unique AOR and/or MAJCOM necessities. Include these refinements in a MAJCOM instruction or supplement to this document.

2.5. Air Force Component Command (MAJCOM/NAF in component role) Logistics Plans Function. Responsible, with the assistance of appropriate functional managers, for the following in addition to the applicable responsibilities in paragraph **2.3.**

2.5.1. Review AOR wartime and contingency requirements and identify all aircraft, personnel (to include noncombatant evacuees and all services), and equipment competing for base resources. Review all other planning efforts to include base operability actions, reception task force responsibilities, command and control structures, facility and utility usage, security requirements, noncombatant evacuation planning (to include Safe Haven operations), tenant planning involvement, and host-nation support.

2.5.2. Sponsor, host, and fund USAF participation in applicable IGESP and ESP conferences at USAF beddown and en route support locations within their AORs. Specifically, ACC is responsible for SOUTHCOM, JFCOM, and CENTCOM AORs, USAFE is responsible for EUCOM AOR, PACAF is responsible for PACOM AOR, and responsible parent MAJCOMs for CONUS based installations. MAJCOMs may delegate any or all of these responsibilities to subordinate NAF/wing within the AOR.

2.5.3. Facilitate the development of ESPs for beddown or support locations in their AOR that do not have a major Air Force presence. All efforts will be made to develop ESPs with Parts I and II -- as a minimum, develop the ESP Part I. When the host country severely restricts access to a location, the ESP should be completed to the extent possible with ongoing efforts to complete the plan. Coordination of this requirement with other services may require service component agreements at MAJCOM or COMBATANT COMMANDER level.

2.5.4. Validate/monitor unit level LIMFACs in coordination with appropriate NAF/MAJCOM functional agencies.

2.5.5. Coordinate all site survey requests with MAJCOM logistics plans function to prevent duplication of effort and permit proper prioritization of survey requirements.

2.6. Other Air Force Component Command (MAJCOM/NAF in component role) Staff Functions. Provide guidance and assistance as necessary for developing and/or reviewing IGESP/ESP functional chapters. Coordinate all site survey requests with the MAJCOM logistics plans function and insure site survey information is collected with STEP and stored in the EKB when possible.

2.7. Deploying Unit Commander. Coordinate all site survey requests with AOR and parent MAJCOM logistics plans function. Review IGESP/ESPs for locations their units are tasked to deploy to or transit through. Deploying unit commanders will coordinate with and advise the reception base or transit location of unique support requirements, suggested changes, or other impacts on reception planning. Units are encouraged to participate in site surveys or planning conferences at their deployment locations to coordinate requirements and plan for the most effective use of resources. Every effort should be taken to accomplish ESP site surveys or planning conferences in conjunction with scheduled deployments and/or exercise participation. These visits facilitate the development of viable IGESP/ESPs, and provide the deploying units the opportunity to tailor their deployment packages to eliminate duplication and reduce reception and transportation requirements.

2.8. Host Wing/Installation Commander. Ensure IGESP is developed and maintained as directed by the MAJCOM. When delegated by MAJCOM, budgets to host representatives from major deploying units to assist in development of Part II and subsequent refinements. Support the overall process through the in-garrison expeditionary site planning committee (IGESPC). Coordinate all site survey requests with

MAJCOM logistics plans function. Retain final signature authority on IGESP documents and validation authority on electronic information transmitted and stored in the EKB. Chair the Planning Committee.

2.9. The Installation Expeditionary Site Planning OPR (Host Wing Logistics Plans Function).

2.9.1. Develop and manage the installation expeditionary site planning program.

2.9.2. Manage the IGESP Limiting Factor (LIMFAC) reporting program. Forward LIMFACs that are validated by IGESPC and approved by wing/installation commander to applicable NAF logistics plans function. NAFs will, in-turn, forward these reports to MAJCOM logistics plans function after NAF staff and commander review/approval.

2.9.3. Schedule and manage IGESPC meetings and notify/invite the appropriate NAF/LGX or equivalent. Publish minutes and ensure copies are provided to all base agencies, attendees, NAF, and higher headquarters.

2.9.4. Develop and present IGESP briefings as required.

2.9.5. Schedule site surveys/planning conferences when required and as a minimum invite representatives from all major deploying units, NAF, and supporting MAJCOM representatives as required.

2.9.6. Maintain a continuity book/electronic files that includes the following as a minimum:

2.9.6.1. IGESP functional OPRs (project officers in each major base staff function, organization, and associate units with a war support function), and authorized LOGCAT users.

2.9.6.2. Copies of minutes of the last four IGESPC meetings and any applicable working group meetings (or reference to location if minutes are classified).

2.9.6.3. Copy of AFI 10-404 and applicable supplement.

2.9.6.4. Copy of the IGESP or reference to its location.

2.9.6.5. Reference to location of planning documents (e.g., TPFDD, USAF War and Mobilization Plan, Volume 4 (WMP)-4) Wartime Aircraft Activity (WAA), etc.).

2.9.6.6. Copies of Inspection Reports (applicable local and higher headquarters inspection findings, SAV reports, self-inspection findings, etc.).

2.9.6.7. LIMFAC program documentation.

2.9.6.8. Miscellaneous (issues, lessons learned, message traffic, training slides, handbooks, and any comments which would add to the understanding of the expeditionary site planning process).

2.9.6.9. IGESP/ESP POC appointment letter.

2.9.7. Develop and maintain local policy and procedures for implementation and usage of LOGCAT at base level. Insure local certification and system administration requirements are addressed.

2.9.7.1. Coordinate with the local network security office for software installation authorization

2.9.7.2. Maintain a LOGCAT user account roster. Inform MAJCOM LOGCAT Super Planner when access is no longer required (changed jobs, PCS, retire, etc.).

2.9.8. Maintain visibility and forward notification of local site survey requirements to respective NAF and HHQ. Insure information is validated and loaded into LOGCAT, as appropriate.

2.10. In-Garrison Expeditionary Site Planning Committee (IGESPC). (See paragraph **3.3.** for specifics) The IGESPC is a deliberate planning body chaired by the wing commander. Its primary function is to actively integrate the efforts of all base-level organizations involved in preparing an IGESP.

2.11. Wing/Base Level Units (Including Tenant Units). All commanders and functional area experts, regardless of command, are responsible for development, management, and review of their portions of the IGESP. IGESP chapter OPRs will maintain continuity books (see paragraph **2.9.6.**) to ensure succeeding personnel are aware of how the chapter was developed (include internal checklists, formulas used, etc.). Coordinate all site survey requests with wing logistics plans function to prevent duplication of effort and permit proper prioritization of requirements. Each unit on base will compare capabilities against contingency requirements and identify those constraints having a critical negative effect on a base's war fighting capability. These constraints will be reviewed by the unit commander and submitted to the logistics plans function for review by the IGESPC. LIMFACs are personnel or materiel deficiencies, problems, or conditions (validated by the IGESPC) that have a critical negative impact on the ability of a unit to perform its wartime mission, and require the aid of higher headquarters to resolve. Units will monitor reported LIMFACs and submit updates should changes occur (e.g., LIMFAC becomes invalid, outdated, etc.). Constraints, which do not meet IGESP LIMFAC criteria, should be identified as such (e.g., constraint, shortfall, etc.) and included in the plan.

2.12. Installation Exercise/Inspection Function. Wing IG or equivalent; establish a program in cooperation with the installation logistics plans function to assess the effectiveness and efficiency of the reception and beddown process. Installations will conduct local reception and beddown exercises at the discretion of their MAJCOM. Reception and beddown exercises can be combined with other local exercises at the host commander's discretion. Exercise scenarios should be based on real world expectations of simultaneous deployment, reception, beddown, and integration of forces. All IGESP participants should be involved in building the exercise scenario. Exercise evaluation results will be included in the IGESPC minutes.

2.13. ESSP Roles and Responsibilities. Individuals involved in the site survey process must understand the relationships between the various organizations involved in the process and what unique function each provides to its successful outcome.

2.13.1. HQ USAF/ILG:

2.13.1.1. Develop doctrine; develop policy, guidance, and procedures on site survey process.

2.13.1.2. Ensure operational and functional requirements are properly identified and documented in applicable Air Force instructions.

2.13.1.3. Ensure site surveys are funded and have an appropriate priority in the Air Force budget.

2.13.1.4. POC for integrated site survey/system and tool development.

2.13.1.5. Establish formal training and follow-on education requirements.

2.13.2. Air Mobility Command:

2.13.2.1. Maintain/conduct site survey course at Air Mobility Warfare Center.

2.13.2.2. Coordinate Air Force component command site selection criteria and Site Survey Priority Lists (SSPLs) with HQ AF/IL and XO <u>who may add but not delete locations</u>.

2.13.2.3. Ensure Deployable Air Mobility Operations Groups/NAFs are staffed/augmented to conduct site surveys.

2.13.2.4. As mission required and when a site has not been surveyed or is not scheduled to be surveyed coordinate with Air Force component commands to perform site surveys.

2.13.3. NIMA: Provide existing geospatial data and imagery of requested locations to Geo-Integration Offices at MAJCOMs for inclusion in Common Installation Picture (CIP) package for potential operating locations.

2.13.4. MAJCOM (When Not Air Force Component Command):

2.13.4.1. Establish Program Office responsible for site planning process.

2.13.4.2. Provide resources to component commands for site surveys.

2.13.4.3. Consolidate command training requirements and submit to AMWC.

2.13.4.4. Ensure units are staffed or augmented to conduct site surveys.

2.13.4.5. Produce and maintain the CIP.

2.13.4.6. Determine capability and sustainability for sites; provide command-unique guidance to wings/NAFs.

2.13.4.7. Coordinate country access requirements for site survey teams.

2.13.4.8. Coordinate security/threat and local conditions briefings for areas in/around FOLs to site survey teams.

2.13.4.9. Negotiate airfield access and logistics services agreements.

2.13.5. Air Force Component Command:

2.13.5.1. Establish responsible program offices; single Air Force POCs for site surveys within AOR--recommend potential operating locations to Combatant Commanders staff.

2.13.5.2. Liaison to Combatant Commander's staff--develop site selection criteria and SSPL.

2.13.5.3. Provide resources to component command for site surveys.

2.13.5.4. Identify training requirements to responsible MAJCOM (example: NAF identifies requirements to ACC, ACC consolidates requirements for NAFs and submits to AMWC).

2.13.5.5. Ensure units are staffed/augmented to conduct site surveys.

2.13.5.6. Negotiate country clearance/site access with Combatant Commander's staff.

2.13.5.7. Coordinate security/threat and local conditions briefings for areas in/around FOL to site survey teams.

2.13.5.8. Direct site surveys within the AOR.

2.13.5.9. Track status of site surveys from start to completion.

2.13.5.10. Submit Airfield Suitability Survey to appropriate MAJCOM/DO or equivalent for assessment.

2.13.5.11. Produce and maintain the CIP.

2.13.5.12. Negotiate airfield access and logistics services Agreements.

2.13.5.13. Provide guidance in Deployment Orders (DEPORDs), Execution Orders (EXORDs), after action reports.

2.13.6. NAFs/Contingency Response Units/Deployable AMOGs/RED HORSE/HQ AFCESA, Air Force Pavements Evaluation (APE):

2.13.6.1. Perform site surveys as directed by component command.

2.13.6.2. Perform initial site survey to sites to include, at a minimum but not restricted to:

2.13.6.2.1. Airfield Suitability Survey.

2.13.6.2.2. Threat Assessment.

2.13.6.2.3. Pavement Evaluation.

2.13.6.2.4. Beddown Assessment.

2.13.6.2.5. Open, receive, and beddown forces.

2.13.6.3. Within 30 days of completion of deployment, provide completed after action report to program office, through proper coordination channels, and update the integrated framework.

2.13.7. Air Expeditionary Wing (AEW):

2.13.7.1. Conduct and complete in-garrison ESPs for locations other than Main Operating Bases (MOBs).

2.13.7.2. Deploy and execute assigned missions.

2.13.7.3. During deployment, the AEW determines the capability and sustainability of the site and complete checklists for site's ESP.

2.14. Site Survey Team Training. Education and training are critical to the success of this AFI. All Air Force personnel will be educated on the expeditionary site survey process. Those who collect the data as well as those who will use the data to plan operations or make decisions must understand the overall expeditionary site survey process and how to exploit its capabilities to the advantage of the Air Force.

2.14.1. Personnel assigned to the site survey teams are recognized functional experts. However, while each has the ability to view a site from that individual perspective, the team must be able to see the site from the operational perspective – the overall organization, since they may or may not know how the site will be used. As a result and beyond AFSC or position-specific training, the Air Force must provide training courses for the team chief and site survey team. The team chief course is a senior-level course addressing the overall process and procedures, lessons learned from past operations, basic interaction with foreign governments and military counterparts on behalf of the United States, the legal aspects of such situations, and the limitations and authorities of the team chief. The focus of the team course will be team synergy – what each member brings to the team as an individual, and together, what the team can accomplish through careful planning and interaction.

2.14.2. All site survey team members, whether assigned to the initial site survey team or follow-on team must be formally trained. Air Force leadership and individuals assigned in the planning community must be educated as to what the ESSP is, what the site surveys provide, and how to leverage opportunities to assist in expanding the data collection effort while maintaining a high level of accu-

racy. Ultimately, when fully operational, the ESSP will provide access to an integrated process that is capable of addressing those initial operational questions critical to planning air operations.

Chapter 3

PLAN DEVELOPMENT

3.1. General. IGESP/ESP development is an ongoing process. The total base resources are identified in Part I of the plan. Part II development generally follows the JCS planning cycle and publication of supporting plans. The baseline planning data for IGESP/ESP development is (1) COMBATANT COMMANDER and supporting OPLANS and CONPLANS, (2) time-phased force deployment data (TPFDDs) including all-service data, (3) wartime aircraft activity report (WAAR), (4) war reserve materiel (WRM) authorization documents, and (5) contingency in place requirements.

3.2. Plan Timing. Units are required to update/rewrite IGESP/ESPs in conjunction with TPFDD updates, when there has been significant change in the unit's support posture, or as directed by the MAJCOM logistics plans function. As a minimum, the IGESP/ESPs Part I is to be updated annually, but not later than one year from when it was last published. It is not intended to be updated as changes occur throughout the year. The IGESP/ESP Part II should be completed no later than 90-days after release of updated planning documents or as tasked by the MAJCOM. MAJCOMs will baseline the planning cycle by message traffic to their units to compensate for the problem of different cycles for source documents. MAJCOMs will interface with supported joint commands to interpret other Services' planned use of AF bases as reflected in the TPFDD, or where USAF is designated host/executive agent for a location.

3.3. In-Garrison Expeditionary Site Planning Committee (IGESPC). The IGESPC is the key to successful expeditionary site planning and must function with senior leadership involvement. The IGESPC shall meet annually or more often if necessary to maintain a current IGESP.

3.3.1. Primary members of the IGESPC are all wing staff agency chiefs, group commanders, squadron commanders, and tenant unit commanders. On installations where a Civilian Personnel Office (CPO) is located, the CPO will be on the IGESPC. This individual will ensure civilians are accounted for in the IGESP when appropriate, satisfy the need for linkage between IGESPs and Emergency-Essential, Contingency Essential, and Key personnel designations, and provide overall expertise in civilian personnel matters.

3.3.2. When directed to develop or update a Part II, and upon receipt of initial or updated planning data the IGESPC will convene to disseminate information and establish timelines and requirements to complete the Part II. The IGESPC will review contingency in-place requirements and other base-level plans that describe contingency or wartime requirements and other in-garrison expeditionary site planning efforts (e.g., installation deployment plan). Review wartime and other contingency requirements to identify all aircraft, personnel, (including noncombatant evacuees and all services) and equipment competing for base resources. Reviews should include (but are not limited to) air base operability actions, reception task force responsibilities, command and control structures, facility and utility usage, security requirements, noncombatant evacuation planning (including Safe Haven operations), and tenant in-garrison expeditionary site planning involvement. The IGESPC should consider recommended changes and inputs received from transiting and/or employing units for possible incorporation into the IGESP to include tenant unit requirements. De-conflict requirements for competing resources. Validate and prioritize installation LIMFACs that affect force deployment, reception, employment, and overall mission accomplishment.

3.4. Planning Conference/Site Survey. Ideally IGESP/ESPs are produced at the point of intended use by the units expected to use them. A combined planning conference/site survey held at the employment location with the lead wing and NAF participating is optimum for locations without permanently assigned major air force units. This concept also works well at locations where there is a host Air Force unit, and they expect significant incoming forces. A planning conference at the host unit location can bring together like-functional representatives from the host and the major incoming units to facilitate resource allocation.

3.5. Plan Titles. ESPs and IGESPs have standardized titles. The title includes the base/site name and location, and " IGESP 10-404-XX" with XX representing the year the IGESP or ESP is published. Examples:

KUNSAN AB, ROK	AL UDEID AB, QATAR
IGESP 10-404-00	ESP 10-404-01

3.6. Security Classification. IGESP/ESP Part I is normally unclassified and marked "For Official Use Only." IGESP/ESP Part II is normally classified based on the OPLANS they support – classify Part II according to derivative classification guidance. The IGESP and ESP may have separate unclassified and classified sections, as well as restricted distribution of some sections, to allow the widest appropriate distribution. As a minimum, mark the plan "For Official Use Only."

3.7. Plan Approval. The wing/installation commander is usually the approval authority for the IGESP and ESP and must sign the plan, any subsequent changes or updates, and the LIMFAC report. The responsible MAJCOM in coordination with the appropriate NAF will determine approval authority in cases where the wing/installation commander cannot be the approval authority; i.e., lead wing commander or air force component commander can approve an IGESP or ESP for a site. The information contained within the IGESP Part I, will be treated as FOUO and NOFRN. The commander's approval of an electronic generated IGESP from the EKB will be documented in the miscellaneous folder, within the General Site Information Section.

3.8. Plan Distribution. Once IGESPs and ESPs are approved, the publishing function (usually wing or NAF logistics plans function) will generate a message to the MAJCOM and NAF logistics plans function, and each major deploying unit notifying them of plan availability. Post the plan to the EKB, or when this is not possible to a MAJCOM logistics plans function GCCS/SIPRNET WEB page. Air National Guard and Air Force Reserve units should forward one copy of the IGESP to ANGRC/LGX or AFRC/LGX in addition to any MAJCOM requirements. Specific benefits derived from good distribution and availability of the IGESP/ESP include (1) in-depth review and consistent development of requirements; (2) tailored deployment packages that eliminate duplication of resources available at the beddown location; and (3) a common core of knowledge on planned reception actions to provide a smooth and rapid integration of incoming forces. When appropriate, ensure the U.S. host nation representative has the opportunity view the IGESP/ESP. Be sure to coordinate this release with the appropriate Plans and Programs office prior to release.

3.8.1. Upon receipt of draft, new or updated IGESP/ESPs, deploying units should accomplish a plan review and provide recommended changes and comments back to the IGESP/ESP OPR. Direct correspondence between deploying and reception units is encouraged; with courtesy copies of message traffic to the respective MAJCOM and NAF logistics plans agencies as applicable.

Chapter 4

PLAN CONTENT GUIDANCE

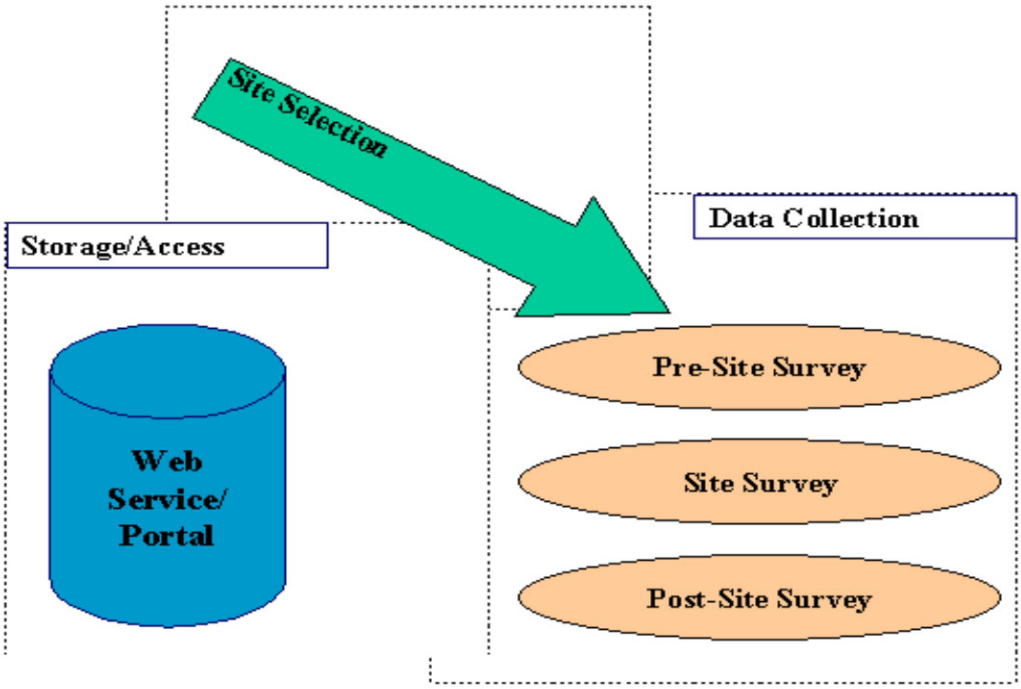
4.1. Format. IGESP/ESPs currently use a two-part format. Part I outlines base/installation capabilities and total resources. As a minimum, MAJCOMs will ensure units capture STEP blue field (BCAT) data elements in EKB Part I. MAJCOMs are responsible for ensuring the complete in-garrison ESP is accessible via the World Wide Web or AF Portal and is available to AF and sister service functionals. Part II depicts contingency requirements and allocates resources identified in Part I, assesses the ability to support the operation, and identifies limiting factors (LIMFACs). Until such time, units that cannot access the STEP application should follow the format outlined in the attachments as much as possible. Deviations are authorized where the information in the attachment does not apply. The process should result in a plan with the complete range of information necessary to identify wartime requirements and procedures, and the resources necessary to fulfill the requirements. In general, content should be detailed enough for a newly assigned individual to understand what must be done and how to do it. This is especially true for IGESP/ESPs in short tour areas and at bases without a major Air Force presence during peacetime.

4.2. Non-Air Force Support. Use applicable functional chapter to incorporate requirements for planned Army, Navy, or Marine Corps unit beddown, or transit support. Completed SORs should be incorporated in the functional chapters of the plan (Part II).

4.3. Specific Content Guidance. The functional chapter titles in STEP are the same as **Attachment 1** through **Attachment 44**; however, data entry fields within the STEP chapters differ in some cases from the narrative in the attachments. When necessary, the "notes" area in all STEP chapters can be used to include any information not covered by a data entry field. Units are encouraged to develop operating instructions, checklists, and other supporting documentation to aid in plan development and execution and to address unique situations. When a Part II is required, a lead-in paragraph should establish why it is being developed, i.e., for what OPLAN or contingency. Tenant unit equipment and resources should be incorporated in the appropriate section of the plan (Parts I and II)

4.4. The Expeditionary Site Survey Process is a subset of the ESP process. It is composed of three primary interactive sub processes. As shown in **Figure 4.1.**, these are site selection, data collection, and storage and access. Although inter-related, each sub process has its own distinct purpose.

Figure 4.1. Overview – ESSP Process.

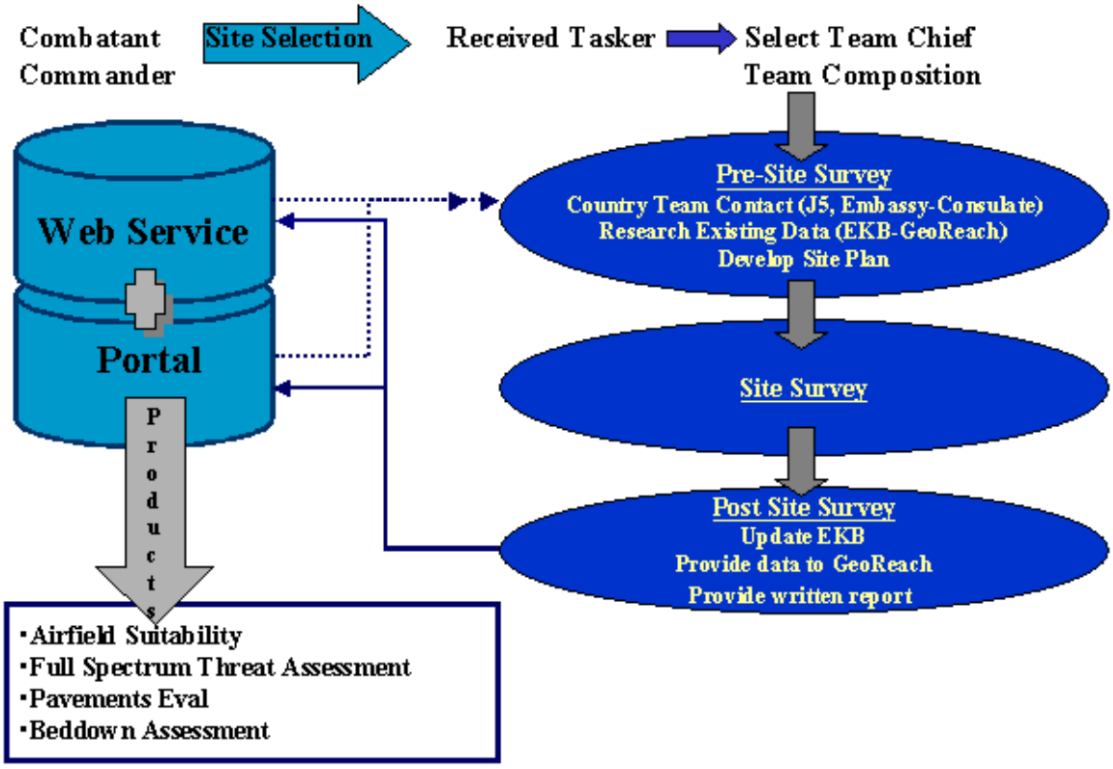


4.4.1. Sub-Process 1: Site Selection. Site selection consists of two, interrelated processes based on when a site is identified as a potential operating location. Air Force component command staffs will work with Combatant Commanders and Air Mobility Command planners to assess operating locations in support of the Combatant Commander planning directives such as the theater engagement plan. A site may be one of several identified and prioritized on a list by the component command, IAW its site selection criteria, in the pre-conflict period. It can also be identified as part of the course of action (COA) development phase during crisis action planning. It is incumbent upon the component command to actively seek opportunities to conduct site surveys in a deliberate planning mode. This process of early engagement will facilitate the planning and execution process as well as facilitate relationships with country teams in those locations not routinely visited by air force personnel.

4.4.2. Sub-process 2: Data collection. The data collection sub-process is the heart of the site survey process. It is composed of three distinct components - pre-site survey, site survey, and post site survey as illustrated in **Figure 4.2.** The pre-site survey consists of actions taken by the team before departing home station for the site. Functional experts perform pre-site survey tasks such as research the selected site via the Non-Secret Internet Protocol Router Network (NIPRNET) or Secret Internet Protocol Router Network (SIPRNET) or obtain prior surveys, and expeditionary site plans if available, obtain common installation picture and other maps and imagery of the location, and contact the Air Force component command and Combatant Command country teams for information and assistance as necessary. The site survey, which consists of actions accomplished while the team is deployed to the location. When notified, the site team deploys to a location to conduct the site survey. During the site survey the team obtains site-specific physical characteristics and site capability data. Additionally, the teams may be required to make basic assessments regarding the site's suitability for flight opera-

tions in support of any Air Force mission. The standardized checklist will guide the site survey teams and planners to perform an operational assessment of a site. Information collected during the site visit is stored and subsequently analyzed to generate four primary products for use by planners during the post-site survey phase--*airfield suitability assessment, full spectrum threat assessment, pavement evaluation, and an initial beddown assessment*. The post-site survey phase consists of actions taken by the team after departing the survey location. During this phase actions would include updating an integrated framework and further development of an integrated CIP using ESM capabilities. Teams may be required to generate written reports as necessary to meet theater requirements. In-depth feasibility assessments may be accomplished during the post-site survey timeframe to ascertain the most effective mission type for the site. Analysis and information generated by an assigned mission by functional experts determine the long-term capability of a site's supportability. This analysis identifies what additional items and personnel are required to execute and sustain a mission, i.e. the generation of in-to-plane contracts for fuel support or the development of an acquisition cross-servicing agreement with the host-nation.

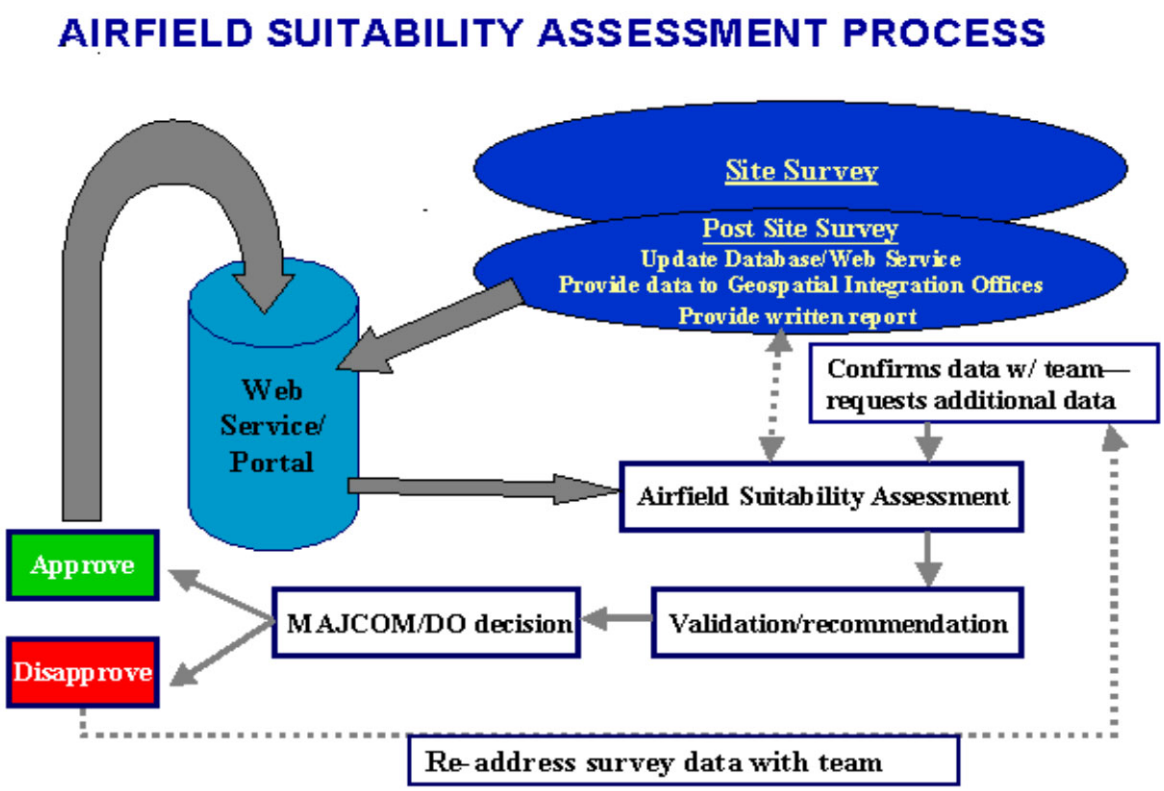
Figure 4.2. Data collection Sub-Process.



Determining that an airfield is capable of supporting flight operations is paramount to successful accomplishment of a site survey. Appropriate MAJCOM Director of Operations staff will perform an assessment on the Site Survey Team's Airfield Suitability Survey data and approve or disapprove the site for their MAJCOM specific air operations. The assessment procedure (**Figure 4.3.**) is typical across the MAJCOMs and addresses all Air Force aircraft and the full spectrum of operational missions. Decisions for potential use will be made available to the warfighter with notes on which specific aircraft can operate

from the FOL, limitations, and other appropriate comments. Additionally, decisions not to use the site for future operations based on the airfield suitability assessment will be identified.

Figure 4.3. Airfield Suitability Assessment.



4.4.3. Sub-Process 3: Storage And Access. Data Storage and Access: Storage of data, and access to the data, by authorized personnel is paramount to advancing the site survey process. Data collected by the site survey teams must be managed in a fashion that allows data sharing opportunities, provides methods for easy yet secure access, and rapid analysis. The methodology for building data communications or information technology (IT) systems is well defined by the DOD and the Air Force. The DOD and the Air Force have established direction in the form of policies, guidance, and standards for the acquisition and implementation of IT systems. All IT systems are designed on a specific architecture that includes an Integrated Framework. The Integrated Framework is comprised of layers; Tech Services, Integration Services, and Infrastructure. The Tech Services layer is the only layer of the integrated framework that most customers of site survey data will reference. The components of the Tech Services layer provide the storage of, and access to data. The Web Services component will provide web pages with integrated applications allowing users to search (query) databases for site information and then deliver the results of the search in predefined reports or user-defined (ad-hoc) reports. Links to archives and archive search engines will also provide users with information not typically stored in databases (e.g., after-action and lessons-learned reports). The goal of the Web Services component is to become the one-stop shopping point, or Web broker, of site survey data. Other components of the Tech Services layer address, security, load balancing of customers accessing Web Services, and data-

bases. The ESSP Program Manager must continuously search for opportunities to enhance data management by seeking out and collaborating with Program Managers of systems that store site information. Data sharing between databases must be examined and established to minimize duplication of data stores and collection efforts.

Chapter 5

CONTINGENCY/ESSP SITE SURVEY

5.1. General. AFI 10-503, *Base Unit Beddown Procedures*, implements AFPD 10-5, *Basing,* and provides guidance for conducting site surveys for permanent beddown of a unit or mission on real property. It is not applicable to site surveys for determining locations to support survival recovery and reconstitution plans, exercises, and contingencies. This AFI sets policy for conducting these types of site surveys that are collectively termed contingency site surveys. In the context of expeditionary site planning, a site survey is defined as the physical investigation of a location to gather data in support of a planned or possible contingency operation. Site surveys are conducted for any or all of the following purposes: (1) To determine the feasibility of a location for planned operations; (2) To validate information about equipment, terrain, host nation resources, and infrastructure such as serviceability, availability, compatibility, etc. (3) To gather critical information for future operations and facilitate planning for the eventual use of a location.

5.2. Concept. Site surveys are an integral part of the expeditionary site planning process. Information gathered during a survey on a site's resources and capabilities are captured in the ESP Part I, and an analysis of the information facilitates resource allocation in Part II of the plan.

5.2.1. Site surveys are accomplished during deliberate and crisis action planning. In both circumstances enough information must be collected to avoid the need for repeat visits. The survey tool for employment planning (STEP) is designed to capture site information by functional category. STEP has two modes or electronic checklists for gathering data – a full detailed checklist designed for fully staffed survey teams with adequate time for a complete survey (deliberate planning), and a shortened quick reaction site survey (QRSS) checklist for smaller survey teams supporting crisis action planning. Site survey data collected with STEP is stored on the Employment Knowledge Base (EKB) as an ESP Part I enabling planners worldwide access to the data for beddown planning, assessment, and familiarization. The Integrated Expeditionary Site Survey Checklists (IESSC) may be used to collect site survey data when STEP is not available or impractical to use. The checklists should reflect the same data entry points in STEP or a similar capability to facilitate loading the data in STEP after the fact, and subsequent storage on the EKB. The STEP QRSS checklist and IESSC are available from the Command logistics plans function.

5.2.2. In addition to known operating locations identified in contingency plans, site surveys should be conducted at other possible beddown sites to better prepare air expeditionary forces for operations in unfamiliar and austere locations. MAJCOMs and NAFs in a component role should identify locations within their AOR as the most likely candidates for conducting contingency operations to include humanitarian relief operations. Locations should be determined from theater engagement plans, Combatant Commander's staff inputs, intelligence information, etc. and prioritized for accomplishing actual site surveys. The process of identifying possible beddown sites and surveying them is an ongoing effort. The list of locations must be continuously reviewed and new locations surveyed as changing world conditions drive new requirements.

5.3. Authorization. The MAJCOM logistics plans function or designated organization, provides oversight for all site surveys in their AOR. Permission to conduct site surveys must be granted by this central MAJCOM authority prior to the actual visit. This process minimizes duplication of effort (multiple visits

to the same location), facilitates proper storage of critical information (ESP update and EKB upload), and ensures surveys are accomplished in priority order. Units conducting site surveys outside of their AOR should request permission through their own MAJCOM logistics plans function or designated organization.

5.4. Site Survey Team. The mission dictates site survey team member selection. Every effort should be made to include functional area subject matter experts (SME) of sufficient experience and rank from the lead wing or major deploying units expected to operate at the location. Site survey team members using STEP must be trained on the application. **Figure 5.1.** provides a suggested site survey team composition; however, the mission and purpose of the site survey will determine the team size, composition, rank structure, specific experience required in each functional area, etc. When multiple MAJCOMs have operational responsibility at the same location they each may be granted permission to field a site survey team (i.e., the same location has both AMC throughput mission and ACC aircraft beddown missions), but team size should be limited to the maximum extent possible and cross utilization of personnel is encouraged.

Figure 5.1. Suggested Survey Team Composition.

FUNCTIONAL SPECIALTY	COMMENTS
Logistics Plans	Team Chief (from component command)
Logistics Plans	
Operations Plans	
Airlift Operations	From AMC, funded by supported MAJCOM
Airlift Logistics	From AMC, funded by supported MAJCOM
Civil Engineering	
Transportation	
Aircraft Maintenance	
Munitions Maintenance	
Weapons Safety	Explosive siting experience
Communications	
Contracting	Contingency contracting experience
Supply	
Security	
Personnel	
POL	
Medical Services	Medical readiness experience
Services	
Weather	

5.5. ESSP Integrated Site Survey Team Composition. The ESSP is composed of two types of teams – a dedicated initial site survey team and the follow-on team. The differences between the two teams are their focus and products. Future site survey teams will have defined roles, an established team composition, and a defined product thus eliminating any confusion on what is expected of the teams. The initial site survey team will be capable of producing the minimum essential data required on a site: the threat assessment, the airfield suitability survey, the pavements evaluation, and the beddown assessment. The follow-on team however, will be mission specific and will focus on the data that are pertinent to the success of the given operation. These teams will be groups of highly trained individuals who have a working knowledge of the process and the deliverables. Tools will be used that will expedite their efforts, and prioritized actions will ensure time onsite is optimized. Site survey teams will provide planners and leaders with decision-quality information.

5.5.1. Initial Site Survey Team (ISST). The cadre of personnel trained and capable of producing the following products. Although the ISST is limited to specific functional areas it by no way implies that other functional areas do not facilitate the site survey process. Team limitations are a result of scope, time, and country restrictions. If the scope of site survey exceeds the capability of the ISST, MAJCOMs and component commands should make accommodations to the team composition but not to the detriment of producing the aforementioned ISST products. These automated reports will be available in a future release of LOGCAT.

5.5.1.1. Full Spectrum Threat Assessment – Security Forces, Preventative Medicine, Civil Engineering Readiness and the Office of Special Investigations (OSI).

5.5.1.2. Airfield Suitability Survey – Airfield Operations (certified Airfield Manager plus 1).

5.5.1.3. Pavements Evaluation – Civil Engineering.

5.5.1.4. ECS Beddown Assessment – Civil Engineering, Contracting, Fuels, Munitions (SEI 375 qualified), Communications, Combat Plans, Medical.

5.5.2. The Follow-on Team. The follow-on team should conduct detailed analysis of the information available on the site/country and what additional information is required to successfully execute the anticipated assigned mission. This team may consist of functional experts from the Open the Base Force Module and typically either the component command, Contingency Response Unit (CRU), and air expeditionary group/wing and associate units or a combination of all of the above. The focus of this team is methodical data collection as it pertains to a specific mission and that site. To do this, the team will determine the access and availability of host nation resources, capability of the site and host nation ability to sustain operations, identify shortfalls/limiting factors (LIMFACS) and potential workarounds for each, and develop a site beddown plan. The follow-on team is required to produce the final ESP.

5.5.3. Role of Team Chief (Responsibilities and Duties). The Team Chief is the senior Air Force person on any site survey team and is responsible for the success of the survey and will certify any data collected by his/her team. This person must be capable of interacting with high-ranking officials of other services and nations. The team chief must have the capability and authority to make high-level decisions. This individual should understand Air Force operational capabilities as well as logistical implications of bedding down various Air Force forces. The team chief should have an extensive working knowledge of the various key functional areas and their minimum needs to beddown forces. The team chief is responsible for several key functions within the site survey process. Duties of the team chief include, but are not limited to those identified in **Figure 5.2.**

Figure 5.2. Team Chief Duties.

Select site survey team members
Ensure members understand the objective of the survey
Coordinate trip with MAJCOM, component command, and Combatant Command staffs
Ensure team member readiness (shots, passports, weapons etc.)
Chair pre-site survey planning meetings
Conduct pre-departure data collection (existing site survey data, GeoReach, and other Expeditionary Site Mapping (ESM) approved sources and other external sources)
Assign team members to cover other functional areas as required
Ensure members are provided a local threat briefing upon arrival
Arrange and co-chair meeting with host nation personnel
Assist members as necessary during the survey
Hold hot-wash meeting throughout the survey deployment
Certify Airfield Assessment Data
Ensure database is updated and message sent to all MAJCOMs and other U.S. agencies announcing the completion of the survey and its location
Complete after-action report

5.5.4. Qualifications of Team Members. Team members will be worldwide qualified to perform the duties for which they are assigned. In all cases, when assigned to or identified as site survey team members, personnel will be trained on policies, processes, procedures, and the use of specific site survey tools used for data collection, storage, and access. All site survey team members tasked to conduct site surveys will comply with the following general requirements:

5.5.4.1. Must possess a valid U.S. Passport (government and civilian).

5.5.4.2. Completed ESSP team member training. This requirement is waiverable by the site survey Team Chief.

5.5.4.3. Must be current on all immunizations

5.5.4.4. Must have active security clearance

5.5.4.5. Deployment training to include Law of Armed Conflict (LOAC), small arms, and Nuclear, Biological, and Chemical (NBC) training

5.5.5. Initial Site Survey Team-Unique Requirements

5.5.5.1. Airfield Suitability Survey – Each team will have at least one certified airfield manager who is current on airfield suitability surveys.

5.5.5.2. Full Spectrum Threat Assessment – Security Forces and OSI will have successfully completed the Air Base Defense Command Course.

5.5.5.3. Pavements Evaluation/GPS Surveying/Beddown Assessment – Civil Engineering personnel will meet minimum requirements as specified by AFCESA.

5.5.5.4. Anti-terrorism/Force Protection level 2.

5.5.5.5. Airfield operations qualifications.

5.5.5.6. The munitions functional must meet SEI 375 qualification requirements

NOTE – Where position or AFSC-specific requirements exist, the team chief will make no substitution.

DONALD J. WETEKAM, Lt General, USAF
DCS/Installations & Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-4, *Operations Planning*

Abbreviations And Acronyms

ABO—Air Base Operability

ACC—Air Combat Command; Air Component Commander; Area Coordination Center (JP 1-02)

ACES—Automated Civil Engineer System

ACL—Allowable Cabin Load

ACS—Agile Combat Support

ADCON—Administrative Control

AEF—Aerospace Expeditionary Force

AFCESA—Air Force Civil Engineer Support Agency

AFI—Air Force Instruction

AFIT—Air Force Institute of Technology

AFMC—Air Force Materiel Command

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AMC—Air Mobility Command

AMOG—Air Mobility Operations Group

AMT—Aerial Mail Terminal

ANGRC—Air National Guard Readiness Center

AOR—Area of Responsibility

APO—Air Post Office

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

ASF—Aeromedical Staging Facility

ATOC—Air Terminal Operations Center

BB—Bare Base

BBS—Bare Base Systems

BEEF—Base Engineer Emergency Force

BITS—Base Information Transfer System

BOS—Base Operating Support

BPA—Blanket Purchase Agreement

BS—Battle Staff

BSP—Base Support Plan - ***Superseded.*** See In-Garrison Expeditionary Site Plan (IGESP)

IGESPC—Planning Committee

CAS-B—Combat Ammunition System – Base

CAP—Crisis Action Planning

CAPP—Contingency Aircraft Parking Planner

CCD—Camouflage, Concealment, and Deception

CDM—Chemical Downwind Message

CE—Civil Engineer(s)

CENTCOM—United States Central Command

CIP—Common Installation Picture

CJCS—Chairman, Joint Chiefs of Staff

COA—Course of Action

COB—Collocated Operating Base

COMAFFOR—Commander, Air Force Forces

COMPES—Contingency Operation/Mobility Planning and Execution System

CONOPS—Concept of Operations

CONUS—Continental United States

CRAF—Civil Reserve Air Fleet

CRG—Contingency Response Group

CRS—Contingency Response Squadron

CRU—Contingency Response Unit

CSAF—Chief of Staff, United States Air Force

CSC—Combat Support Center

CT—Counter Terrorism

CUT—Cross-Utilization Training

DAO—Defense Attaché's Office

DCC—Deployment Control Center; Damage Control Center

DEPORD—Deployment Order

DISAM—Defense Institute of Security Assistance Management

DO—Director of Operations

DOD—Department of Defense

DPT—Disaster Preparedness Team

DTG—Date Time Group

EAD—Earliest Arrival Date

ECD—Estimated Completion Date

ECI—Extension Course Institute

ECS—Expeditionary Combat Support

EDM—Effective Downwind Message OR Emergency Destruction of Munitions

E-E —Emergency Essential

EFT—Electronic Funds Transfer

EKB—Employment Knowledge Base

EOD—Explosive Ordnance Disposal

EPW—Enemy Prisoner of War

ESP—Expeditionary Site Plan

ESSP—Expeditionary Site Survey Plan

EUCOM—United States European Command

EXORD—Execute Order

FOD—Foreign Object Damage

FOL—Forward Operating Location

GCCS—Global Command and Control System

GCSS—Global Combat Support System

GSU—Geographically Separated Unit

HQ—Headquarters

HQ—AFRC HQ Air Force Reserve Command

HQ—USAF Headquarters United States Air Force

IAW—In Accordance With

IGESP—In-Garrison Expeditionary Site Plan

JCS—Joint Chiefs of Staff

JOPES—Joint Operation Planning and Execution System

JSCP—Joint Strategic Capabilities Plan

JULLS—Joint Uniform Lessons Learned

LAD—Latest Arrival Date

LDA—Limited Depository Account

LIMFAC—Limiting Factor

LMR—Land Mobile Radio

LOA—Letter of Offer and Acceptance

LOAC—Law of Armed Conflict

LOGCAT—Logisticians Contingency Assessment Tool

LRU—Line Replaceable Unit

MAJCOM—Major Command

MCA—Mail Control Activity

MDS—Mission Design Series

MEP—Munitions Employment Plan

MHE—Materials Handling Equipment

MHF—Military Healthcare Facility

MOA—Memorandum of Agreement

MOB—Main Operating Base

MOC—Maintenance Operations Center

MOG—Maximum on Ground

MPRU—Manpower and Personnel Readiness Unit

MRE—Meals-Ready-To-Eat

MRSP—Mobile Readiness Spares Package

MSA—Munitions Storage Area

MSC—Military Sealift Command

MTF—Medical Treatment Facility

MTMC—Military Traffic Management Command

NAF—Numbered Air Force

NBC—Nuclear, Biological, and Chemical

NBCC—Nuclear, Biological, Chemical and Conventional

NBCCC—NBC Control Center

NIMA—National Imagery and Mapping Agency

NDI—Non-Destructive Inspection

NEO—Noncombatant Evacuation Operations

NGB—National Guard Bureau

NORTHCOM—United States Northern Command (Homeland Security)

OAF—Operation Allied Force

OEF—Operation Enduring Freedom

OPCON—Operational Control

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

OPSEC—Operational Security

OSI—Office of Special Investigations

PACAF—Pacific Air Forces

PACOM—United States Pacific Command

PAX—Passengers

PERSCO—Personnel Support for Contingency Operations

PME—Professional Military Education

PMEL—Precision Measurement Equipment Lab

POC—Point of Contact

POD—Port of Debarkation

POL—Petroleum, Oil, and Lubricants

POM—Program Objective Memorandum

POS—Peacetime Operating Stock

PSC—Postal Service Center

RCC—Reception Control Center

RDD—Required Delivery Date

READY—Resource Augmentation Duty

ROE—Rules of Engagement

RPU—Reception Processing Unit

RRR—Rapid Runway Repair

SAO—Security Assistance Organization

SAV—Staff Assistance Visit

SPACECOM—United States Space Command

SOCOM—United States Special Operations Command

SOUTHCOM—United States Southern Command

SSPL—Site Survey Prioritized Listing

STRATCOM—United States Strategic Command

STEP—Survey Tool for Employment Planning

TALCE—Tanker Airlift Control Element

TLF—Temporary Lodging Facility

TMDE—Test Measurement Diagnostic Equipment

TPFDD—Time Phased Force Deployment Data

TRANSCOM—United States Transportation Command

UAQ—Unaccompanied Airmans Quarters

ULN—Unit Line Number

UNCOQ—Unaccompanied Non-commissioned Officers Quarters

UOQ—Unaccompanied Officers Quarters

USAF—United States Air Force

USAFE—United States Air Forces Europe

USAFR—United States Air Force Reserve

USFK—United States Forces Korea

UTC—Unit Type Code

VAL—Vehicle Authorization List

VAQ—Visiting Airmans Quarters

VCO—Vehicle Control Office

VOQ—Visiting Officers Quarters

VTC—Video Teleconferencing

WAA—Wartime Aircraft Activity

WAAR—Wartime Aircraft Activity Report

WCDO—War Consumable Distribution Objective

WMP—USAF War and Mobilization Plan

WOC—Wing Operations Center

WPARR—War Plans Additive Requirements Report

WRM—War Reserve Material

WRSA—War Reserve Supplies for Allies

Terms

Aerial Port —An airfield that has been designated for the sustained air movement of personnel and materiel as well as an authorized port for entrance into or departure from the country where located.

Agile Combat Support (ACS)—A core competency of the Air Force that includes the processes that create, sustain and protect all air and space capabilities necessary to accomplish mission objectives across the spectrum of conflict. It is the product of processes that ready the force, prepare the battle space, position the force, employ, sustain, and recover the force.

Air Terminal —A facility on an airfield that functions as an air transportation hub and accommodates the loading and unloading of airlift aircraft and intransit processing of traffic. The airfield may or may not be designated an aerial port.

Combatant Commander—A commander of one of the unified or specified combatant commands established by the President. Also called CDR. See also combatant command; specified combatant command; unified combatant command. (Approved by JMTGM # 076-2864-94)

Expeditionary Combat Support (ECS)—The tailored ACS capability deployed to expeditionary sites to provide for air and space forces employed and engaged in operations. This capability is produced by rapidly deployable, tailored forces executing ACS processes to beddown, employ, maintain, protect and redeploy tactical components of air and space power and production.

Employment Knowledge Base (EKB) —LOGCAT database that stores all STEP Agency (NIMA) airfield data, and other information critical to contingency beddown planning.

Expeditionary Site Plans (ESP)—ESPs are chiefly associated with locations without a permanent Air Force presence and may contain only the minimum data necessary to make initial beddown decisions. ESPs may be developed in short time frames to meet contingency needs without full staffing or coordination. It is the installation level or site plan to support unified and specified command wartime operations plans, as well as MAJCOM supporting plans. It cuts across all functional support areas in a consolidated view of installation missions, requirements, capabilities, and limitations to plan for actions and resources supporting war or contingency operations, including deployment, post-deployment, and employment activities (as appropriate).

Garrison GeoBase—Provides one installation map delivering current situational awareness in a secure fashion via the base network.

GeoBase—An Air Force initiative to "attain, maintain, and sustain one geospatial infrastructure supporting all installation requirements." GeoBase consists of a suite of three dimensions used for various functions. They are as follows:

GeoReach and Expeditionary Basing—Provides a Common Installation Picture (CIP) using information acquired from intelligence sources and assists with various planning aspects such as aircraft parking, munitions storage, and other beddown force requirements.

In-Garrison Expeditionary Site Plan (IGESP) —Primarily developed for locations with a permanent Air Force presence, and are fully developed by the collaborative planning efforts of many functional experts with a deliberate planning time line. Replaces the former term Base Support Plan (BSP). All plans formerly called BSPs will be redesignated IGESPs. The term IGESP describes all plans developed to

meet deliberate planning requirements, contingency planning requirements, and any other site planning requirements. While the term BSP is superseded; the requirement for robust, structured, and standardized site planning based on AFI 10-404 remain.

In-Garrison Expeditionary Site Planning Committee (IGESPC) —A planning body appointed by the installation commander to facilitate the development of the (normally comprised of senior level leadership). The IGESPC serves as the focal point for plan development and reports to the commander on the status of plans. It integrates the numerous base-level requirements and functional support actions to present a coordinated overview of activity in the. This committee was formerly known as the Base Support Planning Committee (BSPC).

Level of Survey:—

Suitability —Tests the ability of the site to meet basic requirements.

Feasibility —Tests the ability of the site to be adapted to use.

Capability —Tests the ability of the site to support a specified mission or deployment.

Sustainability —Tests the ability of the site to support a specified mission for an undetermined period of time.

Table A1.1.

Level of Survey				
Suitability	*Feasibility*		*Capability*	*Sustainability*
Tests the ability of the site to meet basic requirements.	Tests the ability of the site to be adapted to use.		Tests the ability of the site to support a specified use or deployment.	Tests the ability of the site to support a specified mission for an undetermined period of time.
Can we do it?	Does it make sense?		What needs to be done?	Can we support it?

Limiting Factor. —A factor or condition that, either temporarily or permanently, impedes mission accomplishment. (Joint Pub 1-02) {Has a critical negative impact on the ability of a unit to perform its wartime mission, and require the aid of higher headquarters to resolve.}Used in this publication for clarity.

Logistician's Contingency Assessment Tools (LOGCAT)—A NIPRNET/SIPRNET-based suite of standard systems tools that enables automated, employment-driven, agile combat support planning. LOGCAT supports the and expeditionary site planning process by accurately and rapidly identifying resources and combat support requirements at potential employment locations, providing beddown capability analysis and LIMFAC identification, and facilitating force tailoring decisions to reduce the overall deployment footprint. LOGCAT consists of three components that are mandated for use when they are available at all levels of command.

MAJCOM Combat Plans Function —Provides command policy and guidance for implementing and expeditionary site planning concepts to meet their specific missions.

Site Survey—The physical investigation of a location to gather data in support of a planned or possible contingency operation. Site surveys are conducted for any or all of the following purposes: (1) To

determine the feasibility of a location for planned operations; (2) To validate information about equipment, terrain, host nation resources, and infrastructure such as serviceability, availability, compatibility, etc. (3) To gather critical information for future operations and facilitate planning for the eventual use of a location.

Strategic GeoBase—Looks at broader geospatial imagery to understand the proximity of cities, geographical landmarks, and other areas of interest. This information is used in collaboration with the more specific GeoBase garrison data to gain a more complete picture of the operating location.

Supported Command —The command having primary responsibility for an operation under an OPLAN or contingency. (Definition used for this pub only)

Supporting Command —A command providing augmentation forces or other support to another (supported) command. (Definition used for this pub only)

Survey Tool for Employment Planning (STEP) —Partially automates the overall and expeditionary site planning process and standardizes /ESP products via a sophisticated, multimedia tool for the collection of base/site data. STEP is designed for in-garrison or deployed configurations, and incorporates functionally based checklists to methodically capture data during site surveys. STEP organizes the data in a standard format to facilitate beddown analysis and LIMFAC identification. STEP enables or ESP development with separate Part I and Part II modules.

Time-Phased Force and Deployment Data (TPFDD) —The computer-supported data base portion of an operation plan; it contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operation plan.

Wartime Aircraft Activity Report (WAAR) —Extracts of the USAF War and Mobilization Plan, Volume 4 (WMP-4), Wartime Aircraft Activity (WAA) that lists the aircraft activities of approved war plans for a specified airfield or assault strip.

Attachment 2

FORMAT FOR IGESP/ESP
CHAPTER 1 - COMMAND RELATIONSHIPS

PART 1:

1.1. Command relationships for normal, peace time operations.

1.1.1. Provide a diagram depicting the commander exercising OPCON and the commander exercising ADCON authority over the wing/base commander. Theater Service Component Commanders for the respective Unified Command normally have OPCON of wings/bases, while NAF Commanders normally exercise ADCON authority over wings/bases. Wing Commanders or other designated commanders may have ADCON authority over smaller bases or geographically separated units. These are generic guidelines and unique CINC operational requirements or unique Service functions may drive different OPCON or service ADCON authority relationships.

1.1.2. Provide a diagram depicting the wing/base commander's OPCON authority and/or Service ADCON authority over subordinate commanders. Wing/base commanders normally have only Service ADCON authority over subordinate commanders. (May be combined with diagram for A1.1.1 above.)

1.1.3. Identify any commanders or individuals officially designated as Coordinating Authorities. Coordinating Authority is given by a senior commander to a subordinate commander or an individual to coordinate specific functions or activities involving two or more forces of different services or two or more forces of the same service.

1.1.4. Identify any Support Command relationships (General, Mutual, Direct, or Close) that have been established through the Operational Chain of Command for normal operations.

1.2. Formal Agreements. Provide a list of and describe significant impacts that any MOAs, CAAs, LOAs, Host Nation or other formal agreements would have on the deployment of forces to this location.

PART 2:

1.3. Command relationships for contingency operations.

1.3.1. Provide a command relationship chart depicting the Operational Command and Service ADCON authority chains for forces at this location during OPLAN execution(s) to include:

1.3.2. Senior Operational and Service Commanders.

1.3.3. Other commanders involved in execution.

1.3.4. Government departments or agencies supporting execution.

1.3.5. Subordinate military commanders.

1.4. Identify any Coordinating Authorities designated for execution.

1.5. Identify the time and or circumstances that make the relationships effective.

1.6. Describe the impact of any other formal agreements that become effective with execution and were not covered in Part 1.

1.6.1. Identify review and approval organizations for explosives site plans, and any associated waivers of explosives safety standards, developed to support explosives operations during the first 12 months of contingency operations.

1.7. Identify location and facility for Wing Operations Center/Command Post/Survival Recovery Center (WOC/CP/SRC), to include primary and secondary locations.

1.7.1. Identify manpower required to work in the WOC/CP/SRC (i.e. AFSC).

1.7.2. Identify communications requirements, to include computer and networking requirements.

1.7.3. Identify existing and required utilities (power, HVAC, backup power, collective protection, water).

1.7.4. Identify vehicle requirements.

1.7.5. Describe WOC/CP/SRC flow of communications, to include communications with unit control centers.

1.7.6. Identify furnishing and miscellaneous requirements, maps, charts, and alert signal boards.

Attachment 3

FORMAT FOR IGESP/ESP
CHAPTER 2 - IN-PLACE FORCES

PART 1:

2.1. Develop tables or lists to identify in-place (assigned) major units, regardless of Service, (including essential contractors) which operate from the base. Include number of personnel, aircraft quantity and MDS.

PART 2:

2.2. Develop tables or lists to identify assigned major units, regardless of Service, which will remain in-place and operate from the base during OPLAN execution. Include number of personnel, aircraft quantity and MDS.

Attachment 4

FORMAT FOR IGESP/ESP
CHAPTER 3 - TRANSITING/EMPLOYING FORCES

PART 1: IS NOT DEVELOPED FOR THIS CHAPTER

PART 2:

3.1. Develop tables or lists to identify aircraft, personnel and cargo deploying in to the base through day C + 30. Develop a separate matrix to identify the same for transiting units. Identify any special requirements. Ensure all force protection requirements (protective shelters; critical asset protection; integration into installation security, medical, contamination control area programs, etc.) are contained here or are appropriately referenced to the NBCC annex. Examples follow:

PERSONNEL FORCE LIST

RDD (C DAY)	IN-PLACE	DEPLOYING OUT	DEPLOYING IN	BASE TOTAL

CARGO

RDD	SHORT TONS	CUMULATIVE SHORT TONS

Attachment 5

FORMAT FOR IGESP/ESP
CHAPTER 4 - PRECONFLICT MEASURES

PART 1: IS NOT DEVELOPED FOR THIS CHAPTER

PART 2:

4.1. Each unit will identify major tasks that should be accomplished prior to day C+0 and those that deploying units need to be aware of upon or immediately following their arrival. These tasks will be prioritized and task accomplishment projections will recognize the limitations of the finite number of personnel and resources available at plan execution. If adequate reference to DEFCON and/or THREATCON checklists can be made, include them. Each functional unit/agency will provide this information to the plan OPR for inclusion to this chapter. Units will ensure appropriate references to the NBCC annex are made in this section.

Attachment 6

FORMAT FOR BSP/ESP
CHAPTER 5 - EXECUTION CHECKLIST

PART 1: IS NOT DEVELOPED FOR THIS CHAPTER

PART 2:

5.1. Each unit/agency will identify major tasks that must be accomplished beginning at day C+0. Use a format that shows the action to be done, the OPR, and the timing to do it. These tasks will be prioritized and task accomplishment projections will recognize the limitations of the finite number of personnel and resources available at plan execution. Reference can be made to specific DEFCON actions/procedures/ checklists, if applicable. Each functional unit/agency will provide this information to the plan OPR for inclusion to this chapter. Units will ensure appropriate references to the NBCC annex are made in this section.

5.1.1. Weapons Safety Manager perform explosives siting planning and prepare explosives site plans IAW AFMAN 91-201. Assess risk associated with joint operations and violation with explosives safety standards.

Attachment 7

FORMAT FOR IGESP/ESP
CHAPTER 6 - RECEPTION

PART 1:

6.1. Concept of operations. Provide an overview of the overall perspective and goals of the installation reception process. The purpose is to effectively and efficiently receive incoming forces by ensuring arriving personnel are provided immediate protection from the effects of enemy attack, adequate living and working facilities; and arranging for the expeditious movement of arriving equipment to unit work areas. Reception begins at the POD. Theater reception is the process of receiving personnel and materiel in the theater. It establishes the in-theater accountability, and initial sorting of units, unit equipment, personnel, and materiel. Staging occurs when unit personnel are married with their equipment in a controlled area. Theater sustainment materiel is segregated, prioritized, and prepared for transport to the required locations. Onward movement is the coordinated actions of allocating road space, transportation assets (air, ground, inland, and rail) and support requirements for the unit and/or materiel. Additionally, vehicle allocations need to be accomplished in an orderly fashion.

6.2. Provide a simple summary of the reception flow for equipment, personnel, and weapon systems. This should be clear enough that personnel arriving could use the summary to understand what to do upon arrival at a base through actual beddown.

6.2.1. Describe the personnel reception process from the point that personnel arrive at the base through their arrival at temporary quarters. Ideally units are met by like host units, i.e. an inbound civil engineer team would be met by someone from the civil engineer squadron. Describe the modifications to the process (if any) that occur should the installation come under attack and/or become CB contaminated during reception activities.

6.2.2. Describe the process by which cargo (uncontaminated and contaminated) for arriving units is received and moved to the appropriate location on base. This process should include a method for inbound unit equipment custodians to travel with the cargo and then be processed through the reception line when their equipment is properly stored in the beddown work area. Units may include the handling procedures for contaminated cargo in this chapter or provide appropriate references to the NBCC annex.

6.3. Identify reception facilities or areas that will be used for personnel and cargo reception. Include facility capacities, phone numbers and other communications capabilities. A drawing of the facility with flow path is often useful to incoming unit commanders. Include the location(s) of the nearest protective structures if the reception point does not provide adequate protection for personnel in the event of an enemy attack.

6.4. Specify functional area procedures and responsibilities.

6.4.1. Personnel in-processing procedures.

6.4.2. Finance support.

6.4.3. Chaplain support including publication of religious service schedules.

6.4.4. Legal and medical support on the in-processing line.

6.4.5. Services support including availability of box lunches during in-processing and beddown activities, availability of dining facilities, lodging etc.

6.4.6. Transportation support for the reception of personnel and cargo, including a local driving orientation for inbound personnel.

6.4.7. Postal support including advising individuals and units on procedures for receiving mail.

6.4.8. Additional support that may be required from security forces, Red Cross, state/local government representation, or others.

6.4.9. Interface with arrival/departure airfield control groups, Tanker Airlift Control Elements, and deployment control centers.

6.4.10. Weapons safety and munitions control office support for reception of explosives, and storage of explosives in accordance with explosives site plans.

6.4.11. Additional NBCC defense measures

PART 2:

6.5. Specify any contingency-unique procedures not identified in Part 1.

Attachment 8

FORMAT FOR IGESP/ESP
CHAPTER 7 - AIRFIELD OPERATIONS

Note: This chapter should be developed with the assistance of HQ AMC/A4X.

PART 1:

7.1. Describe airfield infrastructure and include dimensions, weight, limitations, etc. as appropriate.

7.1.1. Airfield facilities.

7.1.2. Runway, taxiway, parking ramps, aprons, revetments, shelters, sited explosive hot cargo pads meeting net explosive weight (NEW) criteria, and hardstands.

7.1.3. Base operations, arresting system, control tower, air traffic control, lighting system, instrument approach procedures, radio NAVAIDS, and local flying procedures.

7.1.4. Minimum Aircraft Operating Surface (MAOS) redundancy factor, snow/ice control, combat (quick) turns, bird activity, and any additional considerations. Describe the rapid runway repair (RRR) capability as a function of time i.e., equipment available at D-2 but no team, capability to repair three (3) craters in four (4) hours at D+0, etc. Also list the anticipated "number of passes" assigned aircraft will be able to make over the repair spot(s). Provide an inventory of RRR vehicles and materials (crushed stone, folded fiberglass mat, etc.) and an assessment of the RRR sustainment capability (without resupply) given the projected threat environment.

PART 2: IS NOT DEVELOPED FOR THIS CHAPTER

Attachment 9

FORMAT FOR IGESP/ESP
CHAPTER 8 - AIRFIELD LOADING/PARKING PLAN

Note: This chapter should be developed with the assistance of HQ AMC/A4X and representatives of major deploying units during Part II planning conferences/site surveys. Use of standard civil engineering Global Information System (GIS) mapping programs is encouraged for developing aircraft parking plan maps. See **Attachment 45** for specific guidance.

PART 1: IS NOT DEVELOPED FOR THIS CHAPTER

PART 2:

8.1. The airfield loading/parking plan is crucial to managing the physical flow of aircraft through the base, especially when airlift and tactical operations occur concurrently. Maintaining a smooth and orderly flow is important to the expeditious turnaround of airlift assets and minimizing exposure of aircraft and personnel to possible enemy action. Depict all aircraft including in-place, transient, and incoming aircraft regardless of origin. This information is used to identify peak load periods for the base during contingency operations and facilitates effective evaluation of support capability and requirements.

8.2. Use the WAA to depict consecutive airfield loading by MDS and MOG. The following format is suggested:

DAY	MDS	UNIT	MOG 1-5	MOG 6-10	MOG 11-15	MOG 16-20	MOG 21-25	MOG 26-30	MOG 31-60	MOG 61-90	REMARKS

8.3. Use the WAA to identify planned sorties in five day increments by MDS and gallons per sortie. A breakout of in-place and augmentation aircraft is recommended along with reference to the WAAR line for each aircraft type. The following format is suggested:

I/P	ACFT TYPE AUG	WAAR LINE	GALS PER SORTIE	1-5	6-10	11-15	16-20	21-25	26-30	31-60	61-90	RMKS

8.4. Describe the aircraft-parking plan for the primary war mission of the base. Use the Contingency Airfield Parking Planner (CAPP) available on-line at **www.pcase.com**. Normally, the completed plan is classified. Include all employing and transient combat and cargo aircraft. Identify loading / unloading spots and hot pit refueling areas; ensure all explosives loading, unloading, parking areas are sited and a risk assessment performed and commander is briefed on the risk. Depict specific use of all shelters, revet-

ments, hardstands, and ramp areas by planned aircraft. Highlight the situation if space in aircraft shelters exceeds aircraft assets, and ensure these extra shelters are utilized for critical asset protection (fuel trucks, bomb jammers, etc.). Portray emergency parking areas such as taxiways, secondary runways, airfield matting, commercial facilities, and current host parking areas, as these areas may require use during survivability actions. Coordinate the plan with operations, security forces, civil engineers, maintenance, fire department, fuels, communications, and safety. See **Attachment 44** for specific guidance.

Attachment 10

FORMAT FOR IGESP/ESP
CHAPTER 9 - NONCOMBATANT EVACUATION/SAFE HAVEN/REPATRIATION OPERATIONS

Note: Use applicable DoD and Air Force instructions for developing information for this chapter.

PART 1:

9.1. Summarize the plan to handle and process US citizens and designated foreign nationals for NEO and Safe Haven operations, to include operations in a NBCC environment if the threat exists. Define the scope of required actions by indicating specific activities (e.g., identification, marshaling, evacuation) applicable to the plan. Although the personnel community is responsible for preparing this portion of the IGESP/ESP (which includes both establishment and implementation of procedures during actual operations), numerous other agencies play important roles and their responsibilities cannot be overlooked. Thus, logistics plans, services, security forces, OSI, comptroller, public affairs, transportation, CE Readiness NBC personnel, etc., are OCRs in the development of NEO planning and should provide the personnel office with operational procedures pertaining to their specific functions (e.g., Services will plan lodging requirements, and Transportation will identify airlift/sealift evacuation procedures, etc.).

PART 2:

9.2. Identify any contingency-specific requirements, operating procedures, or limitations. The plan will address the following areas, as a minimum, if the possibility of these operations taking place in a NBCC environment exists.

9.2.1. Assumptions

9.2.2. Transforming living quarters or other facilities into protective shelters

9.2.3. Attack response actions for NEO/unprotected personnel

9.2.3.1. Pre-Attack

9.2.3.2. Trans-Attack

9.2.3.3. Post-Attack

9.2.4. Moving NEO/unprotected personnel from shelters to the passenger waiting area/aircraft

Attachment 11

FORMAT FOR IGESP/ESP
CHAPTER 10 - FLYING OPERATIONS

PART 1:

10.1. Identify the mission(s) and procedures for all flying operations.

10.2. Identify the concept of operations. Identify the organizational relationship and reporting requirements of all operations units.

10.3. Identify existing capabilities (facilities, briefing rooms, communication modes, vehicles, weather data, etc.).

PART 2:

10.4. Identify the mission(s) and concept of operations for all flying operations. Include emergency response procedures for aircrew members when they and their aircraft are caught outside the parking area during an enemy attack i.e., launch for survival, return to parking area, pull over to side of taxiway or into nearest revetment, etc.

10.5. Summarize organizational command and control relationships existing under OPLAN execution.

10.6. Identify reporting requirements for all operations units.

10.7. List assumptions that may impact the ability to support the wing mission during OPLAN execution.

10.8. Identify procedures for life support, aerial delivery, tactics, initial generation and launch, etc.

10.9. Identify rules of engagement.

10.10. Include any other requirements to support the wing flying operations, such as weather. Ensure theater orientation briefings are prepared for incoming forces.

10.11. Consider if current unit facility(s) is adequate for the additional personnel arriving and indicate any additional requirements. If a CB threat exists, include an assessment of the aircrew contamination control area processing rate into the facility(s) as part of this evaluation.

10.12. Specify additional communication needs, including radios, frequencies, and telephones.

10.13. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit(s). Provide requirements to the transportation function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements.

Attachment 12

FORMAT FOR IGESP/ESP
CHAPTER 11 - NUCLEAR, BIOLOGICAL, AND CHEMICAL (NBCC) DEFENSE OPERATIONS

PART 1: IS NOT DEVELOPED FOR THIS CHAPTER

PART 2:

11.1. Introduction. As principle advisors to the commander on NBCC issues, the readiness personnel should be able to address all aspects of NBCC defense. Make plans to improve or develop alternatives for deficiencies. If the unit is counting on host nation resources, ensure written support agreements exist.

11.2. NBC Detection and Warning. The unit's integrated NBC detection network should detect all of the enemy's CB agents, in all of the likely agent delivery forms (liquid, dusty, aerosol). If not, develop a method that will/can be used for agent identification.

11.3. Threat. Determine the threat.

11.3.1. What is the actual threat at the location as agreed upon by the Readiness Flight, Security Forces, OSI, and Intelligence? Use all available documents and specific discussions with intelligence personnel during this evaluation.

11.3.2. What is the likelihood of enemy use of:

11.3.2.1. Nuclear, chemical, or biological agents?

11.3.2.2. Conventional weapons, terrorism, and special operations forces?

11.3.3. If NBCC weapons are likely to be used:

11.3.3.1. How are the agents likely to be delivered?

11.3.3.2. How many weapon systems will probably be used in any given attack?

11.3.3.3. What is the range, payload, accuracy, and likely burst characteristics (air, ground) of the weapon system(s)?

11.3.3.4. What specific agents are likely to be used?

11.3.3.5. What is the expected physical form (liquid, dusty, aerosol) of the agents?

11.3.3.6. When is the enemy likely to employ NBCC weapons (i.e., in the early stages, during nighttime, etc.)?

11.3.3.7. What contamination levels (g/m2, mg/m3, spores/m3, etc.) are expected to exist at your location after an attack?

11.3.3.8. What is the purity of the enemy's agents:

11.3.3.8.1. Is there a shelf-life associated with their agent production (i.e., the agent(s) must be used within six months of production in order to be effective)?

11.3.3.8.2. Are the characteristics of their agent the same as an American-made agent (i.e., does the enemy's VX have the same volatility rate, color change on M8 paper, etc.)?

11.3.4. What are the expected conventional weapons delivery systems (i.e., mortars, rockets, surface-to-surface missiles, and man portable surface-to-air missiles)?

11.3.5. What is the "hazard ring" associated with critical operating locations of the installation (to include typical aircraft take off and landing patterns)? This "ring" provides insight into the amount of area around the installation that must be secured from ground forces - the installation's perimeter fence has no tactical significance. Develop the hazard ring by drawing a line equaling threat weapon system ranges from the critical airfield operating locations. In most cases, the "ring" will actually take the shape of a large dog bone.

11.3.6. If a realistic threat, what is the range and accuracy of enemy sniper activities?

11.4. NBC Assessments. The unit should possess the training and support materials necessary to provide detailed assessments for commanders concerning NBC agent identification, characteristics, associated hazards, and persistency? If necessary in relation to the threat, does the unit have a realistic chance (equipment, training, and past exercise performance) of sustaining mission operations in a NBC contaminated environment for an extended time?

11.4.1. "Hazard Ring". Air base defense, sister service, and/or host nation forces should have control throughout the employment location's "hazard ring", especially in terms of man-portable surface-to-air systems?

11.5. NBC Equipment. The unit should possess plans for the protection and distribution of CB individual protective equipment (IPE).

11.5.1. Are all personnel familiar with the plans?

11.5.2. Does the unit possess sufficient IPE to conduct operations in an extended NBC contaminated environment? This includes IPE for critical host nation and/or sister service personnel such as air defense, security forces, and cargo handlers.

11.5.3. Is a clear resupply route for IPE established and are sufficient resources available through this method?

11.6. NBC Detection.

11.6.1. The unit's integrated NBC detection network should be positioned in such a manner that personnel will receive sufficient warning to completely avoid agent exposure.

11.6.1.1. If this is not possible, what specific types and concentrations of CB agents will personnel likely be exposed to before they receive warning?

11.6.1.2. Will this exposure be sufficient to cause injuries and/or fatalities? If so, what percentage of personnel are expected to be incapacitated or killed?

11.6.1.3. Does the unit possess the capability to provide virtually instantaneous warning and critical amplification instructions to the entire base populace?

11.6.2. Is the base divided into sectors to provide contamination control post-attack?

11.7. NBCC Response. All Readiness personnel employed are expected to be familiar with existing procedures and aware of their specific mission task(s), regardless of their originating home station. Installation response procedures should be such that the wing does not respond to all threats (sniper, ground forces, mortars, missile and/or aircraft attacks) in the same manner. This will cause unnecessary degradation and possibly prevent the unit from accomplishing its assigned mission(s).

11.7.1. Does the unit possess "cookie cutter" (one-size fits all) procedures such as automatic evacuation distances in relation to unexploded ordnance (same for bomblet as for missile regardless of facility structure or mission criticality)? If so, examine these procedures and determine the potential impact they will have on mission operations.

11.7.2. Does the unit possess sufficient medical capability to handle the expected amounts and types of NBCC injuries?

11.8. NBC Decontamination.

11.8.1. Does the unit possess a clear concept of operations for decontamination, contamination avoidance, and cargo movement activities?

11.8.2. Does the unit possess the dedicated personnel, checklists, equipment, and training to effectively execute the concept of operations?

11.8.3. Does the unit possess a clear concept of operations for CCA/TFA activities such as open-air, collective protection, or a combination of both?

11.8.4. Does the unit possess the dedicated personnel, checklists, equipment, and training to effectively execute the concept of operations?

11.8.5. Are sufficient decontaminates available to meet mission requirements?

11.8.6. Does the unit have procedures for decontaminating large frame aircraft?

11.8.7. Does the unit have equipment to monitor the effectiveness of the decontamination effort?

11.8.8. Does the base have sectors and procedures for implementing contamination control and "split-MOPP" functions, when feasible?

11.9. NBCC Command and Control. Determine command and control requirements.

11.9.1. Are all personnel in and around the installation familiar with the alarm signals and amplification instructions that will be used? This includes host nation, sister service, and additive forces.

11.9.2. The installation should have a course of action once a launch has been detected i.e., transition immediately to alarm red or wait until the missile trajectory has been defined?

11.9.2.1. How much warning do you expect the installation to receive in relation to air threats i.e., aircraft or incoming missiles?

11.9.2.2. When all things have been considered (flight time in relation to installation warning, installation alarm signal declaration procedures, adequacy of installation notification network, etc.), will the base populace receive adequate warning in regards to impending air threats?

11.9.3. Are sufficient base grid maps and local area maps available for unit control centers and reconnaissance personnel?

11.9.4. Does a detailed map of the airfield operating surfaces exist?

11.9.5. Do appropriate personnel in the wing operations center (WOC) have direct access to the installation-wide warning network?

11.9.6. Which OSI detachment is responsible for area coverage?

11.9.7. Have operational procedures been developed for CB contaminated remains?

11.9.8. Are facilities available to house all required primary and alternate control centers?

11.9.9. Have Readiness personnel reviewed all existing wartime plans for the employment location and discussed applicable items with other players?

11.10. NBCC Communications. Determine communication requirements. Readiness personnel and NBCC teams should possess sufficient radios and/or other communications methods.

11.10.1. What communications capabilities currently exist at the location?

11.10.2. Can the NBC Cell rapidly transmit and receive NBC reports to/from subordinate, lateral, and higher headquarters units?

11.10.3. If the NBC Cell is not collocated with the SRC, is the communications system such that Readiness personnel can still provide rapid, accurate hazard updates and personnel protective posture advice to the commander?

11.10.4. Is there an installation-wide warning system?

11.10.4.1. Does the warning system have the capability to broadcast the siren sequences the base populace is used to hearing?

11.10.4.2. Is the system set up so that a power loss or other problem in one sector does not adversely affect other sectors?

11.10.4.3. Does the system have back up power or uninterrupted power supply capabilities?

11.10.5. How many tactical and non-tactical radios will Readiness personnel have access to at the employment location?

11.10.5.1. Have radio frequencies been pre-identified within the theater for various functions?

11.10.5.1.1. If so, do Civil Engineer radio's have the required frequency and/or programmable capability?

11.10.5.1.2. If not, are unit radio frequencies in conflict with another user?

11.10.6. What is the range of the radio's (with and without repeaters)?

11.10.6.1. Are there any "black holes" on the base (no or poor quality radio contact)?

11.10.6.2. Do Readiness personnel and/or the NBCC Control Center have the capability to talk to joint service forces (Army Patriot and/or Fox vehicle operators for example) via radio?

11.10.6.3. Will available radios reach the proposed installation open-air CCA/TFA complex?

11.10.7. Are communications available, both primary and backup, from the NBCC Control Center to all planned billeting and personnel protection locations to include shelters, collective protection facilities, and tent cities?

11.10.8. If a collocated operating base (COB) does a hot line exist between host and tenant NBCC Control Centers?

11.10.9. Are cellular phones a possible alternative to established landline communications needs?

11.10.10. If not available immediately, when will critical communications assets be available?

11.10.11. Are there Wing Initial Communications Packages (WICP) packages scheduled to deploy with the unit, and if so, what type and how many WICP assets can Readiness personnel expect to use?

11.10.12. Is phone service readily available at the site?

11.10.12.1. If so, does a secure voice capability exist at the deployed location?

11.10.12.2. If so, does a DSN capability exist?

11.10.12.3. If so, are there adequate numbers of lines to support mission operations?

11.10.12.4. Does a message center exist with the following capabilities:

11.10.13. Transmittal and receipt of hard copy unclassified messages? If so, does the system require a specific format (SARA Lite for instance)?

11.10.13.1. Transmittal and receipt of hard copy classified messages? If so, does the system require a specific format?

11.10.14. Secure voice?

11.10.14.1. Transmittal and receipt of unclassified and classified facsimile?

11.10.15. Does the site have designated phone lines for automated NBC plotting and reporting hook ups?

11.10.16. Does the site and/or expected UTCs have sufficient computer workstations (with appropriate software) to effectively conduct mission operations?

11.10.17. Are there any known communication's choke points i.e., a single cable or switchboard that holds the wiring for the majority of installation communication lines?

11.10.18. If appropriate, what communications lines will be used to pass or receive hazard information from local civil defense, air defense, or security notification systems?

11.11. NBCC Support/Operations Facilities. Determine facility requirements.

11.11.1. Are facilities available to house the Survival Recovery Center (SRC), alternate SRC, Damage Control Center (DCC), and alternate DCC?

11.11.2. Will the SRC be collocated with the Wing Operations Center (WOC)?

11.11.3. Will the NBCC Cell be collocated with the SRC?

11.11.4. Do these facilities provide semi-hardened and/or filtration capabilities?

11.11.4.1. If so, how will deploying personnel learn how to operate the system(s)?

11.11.4.2. If so, are the filters operational and how many spares exist?

11.11.4.3. Do these facilities have an emergency escape capability?

11.11.5. Are adequate storage facilities available for BCE equipment, CCA supplies, bulk stored CWDE, and CCD materials?

11.11.6. Have any other facilities been identified for use by Readiness personnel?

11.11.7. Do sufficient collective protection facilities exist for the entire base populace?

11.11.7.1. If not, has available collective protection space been allocated on a prioritized basis i.e., direct sortie generators before support personnel?

11.12. NBCC Utilities Support. Determine utility requirements.

11.12.1. What power sources (110/220 VAC, etc.) are available at the deployed location?

11.12.2. Which facilities have serviceable, fixed-generator systems as their source of backup power? Are appropriate unit personnel trained in generator maintenance, start up, and refueling requirements?

11.12.3. Which facilities have emergency lights?

11.12.4. Do adequate water supplies exist (for drinking)?

11.12.4.1. If so, where is the "purification" plant located?

11.12.4.2. If not, will the deployed water purification capability support operations?

11.12.5. Do adequate water supplies exist for contamination control and fire fighting activities?

11.12.5.1. Are water hydrants readily available and functional? If so, do our forces possess the tool(s) to use them?

11.12.5.2. Is the available water for contamination control operations primarily saltwater?

11.12.6. What water storage capabilities exist (tanks, flexible bladders, water buffaloes, etc.)?

11.12.7. Are sewer lines available and functional?

11.12.8. Do Readiness personnel require additional generators in order to support critical mission operations?

11.12.9. Does the utilities function have the capability to formulate, store, and distribute chlorine bleach solutions (5% and 0.5%)?

11.13. NBCC Transportation Support. Determine transportation requirements.

11.13.1. Do Readiness personnel have sufficient vehicles designated for their use at the employment location?

11.13.1.1. If not, how many additional vehicles are required?

11.13.2. Does the installation have the maintenance capability, to include acceptance of the responsibility, to repair power-driven decontamination equipment?

11.14. NBCC Legal Considerations. Determine legal requirements.

11.14.1. Are there any status of forces agreements that require deviation from normal Readiness operations?

11.14.1.1. If so, what are they?

11.14.2. Are there any memorandum of agreements (MOA's) in existence or that are required?

11.14.2.1. If so, what are they?

11.14.3. Are there any unique local customs that might affect mission operations?

11.14.3.1. If so, what are they?

11.14.4. Are there any unique local laws or customs that Readiness personnel might unwittingly violate?

11.14.4.1. If so, what are they?

11.14.5. What is the availability of civilian assets and services in the local area that are necessary to effective mission operations and could be procured through contracting?

11.14.6. Are all personnel familiar with the Laws of Armed Conflict, operational rules of engagement, and any additional force protection rules on the use of force?

11.15. Biological Warfare Specifics. The unit should have sufficient materials, and an executable plan, to vaccinate installation personnel prior to deployment, especially if one or more of the unit shortcomings (i.e. detection and warning) are in the biological agent area (pathogens).

11.15.1. Does the unit possess sufficient medical treatment materials (ciproflaxin or other antibiotics for anthrax for example) to effectively handle large population exposures?

11.15.2. Is there sufficient number of hand-held assays to sample for biological agents?

11.15.3. Is there refrigeration available for storing the hand-held assays?

11.15.4. Is a classified storage safe available to secure the code sheet for the hand-held assays?

11.16. NBCC Force Protection. If necessary in relation to the threat, critical Readiness items such as chemical and biological detectors should be afforded protection from sniper activities.

11.16.1. The base population should have adequate splinter protected bunkers (with overhead cover) or other protective structure in the immediate vicinity of their work area.

11.16.1.1. What percentage of direct sortie generators don't have this protection?

11.16.1.2. Has the unit determined exactly what resources it will need to conduct expedient protection if appropriate for the threat (200,000 sandbags for instance)? If so, does the unit possess the required assets and do they have a specific construction plan?

11.16.1.3. Are off-site utility sources such as electrical power stations and water filtration plants afforded adequate security? If not, what is the probability of their being sabotaged and what will be the impact if sabotage does occur?

11.17. NBCC Specialized Teams.

11.17.1. Are specialized team members assigned and trained?

11.17.2. If so, are they available for recall when necessary to support NBCC operations?

11.18. NBCC Protective Shelters

11.18.1. Is each individual assigned to an NBCC protective shelter?

11.18.2. If so, is the shelter collectively protected?

11.18.3. Are there sufficient collective protection systems to protect sortie generators and command and control personnel?

11.18.4. Are sufficient supplies available to operate and maintain collective protection systems?

11.18.5. Is the shelter protected against conventional attacks?

11.18.6. Is there a plan for shelter stocking?

11.19. Conventional Attacks. Provide procedures and planned actions for conventional attack protective requirements. Procedures must integrate the capabilities of the base to defend against, survive the effects of, and recover from hostile action. Include specific procedures for air base ground defense interface, command center operations and reporting, equipment maintenance, integrated hardening, dispersal operations, and integrated Camouflage, Concealment and Deception (CCD) operations (blackout procedures, communications outage, filling and placing sandbags, etc.).

11.19.1. CCD consists of identifying procedures on how and where to have camouflage netting, expedient tonedown, and decoys, including available quantities both in-place and deployable to the base.

11.19.2. Ensure all other functional areas identify unit responsibilities for CCD, and expedient hardening.

11.19.3. Force Protection. Include SF inputs to maximize force protection features when laying out the tent city complex. Ensure adequate standoff distances are incorporated into tent city layouts.

11.20. Sister Service Support. Identify support provided to and by U.S. sister services.

11.20.1. Will any of the sister services provide NBCC support to the installation?

11.20.1.1. If so, what NBCC support will the other service provide?

11.20.2. Will the installation provide NBCC support to other services?

11.20.2.1. If so, what NBCC support will the installation provide?

11.21. Host Nation NBCC Support. Identify support provided to and by the host nation services.

11.21.1. Will the host nation provide NBCC support to the installation?

11.21.1.1. If so, what NBCC support will the host nation provide?

11.21.2. Will the installation provide NBCC support to the host nation?

11.21.2.1. If so, what NBCC support will the installation provide?

Attachment 13

FORMAT FOR IGESP/ESP
CHAPTER 12 - FIRE PROTECTION

PART 1: IS NOT DEVELOPED FOR THIS CHAPTER

Fire and emergency services includes Aircraft Rescue and Fire Fighting (ARFF), structural fire fighting, specialized rescues, hazardous materials response, first responder medical services, and other emergencies services as required**.**

Determine the adequacy of fire and emergency services for preparation of in-garrison expeditionary site plans (IGESP), and expeditionary site plans (ESP); and the accomplishment of contingency site surveys across the spectrum of USAF operations for deliberate and crisis action planning and execution. This chapter also describes the specific requirements to translate and integrate operational requirements into Agile Combat Support and Expeditionary Combat Support (ACS/ECS) at employment sites to create and sustain operations.

PART 2:

12.1. Describe the concept of operations for fire and emergency services. As a minimum, the information must address the following:

12.1.1. Assumptions, include type of operation, mission support, and sustain operations based upon area threat assessments

12.1.2. Roles and responsibilities (JTF Commander, Fire Marshal, Fire Chief, and Individual)

12.2. Planning guidance (See attached checklist)

12.2.1. Determine scope of fire protection and emergency services

12.2.1.1. Mission assigned and transient aircraft

12.2.1.2. Structural fire protection requirements

12.2.1.3. Special hazards and rescue required

12.2.1.4. Miscellaneous cross-functional support operations (i.e., barriers, decontamination, HAZMAT, WMD)

12.3. Evaluate existing fire protection and emergency services

12.3.1. Host fire protection resources, equipment, and personnel

12.3.2. Water distribution and fire suppression systems

12.3.3. Mutual aid agreements

12.3.4. Determine shortfalls and limiting factors (LIMFAC) (Note: usually classified)

12.3.5. Determine fire protection and emergency services requirements using operational risk management (ORM) principles

12.3.6. Vehicles

12.3.7. Personnel

12.3.8. Facilities

12.3.9. Logistics

12.3.10. Communications

12.4. Fire Protection Checklist Items

12.4.1. Fire Protection and Rescue

12.4.1.1. Fire station location

12.4.1.1.1. Describe location:

12.4.1.1.2. Distance and time from runway?

12.4.1.1.3. Distance from tent city?

12.4.1.1.4. Number of Vehicle Stalls:

12.4.1.2. Vehicles (Table 12.4.1.2.):

	Type/Reg Number	Personnel per vehicle		Quanity		Water Capacity		Foam Capacity		Dry Chemical Capacity		Serviceability

12.4.1.3. Fire fighting equipment i.e. fire hose, couplings, hand tools, jaws of life, powered tools etc…

12.4.1.4. Can vehicles communicate with tower? What Frequency?

12.4.1.5. Are fire fighting vehicles radio equipped? Are there portable hand-held radios available? What Frequency?

12.4.1.6. Is water supply available on the airfield for refilling crash trucks? Where is the supply located?

12.4.1.7. Are fire fighters EGRESS trained/qualified for the proposed aircraft/mission?

12.4.1.8. Are host fire fighters trained on aircraft brake fires?

12.4.1.9. Are host fire fighters trained on hydrazine/hazardous material situations?

12.4.1.10. Are host nation fire fighters trained in structural fire fighting procedures?

12.4.1.11. Do fire fighters provide medical care? If not, where does medical care come from?

12.4.1.12. What other extinguishing agents are used by the fire department?

12.4.1.13. Can host nation provide in-house refilling of extinguishers?

12.4.1.14. Is there a structural fire fighting capability? If so, list vehicles in Table 12.4.1.2.

12.4.1.15. Is the fire department staffed to provide 24-hour coverage?

12.4.1.16. What is the current staffing of the fire department?

12.4.1.17. Other significant issues:

12.5. Other Facilities. (Table 12.5)

	Description		Location(s)		Size
	Remarks:				

12.6. Utilities

12.6.1. Water

12.6.1.1. Local Source(s):

12.6.1.2. Potable (by US standards): storage amount and locations

12.6.1.3. Non Potable: storage amount and locations

12.6.1.4. Emergency water sources (EWS)

12.6.2. Electricity

12.6.2.1. Local Source(s): voltage, frequency, and reliability

12.6.2.2. Are generators locally available?

Attachment 14

FORMAT FOR IGESP/ESP
CHAPTER 13 - EXPLOSIVE ORDNANCE DISPOSAL (EOD)

PART ONE:

13.1. Include capabilities and procedures for the identification, neutralizing, and disposing of hazardous US and foreign conventional, chemical, biological, and nuclear ordnance and improvised devices. Include information on EOD team identification (unit/command assignment, size), contact point (SRC or facility number, location), and recovery after attack operations (define area of responsibility, facilities recovery priority list, dud/safe munitions holding area, conventional and chemical-biological munitions disposal or burial areas, emergency destruction of munitions (EDM) assistance).

13.2. Identify authorized EOD radio frequencies.

13.3. Identify requirements for secure storage of demolition explosives, specialized EOD equipment, classified, and weapons as well as administrative work space.

PART TWO:

13.4. Identify any OPLAN-specific capabilities, requirements, or limitations.

13.5. Identify potential sites for the planned detonation or burning of explosives and site in accordance with explosive safety standards

13.6. Identify bomb removal requirements (vehicles, team size and composition, specialized training requirements). Specify the ordnance marking techniques used for bomb removal operations i.e., green flagging equates to the munitions being safe to move, yellow flagging represents munitions that must be moved with caution and special handling techniques, etc.

PART TWO:

13.7. Identify any OPLAN-specific capabilities, requirements, or limitations.

Attachment 15

FORMAT FOR IGESP/ESP
CHAPTER 14 - CIVIL ENGINEER

PART ONE:

14.1. Summarize the civil engineer mission during any contingency, to include general policies and guidance.

14.2. Provide general procedures and planned actions for engineer support.

14.3. Identify airfield/base conditions (airfield operating surface dimensions and capabilities are included in the Airfield Operations chapter).

14.4. Fire Protection and Rescue. Include procedures and capabilities for providing crash rescue and fire suppression.

14.5. Identify snow, sand and other FOD removal capability (if applicable).

14.6. Identify utility capabilities.

14.6.1. Identify normal/emergency source of water supply and storage. Identify quantity, consumption rates, production rates, treatment facilities, storage capacity, and emergency power for pumping.

14.6.2. Identify sewage disposal capabilities (facilities, type, and capacity).

14.6.3. Identify trash and garbage disposal capabilities.

14.6.4. Identify electrical power capabilities (sources, emergency generator requirements, etc.). Include a base extended outage plan.

14.6.5. Identify sources of natural gas and propane. Identify potential sources, and capacity of supply, distribution, and storage.

14.6.6. Identify **e**nvironmental and topographic conditions in relation to water supply and waste disposal systems (e.g. prevailing winds, low areas of bare base sites, etc). Incorporate into all site planning efforts.

14.7. Identify RED HORSE capabilities/procedures, if applicable.

14.8. Summarize all facilities on base by use and user (this information should be the recapitulation of facility utilization submitted by each functional agency on base). Include requirements for work on existing facilities, operating areas, and storage areas as well as erection of new facilities.

PART TWO:

14.9. Identify all materiel requirements through C+60.

14.10. Summarize the civil engineer command and control structure and responsibilities during contingency execution.

14.11. Identify any unique contingency civil engineer planning factors.

14.12. Identify manpower requirements. Indicate total number of man-hours available from in-place/arriving engineer units by day. Include man-hour requirements for tent/Bare Base Systems (BBS) erection, utility construction, tent city site improvements, and messing facility construction; e.g., C+1, with existing in-place forces X+Y man-hours available, W+Z man-hours required, etc.

14.13. In-place Engineers. Definitive actions for engineer (force beddown, facility damage repair, crash rescue and fire suppression, construction management, facility siting, etc.) should be provided as necessary. Include procedures for performing damage assessment and rapid repair or replacement of critical facilities and utilities; support of force beddown; accomplishing essential operations and maintenance functions for existing as well as additional facilities and utilities; assisting in base denial operations as necessary; and managing repair and construction operations. Ensure there is a system, or procedures in place, to develop a facility priority listing.

14.14. Incoming Prime Base Engineer Emergency Force (BEEF). Identify requirements, if applicable. Special attention should be given to the siting, operation, and maintenance of air transportable equipment and facilities and to providing for aircraft launch and recovery operations.

14.15. Fire Protection and Rescue. Include procedures and capabilities for providing crash rescue and fire suppression, if differences exist during contingency execution (if procedures vary from what is identified in Part One).

14.16. Identify procedures for fast and accurate minimum airfield operating surface selection and rapid runway repairs.

14.17. Identify increased utility requirements during contingency execution (e.g., increased water and fuel consumption rates, increased sewage, trash, and disposal, and heightened electrical rates). Planning factors for water requirements are as follows:

14.17.1. Forces housed in existing base facilities require 100 gal/per person a day.

14.17.2. Forces housed in bare base systems require 50 gal/per person per day (20 gal/per person per day for arid climates).

14.17.3. Forces housed in tents require 25 gal/per person per day (20 gal/per person per day for arid climates).

14.17.4. If the unit, host nation, or other service uses water-based NBC decontamination techniques, include water consumption calculations (obtained from CE Readiness) for these activities.

14.18. Summarize all facilities on base by use and user during contingency execution (this information should be the recapitulation of facility utilization submitted by each functional agency on base). Address the siting and construction schedule for facilities (to include tent cities) required to support the mission. A siting and erection schedule and facility arrival schedule for mobile assets should be included to amplify requirements. Include preplanned actions that must take place prior to actual deployments; for example, a deploying unit site survey of a reception location. Siting locations will be annotated on base maps. Describe any other planned actions to assure incoming and in-place facilities are prepared in time to meet mission requirements. Include requirements for work on existing facilities, operating areas, and storage areas as well as erection of new facilities. Include expedient hardening of essential facilities (materiel requirements/availability). Cross reference expedient hardening activities to the information contained in the NBCC chapter.

14.18.1. If applicable, provide information about tent city sites such as drainage, site preparation required, and priority of use for each different site and any known problems.

14.19. RED HORSE. Include procedures for requesting and implementing RED HORSE support as necessary. RED HORSE support should be specifically identified for large beddown projects. List specific RED HORSE taskings.

14.20. Ensure maps are included with locations annotated for command post, SRC, DCC, ADCP, BDOC, NBCCC, NBC monitoring and EOD areas of responsibility, decontamination facilities and staging areas, shelters, medical treatment facilities, casualty collection points, and munitions holding, disposal, and burial areas.

14.21. Environmental. Provide procedures and planned actions for environmental protection and compliance. Ensure, to the maximum extent possible, that the mission is carried out in a manner consistent with national environmental policies.

14.22. Identify reporting and in-processing procedures for deploying civil engineer forces.

14.23. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, Land Mobile Radios (LMRs) and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan.

14.24. Vehicle Requirements. Unit OPRs will plan vehicle requirements and coordinate with the unit Vehicle Control Office (VCO) and the base Vehicle Operations Fleet Management Section to ensure availability prior to the Transportation Function consolidation of unit requirements for publication in the IGESP.

Attachment 16

FORMAT FOR IGESP/ESP
CHAPTER 15 - SERVICES

Note: This chapter provides clarification, and where appropriate, specific guidance for developing the Services chapter of the IGESP.

5 Tabs:
A. Food Service
B. Lodging
C. Mortuary Affairs
D. Laundry
E. Recreation

TAB A

FOOD SERVICE

PART ONE:

15.1. Indicate how food service can support 4 meals a day. Identify all food service activities and capacities (meals per period.) Also identify the seating capacity for each activity.

15.2. Emergency Capacity Computation.

15.2.1. Determine the number of seats available in each appropriated food service facility.

15.2.2. Multiply the total number of seats by 32 (four hours of operation per meal multiplied by two turnovers of seats per hour, four meals per day) for each appropriated funded dining facility. Total all the seating capacities for appropriated funded facilities.

15.2.3. Determine actual production capacity for each appropriated food service facility in a 24-hour period and total the capacities.

15.2.4. Ensure the overall seating capacity does not exceed the overall meal production capability. The lower of these two figures represents the total emergency capacity for appropriated facilities.

15.2.5. Feeding capacities of other facilities (i.e., nonappropriated facilities) that will be used must be computed based on additional factors, such as preparation and serving equipment and the potential use of these facilities for other purposes. The number of facilities identified for use must be supportable by the number of incoming and in-place Services manpower.

15.2.6. Total the capacities for appropriated and nonappropriated funded facilities. This is the overall feeding capacity. Divide this number by three to identify the total personnel that can be supported on a daily basis.

PART TWO:

15.3. Provide detailed procedures, capabilities, (if different than identified in Part One) and requirements to provide dining support to in-place, incoming, and transient forces, and Noncombatants awaiting evacuation or onward movement. Identify available and required facilities, to include clubs, equipment, rations, and personnel, as well as sources of supply. Include troop issue operations. After coordinating with appropriate functional managers, prioritize the listing of food service facilities in the order that will support the plan. Appropriated and nonappropriated facilities should have the highest priority.

15.4. From the TPFDD, determine the total base population (including US/Local National E-E, Key and Contingency Essential civilians) to be supported. In actual wartime, and especially at isolated locations, 90% of meal cardholders and separate ration personnel may eat in base dining facilities. This planning

factor is based on the base workload, number of hours people are on base (if applicable), the security threat of the base, and consumption data (ref AFMAN 10-401).

15.4.1. Compare the figure above with the total emergency feeding capacity calculated in Part One to determine if additional feeding support is required.

15.4.2. If the base population to be supported is smaller than the emergency capacity, determine which facilities will be used, the number of hours of operations required, and include in the plan. If other than appropriated funded facilities are to be used, they will be operated as an appropriated funded facility and the base food service will be responsible for the management and will ensure the augmentation scheduled for the base food service is sufficient to support these facilities.

15.4.3. If the base population exceeds the food service capability, review the appropriate TPFDD to determine if field kitchens are scheduled for the base. If they are, include the capability in the plan. Determine the number of people the field kitchens will support and compare against the shortage.

15.5. Determine the amount of potable water required for each food service facility using their emergency capacity as a baseline. Use a figure of 10 gallons of water per person per day for each food facility. Transportation of emergency potable water is to be arranged through the BCE planner and reflected in the plan.

15.6. Source of Rations. (Ration = 3 meals for one person for one day)

15.6.1. State how initial requirements can be furnished. For example, initial requirements can be furnished from _____days supply on hand as follows:

Operational Rations (MRE)- _____Rations

DECA Peacetime Operating Stocks (POS)- _____Rations

Appropriated Funded Stocks (Dining Hall)-_____Rations

Miscellaneous Stocks -_____ Rations

Non-Appropriated Funded Stocks (MWR) programmed for NEO support (not to be included in available rations for OPLAN implementation)

15.6.2. POCs/Phone Numbers for rations are as follows:

PRIMARY
ALTERNATE
DeCA
APPROPRIATE FUNDED (FOOD SERVICE)
AAFES
NONAPPROPRIATED FUNDED (MWR)
LOGISTICS PLANS (WRM)

15.6.3. Movement of rations from resupply points will be accomplished by _____.

15.7. Flight Meals. Flight meals will be prepared at _____ building, as required.

15.8. Reimbursement. Include procedures for reimbursement if different from normal.

15.9. Hospital Patient Feeding. Subsistence and facility planning should be based on providing three prepared meals per day to 90% of the patients in the Military Healthcare Facility (MHF), 100% of any convalescent patients and 100% of the aeromedical staging facility (ASF) patient capacity. Ten percent (10%) of the MHF patients will not be receiving meals for health care reasons. Flight meals will be needed for aeromedical evacuation patients based on the number of evacuees per day. Medical diet technicians determine and order medical unique rations items, and transport meals to medical facilities.

15.10. Shelter stocking. If appropriate for the threat, describe the shelter stocking plan for food items and water to include the basis for food stock/water calculations, specific procedures and resources that will be used to deliver the stocks to shelters, timing of initial and resupply actions, accountability parameters and a sustainment assessment (without resupply). Ensure this information is cross referenced to the shelter assignment and capacity information contained in the NBCC chapter.

TAB B

LODGING

PART I:

15.1. Identify the total lodging capacity using the definitions and criteria listed below. Total lodging capacity will be computed according to the priorities established in paragraph B15.1.9 and using the emergency capacity planning factor of 50 sq. ft per person. Bases may go below 50 sq. ft per person only when the TPFDD population exceeds the rate at which housekeeping assets are erected. For safety reasons, reduction in square footage per person must not obstruct entrances or exits. Determination of total lodging capacity is based on the scenario. For example, in most exercise receptions, only visiting officer/enlisted quarters, contract quarters, and available dorms will be considered. However, during a contingency or OPLAN situation, emergency quarters (e.g., base fitness center, recreation center, etc.) will be used. Additionally, during a contingency or OPLAN execution, vacated base housing and dorms (due to deploying forces and noncombatant evacuations) will be considered. In computing total emergency lodging capacity consider the type of facilities available (e.g., room-bath-room configuration vs. central latrine). A dormitory bedroom with the room-bath-room configuration may be large enough to accommodate four bed spaces, however eight people using one bathroom is unacceptable. Also, a percentage of the total lodging capacity will need to be set aside for storage of personal property left behind by departed (deployed) personnel and noncombatants (applies to dormitories and family housing). Note: Although some lodging categories will not have to be utilized in Part II of the IGESP, all priorities (except Contingency Housekeeping Assets) should be included in the computation of capacities in Part I.

15.1.1. Normal Capacity. The number of beds located in the facility whether occupied or not.

15.1.2. Emergency Capacity. The total capacity of officer, enlisted, and emergency facilities by expanded and converted with addition beds and cots. Determine the capacity of these facilities based on providing 50 sq ft of net living area per person. Refer to AFI 34-246 for a definition of net living area. Only after the initial 30-day beddown or population surge should square footage be increased to accommodate quality of life standards of 72 sq ft and 110 sq ft for enlisted and officers, respectively (if space is available).

15.1.3. Transient Quarters. Transient quarters include Visiting Officers' Quarters (VOQ), Visiting Quarters (VQ), Distinguished Visitors (DV) suites, and Temporary Lodging Facilities (TLF).

15.1.4. Dormitories. These facilities include single/unaccompanied personnel housing such as Unaccompanied Airmen Quarters (UAQ), Unaccompanied Officer Quarters (UOQ), and Unaccompanied Noncommissioned Officer Quarters (UNCOQ).

15.1.5. Commercial Lodging/Contract Quarters. Commercial hotels and motels may be used to house Air Force civilian and active duty military personnel when on-base transient quarters are filled. Wing commander approval is required to use off-base quarters during contingency operations. Lodging should provide the expected number of personnel in commercial lodging/contract quarters and approximate distance from the installation.

15.1.6. Alternate Permanent Facilities. Under emergency conditions, other types of buildings besides dormitories and transient quarters may be used. Types of buildings that may be suitable for such purposes are fitness centers, warehouses, and hangars, provided toilets and showers are available. In areas where NBCC threats exist and/or the climate is very cold or hot, the adequacy of personnel protection and the availability of heating and cooling systems in these facilities should be considered.

15.1.7. Family Housing. As a last resort, family housing units may be used to house transient people. In overseas areas where a NEO program is to be implemented in wartime to evacuate dependents and US citizens, using family housing is a viable way to provide housing for NEO evacuees. Such a plan will house incoming NEO families and unaccompanied personnel in family quarters vacated by families already evacuated. Families not yet evacuated may be asked to house NEO personnel in their quarters on a voluntary or even mandatory basis in wartime. Family housing should be used for transient unaccompanied personnel only when no other practical alternative exists. The wing commander will determine whether family housing will be used for lodging. In instances where an NBCC threat exists and family housing is used for NEO operations, Services personnel will distribute brochures (developed by CE Readiness) describing how to transform the living quarters into a protective shelter. Refer to the NEO chapter of the IGESP/ESP for additional information.

15.1.8. Facilities under construction. For planning purposes, include facilities under construction and respective estimated completion dates. Consider availability of toilets and showers as in paragraph B15.1.6. above.

15.1.9. Lodging Priorities. The priority for lodging personnel is as follows:

Priority 1: Emergency capacity for all transient quarters

Priority 2: Commercial lodging/contract quarters

Priority 3: Emergency capacity in dormitories

Priority 4: Alternate permanent facilities

Priority 5: Family housing

Priority 6: Contingency Housekeeping Assets (Note: List all WRM assets, including beds, cots, tents, Harvest Housekeeping Sets, and any other contingency housekeeping assets, in Part II (classified) of the IGESP (paragraph B15.5.5.3.). However, include the following statement in Part I: "See Part II of the IGESP for in-place/due-in WRM assets").

15.2. The following outlines how lodging capacities should be calculated and what information should be documented.

Example: This is a list of lodging facilities and respective capacities that currently exist at _____AB. Priorities are shown for all existing facilities as to desirability for deployment assignments. Emergency lodging facilities are also shown.

OFFICER QUARTERS (EXAMPLE)

Bldg	Room Sq Ft	Number Rooms	Priority	Desg Use	Norm Capacity	Emerg Capacity
405	250	1	1	VOQ(1)	1	5
406	260	8	1	VOQ	8	40
407	260	16	1	VOQ	16	80
408	260	16	1	VOQ	16	80
		SUBTOTAL:			41	205

ENLISTED QUARTERS (EXAMPLE)

Bldg	Room Sq Ft	Number Rooms	Priority	Desg Use	Norm Capacity	Emerg Capacity
325	150	100	1	VAQ(3)	100	300
326	125	100	1	VAQ(2)	100	200
327	200	50	1	VAQ(4)	50	200
328	225	80	1	VAQ	160	320
		SUBTOTAL:			410	1020

NOTES:

(Applies to Officer and Enlisted Quarters)

1. Planned for aircrew members or shift workers.
2. Permanently pre-configured for emergency capacity.
3. Open bay barracks.
4. Planned for critical personnel required to move on base, such as security personnel, maintenance personnel, etc.

CONTRACT QUARTERS (EXAMPLE)

The following blanket purchase agreements (BPAs) are currently in force and will be used to supplement other specific quarters. Contract quarters cost is the responsibility of the TDY unit and not the host base.

Hotel	BPA Number	Priority	Beds*
Prince	F65082-78-C-A010	2	36
Grand	F65082-78-A011	2	34
	SUBTOTAL:		70

*Normal and emergency capacities are the same unless hotel manager approves expanded use of rooms.

Note: Only use contract quarters if authorized per paragraph B15.1.5. Develop plan for transporting personnel to and from contract hotels and ensure this is included in the transportation chapter of the BSP.

DORMITORIES (EXAMPLE)

	Room Number			**Capacity**		
Bldg	**Sq Ft**	**Rooms**	**Priority**	**Norm**	**Emerg***	**Usable**
31	110	50	3	50	100	50
32	110	40	3	40	80	40
33	210	25	3	50	200	150
34	200	25	3	25	100	75
35	200	30	3	30	120	90
	SUBTOTAL:			195	600	405

*Do not include space required to store personal property of deployed personnel in emergency capacity. This will be reflected in Part Two.

EMERGENCY QUARTERS (EXAMPLE)

Bldg (Current Use)	Priority	Emergency Capacity
715 (Base Fitness Center)	4	140
612 (Base Rec Center)	4	120
614 (Base Education Center)	4	80
120 (Warehouse)	4	80
SUBTOTAL:		420

NOTE: These facilities do not have any bedding available. All housing standards must still be complied with should these facilities be used (housing officers and enlisted personnel with unique job criteria, i.e., aircrews, shift workers, etc.). Identify proximity to latrine facilities, whether BCE assistance is required for conversion to emergency quarters (coordinate with the CE chapter of the BSP), and whether emergency shower and toilet facilities are required.

FAMILY HOUSING (EXAMPLE)

Bldg	Sq Ft Per Unit	Priority	Norm Capacity	Emerg Capacity
121 (4 Units)	2000	5	4 Families	40 People
130-140 (40 Units)	2000	5	40 Families	400 People
150-200 (50 Units)	2000	5	50 Families	450 People
211 (5 Units)	1500	5	5 Families	50 People
212 (2 Units)	2000	5	2 Families	20 People
		SUBTOTAL:		960

*Emergency capacity should be determined by Services and the Housing Office after considering unit bathroom facilities; do not include space required to store personal property of NEO evacuees in emergency capacity.

TOTAL EMERGENCY LODGING CAPACITY: 3,275 people

PART TWO:

15.3. Using the latest approved all-services TPFDD, compute the following data that will be used to determine the total number of people requiring lodging. This formula does not take into account non-combatants awaiting evacuation or onward movement.

(Add)
IN-PLACE FORCES*
INCOMING FORCES**

(Subtract)
DEPLOYING FORCES

(Equals)
TOTAL BASE POPULATION REQUIRING LODGING

*Include personnel living off base who, under contingency/wartime conditions, would require on-base lodging. Include E-E civilian employees remaining at the installation who would require on-base lodging.

**By C-Day, include transiting forces that require temporary lodging.

15.4. Housing Concepts. Specify how housing services will be provided on a 24-hour basis in the order/sequence/priority of actions to be taken. Develop a plan/agreement to ensure that the civil engineers will provide personnel during the execution of this plan to issue keys for the buildings that they manage (dormitories, family housing, etc.).

15.5. Augmentation personnel will be used to expand sleeping areas by erecting bunk beds, cots, and tents, rearranging base facilities to emergency quarters, and providing 24-hour lodging and linen exchange service.

EXAMPLES:

15.5.1. During initial stages of plan implementation, the lodging NCOIC, the CES furnishings management supervisor, and civilian/local national personnel assigned to lodging will begin 12-hour shifts on a 24-hour basis, effective C-day.

15.5.2. _____ military shift supervisors in lodging and local national/civilian temporary augmentees from other less essential base functions (specify) will be provided on C-day to assist in 24-hour a day lodging assignments, linen/bedding issues, and furnishings placement during initial stages of unit arrivals.

15.5.3. _____personnel from (specify unit) will provide augmentation support (determine requirements IAW the READY program and the Personnel chapter of the IGESP).

15.5.4. _____augmentees (specify officer/enlisted grades) will be in-place no later than C+ . local national/ civilian overhires will be employed to initiate and continue furnishings movement to facili-

ties identified in Part I. SF Forms 52 will be prepared in advance and processed to CCPO on C-day for expedient hiring.

15.5.5. Assignment of quarters. Personnel will process through the reception processing unit (RPU) (Bldg #). Lodging personnel will be under the direction of the RPU chief during this initial phase. Registration cards and linen/bedding accountability records will be sufficient to cover the programmed TPFDD flow of personnel. Number of officers and airmen will be pre-organized and assignments indicated in accordance with lodging, dormitories, and housing facilities planned per Part I. Room keys will be organized for issue for each facility (except for tents) per the "emergency capacity" in Part One. Base maps showing beddown facilities (including emergency quarters and tent areas) and transportation routing from the RPU will be displayed at the registration point. Personnel will complete a registration card prior to key issue. Lodging personnel will mark locator cards with building number, room number, and phone number (if applicable), and issue initial linen/bedding. Special consideration will be given to aircrew members to maximize crew rest and to maintain aircrew integrity. This will be done by housing two crew members per room in vacant VOQ or VAQ room (see Part One).

15.5.5.1. Officer and enlisted personnel room assignments will be made and keys issued at the RPU by lodging office and Civil Engineering dorm management or housing representatives. When possible, quarters assignments will be done with consideration of unit integrity.

15.5.5.2. Lodging of medical personnel should be taken into consideration since immediate recall of hospital staffs to support mass casualty influxes from base attack and other locations is a real and constant concern. Such lodging should be as close to the hospital as is available. Medical personnel should also be housed together to afford quicker access and recall. This is not the case for Aeromedical Crews, who should be housed with other AMC crews for alert access.

15.5.5.3. The following outlines how and where the base population will be assigned lodging and what documentation is required. Assignments will be based on capacities and priorities in Part I. Rooms will contain only essential furnishings. Try to specify designated unit/occupant and the date the building will be required (by C-day per the TPFDD). Assign incoming personnel to rooms vacated by permanent party personnel deployed to other locations or evacuated under NEO, as required. Develop a plan for securing personal property left behind by all departing personnel and dependents to include designated storage facility and managing unit. Relocation of permanent party personnel and their personal possessions to accommodate and consolidate incoming personnel should be avoided.

OFFICER QUARTERS (EXAMPLE)

Bldg	Number Rooms	Priority	Emerg Capacity	Desig Unit	# Personnel	C-Day	%Occupied
405	8	1	40	18WG/LGS	30	C+2	75%

ENLISTED QUARTERS (EXAMPLE)

Bldg	Number Rooms	Priority	Emerg Capacity	Desig Unit	# Personnel	C-Day	%Occupied
325	100	1	300	1FW	300	C+0	100%

CONTRACT QUARTERS (EXAMPLE)

Bldg	Number Rooms	Priority	Emerg Capacity	Desig Unit	# Personnel	C-Day	%Occupied
Grand	34	2	34	4FW/IM	17	C+3	50%

DORMITORIES (EXAMPLE)

Bldg	Number Rooms	Priority	Emerg Capacity	Usable **Capacity**	Desig Unit	# Personnel	C-Day	% Occupied
31	50	3	100	50	355WG/CE	40	C+0	90%

EMERGENCY QUARTERS (EXAMPLE)

Bldg	Number Rooms	Priority	Emerg Capacity	Desig Unit	# Personnel	C-Day	%Occupied
715	Fitness Center	4	140	924FG/LGM	30	C+1	21%

FAMILY HOUSING (EXAMPLE)

Bldg	Number Rooms	Priority	Emerg Capacity	Desig Unit	# Personnel	C-Day	%Occupied
121	4 Units	5	40	301FW/OSS	10	C+2	25%

CONTINGENCY HOUSEKEEPING ASSETS (EXAMPLE)

Type	In-Place	Priority	Emerg Capacity	Desig Unit	# Personnel	C-Day	%Occupied
Harvest Eagle	1	6	550	442FW/CE	550	C+2	100%
PACAF-House-Keeping	1	6	275	442FW/CE	275	C+2	100%
GPM*	100	6	100	442FW/CE	10	C+2	10%
Tent Beds**	100						
Cots**	225						

NOTE: Coordinate in-place/due-in quantities with the WRM chapter of the BSP. Ensure in-place and projected assets accommodate the in-place and incoming forces based on the TPFDD.

*Include time-phased erection schedule, if applicable (coordinate with the CE chapter of the BSP).

**State intended place of use; e.g. dormitory, base fitness center, tent city, etc.

15.6. Contact base contracting to define level of housekeeping and other lodging services to be provided. If none are available, individuals will provide their own housekeeping services.

15.7. Unplanned arrivals (personnel) will be briefed at base operations/passenger terminal to report directly to the RPU, Bldg until terminated; then to lodging office, Bldg , for assignment to quarters. The same procedures in paragraph B15.5.5. apply. Normally, the number of unplanned personnel will not exceed the fallouts of planned personnel. Therefore, an additive planning factor is not required.

15.8. Use one officer to five airmen and one female to ten male personnel as a planning factor when designating lodging facilities. AF policy in the housing of women in deployment situations states, "There is only one requirement which must be met in the housing for women in deployment situations: privacy in sleeping and bathing/latrine facilities. Exclusively separate quarters or bathing and latrine facilities are not essential. Bathing and latrine facilities can be scheduled on a time-sharing basis or with appropriate occupied/unoccupied signs; temporary makeshift partitions may be used to afford quarter's privacy. Environmental conditions and/or austere living accommodations cannot be considered limiting factors in the use of women in deployment situations. Women can function under the same environmental conditions and use the same existing facilities as men, including the most adverse and primitive." (Reference USAF WMP Volume I, Annex GG). To ensure the incoming number of personnel is current, coordination with base LGX should be performed and the date of coordination documented. Incoming officer and enlisted personnel will be assigned to designated emergency areas as shown in Part One. Consideration should be given to designation of separate areas for officer and airmen, if feasible. Female personnel will be housed in separate facilities (where practical) as shown in Part One.

15.9. Vehicles. (Coordinate with the Transportation chapter of the IGESP) Unit Services personnel will plan vehicle requirements. Coordinate with unit VCO and the Vehicle Operations Fleet Management Section to ensure completeness prior to the Transportation Function consolidation of unit requirements for publication of the IGESP. The Transportation Function prior to their inclusion in the IGESP must approve all subsequent changes to vehicle authorizations, including WRM vehicles.

15.10. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for consideration include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. The installation must also have the ability to rapidly notify housed personnel of impending or actual force protection threats i.e., fires, bomb threats, imminent enemy attack, presence of contamination, etc. Services personnel must verify the adequacy of in-place notification systems (with assistance from CE Readiness, Communications, fire fighters, etc.) If the installation warning and notification network is insufficient in personnel housing facilities, Services personnel will work with CE Readiness and Communications personnel to develop work around mitigation measures. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

15.11. In areas where the CB threat warrants, Services and CE Readiness personnel must jointly develop response procedures for instances where CB contamination adversely affects personnel housing facilities. This includes immediate response actions by off-shift personnel located in these facilities, relocation priorities and procedures/criteria, and techniques for verifying the safety of previously contaminated facilities. Describe the concept of operations for these activities. Cross reference this information to the material contained in the NBCC chapter. CRITICAL. RATIONALE: This vital area must be addressed as it is one of the largest unrealistic "simulations" associated with peacetime training and exercises. Non-preparedness for this probable event will result in unnecessary mission degradation and personnel injuries/fatalities.

TAB C

MORTUARY AFFAIRS

PART ONE:

15.1. Describe mortuary support capabilities and search and recovery procedures.

15.2. Identify primary facilities and personnel.

15.3. Identify supplemental facility requirements.

15.4. Identify primary contact points.

15.5. Identify normal operating procedures.

15.5.1. Storage Temp for Remains VS Maximum Storage Time

TEMP	STORAGE TIME
70 degrees +	1 day or less
60-70 degrees	1 to 3 days
38-40 degrees	3 to 6 days

PART TWO:

15.6. Describe support capability and search and recovery procedures, to include specific procedural modifications and additional detection/decontamination equipment requirements when operating in an NBC contaminated environment. The Base Mortuary Affairs Plan, required by AFI 34-242, will form the basis of this attachment. As a minimum, this attachment will identify:

15.7. Include location and marking requirements associated with temporary morgues and mass burial sites; proposed layout, required detection/decontamination equipment, and detailed procedures for handling contaminated remains. Describe the interface between Mortuary Affairs personnel and the medical community (in regards to certification of death) for both contaminated and uncontaminated remains. Outline the interface between Mortuary Affairs personnel and specialized NBC reconnaissance personnel in regards to detection of NBC contamination and/or provision of specialized training or equipment. Specify the role the installation Mortuary Affairs activity plays in the overall theater Mortuary Affairs program e.g., it is or supports the theater Mortuary Affairs Decontamination Collection Point. Identify contract mortuary support.

15.8. Provide procedures for expanded operation.

15.9. Identify direct support to Base MTF.

15.10. State the procedures the base will use to recover and transport to temporary morgue or other collection activity. Identify the following:

15.10.1. Procedures for base population to recover remains.

15.10.2. Location of casualty collection points, mortuary collection points and actions taken when fatalities are delivered to each.

15.10.3. Procedures for fatalities that can not be recovered by the base.

15.10.4. Location of mass burial sites and proposed layout.

15.10.5. Procedures for handling contaminated remains.

15.11. Outline the Mortuary Affairs reporting requirements to higher headquarters.

15.12. Describe the procedures for transferring contaminated and uncontaminated remains to the theater Mortuary Affairs Collection Point.

TAB D

LAUNDRY SUPPORT

PART ONE:

15.1. Planning factors for programming laundry support:

15.1.1. Medical, third and fourth echelons (3E and 4E), to include Expeditionary Medical Systems and/or Air Force Theater Hospitals --each 500 bed hospital requires four bare base tactical field laundry (TFL) units.

15.1.1.1. Patients--32 pounds per patient per week.

15.1.1.2. Medical Staff--32 pounds per person per week. NOTE: Only those staff members who come in direct biological contact with patients will have their uniforms laundered by Services.

15.1.1.3. Organizational Bulk (sleeping bags, parkas, etc.)--10 pounds per person per week.

15.1.2. Laundry programming for Air Force units should be provided from the following sources in the priority indicated, if available:

15.1.2.1. Commercial contract.

15.1.2.2. Other military facilities through joint agreements.

15.1.2.3. Air Force industrial funded laundries.

15.1.2.4. Bare base laundries (e.g., self-help laundries, UNIMAC, Containerized Batch Laundries or TFL) will be used in situations when above resources are not available or are insufficient to handle the workload. Manpower to operate self-help laundry units will be individual unit personnel. Prime RIBS personnel will operate organizational laundry activities.

15.2. On-base laundry capability:

Bldg	No. of washers	Washer capacity in lbs/load	Daily washer capacity*	No. of Dryers	Dryer capacity in lbs/load	Daily dryer capacity**
123	10	50	22000 lbs	5	50	5500 lbs
888	5	25	5500 lbs	2	25	1100 lbs
Subtotals:	15		27500 lbs	7		6600 lbs

* No. of washers X washer capacity (lbs/load) X 2 loads/hr X 22 hrs/day.
** No. of dryers X dryer capacity (lbs/load) X 1 load/hr X 22 hours/day.

15.3. Contract Laundries. The following contracts coordinated through the base contracting office are currently in force:

Laundry	Contract No.	*Normal Capacity	Surge Capacity
St. Laundry Co.	F65082-79-Co18	1200 lbs/day	2000 lbs/day

*Obtain from contract laundry:

15.4. Total Laundry Capability (Base and Contract):

The lessor of A (Washers) or B (Dryers) plus the total daily contract capability gives the total daily laundry capability.

PART TWO:

15.5. Programmed Arrivals vs. Available Laundry Capacity.

	C+0	C+1	C+2	C+5	C+10(etc.)
Current, average dormitory	920	920	920	920	920
Transient Quarters Population	1000	1000	1000	1000	1000
Additive Personnel	800	1200	2000	2500	2600
Total Personnel	2720	3120	3920	4420	4520
Total Individual Laundry Requirement (lbs/day)*	6606	7577	9520	10734	10977
No. of medical patients & staff	20	40	100	220	250
Total Organizational Laundry Requirement (lbs/day)**	3977	4640	6057	7320	7600
Grand Total Laundry Requirement (lbs/day)	10583	12217	15577	18054	18577

* Total personnel X (17 lbs/person/week)/(7 days/week)

** Total personnel X (10 lbs/person/week)/(7 days/week) + Medical patients & staff X (32 lbs/person/week)/(7 days/week).

TAB E

RECREATION

PART ONE:

15.1. Provide a general overview of the field exchanges, fitness, and recreation support, etc. Describe recreation and fitness support capabilities and requirements (such as weight lifting, intramural programs, gymnasium, library, equipment checkout, movie/TV rooms, tours, clubs, etc.) Provide a listing of recreation and fitness facilities that are, or will be available in support of the contingency mission. Identify normal capacity. Include programs, equipment, supplies, facilities, personnel and vehicles required as well as sources of supply. Identify any special guidance and procedures required. Be sure to include accountability of checkout equipment and supplies and source of funds (appropriated and nonappropriated). See Prime RIBS Manager's Guide for specific requirements.

15.2. Exchange Operations. Provide detailed procedures and capabilities. Provide a listing of exchange facilities that are or will be available in support of the contingency operation. The list should address priority of operations, time-phased actions, and operations that will be curtailed, added, or changed. Include hours of operation. If applicable, address establishment of a field exchange (FE) for all personnel including Prisoners of War (POWs). Address personnel, vehicles, and fund requirements. For FE operations, include utility (electric air-conditioning, water, phones, etc.) requirements.

15.3. Child Development Centers (CDCs): If applicable, provide detailed procedures, requirements, and capabilities. Include hours of operation and manning requirements.

PART TWO:

15.4. Outline any capabilities/procedures that may differ during OPLAN execution than what is identified in Part One. Identify requirements.

Attachment 17

FORMAT FOR IGESP/ESP
CHAPTER 16 - MEDICAL

This chapter is prepared by the Medical Readiness Officer/NCO (MRO/MRNCO) on behalf of the Medical Group Commander. This chapter should include description of events needed to support the most stringent scenario expected to impact the base medical services. Part One is an unclassified document outlining Military Treatment Facility (MTF) capabilities. Part Two, a classified document, will detail OPLAN requirements and provide information to base forces during contingency situations. The chapter is intended to provide general information and should not duplicate specific information contained in other medical plans. It describes the support requirements to operate medical units in support of local mission and theater joint medical operations.

PART ONE:

16.1. Use the following format for developing Part One:

16.2. References. List references used in preparation of this chapter. If the plan supports other collocated operating locations, the IGESP for these bases must also be listed as a reference.

16.3. MTF Summary. Provide short narrative outlining the MTF's capability (e.g. clinic, hospital, etc.), and provide the data in the following format:

16.3.1. Facility Name:

16.3.2. Operating bed capability:

16.3.3. Expansion bed capability without augmentation:

16.3.4. Operating Rooms/Tables:

16.3.5. Casualty Collection Points if applicable, as directed by local policies and procedures.

16.4. Aeromedical Evacuation (AE) Assets, if applicable. Summarize in-place AE assets available to support the medical mission that may include:

16.4.1. AE Aircraft and personnel.

16.4.2. Helicopter Support available.

16.4.3. Aeromedical Staging Capability.

16.5. Blood Support. Summarize base blood support capability to include:

16.5.1. Blood Transshipment Centers (BTC).

16.5.2. Blood Donor Center (BDC).

16.5.3. Blood Supply Units (BSU).

16.5.4. Blood Product storage locations.

16.6. Other Medical Assets. Summarize additional medical assets available to include:

16.6.1. Air Force Theater Hospitals (AFTH) (e.g. Expeditionary Medical Support System (EMEDS).

16.6.2. Medical Augmentation UTCs (e.g. Hospital Surgical Expansion Package, Surgical Augmentation Team)

16.6.3. Air Transportable Clinics (ATC).

16.6.4. Transportation assets.

16.6.5. Communications.

16.6.5.1. Identify in-place communication capability available at the MTF.

16.6.5.2. Intra-Base Radio Nets. Base-level communications; i.e., LMR and Scope Shield II assets with assigned frequencies.

16.6.5.3. Pacer Bounce Radios (URC-119). Indicate location of radio and whether the encryption device, KY65, is available.

16.6.5.4. STU III availability and their respective numbers.

16.6.5.5. DATAFAX capability with numbers.

16.6.5.6. Units should consider deploying with International Maritime Satellite Communications (IN MAR SAT).

16.6.6. Information Systems capability.

16.6.6.1. List computer systems available (i.e., AQCESS, CHCS, Personal Computers, etc.).

16.6.6.2. Identify DDN/E-mail and Internet access capability with key functional addressees (Commander, Medical Control Center, etc.).

PART TWO:

16.7. Use the following format for developing Part Two:

16.8. References. List references used in preparation of this chapter that were not previously listed in Part One.

16.9. Wartime Mission. Summarize the medical mission in support of the base's mission during contingency operations (Wartime Mission Statement) to include:

16.9.1. All unit type codes (UTC). Refer to unit Designed Operational Capability (DOC) statement for unit taskings.

16.9.2. WRM activation responsibilities. Refer to unit DOC statement.

16.10. Assumptions. List assumptions that have an impact on the MTFs ability to perform its wartime mission.

16.11. Procedures. Relate anticipated medical support requirements for battle injuries, disease, non-battle injuries, and outpatient services. Address casualty movement to include full procedures and responsibilities.

16.12. Incoming Medical Assets. List incoming assets identified in the Time Phase Force Deployment Listing (TPFDD) by UTC, unit type name and required delivery date (RDD). (The following is an example)

UTC	DESCRIPTION	RDD	# PERS	S/TONS	UNIT/LOCATION
FFGKA	50 BED EQUIPMENT ATH	C010	0	53	77 MG/NOWHERE AFB, TX
FFGK5	50 BED MED CORE ATH	C010	43	0	9 MG/ANYWHERE AFB, NY

*Indicate that detailed information regarding the above taskings can be found in the Medical Treatment Facility's (MTF) Medical Contingency Response Plan (MCRP).

16.13. Manpower/Personnel. Indicate whether or not the MTF will be relying on manpower from the Base Manpower Pool (READY), or how the MTF is supporting the base with manpower, if applicable.

16.14. Facility availability. Indicate that all alternate facilities will be available to medical operations. Identify all alternate and/or expansion facilities. List all additional base buildings identified to support medical operations by name, number, and square footage. If any unique requirements exist, such as climate control, indicate this as well.

16.15. Equipment/Supply.

16.15.1. Indicate resupply method MTF will rely upon.

16.15.2. Identify the availability of medical Wartime Host Nation Support (WHNS), if applicable.

16.16. Resource Requirements. Identify all requirements to support the base keeping in mind the increase and changed composition of the base population. Consider how incoming resources will be used. Documentation of agreement for support will be maintained by MRO and updated annually. Determine support requirements for high altitude/compression chamber requirements for reconnaissance aircraft/crews. If support requirements exist, contact supporting Air Force medical logistics personnel to determine how such medical care will be rendered (equipment, contract, or aeromedical evacuation.)

16.16.1. Vehicle Requirements.

16.16.1.1. Vehicle Unit OPRs will plan vehicle requirements and coordinate with unit VCO and the Vehicle Operations Fleet Management Section to ensure availability prior to the Transportation Function consolidation of unit requirements for publication in the IGESP. The Transportation Function prior to their inclusion in the IGESP must approve all subsequent changes to vehicle authorizations, including WRM vehicles.

16.16.1.2. Cross reference AFI 10-404, **Attachment 17** and roll up total identified transportation requirements. Determine requirements for forklifts and trailers for ground movement of EMEDS and ATCs from the aerial port to the site. Also determine requirements for forklifts to position AFTH assets.

16.16.2. Personnel Support Requirements. Should shortfalls exist, they should be noted and attempted to be satisfied through the Base Resource Augmentation Duty (READY) program. This is especially true in the case of non-medical related jobs or those, which permit simple cross-training of non-medical personnel. Examples of these include, but are not limited to:

16.16.2.1. Ambulance/Ambus driver.

16.16.2.2. Casualty Collection Point Manpower, if applicable, as dictated by local policies and procedures.

16.16.2.3. Medical Control Center.

16.16.2.4. Litter Teams/Patient Retrieval Teams.

16.16.2.5. Contamination Control Teams. Develop capability to provide contamination control by establishing decon teams, equipment and procedures IAW AFI 32-4001, Disaster Preparedness Planning and Operations.

16.16.2.6. Shelter Teams.

16.16.2.7. Security Teams.

16.16.2.8. Blood Donor/Transshipment Teams.

16.16.2.9. Medical Logistics Teams.

16.16.3. Coordination with Base Support Functions.

16.16.3.1. Lodging Requirements. Determine lodging requirements for medical augmentation personnel. Provide data to Services for incorporating into Chapter 15. Action should be taken to consolidate medical dormitory spaces and billet medical personnel together near the facilities assigned.

16.16.3.2. POL Requirements. Determine type, quantity, resupply schedule based on incoming medical forces; consider incoming generators, vehicles, field stoves, LOX needs, etc., for inclusion in Chapter 19.

16.16.3.3. Engineer Support Requirements. Ensure requirements are included in Chapter 14. Summarize facility space, utility, and refuse disposal requirements for incoming ATH/ATCs. Examples of these include, but are not limited to:

16.16.3.3.1. Heat, water, and electricity requirements.

16.16.3.3.2. Emergency back-up power requirements.

16.16.3.3.3. Oxygen/vacuum lines requirements.

16.16.3.3.4. Tent sites for incoming EMEDS/AFTH/ATCs. Consider the following when selecting and determining site requirements.

16.16.3.3.4.1. Is space adequate? Is site level and well drained? Is there room for EMEDS/AFTH expansion, if required?

16.16.3.3.4.2. Is potable water available?

16.16.3.3.4.3. Is electricity available?

16.16.3.3.4.4. Have waste disposal procedures been established?

16.16.3.3.4.5. Are adequate roads available?

16.16.3.3.4.6. Is there an area for erection of a radio antenna?

16.16.3.3.4.7. Are latrines available close by?

16.16.3.3.4.8. Has flightline access been determined, if needed?

16.16.3.4. Food Service Support. Identify requirements for food service support of patients and incoming medical forces to include procedures for the preparation and delivery of regular and special patient meals. Ensure these requirements are included in Chapter 15.

16.16.3.5. Communication and Information Support. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

16.16.3.6. Biological Waste Disposal. Identify biological waste disposal requirements. Include these requirements in Chapter 14.

16.16.3.7. Water and Laundry Requirements. Identify water requirements and provide to the Civil Engineer. Provide laundry requirements (including bloody and contaminated linen) to base services for inclusion in Chapter 15.

16.16.3.8. Operating and Emergency Room Drainage. Identify drainage requirements for wastewater from operating and emergency rooms and provide to Civil Engineering for inclusion in Chapter 14.

16.16.3.9. Security. Identify security requirements. If arming of medical personnel is authorized, numbers and types of weapons/ammunition need to be listed as well as storage requirements. If arming is not authorized, security requirements must be identified by number of personnel required. Protection against enemy infiltrators is paramount and the security of medical facilities, patients, and personnel must be identified to Security Forces planners and necessary support listed in Chapter 31.

16.16.3.10. Administration. Identify and stock necessary forms to support 30 days of wartime use. These should include but are not limited to admission, emergency treatment, nursing, ancillary service request (lab, x-ray) and aeromedical evacuation forms. Forms requirements for COBs and BBs should be identified to Base Information Management.

16.16.3.11. Mortuary Affairs. Describe support required for removal of the dead from medical treatment facility, the interface between medical personnel and the Mortuary Affairs operation in relation to certification of deaths, and ensure these requirements are listed in Chapter 15. Ensure that CONOPS clearly states that casualty remains will not be brought to MTF, EMEDS, AFTH, ATC or casualty collection points, if required.

16.16.3.12. Management of injured/sick Enemy Prisoners of War (EPWs). EPWs must be afforded all the care, compassion and courtesies as well as protection granted under Geneva Convention for the Amelioration of the Wounded and Sick in Armed Forces in the Field (GWS-1949). This paragraph should identify the basic concept for management of these patients. It should include special holding arrangements (if warranted), protection, discharge planning, interrogation/ intelligence gathering and evacuation arrangements. It should also describe unit procedures for the issuance/administration of CB pre-treatment and/or self-aid buddy care (SABC) items in regards to EPWs. Locations of EPW

camps and hospitals should be known as well as host nation support for transportation to these locations.

16.16.3.13. Medical Noncombatant Evacuation Operations (MEDNEO). Identify support requirements such as NEO screening areas and MEDNEO aeromedical staging locations. Concept of operations for MEDNEO should be contained in the medical portion of the base's NEO plan.

16.16.3.14. NBC Operations and Medical Support. Include consideration of impacts on the medical support function that would result from operations in an NBC environment. Include medical capabilities and potential requirements to diagnose and treat injuries resulting from NBC environments. Describe the effect NBC contamination has on the triage and patient treatment systems, specialized detection equipment requirements, and any modified procedures required for medical operations in a sustained NBC contamination environment. Also, include medical impacts and capabilities to provide detection support for suspected water/food contamination. Include requirements for self-aid buddy care and agent pre-treatment/antidotes to include issuance instructions (pre and post deployment). Describe the methodology used to determine when/if pre-treatment measures will be recommended to the commander and how work-rest cycle recommendations will be developed for CB operations in protective ensembles. Include or cross reference procedures associated with resupplying personnel being returned to duty with individual protective equipment.

16.16.3.15. Medical Supplies and Equipment. Briefly indicate method of class VIII resupply and base support requirements for medical supply/maintenance to include:

16.16.3.15.1. Medical maintenance agreements for non-medical equipment.

16.16.3.15.2. Oxygen system support.

16.16.3.15.3. Real property maintenance.

16.16.4. Blood Program. Describe logistics support requirements for BDC/BTC/BSU as applicable.

16.16.4.1. Describe aerial port responsibilities in preparation for receiving and shipping blood, which includes the early notification of pallet arrivals, quick delivery and repalletization.

16.16.4.2. Determine transportation requirements to support BTC operations. Is the base transportation control center aware transportation requirements for blood delivery by ground transportation may be required often?

16.16.4.3. Identify levels of equipment and supplies available to support BDC/BTC operations for 30 days.

16.16.5. Medical Regulating. Describe unit's role in regulating patients in and out of the facility.

16.16.6. Medical Intelligence. Provide a medical intelligence summary outlining special medical requirements for personnel deploying to your base. Areas that should be considered include:

16.16.6.1. Medical requirements for aircrews.

16.16.6.2. Information on local climate, demography, and host nation public health.

16.16.6.3. Weather, sundries, special clothing, and preventative measures.

16.16.6.4. Briefing incoming medical forces on medical intelligence.

16.17. Aeromedical Evacuation. Remember that with the exception of Aeromedical Evacuation Control Team (AECT), most tactical AE units are mobile and may be planned to arrive at an air base only for staging purposes. Theater AECT will dictate their final destination based upon the tactical situation and progress of the war or buildup period.

16.17.1. Resource Requirements. Tactical AE units provide not only deployment but also are somewhat self sufficient. Other AE assets, especially crews and strategic AE ground support elements, require prepositioned assets. Such resources must be planned for.

16.17.2. Buildings for Squadron Operations. These buildings should include space for AE:

16.17.2.1. Command Section and Orderly Room.

16.17.2.2. Control Center.

16.17.2.3. Crew Briefing Rooms.

16.17.2.4. Crew Alert Rooms.

16.17.2.5. Supply and Equipment Maintenance.

16.17.2.6. Vehicle Parking.

16.17.2.6.1. Vehicles. The following are minimal requirements to support a strategic AE location.

16.17.2.6.1.1. Pickups - Two

16.17.2.6.1.2. Step Vans - Two

16.17.3. Communications. The AE unit should be provided handheld radios from the host AMC element for AE mission launch and recovery duties. Ensure the base Communications Officer is aware High Frequency (HF) radios will be operated by AE Control Centers, liaison teams or Mobile Aeromedical Evacuation Staging Facilities.

16.17.4. Medical Resupply and Equipment Maintenance. Resupply of AE contingency kits along with storage should be planned well in advance of a contingency. Maintenance on AE equipment should also be planned for.

16.17.5. POL. Fuels support to AE units include.

16.17.5.1. Vehicles

16.17.5.2. Generators

16.17.5.3. LOX (for Portable Therapeutic Liquid Oxygen Converters)

16.17.6. Meals. Ensure Services Squadron is made aware box lunches or MREs may be required for patients being evacuated if the missions go past their feeding period.

16.17.7. Administration Logistics. Ensure available administrative supplies and equipment are made available to these units. Typewriters or even small computers should be available as well as office supplies. These units do not normally bring such items.

16.18. Be prepared to submit the following reports:

16.18.1. Medical Report for Emergencies, Disasters and Contingencies (MEDRED-C) (IAW AFMAN 10-206, Chapter 12)

16.18.2. Commander's Situation report (SITREP) (IAW AFMAN 102-6, Chapter 4)

16.18.3. Bed Status

16.18.4. Blood Reports

16.18.5. Medical Regulating

16.18.6. Morbidity/Mortality Report.

16.18.7. Disease Non-Battle Injury (DNBI) – IAW AFI 41-106

Attachment 18

FORMAT FOR IGESP/ESP
CHAPTER 17 - INTELLIGENCE

PART ONE:

17.1. Identify the intelligence mission and concept of operations.

17.2. Provide a situation analysis (characteristics of the area, weather and terrain, etc.)

17.3. Summarize intelligence activities (staff support and assigned personnel).

17.4. Identify existing base capabilities.

17.5. Describe procedures and restrictions for releasing classified information to foreign nationals.

PART TWO:

17.6. Identify the chief of intelligence's assessment of requirements based on projected base operations, population, and threat.

17.7. List any assumptions which impact the ability to support the wing mission during OPLAN execution.

17.8. Summarize organizational command and control relationships existing under OPLAN execution.

17.9. Include intelligence requirements to support base operations, counterintelligence, and force protection, including detailed assessments and information gathering efforts in support of NBC passive defense activities. Describe equipment and/or personnel exploitation roles and responsibilities in regards to the acquisition of enemy NBC delivery systems, individual personnel equipment, knowledge of enemy vaccination program, etc.

17.10. Identify assignment of intelligence tasks of subordinate organizations.

17.11. Outline the unit’s ability and procedures to provide information on secure communications network, secure storage requirements, means to obtain maps, charts, and geodesy material; escape and evasion materials; supplies; and targeting materiel.

17.12. Contact the base logistics plans function to determine OPLAN taskings for the unit. From that OPLAN's TPFDD, list numbers of personnel deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)). Ensure all UTCs containing intelligence personnel are included in this listing as operations, or 3-series UTCs, and OSS, or XFP-series UTCs, often contain intelligence personnel which are not identified in intelligence only listing.

17.13. Consider if the current unit facility(s) is adequate for the additional personnel arriving and indicate any additional requirements, to include tactical special compartmented information facilities (SCIF).

17.14. Identify the systems units will deploy and specify unique system needs, such as increased power or cooling requirements. Identify communication needs including ratios, frequencies, bandwidth requirements, and telephone lines. Coordinate communication requirements with the base communication squadron for consolidation in Chapter 28.

17.15. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into Chapter 20. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles.

17.16. After comparing capabilities against OPLAN requirements, identify any LIMFACs and submit them to logistics plans for review by the IGESPC.

17.17. If backup plans for system or communication failures exist, identify these options and any requirements for the deploying units.

Attachment 19

FORMAT FOR IGESP/ESP
CHAPTER 18 - SUPPLY

PART ONE:

18.1. Describe supply support procedures, requirements, and capabilities. Include location of supply functional areas by activity, building number, and phone number.

18.2. Describe procedures for initial and follow-on aircraft support; main base support for satellite, bare, and collocated operating bases; and describe lateral support procedures, including locations from which supply may be obtained.

18.3. Identify other Service, contractor, and host nation sources of support.

18.4. Describe supply computer support. Include alternate processing sites, computer outage procedures, requirements for additional computer support, and key points of contact. Identify remote device locations.

18.5. Ensure necessary telecommunications service requests have been forwarded to the supporting communications activity. Describe supply support when computer support is not available. Include materiel requisitioning and customer support.

18.6. Identify to the deployed communications activity the number and location of computer workstations which require SBSS connectivity via the Local Area Network.

18.7. Identify the nearest property disposal facility and describe required procedures.

18.8. Identify storage capability and requirements by facility, to include environmental control and emergency power.

18.9. Identify applicable stock record accounts.

18.10. Describe procedures for turn-in and rapid evacuation of reparable assets.

18.11. Describe plans for dispersing critical spares, equipment, and workcenters. (See AFMAN 23-110, Vol. II, Part Two, Chapter 19 for WRM assets.) As part of this description, outline the projected availability of CB individual protective equipment in relation to established authorizations, specific procedures (developed with CE Readiness) for retrieving if necessary one CB ensemble from individuals who were issued two complete ensembles (for use/reissue at installation toxic free areas), specific procedures (developed with CE Readiness) if applicable for the receipt and control of CB IPE received from the Consolidated Mobility Bag Control Center through the TPFDD process, and shelter stocking/restocking procedures.

PART TWO:

18.12. Summarize the Supply mission during OPLAN execution. Include policies, procedures, and guidance that may differ from those identified in Part One. If the threat warrants, include specific guidance on how Supply personnel will receive and input information concerning CB contaminated assets into the Air Force Equipment Management System (AFEMS).

18.13. List any assumptions you have which impact on Supply's ability to support the wing mission during OPLAN execution.

18.14. Summarize organizational command and control relationships existing under OPLAN execution.

18.15. Identify those supply functions that will be discontinued or limited.

18.16. Describe procedures for initial and follow-on aircraft support; main base support for satellite, bare, and collocated operating bases; and describe lateral support procedures, including locations from which supply may be obtained.

18.17. Identify any existing support agreements from which contingency support may be derived and any support agreements that should be consummated.

18.18. Ensure war reserve materiel (WRM) is included. Describe procedures for issue, delivery, and replenishment of WRM. Identify OPR and distribution/coordination requirements for wartime consumable distribution objective (WCDO).

18.19. Include procedures for integrating incoming forces into the supply organization. Identify applicable stock record accounts and procedures to obtain organizational account codes.

18.20. Contact the unit plans function to determine OPLAN taskings for the unit. From that OPLAN's TPFDD, list numbers of personnel deploying to and from the unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)).

18.21. Consider if the current unit facility(s) is adequate for the additional personnel arriving and indicate any additional requirements.

18.22. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

18.23. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into Chapter 20. The

Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles.

18.24. After comparing the capabilities against the OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 20

FORMAT FOR IGESP/ESP
CHAPTER 19 - POL

Identify fuel capabilities (type/quantity of fuel available and type/quantity required, individual fuel tank capacities by grade, locations, storage and dispensing systems, etc.). Include a base refueling plan showing routes and schedules.

PART ONE:

19.1. Identify location and facility number of all fuels facilities, to include deployment equipment and phone numbers of fuels control center and alternate site. Include status of any major construction/repair of fuels facilities.

19.2. Briefly summarize the availability of services and supplies currently being provided by commercial sources to support day-to-day aircraft operational requirements. Types of services and supplies should be identified together with the respective names and addresses of the commercial companies/contractors.

19.3. Identify if POL resupply is year-round. If not, identify how often resupply can be accomplished and during what months.

19.4. Identify minimum quantity of fuel, by product, stocked on bases.

19.5. Outline POL bulk storage data (by product, useable storage capacity, max/min inventory, number and dispensing rate of fillstands, refueling vehicle turnaround time).

19.6. Summarize Fuels and Cryogenics receiving data.

19.6.1. Combined resupply may or may not be sum total of vessel, tank truck, tank car, and pipeline. List maximum capability of each mode, then adjust for combined total.

19.6.2. Identify on-base cryogenic production capabilities and distance/availability of nearest alternate sources.

19.6.3. State whether programs are in place to improve and/or phase-out modes of resupply. If yes, provide estimated dates.

19.7. Provide POL hydrant data.

19.7.1. Identify type/pumphouse dispensing rate of hydrants (I, II, III, IV, ATHRS/300 gpm, 600 gpm, 900 gpm, 1800 gpm, etc.).

19.7.2. Identify number of laterals/lateral control pits (total refueling lines leading from hydrants to hardstand refuel areas or aircraft flow throughs).

19.7.3. Identify number of outlets (total refueling points on hardstands) and/or number of aircraft flow throughs with pantograph systems. Some hydrants could have two or more lateral control pits with two or more outlets for each lateral.

19.7.4. Identify aircraft refueling capacity (gal/min flow rate into the aircraft for the hydrants, number of aircraft that can be simultaneously refueled at the flow rate, hot refueling capability, and rapid defuel capability).

19.7.5. Identify receiving capability (flow rate from bulk storage to hydrants. If hydrant storage is only storage available indicate off-base receiving capability).

19.7.6. Identify if programs are in place to add and/or phase-out hydrant systems (provide ECDs and other pertinent data).

19.8. Provide POL refueling/cryogenic equipment information (identify if refueling units are filled from hydrant outlets and include hose carts where available).

19.9. Outline procedures for dispatch and control of mobile and hydrant systems. Identify if communication equipment is available.

19.10. List type and use of available vehicle, mobile, and hydrant systems.

19.11. Describe how mobile and hydrant systems will support aircraft flow.

19.12. Describe ground fuel support procedures.

19.13. List available storage facilities by type, usable storage capacity, and intended use.

19.14. Identify 24-hour receiving capability and primary and alternate methods of fuel receipt and issue.

19.15. Describe cryogenics capabilities, requirements, and procedures.

19.16. Identify procedures for the ordering, reporting, and accountability of all POL products.

19.17. Identify emergency power requirements and coordinate with base Civil Engineer.

19.18. Identify available communication modes.

19.19. Identify REPOL/POLCAP reporting procedures IAW published MAJCOM instructions.

19.20. Identify maximum and sustained dispensing capabilities.

19.20.1. Document methodology of how dispensing capabilities were derived to include any assumptions.

19.20.2. Identify if dispensing capabilities were validated using Aviation Fuel Capability Model or Fuels Automated Management System.

19.21. Include or identify location of TAB G-8 Base Liquid Fuels Systems schematics.

19.22. Identify personnel requirements (include authorized, required by fuels section, special experience identifies (SEI) required).

PART TWO:

19.23. Summarize the fuels mission during OPLAN operations. Include policies, procedures, and guidance that may differ during OPLAN execution than those identified in Part One.

19.24. List any assumptions which impact on ability to support the wing mission during OPLAN execution.

19.25. Summarize organizational command control relationships existing under OPLAN execution.

19.26. Identify fuels/cryogenic support requirements, by product, in daily increments from C+0 – C+59. Identify maximum one day requirement for fuels/cryogenic support.

19.27. Identify type and use of inbound vehicles, hydrant systems, cryogenic production/storage equipment, and aerial bulk fuel delivery systems.

19.28. List storage facilities required, and inbound by type, capacity, and intended use.

19.29. Contact the unit plans functional to determine OPLAN taskings for the unit. From that OPLAN's TPFDD, list numbers of personnel deploying to (and from) the unit (include Unit Type Code (UTC), Ready to Load Date (RLD), and Required Delivery Date (RDD)).

19.30. Consider if the current unit facility(s) is adequate for the additional personnel arriving and indicate any additional requirements.

19.31. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

19.32. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into Chapter 20. All sub-

sequent changes of vehicle authorizations, including WRM vehicles, must be approved by the Transportation Function prior to inclusion in the BSP.

19.33. After comparing capabilities against OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

19.34. Identify alternate/dispersal locations and procedures for refueling vehicles/equipment, cryogenics production/storage, and fuels control/quality control functions. (See Chapter 19 for WRM assets.)

19.34.1. Describe procedures for re-establishment of the Resource Control Center at alternate location.

19.34.2. Describe procedures for re-establishment of the Fuels Laboratory at alternate location.

19.35. Identify all required Civil Engineer support to allow OPLAN implementation (include construction/installation requirements and emergency repair capability). Support must be coordinated with Civil Engineer.

19.36. Describe method for coordination with CE/the Transportation Function for facility/equipment/vehicles repair (include phone numbers and identify required documentation/procedures).

Attachment 21

FORMAT FOR IGESP/ESP
CHAPTER 20 - TRANSPORTATION

This chapter is prepared by the Chief of Transportation through the auspices of the Transportation Combat Readiness and Resources Flight as the focal point for reception, organization, and coordination of wartime transportation support for the Traffic Management Flight, the Vehicle Operations Flight, and the Vehicle Maintenance Flight.

PART ONE:

20.1. This section provides an overview of transportation capabilities for base forces and units participating in activities involving the base (deployment from, deployment to, or transit) during peacetime exercises and day-to-day operations. The Base Support Plan (IGESP) Part I is, in effect, a unit capabilities plan. The following format should be followed in developing Part I.

20.2. References: List references (AFPDs, AFIs, DOD Directives, etc.) used in preparation of this chapter.

20.3. Support Capabilities. The key to effective base support planning is a thorough understanding of the day-to-day capabilities of the transportation unit, as well as the threat, the planned operational response of the wing, and requirements of transiting forces.

20.4. Functional Assumptions. List all factors taken into consideration to determine base support capabilities. For example, normal duty hours, reliance on commercial contractors for specific functions, etc. An important point to remember is that each assumption will have a major impact on the ability to meet IGESP responsibilities should the assumption prove to be incorrect.

20.5. Resources. This paragraph should provide an overview of base transportation capabilities, and serve as an outline for branch managers to consider in drafting respective inputs to the plan, or it can be compiled after the inputs are received. Considerations vary at each base and the information entered is an instant picture of all things considered in your ability to support peacetime operations, and which justify a need for additional augmentation during exercise/wartime situations. Review of applicable considerations at each base is the responsibility of all transportation managers and planners. Consider (as a minimum) the following when completing this section: aircraft generation mobility, deployment, reception, WRM availability, normal passenger/cargo movements on/off base, base operability support, scheduled airlift aircraft on a 24 hour basis , vehicle/equipment leasing support, mobile maintenance capability, sub-motor pool locations, remote site vehicle repair requirements, and augmentation taskings which result in a loss of transportation personnel to other functions. Also include the following:

20.5.1. Reference (cite) the agreements and procedures to provide support or obtain support from host nation, other Services, or contract.

20.5.2. Identification of authorized personnel and area of assignment.

20.5.3. Identification of available equipment (e.g., MHE, tire chains, computers, etc).

20.5.4. Peacetime vehicle authorizations/assignments.

20.5.5. Identification and location of all transportation facilities.

20.5.6. Vehicle recall procedures.

PART TWO:

20.6. This section contains guidance limited to actions taking place during ExPlan/OPLAN execution and describes transportation requirements, resources, and procedures to support in-place, inbound, outbound, and transiting forces of all services, including NEO operations, if directed. Identify specific transportation-unique response procedures or activities such as Vehicle Maintenance's logging of contaminated vehicles into the On-Line Vehicle Interactive Management System (OLVIMS).

20.7. Arrangements must be made through the logistics plans function for briefing the Chief of Transportation and officers/superintendents on threat assessments and contemplated C-day/D-day operational responses to exercise and wartime requirements. An understanding of worst case scenarios with anticipated aircraft generation, deployment taskings, augmentation, command, control, and communications (C^3), and critical support areas by transportation planners and managers is essential to planning and executing effective transportation support. Information gained from the logistics plans function, combined with in-depth reviews of applicable ExPlan/OPLAN annexes will enable transportation planners and managers to establish priorities and schedule resources to meet peacetime and wartime needs. Close attention must be given to timing and simultaneous events necessitating maximum use of transportation resources to identify potential LIMFACS, which must be resolved.

20.8. Support Concept. The documented support concept will provide a unit level general concept of operations under contingency/wartime conditions. It will explain what the transportation unit is expected to accomplish and the procedures/methods to do so. The transportation combat readiness function is the focal point for transportation taskings and deployment operations and will be furnished with any requests for deviation from established procedure/policy and the additional or unexpected commitment of transportation resources of any transportation branch. Upon OPLAN/deployment exercise execution, the Deployment Control Unit (DCU) transportation representative will assume the responsibilities of Transportation combat readiness function.

20.9. Functional Assumptions. List all factors taken into consideration during formulation of support plans for OPLAN execution. Use the same format as in Part One, but focus on assumptions critical to operation in a wartime environment.

20.10. Planning Considerations. This paragraph should provide an overview of plan taskings and detail procedures that address requirements of the taskings. It can serve as an outline for branch managers to consider in drafting respective inputs to the plan or it can be compiled after inputs are received.

20.10.1. Vehicle authorizations and requirements, to include on-hand/due-in war reserve, prepositioned and malpositioned vehicles and MHE. Present the information in an attachment to this chapter.

(Recommend a single chart or a series of charts so that vehicle operations and affected functional areas know when and which vehicles are recalled or reassigned.) Develop priority recall and redistribution procedures.

20.10.2. Contact the logistics plans function to determine applicable taskings for the unit. Use the most recent approved all-services TPFDD to obtain the number of personnel deploying to (and from) the unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)).

20.10.3. Procedures to move non-unit cargo items. This includes provision of support for installation contamination control area (CCA) activities through transport of serviceable individual protective equipment (IPE) to the toxic free areas, transport of contaminated waste from the CCA to the installation's centralized waste disposal area, and transport of previously-worn IPE components to the installation's centralized IPE decontamination/aeration location.

20.10.4. Description of agreements and procedures to provide support or obtain support from host nation, other Services, or contract (if different from Part One).

20.10.5. Procedures to integrate and maintain in-place, WRM, and inbound vehicles.

20.10.6. Procedures and locations for receiving, shipping and temporarily storing cargo for in-place, incoming, and transient forces.

20.10.7. Primary coordinating locations and telephone numbers for traffic management, vehicle maintenance, and vehicle operations functions.

20.10.8. Procedures to provide air or surface transportation as applicable to reception, deployment, noncombatant evacuees, and transient personnel.

20.10.9. Procedures for vehicle dispersal. (See Chapter 22 for WRM assets).

20.10.10. WRM repositioning. Identify WRM vehicle outload locations. Include any additional support (personnel or equipment) required to maintain the vehicles at the locations identified.

20.10.11. Requirements to receive, store and issue spare parts kits arriving with inbound forces.

20.10.12. Centralized control of off base vehicle dispatch.

20.10.13. Unified/MAJCOM/NAF regulations governing vehicle convoys.

20.10.14. Medical and aeromedical evacuation support.

20.10.15. NEO support.

20.10.16. Levels of vehicle repair.

20.10.17. Consolidations/deletions/modifications of peacetime functions.

20.10.18. Wartime stock levels in support of packing/crating requirements.

20.10.19. Vehicle mission/road kits and operator decontamination kits, to include instructions outlining the differing decontamination requirements for polyurethane painted vehicles versus Chemical Agent Resistant Coating (CARC) painted assets.

20.10.20. Bare base/satellite base support requirements.

20.10.21. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

20.11. Responsibilities. Outline specific responsibilities for the following:

20.11.1. Transportation Combat Readiness and Resources Flight. This office serves as the focal point for consolidating OPLAN planning and all planning issues affecting the utilization of any and all transportation resources. It monitors readiness posture of transportation flights. In concert with other transportation flight chiefs, it performs capability analysis to ensure sufficient resources to meet ExPlan/OPLAN and resulting IGESP taskings. It also ensures transportation inputs that impact upon airlift requests are fully coordinated and takes action to resolve transportation deficiencies. During deployment operations, this flight becomes the TCC support staff as situations and personal expertise permit, and as directed by the Transportation Function.

20.11.2. Transportation Control Center (TCC). The nerve center of transportation units during deployment/contingency operations. The TCC is the transportation "command post" and will be capable of being manned and equipped 24 hours a day. This work center is the command and control for all transportation resources for the duration of the contingency, and consequently, is the only emergency work center that does not phase out prior to cessation of the contingency. All transportation work centers will keep the TCC advised of their status and of all problems and assistance required. The TCC will be the initial source of contact for all support requests not covered in the IGESP and for IGESP support which is not being met. Outline your TCC concept of operations and provide essential details of operation.

20.11.3. Traffic Management Office (TMO). As the movements experts in all available modes and having detailed knowledge of processing requirements, the TMO is an essential player in base support planning. TMO must be able to investigate alternate modes of moving peacetime, exercise, and contingency requirements whether through other services, common user land transportation, host nation, or commercial sources and determine relative reliability and any legal formalities required. Direct support of sortie production is the first priority of USAF transportation resources. All other movements are allocated to available movement resources IAW mission priority. This is a basic shipping and planning function which must be incorporated into base support planning and expanded in contingency operations. The increased availability of automated systems for the rapid processing and move-

ment of cargo has improved the overall efficiency of this process. These systems can be deployed to allow automation in the field as well as home base.

20.11.4. Vehicle Operations Flight. Vehicle Operations is the wing's single manager for Air Force registered vehicles, and the sole source of organic movement capability where no unit functional vehicle capability exists. Units possessing vehicle authorizations are expected to perform movements with in-house capability. Excess vehicle operations capability beyond that tasked in the IGESP may be requested from TMO, who will levy lift requirements to both vehicle operations and other available carriers commensurate with established criteria. It is therefore important that vehicle operations identify recurring on-base support services such as base taxi or shuttle bus operations, or state that such services are not available.

20.11.4.1. As the OPR for organic capability and filling the wartime vehicle authorizations for units requiring in-house capability, vehicle operations staffs authorization requests for both peacetime and wartime use and assigns assets IAW the Vehicle Authorization List (VAL). During contingency operations, vehicle operations recalls peacetime use vehicles and reassigns them to wartime authorizations IAW the VAL. Vehicle operations ensures the availability of road kits for war readiness vehicles which will be prepositioned to off-base locations. It maintains a fleet of vehicles and trained operators to meet preplanned taskings and such requirements as may be requested by TMO. Additionally, vehicle operations maintains necessary supply of straps, tiedown devices, and other vehicle support supplies as needed to meet the wartime requirements of the transportation squadron; acts as focal point for advising vehicle maintenance of shop priorities to support contingency vehicle needs (unless superseded by the TCC), rotates vehicles between units with special care to ensure availability of sortie producing and aircraft emergency response vehicles, as well as command and control/base operability response vehicles.

20.11.4.2. Vehicle operations take action IAW appropriate directives to secure approval for WRM vehicle release and responds to command directives for vehicle shipments to any area. It advises TCC of vehicle losses for subsequent command action, and keeps the TCC/TMO apprised of organic movement capability and mission impact as a result of insufficient vehicle assets. The chief of transportation, through the Vehicle Operations Flight, will advise contracting of vehicle requirements and quantities. As the wing single manager for registered vehicles, only those assets reflected in the transportation chapter are considered true vehicle requirements. Vehicle requirements will not be reflected in any other IGESP chapter. If a reference to vehicle is deemed essential, a statement to refer to the transportation chapter will suffice.

20.11.4.3. Based on a comprehensive review of contingency recurring support requirements, vehicle operations establishes consolidated operations (such as combining administration/fleet management to release manpower for other duties) wherever possible and establishes a sub-motor pool (SMP) operation when mission needs dictate. It ensures detailed expedient hardening, dispersal, and contamination avoidance "coverage" plans are in effect for the protection of assets, administers the vehicle priority recall plan when directed, and establishes a viable vehicle recovery program in coordination with vehicle maintenance.

20.11.4.4. Ensure vehicle fuel requirements are coordinated with base fuels. Consider the use of alternative fueled vehicles.

20.11.5. Vehicle Maintenance. During contingency operations and periods of heavy workload, vehicle maintenance has the capability of tailoring their workload by waiving non-safety related repairs and maintenance. However, these waivered repairs will have to be accomplished in time, and therefore any waivers due to workload must be held to a minimum. Consequently, vehicle maintenance must determine the level of maintenance necessary to support the base on a day-to-day basis, as well as what waivers are justified during periods of heavy workload, such as exercises and contingencies. Shop and supervisory personnel must be aware of the residual hazards associated with vehicles that have been previously contaminated with chemical agents and are responsible for tracking these vehicles through the use of OLVIMS. Vehicle maintenance managers will need to explore expansion of fully or partially equipped mobile maintenance capability and the possibility of satellite maintenance sites especially in remote areas of the base or in proximity to flightline operations.

20.11.5.1. Establish procedures to release vehicles from maintenance shops which when released will not violate safety conditions or cause further mechanical deterioration.

20.11.5.2. Describe maintenance support for off base activities, such as communication sites.

20.11.5.3. Describe mobile maintenance requirements.

20.11.5.4. Identify vehicle maintenance priorities, including war reserve vehicles.

20.11.5.5. A communications network must be established placing maintenance control in touch with mobile maintenance, remote locations, and the TCC (when activated). A system of reporting all critical vehicle maintenance repair actions must be on line between maintenance, the TCC, and vehicle operations.

20.11.6. Attention needs to be given to potential interruption of supply pipelines and the known recurring parts failures that could reduce vehicle availability. Mission kits must be fabricated for those vehicles to be prepositioned at bare base support locations. Increased emphasis in operator care is also warranted under contingency conditions.

20.12. LIMFACS. After comparing base capabilities against OPLAN requirements, identify any limiting factors and submit to the logistics plans function for review by the IGESPC. If approved, IGESP LIMFACs will be documented in the LIMFACs chapter of the IGESP and forwarded to MAJCOM HQ and the NAF.

Attachment 22

FORMAT FOR IGESP/ESP
CHAPTER 21 - AIR MOBILITY OPERATIONS

This chapter (in an IGESP Part I) should be developed by local air transportation agencies in consultation with HQ AMC/A4X. This chapter (in an IGESP Part II) must be developed with the assistance of HQ AMC/A4X. Depending on temporary assigned duty/temporary duty (TAD/TDY) budgets that may limit HQ AMC participation at planning conferences, any revision proposed for this chapter by any level of theater planning staff (e.g. unified, air component command/combat numbered air force (NAF), or wing/unit) should be sent to HQ AMC/A4X for review and concurrence prior to publication and dissemination.

PART ONE:

21.1. Provide a general overview of aerial port procedures and capabilities.

21.2. Describe the aerial port location. Identify possible cargo aircraft offload areas, aircraft explosives cargo parking areas to include a cargo contamination control area (CCA) if the threat warrants, cargo marshalling and breakdown areas, office, storage (include weapons and classified storage requirements), refrigeration and freezer capabilities, tanker airlift control elements, deployment control center, cargo deployment function, reception control center, and other operating areas, primary and alternate locations for aeromedical evacuation aircraft loading with engines off and engines running; primary and secondary locations for AMC mobile aeromedical staging facilities.

21.3. Aircraft that can be handled in 24 hours during peacetime operations or OOTW should be annotated for both uncontaminated and CB contaminated environments. Cargo support aircraft that can be handled in a 24 hour period will vary due to types programmed to transit the base and the purpose of the mission. Estimate the base's capabilities under different aircraft configurations using standard planning factors for cargo or passenger allowable cabin load (ACL) and ground times based on calculations. NOTE: Throughput capacity is a function of the maximum number of aircraft that can be on the ground and serviced simultaneously in any one 24-hour period for each function, air transportation, command and control, aircraft maintenance, refueling etc. This can be derived by multiplying the number of aircraft that can be serviced simultaneously, by the expected ground time. For example, five C-141s can be serviced at one time; each C-141 can be cycled (received, offloaded and launched) every 2 hours. Factors will vary with turnaround requirements, such as refueling, crew rest, and others. Other factors affecting throughput capacity are load scales, hot cargo pad, net explosive weight (NEW) limitations, high line docks, and container handling. Major command transportation staffs should provide necessary guidance.

21.4. Identify MHE and identify the sources (e.g., host nation or other source). Include 463L 10K forklifts or equivalent, 25K loaders or equivalent, new small loaders (once procured and fielded), 40K loaders or equivalent, 60K loaders, wide-body elevator loaders (WBEL)/high lift loaders for the KC-10, commercial/civil reserve air fleet (CRAF) loaders, pallet dollies and trailers, tugs, 4-6K forklifts, if appropriate; international standardization organization container handling equipment; highlights or jetways for CRAF aircraft used for aeromedical evacuation; identify availability of lights or light carts for night operations; supplies and source of supplies for aerial port operations (such as dunnage).

PART TWO:

21.5. This Chapter will be written/authored by HQ AMC/A4X with technical assistance regarding infrastructure, operations in NBC environments, and funding issues being provided from HQ AMC/XP and CE and any unique force protection issues being coordinated on by HQ AMC/SFX. The Part II chapter will be broken into four distinct or "main" parts.

21.5.1. The four parts will include: tanker/airlift control element (TALCE), strategic airlift aircraft and strategic air refueling aircraft maintenance, aerial port operations, and overages/shortfalls/LIMFACs. The Part Two chapters will reflect the entire spectrum of functional area support and will outline all of AMC's requirements for sustained operations. This format is applicable for strategic airlift aircraft aerial ports of debarkation (APODs) (more commonly known as simple "off-load locations" or "unit move locations") and for locations where the beddown of TRANSCOM-owned/AMC "air bridge" aircraft or personnel occur [read: non-chopped or non-theater augmentation aircraft]. In these instances, the chapter inputs should not be broken up into functional areas by the host logistics plans functions.

21.5.2. However, where AMC strategic air refueling aircraft or tactical airlift aircraft "chop" to the theater in an augmentation role (supporting fighter/bomber employment and theater logistics missions), the format will follow host logistics plans function's guidelines and may be broken into functional chapters.

21.5.3. Each CONUS plans office will evaluate the worst case OPLAN "All Forces" TPFDD and determine throughput and reception. If over any 30-day period the base throughput exceeds 3000 short tons of cargo or 10,000 PAX, or receives/beddowns over 300 personnel or is considered a primary NEO Repatriation Airfield, the base must write Chapter 21, Part II. If a base meets this criteria, local base logistics and transportation planners will complete a Chapter 21, Part II and submit it to HQ AMC/A4X for final validation. If a base does not meet these criteria, only Chapter 21 Part I is required.

21.6. Provide a general overview of aerial port requirements during OPLAN/CONPLAN execution. Identify specific responsibilities for unit and nonunit cargo and personnel and their relationships with the deployment and reception control centers, if different than what is identified in Part One.

21.7. Identify the following assigned and required MHE from the applicable TPFDD as planned by HQ AMC/DOZ. Total requirements for air transportation personnel/equipment/vehicles will not vary from TPFDD requirements without prior coordination with HQ AMC/DOZ before publication. TPFDD requirements may not consider all equipment available for use at the base because requirements could be filled by incoming assets while base assets may be tasked to forward deploy because of operational necessity/timing.

21.8. Additionally, a passenger terminal facility, air freight warehouse, covered storage areas, hot cargo pads, and pallet grid yard will be identified. Aircraft parking positions (cargo and support aircraft parking positions will vary due to types programmed to transit the base) will be identified.

21.9. At a minimum, address parking capabilities for C-5, C-9, (C-12, C-20, C-21, or other operational support aircraft (OSA) as necessary), C-17, C-27, C-130, C-141, KC-135/KC-10 (as warranted), and CRAF aircraft. These parking capabilities should be reflected for each type of aircraft assuming no other cargo or support aircraft are on the ground at the same time (i.e., "the base is capable of supporting _____C-130s, if no other cargo or support aircraft are on the ground at the same time"). NOTE: The host or lead wing should address parking capabilities for theater assets (i.e., C-12, C-130). Combination aircraft parking MOG must also be calculated based on the most likely transient or beddown aircraft types identified in the USAF WMP-4/WAAR, or an interpretation of modeling products from the AMC Deployment Analysis System (ADANS) and Combined Mating and Ranging Planning System (CMARPS) provided by HQ AMC IGESP team members at Part II planning conferences. Remember to take into account bomber/fighter parking requirements as addressed in Chapter 8, “Airfield Loading/ Parking Plan.”

21.10. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

21.11. If the threat warrants, describe cargo movement operations in NBC environments. As a minimum, include the following:

21.11.1. Likely operating environments

21.11.2. Decision trees for aircraft movement after a chemical attack

21.11.3. Cargo contamination avoidance and control procedures

21.11.4. Contaminated airfield cargo movement operations

21.11.4.1. Establishment and operation of cargo CCA

21.11.4.2. Integration of mission criticality and hazard category

21.11.5. Offload operations (Transload if appropriate)

21.11.5.1. Clean to dirty

21.11.5.2. Dirty to clean

21.12. The overages/shortfalls/LIMFACs section will address those areas of either surplus or critical need for AMC as calculated against total base resources and all other known common-user or unique theater requirements on those scarce base resources.

Attachment 23

FORMAT FOR IGESP/ESP
CHAPTER 22 - WAR RESERVE MATERIEL (WRM)

PART 1: IS NOT DEVELOPED FOR THIS CHAPTER

PART 2:

22.1. WRM planning identified in the IGESP is not a restatement of AFI 25-101 responsibilities and requirements. Rather, it identifies local requirements and procedures necessary to ensure in-place and incoming WRM can support the operations.

22.2. During IGESP site surveys, using units will identify Base Operating Support (BOS) requirements (i.e., vehicles) to the host base and include it in the IGESP Part II. The host base will forward BOS requirements to its NAF for review. The NAF will then forward BOS requirements to its MAJCOM for inclusion in its War Plans Additive Requirements Report (WPARR) - Part II. The WPARR- Part I will be submitted by the using units MAJCOM to identify non-BOS requirements (i.e., aviation support equipment). Requirements will be identified by base of planned use in the WPARR.

22.3. Identify movement requirements for assets and ensure all assets are scheduled. Identify all vehicle and materiel handling equipment (required and available packing material such as pallets, nets, dunnage, and tiedown devices to ship by preplanned modes). Describe procedures for requesting air, sea, and ground transportation. Identify all manpower requirements needed for such tasks as outload documentation and preparation; tiedown, blocking, and bracing; and onloading and offloading at railheads. Identify units to which assets will be issued, to the extent possible.

22.4. Develop expedient hardening, dispersal, and contamination avoidance “coverage” plans for all assigned WRM assets and WRM that arrives from other storage locations. Identify priority of assets to be dispersed. Identify all manpower and materiel required for dispersal.

22.5. Describe procedures to ensure necessary parts, modifications, and shelf-life items are available and distributed with assets.

22.6. Provide the information for major items, commodities, or UTCs to be moved on or off base as indicated in Tab 1.

22.7. Provide the information for major items, commodities, or UTCs to be received as indicated in Tab 2.

22.8. After comparing capabilities against OPLAN requirements, identify any limiting factors and submit them to the logistics plans office for review by the IGESPC.

OFF BASE MOVEMENT TABLE

ITEM ID DESCRIPTION AND DODIC	BASE STORAGE LOCATION	QTY	ACTUAL WEIGHT	CUBE	DESTINATION (IF KNOWN)	INTENDED MDS	SHIPMENT MODE	PORT DELIVERY DATE	MOVEMENT START DATE	EQUIP / PERS OFFLOADING TIME

TAB B

WAR RESERVE MATERIEL

WRM RECEPTION TABLE

ITEM ID DESCRIPTION AND DODIC	AREA/BLDG LOCATION OF CARGO USE	QTY	ESTIMATED WEIGHT (LBS OR ST)	INTENDED USER	SHIPMENT MODE FROM RDD	EQUIPMENT OFFLOADING TIME	PERSONNEL OFFLOADING TIME	REMARKS

Attachment 24

FORMAT FOR IGESP/ESP
CHAPTER 23 - SUPPORT AGREEMENTS/HOST NATION SUPPORT

PART ONE:

23.1. List existing support agreements that will remain in effect during contingency/wartime in this chapter by agreement number, supplier, receiver, and a short summary of support provided.

23.2. Support provided by other major commands, services, or nations, does not require duplication within the IGESP if the agreement was negotiated to remain in effect during contingencies. Agreements identified to remain in effect during contingency/wartime will contain a statement in the remarks section of the agreement allowing for this support. Care must be taken to identify basic logistical support that may be covered via support agreement but not arranged for during OPLAN execution. This information should be included in the IGESP. Examples of basic logistical support provided under support agreements includes power, communications, water, messing, facilities, transportation, maintenance, and personnel services. Care must taken to identify the Local National employee status as described in Host National Support agreements during contingency/wartime operations and insure any restrictions or conditions are incorporated in the planning process.

PART 2: IS NOT DEVELOPED FOR THIS CHAPTER

Attachment 25

FORMAT FOR IGESP/ESP
CHAPTER 24 - MAINTENANCE

The Logistics Group (LG) or Operations Group (OG) Commander or equivalent who manages the flight line maintenance function prepares this chapter, with inputs and assistance from squadrons and agencies with aircraft maintenance responsibilities. Part 1 of this chapter outlines the general maintenance capabilities of the installation which currently exist and are separated into three separate sections; on-equipment (flight line) maintenance, off-equipment (backshop/intermediate maintenance), and maintenance operations. These capabilities may not be available to all incoming units; incoming units must coordinate with the installation to ensure that a capability they may wish to use is deploying, not dedicated to another unit, or otherwise unavailable. Part 2 covers OPLAN specific actions/procedures and will also be addressed in the same three subsections**.**

PART ONE:

24.1. Outline the general maintenance plan to support aircraft operations. Maintenance of aircraft and associated support equipment will be performed IAW Air Force and applicable MAJCOM aircraft maintenance instructions; use this area to discuss any peculiarities of organization or operations that affect the base. For example, 15 ABW might note that no LSS is assigned to the base, so engine management issues are worked directly with the 15th Logistics Support Division. Additionally, units receiving day-to-day and/or contingency support from collocated or nearby units, facilities, and airfields (military or commercial) for aircraft operations should identify this in the IGESP, Part I. This applies to Air Force Reserve Component (AFRC) / Air National Guard (ANG) units receiving support from an active unit or active units receiving reciprocal support from the AFRC/ANG.

24.2. On-equipment Maintenance (Logistics or Operations Group): Outline existing maintenance capabilities in the following areas:

24.2.1. Mission Design Series (MDSs) Currently Supported/Supportable. Outline the type(s) of aircraft the unit currently maintains and the level of support provided. Discussion should include:

24.2.1.1. Each MDS currently supported at the unit.

24.2.1.2. Other configuration items for which the unit provides flight line support (e.g., Low Altitude Navigation Terrain-Following Infrared for Night (LANTIRN) pods, specific types of Electronic Counter Measures (ECM) pods, Alternate Mission Equipment (AME), etc.).

24.2.1.3. Any variations from standard unit maintenance capabilities for launch, recovery, servicing, and removal/replacement actions.

24.2.2. Maintenance Facilities. Provide a detailed description of maintenance facilities at the base.

24.2.2.1. Include building numbers, maintenance functions housed, square footage, high bay available, utilities available (electric power, water, pneumatics, environmental control, etc.), agencies (if any) with whom the facility is shared, and any special restrictions or requirements for each maintenance facility.

24.2.2.2. Discuss telephone lines available, maintenance management information system (e.g. Core Automated Maintenance System (CAMS) or G081) terminals installed, special ventilation or safety equipment, etc. in each facility. Where appropriate, specify dimensions of hangar doors.

24.2.2.3. Provide details on end-of-runway facilities, aircraft shelters/revetments, and alert area facilities as applicable.

24.2.3. Maintenance Airfield/Aircraft Parking Concerns. Reference airfield diagrams/information in Chapters 7 and 8 in this plan. Ensure the following items are identified in that diagram: arm/dearm areas, hot cargo areas, hot pits, munitions sited areas, Integrated Combat Turn areas, flow through areas, hot gun, hot brake, etc. areas, fuel bladders for aircraft refueling, wash rack, and fuel cell maintenance areas. Provide narrative as required on these topics and on quiet hours, airfield lighting, drainage problems, etc., as they may effect aircraft maintenance.

24.2.4. Transportation. Note transportation requirements, sources, distribution, and maintenance/control procedures not covered elsewhere. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness before they consolidate wing requirements in the Transportation Chapter of the IGESP. All subsequent changes of vehicle authorizations, including WRM vehicles, must have the Transportation Function approval prior to inclusion in the IGESP. Munitions vehicle requirements are included in the Transportation chapter of the IGESP. Identify procedures for repair of high use equipment such as forklifts and tow vehicles.

24.2.5. Maintenance communications. Detail availability of communications for maintenance activities. Outline any telephone limitations/capabilities not addressed in A24.2.2.2; frequency ranges for new radio nets or established radio nets available for use by other units, any radio assets available for use by other units; MOC capability to provide console and communications to other units.

24.2.6. Other Equipment/Capabilities/Limitations. Outline any unique equipment/capabilities/limitations not covered under previous headings at the installation (special test equipment, depot capabilities, etc.).

24.2.6.1. Other Information. Outline other information not covered in previous sections that might be useful to maintenance managers of incoming units. Expand as required upon information in other chapters on items such as POL support, resupply procedures, cross servicing, electrical power standards etc., if they impact aircraft maintenance.

24.3. Off-equipment Maintenance. (Logistics Group):

24.3.1. Outline existing maintenance capabilities in the following areas:

24.3.2. MDSs Currently Supported/Supportable. Outline the type(s) of aircraft the unit currently supports and the level of support provided. Discussion should include:

24.3.2.1. Transient aircraft capabilities.

24.3.2.2. Types of munitions unit can build up/load (i.e., Unit Committed Munitions List data).

24.3.2.3. Other configuration items for which the unit provides flight line support (e.g., LANTIRN pods, specific types of ECM pods, AME, etc.).

24.3.2.4. Any variations from standard support given to flight line maintenance by Propulsion; Avionics; Test, Measurement, and Diagnostic Equipment (TMDE); Accessories (Electro-Environmental, Egress, Fuel Systems, Pneudraulics); Aerospace Ground Equipment (AGE); Fabrication; Armament Systems; Maintenance; or Munitions Flights.

24.3.3. Maintenance Facilities. Outline maintenance facilities at the base.

24.3.3.1. Provide building numbers, maintenance functions housed, square footage, high bay availability, utilities (electric power, water, pneumatics, environmental control, etc.), agencies (if any) with which the facility is shared, and any special restrictions or requirements for each maintenance facility.

24.3.3.2. Discuss telephone lines available, CAMS terminals installed, special ventilation or safety equipment, etc. in each facility. Where appropriate, comment on hangar door sizes.

24.3.3.3. Provide details on engine trim facilities, trim pads, fuel cell maintenance facilities, aircraft wash/decontamination facilities, sound suppressers, and X-ray facilities.

24.3.4. Industrial/Shop Capabilities. Outline the industrial/shop capabilities of the unit. (Industrial/shop capability refers to those maintenance actions/capabilities that are not particular to a specific MDS, but are general requirements for all aircraft, such as welding, machining capability, non-destructive inspection (NDI) actions, etc.).

24.3.4.1. Propulsion. Describe small gas turbine engine capability, and any non-standard capability/limitation.

24.3.4.2. Avionics. Describe capability to process common or standard LRUs/components such as ARC-164 radio; identify common or standard test stands/test sets; describe any industrial repair capabilities such as high value soldering and any non-standard capability/limitation.

24.3.4.3. TMDE. Identify unit capabilities as Type II, III, or IV Precision Measurement Equipment Laboratory (PMEL). Describe any non-standard capability/limitation.

24.3.4.4. Accessories. For electro-environmental, identify types of batteries which can be supported, common liquid oxygen (LOX) system repair capabilities etc. Egress, identify ejection seat type(s) capable of being supported. Fuel systems, identify capabilities of facilities/equipment. Pneudraulics, describe hose manufacturing capability, identify common pressure test stands and equipment available. For all, describe any non-standard capability/limitation.

24.3.4.5. AGE. Describe any non-standard capability/limitation on ability to repair common AGE. Include capabilities/limitations driven by other shops (i.e., ability to repair gaseous or cryogenic systems on servicing units).

24.3.4.6. Fabrication. Address at least the following:

24.3.4.6.1. Aircraft structural maintenance. Describe any nonstandard capability/limitation on ability to manufacture tubing items and cables, treat corrosion, and repair/manufacture sheet metal items. Discuss composites capability.

24.3.4.6.2. Metals Technology. Describe any nonstandard capability/ limitation on ability to weld, heat treat, and machine components.

24.3.4.6.3. Survival Equipment. Describe any nonstandard capability/ limitation on ability to manufacture or repair fabric and rubber items and repair parachutes. Discuss capability with respect to emergency evacuation slides, thermal radiation barriers, and aircraft sound proofing materials.

24.3.4.6.4. NDI. Describe any non-standard capability/limitation on inspection capability. Identify JOAP equipment availability and ability to process samples (i.e., maximum number, turn time, hours of operation).

24.3.4.7. Armament Systems. Identify gun and AME/NIE types maintained. Describe any non-standard capability/limitation. Describe procedures for integrating incoming weapons forces.

24.3.4.8. Maintenance. Discuss maximum transients that can be handled in a given period. For wheel and tire, identify cages, tire dollies etc. available. Discuss if an Aero Repair (AR) shop is assigned. Describe crash recovery capability. For all, describe any non-standard capability/limitation.

24.3.4.9. Munitions. Refer to Chapter 25.

24.3.5. Maintenance Support Equipment. Outline in-use (i.e., other than WRM) support equipment at the unit and detail any available for use by other units; include powered and non powered AGE by type, quantity, and number; and special purpose vehicles used by maintenance activities by type, and quantity (including tow vehicles).

24.3.6. Other Equipment/Capabilities/Limitations. Outline any unique equipment/capabilities/limitations not covered under previous headings at the installation (special test equipment, depot capabilities, etc.).

24.3.7. Maintenance communications. Discuss availability of communications for maintenance activities. Discuss any telephone limitations/capabilities not addressed in A24.2.2.2; frequency ranges for new radio nets or established radio nets available for use by other units; any radio assets available for use by other units; MOC capability to provide console and communications to other units.

24.3.8. Unit Fuel Tank Assembly. Outline unit capability for build-up of aircraft external fuel tanks. Discuss number of tank assembly teams; production assembly area; and material, tool, and movement requirements.

24.3.9. Other Information. Outline other information not covered in previous sections that might be useful to maintenance managers of incoming units. Expand as required upon information in other chapters on items such as POL support, resupply procedures, cross servicing, electrical power standards etc., if they impact aircraft maintenance.

24.4. Maintenance Operations Center (MOC). Indicate unit maintenance procedures for:

24.4.1. Alert notification.

24.4.2. Alternative servicing, to include hot pits, bladder usage, etc.

24.4.3. MOC coordination.

24.4.4. Lost/emergency communication procedures for maintenance activities.

24.4.5. Control of classified materials and components.

24.4.6. Identification, marking, segregation, utilization and disposition of contaminated assets and components.

24.4.7. Reports sent to higher headquarters.

24.4.8. Specialist dispatch.

24.4.9. In-flight emergency ground support.

24.4.10. Crash recovery.

PART TWO:

24.5. On-equipment Maintenance (Logistics or Operations Group): Summarize maintenance support/mission during OPLAN operations. Include policies, procedures, and guidance that may differ from those identified in Part 1. Outline the general maintenance plan to support aircraft operations, if different than what is outlined in Part 1.

24.5.1. List any assumptions which impact on the ability to support the wing mission during OPLAN execution.

24.5.2. From the OPLAN's time phased force deployment data (TPFDD), list numbers of personnel deploying to (and from) the base (include unit type code (UTC) and required delivery date (RDD)). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

24.5.3. Ensure the maintenance readiness plan identifies specific wartime requirements for: alert notification (current list); initial generation and launch of in-place/arriving aircraft; recovery, quick turn, concurrent servicing, and launch of aircraft; plus alert aircraft (if possible).

24.5.4. Outline the forms and actions necessary to develop the flying and maintenance schedules. This schedule includes the time-phased aircraft generation and scheduled maintenance requirements for the fleet. It assists in planning emergency maintenance workloads and permits supporting functions to determine required workload schedules. Ensure the employing unit prepares the generation schedule for incoming aircraft based on latest arrival time and ensure they forward them to the reception base for inclusion in the IGESP. Ensure that each required generation or maintenance action for at least the first 72 hours is scheduled and coordinated with pertinent activities. Consider alert requirements, daily flying/maintenance schedules, viable support equipment/personnel, and facility capabilities.

24.6. Off-equipment Maintenance (Logistics Group): Summarize maintenance support/mission during OPLAN operations. Include policies, procedures, and guidance that may differ than those identified in Part 1. Outline the general maintenance plan to support aircraft operations, if different than what is outlined in Part 1.

24.6.1. List any assumptions you have which impact on the ability to support the wing mission during OPLAN execution.

24.6.2. Outline the concept of maintenance support that will be used at the base. Identify the maintenance organizational structure for integrating arriving units into the maintenance complex. Identify maintenance priorities if multiple units will operate from the locations, specialist support, intermediate and jet engine intermediate maintenance support, and support equipment availability.

24.6.3. From the OPLAN's TPFDD, list numbers of personnel deploying to (and from) the unit (include UTC and RDD). Identify any special factors (requirements, formulas, etc.) used in determining or assessing capabilities and requirements.

24.6.4. Describe procedures for coordinating aircraft battle damage repair decisions with operations.

24.6.5. Identify alternative fuel cell repair locations and procedures; in-flight emergency ground support requirements and capabilities; procedures for controlling classified components and materials; and procedures for disposing of contaminated components.

24.6.6. Describe the plan for building up external fuel tanks. Include procedures, resource requirements (including augmentees), and the expected source of augmentees and prepositioned assets.

24.7. MOC.

24.7.1. Identify procedures for command post coordination, if different during OPLAN execution.

24.7.2. Identify wartime unique tasks for the following: alert actions, primary and alternate MOC; Plans Scheduling, and Documentation; Aircrew Debrief; Quality Assurance; Maintenance Data Systems Analysis; Training Management; Programs and Deployment.

24.8. Contamination Control. Develop a capability to provide operational-level aircraft decontamination and contaminated waste disposal by establishing procedures IAW AFI 10-2602, Disaster Preparedness Planning and Operations.

24.9. After comparing capabilities against OPLAN requirements, identify any limiting factors and submit them to the logistics plans office for review by the IGESPC.

Attachment 26

FORMAT FOR IGESP/ESP
CHAPTER 25 - MUNITIONS

PART I:

25.1. In coordination with the Logistics Group Commander, munitions units will develop munitions employment plans (MEP) using the following guidance. The plan must be in direct support of taskings outlined in applicable OPLANS, CONPLANS, and the IGESP.

25.2. For CONPLAN taskings, since there are usually no specific munitions build or load-out details, planning will encompass those actions required to deploy and general actions that are the same for any scenario. Plan requirements should not be additive. In other words, assume that contingencies and OPLAN execution will not occur simultaneously.

25.3. For OPLAN taskings, munitions plan development will be a coordinated effort between the reception/beddown unit (provisional wing) and major deploying units. Units fighting in place and lead munitions flights deploying to collocated operating bases (COBs) should address all the areas listed below. Units deploying to main operating bases (MOBs) or units that are not the lead unit at COBs do not need to address all areas below. They would use the MEP from the lead unit in developing their plan.

25.4. Chapter development starts with performing a thorough and comprehensive initial site survey. For someone else to address munitions matters instead of a munitions expert requires that person to be knowledgeable in areas that take years of experience to acquire. Surveys are not just a one-time effort either. Annual visits to the beddown location are a necessity, especially if newly assigned personnel are involved. Insist that a knowledgeable munitions NCO/Officer accompany the survey team, it will benefit all concerned. It is essential for the munitions IGESP OPR to coordinate with applicable base agencies to ensure required support will take place, and that this support requirement is cross referenced in their respective portions of the IGESP/ESP. If a site survey is not possible due to the sensitivity of location, the Contingency Reference Book and Ground Logistics Study contain valuable data for writing the MEP. These documents are available at wing intelligence (IN) offices, worldwide.

25.5. Part One of the chapter should detail the resources available to support contingency taskings. These resources include in-place assets (to include serviceable WRM) and resources provided through TPFDD, host nation, and/or other services. Part Two describes concept of operations to meet required taskings and appraisal of the unit's ability to fulfill those taskings. Format of the chapter will be at local discretion, but should emphasize ease of use and clarity. The guidelines listed below should give the planner ideas for the areas to consider when developing the chapter. Only include applicable areas of concern in the plan. However, do not forget to consider the needs of deploying units when addressing areas of concern.

25.6. State the purpose of this chapter and reference other supporting plans. For example, this plan defines the munitions capabilities available at this location. State the specific mission of your organization. This

summary should give military decision makers a brief synopsis of your capabilities based on information available at the time of preparation.

25.7. Describe munitions support capability, restrictions, and procedures. Include:

25.7.1. Facilities. List location, type, size, explosives hazard classifications and limitations for each hazard classification, utilities available, and other relevant statistics about each storage, maintenance, and buildup facility. Describe whether these facilities provide complete overhead cover (contamination avoidance measure for NBC environments), partial overhead cover, and to what degree they have been provided hardening from conventional munitions effects. Also include information about loading docks and hot cargo pad for incoming munitions shipments.

25.7.2. Describe security systems and procedures for both munitions storage area and flightline delivery locations. Describe security requirements and responsibilities associated with the control and protection of resources, i.e., define responsibilities for perimeter defense of the munitions storage area (MSA), entry control, armed escort for off-base and possibly on-base munitions movements, etc.

25.7.3. War reserve assets currently available.

25.7.4. Delivery Routes. This section describes the on-base and off-base delivery routes used to transport munitions between different areas. Areas for discussion should include primary and alternate delivery routes between the MSA and aircraft parking ramp or hardened aircraft shelters (HAS), MSA and hot cargo pad, and MSA to holding areas (if any), etc. Include road hazards, load limitations, bridge locations, etc. This is vital information to know when transporting munitions.

25.7.5. List available handling equipment and vehicles by type and quantity. Include WRM vehicles in deep storage identified for munitions flight use.

25.7.6. Available test equipment for precision guided munitions. Identify resources to include tools, equipment, benchstock, technical data, publications, etc., required to support munitions operations.

25.7.7. Available special tools for build-up operations

25.7.8. List required personnel by skill level and assess unit capabilities by comparing the requirement with the in-place and/or TPFDD resources. Provide overall personnel requirements for the munitions operations to be performed. Include augmentees and their intended use. Match in-place and deploying personnel against requirements. For deploying personnel, use the Manpower Force Packaging System, derived from the Contingency Operation/Mobility Planning and Execution system (COMPES), to identify skill level and functional account code.

25.7.9. Identify communication capabilities and radio frequencies. Include location of Combat Ammunition System - Base (CAS-B) terminals if CAS is to be used for reporting purposes. If CAS-B is not used list available computers that can support CAS-Deployable operation.

25.7.10. Describe any unique characteristics of the munitions storage area.

25.7.10.1. Terrain Conditions. Identify the different conditions anticipated, what their effects might be on operations, and other precautions to be taken.

25.7.11. Provide maps or drawings of munitions areas, delivery routes, etc.

25.7.11.1. Designate the safest possible primary and alternate explosives movement routes to cover all phases of movement.

25.7.11.2. Identify routes and any limitations on explosives quantities by hazard class/division in base publications. Avoid built-up areas and key, mission-oriented facilities and equipment to the maximum extent possible.

25.7.12. Describe safety requirements and tasks necessary to support mission accomplishment. Since most operations are under combat conditions, it's essential that all safety aspects of the operation be identified and controlled as much as possible. Safety awareness will help reduce accidental injury to personnel and loss of other resources.

25.7.12.1. Use AF Operational Risk Management and AF Explosives Standards in planning to help the commanders make informed decisions on the proper mix of combat readiness and safety.

25.7.13. Delineate Quantity-Distance (Q-D) requirements, and when an operation is incompatible (i.e., Q-D) with explosive safety standards, perform a thorough risk analysis and ensure appropriate compensatory measures are implemented. Initiate waiver procedures when necessary.

PART TWO:

25.8. In coordination with the Logistics Group Commander, describe how operations will be accomplished. Include:

25.8.1. Tasked Organizations. List the organizations that support this MEP. The TPFDD identifies tasked units, where they are going, when they need to be there, etc. The planner should review the required UTCs and provide extracts to document types of equipment, quantities, earliest arrival date (EAD) and latest arrival date (LAD).

25.8.2. Force Requirements. Identify the PAA supported, including deployed units.

25.8.3. Describe procedures for integrating incoming munitions forces.

25.8.4. Pre-conflict Measures. Include responsibilities the munitions OIC/NCOIC must initiate upon notification of plan implementation. Ensure this information is included in Chapter 4, Pre-Conflict Measures or reference this chapter as appropriate.

25.8.5. Key Assumptions. List key assumptions essential to make this plan successful. Consider availability of prepositioned assets, access to operational facilities, communications requirements, configuration of deploying aircraft, likely threat environment, availability of protective structures and equipment, etc.

25.8.6. Operational Constraints. Constraints include restrictions that might affect the outcome of the operation. Describe those essential issues that are unresolvable at unit level and ensure they are included in the unit LIMFAC report. For example, if ammo modules are not available for F-16 reloading operations, aircraft turnaround times may exceed established time requirements and ultimately affect the Integrated Tasking Order (ITO).

25.8.7. Time To Commence Effective Operations. Describe significant events that must happen before operations can begin at the employment location. If personnel must arrive before aircraft to begin buildup operations or if deployed aircraft must regenerate within a certain time after arrival at the employment location, note this here.

25.8.8. Munitions Flight Command Relationships. Who is in charge and who reports to whom? Note the chain-of-command between the different deploying units at the employment location and within your own unit.

25.8.9. Munitions Requirements. Total munitions requirements must be known before sound planning can take place. The War Consumable Distribution Objective (WCDO), Annex D, Appendix 6 of OPLANs, and the unit pre-ITO, and Combat Ammunition System (CAS) reports contain information on consumable requirements. These documents outline munitions that are to be prepositioned, assembled into a combat configuration, or shipped, as well as received, at designated times , and provide estimated daily consumption charts. Coordination with OG and LG plans functions is essential in this area.

25.8.9.1. Munitions operations will identify all munitions programmed by OPLAN tasking for shipment or receipt to the Base WRM and Transportation Officers. The munitions operations function will assist the Chief of Logistics Plans in preparing appendices for WRM munitions outloading and receiving for munitions identified by OPLAN for shipment or receipt.

25.8.9.2. Units will assure munitions shipping/receiving capability in the event communications are out (comm-out). Should the MAJCOM Ammunition Control Point (ACP) be unreachable, shipping units will confirm outload requirements with their NAF. If a "comm-out" situation exists with all headquarters, the shipping/receiving units will take the initiative to establish communications and confirm outload capability prior to execution of the shipment. All modes of communication will be considered in a "comm-out" situation, to include such means as DSN, commercial telecon or telegram, MARS, SSB radio, USN radio links, and physical relays by courier.

25.8.9.3. In a "comm-out" condition to all headquarters, shipping units will process munitions as specified in the most current TPFDD or as requested by the receiving unit once communications are reestablished.

25.8.9.4. Units storing War Reserve Supplies for Allies (WRSA) items will take into consideration the amount of WRSA munitions to be moved when assessing the units capability to ship and receive assets. WRSA movements have to be included in any concept of operation for munitions movements.

25.8.10. Munitions Control Concept of Operations. Describe how munitions control will direct operations, also how and what information will be upchanneled to them. Include:

25.8.10.1. Personnel. Quantify the number of people to perform the operation.

25.8.10.2. Duties. Describe specific duties.

25.8.10.3. Facility Layout. The planner should make every effort to obtain/provide detailed drawings or photographs with accurate dimensions. Hand sketches will suffice if more accurate drawings can't be obtained during the site survey.

25.8.10.4. Shift Schedule. Identify the number of personnel assigned to each shift.

25.8.10.5. Other. Identify other important areas not mentioned above.

25.8.11. Storage Breakout Concept of Operations. Describe the plan for initial breakout of munitions for build-up sites and how these sites will be resupplied. Tasks to consider include prioritized breakout scheme, equipment utilization priorities, in/out shipment operations, production area resupply, and residue removal and disposition (shipment of reusable containers, dispose of or maintain for repack of unserviceable and/or unused munitions during recovery/redeployment, etc.). Specifically address

25.8.11.1. Personnel. Quantify the number of people to perform the operation.

25.8.11.2. Resources. Lists tools and support equipment, vehicles, technical data and publications, etc., needed to perform the operation. If the threat warrants, estimate the amount of barrier materials (plastic sheeting, tarps, etc.) to accomplish CB contamination avoidance measures for these resources. The normal planning factor would be for 5 covers per asset.

25.8.11.3. Duties. Describe specific duties.

25.8.11.4. Storage Area Layout. Show location of storage structures and build-up sites.

25.8.11.5. Shift Schedule. Identify the number of personnel assigned to each shift.

25.8.11.6. Other. Identify other important areas not mentioned above.

25.8.12. Munitions Build-up Concept of Operations. Describe the plan for assembly of munitions. Describe the concept of operations for each location if several build-up sites will be used. Include:

25.8.12.1. Personnel. Quantify the number of people to perform the operation.

25.8.12.2. Resources. Lists tools and support equipment, vehicles, technical data/publications, etc., needed to perform the operation. If the threat warrants, estimate the amount of barrier materials (plastic sheeting, tarps, etc.) to accomplish CB contamination avoidance measures for these resources. The normal planning factor would be for 5 covers per asset.

25.8.12.3. Duties. Describe specific duties.

25.8.12.4. Facility Layout. The planner should make every effort to obtain/provide detailed drawings or photographs with accurate dimensions. Hand sketches will suffice if more accurate drawings can't be obtained during the site survey

25.8.12.5. Production Rate. Quantify the number of munitions that can be assembled per hour for a 24 hour period to support the expected sortie rate. Identify crew size to accomplish this.

25.8.12.6. Shift Schedule. Identify the number of personnel assigned to each shift.

25.8.12.7. Other. Identify other important areas not mentioned above.

25.8.13. Munitions Delivery Concept of Operations. Describe the plan for delivery of munitions to aircraft locations. Include:

25.8.13.1. Personnel. Quantify the number of people to perform the operation.

25.8.13.2. Resources. Lists tools and support equipment, vehicles, technical data/publications, etc., needed to perform the operation. If the threat warrants, estimate the amount of barrier materials (plastic sheeting, tarps, etc.) to accomplish CB contamination avoidance measures for these resources. The normal planning factor would be for 5 covers per asset.

25.8.13.3. Duties. Describe specific duties.

25.8.13.4. Aircraft parking location layout. Show the location of aircraft parking spots in relation to the munitions storage area and munitions delivery routes.

25.8.13.5. Shift Schedule. Identify the number of personnel assigned to each shift.

25.8.13.6. Other. Identify other important areas not mentioned above.

25.8.14. Munitions Accountability. Munitions accountability procedures must be an integral part of combat munitions production. This will facilitate consistent and accurate munitions stockpile management and enhance the unit's combat sortie generation capabilities. Timely upchanneled stockpile reports will effect distribution and resupply actions by MAJCOM. Incorporate into this section the local accountability and reporting procedures that the munitions organization will use. Existing directives (AFI 21-201, AFMAN 10-206, MAJCOM procedures) reflect procedures for accountability.

25.8.15. Munitions Resupply. This section should contain data concerning specific resupply details, such as arrival date, method of arrival, quantities, etc. Some things to consider are:

25.8.15.1. WRM movement requirements. Determine incoming and outgoing munitions shipments required by TPFDD tasking.

25.8.15.2. What is the theater concept of munitions resupply (see theater CINCs OPLAN, CONPLAN, etc.,)?

25.8.15.3. How will munitions resupply occur (by what mode)? Identify responsibilities for movement of munitions after delivery.

25.8.16. Residue Disposal. Munitions packing residue, empty containers, and extra bits/pieces accumulated after buildup operations are complete need to be collected and disposed of to preclude a safety hazard or hindrance to the operation. There may be a requirement to preserve some of this material to repack unused munitions or for some other use. List responsibilities and procedures for residue disposal. Chemically-contaminated Waste Disposal. Munitions personnel must clearly mark and separate all contaminated waste materials from other waste. Determine where the temporary waste disposal site(s) will be, the location of the permanent contaminated waste disposal site, the time period or stock level for placing materials in the temporary waste disposal site, and the mechanism to transport the assets from the temporary to the permanent contaminated waste disposal site. The site should be at least 50 feet from occupied munitions facilities or work positions if possible. Further details for contaminated waste disposal are included in AFMAN 10-2602, Attachment 4.

25.8.17. Emergency Destruction of Munitions. Emergency destruction of munitions (EDM) is the final action taken to ensure assigned munitions and materials do not fall into the hands of unauthorized forces. This section should identify responsibilities and describe procedures on how to destroy munitions if an emergency arises. (If a separate EDM plan is available it can be included in the MEP in place of rewriting it for this section.)

25.8.17.1. Responsibilities. Identify responsibilities.

25.8.17.2. Support. Identify and coordinate requirements for other agencies, like security forces and EOD, tasked to provide support.

25.8.17.3. Resources. Identify equipment, personnel and demolition material needed to support EDM. Is explosive material for EDM on hand or will it be sent through resupply channels?

25.8.17.4. Safety Briefing. Identify safety aspects of each operation.

25.8.17.5. Destruction Location. Identify where assets will be destroyed.

25.8.17.6. Storage Location. Identify locations of demolition materials.

25.8.17.7. Destruction Methods. Identify methods used to destroy munitions and materials.

25.8.17.8. Other.

25.8.18. Logistics Appraisal. State logistics limitations that could impede implementation of this plan. Availability of assets (both at home base and deployed location) should be considered. Logistical problems concerning munitions resupply operations, if anticipated, should be mentioned.

25.8.19. Personnel Appraisal. Note personnel limitations.

25.8.20. Supply Distribution. Identify supply requirements, source and distribution procedures relevant to munitions operations. Note if initial support is from Mobile Readiness Spares Package (MRSP), prepositioned assets, or host-nation support. Identify requirements for common consumable supply requirements such as, banding materials, nails, dunnage and tie-down equipment.

25.8.21. Fuels Distribution. Identify fuel requirements (jet fuel, mogas, and diesel), sources and distribution procedures. All fuel for aerospace ground equipment (AGE) and vehicles must be identified and coordinated with the fuels management flight during the planning phase to ensure availability of assets.

25.8.22. Transportation. Note transportation requirements, sources, distribution, and maintenance and control procedures not covered elsewhere. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness before the Transportation Function consolidation of wing requirements in the Transportation Chapter of the IGESP. All subsequent changes of vehicle authorizations, including WRM vehicles, must have the Transportation Function approval prior to inclusion in the IGESP. Munitions vehicle requirements are included in the Transportation chapter of the IGESP. Identify procedures for repair of high use equipment such as forklifts and tow vehicles.

25.8.23. Communications and Information Requirements: Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Consider the effectiveness of the installation warning and reporting network within the on-base munitions area and at any off-base munitions storage sites. Ensure any LIMFACs in this area are highlighted at the installation WOC and in reports to higher headquarters. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

25.8.24. Camouflage, Concealment, And Deception (CCD). Commensurate with the threat, and with the assistance of Security Forces and CE Readiness personnel, identify the resources that require CCD and the optimum CCD techniques available for their protection. This may include netting buildings or vehicles, application of tonedown paint to blend equipment with the terrain, or disguising potential targets...the possibilities are numerous. If CCD materials and techniques are determined to be necessary, ensure checklists and local post-attack response procedures are modified to indicate that chemical agents will remain a contact hazard on these materials for an extended period of time (up to 24 hours).

25.8.25. Dispersal. Efforts to disperse assets will force the enemy to strike in different places to completely destroy all intended targets. Provide procedures for dispersal of munitions, support equipment, vehicles, and personnel.

25.8.26. Decontamination. Decontamination is associated with base recovery operations and must be an expeditious process for removing contaminated material (chemical or radioactive) from those assets needed to continue operations. Identify responsibilities, resources, and post-attack procedures to support the mission.

25.8.27. Maps, photographs, drawings, etc., should be maintained as support data. These maps should identify locations of the MSA, storage structures, convoy routes, aircraft parking ramp, and other important areas for the planner to develop an effective plan. If maps or photographs don't exist or are unavailable, make drawings to add support for the requirement.

25.8.28. References. List references for determining required resources (deployment manning document, tables of allowance, vehicle authorization lists, etc.).

25.8.29. LIMFACs/Shortfalls. Consolidate all shortfalls and limiting factors in this section and outline efforts to resolve them. Number and assign each LIMFAC an office of primary responsibility (OPR), point of contact (POC), estimated completion date (ECD), impact assessment and work around. After identifying LIMFACs or shortfalls submit them to logistics plans for review by the IGESPC.

Attachment 27

FORMAT FOR IGESP/ESP
CHAPTER 26 - MILITARY AND CIVILIAN PERSONNEL OFFICE

This chapter will describe to your augmenting forces what your capabilities are and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part One. OPLAN-specific capabilities and operating procedures are contained in Part Two. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

PART ONE:

26.1. Summarize existing capabilities.

26.1.1. Facility location(s), size, phone numbers, etc.

26.1.2. The type and number of communication lines. Also, include any special communication capabilities and degree of access (limited, moderate or unlimited) to GCCS, AFMEA BBS, PDS, DCPDS, etc.

26.1.3. The type and number of vehicles.

PART TWO:

26.2. Summarize how the capabilities listed in Part One will be used at OPLAN execution.

26.3. Summarize the military and civilian personnel office mission during OPLAN execution.

26.3.1. Include number of Emergency Essential civilian positions and employees available during contingency/wartime OPLAN execution.

26.4. List any assumptions you have which impact your ability to support the wing mission during OPLAN execution. Include assumptions concerning Local National civilian employees during contingency/wartime operations.

26.5. Summarize and chart organizational command control relationships existing under OPLAN execution.

26.6. Personnel support for contingency operations (PERSCO). Review OPLAN taskings to best position parent and augmentation teams, identifying redundant requirements. Consolidate as needed.

26.6.1. Map team locations and available facilities.

26.6.2. Outline plan for PERSCO transition for accountability/casualty reporting into traditional personnel program (assignments, promotions, etc.) support.

26.6.3. Detail coordination procedures between parent stand-alone teams and any augmenting geographically separated teams. Include needed communications and power support requirements.

26.6.4. Establish manual procedures to accomplish PERSCO automated processes.

26.6.5. Provide a security plan for equipment and data. Include emergency destruction procedures.

26.7. Prepare a concept to account for evacuees during operations for NEO and Repatriation. (Ref AFI 10-216) (During these operations "Personnel" is only responsible for the accountability for the evacuees - not the entire process. NEO and Repatriation comes under operations and should be part of a base plan that outlines how all agencies, of which "Personnel" is a small part, will support these efforts. This should be part of the XO attachment).

26.8. Outline procedures for processing of formerly captured, missing, and detained US personnel. The health, welfare, and morale of returned US personnel are of prime importance. All reasonable efforts will be made to provide for their personal, psychological, and spiritual needs. Returned US personnel will be placed in medical channels as soon as possible. (Ref AFI 10-401, JCSM 136-91 and WMP1, Annex G, Appendix 6)

26.8.1. Processing time for returnees will be kept to a minimum consistent with their physical condition, the availability of transportation, and other operational considerations.

26.9. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's Time-Phased Force and Deployment Data (TPFDD), list numbers of personnel deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

26.10. Provide detailed tasks for the personnel management organization. This section should identify and justify wartime tasks which places additional requirements on your unit and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

26.11. Compute required equipment and supply items based on total numbers of personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part One which may be used during the operation).

26.12. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements.

26.13. Develop a detailed plan for participating in the reception of and the accountability for forces received at your location. The plan should include the process of accounting for those forces at your location temporarily; i.e., passing through enroute to other locations.

26.14. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

26.15. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the Transportation chapter of the IGESP.

26.16. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 28

FORMAT FOR IGESP/ESP
CHAPTER 27 - MANPOWER AND ORGANIZATION

This chapter describes your capabilities and responsibilities during both peacetime and wartime. Part One outlines basic peacetime capabilities and general operating procedures. Part Two outlines OPLAN-specific (wartime) responsibilities and operating procedures, to include any deployment requirements. Although "Manpower" guidance is provided here separately, it is very important to coordinate this chapter with your local Military Personnel Flight. It is acceptable to consolidate your input in a combined "Manpower and Personnel" chapter.

PART ONE:

27.1. Summarize existing capabilities.

27.2. Provide information regarding facility location(s): size, type and number of communication lines, etc. Also include any special communication capabilities and degree of access (limited, moderate or unlimited) to GCCS, AFMIA XPM website, Red Mini, secure telephone/modem/FAX, etc.

27.3. Identify available vehicles.

27.4. Outline your basic mission and how that mission supports the overall mission of the base.

PART TWO:

27.5. Summarize how the capabilities listed in PART ONE will be used to meet manpower related requirements outlined in the "Manpower & Personnel Annex" to the OPLAN (i.e.,, explain procedures to support the Manpower and Personnel Readiness Unit (MPRU)). Outline concept of operations for Manpower and Organization technicians deployed to other locations (e.g. COBs) (AFI 38-205). Describe integration of Manpower and Organization technicians gained as part of deployed forces to your location. Also, include any support to a NAF.

27.6. Outline the relationship which will exist between the Manpower and Organization Office and the Personnel Readiness Unit (PRU) in meeting the manpower and personnel functional responsibilities detailed in the OPLAN. For example, how will the Manpower and Personnel Readiness Unit (MPRU) be manned and where will it be located. Show organizational structure. Address all locations where this relationship will exist.

27.7. List the type and number of manpower (CSFXX) UTCs (personnel and equipment) that can be generated or mobilized in support of the OPLAN.

27.8. List any assumptions you make impacting your ability to support the wing's mission (to include deployments) during OPLAN execution. Also include any support you will provide in the form of augmentees to other wing functions.

27.9. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

27.10. Summarize and chart organizational command and control relationships existing under OPLAN execution.

27.11. After comparing your capabilities against your OPLAN requirements, identify any limiting factors, or excess capability, and submit them to logistics plans for review by the IGESPC.

Attachment 29

FORMAT FOR IGESP/ESP
CHAPTER 28 - COMMUNICATIONS AND INFORMATION

This chapter is prepared by the installation Communications and Information Officer or equivalent. In it, you will describe to your augmenting forces what your capabilities are and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part One. OPLAN-specific capabilities and operating procedures are contained in part Two. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

PART ONE:

28.1. Describe existing communications and information systems capabilities and procedures. This includes all facets of communications and information; consider video teleconferencing (VTC), visual information support, information management, etc. Describe the basic COMSEC support capability, current resupply process, and expected ability to handle increasing requirements.

28.2. Identify in-place communications and information resources, including the type and quantity of any contingency resources that may be made available (e.g., LMRs). Identify the type(s) of network operating systems employed, any Information Operations protection capabilities, and any planned up grades to the system.

28.3. Describe the operational concept for all communications and information capabilities.

28.4. Identify the command and control structure of in-place communications and information forces.

28.5. Identify automatic data processing equipment and services.

28.6. List minimum essential circuits for all base functions as well as the required restoral priority. Identify the base NIPRNET/SIPRNET capability and accessibility by all functional areas.

28.7. Describe provisions to provide unique communications connectivity to all units with such requirements.

28.8. Identify priorities of all communications and information products.

28.9. Describe alternate site processing agreements.

28.10. Identify net/frequency assignment and call signs for in-place units.

28.11. Identify records management, publishing, and administrative communications functions available to support incoming forces, as necessary. Include support to bare base and COBs as necessary

28.12. Identify web site for accessing and ordering on-line electronic forms and publications.

28.13. Describe availability of Defense Automated Printing Service (DAPS) printing support for incoming units.

28.14. Ensure that base locator providers establish procedures to include incoming forces in the base locator.

28.15. Postal services. See Chapter 29.

PART TWO

28.15. Summarize the communications and information support/mission for your base during OPLAN operations. Review support agreements to see if communications and information requirements will increase or decrease and plan accordingly. Include policies, procedures, guidance, and any changes in capabilities that may differ from those identified in Part One.

28.16. List any assumptions you have which impact on your ability to support the wing mission during OPLAN execution.

28.17. Summarize organizational command & control relationships existing under OPLAN execution.

28.18. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's TPFDD, list numbers of personnel deploying to (and from) your unit (UTC and RDD). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements. Coordinate your submission with your Installation Plans Officer before submission.

28.19. List functional responsibilities that have a direct bearing on successfully providing communications and information support.

28.20. Provide detailed tasks for your organization. This section should identify and justify wartime tasks that place additional requirements on your unit and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

28.21. Designate area(s) for the emergency destruction of records. Identify space in the records staging area or elsewhere for emergency storage of records. Describe procedures for units to (1) relocate records with deployable units, (2) store or dispose of records not being deployed, and (3) report the emergency disposal of records.

28.22. Identify siting for inbound equipment. Describe and arrange for alternate site processing/usage agreements.

28.23. Identify other base support required for communications and information resources (power, environmental control, physical security, secure work areas.)

28.24. Provide a listing of types and quantities of required radios, and identify and assign frequencies and call signs. Consider the need to repair this equipment in a contingency situation.

28.25. Identify procedures for fulfilling information requirements of incoming forces with base capabilities.

28.26. Identify priorities of all communications and information products.

28.27. Consolidate wing communication requirements, including computers, radios, frequencies, VTC bandwidth, and telephones (Class "A" lines). Consider the need for in-country or worldwide direct dialing capability and STU-III capability. Identify additional COMSEC requirements (STU-III, Red Switch phones, SIPRNET, DES Radios, VTC, etc.) Include requirements for repair to your communication equipment in a contingency situation.

28.28. Compute required equipment and supply items based on total numbers of communications and information personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part One which may be used during the operation).

28.29. Consider if the current unit facilities are adequate for the additional personnel arriving and indicate any additional requirements, including lodging and messing.

28.30. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the Transportation chapter of the IGESP.

28.31. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 30

FORMAT FOR IGESP/ESP
CHAPTER 29 - POSTAL

This chapter is prepared by the postmaster, postal detachment and/or operating location chief. Bases occupied by a wing Air Force Post Office (APO) and tenant unit Aerial Mail Terminal (AMT) will work together in preparing this annex. In it, you will describe to your augmenting forces what your capabilities are and the requirements expected of them during a contingency or war. Basic peacetime capabilities and general operating procedures are outlined in Part One. OPLAN-specific capabilities and operating procedures are contained in part Two. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to everyone involved in the postal support planning process.

PART ONE:

29.1. Facility. Describe the layout of your facility (total square footage, number of receptacles, number of postal finance and Postal Service Center (PSC) windows, and max mail volume in pounds you estimate the facility can accommodate). Include a diagram of your peacetime facility.

29.2. Peacetime APO Operations. Identify the peacetime population served, number of personnel served through PSC receptacles and number of personnel served through unit mail clerks/rooms. Identify the number of units served through the Official Mail Center; to include the number of Activity Distribution Offices. Identify the size of your Custodian of Postal Effects account, average monthly meter sales, money order sales, average daily pieces of directory/forward eligible mail, and stamp sales. Also identify the average monthly official mail transactions. Identify the number of postal personnel (military, civilian and local national) used to accomplish peacetime operations.

29.3. Peacetime AMT/Mail Control Activity (MCA) Operations. Identify the number of postal facilities supported through the AMT, number of truck runs and truck types (40 ft, 20 ft, 1.5 ton etc). Describe mail transfer requirements of MCA operations. Identify the number of postal personnel (military, civilian and local national) used to accomplish peacetime operations.

29.4. Mail Transportation. Provide the mail dispatch and arrival schedules and transportation system(s) used (air, truck, etc.) Provide the average monthly peacetime incoming and outgoing mail volumes. Identify the number and type of vehicles provided to you to accomplish your peacetime mission.

29.5. Postal Equipment. Identify the type and quantity of postal equipment used to accomplish the peacetime mission.

PART TWO:

29.6. Contact your unit plans function to determine OPLAN taskings for your unit. From the OPLAN's Time-Phased Force and Deployment Data (TPFDD), list the expected base population to serve at the peak

of OPLAN execution, numbers of postal personnel deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)).

29.7. Compute required equipment, supply items, and stamp stock based on the peak population expected to serve. List those items needed (less on-hand items at your unit identified in Part One which may be used during the operation). Identify arrangements to increase fixed or flexible credit to ensure adequate stamp stock is on hand to accommodate the increased number of personnel. Also identify arrangements to obtain funds for official mail business. Contact the MAJCOM postal support division for guidance.

29.8. Determine if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Include impact of increased directory/forward mail processes due to deploying base personnel. If space is not adequate identify how you plan to provide support (installation of expandable shelters or tents, new facility, split operations, etc.).

29.9. Identify any communications and information requirements beyond the capabilities already available. Items for consideration include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Uses of new or temporary facilities are prime examples when additional requirements are necessary. Coordinate with installation Communications Officer prior to consolidation of requirements into IGESP. Insure these requirements are addressed in Communications and Information chapter of the IGESP.

29.10. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Postal vehicle requirements are included in the Transportation chapter of the IGESP.

29.11. Summarize how you plan to provide postal support upon OPLAN execution. The summary should include postal facility location(s), hours of operation, services available, personal and official mail delivery plan (personal receptacles and unit mail clerks or unit mail clerk only), and address format permanent party and deployed personnel will use. If unit mail clerk systems are used, identify requirements and procedures for incoming units to appoint unit mail clerks.

29.12. Summarize organizational command and control relationships existing under OPLAN execution. Postal is a joint service function. OPLANs may use postal forces from multiple services and/or tenant units not normally aligned under the wing commander. Follow the guidance in the OPLAN postal annex to summarize the command and control relationship.

29.13. Provide detailed tasks for the postal organization. This section should identify and justify wartime tasks which places additional requirements on your unit and may require additional material, facilities and/or personnel to accomplish the mission (i.e., 1-postmaster, 1-COPE, 5-finance, 6-PSC, 7-READY,

etc). Resource Augmentation Duty (READY) taskings are examples of additional requirements that limit the ability to accomplish the core postal mission.

29.14. List any assumptions you have which impact on your ability to support the wing mission during OPLAN execution. Include impacts of loss of manpower due to personnel deployments to include possible service and service hours curtailments if back-fills are not scheduled

A9.15. Coordinate mail airlift requirements with Air Mobility Command and Aerial Port as required. Include anticipated mail volume based on population served and probable start date.

29.16. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the BSPC.

Attachment 31

FORMAT FOR IGESP/ESP
CHAPTER 30 - COMMAND AND CONTROL SYSTEMS

This chapter will contain information on the current capabilities, contingency requirements, and management of command and control systems. Currently this information is described in **Attachment 28**, Communications and Information Management.

Attachment 32

FORMAT FOR IGESP/ESP
CHAPTER 31 - FORCE PROTECTION

At MOBs, the Chief of Security Forces will be responsible for the development of this chapter. The preparation of IGESP Force Protection chapter for COBs will be the joint responsibility of the sponsor unit security forces and the CADRE, if applicable. In it, you will describe to your augmenting unit, your capabilities and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part I. OPLAN-specific capabilities and operating procedures are contained in Part II. Ensure the most current copy of this chapter and the Base Defense Plan has been provided in supporting units' mission folders.

PART ONE:

31.1. Describe security facilities (location, telephone, and points of contact).

31.2. Identify all host nation/sister service security forces points of contact.

31.3. Describe classified storage capabilities.

31.4. Identify number and type of weapons and ammunition available.

31.5. Identify on hand materiel, and facilities, and additional requirements such as vehicles, communication lines, etc., during any contingency operation. Describe any other security resources and procedures to support contingency operations.

PART TWO:

31.6. Summarize security force support/mission during OPLAN operations. Include policies, procedures, and guidance that may differ from those identified in Part One.

31.7. List any assumptions you have which impact on the ability to support the wing mission during OPLAN execution.

31.8. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's Time-Phased Force and Deployment Data (TPFDD), list numbers of personnel deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

31.9. Identify any special factors (anticipated threat, requirements, formulas, etc.) you used in determining or assessing capabilities and requirements. Based on extent/type of threat posed to base and operations, determine support required from and forward request to MAJCOM functional manager.

31.10. Identify and justify wartime tasks that place additional requirements on security forces and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements. Compute required equipment and supply items based on total numbers of security personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part One which may be used during the operation).

31.11. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements.

31.12. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

31.13. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Security Forces vehicle requirements are included in the Transportation chapter of the IGESP.

31.14. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

31.15. Describe concept of operations for force protection. Identify responsibilities for in place and incoming security forces. Include relationship with Army, AFOSI, intelligence units or staffs, and local security forces. Describe command control arrangement for security forces. For COBs, delineate host nation command and control structure and describe coordination procedures between USAF and host nation force. Include nonsecurity armed deployment forces. Identify priorities and protective measures for resources and the necessity to collocate like priorities of resources unless a dispersed parking plan is warranted. Include reception and deployment procedures such as customs.

31.16. Ensure base maps indicate aircraft parking areas, housing and cantonment areas, security forces facilities and posts, ammunition storage areas, fuel storage and servicing areas, major geographical features such as hills and rivers, perimeter weaknesses, sectors, fixed fighting positions, restricted fields of fire due to off base structures, likely avenues of enemy approach.

31.17. Describe procedures and restrictions for releasing classified information to foreign nationals. Describe security facilities, augmentation requirements and number and type of weapons and ammunition available and required.

31.18. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to the logistics plans office for review by the IGESPC.

Attachment 33

FORMAT FOR IGESP/ESP
CHAPTER 32 - OPERATIONS SECURITY AND TACTICAL DECEPTION

PART 1: IS NOT DEVELOPED FOR THIS CHAPTER

PART 2:

32.1. Explain how the base OPSEC and tactical deception program will be incorporated into the IGESP.

32.2. During peacetime, contingency, and/or wartime, include how the planning staff will carry out its OPSEC responsibilities and how critical information (CI) will be identified, documented, and communicated.

32.3. During peacetime, contingency, and/or wartime, include how the planning staff will carry out its Tactical Deception responsibilities.

32.4. Identify base OPSEC and Tactical Deception offices. Also include subordinate units' OPSEC and Tactical Deception offices.

Attachment 34

FORMAT FOR IGESP/ESP
CHAPTER 33 - FINANCIAL MANAGEMENT/COMPTROLLER

The MOB Comptroller is responsible for preparing this chapter. In it, describe existing Comptroller capabilities at the MOB, COB, Forward Operating Location (FOL), or Bare Base (BB), as appropriate and the requirements expected from the augmenting units during a contingency or war. Basic capabilities and general operating procedures are outlined in Part One. OPLAN-specific capabilities and operating procedures are contained in Part Two. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

PART ONE:

33.1. Describe existing Financial Management capabilities (services and facilities) existing at the wing.

33.2. Outline financial responsibilities.

33.3. Identify facilities, funds, potential fund storage facilities, supplies and equipment prepositioned or deployed to support geographically separated units (GSUs), COBs, FOLs. Include results of site surveys.

PART TWO:

33.4. Describe the financial management plan for financial services and analysis in support of wartime deployment, reception, beddown, generation, sustainment, and redeployment.

33.4.1. Include the comptroller concept of operations as well as organization, requirements, capabilities, and Contingency Contract Officer support requirements.

33.4.2. Include the number of in-place and deploying Comptroller forces.

33.4.3. Include the total number of inbound forces that must be supported, broken out in 10 day increments (i.e., C+0, C+10, C+20) through C+60. If any forces are from other components, specify the number of forces by component.

33.4.4. Address noncombatant evacuation and reception, as applicable.

33.4.5. Estimate amounts of cash you will need to support the mission for the first 14 days.

33.4.5.1. Obtain from the Contracting representative the estimated value of all known and anticipated contracting requirements (ref **Attachment 34**).

33.4.5.1.1. Determine if local vendors will accept the IMPAC card. If not;

33.4.5.1.2. Determine if local vendors will accept payment in local currency.

33.4.5.2. Review lodging and feeding requirements and capabilities identified by Services (ref **Attachment 12**).

33.4.5.2.1. Determine if and when lodging and meals will be available at no cost to deployed members.

33.4.5.2.2. If lodging will be contracted, determine how contractor(s) will be paid (e.g., cash (host country or U.S. currency), IMPAC card, check)

33.4.5.2.3. If members will have to pay for lodging or meals for any length of time, determine if local hotels and eating establishments accept the Government Travel Charge Card.

33.4.5.2.4. If members will have to pay for lodging or meals for any length of time, estimate amount needed per member to pay for lodging and meals.

33.4.6. Determine if any contractual payments must be made by check in local currency.

33.4.6.1. Determine if there is already a disbursing function with an approved Limited Depository Account (LDA) that will agree to make check payments in local currency (e.g., U.S. Embassy Disbursing Office, Disbursing Office of another DoD component, Regional Accounting and Finance Office (RAFO), Defense Finance and Accounting DFAS Service Field Site.

33.4.6.2. Determine if a new LDA will be required (ref DoDFMR, Vol 5, Chap 14).

33.4.7. Obtain a list of local banks that can supply U.S. and local currency in exchange for U.S. Treasury checks (ref DoDFMR, Vol 5, Chap 13).

33.4.7.1. Determine what local banks are capable of accepting Electronic Funds Transfer (EFT). Acceptance of EFT from home station will facilitate cash re-supply.

33.4.8. Review support agreements to see if financial management requirements will increase or decrease and describe accordingly.

33.4.9. Review Host National Support Agreements, Status of Forces Agreements, and banking and currency laws of the host country, if applicable. Include policies, procedures, guidance, and any changes in capabilities (decreased/increased services, resources, etc.) which may differ from those identified in Part One.

33.5. Summarize organizational and functional command and control relationships existing under OPLAN execution.

33.6. List any assumptions you have which impact on your ability to support the wing mission during OPLAN execution.

33.7. Identify any comptroller functions you foresee being discontinued or limited during (1) the first 30 to 90 calendar days of a conflict and (2) sustained operations.

33.8. Describe how comptroller support will be provided to GSUs, COBs, and FOLs.

33.8.1. List GSUs, COBs, and FOLs by name and give approximate distance from the main base.

33.8.2. Describe comptroller lines of communication for financial services and financial analysis support

33.8.3. Identify whether a Disbursing Agent or Paying Agent is required. Prepare disbursing/paying agent instructions. Ensure disbursing/paying agent and cashier orders contain name, mailing address, and official station; unique host nation support and protocol.

33.8.4. Describe how comptroller personnel will be transported from MOB to supported GSUs, COBs, or FOLs.

33.8.4.1. Specify the mode of transportation (e.g., government vehicle, helicopter, and organic airlift) for land transportation, specify the unit that will provide the vehicle and the type of vehicle that will be provided.

33.8.4.2. Ensure you consider the number of forces that must be transported, their mobility and personal baggage and the dimensions and weight of the comptroller Deployable Logistics Detail (LOGDET) Kit.

33.8.4.3. Include easily understandable written directions and/or maps from the MOB to the deployed location. Where applicable, make every attempt to have written directions and maps in both English and the host country language.

33.8.4.4. Describe how paper currency and coin will be transported to the employment location. Specify who will provide funds escorts. If Security Forces are deploying at the same time to the same location, try to coordinate with them to provide funds escorts.

33.8.5. Describe lateral support procedures at the employed location.

33.8.5.1. Describe security of funds.

33.8.5.2. Identify locations from which U.S. and foreign currency, military payment certificates, and disbursing capability may be obtained.

33.8.5.3. Identify other Service and host nation resources.

33.8.5.4. Identify contracting and disbursing requirements, capabilities, and related fund requirements.

33.9. Describe lines of communication between higher headquarters, MOBs, and GSUs/COBs/FOLs, and disbursing/paying agents.

33.10. Describe concepts for establishing funding authority for GSUs/COBs/FOLs, and disbursing agents. Describe concepts for establishing funding authority for GSU/COB/FOL wartime-only locations.

33.11. Describe procedures for paying civilian employees to include: U.S., Emergency-Essential U.S., Key U.S., Host National Civilians and Host National Contingency Essential Civilians.

33.12. If applicable, describe procedures for transmitting accounting and disbursing data/documents to primary accounting/disbursing activities (e.g., DFAS Field Sites, Regional Accounting and Finance Office).

33.13. Describe computer support and communications requirements.

33.13.1. Include alternate processing sites and supporting bases in case of in-theater rollback of accounting functions. Address procedures required during computer nonavailability periods; requirements for additional computer support; factors limiting use of existing computers; use of transportable shelter systems; in-theater fall out; and key points of contact. Identify remote device locations and ensure necessary telecommunication service requests have been forwarded to the supporting communications activity.

33.13.2. Specify communication needs, including radios, frequencies, cellular phones and telephones (Class "A" lines). Consider communications requirements to support the Automated Battlefield System (ABS). Consider the need for in-country or worldwide direct dialing capability. Determine if you will have sufficient STU-III capability.

33.14. Specify security requirements for funds in storage and in transit. Describe arrangements made with security forces, other Services, and host nations. List field safe and vault capability. Identify sidearm and other weapon requirements and arrangements for comptroller personnel performing security of funds and escort duties.

33.15. Describe emergency currency and coin destruction procedures and capabilities. Include concept for supported GSUs, COBs, and FOLs.

33.16. Identify wartime unique tasks for quality control, security of funds, including relocation to and operating in a toxic free environment. Address policies for modifying or suspending operations in the disbursement area, when chemical suits and masks are worn.

33.17. Address the following financial services procedures. Controlling AF Form 616, Fund Cite Authorization; properly coding documents with emergency and special program (ESP) codes; potential change fund requirements; support to Postal, Non-Appropriated Fund activities and Army Air Force Exchange Service (AAFES).

33.18. Address the following financial analysis procedures:

33.18.1. Segregating and accumulating system contingency costs to properly identify them as specified by higher headquarters, including ESP codes or other reporting requirements as specified by higher headquarters.

33.18.2. Identifying additive funding requirements under emergency conditions, as a minimum, by appropriation, operating agency code, operating budget account number, and fiscal year.

33.18.3. Planning, programming and budgeting if wartime duties reduce or eliminate availability of resource advisors to support the resource management system.

33.18.4. Establishing funding requirements at wartime GSUs, COBs, and FOLs.

33.18.5. Emergency reprogramming of funds.

33.19. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's Time-Phased Force and Deployment Data (TPFDD), list numbers of personnel and logistics packages deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

33.20. Determine required equipment and supply items based on total numbers of financial management personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part One which may be used during the operation).

33.21. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Consider the probability of 24 hour a day operations using 2 shifts. Specify the need for secure work areas, including those with a cashier's cage and a vault with a duress alarm system.

33.22. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for consideration include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, cellular phones, secure and unsecured facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

33.23. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the transportation function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the transportation function to ensure completeness prior to the consolidation of wing requirements for publication into the transportation chapter of the IGESP. All subsequent changes of vehicle authorizations, including WRM vehicles, must be approved by the transportation function prior to inclusion in the IGESP. All vehicle requirements are included in the transportation chapter of the IGESP.

33.24. After comparing your capabilities against your OPLAN requirements, identify any shortfalls and limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 35

FORMAT FOR IGESP/ESP
CHAPTER 34 - CONTRACTING

The Chief of Contracting prepares this chapter, except in Korea, where the logistics plans officer prepares it, in coordination with the United States Army Contracting Command Korea (USACCK). In it, you will describe to your augmenting unit what your capabilities are and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part One. OPLAN-specific capabilities and operating procedures are contained in part Two. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

PART ONE:

34.1. Identify contracting location, telephone, and points of contact.

34.2. Identify procedures to submit requirements when time or circumstances do not permit normal processing of purchase requests.

34.3. Identify procedures to process routine purchase requests as well as feasibility of the IMPAC card and the procedures for its use.

34.4. Identify what information is required to make timely purchase.

34.5. Identify procedures for cash payment of contracts negotiated in forward areas, e.g., paying agent, etc., and procedures for acquisition, control, and exchange of currencies, if required.

34.6. Emphasize that only contracting officers can purchase goods to fill requirements.

34.7. Provide a general description of local market conditions, e.g., construction material readily available, equipment rental limited to light construction equipment, limited off base lodging, etc.

34.8. Identify on hand materiel, and facilities, and additional requirements such as vehicles, communication lines, etc., during any contingency operation.

PART TWO:

34.9. Summarize contracting support/mission during OPLAN operations. Include policies, procedures, and guidance that may differ than those identified in Part One.

34.10. List any assumptions you have which impact on the ability to support the wing mission during OPLAN execution.

34.11. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's Time-Phased Force and Deployment Data (TPFDD), list numbers of personnel deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

34.12. Designate who will be the servicing contract activity (CA) for the operation.

34.12.1. Identify from where the contracting authority will be derived for the operation.

34.13. Identify those requirements that will either need to be established on contract or increased via existing contracts. Identify who will require contracting support.

34.14. Identify procedures for awarding contracts required during OPLAN implementation.

34.15. Provide detailed tasks for the contracting organization. This section should identify and justify wartime tasks that place additional requirements on contracting units and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

34.16. Compute required equipment and supply items based on total numbers of contracting personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part One which may be used during the operation).

34.17. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements.

34.18. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

34.19. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Contracting vehicle requirements are included in the Transportation chapter of the IGESP.

34.20. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

34.21. Identify all Essential Contractor positions. Provide Essential Contractor personnel data to IGESPC for inclusion in IGESP development.

Attachment 36

FORMAT FOR IGESP/ESP
CHAPTER 35 - WEATHER

PART ONE:

35.1. Include a copy of the climatological summary for the base. Coordinate with the local Intelligence unit to provide a short descriptive climatology of the base for their Intel Situation Analysis (**Attachment 14**, para A14.2). Review the Situation Analysis for accuracy and compatibility with the official base climatological summary.

35.2. Identify available weather services:

35.2.1. Responsible agency and phone numbers, STU-III or other secure phone. (NOTE: Units should consider the transition of responsibilities occurring with AF Weather Reengineering)

35.2.2. Operation hours (may vary by function).

35.2.3. Available services (i.e., forecasting, observing, weather warnings, advisories, etc.)

35.2.4. Any existing host nation support agreements for indigenous support, if applicable.

35.3. Identify location and layout of weather facilities, including floor and office/work space.

35.4. Identify available weather equipment.

35.4.1. Fixed airfield weather equipment (include, if appropriate, an airfield diagram highlighting locations of wind, temperature/dew point, atmospheric pressure, and cloud sensors as well as any RVR, lightning detection, geophysical, precipitation or radar equipment).

35.4.2. Information and data transmission and reception equipment/capabilities to include local dissemination for the base.

35.4.3. Describe any unique weather support capabilities resident at the base (e.g., rawinsonde, tactical weather equipment, etc.).

PART TWO:

35.5. Summarize the weather unit's mobility and/or generation mission(s) upon OPLAN execution to include tasked UTCs. Include policies or procedures that may differ from those identified in Part One.

35.6. Identify what facilities and services will be available for all assigned, arriving, and departing personnel, if different from Part One.

35.6.1. Support to mission and/or combat operations (weather briefings, planning support, NBC cell, etc.).

35.6.2. Sustainment support to the garrison or installation proper (weather warnings, advisories, radar support, etc.) and who provides it.

35.6.3. Determine the disposition of workspace as well as indigenous personnel and equipment under OPLAN execution, if applicable.

35.7. Identify specific communications and host support requirements or agreements you may need to support OPLAN execution. Summarize those requirements that cannot be met as LIMFACs.

35.7.1. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28, Communication and Information Management.

35.7.2. Identify specific power requirements for any specialized or unique weather equipment.

35.8. Identify weapon system specific weather support requirements needed to support OPLAN execution. Summarize those requirements that cannot be met as LIMFACs.

35.8.1. Identify any unique weapon system thresholds or environmental limitations for launch/recovery, employment, ground maintenance, and other related operations.

35.9. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to the logistics plans office for review by the IGESPC.

Attachment 37

FORMAT FOR IGESP/ESP
CHAPTER 36 - PUBLIC AFFAIRS

This chapter is prepared by the chief of Public Affairs or equivalent. In it, you will describe to your augmenting unit what your capabilities are and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part One. OPLAN-specific capabilities and operating procedures are contained in part Two. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

PART ONE:

36.1. Explain what facilities and services are available.

PART TWO:

36.2. Summarize the public affairs mission during OPLAN operations. Include policies, procedures, and guidance that may differ than those identified in Part One.

36.3. Explain what facilities and services will be available for all assigned, arriving, and departing members, if different than outlined in Part One.

36.4. List any assumptions you have which impact on your ability to support the wing mission during OPLAN execution.

36.5. Summarize organizational command control relationships existing under OPLAN execution.

36.6. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's Time-Phased Force and Deployment Data (TPFDD), list numbers of personnel deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

36.7. List functional responsibilities that have a direct bearing on successfully providing public affairs support.

36.8. Outline detailed tasks. This section should identify and justify wartime tasks that place additional requirements on your unit and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

36.9. Consider establishing a news media center if a joint information bureau has not been established.

36.10. Consider establishing a straight talk rumor control center to handle queries from unit members, employees, family members, and local communities.

36.11. Compute required equipment and supply items based on total numbers of public affairs personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part One which may be used during the operation).

36.12. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements.

36.13. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

36.14. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the Transportation chapter of the IGESP.

36.15. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 38

FORMAT FOR IGESP/ESP
CHAPTER 37 - HISTORIAN

This chapter is prepared by the base historian or equivalent. The chapter will cover what is available for deploying historians who will be assigned to the host unit, historians who will have autonomous operations, and historians who will be deploying from the host unit. The writer will describe the host history office capabilities, what is available for deployment, and what is available on base for use by incoming historians. Basic capabilities and general operating procedures are outlined in Part One. OPLAN-specific capabilities and operating procedures are contained in part Two.

PART ONE:

37.1. Explain what facilities and services are available.

PART TWO:

37.2. Summarize the history office mission during OPLAN operations. Include policies, procedures, and guidance that may differ than those identified in Part One.

37.3. List any assumptions you have which impact on your ability to support the wing mission during OPLAN execution.

37.4. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's Time-Phased Force and Deployment Data (TPFDD), list numbers of historians deploying from your unit and those historians deploying into your base (include Unit Type Code (UTC) and Required Delivery Date (RDD)). Identify any special factors (requirements, formulas, etc.) used in determining or assessing capabilities and requirements.

37.5. Summarize organizational command control relationships existing under OPLAN execution.

37.6. List functional responsibilities that have a direct bearing on successfully providing historian support.

37.7. Outline detailed tasks. This section should identify and justify wartime tasks that place additional requirements on your unit and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

37.8. Compute required equipment and supply items based on total numbers of historians expected to deploy to your base (less on-hand items at your unit, identified in Part One which may be used during the operation).

37.9. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, comput-

ers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

37.10. Consider if the current history facility is adequate for the additional personnel arriving and indicate any additional requirements.

37.11. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the Transportation chapter of the IGESP.

37.12. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 39

FORMAT FOR IGESP/ESP
CHAPTER 38 - LEGAL

PART ONE:

38.1. The Staff Judge Advocate will prepare this chapter. Identify legal support capabilities. Include facilities and existing services. As a minimum, include the availability/limitations of support in the following areas: Law of Armed Conflict (LOAC), Rules of Engagement (ROE), international law, military justice, legal assistance, and civil law.

38.2. Identify available courtrooms, inventory legal libraries, and otherwise identify physical assets, to include computer and electronic equipment.

38.3. Ensure judge advocates, paralegals, attached reservists, and civilian employees are trained for functional changes from peacetime to wartime.

PART TWO:

38.4. Summarize the mission for your unit during OPLAN operations. Review support agreements to see if legal requirements will increase or decrease and plan accordingly. Include policies, procedures, guidance, and any changes in capabilities (decreased/increased services, resources, etc.) which may differ than those identified in Part One.

38.5. List any assumptions you have which impact on your ability to support the wing mission during OPLAN execution.

38.6. Summarize organizational command control relationships existing under OPLAN execution.

38.7. Contact your unit plans function and District Plans Officer to determine OPLAN taskings for your unit. From that OPLAN's Time-Phased Force and Deployment Data (TPFDD), list numbers of personnel deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

38.8. Identify those functional offices, units or OPRs that are depended upon for legal support.

38.9. Provide detailed tasks. This section should identify and justify wartime tasks that place additional requirements on your unit and may require additional material and facilities to accomplish the mission.

38.10. Compute required equipment and supply items based on total numbers of legal personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part One which may be used during the operation).

38.11. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Specify the need for secure work areas, including private offices for legal assistance, interview rooms, courtrooms, and evidence facilities—if evidence cannot be maintained by the Security Forces or OSI.

38.12. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

38.13. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. All vehicle requirements are included in the Transportation chapter of the IGESP.

38.14. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 40

FORMAT FOR IGESP/ESP
CHAPTER 39 - CHAPLAIN

The installation chaplain will prepare this chapter. Identify policy and guidance to facilitate planning and execution of a comprehensive Chaplain Service ministry during base support, operation site planning, humanitarian relief operations, as well as, all levels of conflict in the area of operations (AO). These activities include being a visible reminder of the Holy; providing a pluralistic, pastoral, moral, religious, and spiritual ministry to Air Force personnel in support of maximum Air Force combat effectiveness. Air Force Chaplain Service personnel, operating as Chaplain Service Teams are essential in the combat area to provide timely ministry to Air Force personnel facing the trauma of mass casualties, battle fatigue, and other combat-related stress. These teams are needed in the AO to nurture the living, minister to casualties, and honor the dead.

Air Force Chaplain Service personnel assist the commander in meeting the spiritual needs of Air Force personnel by providing a comprehensive ministry. They are responsible for all religious activities, worship services, pastoral counseling, pastoral visitation, pastoral care, religious rites and providing ethical leadership and advice to commanders. Air Force Chaplain Service personnel are responsible for ministry to casualties, casualty care-givers, and other Air Force personnel, as well as personnel of component commands who are integrated into Air Force units and separated from the moral and spiritual care of their component Chaplain Service representative.

PART ONE:

39.1. State the local wing Chaplain Service mission during contingency or wartime conditions. Identify services and programs presently being offered. Ensure Chaplain Service, attached reservists, and civilian employees are trained for functional changes from peacetime to wartime

39.2. List the general policies, procedures, and guidance of the Chaplain Service.

39.3. Develop the concept of operations.

39.4. Describe the location and designation of chapel facilities.

39.5. Establish support requirements for in-place, incoming, and transient forces.

39.6. Describe support provided to or obtained from other Services, including Joint Chaplain Service Operations, NATO Forces, also consider support provided by local civilian clergy.

39.6.1. Include coverage of hospitals, expansion hospitals and contingency hospitals when applicable.

39.7. Identify Chaplain Service operations that would be curtailed, added, or changed.

39.8. Describe procedures for accounting for appropriated and non-appropriated funds.

39.9. Identify equipment to include computers, printers, portable equipment for worship, for example, altars, PA systems, keyboards, communication equipment, and vehicles.

39.9.1. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

39.9.2. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. All vehicle requirements are included in the Transportation chapter of the IGESP

39.10. Describe procedures for integrating incoming Chaplain Service members (including ARC personnel) into the Chaplain Service organizational structure.

39.11. Summarize procedures for religious support for noncombatant evacuation (NEO), Safe Haven and Push-Pull mobilization operations when applicable.

39.12. Develop chaplain briefings for incoming forces that specify the following:
- Overall Chaplain Service operation, including worship
- Counseling and pastoral care support
- Ministry of presence (visitation program)
- Duty chaplain support
- Privileged communication
- Faith groups of chaplain personnel
- Local religious traditions, issues, and customs
- Availability of religious literature

39.13. Address the following for the Chaplain Control Center (CCC)
- Facilities
- Personnel availability
- Communications (secure and insecure phones, computers, E-mail, telefax, radios, and runners)
- Handling of classified information
- Procedures for processing status reports
- Alternate CCC procedures and requirements
- Liaison with other key base control centers
- Shift schedules

PART TWO:

39.14. Identify personnel who will be deploying into and out of the wing, using the following format:

UTC	FORCE DESCRIPTION	ORIGIN OR DESTINATION	RDD

39.15. Identify support required from base agencies:
- Transportation
- Security
- Communications
- Billeting
- Mortuary Affairs
- Legal
- Civil Engineers
- Medical
- Family Support Center
- Red Cross
- Support Agreements Manager

39.16. Describe other relevant factors such as:
- Requirements for additional Chaplain Service personnel
- Equipment and supplies that are available and inbound
- Volunteers
- Limiting Factors (LIMFACS)

39.17. Describe procedures and chaplain support to the wing hospital (contingency hospital and ATH when applicable.)

39.18. Describe any changes in services that will be offered, considering deployment and employment actions, to include flightline and hospital areas. Ensure special deployment and flying missions are considered in scheduling.

Attachment 41

FORMAT FOR IGESP/ESP
CHAPTER 40 - SAFETY

This chapter is prepared by the Chief of Safety. In it, you will describe to your augmenting unit what your capabilities are and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part One. OPLAN-specific capabilities and operating procedures are contained in part Two. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

PART ONE:

40.1. Summarize how Safety supports the mission during any contingency, to include general policies, procedures, and guidance.

40.2. Identify on hand materiel, facilities, and any other capabilities. Identify and advise the commander of effect and impact to mission accomplishment during joint operations. Significant issues arise in the joint environment which are not encountered in routine single-service operations, but which have a cumulative effect with respect to risk. These include, but are not limited to, deployment problems (e.g., cargo preparation and marshaling for airlift and sealift, ramp space allocation and aircraft surface movement conflicts, establishment of quantity-distance limits for explosives and "hot cargo" areas at deployed locations); air traffic conflicts among participating forces and with civil aviation operations (saturation, participating aircraft performance, terminology and language problems, block airspace for refueling operations, etc.); and exposure to potential blue-on-blue fire (such as disconnects between rules of engagement, air tasking order management, and even routine movements). In short, risk reduction, while naturally embedded in the planning of day-to-day combat operations, must also be a separate concern and receive due attention both during movement operations and upon establishment of deployed presence. Otherwise, commanders stand to lose vital assets needed to accomplish their missions.

PART TWO:

40.3. Summarize the mission for your unit during OPLAN operations. Review support agreements to see if safety requirements will increase or decrease and plan accordingly. Include policies, procedures, guidance, and any changes in capabilities (decreased/increased services, resources, etc.) which may differ than those identified in Part One. Assess risk for joint operations to include co-location bed-down of personnel and weapons systems.

40.4. List any assumptions you have which impact on your ability to support the wing mission during OPLAN execution.

40.5. Summarize organizational command control relationships existing under OPLAN execution.

40.6. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's Time-Phased Force and Deployment Data (TPFDD), list numbers of personnel deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD), and Limiting Factors (LIMFACS)). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

40.7. List functional responsibilities that have a direct bearing on successfully providing safety support.

40.8. Provide detailed tasks. This section should identify and justify wartime tasks that place additional requirements on your unit and may require additional material and facilities to accomplish the mission.

40.9. Risk Management. Define your functional role in risk management during the implementation phase of this support plan. Specific attention should be placed on those operations with inherent risk. Include explosive exceptions in the risk management. Assist other functional managers in the development and identification of risk within all areas of the operation to include joint operations to include co-location bed-down of personnel and weapons systems.

40.10. Mishap Reporting. Define mishap reporting procedures that will be in effect during implementation of this plan. Subsequent mishap investigations will be IAW AFI 91- 204, Investigating and Reporting US Air Force Mishaps.

40.11. Explain/advise of any issues/operations that could impact on the successful implementation of the OPLAN. Emphasis in risk management throughout the execution of the OPLAN should ensure mission accomplishment with minimal resource loss.

40.12. Compute required equipment and supply items based on total numbers of Safety personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part One which may be used during the operation).

40.13. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Specify the need for secure work areas, including interview rooms and evidence facilities.

40.14. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

40.15. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all sub-

sequent changes of vehicle authorizations, including WRM vehicles. All vehicle requirements are included in the Transportation chapter of the IGESP.

40.16. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

40.17. Ensure explosive storage, combat explosives loaded aircraft parking plan, transit parking of explosive cargo loaded aircraft are established, and explosives sitting planning requirements are accomplished AIW AFM 91-201.

40.18. Weapons Safety. Weapons safety is responsible for ensuring that mishap prevention measures are utilized and that a thorough risk assessment is conducted.

40.19. Weapons safety personnel will:

40.19.1. Ensure detailed site plans are submitted to support the contingency or wartime operation prior to deployment.

40.19.2. Ensure that any request for waiver, exemption, or deviation is submitted only for strategic and compelling reasons and that the commander is advised of the inherent risk.

40.19.3. Ensure that compensatory measures are in place to minimize a mishap potential.

40.19.4. Ensure all Net Explosive Weight (NEW) limitations for licensed and sited explosives storage locations are complied with.

40.19.5. Ensure initial weapons safety training is received by personnel who operate, handle, transport, maintain, load or dispose of ammunition, missiles, or explosive items prior to performing any tasks.

40.19.6. Ensure the commander, functional managers, and supervisors are advised on all weapon safety matters.

40.20. After comparing your capabilities against your OPLAN requirements, identify levels of risk associated with bed-down, operations, storage, transportation, handling explosives and movement, personnel and explosives limits precautions, any limiting factors and submit them to the logistics plans office for review by the IGESPC.

Attachment 42

FORMAT FOR IGESP/ESP
CHAPTER 41 - OFFICE OF SPECIAL INVESTIGATIONS

This chapter is prepared by the AFOSI detachment or operating location commander. In it, you will describe to your augmenting unit what your capabilities are and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part One. OPLAN-specific capabilities and operating procedures are contained in part Two. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

PART ONE:

41.1. Summarize the AFOSI mission during any contingency, to include general policies, procedures, and guidance.

41.2. Identify on hand materiel, facilities, and additional requirements such as vehicles, lodging, POL, etc.

PART TWO:

41.3. Summarize the AFOSI mission during OPLAN operations. Include policies, procedures, and guidance that may differ than those identified in Part One.

41.4. List any assumptions you have which impact on AFOSI's ability to support the wing mission during OPLAN execution.

41.5. Summarize organizational command control relationships existing under OPLAN execution.

41.6. Contact your unit plans function and AFOSI Region Plans Officer to determine OPLAN taskings for your unit. From that OPLAN's Time-Phased Force and Deployment Data(TPFDD), list numbers of personnel deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements. Coordinate your submission with your Region Plans Officer before submission.

41.7. List functional responsibilities that have a direct bearing on successfully providing AFOSI support.

41.8. Provide detailed tasks for AFOSI organization. This section should identify and justify wartime tasks that place additional requirements on AFOSI units and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

41.8.1. Compute required equipment and supply items based on total numbers of AFOSI personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part One which may be used during the operation).

41.8.2. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Specify the need for secure work areas, including interview rooms and evidence facilities.

41.8.3. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

41.8.4. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. AFOSI vehicle requirements are included in the Transportation chapter of the IGESP.

41.9. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 43

FORMAT FOR IGESP/ESP
CHAPTER 42 - RESERVED

Attachment 44

FORMAT FOR IGESP/ESP
CHAPTER 43 - LIMITING FACTORS

PART 1: IS NOT DEVELOPED FOR THIS CHAPTER

PART 2:

43.1. This chapter will identify all LIMFACs applicable to the IGESP, validated by the IGESPC, and approved by the wing commander. Limiting factors (LIMFAC) are personnel or materiel deficiencies, problems, or conditions, validated by the base support planning committee, that have a critical negative impact on the ability of a unit to perform its wartime mission, and require the aid of higher headquarters to resolve. LIMFACs will be updated and posted in this chapter as a minimum, after each semiannual review, TPFDD release, or when significant changes occur. Address LIMFACs, shortfalls, and overages by supported plan. Recommend use of the following format:

TRACKING NUMBER: DATE SUBMITTED: BASE OPR:

LIMFAC SUBJECT:

LIMFAC SUMMARY:

UNIT ACTIONS TAKEN TO RESOLVE LIMFAC:

ECD:

Attachment 45

FORMAT FOR IGESP/ESP
CHAPTER 44 - MAPS

PART ONE:

44.1. Depict base areas and facilities that will be used to support the base contingency mission and show all requirements for facilities and utilities. Generally describe the base layout and its location relative to known geographic landmarks, for example, "XXXX Air Base is approximately 5 miles southwest of city, (country). The base is serviced by major highway routes and is _____miles from the nearest railway."

44.2. Consolidate maps required by various functional activities. Include a general base layout and annotate the following areas or facilities (lodging, dining, medical, maintenance, supply, munitions, utilities, fuels storage and servicing, morgue and mass burial area, etc.). Identify NBCC area monitoring locations on base grid maps and/or 1:50,000 scale maps.

44.3. These layouts will also portray the areas for emergency use when existing facilities are saturated. Depicted should be such areas as emergency troop housing areas, aerial port and related areas, deploying vehicle parking, aircraft parking, field kitchens, field hospital in relation to existing facilities, tent city location, and other pertinent areas.

44.4. Utility layouts should reflect possible expansion of USAF and host nation lines. The use of layouts and depiction of major functional building is encouraged. Generally, maps should show the layout of functions to address the base missions in the base support plan. The maps should vary in scale so as to depict the overall layout and specific areas.

44.5. On base maps will be available using 1”=400’ and 1”=800’ scale for crash recovery/response and airfield maps will be available for damage plotting/minimum operating strip selection in the 1” = 100’ scale.

44.6. Maps should be documented by Civil Engineering representatives using standardized AutoCAD compatible software. Maps should be produced on a standard 30 inch by 42 inch construction drawing. Suggest using an engineering scale of 1 inch equals 400 feet. Maps should be coordinated with CE readiness, fire protection, engineering, CE Operations, EOD, Weapons Safety, flying operations representatives and logistics representatives.

PART 2: IS NOT DEVELOPED FOR THIS CHAPTER

Attachment 46

FORMAT FOR IGESP/ESP
CHAPTER 45 - COMBAT LOGISTICS SUPPORT SQUADRONS

The Logistics Group (LG) Commander or equivalent prepares this chapter, with inputs and assistance from flying, maintenance, transportation, and supply squadrons, and direct representation from HQ AFMC Combat Logistics Support Squadrons (CLSS) personnel. All Aerial Port operations identified in this chapter must be coordinated with HQ AFMC/LGX representation. Part 2 of this chapter will identify capabilities of CLSS that are OPLAN specific actions and procedures.

PART ONE: IS NOT DEVELOPED FOR THIS CHAPTER

PART TWO:

45.1. Contact the host base logistics plans office to determine OPLAN tasking for AFMC CLSS units. From that OPLAN's Time-Phased Force Deployment Data (TPFDD), list the number of personnel deploying to the location, include Unit Type Code (UTC) and Required Delivery Date (RDD). Identify any additional or tailored requirements during the conference/site survey.

45.2. Aircraft Battle Damage Repair (ABDR): Summarize ABDR support/mission during OPLAN operations. Include policies, procedures, and guidance necessary for mission accomplishment. Outline the general ABDR plan to support aircraft operations.

45.2.1. List any assumptions which impacts upon the ability to provide ABDR support during OPLAN execution.

45.2.2. Ensure that Chapter 24, Maintenance, identifies recall procedures when ABDR personnel are dispersed throughout the installation.

45.2.3. Summarize CLSS backshop and intermediate maintenance support/mission during OPLAN operations when ABDR is not required or being accomplished. Include policies, procedures, and guidance necessary for mission accomplishment. Outline the general CLSS plan to support aircraft maintenance operations other than ABDR.

45.2.4. Outline the concept of ABDR support that will be used at the location. Identify the organizational structure for the integration of ABDR teams. Identify locations for ABDR operations, any specialized support requirements, support equipment availability, and ABDR trailer availability.

45.2.4.1. Aerospace Ground Equipment (AGE) is vital to ABDR accomplishment, however ABDR teams do not deploy with AGE. AGE equipment to be utilized by ABDR teams must be identified by type and quantity required by each team deployed.

45.2.4.2. Shelf-life items are necessary for ABDR accomplishment. Identify procedures for acquisition of shelf-life items for ABDR repairs. Identify estimated types and quantities required.

45.3. Rapid Area Distribution Support (RADS): Summarize RADS support/mission during OPLAN operations. Include policies, procedures, and guidance necessary for mission accomplishment. Outline the general RADS plan to support supply and/or aerial port operations.

45.3.1. List any assumptions which impacts upon the ability to provide RADS support during OPLAN execution.

45.3.2. Ensure that Chapter 18, Supply, identifies recall procedures when RADS personnel are dispersed throughout the installation.

45.3.3. Outline the concept of RADS support that will be used at the location. Identify the organizational structure for the integration of RADS teams. Identify locations for RADS operations, any specialized support requirement, support equipment availability.

45.3.3.1. Material Handling Equipment (MHE) is vital to RADS accomplishment, however RADS teams do not deploy with MHE. MHE equipment to be utilized by RADS teams must be identified by type and quantity required by each team deployed.

45.3.4. Outline the concept of operations of RADS support at the Aerial Port of Embarkation (APOE). Identify the organizational relationships between the RADS team and the Tactical ‘Air Lift Control Element (TALCE) and/or the Air Mobility Support Squadron (AMSS).

45.4. Combat Packaging Support: Summarize Combat Packaging support/mission during OPLAN operations. Include policies, procedures, and guidance necessary for mission accomplishment. Outline the general Combat Packaging plan to support supply and/or aerial port operations.

45.4.1. List any assumptions which impacts upon the ability to provide Combat Packaging support during OPLAN execution.

45.4.2. Ensure that Chapter 20, Transportation, identifies recall procedures when Combat Packaging personnel are dispersed throughout the installation.

45.4.3. Outline the concept of Combat Packaging support that will be used at the location. Identify the organizational structure for the integration of Combat Packaging teams. Identify locations for combat Packaging operations, any specialized support requirements, support equipment availability.

45.4.3.1. MHE is vital to RADs accomplishment, however RADS teams do not deploy with MHE. MHE equipment to be utilized by RADs teams must be identified by type and quantity required by each team deployed.

45.5. Jet Engine Intermediate Maintenance (JEIM): Summarize JEIM support/mission during OPLAN operations. Include policies, procedures, and guidance necessary for mission accomplishment. Outline the general JEIM plan to integrate engine maintenance.

45.5.1. List any assumptions which impacts upon the ability to provide JEIM support during OPLAN execution.

45.5.2. Ensure that Chapter 24, Maintenance, identifies recall procedures when JEIM personnel are dispersed throughout the installation.

45.5.3. Outline the concept of JEIM support that will be used at the location. Identify the organizational structure for the integration of JEIM teams. Identify locations for JEIM operations, any specialized support requirements, support equipment availability.

45.6. CLSS Command and Control (C2) teams: Summarize C2 support/mission during OPLAN operations. Include policies, procedures, and guidance necessary for mission accomplishment. Outline the general C2 plan to support supply and/or aerial port operations.

45.6.1. List any assumptions which impacts upon the ability to provide C2 support during OPLAN execution.

45.6.2. Ensure that Chapter 1, Command Relationships, identifies recall procedures when C2 personnel are dispersed throughout the installation.

45.6.3. Outline the concept of C2 support that will be used at the location. Identify the organizational structure for the integration of C2 teams. Identify locations for C2 operations, any specialized support requirements, support equipment availability.

45.7. List all vehicle requirements for CLSS teams. This includes general purpose and specialized vehicles.

45.8. Address pre-positioning issues within the War Reserve Material (WRM) to include, Vehicle Authorization Listing (VAL), War Plans Additive Requirements Report (WPARR), and War Consumables Distribution Objective (WCDO).

45.9. Address all communications requirements. Include band identification for CLSS land mobile radios during deployment. Include DSN/Local requirements for all teams deployed.

Attachment 47

FORMAT FOR IGESP/ESP
SAMPLE SITE SURVEY STATEMENT OF REQUIREMENTS

Supported units should prepare a Statement of Requirements (SOR) to identify and consolidate in priority sequence all unit requirements that exceed organic capabilities. The SOR addresses all aspects of Combat Support (CS) and Combat Service Support (CSS), but is not a sequential or prioritized checklist.

Each page and paragraph must be marked with the appropriate classification markings.

1. ( ) References.
2. ( ) General Planning Data.
    - A. ( ) Unit requesting support:
    - B. ( ) Unit mailing and message addresses:
    - C. ( ) Deployed location where support is required:
    - D. ( ) Unit POCs (include office symbols and duty/fax phone numbers, e-mail addresses)
    - E. ( ) Number of deployed personnel requiring support:
    - F. ( ) Force Activity Designator:
3. ( ) Concept of Operations.
    - A. ( ) Mission. State the general mission for the deploying unit.
    - B.( ) How will the deploying unit support the tasked mission? Outline a Concept of Operations recap.
4. ( ) Concept of Support. What is the basic Concept of Support for unit support?
5. ( ) Assumptions.
    - A. ( ) Identify any planning assumptions the deploying unit is using.
    - B. ( ) If appropriate, relate the assumptions to specific requirements.
6. ( ) Command and Control.
    - A. ( ) Describe the functional command and control of the unit.
    - B. ( ) Attach an organization diagram. Describe where the liaison will occur between the supported unit, supporting unit, and host nation (if necessary).
7. ( ) Requirements - By Class of Supply.
    - A. ( ) Class I - Rations
        - (1) ( ) Dining facility requirements. What are your needs?
            - a. ( ) Colonel or General Officer (COGEN) mess.
            - b. ( ) Officer mess.
            - c. ( ) Enlisted mess.
            - d. ( ) Combined mess.
        - (2) ( ) Flight lunches. Determine requirements for flight lunches.
        - (3) ( ) Meal payments. Determine how individuals will pay for meals.
            - a. ( ) Cash collection.
            - b. ( ) Payroll deduction.
            - c. ( ) Meal cards. Signatures, if under field conditions.
        - (4) ( ) Dining facility hours. Are 24-hour dining facilities required?
        - (5) ( ) Equipment augmentation. Determine if there are requirements for equipment augmentation.

(6) ( ) Combat rations. Estimate the number of combat rations required, for a 30-day period.

a. ( ) Meal, Combat, Individual (MCI) and Long-Range Reconnaissance Patrol (LRRP).

b. ( ) Meal, Ready-to-Eat (MRE).

b. ( ) Unitized Group Rations (UGR)

c. ( ) Other (specify)

(7) ( ) Prepositioned rations. Are prepositioned rations required? If so, what type and quantity?

B. Class II - Clothing, Individual Equipment, and Admin Supplies

(1) ( ) Self-service, base supply service store items. List requirements.

(2) ( ) NBC Equipment. List requirements.

(3) ( ) Sustainment. List other Class II items required.

(4) ( ) Reproduction equipment. What reproduction equipment is needed?

C. Class III - Petroleum, Oil, and Lubricants (POL). Determine which of the following POL is needed for 30 days. List by type and quantity.

(1) ( ) Motor gasoline (MOGAS).

(2) ( ) Diesel fuel (Specify DF1 or DF2).

(3) ( ) Aviation fuel (Specify JP4, JP5, JP8, JPTS, etc).

(4) ( ) Oil (bulk).

(5) ( ) Grease.

(6) ( ) Coolants.

(7) ( ) Packaged POL or other lubricants.

(8) ( ) Cryogenics.

a. ( ) Liquid oxygen (LOX).

b. ( ) Liquid nitrogen (LIN).

D. Class IV - Construction Material. Determine requirements for building/barrier materials for the following.

(1) ( ) Admin/Command Post.

(2) ( ) Tactical/defensive use.

(3) ( ) Rigging/shoring.

(4) ( ) Concertina/barbed wire.

(5) ( ) Other. Specify.

E. Class V - Munitions. Determine requirements over those brought with the Unit Basic Load (UBL). What were the planning factors used to forecast consumption rates?

F. Class VI - Personal Demand Items. Determine requirements. Use the planning factor of no personal demand items for the first 30 days of the deployment.

G. Class VII - Major End Items: racks, Pylons, Tracked Vehicles, etc. What major end items will the unit deploy?

H. Class VIII - Medical Materials.

(1) ( ) Determine the requirements for Class VIII supplies by nomenclature, NSN, quantities, and special requirements associated with a particular item such as refrigeration.

(2) ( ) Determine need for Class VIII supplies peculiar to the area of responsibility (AOR); do they have to be specifically acquired (such as antivenims)?

(3) ( ) Determine availability of host nation Class VIII for emergency purposes.

I. Class IX - Repair Parts.

(1) ( ) Mandatory parts list. Does the unit have a mandatory parts list to support the deployed equipment? How will the unit's parts list be resupplied?

(2) ( ) Wing Materiel Listings or Prescribed Load List (PLL). Does the unit have a listing of the repair parts to support the end items such as the following:

a. ( ) Weapons.

b. ( ) Communications equipment.

c. ( ) Vehicles.

d. ( ) Support equipment, such as ground power generators.

(3) ( ) Equipment. Determine if the unit has nonstandard or commercial equipment. List by type, model, and manufacturer. Identify how repair parts will be obtained for this equipment.

J. Class X - Material for Non-Military Programs. Determine requirements, list by type and quantity.

K. Other.

(1) ( ) Emergency Resupply. Identify requirements for emergency resupply "Push packages." Specify by NSN, Nomenclature, and quantity. Attach as separate enclosure for each type of Push Package.

(2) ( ) Maps and Photographs. Identify requirements for maps and aerial photographs.

8. ( ) Services.

A. ( ) Field and Engineering Services.

(1) ( ) Equipment Power Ratings. Determine power rating needed for support equipment. Determine power requirements over and above organic generating capability.

(2) ( ) Equipment-Power Compatibility. If supplied with commercial power at the deployed wartime location, determine the following.

a. ( ) Is the equipment compatible?

b. ( ) Are plug adapters required? What voltage, how many?

c. ( ) Are transformers required? What voltage and how many?

(3) ( ) Water Requirements. Identify daily requirements for potable water and how you determined your requirements.

(4) ( ) Pest Control Requirements. Determine requirements for rodent/insect control assistance.

(5) ( ) Heavy Engineer Equipment Requirements. Identify requirements for heavy equipment, such as bulldozers and cranes.

B. ( ) Other Services.

(1) ( ) Linen Requirements. List by type and quantity. Determine how often linen will be exchanged.

(2) ( ) Laundry Cleaning. List pounds per week. If none, state so.

(3) ( ) Other Services. Identify other services needed.

9. ( ) Maintenance.

A. ( ) Personnel Requirements. Determine if there are enough personnel to conduct the following maintenance. If not, list what augmentation is needed by AFSC/MOS, Grade, and Quantity.

(1) ( ) Aviation.

(2) ( ) Communications.

(3) ( ) Vehicles.

(4) ( ) Support Equipment.

(5) ( ) Munitions/Weapons.

B. ( ) Other Maintenance Equipment. List commercial/non-standard equipment that must be maintained.

10 ( ) Transportation.

A. ( ) Air Transportation.

(1) ( ) Unit Load Plans. Provide copies of unit load plans.

(2) ( ) Equipment and Personnel. Determine requirements for additional materiel handling equipment (MHE) and personnel at the deployed airfield. Specify.

(3) ( ) 463L Aircraft Pallets. Determine requirement for 463L pallets, cargo nets, and dunnage (4 inch X 4 inch X 8 foot timbers or 6 inch X 6 inch X 8 foot timbers for rollerized tines) at the deployed location.

(4) ( ) Passenger Facilities. Are passenger facilities needed? Specify.

(5) ( ) Cargo Handling Capabilities.

a. ( ) What organic cargo capabilities does the unit have to move their cargo off the airfield?

b. ( ) Identify requirements for an Arrival/Departure Airfield Control Group (A/DACG).

c. ( ) Identify aircraft explosives cargo parking areas and requirements.

(6) ( ) Airfield Requirements. Determine requirements for the airfield to support the following:

a. ( ) C-130's.

b. ( ) C-141's

c. ( ) C-5's

d. ( ) C-17's

e. ( ) Wide Body Aircraft: KC-10, MC-11, 747s.

f. ( ) Other (Specify).

(7) ( ) Airfield Services. Determine requirements for airfield services.

a. ( ) Fleet Services.

b. ( ) Other (Specify).

(8) ( ) Airfield Operations. Determine requirements for airfield operations provided by other sources.

a. ( ) Air Traffic Control.

b. ( ) Airfield Lighting.

(9) ( ) Flightline Facilities. Determine requirements for <u>other aircraft</u> flightline facilities.

B. ( ) Ground Transportation. Determine requirements for supplemental vehicles. Specify by type of vehicles and quantity.

(1) ( ) Commercial type, general purpose military vehicles.

a. ( ) Sedans.

b. ( ) Carryall.

c. ( ) Bus.

d. ( ) Ambulance.

e. ( ) Other. Specify(Specify).

(2) ( ) Tactical/Special Purpose Vehicles.

a. ( ) Trucks/Trailers.

b. ( ) Wreckers and Cranes.

c. ( ) Aircraft towing vehicles.

d. ( ) Ambulances.

e. ( ) Fire trucks.
f. ( ) Maintenance step vans.
g. ( ) Material Handling Equipment (MHE).
h. ( ) Other vehicles. Specify(Specify).

C. ( ) Water Transportation. Determine water transportation needs, specify.

11. ( ) Facilities.

A. ( ) Maintenance Facilities.

(1) ( ) Vehicle maintenance requirements.

a. ( ) Number of bays/pits.
b. ( ) Wash racks.
c. ( ) Parking, hardstand.
d. ( ) Secure storage (for tools, equipment and parts)

(2) ( ) Communications/Signal maintenance requirements.

a. ( ) Power.
b. ( ) Secure storage (for tools, equipment and parts).

(3) ( ) Aviation maintenance area requirements.

a. ( ) Aircraft parking area (hardstand).
b. ( ) Secure storage (for tools, equipment and parts)

(4) ( ) Munitions/Weapons maintenance area requirements. Identify weapons maintenance area requirements.

B. ( ) Lodging Facilities.

(1) ( ) Lodging requirements. List the number of beds required and what square footage per person planning factor was used to derive the requirement.

a. ( ) Officers.
b. ( ) Senior Enlisted.
c. ( ) Enlisted.
d. ( ) Females.
e. ( ) Aircrew.

(2) ( ) Tents. What organic tent capabilities will the unit deploy with? Are additional tents required? Specify number and types of tents required.

(3) ( ) Latrines and Showers. Requirements will be determined using standard engineering planning factors based on the quantity of lodging tents required.

C. ( ) Medical Facilities. Determine requirements for facilities.

(1) ( ) Hospital beds.
(2) ( ) Treatment rooms.
(3) ( ) Dental treatment rooms.
(4) ( ) Laboratory.
(5) ( ) X-ray rooms.
(6) ( ) Pharmacy.
(7) ( ) Other. Specify.

D. ( ) Other Facilities. By function and square feet.

(1) ( ) Headquarters.
(2) ( ) Operations Center.
(3) ( ) Logistics Readiness Center (LRC).
(4) ( ) Communication/Signal Center.
(5) ( ) Antenna fields.

(6) ( ) Cargo Marshalling Area.
(7) ( ) Personnel Reception Facility.
(8) ( ) Dining Facility.
(9) ( ) Isolation Facility.
(10) ( ) Parachute rigging/drying building.
(11) ( ) Munitions storage facility.
(12) ( ) Ranges. Identify the types of weapons requiring ranges.
(13) ( ) Drop zones.
(14) ( ) Secure facilities. For storing, receiving, and transmitting classified information.

12. ( ) Personnel and Services.

A. ( ) Personnel.

(1) ( ) Air Force Specialty Code (AFSC) or Military Occupational Specialty (MOS). Identify critical personnel, for unit planning purposes.
(2) ( ) Will a commander or first sergeant deploy with the unit?
(3) ( ) Personnel action dissemination. Determine how personnel actions, such as assignments, will be routed.
(4) ( ) Casualty reporting. Determine how casualty reporting will be conducted.
(5) ( ) Civilian Personnel requirement. Identify civilian or civilian contracted personnel requirements.

B. ( ) Administrative Services.

(1) ( ) Reproduction and word processing. Determine requirements beyond the deploying unit's capability to support.
(2) ( ) Equipment requirements. Determine requirements for other administrative equipment. Specify.
(3) ( ) Postal. Identify postal requirements.

C. ( ) Finance. Determine finance support requirements. Identify what is required.

D. ( ) Religious Support. Determine religious support requirements, other than those provided by the unit ministry team.

E. ( ) Legal. Determine requirements for Staff Judge Advocate (SJA) support.

F. ( ) Public Affairs. Determine requirements for Public Affairs Officer support.

13. ( ) Medical.

A. ( ) Patient Care.

(1) ( ) Determine medical services requirements over and beyond the unit's capabilities. Specify what is required.

a. ( ) Inpatient.
b. ( ) Outpatient.
c. ( ) Aviation or flight medicine.
d. ( ) Dental or oral surgery.
e. ( ) General Surgery.
f. ( ) Internal medicine.
g. ( ) Other. Specify.

B. ( ) Medical Evacuation.

(1) ( ) Aeromedical Evacuation. Determine aeromedical evacuation requirements. Specify what is required and services to be provided.
(2) ( ) Overland Evacuation. Determine the need for ambulances. If so, specify type, as well as other needs.

C. ( ) Field sanitation equipment.
D. ( ) Preventive medicine services.
E. ( ) Dental services.
F. ( ) Laboratory services.
G. ( ) Bioenvironmental Engineering.

14. ( ) Communications or Signals.
A. ( ) Terminal equipment and access. Determine requirements for the following.
(1) ( ) Supplemental terminal equipment. Specify by type and quantity.
(2) ( ) Access to Host Nation (HN) commercial telephone system. Specify.
(3) ( ) Access to HN military and/or commercial telegraph network.
(4) ( ) Access to HN military and/or commercial teletype system.
(5) ( ) Access to automatic secure voice communications (AUTOSEVOCOM).
(6) ( ) Access to Defense Data Network (NIPRNET/SIPRNET) or commercial networking systems. Consider Information Operations.
(7) ( )Access to HN military and/or commercial video teleconferencing resources.
B. ( ) Transmit/Receive Sites. Determine the number, location, and how many sites will be required.
C. ( ) Communications/Signal Maintenance Support. Determine the requirements for supplemental maintenance support.
D. ( ) Frequency Requirements. Determine the number of separate frequencies needed.
E. ( )COMSEC. Determine keying material support and resupply procedures.
F. ( ) Maintain a map of R-F radio frequency (R-F) energy due to ground and airborne emitters (transmitters) and their project radiating locations.

15. ( ) Weather
( ) Forecasts and observations. Define requirements for these products.
( ) briefings. Determine need for weather briefings and dissemination of weather data.

16. ( ) Security.
A. ( ) Identify what organic security capabilities the unit will deploy with.
B. ( ) Determine which of the following functions will be required.
(1) ( ) Access control.
(2) ( ) Flightline control.
(3) ( ) Investigations.
(4) ( ) Base Defense Operations

Attachment 48

IC 2004-1 TO AFI 10-404, BASE SUPPORT AND EXPEDITIONARY SITE PLANNING

9 MARCH 2004

SUMMARY OF REVISIONS

This revision incorporates Interim Change IC 2004-1. This change to AFI 10-404, Base Support and Expeditionary Site Planning integrates the In-garrison Expeditionary Site Plan (IGESP) and the Expeditionary Site Survey Process (ESSP) into the plan. The IGESP is primarily developed for locations with a permanent Air Force presence, and is fully developed by the collaborative planning efforts of many functional experts with a deliberate planning time line. IGESPs were formerly known as Base Support Plans (BSPs). The ESSP improves our capability to effectively identify potential operational locations and collect, store, and access site data in support of the warfighter decision-making process. This process will provide decision-makers with standardized, substantive, and reliable site survey information essential to successful mission accomplishment. Furthermore, standardization of the ESSP process will lead to a greater understanding of responsibilities at all levels, and greatly improves our expeditionary capability. A "|" indicates revised material since the last edition.

1.1. Objectives. The objectives of in-garrison expeditionary site plans (IGESP) and expeditionary site planning (ESP) are to determine capabilities and apply them to contingency operations. The Expeditionary Site Survey Process (ESSP) is a subset of the overall expeditionary site planning process. Expeditionary site planning is the foundation for Air Force expeditionary operations; this AFI is the governing document for the ESSP. It provides the focus, guidance, and integration, and prioritizes the actions for the site survey teams. It provides the necessary detailed information required by planners at all levels--strategic, operational, and tactical. Whether they are developing the Air Campaign, the aircraft basing plan supporting the air campaign, or preparing to deploy a unit forward to execute the plan – each requires similar information with which to begin planning. The primary difference between the three examples is the level of detail required to execute their planning. The ESSP provides the expeditionary site planning process a standard operational method for data collection and data storage for potential operating locations.

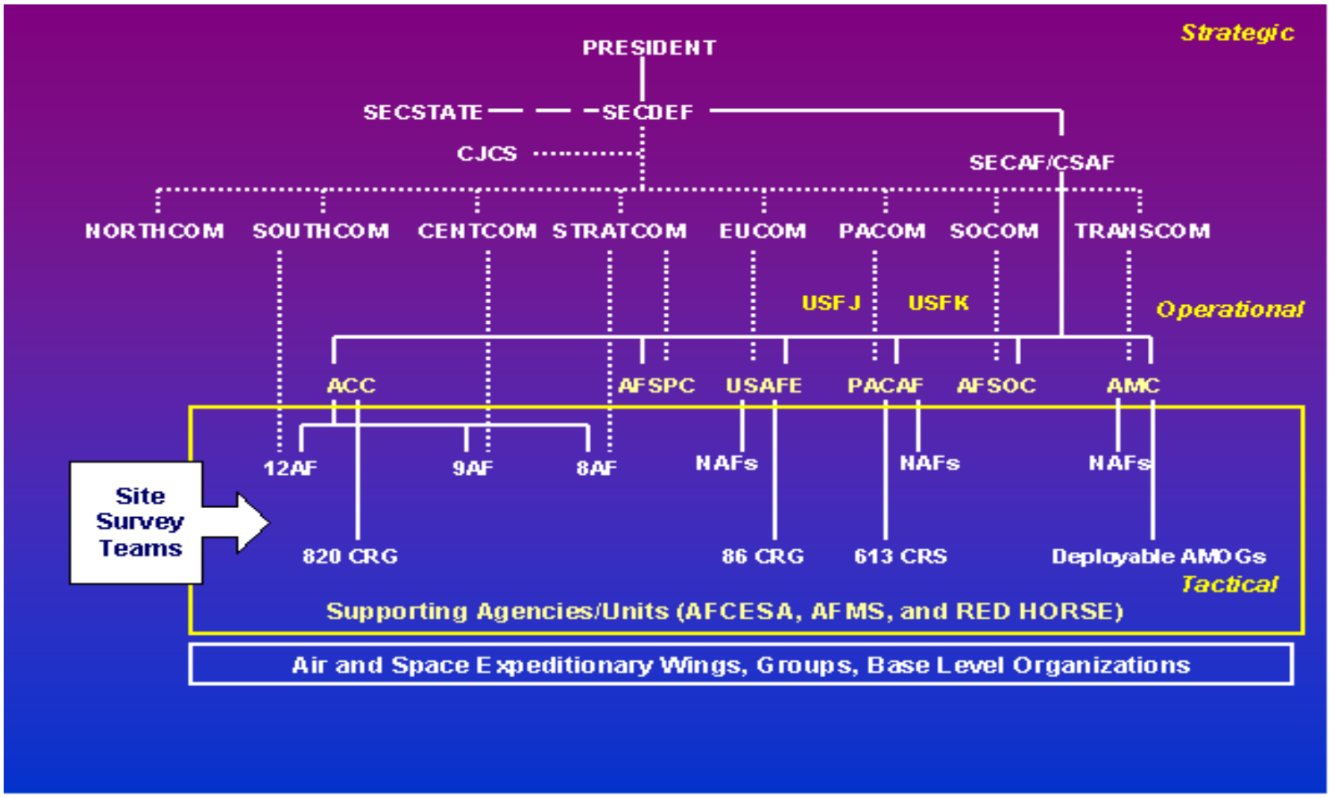
1.1.1. Part I of the in-garrison and expeditionary site plan identifies resources and capabilities of a location by functional area and is the focus of the expeditionary site survey. For contingency requirements, Part II of the plan allocates resources identified in Part I, assesses the ability to support the operation, and identifies limiting factors (LIMFACs). It is through these plans that all units operating out of the location become familiar with the existing resource allocations and key tactics, techniques, and procedures (TTPs).

1.1.2. The ESSP is a strategic vision that defines the site survey process in operational and tactical terms. Air Force units and personnel should plan and execute site surveys by using the ESSP to plan employment, reception and beddown, employment, and sustainment of air and space expeditionary forces.

1.1.3. The Goldwater-Nichols Department of Defense (DOD) DOD Reorganization Act of 1986 established the operational chain of command for the DOD from the President to the Secretary of Defense to the combatant commanders. Title 10, United States Code 163, the Unified Command Plan (UCP) direct that communications between the President/Secretary of Defense and the combatant commanders be transmitted through the Chairman, Joint Chiefs of Staff (CJCS). The commanders of combatant commands exercise command authority (CoCom) of assigned forces and are directly responsible to the President and Secretary of Defense for the performance of assigned missions and preparedness of their

commands. There are nine combatant commanders with five having geographic responsibilities. These combatant commanders are each assigned an Area of Responsibility (AOR) by the UCP and are responsible for all operations within their designated areas; U.S. Southern Command, U.S. Central Command, U.S. European Command, U.S. Pacific Command, and U.S. Northern Command (includes Homeland Defense). During wartime, the Commander of U.S. Forces Korea (USFK), which is a subordinate command to USPACOM in peacetime, becomes the Commander, United Nations Command, and Commander of the Republic of Korea (ROK)-U.S. Combined Forces Command. The other four combatant commanders have worldwide functional responsibilities not bounded by geography: U.S. Special Operations Command, U.S. Strategic Command, U.S. Transportation Command, and U.S. Joint Forces Command. Assigned to each of these combatant commands is an Air Force component command. At the operational level, the component command commander advocates air and space power, provides expertise and advice to the combatant commander, and exercises day-to-day command authority over air and space forces. Each Air Force component command will have a program office responsible for site survey planning and execution. The responsible Air Force component command program office will work with Combatant Commander planning staffs to develop a theater-wide Site Survey Priority List (SSPL). The program office will also orchestrate the execution of site surveys in coordination with Air Mobility Command and supporting agencies to ensure site data is collected, stored, and accessible worldwide in accordance with the standardized ESSP defined by this AFI. **Figure 1.1.**, Military Command Relationships, depicts the chain of command that affects expeditionary site planning, the level of involvement (Strategic, Operational, or Tactical), and the command relationship between key players in the process.

Figure 1. Military Command Relationships.



1.2. Products. The expeditionary site planning process produces an In-Garrison Expeditionary Site Plan (IGESP) and an Expeditionary Site Plan (ESP). IGESPs are primarily developed for locations with a permanent Air Force presence, and are fully developed by the collaborative planning efforts of many functional experts with a deliberate planning time line. ESPs are chiefly associated with locations without a permanent Air Force presence and may contain only the minimum data necessary to make initial beddown decisions (quick reaction site survey information in Part I). ESPs may be developed in short time frames to meet contingency needs without full staffing or coordination. IGESPs and ESPs follow the format templates in the attachments to AFI 10-404, Base Support and Expeditionary Site Planning or the Survey Tool for Employment Planning application. The new Expeditionary Site Survey Process (ESSP) defines the capability and procedures to effectively identify potential operational locations and collect, store, and access site data in support of warfighter decision-making processes. This process will provide decision-makers with substantive and reliable site survey information essential to performing their jobs well. Furthermore, the standardization of the process will enable the process to move faster, lead to a greater understanding of responsibilities at all levels, and a greatly improve the quality and usefulness of expeditionary site planning data.

1.3. Processes. Agile combat support (ACS) is a core competency of the Air Force and includes the processes that create, sustain, and protect all aerospace capabilities necessary to accomplish mission objectives across the spectrum of conflict. It is the product of processes that ready the force, prepare the battle space and position, employ, sustain, and recover the force. Expeditionary combat support (ECS) is the tailored ACS capability deployed to expeditionary sites to provide for Aerospace Expeditionary Forces (AEF) employed and engaged in operations. This capability is produced by rapidly deployable, tailored forces executing ACS processes to beddown, employ, maintain, protect, and redeploy tactical components of air and space power and production. As part of ACS and ECS, the expeditionary site planning process defines capability, establishes resource allocation, and determines solutions to shortages/limitations. A rigorous expeditionary site planning process is essential to determine contingency beddown locations, deployment requirements, tailoring decisions, and resource allocations. Where existing capabilities fall short of mission requirements, this process facilitates decisions for successfully sustaining the mission. The process result is an IGESP/ESP that defines the information necessary for making beddown, reception, and deployment-planning decisions. The collaborative planning required by all functional areas to create a coordinated/integrated ESP results in the maximum benefit of the process. At the unit level it represents a capability assessment and an employment plan for the tactical level. For MAJCOM/NAF/Air Component staffs, it quantifies theater/AOR support capabilities at the operational level. At HQ USAF, it presents service level data for strategic level planning and requirements determination.

1.3.1. This Air Force Instruction is the governing document for the ESSP. It provides the focus, guidance, and integration, and prioritizes the actions for the site survey teams. It provides the necessary detailed information required by planners at all levels--strategic, operational, and tactical.

1.4. Systems Support. The Logistician's Contingency Assessment Tools (LOGCAT) is a NIPRNET/SIPRNET-based suite of standard systems tools that enables automated, employment-driven, agile combat support planning. LOGCAT supports the expeditionary site planning process by accurately and rapidly identifying resources and combat support requirements at potential employment locations, providing beddown capability analysis and LIMFAC identification, and facilitating force tailoring decisions to reduce the overall deployment footprint. LOGCAT consists of three components that are mandated for use when they are available at all levels of command. LOGCAT users are required to obtain a LOGCAT NIPRNET/SIPRNET user password from their MAJCOM office.

1.4.1. Survey Tool for Employment Planning (STEP). Partially automates the overall expeditionary site planning process and standardizes IGESP/ESP products via a sophisticated, multimedia tool for the collection of site data. STEP is designed for in-garrison or deployed configurations, and incorporates functionally based checklists to methodically capture site survey data in a standardized formats. STEP organizes survey data to facilitate beddown analysis and LIMFAC identification. STEP enables IGESP/ESP development with separate Part I and Part II modules. STEP provides a Part I capability that facilitates Part II development. Use of STEP for developing IGESP/ESPs is mandatory. Units unable to use STEP Part II for IGESP/ESPs (as a result of no SIPRNET connectivity or other reasons) must request a waiver from HQ USAF/ILGD through the appropriate MAJCOM/LGX or equivalent. Waiver requests should include, as a minimum, the reason why STEP cannot be used, resolution actions, get well date, and temporary work-around solution.

1.4.2. Employment Knowledge Base (EKB). EKB is the LOGCAT database that stores all STEP-produced IGESPs and ESPs. It also contains National Imagery and Mapping Agency (NIMA) airfield data, and other information critical to contingency beddown planning. LOGCAT users are to enter Part I data via the NIPRNET only. Part I data on the classified network will be updated via the data synchronization capability from the unclassified STEP. (**WARNING**) Never update Part I data while in the Part II (SIPRNET) portion of the EKB.

1.4.3. Beddown Capability Assessment Tool (BCAT). BCAT is a robust decision support tool for assessing the extent to which base/site capabilities can support planned mission activities over a designated period of time. BCAT processes data from multiple sources including the EKB (survey data captured using STEP) to perform a day-to-day assessment by comparing mission requirements to site capabilities for petroleum, oil, and lubricants (POL), munitions, parking, lodging, meals, and to a limited extent, airlift throughput. With information generated by the analysis, BCAT presents LIMFACs using various graphical and tabular presentation modes. From the results, planners can anticipate the future need for capabilities and make informed decisions to mitigate LIMFACs. BCAT analysis supports IGESP Part II and ESP development.

1.5. ESSP Enablers. Worldwide accessibility to data storage is possible and necessary for planning accuracy and risk analysis of intended expeditionary sites. Planners and surveyors must be able to take advantage of the Department of Defense Communications network, the Global Command and Control System (GCCS) and Global Combat Support System (GCSS) infrastructures. Data collected in the field must be transported to data stores in time to support impending operations. Planners must have access to the most current data to advise senior leaders on courses of action concerning expeditionary site selection. Data sharing will eliminate redundancy in collection efforts and help in right sizing deploying forces.

1.6. Integrated Data Collection Tools and Equipment. Standardized tools are integral to effective collection, storage, and access of data gathered during a site survey. Collecting data accurately and reliably requires site survey teams to use standardized tools to support the site survey process. Integrated data collection tools and equipment are designed and utilized to collect tabular and geospatial data. The cornerstone of these tools is the site survey checklist and its integration of tabular and geospatial data. The Wing Commander-scanned certification page should be imported via multimedia into the General Site Information Chapter. The responsible MAJCOM, in coordination with the appropriate Air Force Component, will determine certification authority in cases where the wing/installation commander cannot be the Certifying official; i.e., lead wing commander or air force component commander. The Air Force Component Commander may delegate this responsibility. Other Site Survey Checklist data fields not included within the LOGCAT system should be populated within the miscellaneous field. It is designed to prioritize func-

tional team member actions and facilitate the sharing of information while preventing duplication of effort. Properly trained personnel will be able to utilize these tools to collect integrated site data. The standardized tools focus the team and optimize activities, especially when situation restrictions may limit time available on the ground at the site. MAJCOMs or other higher headquarters must plan for and acquire the equipment required by their site survey teams. The headquarters must ensure requirements are identified and submitted as part of the United States Air Force Program Objective Memorandum (POM) for funding. Each site survey team will have its own equipment. Equipment should be compatible with current expeditionary site planning standards. This equipment will include both functional area-unique and common equipment. Equipment must meet the following standards:

1.6.1. Equipment must comply with guidelines for preventing unauthorized transfer of technology

1.6.2. Equipment should be unclassified

1.6.3. Equipment must be transportable by commercial means

1.6.4. Equipment must fit in suitcase-sized carriers

2.1. General. This chapter describes functional area roles and responsibilities for the planning, preparation, and execution of the expeditionary site planning and survey processes. Both processes significantly impact beddown and campaign plan decisions for all military branches. Consequently, roles and responsibilities must be clearly defined and unambiguous. Therefore, it is important that each organization's role is known and understood by all involved. The following cross-functional responsibilities touch many organizations and agencies and depict the basic responsibilities of each level of command.

2.1.1. Cross-Functional Responsibilities for IGESP/ESP. The format for IGESP/ESP is by functional chapters, and templates for each are included as attachments to this instruction. The table of contents of this instruction specifies the office of primary responsibility (OPR) for each chapter. Functional OPRs are responsible for ensuring the template includes the functional content necessary to meet expeditionary site planning objectives.

2.1.2. Cross-Functional Responsibilities for Expeditionary Site Planning Standard Systems Applications. The rule-based logic contained in BCAT or its replacement is derived from functional area policy, technical data, and subject matter expert experience – examples include aircraft parking space data, aircraft refueling flow rates, meal consumption data, etc. The “electronic checklist” in STEP is derived from widely used checklists and functional expert input. Functional area managers are responsible for keeping BCAT rules and STEP data elements current through coordination with AF/ILGD, and the respective MAJCOM and expeditionary site planning OPR as appropriate.

2.2. The Directorate of Logistics Readiness (HQ USAF/ILG). Responsible for the Air Force Expeditionary Site Survey Planning process, policy, and guidance.

2.2.1. Provides oversight of USAF contingency site survey process. Assist lead MAJCOMs efforts to de-conflict competing site survey requirements/resources when necessary.

2.2.2. Exercises management control over the expeditionary site planning program to insure availability of accurate and current data for contingency logistics planning. Perform quarterly review of EKB data for currency based on scheduled MAJCOM actions for IGESP/ESP entries/updates. During the interim period of LOGCAT fielding, assess data currency by coordinating quarterly with MAJCOMs that are unable to use STEP and the EKB.

2.3. MAJCOM/Command Logistics Plans Function. Provides command policy and guidance for implementing in-garrison expeditionary support (IGESP), and expeditionary site planning (ESP) concepts to meet their specific missions.

2.3.1. Ensure all subordinate bases develop IGESP Part I. Coordination of this requirement with other services may require service component agreements at MAJCOM level if the AF unit is a tenant a Sister Service location.

2.3.2. Ensure subordinate bases with support/combat responsibilities (i.e. reception, throughput, training, etc.) develop IGESP Part II. At locations where USAF is not the host component, coordination of this requirement with other services may require service component agreements at MAJCOM level if the AF unit is a tenant a Sister Service location.

2.3.3. To facilitate management control, maintain a roster of subordinate bases (including forward operating locations where USAF may or may not maintain a presence) that require either an IGESP or ESP. Follow the format in figure 2.1 (sort the locations based on the next activity date), classify appropriately, and forward to HQ USAF/ILGD on a quarterly basis (end of Jan, Apr, Jul, and Oct).

Figure 2.1. Sample IGESP/ESP MAJCOM Roster.

	DATES					EKB
LOCATION	**PART 1**	**PART 2**	**ESP**	**NEXT ACTIVITY**	**ACTIVITY**	**UPLOADED**
COB #1	Jan-2002	Jan-2002	NONE	Feb-2003	PART 1 & 2	NO
MAIN BASE	Jul-2001	Jul-2001	NONE	Mar-2001	PART 2	YES
MAIN BASE	May-2001	May-2001	NONE	May-2001	PART 1 & 2	YES
FOL #1	NONE	NONE	NONE	Oct-2001	PART 1	NO
SSPL SITE #1	NONE	NONE	Nov-03	IAW Component CC	ESP	NO

2.3.4. Identify a point of contact (POC) to HQ USAF/ILGD for all MAJCOM related expeditionary site planning issues. The MAJCOM POC represents the respective MAJCOM at the LOGCAT FRB and is a voting member.

2.3.5. Provide planning information to subordinate units (i.e., all forces time-phased force deployment data (TPFDD), war consumables distribution objective (WCDO), war plans additive requirements report (WPARR), vehicle authorization list (VAL), War and Mobilization Plan (WMP), etc.) and identify baseline-planning data for IGESP/ESP development.

2.3.6. Develop a review process for IGESP/ESPs in coordination with the responsible numbered Air Force (NAF). Request MAJCOM functional area support to provide plan inputs for those areas where functional expertise does not exist within the subordinate unit or NAF. Where appropriate, coordinate with host wing, host wing NAF, and host wing MAJCOM logistics plans agencies during review process. Maximize LOGCAT applications to expedite and standardize overall review process.

2.3.7. Monitor subordinate unit limiting factor (LIMFAC) reports in coordination with the appropriate NAF. Staff validated LIMFACs with appropriate MAJCOM/Command functional managers for resolution actions. As appropriate, coordinate resolution actions and prioritization of effort with MAJCOM senior staff, and NAF. Maintain a database of LIMFAC status and issue resolution.

2.3.8. Develop policy for performing staff assistance visits (SAVs) with subordinate units as required. The purpose of SAVs is to review the overall expeditionary site planning process, provide guidance, clarification, and training. The SAV program should be executed in coordination with responsible NAFs.

2.3.9. Coordinate with MAJCOM Inspector General (IG) to ensure proper evaluation of in-garrison and expeditionary site planning processes and products across all functional areas.

2.3.10. Manage all MAJCOM related aspects of fielding, using, and sustaining expeditionary site planning standard systems applications such as LOGCAT and or its replacement.

2.3.11. Provide oversight of MAJCOM contingency site survey processes. Develop policy to insure site survey information is collected with STEP and stored in the EKB when possible. Avoid duplication of effort, and ensure enough data is collected during site surveys to facilitate beddown analysis with BCAT as appropriate. Assist AMC/A3 with the development and maintenance of the Site Survey Priority List (SSPL) for near-term (two years) site surveys at locations that are most likely to be used for primary missions, humanitarian assistance operations, or unique MAJCOM/AOR requirements. SSPLs should be developed in concert with supported commands, subordinate units, and contingency taskings. Update SSPLs semiannually, classify as appropriate, and forwarded to HQ USAF/ILGD NLT 31 March and 30 September each year. MAJCOMs and Centers (AETC, AFMC, AFRC, and ANG) without an AOR responsibility are exempt from the SSPL report.

Figure 2.2. Site Survey Priority List (SSPL) (Suggested Format).

PRIORITY	LOCATION	OBJECTIVE	REASON	DATE
1	FRIENDLY FOL	IGESP PART I & II	OPLAN TASKING	SEP 2001
2	MUST HAVE CIRF	IGESP PART I & 2	CONPLAN TASKING	OCT 2001
3	AFRICAN SOCCER FIELD	ESP	POSSIBLE HUMRO SITE	MAR 2002
4	STRATEGIC ATOLL	ESP	ENROUTE STOP	TBD

2.3.12. Identify to subordinate NAF and wing logistics plans functions their roles and responsibilities in meeting expeditionary site planning objectives.

2.3.13. Identify and resolve IGESP and ESP issues impacting other MAJCOM units, including Air National Guard and Air Force Reserve units with their respective MAJCOM logistics plans functions.

2.4.1. Inspector General (IG). Evaluate expeditionary site planning processes and products. Coordinate with the MAJCOM expeditionary site planning OPR for evaluation guidelines and metrics.

2.4.4. Provide assistance and inputs for IGESP/ESP development when functional expertise is not resident at subordinate levels.

2.4.5. Further refine functional chapter and/or ESP requirements to reflect unique AOR and/or MAJCOM necessities. Include these refinements in a MAJCOM instruction or supplement to this document.

2.5.1. Review AOR wartime and contingency requirements and identify all aircraft, personnel (to include noncombatant evacuees and all services), and equipment competing for base resources. Review all other planning efforts to include base operability actions, reception task force responsibilities, command and control structures, facility and utility usage, security requirements, noncombatant evacuation planning (to include Safe Haven operations), tenant planning involvement, and host-nation support.

2.5.2. Sponsor, host, and fund USAF participation in applicable IGESP and ESP conferences at USAF beddown and en route support locations within their AORs. Specifically, ACC is responsible for SOUTHCOM, JFCOM, and CENTCOM AORs, USAFE is responsible for EUCOM AOR, PACAF is responsible for PACOM AOR, and responsible parent MAJCOMs for CONUS based installations. MAJCOMs may delegate any or all of these responsibilities to subordinate NAF/wing within the AOR.

2.5.3. Facilitate the development of ESPs for beddown or support locations in their AOR that do not have a major Air Force presence. All efforts will be made to develop ESPs with Parts I and II -- as a minimum, develop the ESP Part I. When the host country severely restricts access to a location, the ESP should be completed to the extent possible with ongoing efforts to complete the plan. Coordination of this requirement with other services may require service component agreements at MAJCOM or COMBATANT COMMANDER level.

2.6. Other Air Force Component Command (MAJCOM/NAF in component role) Staff Functions. Provide guidance and assistance as necessary for developing and/or reviewing IGESP/ESP functional chapters. Coordinate all site survey requests with the MAJCOM logistics plans function and insure site survey information is collected with STEP and stored in the EKB when possible.

2.7. Deploying Unit Commander. Coordinate all site survey requests with AOR and parent MAJCOM logistics plans function. Review IGESP/ESPs for locations their units are tasked to deploy to or transit through. Deploying unit commanders will coordinate with and advise the reception base or transit location of unique support requirements, suggested changes, or other impacts on reception planning. Units are encouraged to participate in site surveys or planning conferences at their deployment locations to coordinate requirements and plan for the most effective use of resources. Every effort should be taken to accomplish ESP site surveys or planning conferences in conjunction with scheduled deployments and/or exercise participation. These visits facilitate the development of viable IGESP/ESPs, and provide the deploying units the opportunity to tailor their deployment packages to eliminate duplication and reduce reception and transportation requirements.

2.8. Host Wing/Installation Commander. Ensure IGESP is developed and maintained as directed by the MAJCOM. When delegated by MAJCOM, budgets to host representatives from major deploying units to assist in development of Part II and subsequent refinements. Support the overall process through the in-garrison expeditionary site planning committee (IGESPC). Coordinate all site survey requests with MAJCOM logistics plans function. Retain final signature authority on IGESP documents and validation authority on electronic information transmitted and stored in the EKB. Chair the Planning Committee.

2.9. The Installation Expeditionary Site Planning OPR (Host Wing Logistics Plans Function).

2.9.1. Develop and manage the installation expeditionary site planning program.

2.9.2. Manage the IGESP Limiting Factor (LIMFAC) reporting program. Forward LIMFACs that are validated by IGESPC and approved by wing/installation commander to applicable NAF logistics plans function. NAFs will, in-turn, forward these reports to MAJCOM logistics plans function after NAF staff and commander review/approval.

2.9.3. Schedule and manage IGESPC meetings and notify/invite the appropriate NAF/LGX or equivalent. Publish minutes and ensure copies are provided to all base agencies, attendees, NAF, and higher headquarters.

2.9.4. Develop and present IGESP briefings as required.

2.9.6.1. IGESP functional OPRs (project officers in each major base staff function, organization, and associate units with a war support function), and authorized LOGCAT users.

2.9.6.2. Copies of minutes of the last four IGESPC meetings and any applicable working group meetings (or reference to location if minutes are classified).

2.9.6.4. Copy of the IGESP or reference to its location.

2.9.6.8. Miscellaneous (issues, lessons learned, message traffic, training slides, handbooks, and any comments which would add to the understanding of the expeditionary site planning process).

2.9.6.9. IGESP/ESP POC appointment letter.

2.9.7. Develop and maintain local policy and procedures for implementation and usage of LOGCAT at base level. Insure local certification and system administration requirements are addressed.

2.9.7.1. Coordinate with the local network security office for software installation authorization

2.9.7.2. Maintain a LOGCAT user account roster. Inform MAJCOM LOGCAT Super Planner when access is no longer required (changed jobs, PCS, retire, etc.).

2.10. In-Garrison Expeditionary Site Planning Committee (IGESPC). (See paragraph **3.3.** for specifics) The IGESPC is a deliberate planning body chaired by the wing commander. Its primary function is to actively integrate the efforts of all base-level organizations involved in preparing an IGESP.

2.11. Wing/Base Level Units (Including Tenant Units). All commanders and functional area experts, regardless of command, are responsible for development, management, and review of their portions of the IGESP. IGESP chapter OPRs will maintain continuity books (see paragraph **2.9.6.**) to ensure succeeding personnel are aware of how the chapter was developed (include internal checklists, formulas used, etc.). Coordinate all site survey requests with wing logistics plans function to prevent duplication of effort and permit proper prioritization of requirements. Each unit on base will compare capabilities against contingency requirements and identify those constraints having a critical negative effect on a base's war fighting capability. These constraints will be reviewed by the unit commander and submitted to the logistics plans function for review by the IGESPC. LIMFACs are personnel or materiel deficiencies, problems, or conditions (validated by the IGESPC) that have a critical negative impact on the ability of a unit to perform its wartime mission, and require the aid of higher headquarters to resolve. Units will monitor reported LIMFACs and submit updates should changes occur (e.g., LIMFAC becomes invalid, outdated, etc.). Constraints, which do not meet IGESP LIMFAC criteria, should be identified as such (e.g., constraint, shortfall, etc.) and included in the plan.

2.12. Installation Exercise/Inspection Function. Wing IG or equivalent; establish a program in cooperation with the installation logistics plans function to assess the effectiveness and efficiency of the reception and beddown process. Installations will conduct local reception and beddown exercises at the discretion of their MAJCOM. Reception and beddown exercises can be combined with other local exercises at the host commander’s discretion. Exercise scenarios should be based on real world expectations of simultaneous deployment, reception, beddown, and integration of forces. All IGESP participants should be involved in building the exercise scenario. Exercise evaluation results will be included in the IGESPC minutes.

2.13. ESSP Roles and Responsibilities. Individuals involved in the site survey process must understand the relationships between the various organizations involved in the process and what unique function each provides to its successful outcome.

2.13.1. HQ USAF/ILG:

2.13.1.1. Develop doctrine; develop policy, guidance, and procedures on site survey process.

2.13.1.2. Ensure operational and functional requirements are properly identified and documented in applicable Air Force instructions.

2.13.1.3. Ensure site surveys are funded and have an appropriate priority in the Air Force budget.

2.13.1.4. POC for integrated site survey/system and tool development.

2.13.1.5. Establish formal training and follow-on education requirements.

2.13.2. Air Mobility Command:

2.13.2.1. Maintain/conduct site survey course at Air Mobility Warfare Center.

2.13.2.2. Coordinate Air Force component command site selection criteria and Site Survey Priority Lists (SSPLs) with HQ AF/IL and XO who may add but not delete locations.

2.13.2.3. Ensure Deployable Air Mobility Operations Groups/NAFs are staffed/augmented to conduct site surveys.

2.13.2.4. As mission required and when a site has not been surveyed or is not scheduled to be surveyed coordinate with Air Force component commands to perform site surveys.

2.13.3. NIMA: Provide existing geospatial data and imagery of requested locations to Geo-Integration Offices at MAJCOMs for inclusion in Common Installation Picture (CIP) package for potential operating locations.

2.13.4. MAJCOM (When Not Air Force Component Command):

2.13.4.1. Establish Program Office responsible for site planning process.

2.13.4.2. Provide resources to component commands for site surveys.

2.13.4.3. Consolidate command training requirements and submit to AMWC.

2.13.4.4. Ensure units are staffed or augmented to conduct site surveys.

2.13.4.5. Produce and maintain the CIP.

2.13.4.6. Determine capability and sustainability for sites; provide command-unique guidance to wings/NAFs.

2.13.4.7. Coordinate country access requirements for site survey teams.

2.13.4.8. Coordinate security/threat and local conditions briefings for areas in/around FOLs to site survey teams.

2.13.4.9. Negotiate airfield access and logistics services agreements.

2.13.5. Air Force Component Command:

2.13.5.1. Establish responsible program offices; single Air Force POCs for site surveys within AOR--recommend potential operating locations to Combatant Commanders staff.

2.13.5.2. Liaison to Combatant Commander's staff--develop site selection criteria and SSPL.

2.13.5.3. Provide resources to component command for site surveys.

2.13.5.4. Identify training requirements to responsible MAJCOM (example: NAF identifies requirements to ACC, ACC consolidates requirements for NAFs and submits to AMWC).

2.13.5.5. Ensure units are staffed/augmented to conduct site surveys.

2.13.5.6. Negotiate country clearance/site access with Combatant Commander's staff.

2.13.5.7. Coordinate security/threat and local conditions briefings for areas in/around FOL to site survey teams.

2.13.5.8. Direct site surveys within the AOR.

2.13.5.9. Track status of site surveys from start to completion.

2.13.5.10. Submit Airfield Suitability Survey to appropriate MAJCOM/DO or equivalent for assessment.

2.13.5.11. Produce and maintain the CIP.

2.13.5.12. Negotiate airfield access and logistics services Agreements.

2.13.5.13. Provide guidance in Deployment Orders (DEPORDs), Execution Orders (EXORDs), after action reports.

2.13.6. NAFs/Contingency Response Units/Deployable AMOGs/RED HORSE/HQ AFCESA, Air Force Pavements Evaluation (APE):

2.13.6.1. Perform site surveys as directed by component command.

2.13.6.2. Perform initial site survey to sites to include, at a minimum but not restricted to:

2.13.6.2.1. Airfield Suitability Survey.

2.13.6.2.2. Threat Assessment.

2.13.6.2.3. Pavement Evaluation.

2.13.6.2.4. Beddown Assessment.

2.13.6.2.5. Open, receive, and beddown forces.

2.13.6.3. Within 30 days of completion of deployment, provide completed after action report to program office, through proper coordination channels, and update the integrated framework.

2.13.7. Air Expeditionary Wing (AEW):

2.13.7.1. Conduct and complete in-garrison ESPs for locations other than Main Operating Bases (MOBs).

2.13.7.2. Deploy and execute assigned missions.

2.13.7.3. During deployment, the AEW determines the capability and sustainability of the site and complete checklists for site's ESP.

2.14. Site Survey Team Training. Education and training are critical to the success of this AFI. All Air Force personnel will be educated on the expeditionary site survey process. Those who collect the data as well as those who will use the data to plan operations or make decisions must understand the overall expeditionary site survey process and how to exploit its capabilities to the advantage of the Air Force.

2.14.1. Personnel assigned to the site survey teams are recognized functional experts. However, while each has the ability to view a site from that individual perspective, the team must be able to see the site from the operational perspective – the overall organization, since they may or may not know how the site

will be used. As a result and beyond AFSC or position-specific training, the Air Force must provide training courses for the team chief and site survey team. The team chief course is a senior-level course addressing the overall process and procedures, lessons learned from past operations, basic interaction with foreign governments and military counterparts on behalf of the United States, the legal aspects of such situations, and the limitations and authorities of the team chief. The focus of the team course will be team synergy – what each member brings to the team as an individual, and together, what the team can accomplish through careful planning and interaction.

2.14.2. All site survey team members, whether assigned to the initial site survey team or follow-on team must be formally trained. Air Force leadership and individuals assigned in the planning community must be educated as to what the ESSP is, what the site surveys provide, and how to leverage opportunities to assist in expanding the data collection effort while maintaining a high level of accuracy. Ultimately, when fully operational, the ESSP will provide access to an integrated process that is capable of addressing those initial operational questions critical to planning air operations.

3.1. General. IGESP/ESP development is an ongoing process. The total base resources are identified in Part I of the plan. Part II development generally follows the JCS planning cycle and publication of supporting plans. The baseline planning data for IGESP/ESP development is (1) COMBATANT COMMANDER and supporting OPLANS and CONPLANS, (2) time-phased force deployment data (TPFDDs) including all-service data, (3) wartime aircraft activity report (WAAR), (4) war reserve materiel (WRM) authorization documents, and (5) contingency in place requirements.

3.2. Plan Timing. Units are required to update/rewrite IGESP/ESPs in conjunction with TPFDD updates, when there has been significant change in the unit's support posture, or as directed by the MAJCOM logistics plans function. As a minimum, the IGESP/ESPs Part I is to be updated annually, but not later than one year from when it was last published. It is not intended to be updated as changes occur throughout the year. The IGESP/ESP Part II should be completed no later than 90-days after release of updated planning documents or as tasked by the MAJCOM. MAJCOMs will baseline the planning cycle by message traffic to their units to compensate for the problem of different cycles for source documents. MAJCOMs will interface with supported joint commands to interpret other Services' planned use of AF bases as reflected in the TPFDD, or where USAF is designated host/executive agent for a location.

3.3. In-Garrison Expeditionary Site Planning Committee (IGESPC). The IGESPC is the key to successful expeditionary site planning and must function with senior leadership involvement. The IGESPC shall meet annually or more often if necessary to maintain a current IGESP.

3.3.1. Primary members of the IGESPC are all wing staff agency chiefs, group commanders, squadron commanders, and tenant unit commanders. On installations where a Civilian Personnel Office (CPO) is located, the CPO will be on the IGESPC. This individual will ensure civilians are accounted for in the IGESP when appropriate, satisfy the need for linkage between IGESPs and Emergency-Essential, Contingency Essential, and Key personnel designations, and provide overall expertise in civilian personnel matters.

3.3.2. When directed to develop or update a Part II, and upon receipt of initial or updated planning data the IGESPC will convene to disseminate information and establish timelines and requirements to complete the Part II. The IGESPC will review contingency in-place requirements and other base-level plans that describe contingency or wartime requirements and other in-garrison expeditionary site planning efforts (e.g., installation deployment plan). Review wartime and other contingency requirements to identify all aircraft, personnel, (including noncombatant evacuees and all services) and equipment competing

for base resources. Reviews should include (but are not limited to) air base operability actions, reception task force responsibilities, command and control structures, facility and utility usage, security requirements, noncombatant evacuation planning (including Safe Haven operations), and tenant in-garrison expeditionary site planning involvement. The IGESPC should consider recommended changes and inputs received from transiting and/or employing units for possible incorporation into the IGESP to include tenant unit requirements. De-conflict requirements for competing resources. Validate and prioritize installation LIMFACs that affect force deployment, reception, employment, and overall mission accomplishment.

3.4. Planning Conference/Site Survey. Ideally IGESP/ESPs are produced at the point of intended use by the units expected to use them. A combined planning conference/site survey held at the employment location with the lead wing and NAF participating is optimum for locations without permanently assigned major air force units. This concept also works well at locations where there is a host Air Force unit, and they expect significant incoming forces. A planning conference at the host unit location can bring together like-functional representatives from the host and the major incoming units to facilitate resource allocation.

3.5. Plan Titles. ESPs and IGESPs have standardized titles. The title includes the base/site name and location, and " IGESP 10-404-XX" with XX representing the year the IGESP or ESP is published. Examples:

KUNSAN AB, ROK	AL UDEID AB, QATAR
IGESP 10-404-00	ESP 10-404-01

3.6. Security Classification. IGESP/ESP Part I is normally unclassified and marked "For Official Use Only." IGESP/ESP Part II is normally classified based on the OPLANS they support – classify Part II according to derivative classification guidance. The IGESP and ESP may have separate unclassified and classified sections, as well as restricted distribution of some sections, to allow the widest appropriate distribution. As a minimum, mark the plan "For Official Use Only."

3.7. Plan Approval. The wing/installation commander is usually the approval authority for the IGESP and ESP and must sign the plan, any subsequent changes or updates, and the LIMFAC report. The responsible MAJCOM in coordination with the appropriate NAF will determine approval authority in cases where the wing/installation commander cannot be the approval authority; i.e., lead wing commander or air force component commander can approve an IGESP or ESP for a site. The information contained within the IGESP Part I, will be treated as FOUO and NOFRN. The commander's approval of an electronic generated IGESP from the EKB will be documented in the miscellaneous folder, within the General Site Information Section.

3.8. Plan Distribution. Once IGESPs and ESPs are approved, the publishing function (usually wing or NAF logistics plans function) will generate a message to the MAJCOM and NAF logistics plans function, and each major deploying unit notifying them of plan availability. Post the plan to the EKB, or when this is not possible to a MAJCOM logistics plans function GCCS/SIPRNET WEB page. Air National Guard and Air Force Reserve units should forward one copy of the IGESP to ANGRC/LGX or AFRC/LGX in addition to any MAJCOM requirements. Specific benefits derived from good distribution and availability of the IGESP/ESP include (1) in-depth review and consistent development of requirements; (2) tailored deployment packages that eliminate duplication of resources available at the beddown location; and (3) a common core of knowledge on planned reception actions to provide a smooth and rapid integration of incoming forces. When appropriate, ensure the U.S. host nation representative has the opportunity view

the IGESP/ESP. Be sure to coordinate this release with the appropriate Plans and Programs office prior to release.

3.8.1. Upon receipt of draft, new or updated IGESP/ESPs, deploying units should accomplish a plan review and provide recommended changes and comments back to the IGESP/ESP OPR. Direct correspondence between deploying and reception units is encouraged; with courtesy copies of message traffic to the respective MAJCOM and NAF logistics plans agencies as applicable.

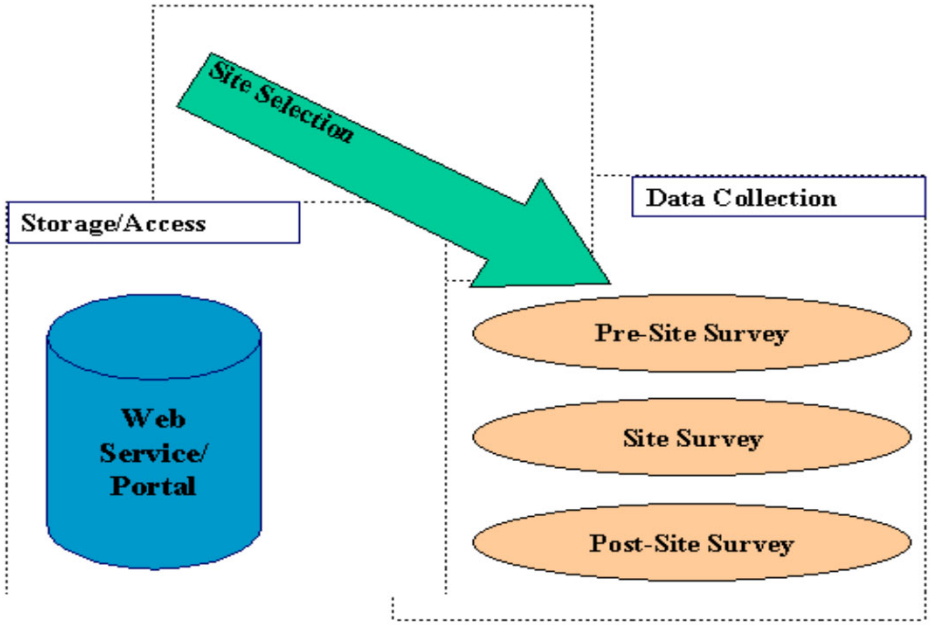
4.1. Format. IGESP/ESPs currently use a two-part format. Part I outlines base/installation capabilities and total resources. As a minimum, MAJCOMs will ensure units capture STEP blue field (BCAT) data elements in EKB Part I. MAJCOMs are responsible for ensuring the complete in-garrison ESP is accessible via the World Wide Web or AF Portal and is available to AF and sister service functionals. Part II depicts contingency requirements and allocates resources identified in Part I, assesses the ability to support the operation, and identifies limiting factors (LIMFACs). Until such time, units that cannot access the STEP application should follow the format outlined in the attachments as much as possible. Deviations are authorized where the information in the attachment does not apply. The process should result in a plan with the complete range of information necessary to identify wartime requirements and procedures, and the resources necessary to fulfill the requirements. In general, content should be detailed enough for a newly assigned individual to understand what must be done and how to do it. This is especially true for IGESP/ESPs in short tour areas and at bases without a major Air Force presence during peacetime.

4.2. Non-Air Force Support. Use applicable functional chapter to incorporate requirements for planned Army, Navy, or Marine Corps unit beddown, or transit support. Completed SORs should be incorporated in the functional chapters of the plan (Part II).

4.3. Specific Content Guidance. The functional chapter titles in STEP are the same as **Attachment 1** through **Attachment 44**; however, data entry fields within the STEP chapters differ in some cases from the narrative in the attachments. When necessary, the “notes” area in all STEP chapters can be used to include any information not covered by a data entry field. Units are encouraged to develop operating instructions, checklists, and other supporting documentation to aid in plan development and execution and to address unique situations. When a Part II is required, a lead-in paragraph should establish why it is being developed, i.e., for what OPLAN or contingency. Tenant unit equipment and resources should be incorporated in the appropriate section of the plan (Parts I and II)

4.4. The Expeditionary Site Survey Process is a subset of the ESP process. It is composed of three primary interactive sub processes. As shown in **Figure 4.1.**, these are site selection, data collection, and storage and access. Although inter-related, each sub process has its own distinct purpose.

Figure 4.1. Overview – ESSP Process.

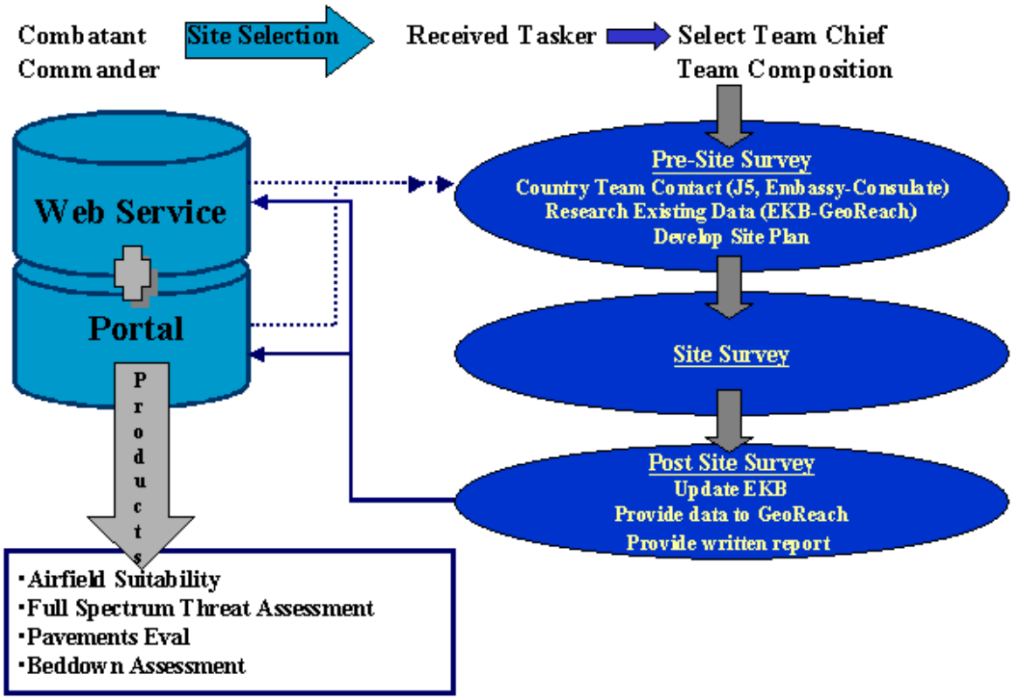


4.4.1. Sub-Process 1: Site Selection. Site selection consists of two, interrelated processes based on when a site is identified as a potential operating location. Air Force component command staffs will work with Combatant Commanders and Air Mobility Command planners to assess operating locations in support of the Combatant Commander planning directives such as the theater engagement plan. A site may be one of several identified and prioritized on a list by the component command, IAW its site selection criteria, in the pre-conflict period. It can also be identified as part of the course of action (COA) development phase during crisis action planning. It is incumbent upon the component command to actively seek opportunities to conduct site surveys in a deliberate planning mode. This process of early engagement will facilitate the planning and execution process as well as facilitate relationships with country teams in those locations not routinely visited by air force personnel.

4.4.2. Sub-process 2: Data collection. The data collection sub-process is the heart of the site survey process. It is composed of three distinct components - pre-site survey, site survey, and post site survey as illustrated in **Figure 4.2.** The pre-site survey consists of actions taken by the team before departing home station for the site. Functional experts perform pre-site survey tasks such as research the selected site via the Non-Secret Internet Protocol Router Network (NIPRNET) or Secret Internet Protocol Router Network (SIPRNET) or obtain prior surveys, and expeditionary site plans if available, obtain common installation picture and other maps and imagery of the location, and contact the Air Force component command and Combatant Command country teams for information and assistance as necessary. The site survey, which consists of actions accomplished while the team is deployed to the location. When notified, the site team deploys to a location to conduct the site survey. During the site survey the team obtains site-specific physical characteristics and site capability data. Additionally, the teams may be required to make basic assessments regarding the site's suitability for flight operations in support of any Air Force mission. The standardized checklist will guide the site survey teams and planners to perform an operational assessment of a site. Information collected during the site visit is stored and subsequently analyzed to generate four

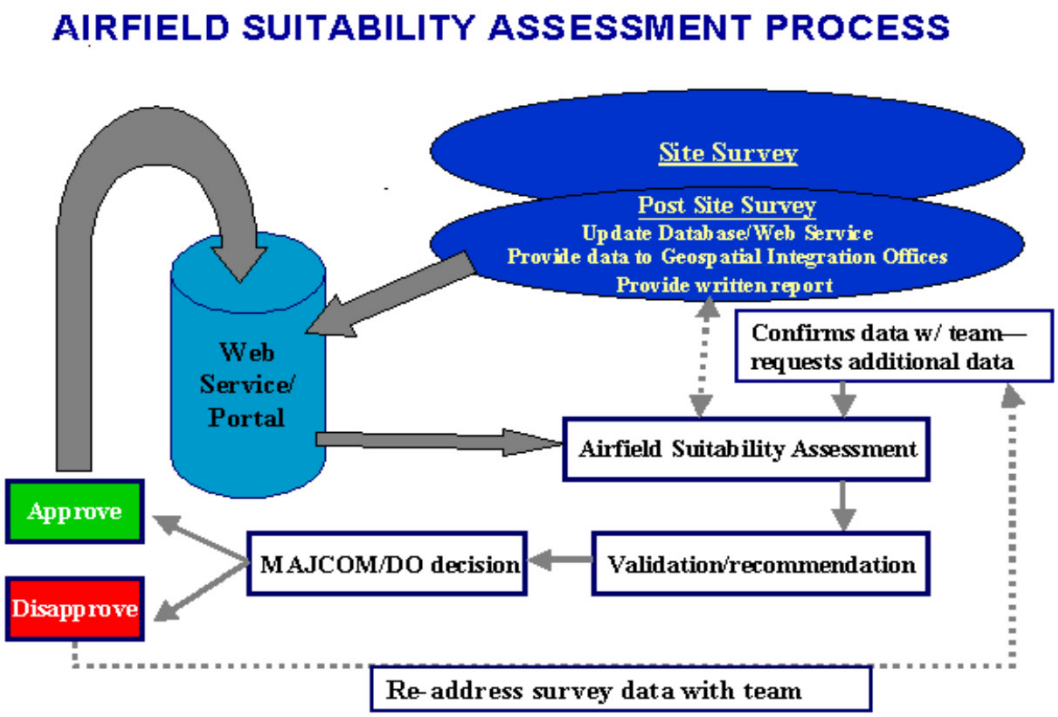
primary products for use by planners during the post-site survey phase--*airfield suitability assessment, full spectrum threat assessment, pavement evaluation, and an initial beddown assessment*. The post-site survey phase consists of actions taken by the team after departing the survey location. During this phase actions would include updating an integrated framework and further development of an integrated CIP using ESM capabilities. Teams may be required to generate written reports as necessary to meet theater requirements. In-depth feasibility assessments may be accomplished during the post-site survey time-frame to ascertain the most effective mission type for the site. Analysis and information generated by an assigned mission by functional experts determine the long-term capability of a site's supportability. This analysis identifies what additional items and personnel are required to execute and sustain a mission, i.e. the generation of in-to-plane contracts for fuel support or the development of an acquisition cross-servicing agreement with the host-nation.

Figure 4.2. Data collection Sub-Process.



Determining that an airfield is capable of supporting flight operations is paramount to successful accomplishment of a site survey. Appropriate MAJCOM Director of Operations staff will perform an assessment on the Site Survey Team's Airfield Suitability Survey data and approve or disapprove the site for their MAJCOM specific air operations. The assessment procedure (**Figure 4.3.**) is typical across the MAJCOMs and addresses all Air Force aircraft and the full spectrum of operational missions. Decisions for potential use will be made available to the warfighter with notes on which specific aircraft can operate from the FOL, limitations, and other appropriate comments. Additionally, decisions not to use the site for future operations based on the airfield suitability assessment will be identified.

Figure 4.3. Airfield Suitability Assessment.



4.4.3. Sub-Process 3: Storage And Access. Data Storage and Access: Storage of data, and access to the data, by authorized personnel is paramount to advancing the site survey process. Data collected by the site survey teams must be managed in a fashion that allows data sharing opportunities, provides methods for easy yet secure access, and rapid analysis. The methodology for building data communications or information technology (IT) systems is well defined by the DOD and the Air Force. The DOD and the Air Force have established direction in the form of policies, guidance, and standards for the acquisition and implementation of IT systems. All IT systems are designed on a specific architecture that includes an Integrated Framework. The Integrated Framework is comprised of layers; Tech Services, Integration Services, and Infrastructure. The Tech Services layer is the only layer of the integrated framework that most customers of site survey data will reference. The components of the Tech Services layer provide the storage of, and access to data. The Web Services component will provide web pages with integrated applications allowing users to search (query) databases for site information and then deliver the results of the search in predefined reports or user-defined (ad-hoc) reports. Links to archives and archive search engines will also provide users with information not typically stored in databases (e.g., after-action and lessons-learned reports). The goal of the Web Services component is to become the one-stop shopping point, or Web broker, of site survey data. Other components of the Tech Services layer address, security, load balancing of customers accessing Web Services, and databases. The ESSP Program Manager must continuously search for opportunities to enhance data management by seeking out and collaborating with Program Managers of systems that store site information. Data sharing between databases must be examined and established to minimize duplication of data stores and collection efforts.

Chapter 5

CONTINGENCY/ESSP SITE SURVEY

5.1. General. AFI 10-503, *Base Unit Beddown Procedures*, implements AFPD 10-5, *Basing,* and provides guidance for conducting site surveys for permanent beddown of a unit or mission on real property. It is not applicable to site surveys for determining locations to support survival recovery and reconstitution plans, exercises, and contingencies. This AFI sets policy for conducting these types of site surveys that are collectively termed contingency site surveys. In the context of expeditionary site planning, a site survey is defined as the physical investigation of a location to gather data in support of a planned or possible contingency operation. Site surveys are conducted for any or all of the following purposes: (1) To determine the feasibility of a location for planned operations; (2) To validate information about equipment, terrain, host nation resources, and infrastructure such as serviceability, availability, compatibility, etc. (3) To gather critical information for future operations and facilitate planning for the eventual use of a location.

5.2. Concept. Site surveys are an integral part of the expeditionary site planning process. Information gathered during a survey on a site's resources and capabilities are captured in the ESP Part I, and an analysis of the information facilitates resource allocation in Part II of the plan.

5.2.1. Site surveys are accomplished during deliberate and crisis action planning. In both circumstances enough information must be collected to avoid the need for repeat visits. The survey tool for employment planning (STEP) is designed to capture site information by functional category. STEP has two modes or electronic checklists for gathering data – a full detailed checklist designed for fully staffed survey teams with adequate time for a complete survey (deliberate planning), and a shortened quick reaction site survey (QRSS) checklist for smaller survey teams supporting crisis action planning. Site survey data collected with STEP is stored on the Employment Knowledge Base (EKB) as an ESP Part I enabling planners worldwide access to the data for beddown planning, assessment, and familiarization. The Integrated Expeditionary Site Survey Checklists (IESSC) may be used to collect site survey data when STEP is not available or impractical to use. The checklists should reflect the same data entry points in STEP or a similar capability to facilitate loading the data in STEP after the fact, and subsequent storage on the EKB. The STEP QRSS checklist and IESSC are available from the Command logistics plans function.

5.2.2. In addition to known operating locations identified in contingency plans, site surveys should be conducted at other possible beddown sites to better prepare air expeditionary forces for operations in unfamiliar and austere locations. MAJCOMs and NAFs in a component role should identify locations within their AOR as the most likely candidates for conducting contingency operations to include humanitarian relief operations. Locations should be determined from theater engagement plans, Combatant Commander's staff inputs, intelligence information, etc. and prioritized for accomplishing actual site surveys. The process of identifying possible beddown sites and surveying them is an ongoing effort. The list of locations must be continuously reviewed and new locations surveyed as changing world conditions drive new requirements.

5.3.Authorization. The MAJCOM logistics plans function or designated organization, provides oversight for all site surveys in their AOR. Permission to conduct site surveys must be granted by this central MAJCOM authority prior to the actual visit. This process minimizes duplication of effort (multiple visits to the same location), facilitates proper storage of critical information (ESP update and EKB upload), and ensures surveys are accomplished in priority order. Units conducting site surveys outside of their AOR should request permission through their own MAJCOM logistics plans function or designated organization.

5.4. Site Survey Team. The mission dictates site survey team member selection. Every effort should be made to include functional area subject matter experts (SME) of sufficient experience and rank from the lead wing or major deploying units expected to operate at the location. Site survey team members using STEP must be trained on the application. **Figure 5.1.** provides a suggested site survey team composition; however, the mission and purpose of the site survey will determine the team size, composition, rank structure, specific experience required in each functional area, etc. When multiple MAJCOMs have operational responsibility at the same location they each may be granted permission to field a site survey team (i.e., the same location has both AMC throughput mission and ACC aircraft beddown missions), but team size should be limited to the maximum extent possible and cross utilization of personnel is encouraged.

Figure 5.1. Suggested Survey Team Composition.

FUNCTIONAL SPECIALTY	**COMMENTS**
Logistics Plans	Team Chief (from component command)
Logistics Plans	
Operations Plans	
Airlift Operations	From AMC, funded by supported MAJCOM
Airlift Logistics	From AMC, funded by supported MAJCOM
Civil Engineering	
Transportation	
Aircraft Maintenance	
Munitions Maintenance	
Weapons Safety	Explosive siting experience
Communications	
Contracting	Contingency contracting experience
Supply	
Security	
Personnel	
POL	
Medical Services	Medical readiness experience
Services	
Weather	

5.5. ESSP Integrated Site Survey Team Composition. The ESSP is composed of two types of teams – a dedicated initial site survey team and the follow-on team. The differences between the two teams are their focus and products. Future site survey teams will have defined roles, an established team composition, and a defined product thus eliminating any confusion on what is expected of the teams. The initial site survey team will be capable of producing the minimum essential data required on a site: the threat assess-

ment, the airfield suitability survey, the pavements evaluation, and the beddown assessment. The follow-on team however, will be mission specific and will focus on the data that are pertinent to the success of the given operation. These teams will be groups of highly trained individuals who have a working knowledge of the process and the deliverables. Tools will be used that will expedite their efforts, and prioritized actions will ensure time onsite is optimized. Site survey teams will provide planners and leaders with decision-quality information.

5.5.1. Initial Site Survey Team (ISST). The cadre of personnel trained and capable of producing the following products. Although the ISST is limited to specific functional areas it by no way implies that other functional areas do not facilitate the site survey process. Team limitations are a result of scope, time, and country restrictions. If the scope of site survey exceeds the capability of the ISST, MAJCOMs and component commands should make accommodations to the team composition but not to the detriment of producing the aforementioned ISST products. These automated reports will be available in a future release of LOGCAT.

5.5.1.1. Full Spectrum Threat Assessment – Security Forces, Preventative Medicine, Civil Engineering Readiness and the Office of Special Investigations (OSI).

5.5.1.2. Airfield Suitability Survey – Airfield Operations (certified Airfield Manager plus 1).

5.5.1.3. Pavements Evaluation – Civil Engineering.

5.5.1.4. ECS Beddown Assessment – Civil Engineering, Contracting, Fuels, Munitions (SEI 375 qualified), Communications, Combat Plans, Medical.

5.5.2. The Follow-on Team. The follow-on team should conduct detailed analysis of the information available on the site/country and what additional information is required to successfully execute the anticipated assigned mission. This team may consist of functional experts from the Open the Base Force Module and typically either the component command, Contingency Response Unit (CRU), and air expeditionary group/wing and associate units or a combination of all of the above. The focus of this team is methodical data collection as it pertains to a specific mission and that site. To do this, the team will determine the access and availability of host nation resources, capability of the site and host nation ability to sustain operations, identify shortfalls/limiting factors (LIMFACS) and potential workarounds for each, and develop a site beddown plan. The follow-on team is required to produce the final ESP.

5.5.3. Role of Team Chief (Responsibilities and Duties). The Team Chief is the senior Air Force person on any site survey team and is responsible for the success of the survey and will certify any data collected by his/her team. This person must be capable of interacting with high-ranking officials of other services and nations. The team chief must have the capability and authority to make high-level decisions. This individual should understand Air Force operational capabilities as well as logistical implications of bedding down various Air Force forces. The team chief should have an extensive working knowledge of the various key functional areas and their minimum needs to beddown forces. The team chief is responsible for several key functions within the site survey process. Duties of the team chief include, but are not limited to those identified in **Figure 5.2.**

Figure 5.2. Team Chief Duties.

Select site survey team members
Ensure members understand the objective of the survey
Coordinate trip with MAJCOM, component command, and Combatant Command staffs
Ensure team member readiness (shots, passports, weapons etc.)
Chair pre-site survey planning meetings
Conduct pre-departure data collection (existing site survey data, GeoReach, and other Expeditionary Site Mapping (ESM) approved sources and other external sources)
Assign team members to cover other functional areas as required
Ensure members are provided a local threat briefing upon arrival
Arrange and co-chair meeting with host nation personnel
Assist members as necessary during the survey
Hold hot-wash meeting throughout the survey deployment
Certify Airfield Assessment Data
Ensure database is updated and message sent to all MAJCOMs and other U.S. agencies announcing the completion of the survey and its location
Complete after-action report

5.5.4 Qualifications of Team Members. Team members will be worldwide qualified to perform the duties for which they are assigned. In all cases, when assigned to or identified as site survey team members, personnel will be trained on policies, processes, procedures, and the use of specific site survey tools used for data collection, storage, and access. All site survey team members tasked to conduct site surveys will comply with the following general requirements:

5.5.4.1. Must possess a valid U.S. Passport (government and civilian).

5.5.4.2. Completed ESSP team member training. This requirement is waiverable by the site survey Team Chief.

5.5.4.3. Must be current on all immunizations

5.5.4.4. Must have active security clearance

5.5.4.5. Deployment training to include Law of Armed Conflict (LOAC), small arms, and Nuclear, Biological, and Chemical (NBC) training

5.5.5. Initial Site Survey Team-Unique Requirements

5.5.5.1. Airfield Suitability Survey – Each team will have at least one certified airfield manager who is current on airfield suitability surveys.

5.5.5.2. Full Spectrum Threat Assessment – Security Forces and OSI will have successfully completed the Air Base Defense Command Course.

5.5.5.3. Pavements Evaluation/GPS Surveying/Beddown Assessment – Civil Engineering personnel will meet minimum requirements as specified by AFCESA.

5.5.5.4. Anti-terrorism/Force Protection level 2.

5.5.5.5. Airfield operations qualifications.

5.5.5.6. The munitions functional must meet SEI 375 qualification requirements

NOTE – Where position or AFSC-specific requirements exist, the team chief will make no substitution.

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-4, *Operations Planning*

Abbreviations And Acronyms

ABO	Air Base Operability
ACC	Air Combat Command; Air Component Commander; Area Coordination Center (JP 1-02)
ACES	Automated Civil Engineer System
ACL	Allowable Cabin Load
ACS	Agile Combat Support
ADCON	Administrative Control
AEF	Aerospace Expeditionary Force
AFCESA	Air Force Civil Engineer Support Agency
AFI	Air Force Instruction
AFIT	Air Force Institute of Technology
AFMC	Air Force Materiel Command
AFRC	Air Force Reserve Command
AFSC	Air Force Specialty Code
AFSOC	Air Force Special Operations Command
AFSPC	Air Force Space Command
AMC	Air Mobility Command
AMOG	Air Mobility Operations Group
AMT	Aerial Mail Terminal
ANGRC	Air National Guard Readiness Center
AOR	Area of Responsibility
APO	Air Post Office

APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
ASF	Aeromedical Staging Facility
ATOC	Air Terminal Operations Center
BB	Bare Base
BBS	Bare Base Systems
BEEF	Base Engineer Emergency Force
BITS	Base Information Transfer System
BOS	Base Operating Support
BPA	Blanket Purchase Agreement
BS	Battle Staff
BSP	Base Support Plan - ***Superseded***. *See* In-Garrison Expeditionary Site Plan (IGESP)
IGESPC	Planning Committee
CAS-B	Combat Ammunition System – Base
CAP	Crisis Action Planning
CAPP	Contingency Aircraft Parking Planner
CCD	Camouflage, Concealment, and Deception
CDM	Chemical Downwind Message
CE	Civil Engineer(s)
CENTCOM	United States Central Command
CIP	Common Installation Picture
CJCS	Chairman, Joint Chiefs of Staff
COA	Course of Action
COB	Collocated Operating Base
COMAFFOR	Commander, Air Force Forces
COMPES	Contingency Operation/Mobility Planning and Execution System
CONOPS	Concept of Operations
CONUS	Continental United States
CRAF	Civil Reserve Air Fleet
CRG	Contingency Response Group
CRS	Contingency Response Squadron
CRU	Contingency Response Unit
CSAF	Chief of Staff, United States Air Force
CSC	Combat Support Center
CT	Counter Terrorism

CUT	Cross-Utilization Training
DAO	Defense Attaché's Office
DCC	Deployment Control Center; Damage Control Center
DEPORD	Deployment Order
DISAM	Defense Institute of Security Assistance Management
DO	Director of Operations
DOD	Department of Defense
DPT	Disaster Preparedness Team
DTG	Date Time Group
EAD	Earliest Arrival Date
ECD	Estimated Completion Date
ECI	Extension Course Institute
ECS	Expeditionary Combat Support
EDM	Effective Downwind Message OR Emergency Destruction of Munitions
E-E	Emergency Essential
EFT	Electronic Funds Transfer
EKB	Employment Knowledge Base
EOD	Explosive Ordnance Disposal
EPW	Enemy Prisoner of War
ESP	Expeditionary Site Plan
ESSP	Expeditionary Site Survey Plan
EUCOM	United States European Command
EXORD	Execute Order
FOD	Foreign Object Damage
FOL	Forward Operating Location
GCCS	Global Command and Control System
GCSS	Global Combat Support System
GSU	Geographically Separated Unit
HQ	Headquarters
HQ AFRC	HQ Air Force Reserve Command
HQ USAF	Headquarters United States Air Force
IAW	In Accordance With
IGESP	In-Garrison Expeditionary Site Plan
JCS	Joint Chiefs of Staff
JOPES	Joint Operation Planning and Execution System
JSCP	Joint Strategic Capabilities Plan

JULLS	Joint Uniform Lessons Learned
LAD	Latest Arrival Date
LDA	Limited Depository Account
LIMFAC	Limiting Factor
LMR	Land Mobile Radio
LOA	Letter of Offer and Acceptance
LOAC	Law of Armed Conflict
LOGCAT	Logisticians Contingency Assessment Tool
LRU	Line Replaceable Unit
MAJCOM	Major Command
MCA	Mail Control Activity
MDS	Mission Design Series
MEP	Munitions Employment Plan
MHE	Materials Handling Equipment
MHF	Military Healthcare Facility
MOA	Memorandum of Agreement
MOB	Main Operating Base
MOC	Maintenance Operations Center
MOG	Maximum on Ground
MPRU	Manpower and Personnel Readiness Unit
MRE	Meals-Ready-To-Eat
MRSP	Mobile Readiness Spares Package
MSA	Munitions Storage Area
MSC	Military Sealift Command
MTF	Medical Treatment Facility
MTMC	Military Traffic Management Command
NAF	Numbered Air Force
NBC	Nuclear, Biological, and Chemical
NBCC	Nuclear, Biological, Chemical and Conventional
NBCCC	NBC Control Center
NIMA	National Imagery and Mapping Agency
NDI	Non-Destructive Inspection
NEO	Noncombatant Evacuation Operations
NGB	National Guard Bureau
NORTHCOM	United States Northern Command (Homeland Security)
OAF	Operation Allied Force

OEF	Operation Enduring Freedom
OPCON	Operational Control
OPLAN	Operations Plan
OPR	Office of Primary Responsibility
OPSEC	Operational Security
OSI	Office of Special Investigations
PACAF	Pacific Air Forces
PACOM	United States Pacific Command
PAX	Passengers
PERSCO	Personnel Support for Contingency Operations
PME	Professional Military Education
PMEL	Precision Measurement Equipment Lab
POC	Point of Contact
POD	Port of Debarkation
POL	Petroleum, Oil, and Lubricants
POM	Program Objective Memorandum
POS	Peacetime Operating Stock
PSC	Postal Service Center
RCC	Reception Control Center
RDD	Required Delivery Date
READY	Resource Augmentation Duty
ROE	Rules of Engagement
RPU	Reception Processing Unit
RRR	Rapid Runway Repair
SAO	Security Assistance Organization
SAV	Staff Assistance Visit
SPACECOM	United States Space Command
SOCOM	United States Special Operations Command
SOUTHCOM	United States Southern Command
SSPL	Site Survey Prioritized Listing
STRATCOM	United States Strategic Command
STEP	Survey Tool for Employment Planning
TALCE	Tanker Airlift Control Element
TLF	Temporary Lodging Facility
TMDE	Test Measurement Diagnostic Equipment
TPFDD	Time Phased Force Deployment Data

TRANSCOM	United States Transportation Command
UAQ	Unaccompanied Airmans Quarters
ULN	Unit Line Number
UNCOQ	Unaccompanied Non-commissioned Officers Quarters
UOQ	Unaccompanied Officers Quarters
USAF	United States Air Force
USAFE	United States Air Forces Europe
USAFR	United States Air Force Reserve
USFK	United States Forces Korea
UTC	Unit Type Code
VAL	Vehicle Authorization List
VAQ	Visiting Airmans Quarters
VCO	Vehicle Control Office
VOQ	Visiting Officers Quarters
VTC	Video Teleconferencing
WAA	Wartime Aircraft Activity
WAAR	Wartime Aircraft Activity Report
WCDO	War Consumable Distribution Objective
WMP	USAF War and Mobilization Plan
WOC	Wing Operations Center
WPARR	War Plans Additive Requirements Report
WRM	War Reserve Material
WRSA	War Reserve Supplies for Allies

Terms

Aerial Port. An airfield that has been designated for the sustained air movement of personnel and materiel as well as an authorized port for entrance into or departure from the country where located.

Agile Combat Support (ACS) – A core competency of the Air Force that includes the processes that create, sustain and protect all air and space capabilities necessary to accomplish mission objectives across the spectrum of conflict. It is the product of processes that ready the force, prepare the battle space, position the force, employ, sustain, and recover the force.

Air Terminal. A facility on an airfield that functions as an air transportation hub and accommodates the loading and unloading of airlift aircraft and intransit processing of traffic. The airfield may or may not be designated an aerial port.

Combatant Commander – A commander of one of the unified or specified combatant commands established by the President. Also called CDR. See also combatant command; specified combatant command; unified combatant command. (Approved by JMTGM # 076-2864-94)

Expeditionary Combat Support (ECS) – The tailored ACS capability deployed to expeditionary sites to provide for air and space forces employed and engaged in operations. This capability is produced by rapidly deployable, tailored forces executing ACS processes to beddown, employ, maintain, protect and redeploy tactical components of air and space power and production.

Employment Knowledge Base (EKB) – LOGCAT database that stores all STEP Agency (NIMA) airfield data, and other information critical to contingency beddown planning.

Expeditionary Site Plans (ESP) – ESPs are chiefly associated with locations without a permanent Air Force presence and may contain only the minimum data necessary to make initial beddown decisions. ESPs may be developed in short time frames to meet contingency needs without full staffing or coordination. It is the installation level or site plan to support unified and specified command wartime operations plans, as well as MAJCOM supporting plans. It cuts across all functional support areas in a consolidated view of installation missions, requirements, capabilities, and limitations to plan for actions and resources supporting war or contingency operations, including deployment, post-deployment, and employment activities (as appropriate).

Garrison GeoBase – Provides one installation map delivering current situational awareness in a secure fashion via the base network.

GeoBase – An Air Force initiative to "attain, maintain, and sustain one geospatial infrastructure supporting all installation requirements." GeoBase consists of a suite of three dimensions used for various functions. They are as follows:

GeoReach and Expeditionary Basing – Provides a Common Installation Picture (CIP) using information acquired from intelligence sources and assists with various planning aspects such as aircraft parking, munitions storage, and other beddown force requirements.

In-Garrison Expeditionary Site Plan (IGESP). Primarily developed for locations with a permanent Air Force presence, and are fully developed by the collaborative planning efforts of many functional experts with a deliberate planning time line. Replaces the former term Base Support Plan (BSP). All plans formerly called BSPs will be redesignated IGESPs. The term IGESP describes all plans developed to meet deliberate planning requirements, contingency planning requirements, and any other site planning requirements. While the term BSP is superseded; the requirement for robust, structured, and standardized site planning based on AFI 10-404 remain.

In-Garrison Expeditionary Site Planning Committee (IGESPC). A planning body appointed by the installation commander to facilitate the development of the (normally comprised of senior level leadership). The IGESPC serves as the focal point for plan development and reports to the commander on the status of plans. It integrates the numerous base-level requirements and functional support actions to present a coordinated overview of activity in the. This committee was formerly known as the Base Support Planning Committee (BSPC).

Level of Survey:

Suitability – Tests the ability of the site to meet basic requirements.

Feasibility – Tests the ability of the site to be adapted to use.

Capability – Tests the ability of the site to support a specified mission or deployment.

Sustainability – Tests the ability of the site to support a specified mission for an undetermined period of time.

Level of Survey				
Suitability	*Feasibility*		*Capability*	*Sustainability*
Tests the ability of the site to meet basic requirements.	Tests the ability of the site to be adapted to use.		Tests the ability of the site to support a specified use or deployment.	Tests the ability of the site to support a specified mission for an undetermined period of time.
Can we do it?	Does it make sense?		What needs to be done?	Can we support it?

Limiting Factor. A factor or condition that, either temporarily or permanently, impedes mission accomplishment. (Joint Pub 1-02) {Has a critical negative impact on the ability of a unit to perform its wartime mission, and require the aid of higher headquarters to resolve.}Used in this publication for clarity.

Logistician's Contingency Assessment Tools (LOGCAT) – A NIPRNET/SIPRNET-based suite of standard systems tools that enables automated, employment-driven, agile combat support planning. LOGCAT supports the and expeditionary site planning process by accurately and rapidly identifying resources and combat support requirements at potential employment locations, providing beddown capability analysis and LIMFAC identification, and facilitating force tailoring decisions to reduce the overall deployment footprint. LOGCAT consists of three components that are mandated for use when they are available at all levels of command.

MAJCOM Combat Plans Function – Provides command policy and guidance for implementing and expeditionary site planning concepts to meet their specific missions.

Site Survey – The physical investigation of a location to gather data in support of a planned or possible contingency operation. Site surveys are conducted for any or all of the following purposes: (1) To determine the feasibility of a location for planned operations; (2) To validate information about equipment, terrain, host nation resources, and infrastructure such as serviceability, availability, compatibility, etc. (3) To gather critical information for future operations and facilitate planning for the eventual use of a location.

Strategic GeoBase – Looks at broader geospatial imagery to understand the proximity of cities, geographical landmarks, and other areas of interest. This information is used in collaboration with the more specific GeoBase garrison data to gain a more complete picture of the operating location.

Supported Command. The command having primary responsibility for an operation under an OPLAN or contingency. (Definition used for this pub only)

Supporting Command. A command providing augmentation forces or other support to another (supported) command. (Definition used for this pub only)

Survey Tool for Employment Planning (STEP) – Partially automates the overall and expeditionary site planning process and standardizes /ESP products via a sophisticated, multimedia tool for the collection of base/site data. STEP is designed for in-garrison or deployed configurations, and incorporates functionally based checklists to methodically capture data during site surveys. STEP organizes the data in a standard format to facilitate beddown analysis and LIMFAC identification. STEP enables or ESP development with separate Part I and Part II modules.

Time-Phased Force and Deployment Data (TPFDD). The computer-supported data base portion of an operation plan; it contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operation plan.

Wartime Aircraft Activity Report (WAAR). Extracts of the USAF War and Mobilization Plan, Volume 4 (WMP-4), Wartime Aircraft Activity (WAA) that lists the aircraft activities of approved war plans for a specified airfield or assault strip.

Attachment 2

FORMAT FOR IGESP/ESP

CHAPTER 1 - COMMAND RELATIONSHIPS

Attachment 3

FORMAT FOR IGESP/ESP

CHAPTER 2 - IN-PLACE FORCES

Attachment 4

FORMAT FOR IGESP/ESP

CHAPTER 3 - TRANSITING/EMPLOYING FORCES

Attachment 5

FORMAT FOR IGESP/ESP

CHAPTER 4 - PRECONFLICT MEASURES

Attachment 6

FORMAT FOR IGESP/ESP

CHAPTER 5 - EXECUTION CHECKLIST

Attachment 7

FORMAT FOR IGESP/ESP

CHAPTER 6 - RECEPTION

Attachment 8

FORMAT FOR IGESP/ESP

CHAPTER 7 - AIRFIELD OPERATIONS

Note: This chapter should be developed with the assistance of HQ AMC/A4X.

Attachment 9

FORMAT FOR IGESP/ESP

CHAPTER 8 - AIRFIELD LOADING/PARKING PLAN

Note: This chapter should be developed with the assistance of HQ AMC/A4X and representatives of major deploying units during Part II planning conferences/site surveys. Use of standard civil engineering

Global Information System (GIS) mapping programs is encouraged for developing aircraft parking plan maps. See **Attachment 45** for specific guidance.

Attachment 10

FORMAT FOR IGESP/ESP

CHAPTER 9 - NONCOMBATANT EVACUATION/SAFE HAVEN/REPATRIATION OPERATIONS

9.1. Summarize the plan to handle and process US citizens and designated foreign nationals for NEO and Safe Haven operations, to include operations in a NBCC environment if the threat exists. Define the scope of required actions by indicating specific activities (e.g., identification, marshaling, evacuation) applicable to the plan. Although the personnel community is responsible for preparing this portion of the IGESP/ESP (which includes both establishment and implementation of procedures during actual operations), numerous other agencies play important roles and their responsibilities cannot be overlooked. Thus, logistics plans, services, security forces, OSI, comptroller, public affairs, transportation, CE Readiness NBC personnel, etc., are OCRs in the development of NEO planning and should provide the personnel office with operational procedures pertaining to their specific functions (e.g., Services will plan lodging requirements, and Transportation will identify airlift/sealift evacuation procedures, etc.).

Attachment 11

FORMAT FOR IGESP/ESP

CHAPTER 10 - FLYING OPERATIONS

Attachment 12

FORMAT FOR IGESP/ESP

CHAPTER 11 - NUCLEAR, BIOLOGICAL, AND CHEMICAL (NBCC) DEFENSE OPERATIONS

Attachment 13

FORMAT FOR IGESP/ESP

CHAPTER 12 - FIRE PROTECTION

PART I: IS NOT DEVELOPED FOR THIS CHAPTER

Fire and emergency services includes Aircraft Rescue and Fire Fighting (ARFF), structural fire fighting, specialized rescues, hazardous materials response, first responder medical services, and other emergencies services as required**.**

Determine the adequacy of fire and emergency services for preparation of in-garrison expeditionary site plans (IGESP), and expeditionary site plans (ESP); and the accomplishment of contingency site surveys across the spectrum of USAF operations for deliberate and crisis action planning and execution. This chapter also describes the specific requirements to translate and integrate operational requirements into Agile Combat Support and Expeditionary Combat Support (ACS/ECS) at employment sites to create and sustain operations.

Attachment 14

FORMAT FOR IGESP/ESP

CHAPTER 13 - EXPLOSIVE ORDNANCE DISPOSAL (EOD)

Attachment 15

FORMAT FOR IGESP/ESP

CHAPTER 14 - CIVIL ENGINEER

14.24. Vehicle Requirements. Unit OPRs will plan vehicle requirements and coordinate with the unit Vehicle Control Office (VCO) and the base Vehicle Operations Fleet Management Section to ensure availability prior to the Transportation Function consolidation of unit requirements for publication in the IGESP.

Attachment 16

FORMAT FOR IGESP/ESP

CHAPTER 15 - SERVICES

Note: This chapter provides clarification, and where appropriate, specific guidance for developing the Services chapter of the IGESP.

TAB B

LODGING

PART I:

15.1. Identify the total lodging capacity using the definitions and criteria listed below. Total lodging capacity will be computed according to the priorities established in paragraph B15.1.9 and using the emergency capacity planning factor of 50 sq. ft per person. Bases may go below 50 sq. ft per person only when the TPFDD population exceeds the rate at which housekeeping assets are erected. For safety reasons, reduction in square footage per person must not obstruct entrances or exits. Determination of total lodging capacity is based on the scenario. For example, in most exercise receptions, only visiting officer/enlisted quarters, contract quarters, and available dorms will be considered. However, during a contingency or OPLAN situation, emergency quarters (e.g., base fitness center, recreation center, etc.) will be used. Additionally, during a contingency or OPLAN execution, vacated base housing and dorms (due to deploying forces and noncombatant evacuations) will be considered. In computing total emergency lodging capacity consider the type of facilities available (e.g., room-bath-room configuration vs. central latrine). A dormitory bedroom with the room-bath-room configuration may be large enough to accommodate four bed spaces, however eight people using one bathroom is unacceptable. Also, a percentage of the total lodging capacity will need to be set aside for storage of personal property left behind by departed (deployed) personnel and noncombatants (applies to dormitories and family housing). Note: Although some lodging categories will not have to be utilized in Part II of the IGESP, all priorities (except Contingency Housekeeping Assets) should be included in the computation of capacities in Part I.

15.1.7. Family Housing. As a last resort, family housing units may be used to house transient people. In overseas areas where a NEO program is to be implemented in wartime to evacuate dependents and US citizens, using family housing is a viable way to provide housing for NEO evacuees. Such a plan will house incoming NEO families and unaccompanied personnel in family quarters vacated by families already evacuated. Families not yet evacuated may be asked to house NEO personnel in their quarters on a voluntary or even mandatory basis in wartime. Family housing should be used for transient unaccompanied personnel only when no other practical alternative exists. The wing commander will determine whether family housing will be used for lodging. In instances where an NBCC threat exists and family housing is used for NEO operations, Services personnel will distribute brochures (developed by CE Readiness)

describing how to transform the living quarters into a protective shelter. Refer to the NEO chapter of the IGESP/ESP for additional information.

15.1.9. Lodging Priorities. The priority for lodging personnel is as follows:

Priority 1: Emergency capacity for all transient quarters

Priority 2: Commercial lodging/contract quarters

Priority 3: Emergency capacity in dormitories

Priority 4: Alternate permanent facilities

Priority 5: Family housing

Priority 6: Contingency Housekeeping Assets (Note: List all WRM assets, including beds, cots, tents, Harvest Housekeeping Sets, and any other contingency housekeeping assets, in Part II (classified) of the IGESP (paragraph B15.5.5.3.). However, include the following statement in Part I: "See Part II of the IGESP for in-place/due-in WRM assets").

15.2. The following outlines how lodging capacities should be calculated and what information should be documented.

15.5.3. _____personnel from _ (specify unit) will provide augmentation support (determine requirements IAW the READY program and the Personnel chapter of the IGESP).

15.5.5.3. The following outlines how and where the base population will be assigned lodging and what documentation is required. Assignments will be based on capacities and priorities in Part I. Rooms will contain only essential furnishings. Try to specify designated unit/occupant and the date the building will be required (by C-day per the TPFDD). Assign incoming personnel to rooms vacated by permanent party personnel deployed to other locations or evacuated under NEO, as required. Develop a plan for securing personal property left behind by all departing personnel and dependents to include designated storage facility and managing unit. Relocation of permanent party personnel and their personal possessions to accommodate and consolidate incoming personnel should be avoided.

15.9. Vehicles. (Coordinate with the Transportation chapter of the IGESP) Unit Services personnel will plan vehicle requirements. Coordinate with unit VCO and the Vehicle Operations Fleet Management Section to ensure completeness prior to the Transportation Function consolidation of unit requirements for publication of the IGESP. The Transportation Function prior to their inclusion in the IGESP must approve all subsequent changes to vehicle authorizations, including WRM vehicles.

Attachment 17

FORMAT FOR IGESP/ESP

CHAPTER 16 - MEDICAL

16.2. References. List references used in preparation of this chapter. If the plan supports other collocated operating locations, the IGESP for these bases must also be listed as a reference.

16.16.1.1. Vehicle Unit OPRs will plan vehicle requirements and coordinate with unit VCO and the Vehicle Operations Fleet Management Section to ensure availability prior to the Transportation Function consolidation of unit requirements for publication in the IGESP. The Transportation Function prior to their inclusion in the IGESP must approve all subsequent changes to vehicle authorizations, including WRM vehicles.

Attachment 18

FORMAT FOR IGESP/ESP

CHAPTER 17 - INTELLIGENCE

17.15. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into Chapter 20. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles.

17.16. After comparing capabilities against OPLAN requirements, identify any LIMFACs and submit them to logistics plans for review by the IGESPC.

Attachment 19

FORMAT FOR IGESP/ESP

CHAPTER 18 - SUPPLY

18.23. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into Chapter 20. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles.

18.24. After comparing the capabilities against the OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 20

FORMAT FOR IGESP/ESP

CHAPTER 19 - POL

19.33. After comparing capabilities against OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

19.34. Identify alternate/dispersal locations and procedures for refueling vehicles/equipment, cryogenics production/storage, and fuels control/quality control functions. (See Chapter 19 for WRM assets.)

Attachment 21

FORMAT FOR IGESP/ESP

CHAPTER 20 - TRANSPORTATION

20.1. This section provides an overview of transportation capabilities for base forces and units participating in activities involving the base (deployment from, deployment to, or transit) during peacetime exercises and day-to-day operations. The Base Support Plan (IGESP) Part I is, in effect, a unit capabilities plan. The following format should be followed in developing Part I.

20.4. Functional Assumptions. List all factors taken into consideration to determine base support capabilities. For example, normal duty hours, reliance on commercial contractors for specific functions, etc. An important point to remember is that each assumption will have a major impact on the ability to meet IGESP responsibilities should the assumption prove to be incorrect.

20.11.1. Transportation Combat Readiness and Resources Flight. This office serves as the focal point for consolidating OPLAN planning and all planning issues affecting the utilization of any and all transportation resources. It monitors readiness posture of transportation flights. In concert with other transportation flight chiefs, it performs capability analysis to ensure sufficient resources to meet ExPlan/OPLAN and resulting IGESP taskings. It also ensures transportation inputs that impact upon airlift requests are fully coordinated and takes action to resolve transportation deficiencies. During deployment operations, this flight becomes the TCC support staff as situations and personal expertise permit, and as directed by the Transportation Function.

20.11.2. Transportation Control Center (TCC). The nerve center of transportation units during deployment/contingency operations. The TCC is the transportation "command post" and will be capable of being manned and equipped 24 hours a day. This work center is the command and control for all transportation resources for the duration of the contingency, and consequently, is the only emergency work center that does not phase out prior to cessation of the contingency. All transportation work centers will keep the TCC advised of their status and of all problems and assistance required. The TCC will be the initial source of contact for all support requests not covered in the IGESP and for IGESP support which is not being met. Outline your TCC concept of operations and provide essential details of operation.

20.11.4. Vehicle Operations Flight. Vehicle Operations is the wing's single manager for Air Force registered vehicles, and the sole source of organic movement capability where no unit functional vehicle capability exists. Units possessing vehicle authorizations are expected to perform movements with in-house capability. Excess vehicle operations capability beyond that tasked in the IGESP may be requested from TMO, who will levy lift requirements to both vehicle operations and other available carriers commensurate with established criteria. It is therefore important that vehicle operations identify recurring on-base support services such as base taxi or shuttle bus operations, or state that such services are not available.

20.11.4.2. Vehicle operations take action IAW appropriate directives to secure approval for WRM vehicle release and responds to command directives for vehicle shipments to any area. It advises TCC of vehicle losses for subsequent command action, and keeps the TCC/TMO apprised of organic movement capability and mission impact as a result of insufficient vehicle assets. The chief of transportation, through the Vehicle Operations Flight, will advise contracting of vehicle requirements and quantities. As the wing single manager for registered vehicles, only those assets reflected in the transportation chapter are considered true vehicle requirements. Vehicle requirements will not be reflected in any other IGESP chapter. If a reference to vehicle is deemed essential, a statement to refer to the transportation chapter will suffice.

20.12. LIMFACS. After comparing base capabilities against OPLAN requirements, identify any limiting factors and submit to the logistics plans function for review by the IGESPC. If approved, IGESP LIMFACs will be documented in the LIMFACs chapter of the IGESP and forwarded to MAJCOM HQ and the NAF.

Attachment 22

FORMAT FOR IGESP/ESP

CHAPTER 21 - AIR MOBILITY OPERATIONS

This chapter (in an IGESP Part I) should be developed by local air transportation agencies in consultation with HQ AMC/A4X. This chapter (in an IGESP Part II) must be developed with the assistance of HQ AMC/A4X. Depending on temporary assigned duty/temporary duty (TAD/TDY) budgets that may limit HQ AMC participation at planning conferences, any revision proposed for this chapter by any level of theater planning staff (e.g. unified, air component command/combat numbered air force (NAF), or wing/ unit) should be sent to HQ AMC/A4X for review and concurrence prior to publication and dissemination.

21.5. This Chapter will be written/authored by HQ AMC/A4X with technical assistance regarding infrastructure, operations in NBC environments, and funding issues being provided from HQ AMC/XP and CE and any unique force protection issues being coordinated on by HQ AMC/SFX. The Part II chapter will be broken into four distinct or “main” parts.

21.5.3. Each CONUS plans office will evaluate the worst case OPLAN "All Forces" TPFDD and determine throughput and reception. If over any 30-day period the base throughput exceeds 3000 short tons of cargo or 10,000 PAX, or receives/beddowns over 300 personnel or is considered a primary NEO Repatriation Airfield, the base must write Chapter 21, Part II. If a base meets this criteria, local base logistics and transportation planners will complete a Chapter 21, Part II and submit it to HQ AMC/A4X for final validation. If a base does not meet these criteria, only Chapter 21 Part I is required.

21.9. At a minimum, address parking capabilities for C-5, C-9, (C-12, C-20, C-21, or other operational support aircraft (OSA) as necessary), C-17, C-27, C-130, C-141, KC-135/KC-10 (as warranted), and CRAF aircraft. These parking capabilities should be reflected for each type of aircraft assuming no other cargo or support aircraft are on the ground at the same time (i.e., "the base is capable of supporting _____C-130s, if no other cargo or support aircraft are on the ground at the same time"). NOTE: The host or lead wing should address parking capabilities for theater assets (i.e., C-12, C-130). Combination aircraft parking MOG must also be calculated based on the most likely transient or beddown aircraft types identified in the USAF WMP-4/WAAR, or an interpretation of modeling products from the AMC Deployment Analysis System (ADANS) and Combined Mating and Ranging Planning System (CMARPS) provided by HQ AMC IGESP team members at Part II planning conferences. Remember to take into account bomber/fighter parking requirements as addressed in Chapter 8, “Airfield Loading/ Parking Plan.”

Attachment 23

FORMAT FOR IGESP/ESP

CHAPTER 22 - WAR RESERVE MATERIEL (WRM)

22.1. WRM planning identified in the IGESP is not a restatement of AFI 25-101 responsibilities and requirements. Rather, it identifies local requirements and procedures necessary to ensure in-place and incoming WRM can support the operations.

22.2. During IGESP site surveys, using units will identify Base Operating Support (BOS) requirements (i.e., vehicles) to the host base and include it in the IGESP Part II. The host base will forward BOS requirements to its NAF for review. The NAF will then forward BOS requirements to its MAJCOM for inclusion in its War Plans Additive Requirements Report (WPARR) - Part II. The WPARR- Part I will be submitted by the using units MAJCOM to identify non-BOS requirements (i.e., aviation support equipment). Requirements will be identified by base of planned use in the WPARR.

22.8. After comparing capabilities against OPLAN requirements, identify any limiting factors and submit them to the logistics plans office for review by the IGESPC.

Attachment 24

FORMAT FOR IGESP/ESP

CHAPTER 23 - SUPPORT AGREEMENTS/HOST NATION SUPPORT

23.2. Support provided by other major commands, services, or nations, does not require duplication within the IGESP if the agreement was negotiated to remain in effect during contingencies. Agreements identified to remain in effect during contingency/wartime will contain a statement in the remarks section of the agreement allowing for this support. Care must be taken to identify basic logistical support that may be covered via support agreement but not arranged for during OPLAN execution. This information should be included in the IGESP. Examples of basic logistical support provided under support agreements includes power, communications, water, messing, facilities, transportation, maintenance, and personnel services. Care must taken to identify the Local National employee status as described in Host National Support agreements during contingency/wartime operations and insure any restrictions or conditions are incorporated in the planning process.

Attachment 25

FORMAT FOR IGESP/ESP

CHAPTER 24 - MAINTENANCE

24.1. Outline the general maintenance plan to support aircraft operations. Maintenance of aircraft and associated support equipment will be performed IAW Air Force and applicable MAJCOM aircraft maintenance instructions; use this area to discuss any peculiarities of organization or operations that affect the base. For example, 15 ABW might note that no LSS is assigned to the base, so engine management issues are worked directly with the 15th Logistics Support Division. Additionally, units receiving day-to-day and/or contingency support from collocated or nearby units, facilities, and airfields (military or commercial) for aircraft operations should identify this in the IGESP, Part I. This applies to Air Force Reserve Component (AFRC) / Air National Guard (ANG) units receiving support from an active unit or active units receiving reciprocal support from the AFRC/ANG.

24.2.4. Transportation. Note transportation requirements, sources, distribution, and maintenance/control procedures not covered elsewhere. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness before they consolidate wing requirements in the Transportation Chapter of the IGESP. All subsequent changes of vehicle authorizations, including WRM vehicles, must have the Transportation Function approval prior to inclusion in the IGESP. Munitions vehicle requirements are included in the Transportation chapter of the IGESP. Identify procedures for repair of high use equipment such as forklifts and tow vehicles.

24.5.4. Outline the forms and actions necessary to develop the flying and maintenance schedules. This schedule includes the time-phased aircraft generation and scheduled maintenance requirements for the fleet. It assists in planning emergency maintenance workloads and permits supporting functions to determine required workload schedules. Ensure the employing unit prepares the generation schedule for incoming aircraft based on latest arrival time and ensure they forward them to the reception base for inclusion in the IGESP. Ensure that each required generation or maintenance action for at least the first 72

hours is scheduled and coordinated with pertinent activities. Consider alert requirements, daily flying/ maintenance schedules, viable support equipment/personnel, and facility capabilities.

24.9. After comparing capabilities against OPLAN requirements, identify any limiting factors and submit them to the logistics plans office for review by the IGESPC.

Attachment 26

FORMAT FOR IGESP/ESP

CHAPTER 25 - MUNITIONS

PART I:

25.1. In coordination with the Logistics Group Commander, munitions units will develop munitions employment plans (MEP) using the following guidance. The plan must be in direct support of taskings outlined in applicable OPLANS, CONPLANS, and the IGESP.

25.4. Chapter development starts with performing a thorough and comprehensive initial site survey. For someone else to address munitions matters instead of a munitions expert requires that person to be knowledgeable in areas that take years of experience to acquire. Surveys are not just a one-time effort either. Annual visits to the beddown location are a necessity, especially if newly assigned personnel are involved. Insist that a knowledgeable munitions NCO/Officer accompany the survey team, it will benefit all concerned. It is essential for the munitions IGESP OPR to coordinate with applicable base agencies to ensure required support will take place, and that this support requirement is cross referenced in their respective portions of the IGESP/ESP. If a site survey is not possible due to the sensitivity of location, the Contingency Reference Book and Ground Logistics Study contain valuable data for writing the MEP. These documents are available at wing intelligence (IN) offices, worldwide.

25.8.22. Transportation. Note transportation requirements, sources, distribution, and maintenance and control procedures not covered elsewhere. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness before the Transportation Function consolidation of wing requirements in the Transportation Chapter of the IGESP. All subsequent changes of vehicle authorizations, including WRM vehicles, must have the Transportation Function approval prior to inclusion in the IGESP. Munitions vehicle requirements are included in the Transportation chapter of the IGESP. Identify procedures for repair of high use equipment such as forklifts and tow vehicles.

25.8.29. LIMFACs/Shortfalls. Consolidate all shortfalls and limiting factors in this section and outline efforts to resolve them. Number and assign each LIMFAC an office of primary responsibility (OPR), point of contact (POC), estimated completion date (ECD), impact assessment and work around. After identifying LIMFACs or shortfalls submit them to logistics plans for review by the IGESPC.

Attachment 27

FORMAT FOR IGESP/ESP

CHAPTER 26 - MILITARY AND CIVILIAN PERSONNEL OFFICE

26.15. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, num-

ber currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the Transportation chapter of the IGESP.

26.16. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 28

FORMAT FOR IGESP/ESP

CHAPTER 27 - MANPOWER AND ORGANIZATION

27.11. After comparing your capabilities against your OPLAN requirements, identify any limiting factors, or excess capability, and submit them to logistics plans for review by the IGESPC.

Attachment 29

FORMAT FOR IGESP/ESP

CHAPTER 28 - COMMUNICATIONS AND INFORMATION

28.30. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the Transportation chapter of the IGESP.

28.31. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 30

FORMAT FOR IGESP/ESP

CHAPTER 29 - POSTAL

29.9. Identify any communications and information requirements beyond the capabilities already available. Items for consideration include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Uses of new or temporary facilities are prime examples when additional requirements are necessary. Coordinate with installation Communications Officer prior to consolidation of requirements into IGESP. Insure these requirements are addressed in Communications and Information chapter of the IGESP.

29.10. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to

the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Postal vehicle requirements are included in the Transportation chapter of the IGESP.

Attachment 31

FORMAT FOR IGESP/ESP

CHAPTER 30 - COMMAND AND CONTROL SYSTEMS

Attachment 32

FORMAT FOR IGESP/ESP

CHAPTER 31 - FORCE PROTECTION

At MOBs, the Chief of Security Forces will be responsible for the development of this chapter. The preparation of IGESP Force Protection chapter for COBs will be the joint responsibility of the sponsor unit security forces and the CADRE, if applicable. In it, you will describe to your augmenting unit, your capabilities and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part I. OPLAN-specific capabilities and operating procedures are contained in Part II. Ensure the most current copy of this chapter and the Base Defense Plan has been provided in supporting units' mission folders.

31.13. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Security Forces vehicle requirements are included in the Transportation chapter of the IGESP.

31.14. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

31.18. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to the logistics plans office for review by the IGESPC.

Attachment 33

FORMAT FOR IGESP/ESP

CHAPTER 32 - OPERATIONS SECURITY AND TACTICAL DECEPTION

32.1. Explain how the base OPSEC and tactical deception program will be incorporated into the IGESP.

Attachment 34

FORMAT FOR IGESP/ESP

CHAPTER 33 - FINANCIAL MANAGEMENT/COMPTROLLER

33.23. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the transportation function by vehicle type, num-

ber currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the transportation function to ensure completeness prior to the consolidation of wing requirements for publication into the transportation chapter of the IGESP. All subsequent changes of vehicle authorizations, including WRM vehicles, must be approved by the transportation function prior to inclusion in the IGESP. All vehicle requirements are included in the transportation chapter of the IGESP.

33.24. After comparing your capabilities against your OPLAN requirements, identify any shortfalls and limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 35

FORMAT FOR IGESP/ESP

CHAPTER 34 - CONTRACTING

34.19. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Contracting vehicle requirements are included in the Transportation chapter of the IGESP.

34.20. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

34.21. Identify all Essential Contractor positions. Provide Essential Contractor personnel data to IGESPC for inclusion in IGESP development.

Attachment 36

FORMAT FOR IGESP/ESP

CHAPTER 35 - WEATHER

35.9. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to the logistics plans office for review by the IGESPC.

Attachment 37

FORMAT FOR IGESP/ESP

CHAPTER 36 - PUBLIC AFFAIRS

36.14. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the Transportation chapter of the IGESP.

36.15. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 38

FORMAT FOR IGESP/ESP

CHAPTER 37 - HISTORIAN

37.11. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the Transportation chapter of the IGESP.

37.12. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 39

FORMAT FOR IGESP/ESP

CHAPTER 38 - LEGAL

38.13. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. All vehicle requirements are included in the Transportation chapter of the IGESP.

38.14. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 40

FORMAT FOR IGESP/ESP

CHAPTER 39 - CHAPLAIN

39.9.2. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. All vehicle requirements are included in the Transportation chapter of the IGESP

Attachment 41

FORMAT FOR IGESP/ESP

CHAPTER 40 - SAFETY

40.15. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. All vehicle requirements are included in the Transportation chapter of the IGESP.

40.16. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

40.20. After comparing your capabilities against your OPLAN requirements, identify levels of risk associated with bed-down, operations, storage, transportation, handling explosives and movement, personnel and explosives limits precautions, any limiting factors and submit them to the logistics plans office for review by the IGESPC.

Attachment 42

FORMAT FOR IGESP/ESP

CHAPTER 41 - OFFICE OF SPECIAL INVESTIGATIONS

41.8.4. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. AFOSI vehicle requirements are included in the Transportation chapter of the IGESP.

41.9. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 43

FORMAT FOR IGESP/ESP

CHAPTER 42 - RESERVED

Attachment 44

FORMAT FOR IGESP/ESP

CHAPTER 43 - LIMITING FACTORS

43.1. This chapter will identify all LIMFACs applicable to the IGESP, validated by the IGESPC, and approved by the wing commander. Limiting factors (LIMFAC) are personnel or materiel deficiencies, problems, or conditions, validated by the base support planning committee, that have a critical negative

impact on the ability of a unit to perform its wartime mission, and require the aid of higher headquarters to resolve. LIMFACs will be updated and posted in this chapter as a minimum, after each semiannual review, TPFDD release, or when significant changes occur. Address LIMFACs, shortfalls, and overages by supported plan. Recommend use of the following format:

TRACKING NUMBER: DATE SUBMITTED: BASE OPR:

LIMFAC SUBJECT:

LIMFAC SUMMARY:

UNIT ACTIONS TAKEN TO RESOLVE LIMFAC:

ECD:

Attachment 45

FORMAT FOR IGESP/ESP

CHAPTER 44 - MAPS

Attachment 46

FORMAT FOR IGESP/ESP

CHAPTER 45 - COMBAT LOGISTICS SUPPORT SQUADRONS

Attachment 47

FORMAT FOR IGESP/ESP

SAMPLE SITE SURVEY STATEMENT OF REQUIREMENTS