



**BASE SUPPORT AND EXPEDITIONARY SITE
PLANNING**

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Pages: 3
Distribution: F

AFI 10-404, 26 November 2001, is supplemented as follows:

This supplement augments AFI 10-404, *Base Support and Expeditionary Site Planning*, and addresses AFMC-unique situations. The additions correspond to the chapters and paragraphs in the AFI. This supplement mirrors the new instruction by emphasizing procedures, especially those developed for the fielding of the Logistician's Capabilities Assessment Tool (LOGCAT), and outlining center/air base wing interactions. This supplement does not pertain to AFMC-gained Air National Guard units.

1.3. **Processes.** The Base Support Planning (BSP) process within AFMC is to define AFMC installation capabilities. Information collected in this process can be used for a variety of missions, from throughput to natural disaster response to homeland defense. AFMC BSPs form the basis for other installation plans and afford the AFMC staff an accurate depiction of command installation resources.

1.4.1. AFMC waivers will be processed through the AFMC Operations Office (AFMC/XP-AO).

2.3.4. The AFMC Operations Office (AFMC/XP-AO) is the AFMC point of contact for base support planning and represents the command at the LOGCAT Functional Review Board (FRB).

2.3.5. AFMC/XP-AO will be the focal point for requesting all planning data.

2.4.2. LIMFAC issues will be coordinated with AFMC/XP-AO.

2.4.3. AFMC/XP-AO is the manager of all site survey requests.

2.6. **Other Air Force Component Command (MAJCOM/NAF in component role) Staff Functions.** Request for site surveys of AFMC installations by non-AFMC units will first be coordinated through AFMC/XP-AO.

2.8. **Host Wing/Installation Commander.** Each AFMC base support planning OPR as listed in the table below will be the focal point of all BSP efforts, to include those of tenant organizations.

Table 2.1. (Added) Focal Point for BSP Efforts.

Base	OPR	OPR Level
Arnold AFB, TN	AEDC/SDS	Center
Edwards AFB, CA	AFFTC/XP	Center
Eglin AFB, FL	96 ABW/XP	Wing
Hanscom AFB, MA	66 ABW/XP	Wing
Hill AFB, UT	75 ABW/XP	Wing
Kirtland AFB, NM	377 ABW/XP	Wing
Robins AFB, GA	78 ABW/XP	Wing
Tinker AFB, OK	72 ABW/XP	Wing
Wright-Patterson AFB, OH	88 ABW/XP	Wing

2.9.2. LIMFACs will be approved by the appropriate wing commander and coordinated through the center commander before forwarding to AFMC/XP-AO.

2.9.4. Wing and center commanders will be updated on an annual basis. Updates can be either a briefing or a staff package and will include, as a minimum, the status of the BSP, issues with updating the BSP, LIMFACs, and status of LOGCAT.

2.9.6.1. Include all tenant units, irrespective of MAJCOM, in the listing of BSP functional OPRs.

2.9.7. The DISA Form 41 is used to request/authorize access to the Employment Knowledge Base (EKB) and will be submitted to AFMC/XP-AO. AFMC/XP-AO will then coordinate with DISA-Montgomery who controls access to the EKB.

2.11. **Wing/Base Level Units (Including Tenant Units).** All tenant units on AFMC installations will develop their respective chapters (if appropriate) and consolidate their inputs IAW AFMC guidance.

3.1. **General.** AFMC installations will update their BSP Part 1 on an annual basis.

3.3.1. Primary members of the BSPC include all center staff agency chiefs at AFMC bases where staff functions report to the center commander versus the wing commander. In addition, if collocated with an Air Base Wing, center XP divisions will participate in the BSPC if the center takes an active role in the BSP process and is not the BSP OPR.

3.7. **Plan Approval.** IAW the chart in paragraph 2.8. above, commanders at the OPR level will approve the plan after coordinating the plan through both wing and center levels.

3.8. **Plan Distribution.** AFMC installations will post their data to the EKB. Notification will be sent to AFMC/XP-AO upon completion of that process.

4.1. **Format.** AFMC installations will produce their BSP via the EKB. All AFMC BSPs will be updated in the EKB within 120 days of initial training on LOGCAT.

4.3. **Specific Content Guidance.** With the exception of Arnold and Hanscom AFBs, BSP Part 2s will be required for AFMC installations. Initial Part 2s will be posted to the EKB using the appropriate STEP module 120 days after initial LOGCAT training. Thereafter, Part 2 updates will be made IAW paragraph

3.2. For the exception bases, Part 2 chapter development may occur if the information contained therein is required for Part 1 development.

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