

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



AIR FORCE INSTRUCTION 10-503

**AIR FORCE SPACE COMMAND
Supplement 1**

2 MARCH 1998

Operations

BASE UNIT BEDDOWN PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFSPC WWW site at: <http://midway.peterson.af.mil/pubs>.

OPR: XPPB (Lt Col William E. Schlaffi)
Supersedes AFI10-503AFSPC1, 2 Jan 97.

Certified by: XPP (Mr. Terry Luke)
Pages: 18
Distribution: F

This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-503, **Base Unit Beddown Program**. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (AFSPC), its personnel, resources, and subordinate units. Reference AFI10-501AFSPC1 for bed-down actions requiring Programming Plan (PPlan) and/or Program Task Force (PROTAF) actions. This supplement does not apply to Air Force Reserve Command nor Air National Guard units. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

1.3. Major Command (MAJCOM). For the purposes of AFI10-503, MAJCOM refers to the headquarters of Air Force major commands and the higher headquarters of direct reporting units and field operating agencies. HQ AFSPC, Division of Programs and Legislative Affairs (XPP) is the HQ AFSPC focal point for management of the Air Force Site Survey and Unit Beddown Program.

1.3.1. Proponent will initiate and fund the Environmental Impact Analysis Process (EIAP) for inter-MAJCOM basing actions.

1.4. Installation Responsibilities. Direct all outside agency and unit site survey requests to HQ AFSPC Base and Units Division (XPPB) for action.

2.1. Site Survey Approval. HQ AFSPC/XP will approve and conduct intra-MAJCOM site surveys. For inter-MAJCOM site surveys, HQ AFSPC/XPP will request site survey approval from HQ USAF, Director of Operations, Bases and Units (XOOB) by message at least 15 days before initiating the survey. Notification will include, as a minimum, the purpose and the name of the agency conducting the survey.

3.1. Unit Beddown Approval. Following site survey (or similar action), HQ AFSPC/XP will submit bed-down request to HQ USAF/XOO not later than 30 duty days before the requested beddown date. Notification will include the information listed in AFI10-503, paragraph 3.2.

3.4. Environmental Impact Analysis. Each beddown action requires a Description of Proposed Action and Alternatives (AF Form 813) submitted by the proponent to HQ AFSPC/CEV for action.

4.1. Site Survey and Beddown Requests for Bases Announced for Realignment and Closure. HQ AFSPC/XP will conduct and coordinate all site survey actions for AFSPC bases and or units announced for closure or realignment.

Attachment 5(Added)
SITE SURVEY GUIDE

Figure A5.1. Guide.

This guide is designed to assist project officers in conducting site surveys and developing required reports. It is to be used in conjunction with AFI10-503AFSPC1, Base Unit Beddown Program. Variations from this guide may be required depending on the situation.

SECTION A - INTRODUCTION

The Bases and Units Branch (HQ AFSPC/XPPB) is the command OPR for conducting site surveys for unit activations, inactivations, relocations, transfers, realignments, closures, or system conversion. Applicable headquarters functional areas will participate in XPPB led site surveys.

SECTION B - PROCEDURES

Once a site survey requirement is determined, XPPB will convene a pre-site survey meeting with applicable functional OPRs (Atch 1 and 2). Site survey details will be worked out for the particular action. Each functional OPR is responsible for orders, travel arrangements, funding of TDY, and functional area survey checklists. XPPB will develop inbrief/outbrief slides (if required), and make billeting, work center, and administrative support arrangements for the team with POC from the installation to be visited. Functional responsibilities on site survey include assessing each area of responsibility, providing updates at daily site survey team meetings, and submitting an executive summary to the XPPB team chief at the conclusion of site survey. Team chief site survey checklist is at Atch 3.

SECTION C - REPORT

The survey report is divided into major sections based on the type of survey. The survey team chief is responsible for reviewing each section and then compiling all the inputs into the report. If possible, leave a completed report at the surveyed base. If report cannot be completed on-site, ensure base receives copy within ten calendar days of site survey.

Atchs:

1. Site Survey Meeting Letter Example
2. Site Survey Team Members List Example
3. HQ AFSPC Team Chief Site Survey Checklist
4. Site Survey Report Example

SAMPLE SITE SURVEY MEETING LETTER

MEMORANDUM FOR DISTRIBUTION LIST

FROM: HQ AFSPC/XP
150 Vandenberg Street, Suite 1105
Peterson AFB CO 80914-4570

SUBJECT: TOS Site Survey Working Group Meeting

1. The Concept of Operations (CONOPS) for the Transportable Optical System (TOS) specifies that AFSPC is re-fielding TOS as a stopgap system to fulfill critical geosynchronous belt coverage in the Mediterranean region. In preparation for this beddown, site surveys are required at proposed sites. USSPACECOM has requested USEUCOM assistance in identifying potential beddown locations. In order to meet a FY96/4 timeline, site surveys need to be conducted by Jan 96. As the first step in this process, a Site Survey Working Group meeting has been scheduled for 29 Nov 95 in the HQ AFSPC/SC conference room from 1200 to 1330.
2. Request each addressee appoint a project officer and respond via E-mail or by indorsement (Atch 1) to HQ AFSPC/XPPB NLT 27 Nov 95. This working group meeting will be used to identify the site survey team members and begin preparations for conducting the surveys in Jan 96.
3. OPR for all TOS Site Survey actions is Lt Col Schlafli, HQ AFSPC/XPPB, 4-2469.

Attachments:

1. Indorsement
2. Distribution List

Site Survey Guide Attachment 1-1

1st Ind to HQ AFSPC/XP Memo, _____, TOS Site Survey Working Group Meeting

FROM: _____

TO: HQ AFSPC/XPPB (Lt Col Schlafli)
150 Vandenberg Street, Suite 1105
Peterson AFB CO 80914-4620

Name _____, Office _____.

Phone _____ will be the _____ POC for TOS Site Survey Working Group.

- E) TELL PEOPLE YOU MAKE BILLETING ARRANGEMENTS FROM THE LIST YOU COMPILE FROM THIS MEETING, ANY LATE ADD-ONS MAKE THEIR OWN ARRANGEMENTS.
- F) TASK FUNCTIONAL POCs TO DEVELOP DETAILED FUNCTIONAL CHECKLISTS FOR SPECIFIC ACTIONS AND PROVIDE TO TEAM CHIEF VIA E-MAIL.

----- COORDINATE WITH UNIT POC:

- A) IN/OUT BRIEF TIMES.
- B) WORK CENTER FOR TEAM USE.
- C) ONE OR TWO COMPUTERS WITH ONE TYPIST.
- D) BILLETING ARRANGEMENTS. TRY KEEPING TEAM TOGETHER.

AFTER ARRIVAL

----- CONTACT POC AT BASE. CONFIRM THE FOLLOWING:

----- IN-BRIEF: TIME/PLACE, AND WHO WILL BE THERE(I.E., CC, CV, ETC.). IF CLASSIFIED TO BE DISCUSSED, WHO WILL CHECK/VOUCH FOR THE BASE'S PERSONNEL AT THE IN-BRIEF?

----- TYPING SUPPORT: WHO, WHERE, TYPE OF WORD PROCESSING PROGRAM (AND COMPATIBILITY OF PRINTER TO BE USED IF XPP LAP TOP COMPUTER HAS BEEN BROUGHT ALONG)? CONFIRM WHEN TYPIST NEEDS TO START WORK.

----- SUPPLIES: WHERE TO GET, I.E. CLASSIFIED COVER SHEETS, FOLDERS, PAPER, ETC (IF NEEDED).

----- CLASSIFIED STORAGE: WHERE, WHO TO CONTACT, CLASSIFICATION LEVEL, WHO CAN SIGN FOR IT, NLT TURN-IN TIMES, WHEN TO PICK IT UP IN AM? WHO/WHERE CAN WRAP IT FOR RTS? WHERE TO STORE IT OVER NIGHT IF TEAM IS LEAVING ON A WEEKEND MORNING?

----- TEAM'S WORKING AREA: LOCATION, KEYS? OK TO DISCUSS/WORK WITH CLASSIFIED IN THIS AREA? HAVE ACCESS TO PHONES/PHONES IN ROOM? WHAT ARE THE NUMBERS?

----- BUS TOUR ARRANGEMENTS (IF DESIRED): BUS AVAILABILITY, TIME, WHERE TO BE, WHO WILL GIVE IT, ANY PARTICULAR AREAS TO LOOK AT?

Site Survey Guide Attachment 3-1

Distribution List:

HQ AFSPC/CE/DO/DP/DR/FM/HC/HO/IG/IN/JA/LG/PA/SC/SE/SG/SP/
SV/XPM/XPI/XPX

MIT Lincoln Laboratory
Dr. Gerry Banner & Dr. Bob Weber
244 Wood Street
Lexington MA 02173-9108

ESC/TNG
Walter Faccenda
5 Eglin Street
Hanscom AFB MA 01731-2121

Experimental Test System
Dave Beatty
MIT Lincoln Laboratory
PO Box 1707 (GEODSS Field Site)
Socorro NM 87801

SenCom Corp
Rich Colarco
5525 Erindale Dr. Suite 112
Colorado Springs CO 80918

HQ AFSPC TEAM CHIEF SITE SURVEY CHECKLIST

This checklist is a general guide for the HQ AFSPC/XPPB team chief to set up and conduct site survey's and should be used in conjunction with other applicable directives. (For any proposed beddown or survey at a foreign installation, review instructions in DoD Foreign Clearance Guide, General Informational Booklet, Chapter9.)

PRE-SURVEY

- ___ DECONFLICT POSSIBLE SURVEY DATES WITH HQ AFSPC/IG.
- ___ CONTACT APPROPRIATE FUNCTIONAL OPR TO DECONFLICT DATES AND CONFIRM SUPPORT.
- ___ CONTACT AFFECTED UNIT OR MAJCOM TO COORDINATE SITE SURVEY, DECONFLICT DATES, AND OBTAIN POC.
- ___ SEND MSG TO HQ AF/XOOB REQUESTING PERMISSION IF REQUIRED. SEND TO UNIT IF XOOB PERMISSION IS NOT REQUIRED AND INFO XOOB.
- ___ SEND OUT SITE SURVEY MEETING LETTER AND RESERVE CONFERENCE ROOM.
- ___ CONDUCT PRE-SITE SURVEY MEETING:
 - A) HAVE SURVEY INBRIEF SLIDES READY FOR REVIEW AT MTG.
 - B) PROVIDE FOLLOWING INFORMATION TO TEAM MEMBERS.
 - 1. TDY TELEPHONE NUMBERS.
 - 2. WEATHER CONDITIONS, UNIFORM REQUIREMENTS.
 - 3. PASSPORT AND CUSTOM REQUIREMENTS.
 - 4. THREATS AND SECURITY PRECAUTIONS.
 - 5. TRANSPORTATION ARRANGEMENTS.
 - C) HAVE YOUR FLIGHT RESERVATIONS ALREADY MADE AND GIVE INFO OUT DURING MEETING. PREFERENCE IS TO TRAVEL TOGETHER - BOTTOMLINE, EVERYONE ON TEAM AT IN-BRIEF.
 - D) GET THE NAME, RANK, OFFICE SYMBOL, SSN, SECURITY CLEARANCE, AND PHONE NUMBER OF ALL SURVEY TEAM MEMBERS. IF ANYONE IS NOT SURE THEY WILL BE ON THE TEAM, SUSPENSE THEM BY COB THAT DAY.

Site Survey Guide Attachment 3-1

_____ STAFF CARS/MILITARY VEHICLES: WHERE, KEYS, WHERE CAN THEY BE DRIVEN (I.E., DOWNTOWN TO RESTAURANTS) ANY OTHER PECULIAR RESTRICTIONS?

BILLETING

_____ LEAVE NOTE AT BILLETING SIGN-IN AREA FOR TIME AND PLACE OF ANY TEAM PRE-BRIEFS, AND WHERE/WHEN ACTUAL IN-BRIEF WILL BE (HAVE TEAM MEMBERS THERE AT LEAST 30 MINUTES IN ADVANCE OF REAL START TIME). REMIND THEM TO BRING COPIES OF ORDERS TO THE IN-BRIEF.

_____ START LIST OF WHO IS ASSIGNED TO WHAT ROOMS.

INFORMAL IN-BRIEF

_____ SECURITY CHECK:

- A) CHECK ID CARDS AND GET COPY OF ORDERS FOR ALL SURVEY TEAM MEMBERS.
- B) IF APPLICABLE, GIVE LIST OF TEAM MEMBERS TO PERSON WHO CAN CHECK WHETHER ALL MEMBERS HAVE BEEN READ IN ON SPECIAL ACCESS PROGRAMS.

_____ START LIST AROUND ROOM FOR NAMES, WHERE STAYING/ROOM NUMBERS.

_____ MAKE SURE TEAM MEMBERS HAVE COPY OF REPORT FORMAT (EXAMPLE AT ATCH 4), UNDERSTAND HOW IT WORKS ,AND KNOW THEIR RESPONSIBILITIES. EVERYONE MUST FOLLOW THE FORMAT ON THEIR INPUTS.

_____ DISCUSS ANY SPECIAL SURVEY REQUIREMENTS- I.E. WHETHER SURVEY IS CLASSIFIED/SENSITIVE, CLASSIFICATION LEVEL OF THE FINAL REPORT(I.E. - DON'T WRITE CLASSIFIED INPUTS FOR INCLUSION IN AN UNCLASSIFIED REPORT) WHETHER ANY SPECIAL RESTRICTIONS APPLY, ANY COVER STORY TO BE USED, ANY CODE NAMES AND PURPOSES WHEN THEY ARE TIED TOGETHER, WHETHER TIMING CAN BE MENTIONED, IF NOT EVERYONE ON THE SURVEYED BASE HAS A NEED TO KNOW, WHETHER CLASSIFIED REPORTS ARE AVAILABLE FOR REFERENCE, AND IF SO, WHERE WILL THEY BE KEPT. IF APPLICABLE

Site Survey Guide Attachment 3-2

WHO ON TEAM IS READ IN ON A PROGRAM AND WHO ISN'T (IN THIS CASE, IT'S THE TEAM LEADERS RESPONSIBILITY TO ENSURE DISCUSSIONS ARE KEPT AT THE RIGHT LEVEL WHEN PERSONS NOT CLEARED ARE INVOLVED IN ANY GROUP EFFORTS), WATCH CLASSIFIED DISCUSSIONS WHEN ANYONE IS ON THE PHONE IN THE WORKING AREA, ETC.

____ CLASSIFIED MATERIAL SIGN-OUT/TURN-IN PROCEDURES: WHO WILL PICK THEM UP IN AM FROM THE COMMAND POST, WHO WILL SIGN THEM OUT/IN, NLT TIMES TO GET THEM BACK, ETC. HOW/WHO WILL WATCH CLASSIFIED MATERIALS OVER MEAL BREAKS.

____ WORK HOURS: NORMALLY 0730-1630, UNLESS THINGS GET HECTIC TOWARDS END. TEAM CHIEF OR REP WILL UNLOCK WORK AREA IN AM AND PICK UP ANY CLASSIFIED MATERIALS.

____ TEAM WORK ROOM LOCATION: WHERE, HOW TO GET IN, WHO HAS KEYS, PHONE NUMBERS, ETC.

____ TEAM VEHICLES: WHAT, WHERE, WHO HAS KEYS, SIGN-IN/OUT PROCEDURES, SPECIAL USE ROE.

____ MESSAGE BOARD: WHERE IT IS. USED FOR PHONE MESSAGES, AND FOR UPDATES/CHANGES TO MEETING TIMES/LOCATIONS/ETC. CHECK IT OFTEN.

____ TEAM MEETING TIMES: COVER NORMALLY EXPECTED TIMES AND LOCATIONS. TEAM LEADERS ARE EXPECTED TO BE AT THESE MEETINGS TO BRIEF THEIR AREAS. IF THEY CAN'T BE THERE ON TIME DUE TO LATE BREAKING SURVEYING, THEN THEY NEED TO CALL AND GIVE THE TEAM CHIEF THEIR ETA, SO THE MEETING CAN WORK AROUND THEM.

____ FORMAL OUT-BRIEF: ESTIMATED DATE/TIME/LOCATION. SURVEY MEMBERS ARE NOT CLEARED TO DEPART FROM THE SURVEY UNTIL AFTER THE OUT-BRIEF IS COMPLETED - IT IS TO YOU THAT THE QUESTIONS THE TEAM CHIEF CAN'T ANSWER, WILL BE DIRECTED. - THE TEAM CHIEF HAS OVERALL RESPONSIBILITY BUT DOES NOT KNOW EVERY INDIVIDUALS JOB.

FORMAL IN-BRIEF

_____ INTRODUCE SELF (USE SLIDES).

- A) SURVEY TITLE/PLACES/DATES.
- B) CLASSIFICATION OF SURVEY, SPECIAL PROCEDURES.
- C) PURPOSE OF SURVEY/UNITS INVOLVED.
- D) TEAM COMPOSITION (INTRODUCE MEMBERS/STATE SPECIALTY AREAS).
- E) SURVEY ITINERARY, INCLUDING PROPOSED OUT-BRIEF DATE AND TIME.

_____ ASK SENIOR OFFICER RECEIVING IN-BRIEF FOR HIS INPUTS, CLOSING REMARKS, DIRECTIONS, OR QUESTIONS.

FORMAL OUT-BRIEF

_____ INTRODUCE SELF AND TEAM LEADERS (USE SLIDES).

_____ BRIEF FINDINGS.

- A) EXECUTIVE SUMMARY OF EACH AREA.
- B) PROBLEM AREAS.

_____ EXPRESS THANKS FOR SUPPORT PROVIDED.

5. DISCUSSION:

a. Inbrief: In his welcoming remarks, Col Allison made it clear that the 496ABS would welcome Det 4, 18 SPSS and TOS, and was prepared to help make it happen if beddown is approved. I introduced our site survey team and explained the purpose of our visit. MSgt Steininger briefed TOS operations, the systems history and requirements.

b. Survey: Following inbrief, team was given a windshield tour of base, and proceeded to a previous Navy Radio Transmitter (NRT) area to survey facilities. The NRT area is in a relatively remote site on Southwest corner of Moron AB. After examining available facilities, survey team broke for lunch, and proceeded back to headquarters meeting room for discussions with 496ABS/CC and base functional area representatives.

c. Surveyed Facilities/Initial Assessment Moron AB offers an open, flat area within a fenced compound with available office space close by. This area is away from the major light sources on base and has an unobscured, low ambient light, south facing exposure.

(1) NRT area is made up of one large, two story admin/warehouse building (Bldg #1301) one large power generation building (Bldg #1302) and five very small additional buildings. The buildings are surrounded by eight foot chain-link fence topped with three strands of barbed wire. The fence has two lockable gates. The Southwest corner of this compound is a flat grassy area approximately 130 feet square, butted on two sides by fence and on the other two sides by roads one of which has an extended paved area which could be marked off for parking (see attached drawing showing possible lay out of TOS.) The physical lay out of the area would allow the use of the two large buildings to block the light of an antenna field, the glow from the ramp area and the airfield's rotating beacon. Two unused antennas may obstruct the view and should be removed.

(2) Building 1301 has the bottom floor of one wing which is 50% vacant. This area contains three rooms which could be made available for TOS admin functions. One room is about 100 sq ft and would work well for the Det CC office. The other two rooms are about 300 sq ft each and could be used for military admin functions and ops/maintenance functions. Phone lines with DSN and commercial access would be available in all three rooms.

d. Functional Area Discussions

(1) Base Supply: Current capacity capable of supporting TOS admin and fuels requirements.

SAMPLE SITE SURVEY REPORT

19 Apr 96

MEMORANDUM FOR HQ AFSPC/XPPB
HQ AFSPC/XPP
HQ AFSPC/XP

FROM: HQ AFSPC/XPPB
150 Vandenberg St Ste 1105
Peterson AFB CO 80914-4620

SUBJECT: Moron AB Site Survey Trip Report

1. PURPOSE: To determine feasibility of locating the Transportable Optical System (TOS) on Moron AB, Spain.

2. TRAVELERS:

Lt Col Bill Schlafli	AFSPC/XPPB
Maj Edgard Millan	16AF/XPS
Capt Eric Payne	AFSPC/LGX
MSgt Edward Dwornick	18SPSS/LG
MSgt Brad Steininger	AFSPC/DOYO
Mr. David Beatty	MIT Lincoln Laboratory

3. ITINERARY: Traveled to Moron AB, Spain on 15/16 Apr 96, completed night ambient light check on 16 Apr 97, inbriefed 496ABS/CC and staff, surveyed facilities and outbriefed on 17 Apr. Capt Payne and I traveled to Ramstein AB, Germany and briefed HQ USAFE/XPFB on 18 Apr 96 and returned to Peterson AFB on 19 Apr 96.

4. KEY PERSONNEL CONTACTED:

Lt Col Bob Allison	496ABS/CC
Capt Glenn Ferguson	496ABS/LG
Capt Art Canne	496ABS/SC
MSgt Jorge Mitchell	496ABS/SP & CCF
MSgt Bart Roberts	496ABS/LGX
MSgt Rick West	496ABS/CE
TSgt David Means	496ABS/LGC
Mr. Bob Smothers	496ABS/CEC

Site Survey Guide Attachment 4-1

(2) FM: Support is provided through 31FW/FM at Aviano AB, Italy.

(3) Communications: Current communications connectivity in building 1301 will support the admin requirements of TOS. System requirements, one commercial line dedicated to data transfer and one additional line with DSN and commercial access will be available, but lines will need to be run from building 1301 or 1302 to ops enclosure.

(4) PMEL: Support available on reimbursable basis through 31FW

(5) Transportation: UDI vehicles will be available on a limited basis. If the detachment requires a permanent assigned vehicle, AFSPC will have to work the authorization. Oversize cargo can be road hauled from the port at Rota (75 miles away.) TMO support is available on base. Household Goods shipment may transfer to Rota in the near future.

(6) Civil Engineering: Required power is available from building 1302 but installation needs engineering. Cable is available locally. Construction of concrete pads for the system is locally available and a ROM cost was \$90K. Contracts office requested 60 - 90 days from submitting requirement to completion of construction. Removal of two unused antennas may fall to AFSPC to remove them from the view area. Military Family Housing is currently under renovation and once complete, assignment will be by standard AF policy. With current use rate, 75% (8 of 12) of our people could live on base if all are accompanied. Dorm rooms are short today but plans are in work to upgrade an old dorm to the 1 + 1 standard by July 97 and at that time there would be room for our unaccompanied personnel.

(7) Dining Hall: Breakfast and lunch are served Monday through Friday only. Separate rations will be required.

(8) Medical Support: Two med techs are assigned to 496ABS but can treat active duty personnel only. Other medical and dental care is available from Rota and through TRICARE. Personnel with dependents in the Exceptional Family Member Program will be assignment restricted.

(9) Schools: K - 8th grades are available on Moron. High School students are bussed to Rota (2 hours each way.) Personnel with dependents in the Exceptional Family Member Program will be assignment restricted.

6. ACTION ITEMS:

a. Provide detail drawing, to include proposed power lines, of proposed beddown area to HQ AFSPC/DOYO. OPR: 496ABS/CC

JOHN S. BOONE, Brig Gen, USAF
Director of Plans