

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 10-503

1 JULY 1995



**AIR FORCE SPACE COMMAND
Supplement 1**

2 MARCH 1998

Operations

BASE UNIT BEDDOWN PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAFF/XOOB (Lt Col Paul P. Phelps)
Supersedes AFI 10-503, 4 April 1994.
(AFSPC) AFI10-503AFSPC1, 2 Jan 97.

Certified by: HQ USAF/XOO (Brig Gen Michael J. McCarthy)
Pages: 25
Distribution: F

This instruction implements AFPD 10-5, *Basing*. It provides Air Force site survey and unit beddown procedures on property within the United States and its territories. It applies to Air Force units requesting a beddown action, and other Services/Agencies requesting a beddown action on Air Force real property. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, through channels, to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB, Washington, DC 20332-5113. Air Force organizations may supplement this instruction: Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) should send a copy of their supplement to SAF/AAIP; other commands send a copy of each supplement to the next higher headquarters. See [Attachment 1](#) for terms used in this instruction.

(AFSPC) 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 beddown 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

This revision updates MAJCOM designations and adds Air National Guard and Air Force Reserve unit beddown procedures.

(AFSPC) 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. Headquarters, MAJCOM, and Installation Commander Responsibilities:

1.1. Types of Requests. Site Survey/Beddown requests generally fall into one of the following four areas:

- Inter-MAJCOM requests.
- Intra-MAJCOM requests.
- Air Force agency requests for an activity on non-Air Force real property.
- Non-Air Force agency requests for an activity on Air Force real property.

1.2. Air Staff Responsibilities. HQ USAF/XOO approves and manages the Air Force Base Survey and Unit Beddown Program. The HQ USAF/XOO OPR for the site survey program is the Chief, Bases and Units Division (HQ USAF/XOOB).

1.3. Major Command Responsibilities. MAJCOMs should ensure their site survey/beddown requests comply with this instruction. They should forward approved inter-MAJCOM site survey/beddown requests to the Air Staff for approval.

1.3. (AFSPC) 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. EIAP Responsibility. Requesting MAJCOMs initiate and fund the EIAP for inter-MAJCOM basing actions (according to AFI 32-7061, *Environmental Impact Analysis Process* [formerly AFR 19-2]). The potential host MAJCOM is responsible for ensuring EIAP completion, including AF Form 813, **Request for Environmental Impact Analysis**, completion.

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

1.3.2. Air National Guard and Air Force Reserve. For the purposes of this AFI, the Air National Guard Readiness Center (ANGRC), NGB/XO, and HQ AFRES, are treated as MAJCOMs.

1.4. Installation Responsibilities. Air Force installation commanders contacted by outside agencies requesting site survey or beddown approval should direct the request through the chain of command to the MAJCOM. The MAJCOM will forward the request to HQ USAF/ XOOB.

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

2. Site Survey Request Procedures:

2.1. Approval Authority. HQ USAF/XOOB has authority to approve Air Force site survey requests. MAJCOMs have the authority to approve intra-MAJCOM survey requests. The Air Force will consider a non-Air Force request for site survey after it is approved by that Service's/Agency's headquarters. MAJCOM survey approval authority does not include authority to approve Military Construction.

2.1. (AFSPC) 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.

2.1.1. Site Survey Approval Coordination--Special Cases:

- For Air Force organizations requesting site surveys on non-Air Force real property (in order):
- Get requesting MAJCOM approval for site survey.
- MAJCOM forwards request to HQ USAF/XOOB for Air Force approval.
- Submit site survey request to the proposed host organization.
- For Air National Guard (ANG) site survey requests:
- Get ANGRC approval.
- ANGRC forwards request to HQ USAF/XOOB for final approval.
- For Air Force Reserve site survey requests:
- Get HQ AFRES/XPXP approval.
- HQ AFRES/XPXP forwards request to HQ USAF/XOOB for final approval.

2.2. Site Survey Requests. Site survey requests consist of a two-part message. Send the survey request not later than 15 duty days prior to the requested survey date. Send the first part to HQ USAF/XOOB for action, and the second to the host installation (for information only). Requests for site survey on Air Force real property must comply with AFI 32-9003, *Outgrant of Real Property* (formerly AFRs 87-3, 87-7, 87-9, and 87-16). **Attachment 2** contains survey request distribution and format instructions. Include the following in Part 1 (**Attachment 2**):

- Proposed survey dates/duration, survey location, purpose of the survey, and description of the proposed activity.
- Team size and point of contact. Survey team should include at least one representative from Civil Engineering to identify and review facility requirements and environmental issues.
- Facilities or site areas needed for the proposed activity. Include the square footage or acreage, type of space needed (administrative, warehouse, etc.), unit manpower authorizations assigned, and any special facility or site requirements (air, heat, power, equipment maintenance, etc.).
- Justification criteria and other pertinent information.

Include the following in part 2 (**Attachment 2**):

- Environmental concerns.
- Name and grade of senior survey team member and total number of visiting personnel.

- Support needed for the survey team during the site visit (billeting, transportation, etc.).
- Other pertinent information.

2.3. Site Survey Approval Process. HQ USAF/XOOB will evaluate site survey requests to determine the impact of the proposed activity on the host installation. HQ USAF/XOOB will notify the requesting agency of its decision to approve or disapprove the request, in writing (normally an AUTODIN message), with an info copy provided to the affected MAJCOM, intermediate commands, collateral agencies, and installation. The Air Staff will issue a survey control number (SCN) for approved site surveys (part of the approval notification message); follow-on correspondence should reference this SCN. Paragraph 2.5. contains instructions for coordinating follow-on survey requirements.

2.4. Interservice/Interagency Site Survey Requests. The Air Force will consider outside agency requests for site survey on Air Force real property after the requesting Service/Agency approves them. Requests should include information listed in paragraph 2.2. HQ USAF/XOOB will coordinate outside Service/Agency requests with the affected MAJCOM before granting approval.

2.5. Site Survey Support Requirements. Requesting organizations should coordinate support requests with the installation prior to, or concurrent with, submission of the site survey request. They should make their support requests as specific as possible. Attachment 3 contains a sample format for requesting survey support from a host installation.

2.6. Follow-On Surveys. Approval for follow-on site survey requests is not required from HQ USAF/XOOB. Requesting organizations should coordinate follow-on surveys/survey support with the affected installation, providing information in accordance with paragraph 2.2. The requesting organization should forward an information copy of the follow-on survey approval to HQ USAF/XOOB. Reference the original SCN in all follow-on survey correspondence (use a sequential alphanumeric suffix, e.g., SCN 94-17A, 94-17B).

3. Unit Beddown Request Procedures:

3.1. Approval Authority. HQ USAF/XOO has authority to approve Air Force beddown requests. MAJCOM commanders can approve intra-MAJCOM beddown actions. MAJCOM beddown approval authority does not include authority to approve Military Construction.

3.1. (AFSPC) Unit Beddown Approval. Following site survey (or similar action), HQ AFSPC/XP will submit beddown 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.

3.1.1. Beddown Approval Coordination--Special Cases:

- For Air Force organizations requesting beddown on non-Air Force real property:
- Get MAJCOM approval for beddown.
- MAJCOM forwards request to HQ USAF/XOO for Air Force approval.
- Submit beddown request to the proposed host organization.
- For Air National Guard (ANG) beddown requests (on AF real property):
- Get NGB/XO beddown approval.
- NGB/XO forwards request to HQ USAF/XOO for final approval.

- For Air Force Reserve beddown requests (on AF real property):
- Get HQ AFRES/XPXP beddown approval.
- HQ AFRES/XPXP forwards request to HQ USAF/XOO for final approval.

3.2. Beddown Proposals. Requesting MAJCOM/ Service/Agency should conduct a site survey (or similar action) to collect supporting data prior to requesting a beddown action. Send beddown request to HQ USAF/XOO for action not later than 30 duty days before the requested beddown date. Attachment 4 contains further beddown proposal distribution instructions and an example beddown proposal. Beddown requests should contain the following information:

- A short description of the beddown proposal with justification and criteria used to develop the proposal.
- Description of activity, including manpower strength.
- Summary of supporting documentation including the survey reports. Include a brief summary of survey reports on alternative beddown locations.
- Proposed timetable for beddown (include lead time required for construction, if applicable, and for EIAP).
- Funding authority.
- Status of the EIAP.
- Other pertinent information, additional supporting documentation, and MAJCOM points of contact.

3.3. Beddown Approval Process. HQ USAF/XOO will coordinate beddown proposals with the affected MAJCOM before making its approval/disapproval decision. HQ USAF/XOOB will prepare a beddown proposal for HQ USAF/XOO decision following MAJCOM coordination.

3.3.1. Approval/Disapproval Notification. HQ USAF/XOO will send a decision message to the requesting agency indicating its approval/disapproval of the beddown proposal. A copy of the message should be provided to affected agencies (for information only) as outlined in **Attachment 4**. Approved beddown actions must comply with 32-series instructions covering "use" of real property (e.g., permit or long-term lease), AFI 25-201, *Support Agreements Requirements*, and/or DoD Instruction 4000.19, *Interservice, Interdepartmental, and Interagency Support*, April 15, 1992, to negotiate support agreements.

3.4. Environmental Impact Analysis Process. The EIAP must be accomplished for each beddown action. Final beddown approval is withheld until the EIAP is completed according to the National Environmental Protection Act and AFI 32-7061. HQ USAF/XOO may grant approval to proceed with some beddown actions prior to EIAP completion. Actions approved prior to EIAP completion must not involve permanent movement of aircraft, personnel, or commitment of other resources, limit the choice of reasonable alternative actions, or have adverse environmental impact.

3.4. (AFSPC) 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.

3.5. Interservice and Interagency Requests. Beddown proposals from other Services/Agencies should include information listed in paragraph **3.2**. The Air Force will consider these proposals after the requesting Service/Agency approves them.

4. Site Survey and Beddown Requests for Bases Announced for Realignment and Closure:

4.1. General Information. Agencies should send beddown/site survey requests for installations announced for realignment or closure to HQ USAF/XOOB. HQ USAF/XOOB will coordinate survey requests with HQ USAF/XOOR and the appropriate MAJCOM.

4.1. (AFSPC) 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.

4.2. Site Survey Request Requirements. Send site survey requests via fax, letter or message to HQ USAF/XOOB. Requests should include information outlined in paragraph 2.2 of this instruction.

4.3. Beddown/Site Survey Approval/Disapproval. HQ USAF/XOOB will notify the requesting agency of its decision to approve/disapprove the beddown action in writing. They will issue an SCN for approved site surveys.

5. Survey and Beddown Exceptions to This Instruction:

5.1. Exceptions. The following is a list of situations covered by other instructions/directives/guidance. They are exceptions to this instruction or supplement requirements.

- Reference AFI 10-1002, *Joint Use Agreement* (formerly AFR 55-20) for information on Joint use of Air Force airfields by civil aviation.
- Reference AFI 32-9001, *Acquisition of Real Property* (formerly AFRs 87-1 and 87-19) for information on real property acquisition.
- Reference AFI 36-2011, *Air Force Reserve Officer Training Corps (ROTC)* (formerly AFR 45-48) and send requests to the host installation's MAJCOM for information on Air Force Reserve Officer Training Corps field training encampments.
- Reference AFI 34-123, *Private Organization Program* (formerly AFR 34-4) for information on community support activities and private organizations.
- Reference AFI 36-5001, *Civil Air Patrol* (formerly AFRs 45-10, 46-3, 46-4, 46-5, and 46-6) for information on Air Force support of Civil Air Patrol activities.
- Reference the DoD *Foreign Clearance Guide*, AFI 32-9003, and AFI 10-504, *Overseas Basing Requirements*, for information on overseas site survey/beddown procedures.
- Reference AFI 63-701, *Industrial Facilities* (formerly AFR 78-22) for information on requests for government-owned, contractor-operated industrial facilities. This instruction applies only to SAF/AQXM requests.

²Permission from HQ USAF to conduct a site survey for determining a location to support survival recovery and reconstitution plans, exercises, and contingencies is not required. Coordinate the site survey with the appropriate base and MAJCOM. Once a location has been determined, notify HQ USAF/XOOO, 1480 Air Force Pentagon, Washington DC 20330-1480, prior to using the installation. Include HQ USAF/XOOB as an information addressee.

- Send requests in support of Operational Plans to HQ USAF/XOXX, 1480 Air Force Pentagon, Washington DC 20330-1480. Include HQ USAF/XOOB as an information addressee.
- Refer to AFI 32-9003 for information on Air National Guard requests to conduct periodic field training on a continuing basis on Air Force-owned land.

- Site survey/beddown requests generated as part of the normal programming process, i.e., Program Objective Memorandum, Budget Estimate Submission, President's Budget, or via Program Change Request, should reference the decision being executed, and the criteria under which the beddown is being accomplished.

JOSEPH W. RALSTON, Lt General, USAF
DCS/Plans and Operations

Attachment 1

GLOSSARY OF TERMS

Terms

The Air Force Base Unit Beddown Program—This instruction describes the process of siting and bedding down units or missions on Air Force installations, or Air Force units on (or other real property) under the purview of the Department of the Air Force and applies to the following:

Air Force Inter-MAJCOM Requests—Requests between organizations with different parent MAJCOMs. For example, an ACC request for site survey at an AETC installation.

Air Force Intra-MAJCOM Requests—Requests from organizations with the same parent MAJCOM. For example, Langley AFB (ACC) requests site survey at Moody AFB (also an ACC installation).

Interservice Requests—Requests for site survey/beddown from or to a sister Service. For example, an Army request for site survey at an Air Force installation.

Interagency Requests—Requests for site survey/beddown from an a non-Air Force agency. For example, a Department of Interior request for site survey at an Air Force installation.

Air Force Real Property—Air Force real property is any right, title, or interest in land, buildings, fixed improvements, utilities, and other permanent additions to land. Examples include equipment attached to, and made part of buildings and structures (such as heating systems), but not movable equipment (such as plant equipment).

Beddown—For the purposes of this instruction, the process and act of permanently placing a unit or mission on real property.

Beddown Proposal—Request from an Air Force MAJCOM, Service, or agency to establish/relocate a unit on a facility/installation.

Environmental Impact Analysis Process—The National Environmental Policy Act (NEPA) of 1969 requires analysis of the environmental effects of major federal actions. AFI 32-7061, *Environmental Impact Analysis Process* (formerly AFR 19-2), governs Air Force NEPA compliance for United States' installations. The final beddown decision can be made only after completion of all required environmental documentation.

Environmental Findings and Documentation—These normally take one of three forms: Categorical Exclusion (CATEX), Finding of No Significant Impact (FONSI), or Record of Decision (ROD)--Reference AFI 32-7061 for more details.

Non-Air Force Real Property—Real property not managed by the Department of the Air Force.

Site Survey—An authorized visit by an individual or team to survey real property to determine its feasibility for unit or mission beddown. Site surveys normally consist of informal or preliminary examinations, field investigations, etc.

US Territories—Territory associated with, or administered by, the U.S. Government, including the Commonwealth of Puerto Rico, American Samoa, Guam, Johnston Atoll, Midway Island, Virgin Islands, Trust Territory of the Pacific Islands, and Wake Island.

Attachment 2

DISTRIBUTION INSTRUCTIONS AND SAMPLE FORMAT FOR SITE SURVEY REQUEST

Figure A2.1. Site Survey Request.

Survey requests for Air Staff approval should be sent via AUTODIN to HQ USAF WASHINGTON DC//XOOB// not later than 15 days prior to the requested survey date. Air National Guard units will forward site survey requests through the ANGRC to HQ USAF/XOOB; Air Force Reserve units will forward site survey requests through HQ AFRES/XPXP to HQ USAF/XOOB. Requesters not on the DoD AUTODIN message system will address correspondence to HQ USAF/XOOB, 1480 Air Force Pentagon, Washington DC 20330-1480. Furnish a copy (information addressee on AUTODIN messages) to the affected MAJCOM, intermediate command headquarters (e.g., numbered Air Force), collateral agencies, and installation. The request should be classified if appropriate; contact HQ USAF/XOOB if classification guidance is needed. Mail two copies of the site survey report, complete with a site map, to HQ USAF/XOOB. This information is not subject to Office of Management and Budget review under Public Law 96-511. Site Survey message format example is included below.

FROM: HQ AFSPACECOM PETERSON AFB CO//XPP//
TO: HQ USAF WASHINGTON DC//XOOB//
INFO HQ ACC LANGLEY AFB VA//XPP//
20AF VANDENBERG AFB CA//CV//
4WG SEYMOUR JOHNSON AFB NC//CC//

UNCLAS

SUBJ: 20 AF RELOCATION SITE SURVEY REQUEST

THIS MESSAGE IS IN TWO PARTS: PART 1 IS ACTION FOR HQ USAF/XOOB. PART 2 IS INFORMATION FOR 4WG.

PART 1:

1. REQUEST PERMISSION TO CONDUCT A SITE SURVEY OF SEYMOUR JOHNSON AFB, NC, ON 1-4 SEP 93. PURPOSE OF SURVEY IS TO DETERMINE BEDDOWN REQUIREMENTS FOR THE RELOCATION OF 20 AF FROM VANDENBERG AFB, CA, TO SEYMOUR JOHNSON AFB, IN EARLY 94 (AS DIRECTED IN SAF/PAM GUIDANCE MSG, 262330Z MAY 93).
2. THE TEAM WILL SURVEY AVAILABLE FACILITIES (E.G., THE FORMER 4TH WING HEADQUARTERS BUILDING) WHICH COULD BE RENOVATED AT LOW COST, AND POTENTIAL SITES WHERE NEW FACILITIES COULD BE CONSTRUCTED TO OPERATE A 90 PERSON HEADQUARTERS UNIT.
3. TEAM WILL CONSIST OF 10 OFFICER AND 1 ENLISTED PERSONNEL. TEAM POC IS MAJ JOSEPH JONES, HQ 20 AF/DOM, DSN 276-3939, AND SENIOR RANKING MEMBER ON THE TEAM WILL BE COL JOHN C. SMITH, HQ AFSPACECOM/XPP.
4. BILLETING ARRANGEMENTS AND ADMINISTRATIVE SUPPORT HAVE BEEN REQUESTED FROM 4WG/CE.

PART 2:

5. REQUEST 4WG/CE IDENTIFY AND BE PREPARED TO DISCUSS ENVIRONMENTAL CONCERNS WITH TEAM.
6. REQUEST 4WG/LGT PROVIDE TWO STAFF CARS TO TEAM UPON ARRIVAL TO GOLDSBORO-WAYNE MUNICIPAL AIRPORT ON 1 SEPT 93. TEAM WILL ARRIVE ON UNITED FLIGHT 144 AT 1300 HOURS.
7. QUESTIONS REGARDING THIS SURVEY MAY BE DIRECTED TO MAJ JOHN DOE, HQ AFSPACECOM/XPPB, DSN 692-3939. BT.

Attachment 3

SAMPLE FORMAT FOR SITE SURVEY SUPPORT REQUEST

Figure A3.1. Site Survey Support Request.

This information is not subject to Office of Management and Budget review under Public Law 96-511.

Reply To

Attn Of: (Requesting agency)

Subject: Request for Survey Support

To: (Proposed agency function)

1. Request your support in conducting a site survey at your installation on (date) or (alternative dates). We are coordinating this request with HQ USAF/XOOB according to AFI 10-503. The following data are provided for your information:
 - a. Requesting organization, address, and point of contact (POC):
 - b. Parent command, address, and POC:
 - c. Description of proposed activity:
 - d. Authorized strength:
 - (1) Officer:
 - (2) Enlisted:
 - (3) Civilian:
 - (4) Flying status:
 - e. Mission:
 - (1) Wartime:
 - (2) Peacetime:
 - f. Period for which site and facilities are needed (include start and completion dates):
 - g. Facility support requirements (include square footage):
 - h. Vehicle support requirements:
 - i. Equipment support requirements:
 - j. Special energy, water, sewage, and hazardous material requirements:
 - k. Environmental concerns:
 1. Other support required (list by functional area):
2. Direct questions to (requester's name, office symbol, telephone).

Attachment 4

DISTRIBUTION INSTRUCTIONS AND SAMPLE FORMAT FOR BEDDOWN REQUEST

Figure A4.1. Sample Format For Beddown Request.

Send beddown proposal via AUTODIN to HQ USAF WASHINGTON DC//XOO// with information copies to AF/CE, SAF/MII, SAF/MIQ, ANGR, NGB/XO, and HQ AFRES/XPXP. Air National Guard units will forward beddown requests through NGB/XO to HQ USAF/XOO; Air Force Reserve units will forward beddown requests through AFRES/XPXP to HQ USAF/XOO. Agencies not on the DoD AUTODIN message system should send proposals to HQ USAF/XOO, 1480 Air Force Pentagon, Washington DC 20330-1480. Send a copy (information addressee on AUTODIN messages) to the affected MAJCOM, intermediate command headquarters (e.g., numbered Air Force), collateral agencies, and installation. The request should be classified if appropriate; contact HQ USAF/XOOB if classification guidance is needed. This information is not subject to Office of Management and Budget review under Public Law 96-511.

FROM: HQ AFSPACECOM PETERSON AFB CO//XP//

TO: HQ USAF WASHINGTON DC//XOO/CE//

INFO HQ ACC LANGLEY AFB VA//XP//

20AF VANDENBERG AFB CA//DO/LG//

4WG SEYMOUR JOHNSON AFB NC//CC//

SAF WASHINGTON DC//MII/FM//

UNCLAS

SUBJ: 20 AF RELOCATION BEDDOWN PROPOSAL (SCN 93-25)

REFS: A. HQ AFSPACECOM/XPP MSG 012345Z AUG 93, SUBJ: 20 AF RELOCATION SITE SURVEY REQUEST

B. HQ USAF/XOOB MSG 081250Z AUG 93, SUBJ: 20 AF RELOCATION SITE SURVEY APPROVAL (SCN 93-25)

1. THIS MSG IDENTIFIES THE BEDDOWN PROPOSAL FOR RELOCATING 20 AF HQ FROM VANDENBERG AFB, CA, TO SEYMOUR JOHNSON AFB, NC. THIS ACTION IS DIRECTED BY SECAF (IAW SAF/PAM GUIDANCE MSG, 262330Z MAY 93).

2. IAW REFS A AND B, A SITE SURVEY OF POTENTIAL BEDDOWN LOCATIONS FOR 20 AF HQ WAS CONDUCTED AT SEYMOUR JOHNSON AFB ON 1-4 SEP 93 BY REPRESENTATIVES FROM HQ AFSPACECOM, HQ ACC, AND HQ 20 AF. AS A RESULT OF THIS SURVEY, THE SURVEY TEAM DETERMINED THAT ADEQUATE SPACE EXISTS IN BLDG 1492 (FORMER 4 WG HQ BLDG) TO MEET 20AF HQS RELOCATION REQUIREMENTS. AN ESTIMATED 1.5 MILLION DOLLARS IN MILITARY CONSTRUCTION WILL BE REQUIRED TO BRING THE IDENTIFIED FACILITY UP TO STANDARD. HQ AFSPACECOM INTENDS TO FUND THIS MILITARY CONSTRUCTION AND THE PCS COSTS ASSOCIATED WITH RELOCATING 20 AF HQ PERSONNEL (APPROXIMATELY 946,000 DOLLARS) FROM WITHIN AFSPACECOM RESOURCES.

3. REQUEST BEDDOWN APPROVAL DECISION BY 1 DEC 93 TO ALLOW SUFFICIENT TO WORK PLANNING. IF APPROVED, HQ AFSPACECOM WILL BEGIN TRANSFER OF HQ 20 AF PERSONNEL ON/AROUND 1 JAN 94, WITH RENOVATION COMPLETION AND UNIT ACTIVATION PLANNED FOR 1 JUN 94.

4. FOR SPECIFIC FUNDING AUTHORITY: (REFER TO THE 172-SERIES PUBLICATIONS)

5. EIAP: THIS ACTION HAS BEEN CATEXED ACCORDING TO AF 32-7004.

6. POC FOR THIS ACTION IS MAJ JOHN DOE, HQ AFSPACECOM/XPPB, DSN 692-3939. BT

Attachment 5 (Added) SITE SURVEY GUIDE

Figure A5.1. (Added-AFSPC) 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 AFII0-503AFSPC1, 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.

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
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244 Wood Street
Lexington MA 02173-9108

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SAMPLE SITE SURVEY TEAM MEMBERS LIST

SITE SURVEY TEAM MEMBERS

| <u>NAME/RANK</u> | <u>ORG</u> | <u>PHONE</u> | <u>SSN</u> | <u>CLEARANCE</u> |
|------------------|------------|--------------|------------|------------------|
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For Official Use Only
(When filled in)

Site Survey Guide Attachment 2-1

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.

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- 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?

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_____ 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

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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.

SAMPLE SITE SURVEY REPORT

19 Apr 96

MEMORANDUM FORHQ 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 |

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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.

(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

b. After receipt of detail drawing (a. above) task MIT Lincoln Labs to provide design for concrete pads to 496ABS/LGC in Spanish as well as English.

OPR: HQ AFSPC/DOYO

c. Determine if obstructing antennas are required and if not required determine best method for removal.

OPR: 496ABS/CC

d. Develop SSS package to gain CV approval for TOS beddown at Moron Spain.

OPR: HQ AFSPC/XPPB

e. Establish PPlan working group for TOS beddown.

OPR: HQ AFSPC/XPPB

f. Initiate all preliminary coordination with HQ USAFE to facilitate beddown. Work with HQ USAFE/XPFB to insure that EUCOM is informed and in agreement with action in progress.

OPR: 16AF/XPS

g. Initiate all preliminary actions for Interservice Support Agreement between 21SW and 31FW for TOS support at Moron.

OPR: 21SW/XP

h. Review manpower plus-up for increase in BOS.

OPR: HQ AFSPC/XPM

7. RECOMMENDATION: XPPB prepare and forward formal request for beddown of TOS on Moron AB, Spain to HQ USAF/XOO.

WILLIAM E. SCHLAFLI, Lt Col, USAF
Bases and Units Branch

Atch:

Proposed Site Layout

cc:

Site Survey Participants

496ABS/CC