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AIR FORCE SPACE COMMAND**



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**Communications and Information**

**BASE-LEVEL PLANNING AND  
IMPLEMENTATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements and extends the guidance of Air Force Instruction 33-104, *Base-Level Planning and Implementation*. 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 HQ Air Force Space Command (AFSPC), its subordinate units, supporting agencies, Air Force Reserve Command tenants and Air National Guard Bureau tenants. Any recommendations for changes to this supplement should be forwarded to HQ AFSPC/SCEP 150 Vandenberg St, Suite 1105, Peterson AFB CO 80914-4730. 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.

The term "C4 systems planner" refers to the base-level C4 systems planning or implementation personnel at each AFSPC base or installation. It also refers to wing-level systems planning or implementation personnel. Wing C4 systems planners are not only responsible for wing-wide C4 planning at the host base, but also for overseeing the local tenants and subordinate Geographically Separated Units (GSU)/Sites, when applicable.

Wings having GSUs/Sites may have a STEM-B assigned for each location. At times, a GSU/Site STEM-B may be attached to another MAJCOM (ie: ACC for Holloman AFB). In these cases, wings should ensure all inputs from all wing units (including those provided by STEM), regardless of the subordinate unit's location, are included in wing planning.

In cases where wings operate on more than one installation, host wings will maintain all wing GSU/Site Blueprints, in addition to each installation maintaining their own, to facilitate total wing planning for all operating locations.

In cases where wings operate on more than one installation, the wing-level C4 systems planner will work with GSU/Site C4 systems planners and STEM-Bs to ensure wing-level C4 planning incorporates all GSU/Site plans.

In these cases, wings prepare implementation plans following guidance and direction in MAJCOM Programming Plans (PPlans). The implementation plans address required actions and tasks at the GSUs/Sites, when applicable.

If technical solution approval authority is at the GSU/Site level but requires higher headquarters funding, then the GSU/Site will provide a copy of the requirements package, including the approved technical solution, to their wing. See AFI33-101AFSPC1 for MAJCOM established C4 systems implementation approval thresholds. Wings will consolidate all wing requirements packages (including host base and GSUs/Sites) during wing C4 planning for forwarding to HQ AFSPC/SCM if MAJCOM or higher action is required.

The MAJCOM will prioritize C4 requirements, including EI requirements, needing AFSPC, external MAJCOM, HQ USAF, or DoD action. Wing CSOs will maintain a similar process for all wing (including tenants and GSUs/Sites) C4 requirements.

All wings will ensure tenant inputs are included in their wing-level planning forum. In cases where wings operate on more than one installation, wing CSOs will ensure all base-level CSOs and STEM-Bs (ie: GSUs/Sites) inputs are included in their wing-level planning forum.

In cases where wings operate on more than one installation, wing-level C4 planners will work with base-level C4 Systems Planners and STEM-Bs for GSUs/Sites to ensure these units are included in wing C4 planning.

Wing-level C4 Systems Planners will ensure these procedures include complete wing-level planning for all supported wing organizations, including tenants and GSUs/Sites.

If technical solution approval authority is at the GSU/Site level but requires higher headquarters funding, then the GSU/Site will provide a copy of the requirements package to their wing. Wings will consolidate all wing requirements packages (including host base and GSUs/Sites) for wing-level or higher planning. Base-level CSOs will keep the wing-level CSO advised of requirements that require wing action and the wing-level CSO keeps the wing host base STEM-B apprised, ensuring a consolidated, integrated wing-level solution.

Wings will ensure all C4 systems, whether locally generated or downward directed, have the necessary logistics and sustainment support.

Wings will ensure program management includes wing-level CSO oversight and advocacy for all wing (including tenant and GSU/Site) C4 projects. Wing-level agencies will work through the wing-level CSO to support all tenant and GSU/Site projects.

The wing-level CSO, for wing-level projects involving GSUs/Sites, will have responsibility for completing the AF Form 1261. This will be done with the advice of the GSU/Site commander and GSU/Site CSO.

In cases where wings operate on more than one installation, wing-level C4 financial managers will work with the wing-level CSO to ensure all C4 financial matters involving GSUs/Sites are consolidated into a single wing effort. Consolidated wing-level planning with the wing financial management board ensures all wing C4 requirements receive appropriate advocacy.

Wings will work with 38 EIW and, as best possible, provide local, trained QAEs to support EI projects. This will expedite completion of EI projects and reduce wing project cost.

**A1.** GSU - Geographically Separated Unit.

**A2.3.** In cases where wings operate on more than one installation, host wing CSOs and STEM-Bs will work with GSU/Site CSOs and STEM-Bs to consolidate wing C4 planning.

**A2.3.3.4.** Wings with GSUs/Sites will coordinate with wing and GSU/Site C4 planners to verify the accuracy of C4 Systems Blueprints.

**A3.5.9. (Added)** Listing of base organizations supported and points of contact.

**A3.5.10. (Added)** Wing C4 systems environment, including GSUs/Sites (for host wings only).

**A3.5.11. (Added)** Host wing C4 systems environment (for GSUs/Sites only).

**A4.1.1. (Added)** Wings will work with GSUs/Sites to ensure all wing requirements are advocated in a single wing-level plan.

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