

## **IC 2004-1 to AFI 10-404 AFSPCSUP1, Base Support and Expeditionary Site Planning**

1 September 2004

### **SUMMARY OF REVISIONS**

This interim change reflects AFSPC units reporting procedures of limiting factors. It includes Air Staff revision of AFI 10-404 dated 9 Mar 2004 and additions to AFSPC 10-404 Supplement 1, dated 2 February 2004. The term Base Support Plan (BSP) is replaced to In-Garrison Expeditionary Support Plan (IGESP) throughout the supplement.

★2.9.2.1. (Added-AFSPC) Each installation must reallocate resources to alleviate shortfalls or LIMFACs. The redistribution authority rests at the MAJCOM level.

★2.11.1 (Added-AFSPC) Units consider the most stringent requirements with respect to DW-coded assets and consider the vulnerabilities of DXX coded UTCs for AEF Deployments. Units will consider capabilities and limiting factors (LIMFACS) with respect to throughput/beddown activities for transient forces and include in-place mission impacts under all these conditions.

★3.1.1. (Added-AFSPC). For contingency in-place requirements, functional experts will use the Air Force-Wide Unit Type Code Availability System (AFWUS), Functional Area Manager Letters, Status of Resources and Training Systems (SORTS), AEF Reporting Tool (ART), Unit Manning Document (UMD), AEF TPFDD Library, and other functional planning data necessary to determine mission breakpoints.

★3.1.2. (Added-AFSPC). AFSPC units will review all taskings to include AEF DW\_ posturing, In-Place requirements, and capabilities not tied to specific Unit Type Codes (UTCs) affecting overall mission accomplishment. Units must compare taskings, capabilities and formally document total mission shortfalls and limiting factors within the IGESP Part 2. The final IGESP Part 2 must be signed by the respective Wing CC.

★3.1.3. (Added- AFSPC). AFSPC units are provided the flexibility to decide on the appropriate snapshot of the AEF TPFDD Library used for IGESPs.

★3.3.2.1. (Added-AFSPC). AFSPC units through the In-Garrison Expeditionary Site Planning Committee (IGESPC) must assess the in-place mission with all respective taskings and determine an IGESP Part 2. The IGESPC must coordinate and document reviews of the unit's ability to perform the in-place mission under wartime conditions. The documented review must be certified by the wing/installation commander. If the documented review reveals an IGESP Part 2 is not necessary - post the certified letter IAW 1.6. The OPRs to coordinate the IGESPC reviews, IGESP Part 1 and 2s are listed at Table 2.1.

★3.3.2.2. (Added-AFSPC) AFSPC units will deconflict requirements competing for resources, validate and prioritize installation LIMFACs that affect force deployment, reception, employment and overall mission accomplishment. Unresolved issues will be reported in an IGESP Part 2.

★3.3.2.3. (Added-AFSPC). AFSPC units will report limiting factors of any capabilities affecting the overall in-place mission through an IGESP Part 2. IGESP Part 2 reporting is mandatory for Peterson, Vandenberg, Patrick, and Buckley AFBs.

★3.8. (AFSPC). Plan Distribution. Contact AFSPC/LCRDX upon completion of the IGESP part 1 and 2's. Send a copy to the respective NAF/A4 and AFSPC/LCRDX NLT 30 days of completion.

★4.1. (AFSPC). Format. AFSPC units must review and update IGESP Part 1 and 2 data on an annual basis. LOGCAT is the preferred method, however, until the wing has the LOGCAT 3.0 system Fully Operational Capable (FOC), the minimum requirement to capture all IGESP Part 2 data is within Microsoft Word and distributed using the SIPRNET. FOC denotes the LOGCAT system upload is complete, password is issued, and the IGESP is automated and certified by the wing/installation commander.

★4.3. (AFSPC). Specific Content Guidance. When the IGESP Part 2 is determined IAW para 3.3.2.1. - AFSPC bases must produce IGESP Part 2s to deconflict requirements, prioritize and elevate LIMFACs that affect force deployment, reception, employment, and overall mission accomplishment, to include their respective in-place mission.

★4.3.1. (Added-AFSPC). Initial IGESP Part 1 data will be posted to the EKB using the appropriate STEP module after the receipt of LOGCAT system User-ID Password with an FOC of June 2004. Automated IGESP Part 2 data should be posted to the EKB with an FOC of July 2005. Updates will be made IAW **paragraph 3.2.**

★4.3.2. (Added-AFSPC). AFSPC units will have access to the LOGCAT unclassified and classified systems. The classified LOGCAT is the repository for all IGESP Part 2s, classified site surveys, and provides commanders information about worldwide locations.

★4.3.3. (Added-AFSPC). The same unclassified LOGCAT username and password are used to access the Extensive Knowledge Base (EKB) at website: <https://ekb.mont.disa.mil/step/>

★5.5. Renumber to **5.6. (Added-AFSPC) Site Survey Request.**

★Figure 5.2. Renumber to **Figure 5.3. (Added-AFSPC) SAMPLE FORMAT FOR SITE SURVEY SUPPORT REQUEST**

MEMORANDUM FOR HQ AFSPC/LCR

FROM: Organization/CC  
Organization Address (line 1)  
Organization Address (line 1)

SUBJECT: Request for Site Survey Approval/Support

1. Request support in conducting a site survey at (installation) on (inclusive dates) for the purpose of (description of proposed activity).
2. Detailed site survey team information and logistics support requirements are as follows:
  - a. Name/grade of all site survey team members
    - (1) Identify the senior ranking team member and POC
  - b. Proposed itinerary
  - c. Vehicle Support
  - d. Billeting requirements
  - e. Admin/conference support
  - f. Other pertinent information
3. Please direct questions to (requestor's name/rank, office symbol, telephone)

Commander's Signature Block

cc:  
(As Necessary)  
Appropriate NAF/A3/A4  
Requesting Unit's MSG/CC  
Visiting Unit's MSG/CC