

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

AIR FORCE INSTRUCTION 10-503

29 MAY 2003



Operations

BASE UNIT BEDDOWN PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAF/ILEP (Maj Mike Edinger)

Certified by: HQ USAF/ILEP
(Col Mark D. Wright)

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This instruction implements AFPD 10-5, Basing, and applies to Air Force units (including the Air National Guard and the Air Force Reserves) and other Services/Agencies requesting (permanent) bed-down actions. It provides site survey and unit beddown procedures for beddown requests on Air Force real property and also applies to Air Force units requesting beddown action on non-Air Force real property. Portions of this AFI are not applicable when the beddown action involves programmatic changes to forces, manpower or funding normally handled by the Planning, Programming & Budgeting System (PPBS), Program Change Requests (PCRs) and/or beddown actions in support of contingency operations. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to SAF/AAD, 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) shall 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. Records created as a result of the processes prescribed in this instruction must be maintained and disposed of in accordance with AFMAN 37-139, **Records Disposition Schedule**.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It incorporates SECAF-directed changes to the site survey and beddown coordination and approval process; incorporates exceptions to the process outlined in SECAF policy memo; reflects multiple organizational changes of the basing function from HQ USAF/XO to HQ USAF/IL; and incorporates environmental planning throughout the site survey and beddown process.

1. General. The Air Force Base Unit Beddown Program is designed to ensure that all basing actions involving Air Force units, missions and/or real property support Air Force mission requirements and comply with all applicable environmental guidance. A site survey must be accomplished prior to any beddown action (exceptions may be granted by HQ USAF/ILEPB or appropriate MAJCOM, IAW para 2.3.1.). For the purposes of this instruction, the term MAJCOM includes Field Operating Agencies (FOAs), Direct Reporting Units (DRUs) and the Air National Guard (ANG).

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

1.1.1. Intra-MAJCOM requests. These are requests from organizations with the same parent MAJCOM. For example, an ACC unit requests beddown of a subordinate unit at another ACC installation.

1.1.2. Inter-MAJCOM requests. These are requests from organizations with different parent MAJCOMs. For example, an ACC unit requests a beddown at an AFSPC installation.

1.1.3. Non-Air Force, government organization requests for beddown of an activity on Air Force real property. These are requests received from other federal, state or local government organizations.

1.1.4. Private organization requests for beddown of an activity on Air Force real property. These are requests received from charitable organizations (i.e. Red Cross, United Service Organization), or businesses.

1.1.5. Air Force organization/agency requests for beddown of an activity on non-Air Force real property. These are requests from Air Force organizations to locate an activity on real property not managed by the Air Force. For example, PACAF requests the beddown of a PACAF unit at Schofield Barracks (US Army).

1.2. **Responsibilities.**

1.2.1. Air Staff. The Civil Engineer (HQ USAF/ILE) oversees the Air Force Site Survey and Unit Beddown Program. The HQ USAF/ILE OPR for the Air Force Site Survey and Unit Beddown Program is the Chief, Bases and Units Branch (HQ USAF/ILEPB).

1.2.2. Major Command. MAJCOMs shall ensure their site survey/beddown requests comply with this instruction. They shall forward site survey/beddown requests to the Air Staff for approval, as applicable.

1.2.2.1. Commitment of Air Force Resources. MAJCOMs (and other Air Force organizations/agencies) shall ensure no commitment of AF resources or movement of equipment, force structure or personnel onto an installation occurs prior to completion of the appropriate environmental documentation (see para 3.4.), receipt of AF approval of the beddown action, and initiation of an equitable support agreement.

1.2.3. Installations. Air Force installation and/or tenant Wing Commanders contacted by outside agencies requesting site survey or beddown approval shall direct the request through their chain of command to their parent MAJCOM. The MAJCOM will forward the request to HQ USAF/ILEPB. Commanders shall ensure no commitment of Air Force resources, construction or movement of equipment, force structure or personnel onto an installation prior to receipt of Air Force approval of the basing action, completion of applicable environmental documentation, and initia-

tion of an equitable support agreement in accordance with AFI 25-201, *Support Agreements Procedures*.

2. Site Survey Request Procedures:

2.1. Site Survey Request Format. Site survey requests to HQ USAF/ILEPB can be a formal memorandum, a DMS message, or electronic mail. Requesting agency shall submit the site survey request not less than 15 duty days prior to the requested survey date. Site survey requests consist of two parts. Address Part 1 to HQ USAF/ILEPB for action, and Part 2 to the potential host installation and their parent MAJCOM/XP. Requirements driving site surveys must comply with appropriate real property directives regarding use of Air Force real property. **Attachment 2** contains an example of a survey request message, along with distribution and format instructions.

2.1.1. Include the following in Part 1 (see **Attachment 2**):

2.1.1.1. Proposed survey dates/duration, survey location, purpose of the survey, and detailed description of the proposed activity/mission requirements.

2.1.1.2. Justification for beddown of the activity at the proposed location.

2.1.1.3. Facilities or site areas needed for the proposed activity (i.e., number of personnel, facility type -- admin, warehouse, maintenance; square footage/acreage; special purpose space such as clean rooms or vaults, special utility connections, airfield requirements, etc.)

2.1.1.4. Other pertinent information.

2.1.2. Include the following in Part 2 (see **Attachment 2**):

2.1.2.1. Initial identification of infrastructure/environmental concerns and any other issues that need addressing before and/or during the site survey.

2.1.2.2. Team size and point of contact, to include name and grade of senior survey team member. Survey team should normally include at least one representative from Civil Engineering to identify and review facility requirements and environmental issues.

2.1.2.3. Initial statement of support needed for the survey team during the site visit (billeting, transportation, etc.). This support can be requested, in more detail, via a separate message (see **Attachment 3**).

2.1.2.4. Other pertinent information.

2.2. Site Survey Assessment Requirements. As a minimum, the site survey team should address costs and benefits of the proposed action and assess potential impacts to existing missions, housing, infrastructure, manpower, and any other applicable base operating support. Site surveys should briefly address potential environmental impacts, proposed method of transaction (permit, license, lease), or any additional interest areas as required. The requesting MAJCOM or agency will submit the site survey report to HQ USAF/ILEPB within 45 days after completion of the site survey, as applicable. Prior to submitting the report to HQ USAF, the requesting agency or MAJCOM will obtain coordination on the report from the affected installation and the owning MAJCOM.

2.3. Approval Authority. HQ USAF/ILEPB has the authority to approve site survey requests involving Air Force real property. MAJCOMs have the authority to approve intra-MAJCOM site survey requests, and will develop procedures to do so. HQ USAF/ILEPB will approve site survey requests

once they have been coordinated with the requesting organization's MAJCOM/headquarters, and the MAJCOM of the potential host base. Site survey approval does not constitute Air Staff approval of the site as the final beddown location. Site survey approval authority also does not constitute authority to begin beddown actions, expend funds or approve Military Construction (MILCON).

2.3.1. HQ USAF/ILEPB may grant exceptions to the requirement for a site survey on a case-by-case basis. For intra-MAJCOM requests, the MAJCOM retains this authority.

2.4. Site Survey Approval Coordination. Procedures for approving site survey requests depend upon the nature of the requesting organization and the desired location for the survey.

2.4.1. Intra-MAJCOM Beddown Actions. For intra-MAJCOM site survey requests the MAJCOM coordinates site survey request between requesting organization and potential host organization.

2.4.2. Inter-MAJCOM Beddown Actions. For these types of site survey requests:

2.4.2.1. The headquarters elements of both the requesting organization and potential host organization develop/coordinate preliminary details of site survey request (with installation input, as needed).

2.4.2.2. The headquarters element of the requesting organization submits an official site survey request to HQ USAF/ILEPB. Request should include information listed in paragraph 2.1.

2.4.2.3. HQ USAF/ILEPB will perform final coordination of site survey request with both headquarters elements as needed, prior to granting site survey approval.

2.4.3. Non-Air Force Governmental Organization requests to beddown on Air Force Real Property. For non-Air Force site survey requests:

2.4.3.1. The organization's headquarters element will develop/coordinate preliminary details of site survey request with the MAJCOM of the potential host organization (with installation input, as needed).

2.4.3.2. The organization's headquarters element submits official site survey request to HQ USAF/ILEPB. Request should include information listed in paragraph 2.1.

2.4.3.3. HQ USAF/ILEPB will perform final coordination of site survey request with both the organization's headquarters element and the MAJCOM of the potential host organization, as needed, prior to granting site survey approval.

2.4.4. For private organization requests to beddown on Air Force real property:

2.4.4.1. Proponent organizations must obtain potential host MAJCOM/XP approval to request site survey.

2.4.4.2. Beddowns of this type must comply with the provisions of AFH 32-9007, *Managing Air Force Real Property*.

2.4.5. Air Force Organizations/Agency requests to beddown on non-Air Force Real Property. Requesting organization must comply with the provisions of AFH 32-9007. In addition, organizations will:

2.4.5.1. Obtain parent MAJCOM/headquarters endorsement for site survey.

2.4.5.2. Forward site survey request, through parent MAJCOM/headquarters, to HQ USAF/ILEPB for Air Force endorsement. Points of contact for the non-Air Force real property should be provided, if possible, in the site survey request.

2.4.5.3. HQ USAF/ILEPB will submit site survey request to the non-Air Force organization responsible for the real property in question.

2.4.5.4. HQ USAF/ILEPB will notify the requesting MAJCOM/headquarters of the final acceptance/denial of the site survey request by the non-Air Force organization.

2.4.6. Overseas Site Survey Requests. Site surveys at overseas locations, non-US territory or possessions must follow the same procedures outlined in paragraphs 2.4.2., 2.4.3. or 2.4.4. above. In addition, overseas MAJCOMs must coordinate site surveys with the appropriate office representing the host nation.

2.5. Air Staff Site Survey Approval - Specific Actions. HQ USAF/ILEPB will evaluate site survey requests to determine the impact of the proposed activity on the host installation and Air Force strategic planning requirements. HQ USAF/ILEPB will notify the requesting agency of its decision to approve or disapprove the request, in writing via electronic mail, formal memorandum or DMS message. An information copy will be provided to the affected installation, MAJCOM, and any other pertinent agencies/organizations. The Air Staff will issue a survey control number (SCN) for approved site-surveys (part of the approval notification). The SCN will serve as a unique identifier of the specific survey and affected installation. Follow-on correspondence shall reference this SCN. Additional surveys to locations identified in the original request may use the same SCN. If locations other than those originally identified need to be surveyed, contact HQ USAF/ILEPB to amend the original site survey request. Paragraph 2.7. contains instructions for coordinating follow-on survey requirements.

2.6. Site Survey Team Support Requirements. Requesting organizations should coordinate support requirements with the installation and its parent MAJCOM following site survey approval. Support requirements for the site survey team shall be as specific as possible. **Attachment 3** contains a sample format for requesting survey support from a host installation.

2.7. Follow-On Surveys. Approval for follow-on site surveys to already approved locations is not required from HQ USAF/ILEPB. Requesting organizations shall coordinate follow-on surveys/survey support with the affected installation's parent MAJCOM, providing information in accordance with paragraph 2.2. An information copy of all follow-on site survey correspondence shall be provided to HQ USAF/ILEPB. Reference the original SCN in all follow-on survey correspondence (use a sequential alpha-numeric suffix, e.g., SCN 01-17A, 01-17B).

3. Unit Beddown Request Procedures:

3.1. Beddown Requests. The proponent (MAJCOM, Service, Agency, etc.), of the proposed beddown action will conduct a site survey IAW this instruction, if required, prior to requesting a beddown action. No commitment of AF resources, construction or movement of equipment, force structure or personnel may occur on an installation prior to completion of the appropriate Environmental Impact Analysis Process (EIAP) documentation, receipt of Air Force approval of the beddown action, and initiation of an equitable support agreement. The proponent will send beddown request to HQ USAF/ILEPB for action not less than 90 days before the requested beddown date. Beddown requests must indicate concurrence by the potential host MAJCOM prior to Air Staff review. **Attachment 4** contains

further beddown proposal distribution instructions and an example beddown request message. Beddown requests should contain the following information as applicable:

- 3.1.1. Complete description of the beddown proposal with justification used to develop the proposal.
- 3.1.2. Summary of manpower strength and expected impacts to base operating support (BOS).
- 3.1.3. Summary of supporting documentation including the site survey reports. Include a brief summary of survey reports on alternative beddown locations, if accomplished.
- 3.1.4. Proposed timetables for beddown (include lead time required for construction, if applicable).
- 3.1.5. Funding authority and cost estimates (short-term and long-term).
- 3.1.6. AF Form 813 signed by proponent and gaining base environmental flight. Milestone schedule for requisite EIAP and Environmental Baseline Survey (EBS) compliance.
- 3.1.7. Proposed term of occupancy and transaction type (permit, license, lease); identify any activity that plans use of enhanced-use leasing authority.
- 3.1.8. MAJCOM points of contact, other pertinent information, and additional supporting documentation.

3.2. Approval Authority. HQ USAF/ILE has authority to approve all Air Force beddowns on Air Force real property. For beddowns involving non-Air Force governmental or private organizations, SECAF or his designated representative has approval authority. Beddown actions involving programmatic changes to forces, manpower or funding are normally handled by PPBS or PCR procedures and are not covered under this instruction. MAJCOM commanders retain authority to approve intra-MAJCOM beddown actions. MAJCOM beddown approval authority does not constitute authority to approve MILCON.

3.2.1. Beddown Approval Coordination. Beddown proposals will originate from the requesting agency. HQ USAF/ILEPB will coordinate the beddown proposal through the Air Staff to obtain final basing approval/disapproval. The appropriate EIAP documentation must be completed before any beddown approval can be considered final. Specific procedures for approving beddown requests depend upon the nature of the requesting organization and the desired location for the beddown.

3.2.1.1. Intra-MAJCOM Beddowns: MAJCOMs retain approval authority for Intra-MAJCOM beddown proposals.

3.2.1.2. Inter-MAJCOM Beddowns. Air Force organizations requesting beddown on installations belonging to another MAJCOM will:

3.2.1.2.1. Submit requests through their parent MAJCOM to HQ USAF/ILEPB for approval. The proponent's MAJCOM will document host MAJCOM support for the beddown prior to forwarding to HQ USAF. Formal beddown request should include information listed in paragraph **3.1**.

3.2.1.3. Non-Air Force Governmental Organization requesting beddown on Air Force Real Property. HQ USAF/ILEPB is the Air Force clearinghouse for non-Air Force organizational requests to beddown on Air Force real property.

3.2.1.3.1. Organizations requesting beddown on Air Force real property will submit formal beddown request to HQ USAF/ILEPB. Beddown request must indicate support from the requesting organization's HQ element.

3.2.1.3.2. HQ USAF/ILEPB will coordinate beddown request with the potential host MAJCOM.

3.2.1.3.3. HQ USAF/ILEPB will coordinate beddown request through the Air Staff.

3.2.1.4. Private organization requests to beddown on Air Force real property.

3.2.1.4.1. All requests for beddown of private organizations on Air Force real property must comply with the provisions of AFH 32-9007.

3.2.1.5. Air Force Organizations/Agency requests to beddown on Non-Air Force Real Property. Organization must comply with AFH 32-9007 and will:

3.2.1.5.1. Obtain their parent MAJCOM/headquarters support for the beddown action.

3.2.1.5.2. Forward the request, through their parent MAJCOM/headquarters, to HQ USAF/ILEPB for coordination through the Air Staff.

3.2.1.5.3. Once coordinated and approved, HQ USAF/ILEPB will forward the request to the appropriate non-Air Force service/agency for final basing approval decision.

3.2.1.5.4. Upon notification of non-Air Force service/agency decision, HQ USAF/ILEPB will notify the proponent's MAJCOM/headquarters.

3.3. Air Staff Beddown Approval/Disapproval Notification - Specific Actions. HQ USAF/ILEPB will send a decision message or memorandum to the requesting agency indicating approval/disapproval of the beddown proposal.

3.4. Environmental Responsibility. The proponent of a beddown action is responsible for initiating and funding environmental activities.

3.4.1. National Environmental Policy Act (NEPA). Compliance with NEPA is required for beddown actions occurring in the United States and its territories. The Air Force implements its NEPA compliance through AFI 32-7061, *The Environmental Impact Analysis Process (EIAP)*. Integration of the EIAP during the initial planning stages of proposed basing actions will ensure planning and decisions reflect environmental values, avoid delays later in the process, and preclude potential conflicts.

3.4.1.1. Beddown proponents are responsible for ensuring the EIAP is properly timed and completed for actions potentially impacting Air Force installations. Proponents will ensure beddown requests include all essential information reflecting how compliance with the EIAP will be met. Compliance is best accomplished through completion of an AF Form 813 *Request for Environmental Impact Analysis*.

3.4.1.2. Beddown requests should indicate what alternative locations are being considered, and if there are none, why. Further information will include, for example, cooperating agency participation (32 CFR §989.9, Cooperation and adoption). Proponents should consolidate all basing information with the applicable cooperating agency documentation and submit as one single beddown package to AF/ILEPB. In cases where MAJCOMs and DRUs retain EIAP review and approval authority (32 CFR §989.9(a)), the beddown request will include applicable strategies for complying with all EIAP requirements.

3.4.2. Environmental Baseline Survey (EBS). Comply with AFI 32-7066, *Environmental Baseline Surveys in Real Estate Transactions*.

4. Exceptions to the Air Force Beddown Program. Exemptions to this instruction do not impact compliance with the EIAP.

4.1. **Inherent base functions.** The following requests for use of real property that benefit the Air Force, and do not impact Base Operating Support funds, do not require CSAF/SECAF notification/approval. In these instances HQ USAF/ILE has approval authority.

4.1.1. Banks and Credit Unions.

4.1.2. Post Offices.

4.1.3. Grazing and croplands.

4.1.4. Utility and road easements.

4.1.5. Utilities and roads granted by lease and license (e.g. telephone equipment boxes in a building; underground communications cables; use of Air Force poles for telephone lines; storm drainage ditch; rail spur; radio relay link; transmitter/receiver tower; cellular telephone towers, and above ground pipelines).

4.1.6. AAFES retail operations.

4.1.7. Commissaries.

4.1.8. MWR/Community support activities (e.g. trap club; archery club; riding stables; Red Cross; thrift shop; Boys and Girl Scouts; employee union offices, and public schools).

4.1.9. Minor actions with little or no impact on installation mission or resources (e.g. air monitoring stations; dredged spoil deposit areas; wake warning sign placement; seismographic monitoring stations; actions to correct encroachments; placement of recycle bins; and Federal Express drop boxes).

4.1.10. Outgrant renewals that result in no new resource impacts to the Air Force.

Actions which benefit the installation (these must comply with AFI 32-900x).

4.1.11. Actions which benefit the installation (e.g. mutual aid fire departments; ambulance services; and FAA runway instrumentation and control towers).

EARNEST O. ROBBINS II, Maj Gen, USAF
The Civil Engineer

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

32 CFR 989, *Environmental Impact Analysis Process*
DoD 4500.54-G, *DoD Foreign Clearance Guide*
AFH 32-9007, *Managing Air Force Real Property*
AFI 32-7061, *The Environmental Impact Analysis Process*
AFI 63-701, *Managing Industrial Facilities*
AFI 36-2011, *Air Force Reserve Officer Training Corps (ROTC)*
AFI 34-223, *Private Organization Program*
AFI 32-9003, *Granting Temporary Use of Air Force Real Property*
AFI 32-9001, *Acquisition of Real Property*
AFI 32-7066, *Environmental Baseline Surveys in Real Estate Transactions*
AFI 13-201, *Air Force Airspace Management*
AFI 10-2701, *Civil Air Patrol (formerly AFI 36-5001)*
AFI 10-1002, *Joint Use Agreement*
AFI 10-603, *Weapons Beddown Planning Guidance and Procedures*

Abbreviations and Acronyms

AAFES—Army, Air Force Exchange Service
BOS—Base Operating Support
CSAF—Chief of Staff, Air Force
DMS—Defense Messaging Service
EBS—Environmental Baseline Service
EIAP—Environmental Impact Analysis Process
FAA—Federal Aviation Administration
MAJCOM—Major Command
MILCON—Military Construction
MWR—Morale, Welfare and Recreation
NEPA—National Environmental Policy Act
PCR—Program Change Request
PPBS—Planning, Programming, Budgeting System

SCN—Survey Control Number

SECAF—Secretary of the Air Force

Terms

Air Force Base Unit Beddown Program—The program which describes the process of siting and bedding down units or missions on Air Force installations (or Air Force units on other real property under the purview of the Department of the Air Force).

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 placing a unit, mission or activity on real property for longer than one year. This applies to activities of all military branches, other DoD, non-DoD federal, state and local governmental, and/or private agencies requesting the use of Air Force real property.

Beddown Request—Request from an organization to establish/relocate a unit or mission into a facility or onto an installation.

Enhanced Use Leasing—The National Defense Authorization Act (PL 106-398, Section 2812) establishes new authority for outleasing Air Force real property that permits payment of consideration in cash or in kind. The lease may provide for the alteration, repair, or improvement of the leased property by the lessee as part or all of the consideration, including maintenance, protection, alteration, or restoration of Air Force real property. This includes construction of new facilities, facilities as operation support or other on-base services.

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

Environmental Document—Includes the documents specified in 40 CFR Sec. 1508.9 (environmental assessment), 40 CFR Sec. 1508.11 (environmental impact statement), 40 CFR Sec. 1508.13 (finding of no significant impact), and 40 CFR Sec. 1508.22 (notice of intent). See AFI 32-7061, *The Environmental Impact Analysis Process*, for more details.

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

Proponent—The office, unit, or activity at any level that initiates an Air Force basing action.

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 may, in part, consist of preliminary examinations, field investigations, etc.

US Territories—Territories associated with, or administered by, the U.S. Government, including but not limited to 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**

A2.1. Site survey requests can be sent either by a DMS message, official memorandum, or electronic mail. Send site survey requests for Air Staff approval via DMS to HQ USAF WASHINGTON DC//ILEP/ / not later than 15 duty days prior to the requested survey date. Air National Guard units will forward site survey requests through the ANGRC to HQ USAF/ILEPB. For official memoranda, address correspondence to HQ USAF/ILEPB, 1260 Air Force Pentagon, Washington DC 20330-1260. For electronic mail messages send to <mailto:afilebscats@pentagon.af.mil>. Furnish a copy (information addressee on DMS, and cc on electronic mail) to the affected MAJCOMs (gaining and losing), collateral agencies, and installation. The request should be classified, if appropriate. Contact HQ USAF/ILEPB if classification guidance is needed. After completion of the site survey, mail two copies of the site survey report, including site map, to HQ USAF/ILEPB. 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 AFSPC PETERSON AFB CO//XPP//

TO: HQ USAF WASHINGTON DC//ILEPB//

INFO HQ ACC LANGLEY AFB VA//XPP//

20AF VANDENBERG AFB CA//CV//

4FW 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/ILEPB. PART 2 IS INFORMATION FOR 4FW.

PART 1:

1. REQUEST PERMISSION TO CONDUCT A SITE SURVEY OF SEYMOUR JOHNSON AFB, NC, ON 1-4 SEP 01. PURPOSE OF SURVEY IS TO DETERMINE BEDDOWN REQUIREMENTS FOR THE RELOCATION OF 20 AF FROM VANDENBERG AFB, CA, TO SEYMOUR JOHNSON AFB, IN EARLY 02 (AS DIRECTED IN SAF/PAM GUIDANCE MSG, 262330Z MAY 01).
2. FACILITY REQUIREMENTS INCLUDE 30,000 SQUARE FEET OF ADMINISTRATIVE SPACE WITH APPROPRIATE SUPPORT UTILITIES, SECURITY, AND PARKING. THE VISIT WILL INCLUDE A SURVEY OF AVAILABLE FACILITIES (E.G., THE FORMER 4TH FIGHTER 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. SITE SURVEY WILL ADDRESS COSTS AND BENEFITS TO THE AIR FORCE, AND WILL ASSESS IMPACT ON MISSION, HOUSING, INFRASTRUCTURE, AND MANPOWER. SITE SURVEY REPORT WILL BE COORDINATED AND SUBMITTED TO HQ USAF/ILEPB WITHIN 45 DAYS OF THE COMPLETION OF THE SURVEY.
3. BILLETING ARRANGEMENTS AND ADMINISTRATIVE SUPPORT HAVE BEEN REQUESTED FROM 4CES.

PART 2:

4. REQUEST 4CES IDENTIFY, AND BE PREPARED TO DISCUSS WITH TEAM, A VARIETY OF ISSUES INCLUDING ENVIRONMENTAL, HOUSING, AND INFRASTRUCTURE CONCERNS/ IMPACTS.

5. 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 AFSPC/XPP.

6. REQUEST 4LRS PROVIDE TWO STAFF CARS TO TEAM UPON ARRIVAL TO RALIEGH-DURHAM INTERNATIONAL AIRPORT ON 1 SEP 01. TEAM WILL ARRIVE ON UNITED FLIGHT 144 AT 1300 HOURS.

7. QUESTIONS REGARDING THIS SURVEY MAY BE DIRECTED TO MAJ JOHN DOE, HQ AFSPC/XPPB, DSN 692-3939. BT.

Attachment 3

SAMPLE FORMAT FOR SITE SURVEY SUPPORT REQUEST

A3.1. This information is not subject to Office of Management and Budget review under Public Law 96-511.

MEMORANDUM FOR (Host Installation OPR)

ATTENTION: (Host Installation POC)

FROM: Organization

Organization Address (line 1)

Organization Address (line 2)

SUBJECT: Request for Site Survey Team Support

1. Request your support in conducting a site survey at your installation on (date) or (alternative dates) for the purpose of (description of proposed activity to be bedded down). We are coordinating this request with HQ USAF/ILEPB IAW AFI 10-503.

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 room support

f. Other pertinent information

3. Please direct questions to (requestor's name/rank, office symbol, telephone).

Attachment 4**DISTRIBUTION INSTRUCTIONS AND SAMPLE FORMAT FOR BEDDOWN REQUEST**

A4.1. Formal beddown proposals can be sent by DMS message or official memorandum. Send beddown proposal via DMS to HQ USAF WASHINGTON DC//ILEP// with information copies to AF/XO, AF/XP, SAF/IE, ANGR, and NGB/XO. Air National Guard units will forward beddown requests through NGB/XO to HQ USAF/ILEPB. Agencies not on the DMS system should send proposals, via official memorandum, to HQ USAF/ILEPB, 1260 Air Force Pentagon, Washington DC 20330-1260. Send a copy (information addressee on DMS messages) to the affected MAJCOMs (gaining and losing), collateral agencies, and installation. The request should be classified, if appropriate. Contact HQ USAF/ILEPB if classification guidance is needed. This information is not subject to Office of Management and Budget review under Public Law 96-511.

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

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

INFO HQ ACC LANGLEY AFB VA//XP//

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

4FW SEYMOUR JOHNSON AFB NC//CC//

SAF WASHINGTON DC//IEI/FM//

UNCLAS

SUBJ: 20 AF RELOCATION BEDDOWN REQUEST (SCN 01-25)

REFS: A. HQ AFSPC/XPP MSG 012345Z AUG 01, SUBJ: 20 AF RELOCATION SITE SURVEY REQUEST

B. HQ USAF/ILEPB MSG 081250Z AUG 01, SUBJ: 20 AF RELOCATION SITE SURVEY

APPROVAL (SCN 01-25)

1. THIS MSG IDENTIFIES THE BEDDOWN REQUEST FOR RELOCATING 20 AF HQ FROM VANDENBERG AFB, CA, TO SEYMOUR JOHNSON AFB, NC.

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 01 BY REPRESENTATIVES FROM HQ AFSPC, 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 FW 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 AFSPC INTENDS TO FUND THIS MILITARY CONSTRUCTION AND THE PCS COSTS ASSOCIATED WITH RELOCATING 20 AF HQ PERSONNEL (APPROXIMATELY 946,000 DOLLARS) FROM WITHIN AFSPC RESOURCES.

3. IF APPROVED, HQ AFSPC WILL BEGIN TRANSFER OF HQ 20 AF PERSONNEL ON/AROUND 1 JAN 02, WITH RENOVATION COMPLETION AND UNIT ACTIVATION PLANNED FOR 1 JUN 02. NO COMMITMENT OF AF RESOURCES, CONSTRUCTION OR MOVEMENT OF EQUIPMENT, FORCE STRUCTURE OR PERSONNEL WILL OCCUR PRIOR TO RECEIPT OF BED-

DOWN APPROVAL, COMPLETION OF THE ENVIRONMENTAL IMPACT ANALYSIS PROCESS, AND SUCCESSFUL COMPLETION OF AN EQUITABLE SUPPORT AGREEMENT.

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

5. EIAP: ENVIRONMENTAL FINDING (EA/FONSI, CATEX, EIS) WAS SIGNED ON 1 SEP 01 BY HQ AFSPC/CV.

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