

**BY ORDER OF THE COMMANDER
AIR COMBAT COMMAND**



**AIR COMBAT COMMAND
INTEGRATED PRODUCT TEAM
MISSION DIRECTIVE 38-303**

**28 MAY 2010
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Manpower and Organization**

**INTEGRATED BASE SUPPORT TEAM
(IBST)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel Darren P. Gibbs)

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SUMMARY OF CHANGES

This publication is updated with current office symbols identified as “Principal Members” and “Advisors” to the integrated base support team. This update additionally details the submission process of action items and the uses of the community of practice.

1. Mission Statement. The Integrated Base Support Team (IBST) will provide base operating and expeditionary combat support through a formal working group focusing on cross-functional issues affecting Air Combat Command (ACC) wings, with special emphasis on the needs of the mission support group commanders.

2. Organization. The IBST is a matrix organization composed of senior leaders from the ACC Directorate of Manpower, Personnel and Services (HQ ACC/A1); Directorate of Air and Space Operations (HQ ACC/A3); Directorate of Logistics (HQ ACC/A4); Directorate of Communications (HQ ACC/A6); and the Directorate of Installations and Mission Support (HQ ACC/A7). The team executive secretary is the ACC Expeditionary Combat Support Division (HQ ACC/A7Z).

3. Membership:

3.1. Chair. HQ ACC/A7.

3.2. Principal Members. HQ ACC/A1, HQ ACC/A3, HQ ACC/A4, HQ ACC/A6, HQ ACC/A7, and the ACC Comptroller (HQ ACC/FM).

3.3. Advisors. Directorate of Intelligence (HQ ACC/A2); Directorate of Plans and Programs (HQ ACC/A5); Directorate of Requirements (HQ ACC/A8); Directorate of Analyses, Assessments and Lessons Learned (HQ ACC/A9); Directorate of Air National Guard Forces (HQ ACC/CG); ACC United States Air Force Reserve Advisor (HQ ACC/CR); ACC Inspector General (HQ ACC/IG); ACC Staff Judge Advocate (HQ ACC/JA); Public Affairs (HQ ACC/PA); Chief of Safety (HQ ACC/SE); Office of the Command Surgeon (HQ ACC/SG), the Acquisition Management and Integration Center (AMIC); all HQ ACC/A7 Divisions, and/or representation from any directorate's respective divisions.

3.4. Team Executive Secretary Responsibilities. Call bi-monthly meetings, formulate the agenda from team issues, champion cross-functional Mission Support Group (MSG) issues, and approve and publish minutes. The team may form additional action teams to address specific issues as required.

4. Objectives/Measures:

4.1. Objectives:

4.1.1. Provide a formal MSG working team to continually improve installation and mission support.

4.1.2. Be a proponent for cross-functional issues at ACC, and if necessary, Air Staff levels.

4.1.3. Solicit MSG feedback and evaluate for improvement in effectiveness and efficiency.

4.1.4. Sponsor annual MSG commander (MSG/CC) conferences.

4.1.5. Sponsor a MSG/CC orientation program.

4.1.6. Take on other initiatives as determined appropriate by the team to best serve base operating support and the needs of ACC.

4.1.7. Integrate teams among functional areas to reduce layers and provide a more efficient use of man-hours.

4.1.8. Encourage crossfeed among MSGs and advocate sharing of lessons learned and best practices through the HQ ACC/A7 Community of Practice (CoP).

4.2. Measures:

4.2.1. The MSG/CC survey is a measure that allows senior leadership to provide feedback to gauge organizational effectiveness. The survey is given to all ACC MSG/CCs on an annual basis. Survey questions focus on HQ ACC support and effectiveness. The survey will target improvements and provide feedback to the staff.

4.2.2. IBST action items may be submitted to the executive secretary in various ways to include via IBST teleconferences, email, or the issue format (Attachment 2, Recommended HQ ACC IBST Issue Format). All action items will be captured on the tracker, and the tracker will be kept on the IBST CoP. The IBST has established a CoP for the chair, principal members and advisors to use as a means to submit background materials (bullet background papers, briefing slides, etc) to resolve problems or provide guidance to IBST action items. For most issues, the team will provide a recommendation or resolution procedure back to the base within 30 days from when the issue is submitted to the team.

4.2.3. The IBST will form action teams, as required, to target cross-functional issues and key support processes.

5. Parameters. The IBST works issues involving more than one mission support directorate. Functional staffs will continue to work all issues specific to their organization, though this forum provides an opportunity to cross-flow best practices and maximize information flow across the directorates. Issues should be submitted to the IBST executive secretary, HQ ACC/A7Z, and must provide a concise, factual statement of the issue. Issues submitted by ACC bases should be forwarded through the wing commander or MSG/CC. State why the issue is cross-functional and requires IBST review, versus a single functional director. Provide as much data and backup information as possible, so that the team can take appropriate action. The status of each issue is tracked by assigning a number and a response will be provided back within 30 days.

6. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication.*

DAVE C. HOWE, Brigadier General, USAF
Director, ACC Installations and Mission Support

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

AFMAN 33-363 (<http://www.e-publishing.af.mil/shared/media/epubs/AFMAN33-363.pdf>),
Management of Records, 1 March 2008

ACCI 90-101 (<https://wwwmil.acc.af.mil/accpubs/pubs/90series/ACCI90-101.pdf>),
Headquarters AirCombat Command Integrated Product Team (IPT), 1 June 1995

Abbreviations and Acronyms

ACC—Air Combat Command

CoP—Community of Practice

HQ ACC/A7—Directorate of Installations and Mission Support

HQ ACC/A7Z—ACC Expeditionary Combat Support Division

HQ ACC/A7ZG—ACC Garrison Support Branch

IPT—Integrated Product Team

IBST—Integrated Base Support Team

MD—Mission Directive

MSG—Mission Support Group

MSG/CC—Mission Support Group Commander

Attachment 2

RECOMMENDED HQ ACC IBST ISSUE FORMAT

IBST ISSUE # _____

(For IBST use only.)

ISSUE: *STATE TITLE OF CROSS-FUNCTIONAL PROBLEM/IMPROVEMENT AREA*

SUBMITTED BY: *Name*

DATE:

Office Symbol

Base State Zip

DISCUSSION/PROBLEM: *Concise, factual statement of the issue to be addressed. Please state why it needs to be taken to the IBST, as opposed to a single functional director. Is it an issue that needs to be solved at the headquarters level? Provide as much data and backup information as possible, so that the team can take appropriate action.*

RECOMMENDATION: *If you have a suggested course of action, state it here, and include any facts or supporting data.*

ASSIGNED TO:

REVIEW COMMENTS:

DECISION/RECOMMENDATION:

STATUS: *(CLOSED/OPEN, ECD)*

HQ ACC POC: