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Operations

BASING

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This directive establishes policies to ensure the Air Force's installations are optimally used and tailored to meet long-term Air Force mission requirements. The Air Force (AF), Air Force Reserve Command (AFRC), and the Air National Guard (ANG), as well as other Services/Agencies requesting basing actions of one year or longer, are subject to the provisions of this publication. The Secretary of the Air Force (SecAF) is the only approval authority and/or authenticator for this directive, which may not be supplemented at any level. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS)

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. It supersedes all previous versions of Air Force Policy Directive 10-5. This revision transfers responsibility for this publication to AF/A8P and provides new policy for the strategic basing process. See Attachment 1, Glossary of References and Supporting Information, for terms used in this instruction.

1. Overview. There is a continuing AF requirement to conserve its land, facilities, infrastructure, and airspace to support AF missions and people.

1.1. The AF will compile data from the largest enterprise of installations practical when making basing decisions. This process will be deliberate, repeatable, standardized, and transparent while ensuring AF mission requirements are achieved and environmental guidance is followed, while considering the overall fiscal ramifications of the proposed action.

1.2. A review of all proposed basing actions will be conducted by the AF Strategic Basing Structure (AFSBS) -- comprised of the Basing Request Review Panel (BRRP) and the Strategic Basing Executive Steering Group (SB-ESG). After a thorough review, the proposed action will be briefed to the SecAF who is the decision authority for all basing actions on US-owned installations. For overseas actions, SecAF will present an official AF recommendation to the Secretary of Defense (SecDef), who is the final decision authority.

2. Policy

2.1. The Air Force Strategic Basing Process will be used to achieve basing decisions involving AF real property as well as AF units requesting basing approval on non-Air Force real property. The AF shall base its forces in order to most efficiently and effectively carry out its missions worldwide.

2.2. All strategic basing actions (e.g., a weapons system change, an organizational change request that increases manpower authorizations by 35 or more, a unit movement, a non-AF entity requesting to base its unit on an AF-controlled installation for more than a year, or any special interest actions) shall be reviewed, administered, and advised by the AFSBS.

2.3. Air Force overseas basing decisions (including Overseas Force Structure Changes and Host Nation Notifications) are governed by CJCSI 2300.02G. All actions shall be coordinated with the Joint Staff and the Office of the Secretary of Defense (OSD) before obtaining approval at the required levels outside the AF.

2.4. To ensure compliance with the provisions of 10 USC, Section 18234, all basing actions which require OSD to acquire a facility under 10 USC Section 18233 will be coordinated with SecDef or his designee.

2.5. All basing actions which transfer ownership or possession of any aircraft from the reserve component to ownership or possession by the regular component must comply with Section 345 of the FY2011 National Defense Authorization Act (NDAA.)

2.6. Basing decisions must have SecAF approval prior to public announcement, which will not be published without SAF/PA and SAF/LL coordination.

3. Air Force Strategic Basing Process

3.1. All applicable basing actions will be submitted to AF/A8PB for initiation of the established basing process.

3.2. The Air Force Strategic Basing process consists of four distinct steps: (1) Criteria are established to screen the largest possible enterprise of installations down to a reasonable number of candidate installations; (2) once the candidates are selected, a site survey team will assess each candidate installation's ability to host the mission; (3) the site survey results are presented to the SecAF for preferred and reasonable alternative selection; and (4) SecAF makes the final basing decision.

3.3. The expedited AF Strategic Basing process may be used for simple, specialized or time-sensitive basing actions. An AF strategic basing action may circumstantially be expedited through the AF Strategic Basing Process. Expediting the process allows proponents to bypass one or more steps in the AF Strategic Basing Process, which may reduce the time required to obtain a final basing decision. The final approval authority for expedited basing actions is the SecAF.

3.4. HAF Strategic Basing Division (AF/A8PB) determines the lead MAJCOM to take ownership of a basing action. The lead MAJCOM then applies the screening criteria and conducts the site surveys. The AF will prepare congressional notification packages on basing actions at least annually, or more frequently if required, and will announce publicly all AF basing decisions.

4. Roles and Responsibilities

4.1. The Assistant Secretary of the Air Force for Installations, Environment and Logistics (SAF/IE) is responsible for providing oversight of basing policy matters.

4.2. The Deputy Chief of Staff for Strategic Plans and Programs (AF/A8) is responsible for promulgating specific basing guidance through Air Force Instruction (AFI) 10-503, *Strategic Basing* and AFI 10-504, *Overseas Force Structure Changes and Host Nation Notification*.

4.3. AF/A8 is the Air Staff focal point for developing policy and advocating resources. As the office of primary responsibility for basing decisions, AF/A8 establishes guidance and procedures for handling requests for site surveys and unit bed-downs on Air Force property.

4.4. SAF/IEI and AF/A8P co-chair the SB-ESG.

4.5. AF/A8PB chairs the BRRP and is the single point of contact for all basing actions. AF/A8PB also acts as the approval authority for all required site surveys and serves as the executive secretary for the SB-ESG.

4.6. The basing proponent submits basing actions in compliance with AFIs 10-503 and 10-504.

5. Exemptions

5.1. Base Realignment and Closure and contingency basing actions are exempt from the basing process.

5.2. Basing actions which are temporary (less than one year) are the responsibility of the host or lead MAJCOM for appropriate MAJCOM coordination/approval and beddown execution.

5.3. Enhanced Use Leases (EULs) follow Air Force Civil Engineer Center (AFCEC) authored instructions and guidance dealing with real property management; EULs are coordinated through the Strategic Basing Process.

5.4. Non-EUL real estate actions are either exempt or may require coordination upon being submitted to SAF/IEI for approval.

5.5. Basing actions governed by the Depot Source of Repair (DSOR) process defined in AFI 63-101/20-101, Integrated Life Cycle Management.

5.6. Basing decisions which are made as part of other Air Force-level decision-making processes, such as the Air Force Corporate Structure.

5.7. Other exemptions are granted by SecAF on a case-by-case basis after being evaluated with respect to the benefit of the AF and overall environmental impact.

Eric K. Fanning
Acting Secretary of the Air Force

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-503, *Strategic Basing*, 27 Sep 10

AFI 10-504, *Overseas Force Structure Changes and Host Nation Notification*, 21 October 2011

AFI 63-101/20-101, *Integrated Life Cycle Management*, 7 March 2013

CJCSI 2300.02G, *Coordination of Overseas Force Structure Changes and Host Nation Notification*, 04 Sep 12

US Code 10, Section 18234, Location and Use

Abbreviations and Acronyms

AF—Air Force

AFCEC—Air Force Civil Engineering Center

AFI—Air Force Instruction

AFRC—Air Force Reserve Command

AFSBS—Air Force Strategic Basing Structure

ANG—Air National Guard

BBRP—Basing Request Review Panel

DSOR—Depot Source of Repair

EULS—Enhanced Use Lease

NDAA—National Defense Authorization Act

OSD—Office of the Secretary of Defense

SAF/IE—Secretary of the Air Force for Installations, Environment and Logistics

SB—ESG -Strategic Basing Executive Steering Group

SecAF—Secretary of the Air Force

SecDef—Secretary of Defense

Terms

AF Strategic Basing Structure (AFSBS). A deliberative body consisting of three elements: (1) the Basing proponent, (2) the Basing Request Review Panel (BBRP), and (3) the Strategic Basing Executive Steering Group (SB—ESG). The AFSBS presents courses of action to the SecAF and CSAF, through coordination with the Air Force Corporate Structure for making criteria-based decisions.

Basing Action. A basing action is any action (i.e., activation, inactivation, adjustment) that results in the increase and/or movement of: 1) **AF or non**—AF units, missions, manpower authorizations, and/or weapon systems to a location determined to be AF real property, or 2) **AF**

units, missions, manpower authorizations, and/or weapon systems to a location determined to be non-AF real property. SecAF is the final approval authority for basing actions.

Beddown. The execution of a SecAF—approved basing action establishing a unit, mission, activity, or manpower 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.

Enterprise.—Compilation of all AF installations and sites worldwide. The enterprise can be narrowed based on operational requirements with respect to establishing viable candidates for impending basing actions.

Expedited Basing Actions. Simple, specialized or time—sensitive actions which allow a proponent to bypass certain steps in the basing process, in order to accelerate the established timeline. SecAF is the final approval authority for expedited basing actions.

Installations.—Air Force installations (Air Force Base, Air Base, Air Reserve Base, Air Guard Base, Air Force Station, Air Station, Air Reserve Station, or Air Guard Station), support sites, and other activities, and those to which the Air Force, in overseas locations, has complete or partial access to on a temporary or standby basis.

Support Site. Facility operated by Active, Reserve, or Guard unit that provides general support to the Air Force mission and does not satisfy the criteria for a major or minor installation. Examples of support sites are: missile tracking sites, radar bombing scoring sites, Air Force—owned contractor-operated plants, and radio relay sites.

Other Activities.—Air Force unit or activity that has little or no real property accountability for the real estate it occupies. Examples include Active, Guard, or Reserve units that are located on installations belonging to other Services or leased office space that supports recruiting detachments, Civil Air Patrol, etc.

Site Survey. A field visit to an Air Force—controlled base or parcels of real property for the purpose of evaluating it/them in light of a proposed relocation to that site(s). The Air Force major commands or non-Air Force agencies make site survey requests to AF/A8PB.

Standby Facility.—A facility or installation located on foreign territory but designated by the United States for contingency or wartime use with the consent of the host government, and at which the United States maintains little or no peacetime presence.

Simple Basing Action.—The basing action that meets criteria for a basing action (weapon system change, 35 or more manpower authorizations, etc.) and does not require SecAF approval due to minimal mission and environmental impact on any installation selected to support the basing requirement.

Specialized Basing Action.—An action that supports unique mission requirements which limit the enterprise of potential installations to specific locations.

Time—sensitive Basing Action. An action which has SecAF/CSAF support for an accelerated decision timeline.