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SECRETARY OF THE AIR FORCE**



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**BASE SUPPORT AND
EXPEDITIONARY (BAS&E) SITE
PLANNING**

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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*, and provides guidance for preparing Base Support Plans (BSPs) using the Base Support and Expeditionary (BaS&E) planning tool. It provides guidance, processes and procedures for preparing BSPs and conducting expeditionary site surveys (ESSs). This publication applies to all military and civilian Air Force personnel including major commands (MAJCOMs), direct reporting units (DRUs) and field operating agencies (FOAs), and to other individuals or organizations as required by binding agreement or obligation with the Department of the Air Force (DAF). This publication applies to the Air Force Reserve Command (AFRC) and Air National Guard (ANG), except as noted in this publication. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that

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(USAFE) This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-404, *BASE SUPPORT AND EXPEDITIONARY (BAS&E) SITE PLANNING*. The AFI is published word-for-word without editorial review. This supplement describes HQ USAFE’s procedures for use in conjunction with basic AFI. It describes the specific requirements to translate and integrate operational requirements into Agile Combat Support (ACS) at employment sites to create and sustain operations. This instruction applies to active duty airmen, federal civilian employees, and AF contractors supporting bare base planning and execution. This instruction also applies to the Air Reserve Component (ARC). Changes to the procedures in this publication are not authorized without approval of HQ USAFE/A4RRO. Submit recommendations for improvements and/or changes in writing to AFSPC/LCMW, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4470. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

The publication has been revised. Changes within this AFI 10-404 rewrite include: (1) roles and responsibilities assigned to the site and function data managers, (2) requirement for all installations to maintain a BSP Part I, (3) Base Support Installation (BSI) review frequency, and (4) changes to tier waiver authorities for unit level compliance statements.

(USAFE) This document is substantially revised and must be completely reviewed. This is a complete revision of AFI 10-404 USAFE Supplement 1, dated 23 August 2012. This revision replaces the previous IGESP/ESP Part I and II chapter attachments and directs the use of HQ USAFE functional community data collection instructions for developing and maintaining BSP/ESP Parts I and II. It aligns guidance with AFPD 10-4, *Operations Planning* and AFI 10-

404, *Base Support and Expeditionary (BaS&E) Site Planning*, dated 27 August 2015. **Unless otherwise noted, all installation/wing level compliance guidance herein is considered to be “Tier 1” level waiver authority.**

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. General. This chapter describes functional area roles and responsibilities for preparing, planning, and executing BSPs and conducting ESSs.

1.2. HQ USAF Director of Logistics (AF/A4L).

- 1.2.1. Manages the BaS&E planning tool.
- 1.2.2. Chairs the BaS&E functional requirement board (FRB).
- 1.2.3. Establishes BSP and ESS training requirements.

1.3. Major Commands/Component Major Commands, Numbered Air Force (MAJCOMs/C-MAJCOM/C-NAF)/A4s.

- 1.3.1. Provides supplemental guidance for preparing BSPs and conducting ESSs.
 - 1.3.1.1. **(Added-USAFE)** HQ USAFE-AFAFRICA/A4RRO is the OPR for BaS&E Planning policy and guidance and for United States AFRICA Command (AFRICOM) and United States European Command (EUCOM) AORs.
- 1.3.2. Designates an Area of Responsibility (AOR) manager to act as a BaS&E FRB voting member to AF/A4LX and the BaS&E Program Management Office.
- 1.3.3. Reviews Operational Plan (OPLAN) wartime and contingency requirements to identify aircraft, personnel, and equipment tasked to deploy to forward operating locations (FOLs).
 - 1.3.3.1. Identifies and maintains a roster of subordinate units required to develop and publish a BSP and BSI report.
 - 1.3.3.2. Develops and publishes a BSP and BSI review schedule.
- 1.3.4. Conducts BSP conferences, as required.
- 1.3.5. Coordinates BSPs with other Service components.
- 1.3.6. Makes tailoring recommendations to deploying units.
- 1.3.7. Designates, in writing, C-MAJCOM/C-NAF Functional Area Managers (FAM) who are responsible for conducting ESSs.
 - 1.3.7.1. **(Added-USAFE)** HQ USAFE-AFAFRICA/A4RR will manage the ESSP program and conduct ESSPs in coordination with the NAFs and Wings. HQ USAFE-AFAFRICA/A4RR will establish a list of required specialties to conduct ESSPs. See Table 1.1 for HQ USAFE OPRs for each chapter's Functional Area Manager (FAM) for planning, training and execution. HQ USAFE policy and guidance FAMs are noted in each respective chapter to this supplement.
 - 1.3.7.2. **(Added-USAFE)** HQ USAFE-AFAFRICA/A4C is the designated airfield pavement functional manager and final review authority of Chapter 14 technical data.

The final Chapter 14 must be review and approved by A4CO prior to publishing it. A4CO maintains the approved list of certified airfield pavement surveyors.

Table 1.1. (Added-USAFE) HQ USAFE Functional Manager List for Planning, Training and Execution.

Chapter Title	BSP/ESP Chapter #	OPR
GENERAL SITE INFORMATION	0	
COMMAND RELATIONSHIPS	1	A5
IN-PLACE FORCES	2	A1
TRANSITING / EMPLOYING FORCES	3	A4
PRECONFLICT MEASURES	4	A3
EXECUTION CHECKLIST	5	All A STAFF
RECEPTION	6	A4
AIRFIELD OPERATIONS	7	A3
AIRFIELD LOADING PARKING	8	A4
NONCOMBATANT EVACUATION/SAFE HAVEN/REPATRIATION OPERATIONS	9	A1
FLYING OPERATIONS	10	A3
CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND (HIGH-YIELD) (CBRNE) DEFENSE OPERATIONS	11	A4
FIRE PROTECTION	12	A4
EXPLOSIVE ORDNANCE DISPOSAL (EOD)	13	A4
CIVIL ENGINEER	14	A4
SERVICES	15	A1
MEDICAL	16	SG
INTELLIGENCE	17	A2
MATERIAL MANAGEMENT	18	A4
PETROLEUM, OIL & LUBRICANTS (POL)	19	A4
LOGISTICS READINESS	20	A4
AIR MOBILITY OPERATIONS	21	A4

WAR RESERVE MATERIEL (WRM)	22	A4
SUPPORT AGREEMENTS/HOST NATION SUPPORT	23	A4
MAINTENANCE	24	A4
MUNITIONS	25	A4
PERSONNEL	26	A1
MANPOWER	27	A1
INFORMATION MANAGEMENT	28	A6
POSTAL	29	A6
COMMAND AND CONTROL SYSTEMS	30	A6
FORCE PROTECTION	31	A4
OPERATIONS SECURITY AND TACTICAL DECEPTION	32	A3
FINANCIAL MANAGEMENT/ COMPROLLER	33	FM
CONTRACTING	34	A4
WEATHER	35	A3
PUBLIC AFFAIRS	36	PA
HISTORIAN	37	HO
LEGAL	38	JA
CHAPLAIN	39	HC
SAFETY (Flight/Ground/Weapons)	40	SE
OFFICE OF SPECIAL INVESTIGATIONS	41	AFOSI
VISUAL INFORMATION	42	PA
LIMITING FACTORS	43	A4
MAPS	44	A4
AIRCRAFT BATTLE DAMAGE REPAIR	45	A4

1.3.8. Negotiates country clearance, airfield access and logistics services agreements.

1.3.9. Coordinates and provides FOL security, threat, and local area conditions briefings.

1.3.10. Submits airfield suitability surveys to appropriate MAJCOM/A3 or equivalent for assessment.

1.3.11. Provides inputs and guidance to the Combatant Commander (CCDR) during preparation of Deployment or Execute Orders and after action reports (AARs).

1.3.12. Resolves and/or monitors subordinate unit BSP Part II limiting factors (LIMFACs) and shortfalls.

1.3.13. Provides geospatial data and imagery to Geospatial Information Offices for inclusion in Common Installation Picture (CIP), as required.

1.3.14. Air Forces Northern (AFNORTH) provides BSI data requirements to the HAF program manager for inclusion in BaS&E.

1.4. Air Mobility Command (AMC).

1.4.1. Performs initial airfield suitability assessments at proposed and/or planned FOLs.

1.4.2. Ensures Air Mobility Operations Wings/Groups are staffed and trained to conduct ESSs.

1.4.3. Manages and provides ESS training.

1.5. MAJCOM Functional Area Managers (FAMs).

1.5.1. Works closely with subordinate units to resolve BSP Pt II LIMFACs and shortfalls.

1.5.2. Provides assistance and input for BSP and Expeditionary Site Plan (ESP) development.

1.5.3. Conducts ESS for their functional areas.

1.5.4. **(Added-USAFE)** Other HQ USAFE-AFAFRICA Staff Functions. Provide guidance and assistance as necessary for developing and/or reviewing ESP functional chapters. Coordinate all site survey requests with the HQ USAFE-AFAFRICA/A4RRO Logistics Plans Function and ensure site survey information is collected and stored in current ESP and BaS&E.

1.6. Installation Commander (CC) will:

1.6.1. Ensure installation BSP is developed and maintained. **(T-1)**.

1.6.2. Appoint an installation site manager (SM). **(T-1)**. **Note:** The SM will be assigned to the Logistics Readiness Squadron (LRS) Plans and Integration or equivalent organization. **(T-1)**.

1.6.3. Host BSP conferences and site surveys. **(T-1)**.

1.6.4. Chair the BSP Committee (BSPC). **(T-1)**.

1.6.5. **(Added-USAFE)** The Installation Commander-signed certification letter will be imported via multimedia into the General Site Information Chapter within BaS&E.

1.7. Site Manager will:

1.7.1. Oversee BSP preparation and execution. **(T-1)**.

1.7.2. Manage the BaS&E tool. **(T-1)**.

1.7.2.1. **(Added-USAFE)** HQ USAFE units will ensure all functional areas are populated in BaS&E, prior to biennial BSP certification by Installation Commander.

1.7.3. Manage the BSP LIMFAC reporting program and ensure LIMFACs and shortfalls are validated by the BSPC and Installation Commander prior to submission to the C-MAJCOM/C-NAF for corrective actions. **(T-1)**.

1.7.4. Manage BSPC meetings, and:

1.7.4.1. Act as BSPC secretary. **(T-1)**.

1.7.4.1. **(USAFE)** Provide HQ USAFE/A4RRO copies of all Base Support Planning Committee (BSPC) meeting minutes.

1.7.4.2. Ensure BSPC minutes are signed by BSPC Chair. **(T-1)**.

1.7.4.3. Distribute BSPC meeting minutes to all BSPC members. **(T-1)**.

1.7.5. Maintain a continuity book and/or electronic files that contains the following items:

1.7.5.1. BSP, AFI 10-404, applicable MAJCOM supplement. **(T-1)**.

1.7.5.2. Installation and unit BSP manager appointment letters. **(T-1)**.

1.7.5.2. **(USAFE)** 1 **(Added)** Ensure changes/updates to BaS&E OPR appointment letters are forwarded to HQ USAFE/A4RRO.

1.7.5.3. BSPC attendee list and minutes. **(T-1)**.

1.7.5.4. BSP planning documents. **(T-1)**.

1.7.5.5. LIMFAC and shortfall documentation. **(T-1)**.

1.8. Unit Commander (Unit/CC) will:

1.8.1. Appoint a unit functional data manager (FDM), in writing, and provide this letter to the installation SM. **(T-1)**.

1.8.2. Validate LIMFACs and shortfalls. **(T-1)**.

1.9. Functional Data Manager (FDM) will:

1.9.1. Manage BSP Part I and II planning data management on behalf of the Unit/CC. **(T-1)**.

1.9.2. Maintain a continuity book that contains the following:

1.9.2.1. FDM appointment letter(s). **(T-1)**.

1.9.2.2. BSPC meeting minutes. **(T-1)**.

1.9.2.3. BSP planning documents (or storage location if not maintained in continuity book), as required. **(T-1)**.

1.9.2.4. LIMFAC and shortfall documentation, as applicable. **(T-1)**.

1.9.2.5. Miscellaneous: Include such information as BaS&E Planning Tool Known Problems and Workarounds (KP&W), System Advisory Notices (SANs), lessons learned, message traffic, training slides, BaS&E User's Guide, and any comments which would add to the understanding of the expeditionary site planning process). **(T-3)**.

1.9.3. Identify and submit BSP LIMFACs and shortfalls to installation site manager. **(T-1)**.

1.9.3.1. **(Added-USAFE)** The Site Manager will maintain oversight of the LIMFAC program.

1.9.3.2. **(Added-USAFE)** LIMFACs must concentrate on wartime or contingency operations. Identifying a LIMFAC is a subjective determination. It is important to exhaust all efforts in finding all possible options or alternatives before reporting an issue as a LIMFAC.

1.9.3.3. **(Added-USAFE)** To ensure resolution to problems receive the appropriate level and emphasis, units must be specific in their reports. For example, if there is a shortage of a particular vehicle, such as R-11s, do not report a shortage of vehicles. Report a shortage of R-11s and be specific as to the impact on mission accomplishment (sortie rate, refueling capability to support incoming forces, etc.). Do not lump several problems together, since different functional areas may work different parts of a LIMFAC. Ensure problems that require construction, additional funds, and storage space are addressed in the Program Objective Memorandum (POM) cycle, if applicable, and during annual budget submissions, as required.

1.10. Expeditionary Site Survey (ESS)/Contingency Site Survey (CSS) Team Chief.

1.10.1. Selects site survey team members.

1.10.1.1. **(Added-USAFE)** HQ USAFE-AFAFRICA/A4RR will appoint the ESSP Team Chief and appropriate team members in coordination with the team chief. HQ USAFE-AFAFRICA/A4RRO coordinates site access with AFRICOM and EUCOM staff. The Aircraft and Personnel Automated Clearance System (APACS) is used as the official means for requesting country clearance for each team member. The team chief will ensure APACS request is approved by the embassy prior to team departure.

1.10.1.2. **(Added-USAFE)** Team chiefs must complete HQ USAFE-AFAFRICA/A4RR team chief training.

1.10.2. Coordinates and conducts ESSs.

1.10.3. Chairs pre-ESS planning meetings.

1.10.3.1. Collects and provides ESS data to ESS team members prior to departure.

1.10.3.2. Provides FOL local threat briefing to ESS team members.

1.10.4. Arranges and co-chairs meetings with host nation personnel.

1.10.5. Ensures team members update BaS&E within 40 days of ESS completion.

1.10.5.1. **(Added-USAFE)** HQ USAFE-AFAFRICA/A4RR will upload ESP to BaS&E. Team chief ensures team members provide ESP chapter(s) within 3 duty days of ESSP completion.

1.10.6. Completes and distributes AARs.

1.10.7. **(Added-USAFE)** Coordinate with HQ USAFE-AFAFRICA/A4RR when conducting ESSs within Europe and Africa; prior to requesting country access to prevent duplication of effort and permit proper prioritization of survey requirements. When required, HQ USAFE host units will invite representatives from all major deploying units, and HQ

USAFE representatives. Components will provide HQ USAFE-AFAFRICA/A4RR products (i.e. After Action Reports, AMC 174, ESP) resulting from ESSPs.

1.11. ESS/CSS Teams.

1.11.1. Conducts ESSs.

1.11.2. Completes ESSP computer based training.

1.11.2.1. **(Added-USAFE)** HQ USAFE-AFAFRICA/A4RR will conduct additional training with team members.

1.11.3. Possesses a valid United States passport.

1.11.3.1. **(Added-USAFE)** Request team members possess an official (red) passport. Highly encourage members to possess two (2) official passports due to visa processing lead times and possible country access denial if member possesses multiple visas.

1.11.4. Possesses appropriate security clearance.

1.12. Functional Area Manager/Subject Matter Experts (FAM/SMEs).

1.12.1. Each team will have personnel qualified to:

1.12.1.1. Conduct airfield suitability surveys.

1.12.1.2. Assess Chemical Biological Radiological Nuclear threats.

1.12.1.3. Identify preventative medicine requirements/considerations.

1.12.1.4. Assess air base defense requirements. **Note:** Security Force personnel must complete the Air Base Defense Command Course.

1.12.1.5. Assess local security threats. **Note:** Office of Special Investigations personnel must complete the Air Base Defense Command Course.

1.12.1.6. Certify and evaluate pavements.

1.12.1.7. Conduct Global Positional System surveys.

1.12.2. The weapons safety team member functional must meet special experience indicator 375 qualification requirements.

1.12.3. All team members should be Antiterrorism/Force Protection level 2 trained.

1.12.4. The ESS team chief does not allow substitutions, when position or Air Force Specialty Code-specific requirements exist.

1.13. (Added-USAFE) Deploying Unit Commander. Coordinate all site survey requests with the HQ USAFE-AFAFRICA/A4RRRO logistics plans function. Review BSP/ESPs for locations their units are tasked to deploy to or transit through. Coordinate with and advise the reception base or transit location of unique support requirements, suggested changes, or other impacts on reception planning. If no permanent US presence exists at deployed location, coordination with HQ USAFE-AFAFRICA/A4R is required. Every effort must be taken to accomplish ESP site surveys or planning conferences in conjunction with scheduled deployments and/or exercise participation. These visits facilitate the development of viable BSP/ESPs, and provide the deploying units the opportunity to tailor their deployment packages to eliminate duplication and

reduce reception and transportation requirements. Distribution of the BSP/ESP will include all deploying units who could potentially deploy to the site.

Chapter 2

BASE SUPPORT AND EXPEDITIONARY (BAS&E) SITE PLANNING

2.1. Overview. This chapter provides guidance for conducting ESSs, preparing BSPs and ESPs. It also provides guidance for using BaS&E to gather ESS, BSP, and BSI data.

2.2. BSP Planning Products.

2.2.1. BSP. A BSP is primarily developed for main operating bases or collocated operating bases with a permanent AF presence. BSPs are prepared in two parts:

2.2.1.1. BSP Part I. The BSP Part I identifies resources and capabilities at a FOL by functional area.

2.2.1.2. BSP Part II. The BSP Part II allocates BSP Part I resources and identifies LIMFACs and/or shortfalls to support a specific OPLAN. Part II development is normally synchronized to support the adaptive planning cycle and publication of supporting plans. Planning documents include:

2.2.1.2.1. Supported/supporting OPLANs and Concept Plans (CONPLANs).

2.2.1.2.2. Time Phased Force and Deployment Data (TPFDDs) including all-service data.

2.2.1.2.3. Wartime Aircraft Activity Report (WAAR).

2.2.1.2.4. War Reserve Materiel (WRM) authorization documents.

2.2.1.2.5. Contingency in place requirements.

2.2.1.2.6. **(Added-USAFE)** Develop a BSP Part II for each supported CONPLAN. When published, it will refer to the appropriate CONPLAN annexes and Part I.

2.2.1.2.7. **(Added-USAFE)** Coordinate with HQ USAFE-AFAFRICA/A4RRO if USAF is not the host component about whether or not the OPLAN warrants a BSP II. This OPLAN may require service component agreements at MAJCOM level if the AF unit is a tenant at a Sister Service location.

2.2.1.2.8. **(Added-USAFE)** Contact the respective HQ offices who will provide source documents (**para 2.2.1.1- 2.2.1.4**), see Table 2.1. HQ USAFE/A4RRO will maintain signed copies of all HQ USAFE Main Operating Bases (MOBs) BSP Part IIs. MOBs will write a BSP Part II as applicable to current OPLAN/CONPLAN taskings. MOBs will forward BSP Part IIs to HQ USAFE-AFAFRICA/A4RRO once completed and signed by Host Wing/Installation Commander.

Table 2.1. (Added-USAFE) Planning Data and OPR reference.

Planning Data	OPR
AFRICOM/EUCOM AOR Deliberate Planning Time Phased Force Deployment Data (TPFDD)	HQ USAFE/A5X
AFRICOM/EUCOM AOR Wartime Aircraft Activity (WAA)	HQ USAFE/A5X

AFRICOM/EUCOM AOR Vehicle Authorization List (VAL)	Command Vehicles(HQ USAFE/A4RV)
AFRICOM/EUCOM AOR War Consumables Distribution Objective (WCDO) AFRICOM/EUCOM AOR War Plans Additive Requirements Report (WPAAR)	War Reserve Materiel (HQ USAFE/A4RRX)
Identify MOB and Forward Operating Location (FOL) Part II requirements upon scheduled review based on OPR planning data. Provide source document date to units tasked to write a Part II	HQ USAFE/A4RRO

2.2.2. ESPs are prepared for locations without a permanent AF presence and contain only the minimum data necessary to make initial bed down decisions.

2.2.2.1. **(Added-USAFE)** Non-ESP products which may support the development of an ESP include: AMC 174 (*Airfield Site Survey for Airlift Operations*) contains airlift operational capabilities; Airfield Threat assessment – Identifies physical security characteristics and the overall Force Protection capability; Pavement Evaluation – Pavement classification number and pavement condition Indicator identified; Landing Zone/Drop Zone Assessment – capability land aircraft on unpaved surfaces and/or to airdrop cargo and or pax; Airfield Suitability Assessment – capability conduct specific mission design series operations; and Beddown Assessment – assesses ability to beddown and sustain mission design series operations and supporting personnel (Reference 3.2.7.1. for OPRs).

2.2.3. AFNORTH BSI report is used to support of civil authorities and Department of Defense forces.

2.2.4. The FDMs will use the BSP Catalog located on the BaS&E SharePoint site; <https://cs3.eis.af.mil/sites/AF-LG-00-17/default.aspx>, to develop their portion of the BSP. **(T-1). Note:** BaS&E is the mandatory AF system of record for all BSP, ESP, and BSI data collection, storage, and access and can be used in support of the CCDR decision-making process.

2.2.4.1. **(Added-USAFE)** Installations may create BSP Part IIs using Microsoft word or a locally developed product in conjunction with populating SIPR BaS&E Planning Tool.

2.3. BSP Planning Cycle.

2.3.1. All installations will maintain a BSP Part 1. **(T-1).**

2.3.2. C-MAJCOMs/C-NAFs will identify subordinate installations required to maintain a BSP Part II.

2.3.3. Units will review, update, and revise BSP/ESPs Parts I and II biennially, in conjunction with TPFDD updates (Part II only), or when there has been significant change in the unit's support posture. **(T-1).**

2.3.3.1. **(Added-USAFE)** Wings will accomplish Parts I and II reviews annually or when there has been a TPFDD update.

2.3.4. Units required to provide BSI checklist data, will update their BSI and associated BSP Part I data biennially. **(T-0). Note:** Recommend the FDM use the BSP Catalog/BSP, Part I

and BSI cross-reference located on the BaS&E SharePoint site; <https://cs3.eis.af.mil/sites/AF-LG-00-17/default.aspx>, as a guide when developing their BSP, Part I.

2.4. BSP Committee (BSPC). The primary function of the BSPC is to support BSP and ESP preparation and database maintenance activities. The BSPC will:

2.4.1. Be chaired by the installation commander (or equivalent). **(T-1).**

2.4.2. Include the following primary members:

2.4.2.1. Wing staff organizations. **(T-1).**

2.4.2.2. Group commanders. **(T-1).**

2.4.2.3. Unit and tenant unit commanders. **(T-1).**

2.4.3. Disseminate information and establish timelines and requirements. **(T-1).**

2.4.4. Consider recommended changes and inputs received from transiting and/or employing units for possible incorporation into the BSP to include tenant unit requirements. **(T-1).**

2.4.5. De-conflict resource requirements requests. **(T-1).**

2.4.6. Validate and prioritize installation force deployment, reception, employment LIMFACs/shortfalls for submission to HHQ. **(T-1).**

2.4.6.1. **(Added-USAFE)** HQ USAFE-AFAFRICA/A4RR receives potential LIMFACs from Base Support Planning Committee (BSPC) host for validation.

2.4.6.2. **(Added-USAFE)** International Logistics (HQ USAFE-AFAFRICA/A4RI) will work with partner nations to determine if LIMFACs can be resolved through Host Nation Support (HNS). If the host nation can support, HQ USAFE-AFAFRICA/A4RI will execute Acquisition and Cross-Servicing Agreement (ACSA) orders to request the required logistics support.

2.5. The BSP Working Group (BSPWG) will:

2.5.1. Oversee the status of the installation's BSP and ESP. **(T-1).**

2.5.2. Ensure the installation SM chairs the BSPWG. **(T-1).**

2.5.3. Ensure FDMs and selected subject matter experts are the primary BSPWG members. **(T-1).**

2.6. BSP Conference.

2.6.1. A BSP planning conference should be conducted at the planned operating base attended to provide deploying units an opportunity to conduct a site survey in conjunction with the BSP conference.

2.6.1.1. **(Added-USAFE)** Conduct refinement or planning conferences for BSP Part IIs, based on mission requirements. Host unit locations must include representation from NAF/MAJCOM as well as major incoming units, to facilitate resource allocation.

2.6.1.2. **(Added-USAFE)** Units that conduct a BSP refinement conference will complete their updates and publish an approved BSP Part II, 90 days after conference completion.

2.6.1.3. **(Added-USAFE)** Deploying units that require a site survey will reference para. 1.3.5.1 for coordination and deliverables.

2.6.2. The host unit, HHQ, and deploying, unit representatives will attend the BSP conference. **(T-1)**.

2.7. Plan Titles. The publishing organization will use standardized BSP and ESP titles that include the base/site name, location, and approval date. **(T-1)**.

2.8. Security Classification.

2.8.1. BSP Part I is normally unclassified and marked "For Official Use Only".

2.8.2. BSP Part II is normally classified based at the same level as the OPLAN it supports.

2.9. Plan Approval.

2.9.1. The wing/installation commander or equivalent will approve the BSP and/or ESP by signing a locally-developed certification letter. **(T-1)**.

2.9.2. The MAJCOM or C-MAJCOM/C-NAF will identify approval authority if no wing/installation commander is authorized or available to approve the BSP/ESP.

2.9.3. The FDM will upload the Installation/Wing commander's approval/certification letter into the BaS&E General Site Information Section, Miscellaneous folder. **(T-1)**.

2.10. Plan Distribution.

2.10.1. Upon approval, the publishing organization will generate a message to all organizations identified in the plan's distribution list that the plan is available. **(T-1)**.

2.10.2. Deploying units will review the BSP and provide recommended changes and/or comments to the BSP/ESP OPR. **(T-1)**.

2.10.3. Direct correspondence between deploying and reception units will include courtesy copies of message traffic to their respective MAJCOM or C-MAJCOM/C-NAF/A4. **(T-1)**.

2.11. Specific Content Guidance.

2.11.1. Data requirements that are NOT in the current BaS&E database are inserted into the database using the "miscellaneous" field. **Note:** Units will insert additional data into their BaS&E chapter using the chapter's miscellaneous field. **(T-1)**.

2.11.2. When a Part II is required, the FDM will:

2.11.2.1. Identify the supporting OPLAN or CONPLAN in the general site information chapter. **(T-1)**.

2.11.2.2. Incorporate equipment and resources in the appropriate BSP Part I/II and ESP section. **(T-1)**.

2.11.3. Units will document all resources and/or capabilities residing on an AF installation, regardless of Service (Army, Navy, Marine Corp, Coast Guard) or component (regular or ARC), in the BSP Part I. **(T-1)**.

2.11.4. Units will document all contracted and/or out-sourced (i.e., A-76) agency resources and capabilities at an AF installation in the BSP. **(T-1)**.

2.11.5. At joint base locations, the lead AF plans function will be responsible for completing the BSP Part I and II, if required. **(T-1)**.

2.11.6. Units will document all AF resources residing on a joint base installation or at a separate offsite operating location in the BSP Part I and Part II, if required. **(T-1)**. This documentation is captured under the designated host installation site plan and includes geographically separated units that are otherwise stand-alone units.

2.11.7. The MAJCOM/A4, working in conjunction with MAJCOM FAMs, review BSPs and ESPs for accuracy and completeness.

Chapter 3

EXPEDITIONARY SITE SURVEY PROCESS (ESSP)

3.1. General. Site surveys are an integral part of the expeditionary site planning process. Information gathered during a survey on a site's resources and capabilities are captured in the BSP Part I, and an analysis of the information facilitates resource allocation in BSP Part II of the plan.

3.2. Concept.

3.2.1. Site surveys are accomplished during contingency and crisis action planning. In both circumstances enough information is collected to avoid the need for repeat visits.

3.2.2. ESSs are conducted during the contingency planning to identify data related to the site used to assess the suitability of a location for any Mission-Design Series (MDS).

3.2.3. Contingency site surveys are conducted during crisis action planning to identify data pertinent to the success of a given operation.

3.2.4. BaS&E is the mandatory system for conducting site surveys. A full site survey is required in order to write the BSP and/or ESP.

3.2.4.1. A full site survey or BSP consists of all site survey information arranged into separate functional chapters residing in the ESP and Quick Reaction Survey (QRS).

3.2.4.2. The QRS only opens mandatory chapters when time is critical. Surveys viewed or authorized for checkout in QRS mode contain all bed-down capability assessment data elements.

3.2.5. Additionally, only mission critical data elements are active for data entry. Elements that are not time critical are disabled or "grayed out."

3.2.6. Bed down sites. An ESS is conducted at planned operating locations and possible bed down sites identified by the CCDR during the site selection process.

3.2.6.1. C-MAJCOM/A4s and C-NAFs will identify which locations within their AOR are likely candidates for conducting contingency operations.

3.2.6.1.1. **(Added-USAFE)** HQ USAFE-AFAFRICA/A3 and HQ USAFE-AFAFRICA/A5, in coordination with HQ USAFE-AFAFRICA/A4RR, will identify locations within their AOR as possible candidates for conducting contingency operations.

3.2.6.2. Locations are determined from theater engagement plans, CCDR's staff inputs, intelligence information and other authoritative data sources.

3.2.7. MAJCOM Approval. MAJCOM/A4 or equivalent will appoint a Site Survey Management Office (SSMO) to provide oversight and assist site survey team development/coordination for sites that affect contingency and humanitarian relief operations in their AOR. These include but are not limited to: threat assessments, pavement evaluation, airfield suitability assessment, pre-deployment site surveys, landing zone/drop zone assessment, and bed down assessments. **Note:** If required, the C-MAJCOM/C-NAF is responsible for obtaining country clearance prior to an ESS.

3.2.7.1. **(Added-USAFE)** HQ USAFE-AFAFRICA/A4RR is the Site Survey Management Office (SSMO) for managing full ESSPs and delegating survey products that do not qualify for a full ESP to appropriate functional areas (directorate/divisions/branches/Wings). These products include but are not limited to: threat assessments, pavement evaluation, airfield suitability assessment, pre-deployment site surveys, landing zone/drop zone assessment, and bed down assessments. The primary OPR/OCR (as applicable) for each type of assessment are: Airfield Threat assessment – HQ USAFE-AFAFRICA/A4S, 435 AGOW/CRG; Pavement Evaluation – HQ USAFE-AFAFRICA/A4C, 435 AGOW/CRG; Landing Zone/Drop Zone Assessment – 435 AGOW/CRG; Airfield Suitability Assessment – HQ USAFE-AFAFRICA/A3O. Beddown Assessments – will involve a combination of functional areas to include: HQ USAFE-AFAFRICA/A4/7, HQ USAFE-AFAFRICA/A1, HQ USAFE-AFAFRICA/A2, HQ USAFE-AFAFRICA/A3, HQ USAFE-AFAFRICA/A5, HQ USAFE-AFAFRICA/A6, HQ USAFE-AFAFRICA/SG, and HQ USAFE-AFAFRICA/SE.

3.3. The Expeditionary Site Survey Process (ESSP). The ESSP is composed of three interactive processes:

3.3.1. Site Selection Process. Air component staffs will work with CCDRs and AMC planners to assess FOL suitability based on mission requirements.

3.3.2. Data Collection Process. There are three data collection phases:

3.3.2.1. Pre-Site Survey Phase. During the pre-site survey phase, SMEs research the selected FOL by reviewing prior surveys, BSP expeditionary site plans, common installation pictures, maps and imagery of the location. SMEs may contact the air component and CCMD country teams for information and assistance, if necessary.

3.3.2.2. Site Survey Phase. During the site survey phase, the site team is deployed to the FOL to conduct the actual site survey. The site survey team will use the BaS&E checklists to collect information.

3.3.2.2.1. **(Added-USAFE)** During the site survey phase, the site team will accomplish a draft copy of their functional area chapter. The final electronic product is due to the team chief or HQ USAFE-AFAFRICA/A4RR (as specified by the SSMO) NLT 3 duty days upon completion of the survey. All DTS vouchers will be reconciled and filed NLT 5 duty days upon completion of the survey.

3.3.2.3. Post-Site Survey Phase. During the post-site survey phase, SMEs do an in-depth feasibility assessment of the site survey data to identify the FOL's suitability for current and/or future missions.

3.3.2.3.1. **(Added-USAFE)** HQ USAFE-AFAFRICA/A4RRO will submit completed ESPs to AMC/A3AS, for inclusion into the Global Decision Support System (GDSS) Giant Report.

3.3.2.3.2. **(Added-USAFE)** All HQ USAFE-AFAFRICA BSP/ESPs will have Foreign Disclosure Office (FDO) review, prior to release to a host country. US-only products may be accomplished for ESPs with country-sensitive or FOUO data enclosed.

3.3.2.3.3. **(Added-USAFE) Plan Distribution.** Once BSPs and ESPs are approved, the publishing unit must provide a copy to HQ USAFE-AFAFRICA/A4RRO, HQ USAFE-AFRICA/A5 Plans, and embassy.

3.3.2.3.4. **(Added-USAFE)** HQ USAFE AFARICA/A4RRO will publish approved ESPs via BaS&E. ESPs in BaS&E are found by accessing “View Part 1 Chapter Details” for the airfield; selecting “General Site Information,” then select the “Multimedia” tab and select “Display Multimedia.” BSP Part IIs will be published via the Secret Internet Protocol Router Network (SIPRNet) CoP, for COCOMs and sister service access.

3.3.3. Data Storage and Access Process: The AF ESSP Program Manager (AF/A4LX) will ensure databases duplication is minimized by sharing databases to the maximum extent possible.

3.3.4. MAJCOM/A3 staff will review site survey team’s FOL survey data and either approve or disapprove the site for current or future operations.

3.4. Site Survey Team.

3.4.1. The site survey team will include functional area SMEs from the lead wing or major deploying units, as required.

3.4.2. Site survey team members will be trained to and use the BaS&E application to the maximum extent possible.

3.4.2.1. **(Added-USAFE)** Site survey team members will be trained to accomplish ESPs. HQ USAFE-AFAFRICA/A4RR consolidates the SMEs final chapters and upload final ESP product into BaS&E.

3.4.3. The C-MAJCOM/C-NAF with operational responsibility at the proposed and/or planned forward operating location will invite other MAJCOM representatives, as required.

Figure 3.1. Recommended Site Survey Team Composition

FUNCTIONAL AREA	COMMENTS
Logistics Plans	Team Chief (from Component Command)
Logistics Plans	
Operations Plans	
Airlift Operations	Airfield Manager, Air Traffic Control, AOF/CC as required. From AMC, funded by Supported MAJCOM.
Airlift Logistics	From AMC, funded by Supported MAJCOM
Civil Engineer	
Logistics Readiness	
Aircraft Maintenance	
Munitions Maintenance	
Safety	Weapons Safety- required for explosives site plans
Communications	
Contracting	Contingency contracting experience
Financial Management	
Supply	

Security	
Personnel	
Petroleum, Oil, Lubricants (POL)	
Medical Services	Medical readiness experience
Services	
Office of Special Investigations	
Intelligence	

3.5. Site Survey Team Types.

3.5.1. Expeditionary site survey team (ESST). The ESST is responsible for production of basic essential data related to the site including threat assessment, airfield suitability survey, pavements evaluation, and bed down assessment. The ESST utilizes this data to complete an ESP that can be used to assess the suitability of a location for any MDS.

3.5.2. Contingency Site Survey Team (CSST). The CSST will be mission specific and will focus on the data that is pertinent to the success of the given operation utilizing a specific MDS.

3.5.2.1. A CSST will typically contain a smaller number of members and work on a specific timeline.

3.5.2.2. Production of an ESP is not a requirement for a CSST. It is at the C-MAJCOM's discretion whether or not to have the CSST produce an ESP during a contingency site survey.

3.5.2.2.1. **(Added-USAFE)** HQ USAFE-AFAFRICA/A4RR will determine if an ESP product is required for the CSST on a case-by-case basis.

3.5.2.3. CSSTs are groups of highly qualified individuals who have a high level working knowledge of the ESSP and its deliverables.

3.5.2.4. The CSST will conduct detailed analysis of the information available on the site/country and determine what additional information is required to successfully execute the anticipated assigned mission.

3.5.2.5. CSSTs collect data for a specific mission and/or FOL. A follow-on team will be tasked to produce the BSP at a later date.

JOHN B. COOPER, Lt Gen, USAF
DCS/Logistics, Engineering, and Force Protection

(USAFE)

BEGIN SIGNATURE
MATTHEW A. KMON, Col, USAF
Deputy Director of Logistics, Engineering and
Force Protection

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

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*, 30 April 2009

AFPD 10-5, *Basing*, 14 November 2013

(Added-USAFE) AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, 21 January 2015

(Added-USAFE) AFI 10-245, *Antiterrorism (AT)*, 25 July 2015

(Added-USAFE) AFPAM 10-243, *Augmentation Duty*, 1 August 2002

(Added-USAFE) AFI 21-201, *Conventional Munitions Maintenance Management*, 3 June 2015

AFI 33-360, *Publications and Forms Management*, 25 September 2013

(Added-USAFE) AFMAN 33-363, *Management of Records*, 1 March 2008

(Added-USAFE) AFI 36-3802, *Personnel Readiness Operations*, 23 February 2009

(Added-USAFE) USAFRICOM Instruction ACI 3200.11, *Individual and Small Group Travel*, 10 May 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAR —After Action Report

AEF —Air Expeditionary Force

AF —Air Force

(Added-USAFE) AFAFRICA—Air Forces Africa

(Added-USAFE) AFFOR—Air Force

AFI —Air Force Instruction

AFMAN —Air Force Manual

AFNORTH —Air Forces Northern

AFRC —Air Force Reserve Component

AFPD —Air Force Policy Directive

AMC —Air Mobility Command

AF —Air Force

AFRIMS —Air Force Records Information Management System

ANG —Air National Guard

AOR —Area of Responsibility
(Added-USAFE) AT—Antiterrorism
BAS&E —Base Support and Expeditionary Site Planning Tool
BSI —Base Support Installation
BSP —Base Support Plan
BSPC —Base Support Planning Committee
BSPWG —Base Support Plan Working Group
C-MAJCOM —Component Major Command
C-NAF —Component Numbered Air Force
CC —Commander
CCDR —Combatant Commander
COCOM —Combatant Command
(Added-USAFE) COMUSAFE—Commander United States Air Forces In Europe
CONPLAN —Concept Plan
(Added-USAFE) CONPLAN—Contingency Plan
(Added-USAFE) CoP—Community of Practice
CSST —Contingency Site Survey Team
DAF —Department of the Air Force
DoD —Department of Defense
DRU—Direct Reporting Units
ESP —Expeditionary Site Plan
ESS —Expeditionary Site Survey
ESSP —Expeditionary Site Survey Process
ESST —Expeditionary Site Survey Team
FAM —Functional Area Manager
FDM —Functional Data Manager
FOA —Field Operating Agency
FOL —Forward Operating Location
(Added-USAFE) FOUO—For Official Use Only
FRB —Functional Requirements Board
HAF —Headquarters Air Force
HHQ —Higher Headquarters

(Added-USAFE) HNS—Host Nation Support
HQ —Headquarters
HQ USAF —Headquarters United States Air Force
IAW —In Accordance With
(Added-USAFE) IGESP—In-Garrison Expeditionary Support Plan
LIMFAC —Limiting Factor
LRS —Logistics Readiness Squadron
MAJCOM —Major Command
MDS —Mission-Design Series
(Added-USAFE) NAF—Numbered Air Force
NIPRNET —Non-secure Internet Protocol Router Network
OPLAN —Operational Plan
OPR —Office of Primary Responsibility
QRS —Quick Reaction Survey
SIPRNET —Secret Internet Protocol Router Network
SME —Subject Matter Expert
(Added-USAFE) SSPL—Site Survey Priority List
TPFDD —Time-Phased Force and Deployment Data
(Added-USAFE) USAF—United States Air Force
(Added-USAFE) USAFE—United States Air Forces in Europe
(Added-USAFE) USAFRICOM—United States Africa Command
(Added-USAFE) USEUCOM—United States European Command
WAAR —Wartime Aircraft Activity Report
WRM —War Reserve Materiel

Terms

Area of Responsibility Manager (MAJCOM)—The MAJCOM BSP manager appointed to oversee BSP preparation, execution, and site survey activities within their command and/or AOR.

Base Support and Expeditionary (BaS&E)—A NIPRNET/SIPRNET- based suite of standard systems tools that enables automated, employment-driven, agile combat support planning. BaS&E supports the expeditionary site planning process by accurately and rapidly identifying resources and combat support requirements at potential employment locations, providing bed down capability analysis and LIMFAC identification, and facilitating force tailoring decisions to reduce the overall deployment footprint. BaS&E consists of three components that are mandated for use when they are available at all levels of command.

Base Support Installation (BSI)—A DoD Service or agency installation within the United States and its territories tasked to serve as a base for military forces engaged in either homeland defense or defense support of civil authorities.

Base Support Plan (BSP)—Primarily developed for locations with a permanent AF presence, and is fully developed by the collaborative planning efforts of many functional experts with a deliberate planning time line.

Base Support Planning Committee (BSPC)—A planning body chaired by the installation commander (or equivalent) to facilitate the development of the BSP (normally comprised of senior level leadership). The BSPC serves as the focal point for plan development and reports to the commander on the status of plans. It integrates the numerous base-level requirements and functional support actions to present a coordinated overview of activity in the.

Concept Plan (CONPLAN)—An operation plan in an abbreviated format that may require considerable expansion or alteration to convert it into a complete operation plan or operation order.

Expeditionary Site Plans (ESP)—ESPs are chiefly associated with locations without a permanent AF presence and will contain only the minimum data necessary to make initial bed down decisions. ESPs will be developed in short time frames to meet contingency needs without full staffing or coordination. It is the installation level or site plan to support unified and specified command wartime operations plans, as well as MAJCOM supporting plans. It cuts across all functional support areas in a consolidated view of installation missions, requirements, capabilities, and limitations to plan for actions and resources supporting war or contingency operations, including deployment, post-deployment, and employment activities (as appropriate).

Forward Operating Location (FOL)—An airfield used to support tactical operations without establishing full support facilities. The base may be used for an extended time period. Support by a main operating base will be required to provide backup support for a forward operating base. Referred to as a forward operating base in Joint Publication 3-09.3.

Functional Data Manager (FDM)—The FDM manages assigned chapter data. They are site specific and coordinate with like units on the installation. This role is both NIPRNet and SIPRNet.

GeoBase—The common mapping framework for the USAF, ensuring the provision of and access to standard, accurate and current geospatial information for all AF installations, ranges and property. GeoBase enables geospatial analysis and the integration into business processes of USAF missions, installations, and facilities. GeoBase is comprised of four unique decision support environments: Garrison GeoBase, Expeditionary GeoBase, GeoReach, and Strategic GeoBase.

Limiting Factor (LIMFAC)—A factor or condition that, either temporarily or permanently, impedes mission accomplishment. (Joint Pub 1-02) (Has a critical negative impact on the ability of a unit to perform its wartime mission, and require the aid of higher headquarters to resolve). Used in this publication for clarity.

Main Operating Base (MOB)—A facility outside the United States and US territories with permanently stationed operating forces and robust infrastructure. Main operating bases are

characterized by command and control structures, enduring family support facilities, and strengthened FP measures.

Operation Plan (OPLAN)—1. Any plan for the conduct of military operations prepared in response to actual and potential contingencies. 2. A complete and detailed joint plan containing a full description of the concept of operations, all annexes applicable to the plan, and a time-phased force and deployment data.

Shortfall (SF)—The lack of forces, equipment, personnel, materiel, or capability, reflected as the difference between the resources identified as a plan requirement and those apportioned to a CCDR for planning, that would adversely affect the command's ability to accomplish its mission.

Site Survey—Physical location survey to gather data to support a planned or possible contingency operation.

Site Manager (SM)—The Site Manager is the individual assigned to the LRS/Plans and Integration or equivalent organization who manages the site review. The SM manages the FDM's permissions/access. This roll is applicable on both NIPRNet and SIPRNet versions of the application.

Time Phased Force and Deployment Data (TPFDD)—The time-phased force data, non-unit cargo and personnel data, and movement data for the operation plan or operation order or ongoing rotation of forces.

Wartime Aircraft Activity Report (WAAR)—Extracts of the USAF War and Mobilization Plan, Volume 4 (WMP-4), Wartime Aircraft Activity (WAA) that lists the aircraft activities of approved war plans for a specified airfield or assault strip.

War Reserve Materiel (WRM)—Consists of enterprise managed, dynamically positioned equipment and consumables that support initial operations and initial sustainment across the full range of military operations.