

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION
10-601**



8 SEPTEMBER 2020

Operations

ACCEPTANCE OF NEW WORKLOADS

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This instruction implements Department of Defense Instruction (DoDI) 3200.18, Management and Operation of the Major Range and Test Facility Base, 15 Oct 18, Incorporating Change 2. It establishes 45th Space Wing (45 SW) policies, assigns responsibilities and describes procedures for review and acceptance of new workloads. It applies to all organizations of the 45 SW who provide support to users. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the publication OPR.

SUMMARY OF CHANGES

This document has significant revisions and should be reviewed in its entirety. Revisions include splitting the sections for processing range customers and transient customers, establishing new approval authorities of the XP Director, updating the definitions regarding transient aircraft operations versus temporary aircraft servicing operations, updating terms to reflect the standup of the United States Space Force (USSF), updating the wing front door process flowchart, adding additional information for short-term transient programs, and providing an updated document listing in the references and supporting information section.

1. Overview.

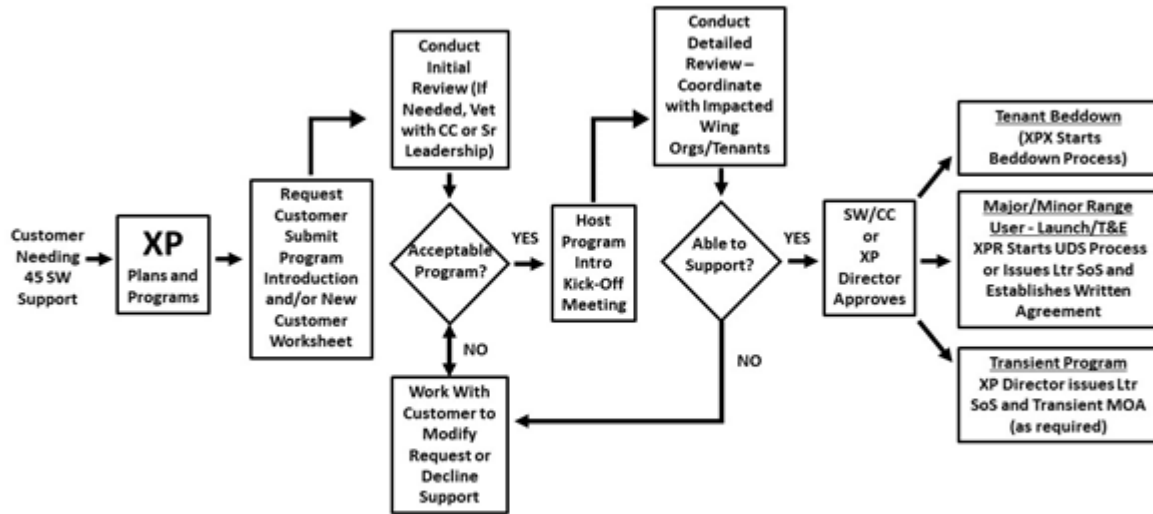
1.1. All new workload requests will be initially referred to the Wing Plans and Programs Office (45 SW/XP) which serves as the “front door” for the wing (**Figure 1**). A new workload is defined as any activity not previously accepted by the 45 SW which requires wing support and commitment or expenditure of 45 SW resources, or any activity changing a previously accepted workload to require a \$500,000 increase in resources or a significant reevaluation of the 45 SW’s support effort. New workloads are broken into two types: Range programs and transient programs. Range program processes are detailed in section 3 of this instruction, while transient program processes are detailed in section 5.

1.2. During the initial review process, 45 SW/XP will determine the need for drafting new wing agreements, updating current agreements, or initiating the AF strategic basing process when the Requestor is considered a new customer or existing tenant IAW AFI 10-503, *Strategic Basing*. Further information on base support agreements for tenants can be found in 45th Space Wing Instruction (45 SWI) 25-203, *45th Space Wing Support Agreements Program* and in 45 SWI 25-204, *45th Space Wing Mission Agreements Program*. Information regarding agreements with commercial and non-federal customers can be found in SPFCI 10-1215 SPFCGM2020-01, 12 JUNE 2020, *Air Force Space Command Guidance Memorandum to AFSPCI 10-1215, Support to FAA-Licensed Space Launch Activities*.

1.3. 45 SW/XP will validate the 45 SW’s authority to provide support and determine the applicability and impacts of policies, treaties, or international agreements on new workload requests.

1.4. New workloads that fall outside of 45 SW/XP’s responsibility are workloads associated with transient aircraft servicing operations, increases of personnel, community support, morale and welfare, private organizations, public affairs, protocol events, use of the combat arms training facility, and new customers requiring only housing support.

Figure 1. Wing “Front Door” Process



2. Responsibilities.

2.1. Installation Commander.

2.1.1. The 45th Space Wing Commander (45 SW/CC) will approve new workloads as required and has delegated the authority to the XP Director to approve the following new workloads:

2.1.1.1. All transient programs that do not require significant un-reimbursable commitment of resources for periods not to exceed two years and for estimated costs that do not exceed \$250,000.

2.1.1.2. Range Programs requiring facility support from the 45 SW may be approved for up to five-years.

2.1.1.3. Range Programs requiring non-facility support (safety analysis, transportation, logistics, etc.) from the 45 SW may be approved for up to 10-years.

2.1.2. This approval authority does not eliminate the need for the appropriate support agreements IAW 45 SWI 25-203 and approvals will be consistent with the basing guidance in AFI 10-503.

2.1.3. New workloads approved by the XP Director must be appropriately coordinated with other affected wing organizations (e.g., 45 MSG and 45 OG) prior to granting approval. 45 SW/XP will keep wing leadership advised on new workload commitments or issues.

2.2. 45 SW/XP.

2.2.1. Serve as the initial wing POC for all new Range workload requests (workloads associated with launch programs, spacecraft programs, Range technology programs, weapons technology programs, etc.), other test and evaluation (T&E) workload requests, and transient program requests that do not require significant interface with Range operational assets.

2.2.1.1. After initial review, if 45 SW/XP believes a new workload falls predominately within the area of responsibility of another organization, then 45 SW/XP will request senior leadership assign responsibility to the appropriate group. 45 SW/XP will request an organization POC from the group that will be responsible for initial planning, coordination, and implementation and ensure the new workload is transitioned orderly once the workload is approved. The responsible organization is typically the organization that will provide the majority of support.

2.2.2. Appoint a Wing Planning Specialist (WPS) to manage workload requests from initial contact until final approval (or disapproval). Request a provisional Program Support Manager (PSM) to participate as OCR from the beginning of the program introduction process.

2.2.3. Ensure federal Range Requestors initiate the Universal Document System (UDS) process or sign a Memorandum of Agreement (MOA), Support Agreement (SA) or similar mission agreement with the 45 SW/CC or designee for support.

2.2.4. Ensure Range Requestors provide initial funding, in an amount as determined by 45 SW/XP, to the 45th Comptroller Squadron (45 CPTS) for planning and processing the new workload.

2.2.5. Ensure a non-federal Range Requestor has a Commercial Space Operations Support Agreement (CSOSA) with Headquarters USSF/S2/3/6, requests a copy be sent to 45 SW/XP, and signs a CSOSA Annex with 45 SW/CC.

2.2.6. Ensure a non-federal Range Requestor initiates the UDS process, if applicable, and also provides a written statement that no domestic source can reasonably provide substantially equivalent support.

2.2.7. Request 45 CPTS establish a Job Order Number (JON) to track reimbursable costs for Range Requestors and transient requestors (if required). Institutional (non-reimbursable) JONs can be requested to support tracking of 45 SW costs, as desired, and for site surveys pertaining to basing actions conducted under Air Force Instruction (AFI) 10-503.

2.2.8. Ensure completeness and compatibility of wing organizations' responses to Requestor's initial requirements.

2.2.9. Ensure Host Nation Notification is completed by XPX prior to new programs being located at Ascension Auxiliary Airfield.

2.2.10. Coordinate CCAFS transient program requests with appropriate CCAFS organizations to include the 45th Mission Support Group Detachment 1 (45 MSG Det 1) Commander.

2.2.11. After the Range program is approved and a Statement of Support (SoS) is signed, request the 45th Operations Group (45 OG) assign a Program Support Manager (PSM) from 45th Range Squadron (45 RANS) for operations activation and execution. XP will add OG as an OCR for all UDS documentation prior to PSM assignment.

2.2.12. After Range or transient programs are approved and an SoS is signed, ensures the Requestor is asked to complete the 45 SW/XP online survey.

2.2.13. Provide program transition assistance and copies of all pertinent documents to either the 45 MSG Det 1 POC, PSM and/or other OPR. These documents may include, but are not limited to, the most current cost estimate for the JON, copies of the Program Introduction (PI) and SoS (or other requirements and support documents), and User points of contact for technical and financial support coordination.

2.2.14. Serve as the primary wing POC with State of Florida space advocacy organizations by performing the following:

2.2.14.1. Upon appropriate determination, refers new commercial space Requestors desiring support from the ER to the state early in the pre-PI process. The state provides prospective Range Users information on the training, technical support, possible financial incentives, and other assistance the state may make available.

2.2.14.2. As appropriate, the state may perform, and show evidence of, a comprehensive due diligence vetting of each new commercial User before that program approaches the wing with a formal program briefing or PI.

2.2.14.3. Along with the 45 OG and 45 MSG, ensure the state performs their responsibilities, as the responsible party for all prospective commercial Users that intend to operate on the state's AF-leased or licensed properties.

2.2.14.4. Create a new Annex to the customer's CSOSA or a new appendix to the state's Space Operations Support Agreement (SOSA) for each new commercial program supported by the 45 SW. The Annex/appendix formalizes the customer's legal responsibility to the AF with each customer's launch vehicle program operating on CCAFS property. As XP becomes aware of changes to wing support service contracts, XP will endeavor to update the appropriate CSOSA Annexes.

2.3. 45 SW Organizational Support Elements.

2.3.1. Upon receipt of an inquiry by a Requestor desiring to use or survey 45 SW services, facilities, or sites, refer the Requestor to 45 SW/XP for processing in accordance with this instruction and AFI 10-503. 45 SW/XP will determine if exceptions apply.

2.3.2. Attend 45 SW/XP introductory kick-off meetings and any follow-on meetings associated with Requestor site visits.

2.3.3. Evaluate PIs, letter PIs, transient program documents and provide 45 SW/XP with definitive comments for preparation of the SoS or Letter SoS via Task Management Tool (TMT). Comments should include, at a minimum, a statement regarding the organization's ability to provide support. As feasible, organizations may also submit work-hour and services estimates, and a material cost estimate by fiscal year for programs requiring Range Support. Include comments on deficiencies of support with proposed solutions for each alternative.

2.3.4. Evaluate all changes in Range Support requirements from existing customers and refer all increases that meet the definition of a new workload to 45 SW/XP.

2.3.5. Ensure all costs to review and evaluate Range User requirements are identified to the applicable JON.

2.4. 45 CPTS.

2.4.1. Provide guidance on use of Requestor funds to ensure compliance with applicable laws, policies and regulatory requirements.

2.4.2. Provide reimbursement policy, funding procedures, statement of financial limitations or funding requirements, as required.

2.4.3. Upon request from 45 SW/XPR, assign a JON to charge planning activities for the new workload.

2.4.4. Activate JONs when funding is received. Ensure the User's estimated annual support costs are updated at least annually and fully funded prior to the start of a new fiscal year.

2.5. 45 MSG (45 CES).

2.5.1. Coordinates on XP Statements of Support involving facility and space requests.

2.5.2. Attends XP planning meetings for support to transient customers requesting facilities or space.

3. Range Program Processes and Procedures.

3.1. Range programs are defined as any DoD organization, other federal agency, or non-federal agency (state or local government agency; civic, private, or commercial organization; or foreign government) program approved by 45 SW/CC, or a designated representative, who uses Range facilities or resources.

3.2. Once the Chief of Programs (XPR) completes an initial review of a new workload request, he or she appoints a WPS to begin the coordination process for the new Range program. The WPS will be the primary interface with the Requestor.

3.3. For large, complex, or unique programs requiring substantial interface with Range operational assets, the Requestor will be required to provide a concise PI in the UDS format. The PI format is defined in Range Commanders Council (RCC) Document 501-12, *Universal Document System*. The PI will serve as the Requestor's formal request to the wing.

3.4. For programs requiring minimal interface with Range operational assets, or T&E workloads requiring little to no Range interface, the WPS will determine whether a one to two page PI letter will suffice.

3.5. The WPS will conduct an introductory kick-off meeting with the Requestor and wing support organizations; use TMT to staff the PI with wing organizations who evaluate the request for their ability to support; consolidate wing organization's responses to the Requestor's requirements; prepare, coordinate, and submit the SoS or Letter SoS, as appropriate, for signature to 45 SW/CC or the 45 SW/XP Director.

3.5.1. The cost of the review and evaluation effort will normally be tracked for reimbursement and charged to a JON established for the Requestor. Some preliminary meetings with prospective Users may not be charged. 45 SW/XP will identify these events as chargeable to wing overhead JONs.

3.5.2. The 45 SW will not provide support for a new workload prior to the receipt of funding, except as follows:

3.5.2.1. Community support, morale and welfare, private organizations, public affairs, or protocol events.

3.5.2.2. Higher headquarters-directed support for which billing instructions have been issued.

3.5.2.3. Initial discussions and pre-PI meetings with potential Range Users for the purpose of determining if the wing will consider supporting the new workload.

3.5.2.4. Range Safety feasibility meetings.

3.5.2.5. Activities already covered by existing agreements that do not require commitment of new or additional wing resources.

3.5.2.6. On an individual case-by-case basis, when approved by 45 SW/CC or 45 SW/XP.

3.5.3. For either a PI or Letter PI, the wing will have one of three responses: a full SoS, a Letter SoS, or a letter stating the wing cannot support the request.

3.6. Approval and scheduling of a new workload should be based on a priority system that gives equitable consideration to all DoD components and accommodates DoD acquisition program priorities.

3.6.1. New workloads will be approved IAW [paragraph 2.1](#)

4. Range Support Capabilities.

4.1. Range support policy will be managed by 45 SW/XP.

4.2. Range support requested by 45 SW Users must comply with the following:

4.2.1. Mandatory Wing Support. The 45 SW shall be the exclusive source when:

4.2.1.1. Support is required by statute, regulation, or instruction.

4.2.1.2. Support impacts public safety or neighboring personnel, unless the 45 SW agrees to non-wing sources.

4.2.1.3. Armed security is required.

4.2.1.4. Emergency response services are required.

4.2.1.5. Common-user infrastructure (e.g., water, communications, timing) under the 45 SW's ownership and configuration control is required.

4.2.1.6. Other services are determined as mandatory at the direction of 45 SW/CC or authority as delegated by 45 SW/CC.

4.2.2. Federal Range Users. The 45 SW will make support service capabilities (e.g., airfield services, fire protection, facility maintenance, communications network, etc.) available to Range Users and can entertain increases in scope of contracted capabilities to meet Range User needs. However, the 45 SW cannot provide support where prohibited or in conflict with lease agreements or other higher-level guidance or documents that take precedence over this instruction.

4.2.3. Non-Federal Range Users. The 45 SW can only provide Range Support where non-federal Range Users certify that substantially equivalent support is not available from domestic commercial/spaceport sources on reasonable terms. Factors such as price, quality, availability, and schedule may be considered when determining whether a service is substantially equivalent. Further, the 45 SW can only provide support to non-federal Users if excess capacity exists at the wing.

4.2.3.1. Domestic sources of support may include 45 SW contractors providing support outside the terms of a 45 SW contract (e.g., through a separate contract arrangement with range customers). However, when the 45 SW contractor, as a domestic source, is going to use government-furnished property/equipment in providing support, government Contracting Officer (CO) approval is required. Obtaining CO approval is the responsibility of the government contractor.

4.2.3.2. Any support to non-federal Range Users will be provided from 45 SW capabilities maintained to support Department of Defense (DoD) missions and will only be made available on a reimbursable basis and if the particular service/property is not otherwise needed to support the DoD mission. The 45 SW shall not maintain any capabilities solely to meet the requirements of non-federal Range Users.

4.2.3.3. Support requests from non-federal users must first be submitted to and approved by 45 SW/XP to ensure compliance with this policy before other wing offices commit to providing such support.

5. Transient Program Processes and Procedures.

5.1. A transient program is program that requires minimal to no reimbursable costs for 45 SW support and is of short duration (less than two years).

5.2. For transient program requests, a PI letter summarizing the request and a New Customer Worksheet (NCW) will serve as the Requestor's formal request to the 45 SW. The PI letter should be signed by a commander or director at the O-5 or O-6 military rank or civilian equivalent. For transient, non-federal agencies, PI letters should be provided by a DoD sponsor and signed at the O-5 or O-6 military rank or civilian equivalent.

5.2.1. Non-Department of the Air Force (DAF) transient programs require a transient MOA be completed by the WPS. The transient MOA is then coordinated with 45 SW/JA for legal review before being signed by both the XP Director and the Requestor's principal.

5.3. Once the Chief of Programs (XPR) completes an initial review of a new transient program request, he or she appoints a WPS to begin the coordination process for the new request. The WPS will be the primary interface with the Requestor. For temporary aircraft operations, (defined as “Any aircraft operations where the visiting unit is staying beyond a single day **and** will conduct flight operations from 45 SW facilities on a non-permanent basis”) the following applies:

5.3.1. If a local unit (e.g. the 920 RQW or 301 RQS) is sponsoring the visiting unit, 45 SW/XP will coordinate with the supporting unit to ensure appropriate handoff is given and no further 45 SW support is required at that point. The XP Director will then send an e-mail to the 45 SW/CC providing notification of the unit visiting the airfield.

5.3.2. Sponsorship is defined as providing all support for the visiting aviation unit with the exception of fuels, which is handled by the transient alert team at the airfield and munitions, which is handled by the 45 LRS.

5.3.3. If the visiting unit is non-sponsored, then 45 SW/XP will coordinate the entire visit, including staffing of a SoS and Transient MOA (if a non-DAF asset).

5.3.4. The 45th Range Squadron (45 RANS) and 45th Logistics Readiness Squadron (45 LRS) will continue to be the initial points of contact (POCs) and 45 SW coordinating agencies for transient aircraft servicing operations at Patrick AFB and Cape Canaveral Air Force Station (CCAFS). Transient aircraft servicing operations are defined as aircraft operations that entail aircraft servicing and nothing further. Transient aircraft may remain overnight, but do not conduct recurring operations from 45 SW facilities.

5.3.4.1. 45 SW/XP should be notified if transient aircraft servicing operations expand to require significant wing support and resources.

5.4. After receiving the signed PI and NCW, the WPS will conduct an introductory kick-off meeting with the Requestor and wing support organizations; use TMT to staff the PI with wing organizations who evaluate the request for their ability to support; consolidate wing organization’s responses to the Requester’s requirements; prepare, coordinate, and submit the SoS (and Transient MOA, if required) as appropriate for signature to the 45 SW/CC or the 45 SW/XP Director.

5.5. The WPS will monitor the transient program during execution and will provide assistance as required.

5.6. The WPS will solicit feedback and lessons learned from the Requestor after the visit is complete.

DOUGLAS A. SCHIESS,
Brigadier General, USAF
Commander

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

DoDD 3200.11, *Major Range and Test Facility Base, 15 Oct 18*, Incorporating Change 2

DoDI 3200.18, *Management and Operation of the Major Range and Test Facility Base, 15 Oct 18*, Incorporating Change 2

DoD 7000.14-R, *Department of Defense Financial Management Regulation, Jun 2017*

Range Commanders Council Document 501-12, Universal Document System, *Jul 12*

AFI 10-503, *Strategic Basing, 28 Jul 17*

SPFCI10-1215_SPFCGM2020-01, 12 JUNE 2020, *Air Force Space Command Guidance Memorandum to AFSPCI 10-1215, Support to FAA-Licensed Space Launch Activities*

45SWI 99-101, *45th Space Wing Mission Program Documents, 6 Aug 2019*

45SWI 25-203, *45th Space Wing Support Agreements Program, 24 Mar 16*, Certified Current, 18 September 2019

Abbreviations and Acronyms

45CPTS—45th Space Wing Comptroller Squadron

45LRS—45th Logistics Readiness Squadron

45RANS—45th Range Squadron

45SW—45th Space Wing

45SWI—45th Space Wing Instruction

45SW/XP—45th Space Wing Plans and Programs

AFRIMS—Air Force Records Information Management System

AFMAN—Air Force Manual

CCAFS—Cape Canaveral Air Force Station

CO—Contracting Officer

CSOSA—Commercial Space Operations Support Agreement

DoD—Department of Defense

DHS—Department of Homeland Security

ER—Eastern Range

HQ USSF—Headquarters United States Space Force

IAW—In Accordance With

JON—Job Order Number

LV—Launch Vehicle

MOA—Memorandum of Agreement
NASA—National Aeronautics and Space Administration
NCW—New Customer Worksheet
OPR—Office of Primary Responsibility
PAFB—Patrick Air Force Base
PI—Program Introduction
POC—Point of Contact
PSM—Program Support Manager
ROM—Rough Order of Magnitude
SA—Support Agreement
SoS—Statement of Support
SOSA—Space Operations Support Agreement
SV—Space Vehicle
T&E—Test and Evaluation
TMT—Task Management Tool
UDS—Universal Documentation System
WPS—Wing Planning Specialist

Terms

45th Space Wing (45 SW) User—Any DoD organization; other federal agency; or non-federal agency (state or local government agency; civic, private, or commercial organization; or foreign government) program approved by 45 SW/CC, or a designated representative, who uses wing facilities or resources. Range-specific support is recorded via the UDS or other wing-accepted method such as a mission or support agreement. A 45 SW User using range resources is termed a Range User. Related reimbursement policies are contained in DoD 7000.14-R, Volume 11A, *DoD Financial Management Regulation, Reimbursable Operations Policy and Procedures*, Chapter 12, *Major Range and Test Facilities*, Chapter 13 and *DoD Support to United States Commercial Space Activities*.

Federal Agency—Any agency of the federal government (DoD, Department of Homeland Security (DHS), Department of State, NASA, etc.).

Job Order Number (JON)—A cost accumulation number issued by 45 CPTS to track reimbursable costs billed to Users. JONs are also used to track select non-reimbursable costs by a program.

New Workload—Any activity not previously accepted by the 45 SW which requires wing support and commitment or expenditure of 45 SW resources. Any activity changing a previously accepted workload to require a \$500,000 increase in resources or a significant reevaluation of the 45 SW support effort. New workloads are broken into two types: Range programs and transient programs. The number of personnel associated with range customers and transient customers are taken into account during the planning meetings and approval coordination and the actual XP program/test approvals are not a substitute for space allocation and facility assignment processes.

Non-Federal Agency—Any state or local government, foreign government, civic, private or commercial entity.

Non-Range Workload—A workload that is not typically documented in the UDS and either has no or very minimal direct interface with range operational assets.

New Customer Worksheet (NCW)—Document used to capture support requirements for short-term transient programs. The WPS will send the Requestor the NCW template, review it for completeness and utilize the document to support the coordination process.

Program Analyst—Serves as the primary customer POC and acts as liaison between the customer and 45 SW for all financial issues/questions/concerns.

Program Introduction (PI)—The PI is the UDS initial statement that identifies program support requirements and is the official document prepared by the Requestor to introduce a new Range workload. This document will include the Requestor's initial understanding of support requirements including test and evaluation of specific systems, sub-systems, and equipment. For programs requiring limited support, a simple letter PI may serve as the initial statement that identifies support requirements. For short-term, transient programs, the Requestor (or DoD host) is required to submit a brief PI letter, signed by an O-5/O-6 (or civilian equivalent), which summarizes the program and accompanies the NCW.

Program Support Manager (PSM)—The PSM serves as the User's primary interface for Range requirements. The PSM, designated by 45 OG IAW SPFCI 10-1215, SPFCGM 2020-01, participates in mission planning, oversees ER and operational support planning for range requirements, and interacts with the WPS during the PI phase. The PSM will manage and facilitate the User through the UDS process, to include training and assistance. The PSM will ensure the User requirement will accurately translate into UDS requirements, the User develops an effective and executable schedule, de-conflict range operations with other 45 SW users, ensure proper scheduling of processing and launch range activities, coordinate the employment of Range instrumentation and facilities, and coordinate the acquisition, modification and deployment of Range systems in support of User requirements.

Range Support—Any service and/or support provided by the 45 SW to Range Users, including federal and non-federal Range Users. Range-specific support is recorded via the UDS or other wing-accepted method such as a mission or support agreement. Related reimbursement policies are contained in DoD 7000.14-R, Volume 11A, *DoD Financial Management Regulation, Reimbursable Operations Policy and Procedures*, Chapter 12, *Major Range and Test Facilities* and Chapter 13, *DoD Support to United States Commercial Space Activities*.

Range User—Any DoD organization; other federal agency; or non-federal agency (state or local government agency; civic, private, or commercial organization; or foreign government) program approved by 45 SW/CC, or a designated representative, who uses Range facilities or resources.

Range Workload—An ER support workload that is normally documented in the UDS using the appropriate structure outlined in 45 SWI 99-101, *45th Space Wing Mission Program Documents*. This includes workloads that are primarily associated with launch vehicles, spacecraft, or other programs that must interface with range operational assets.

Requestor—There are two types of Requestors. One type is a potential 45 SW User who is in the process of soliciting initial wing support, but has not been formally approved yet. The other type is a current 45 SW User who is requesting additional support that meets the criteria of a “new” workload that has not been approved yet. Once an SoS or other approval letter is awarded by the 45 SW, the Requestor can be considered a User for the workload in question.

Statement of Support (SoS)—The SoS is the UDS response to the PI and is the 45 SW conditional acceptance of a new Range workload subject to working through future requirement approvals. The SoS may also provide the User with a preliminary cost estimate or ROM cost, identify second or third-level documentation which must be provided, and lay out conditions that further wing support is contingent upon. For programs that only submit a letter PI and do not go through the UDS process, a letter SoS will document 45 SW acceptance.

Tenant—A unit using 45 SW base support services, facilities, or logistic services for one year or longer. 45 SW/XP is the wing OPR for processing potential tenants and will normally work these requests via the Air Force strategic basing process IAW AFI 10-503, *Strategic Basing*, and the 45 LRS will formally document 45 SW support provided in a formal support agreement.

Transient Aircraft Servicing Operations—Aircraft operations that entail servicing and nothing further. The transient aircraft arrives, receives service, and departs. Transient aircraft may remain overnight, but do not conduct recurring operations from 45 SW facilities. Transient aircraft are handled by 45 RANS and 45 LRS. 45 SW/XP is not part of this process.

Transient Program—A program with support requirements that require minimal process applications, minimal to no reimbursable costs for 45 SW support and are of short duration (less than two years). Examples are military training and deployment exercises or establishment of a temporary antenna test bed or satellite ground station.

Transient MOA—An agreement produced by XPR for non-Air Force transient programs that are less than two years in duration. The Transient MOA must be reviewed by the legal office, signed by the XP Director and Requestor’s principal and accompanies a signed Letter SoS.

Temporary Airfield Operations—Any aircraft operations where the visiting unit is staying beyond a single day AND will conduct flight operations from 45 SW facilities on a non-permanent basis.

Wing Planning Specialist (WPS)—The WPS is the Requestor’s primary POC at the 45 SW for new Range workloads and/or other assigned programs. The WPS is the wing lead for facilitating all the Requestors’ initial planning support, ensures Requestors’ awareness of applicable Air Force guidance/policies, receives initial requirements, and assists Requestors in accessing 45 SW resources until accepted as a Range User.