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OF THE AIR FORCE

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Operations

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 Expeditionary Force and Global Force Management*, and provides guidance for preparing base support plans and site survey plans. It provides guidance, processes and procedures for preparing base support plans and conducting expeditionary site surveys. This publication applies to all military and civilian Air Force personnel including major commands (MAJCOM), direct reporting units and field operating agencies, and to other individuals or organizations as required by binding agreement or obligation with the Department of the Air Force. This publication applies to the Air Force Reserve and Air National Guard, except as noted in this publication. Refer recommended changes and questions about this publication to the office of primary responsibility 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 be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Ensure 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 located in the Air Force Records Information Management System. 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 office of primary responsibility for non-tiered compliance items. The use of the name or mark of any specific manufacturer,

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SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include. Changes include: (1) updates titles and responsibilities, (2) adds and revises Air Force Installation and Mission Support Center (AFIMSC) roles and responsibilities, (3) reduces tier waiver level of approval authority to the maximum extent possible, (4) requires all installations aligned under an air component command to maintain a Base Support Plan (BSP) Part I, (5) allows major and air component commands to identify subordinate installations required to maintain a BSP Part II, and (6) incorporates Air Force Guidance Memorandum 2019-02 changes.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. General.   This chapter describes functional area roles and responsibilities for preparing, planning, and executing base support plans and conducting expeditionary site surveys.

1.2. HQ USAF Director of Logistics (AF/A4L).   On behalf of AF/A4L, the Logistics Operations, Plans and Programs Division (AF/A4LX) will:

1.2.1. Develop BAS&E and expeditionary site survey program guidance.

1.2.2. Manage the BAS&E system.

1.2.3. Chair the BAS&E system functional requirement board.

1.2.4. Establish BAS&E and expeditionary site survey training requirements.

1.2.5. Ensure delegated responsibilities are enforced and adhered to by subordinate agencies.

1.3. MAJCOMs and Air Component Commands.   MAJCOMs and air component commands will:

1.3.1. Provide supplemental guidance for preparing BSPs and conducting expeditionary site surveys.

1.3.2. Designate a BSP manager to act as a BAS&E system functional requirements board voting member to AF/A4LX and the BAS&E system program management office.

1.3.3. Review operational plan wartime and contingency requirements to identify aircraft, personnel, and equipment tasked to deploy to forward operating sites.

　1.3.3.1. Identify and maintain a roster of subordinate units required to develop and publish a BSP Part II.

　1.3.3.2. Publish and disseminate a BSP review schedule.

1.3.4. Conduct BSP conferences, as required.

1.3.5. Coordinate BSPs with other service components.

1.3.6. Make unit type code tailoring recommendations to deploying units.

1.3.7. Designate, in writing, air component BSP managers who are responsible for conducting expeditionary site surveys.

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

1.3.9. Coordinate and provide forward operating sites security, threat, and local area conditions briefings.

1.3.10. Provide airfield survey data, when requested in accordance with AFI 10-202, *Contingency Response Forces*.

1.3.11. Provide inputs and guidance to the combatant commander during preparation of deployment or execute orders and after action reports.

1.3.12. Resolve and/or monitor subordinate unit BSP Part II limiting factors and shortfalls.

1.3.13. Provide base support installation (BSI) checklist data to the AFIMSC annually.

1.4. MAJCOM Unique Roles and Responsibilities.

1.4.1. Air Mobility Command will:

1.4.1.1. Conduct initial airfield surveys at proposed and/or planned forward operating sites to support mobility aircraft operations and to provide data for suitability assessments in accordance with AFI 10-202.

1.4.1.2. Ensure air mobility operations wings and groups are staffed and trained to conduct expeditionary site surveys.

1.4.1.3. Manage and provide expeditionary site survey training.

1.4.2. Air Force Materiel Command will:

1.4.2.1. Air Force Installation and Mission Support Center (AFIMSC) will:

1.4.2.1.1. Act as the enterprise manager for the base support program by providing intermediate-level organizational oversight, policy interpretation, and technical (subject matter expertise) assistance.

1.4.2.1.2. Act as the BAS&E system administrator (classified and unclassified).

1.4.2.1.3. Process BAS&E system access requests.

1.4.2.1.4. Consolidate and forward BAS&E system functional requirements board inputs to installations, AF/A4LX, and the BAS&E system program management office.

1.4.2.1.5. Provide recommended guidance changes to AF/A4LX for inclusion in this AFI.

1.4.2.1.6. Review BSP for compliance and recommend corrective actions, if required.

1.4.2.1.7. Provide expeditionary site survey support team augmentees to air component commands, if requested.

1.4.2.1.8. Execute direct liaison authority between AF units and Headquarters Air Force.

1.4.2.1.9. Submit consolidated base support installation checklist data to Air Forces Northern (AFNORTH).

1.4.2.2. The Air Force Sustainment Center will:

1.4.2.2.1. Act as the enterprise manager for materiel management activities**.**

1.4.2.2.2. Authorize use of direct liaison authority between installations and higher headquarters.

1.4.3. AFNORTH will provide BSI data requirements to the AF program manager for inclusion in BAS&E system.

1.5. MAJCOM and AFIMSC Functional Area Managers.   MAJCOM and AFIMSC functional area managers will:

1.5.1. Work closely with subordinate units to resolve BSP Part II limiting factors and shortfalls.

1.5.2. Provide assistance and inputs for BAS&E development.

1.5.3. Conduct expeditionary site surveys for their functional areas.

1.5.4. Collaborate with the installation BSP manager and appropriate suppliers, agencies and activities to prioritize, mitigate and/or resolve shortfalls and limiting factors.

1.6. Installation Commander.   The installation commander will:

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

1.6.2. Appoint an installation BSP manager. (**T-1**). **Note:** The installation BSP manager is assigned from the Logistics Readiness Squadron/Plans and Integration Section or equivalent organization. **(T-3).**

1.6.3. Host BSP conferences and site surveys. (**T-2**).

1.6.4. Chair the BSP committee biennially in conjunction with the review of the BSP Part I and II. **(T-3).**

1.7. Installation BSP Manager.   The installation BSP manager will:

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

1.7.2. Managesthe BAS&E system. **(T-1).**

1.7.3. Validate the BSP limiting factor and shortfalls prior to submission to BSP Committee and/or higher headquarters. **(T-2).**

1.7.4. Manage BSP Committee meetings. **(T-2).**

1.7.5. Act as the committee secretary. **(T-2).**

1.7.6. Ensure minutes are signed by the committee chair.   **(T-3).**

1.7.7. Distribute meeting minutes to all committee members. (**T-3**).

1.7.8. Maintain a continuity book or electronic files that will include the following items:

1.7.8.1. BSP, AFI 10-404, applicable major command supplement. **(T-2).**

1.7.8.2. Installation and unit BSP manager appointment letters. **(T-2).**

1.7.8.3. BSP committee attendee list and minutes. **(T-2).**

1.7.8.4. BSP planning documents. **(T-2).**

1.7.8.5. Limiting factor and shortfall documentation. **(T-2).**

1.7.8.6. Miscellaneous: Include such information (e.g., known problems and workarounds, system advisory notices, lessons learned, message traffic, training slides, system user's guide).

1.8. Unit Commander.   The unit commander will:

1.8.1. Appoint a unit functional data manager, in writing, and provides the appointment letter to the installation BSP manager. **(T-2).**

1.8.2. Validate limiting factors and shortfalls. **(T-2).**

1.9. Functional Data Manager.   Functional data manager will:

1.9.1. Manage BSP Part I and II planning data management on behalf of the unit commander. **(T-2).**

1.9.2. Maintain a continuity book (or electronic equivalent). The continuity book will contain:

1.9.2.1. Functional data manager appointment letter(s). **(T-2).**

1.9.2.2. BSP committee meeting minutes. **(T-2).**

1.9.2.3. BSP planning documents (or storage location if not maintained in continuity book), as required. **(T-2).**

1.9.2.4. Document limiting factors and shortfalls **Note:** Classified information (e.g., limiting factors or shortfalls) will be maintained as a separate addendum and stored in a approved security container or safe. **(T-1).**

1.9.2.5. Miscellaneous: Include such information as BAS&E system known problems and workarounds, system advisory notices, lessons learned, message traffic, training slides, BAS&E system user's guide, and any comments which would add to the understanding of the expeditionary site planning process).

1.9.3. Identifies and submits BSP limiting factors and shortfalls to installation base support plan manager. (**T-2**).

1.10. Expeditionary Site Survey Team Chief.   The expeditionary site survey team chief will:

1.10.1. Appointed by MAJCOM/A3.

1.10.2. Selects site survey team members.

1.10.3. Coordinates and conducts expeditionary site surveys.

1.10.4. Chairs pre-expeditionary site survey planning meetings.

1.10.4.1. Collects and provides expeditionary site survey data to team members prior to departure.

1.10.4.2. Provides forward operating site local threat briefing to team members.

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

1.10.6. Ensures team members update BAS&E system within 40 days of expeditionary site survey completion.

1.10.7. Completes and distributes after action reports.

1.11. Expeditionary Site Survey Team.   The expeditionary site survey team will:

1.11.1. Conduct expeditionary site surveys.

1.11.2. Complete expeditionary site survey planning computer-based training.

1.11.3. Possess a valid United States passport.

1.11.4. Possess appropriate security clearance.

1.12. Base Support Planning Committee.   The primary function of the BSP Committee will support BSP and expeditionary site plan preparation and database maintenance activities. **(T-2).** **NOTE:** The BSP committee should be conducted prior to signing a BSP Part I certification letter:

1.12.1. The following organizations are primary members and will attend BSP committee meetings**:**

1.12.1.1. Wing staff organizations.

1.12.1.2. Group commanders. **(T-3).**

1.12.1.3. Unit and tenant unit commanders. **(T-3).**

1.12.2. Disseminates information and establishes timelines and requirements. **(T-3).**

1.12.3. Considers recommended changes and inputs received from transiting and/or employing units for possible incorporation into the BSP to include tenant unit requirements. **(T-3).**

1.12.4. De-conflicts resource requirements requests. **(T-3).**

1.12.5. Validates and prioritizes installation force deployment, reception, and employment limiting factors or shortfalls for submission to higher headquarters. **(T-3).**

1.13. The BSP Working Group.   The BSP working group will:

1.13.1. Oversees the status of the installation's BSP. **(T-2).**

1.13.2. Chaired by the installation's BSP manager. **(T-3).**

1.13.3. Ensures functional data managers and selected subject matter experts are the primary BSP Working Group members. **(T-3).**

Chapter 2

BASE SUPPORT PLANNING

2.1. Overview.   This chapter provides guidance for developing and preparing BSPs and BSI data.

2.2. BSP 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 forward operating site by functional area.

2.2.1.2. BSP Part II. The BSP Part II allocates BSP Part I resources and identifies limiting factors and/or shortfalls to support a specific operation plan. BSP 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 and supporting operation and concept plans.

2.2.1.2.2. Time phased force and deployment data including all service's data.

2.2.1.2.3. Wartime Aircraft Activity Report.

2.2.1.2.4. War reserve materiel authorization documents.

2.2.1.2.5. Contingency in-place requirements.

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

2.2.3. The functional data managers will use the base support plan catalog located on the BAS&E system SharePoint site to develop their portion of the base support plan. **(T-1). Note:** the BAS&E system is the mandatory AF system of record for all BAS&E and BSI data collection, storage, and access and can be used in support of the combatant commander decision-making process.

2.3. BSP Planning Cycle.

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

2.3.1.1. All AF units will provide base support information to the supporting service, when requested. **(T-1).**

2.3.1.2. Joint basing implementation guidance deviations will be documented in the installation's memorandum of agreement and/or memorandum of understanding. **(T-1).**

2.3.2. Air component commands will identify subordinate installations required to maintain a BSP, Part II. **(T-1).**

2.3.2.1. AF units at Joint bases where the AF is the supported service will notmaintain a BSP Part II. **(T-1).**

2.3.2.2. MAJCOMs will identify BSP Part II requirements for installations that do not fall under an air component command.

2.3.3. Installations required to maintain a BSP will update BSP Parts I and II at least biennially. **(T-1) Note:** BSP Part IIs will be updated in conjunction with significant operations plan changes. **(T-1).**

2.3.4. All installations identified as BSI locations AFNORTH will provide BSI checklist data. **(T-2).**

2.3.5. Installations with no BSP Part I or Part II requirement will <u>not</u>:

2.3.5.1. Appoint installation BSP or unit functional data managers. **(T-2).**

2.3.5.2. Conduct BSP committee, working groups, or conferences. **(T-2).**

2.3.5.3. Complete AFI 10-404 management internal control systemset self-assessment communicator checklists. **(T-2).**

2.4. BSP Conference.

2.4.1. The MAJCOM/A4 will conduct a BSP conference at the planned operating base to review and revise BSPs, as required.

2.4.2. Major units identified to deploy to the installation should participate in and conduct a site survey in conjunction with the BSP conference.

2.4.3. The host unit, higher headquarters representatives, and major deploying unit representatives should attend the BSP conference.

2.5. Plan Titles.   The publishing organization will use the standard base support and expeditionary site plan titles that include the location's name, location, and approval date. **(T-1).**

2.6. Security Classification.

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

2.6.2. The BSP Part II will be classified at the same level as the the operation plan it supports in accordance with AFI 16-1404, *Air Force Information Security Program.* **(T-1).**

2.7. BSP Approval.

2.7.1. The wing/installation commander (or equivalent) will approve the base support and expeditionary site plans. **(T-2).**

2.7.2. The major or air component command will identify the approval authority if no wing/installation commander is authorized or available to approve the base support and/or expeditionary support plan. **(T-1).**

2.7.3. The installation BSP manager will upload the BSP approval and/or certification letter into the BAS&E system's general site information section, miscellaneous folder. **(T-1).**

2.8. Plan Distribution.

2.8.1. 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).**

2.8.2. Deploying units will review the BSP and provide recommended changes and/or comments to the base support and/or expeditionary site plan office of primary responsibility. (**T-2**).

2.8.3. Direct correspondence between deploying and reception units will include courtesy copies of message traffic to their respective major or air component command/Director of Logistics, Engineering, and Force Protection. (**T-2**).

2.9. Specific Content Guidance.

2.9.1. Data requirements that are not in the current BAS&E system database are inserted in the database using the multimedia field. **Note:** Units will insert additional data into their BAS&E system chapters using the chapter's miscellaneous field. **(T-1).**

2.9.2. When a BSP Part II is required, the installation BSP manager will:

2.9.2.1. Identify the supporting operation or concept plan in the general site information chapter. **(T-1).**

2.9.2.2. Incorporate equipment and resources in the appropriate BSP Parts I and II and expeditionary site plan section. **(T-1).**

2.9.3. Units will document all resources or capabilities residing on an AF installation regardless of service (Army, Navy, Marine Corp, Coast Guard) or component (regular or air reserve component) in the BSP Part I. **(T-1).**

2.9.4. Units will document all contracted resources and capabilities at an AF installation in the BSP. **(T-1).**

Chapter 3

EXPEDITIONARY SITE PLANNING

3.1. Overview. This chapter provides guidance for conducting expeditionary site surveys and developing expeditionary site plans. 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 the BSP Part II.

3.2. Concept.

3.2.1. Expeditionary site plans are prepared for locations without a permanent Air Force presence and contain only the minimum data necessary to make initial beddown decisions.

3.2.2. Accomplish site surveys during contingency and crisis action planning.

3.2.3. Conduct expeditionary site surveys during the contingency planning to identify data related to the site used to assess the suitability of a location for any mission design series.

3.2.4. Conduct contingency site surveys during crisis action planning to identify data pertinent to the success of a given operation.

3.2.5. The BAS&E system is the mandatory system for conducting site surveys. A full site survey is required in order to write a base support plan or expeditionary site plan.

3.2.5.1. A full site survey or BSP consists of all site survey information arranged into separate functional chapters residing in the expeditionary site plan quick reaction survey.

3.2.5.2. The quick reaction survey only opens mandatory chapters when time is critical. Surveys viewed or authorized for checkout in quick reaction survey mode contain all beddown capability assessment data elements.

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

3.2.7. Beddown sites. An expeditionary site survey is conducted at forward operating sites during the site selection process**.**

3.2.7.1. The air component command/A4 will identify which locations within its area of responsibility are likely candidates for conducting contingency operations.

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

3.2.8. MAJCOM Approval. MAJCOM/A4 or equivalent will appoint a site survey management office to provide oversight and assist site survey team development/coordination for sites that affect contingency and humanitarian relief operations in their area of responsibility. These include but are not limited to: antiterrorism and integrated defense capabilities and requirements, threat assessments, pavement evaluation, airfield suitability assessment, pre-deployment site surveys, landing and drop zone assessment, and beddown assessments. **Note:** If required, the air component command is responsible for obtaining country clearance prior to an expeditionary site survey.

3.2.9. Expeditionary Site Plan Classification.

3.2.9.1. Mark the Expeditionary Site Plan Part I as "For Official Use Only".

3.2.9.2. Classify the Expeditionary Site Part II at the same level of classification as the operation plan it supports.

3.3. The Expeditionary Site Survey Process.

3.3.1. The expeditionary site survey process is composed of three interactive sub-processes:

3.3.1.1. Site Selection Process. Air component command staffs will work with combatant commanders and Air Mobility Command planners to assess a forward operating site suitability based on mission requirements.

3.3.1.2. Data Collection Process. There are three data collection sub-processes:

3.3.1.2.1. Pre-Site Survey Phase. Subject matter experts research the selected forward operating site and the air component command and combatant command country teams for information and assistance, if necessary.

3.3.1.2.2. Site Survey Phase. Deploy the site team to the forward operating site to conduct the actual site survey. Use the BAS&E system checklists to collect information.

3.3.1.2.3. Post-Site Survey Phase. Subject matter experts do an in-depth feasibility assessment of the site survey data to identify the forward operating site's suitability for current and/or future missions.

3.3.1.3. Data Storage and Access Process: The BAS&E program manager (AF/A4LX) allows database sharing to avoid duplication.

3.3.2. The MAJCOM/A3 staff reviews site survey team's forward operating site survey data and either approve or disapprove the site for current or future operations.

3.3.3. Site Survey Plan Approval.

3.3.3.1. The wing/installation commander (or equivalent) will approve the base support and expeditionary site plans. **(T-2).**

3.3.3.2. The major or air component command will identify the approval authority if no installation commander is authorized or available to approve the base support or expeditionary support plan. **(T-1).**

3.3.3.3. The installation BSP manager will upload the BSP approval and/or certification letter into the BAS&E system's general site information section, miscellaneous folder. **(T-1).**

3.3.4. Expeditionary Site Working Group. The primary function of the Expeditionary Site Working Group is to support expeditionary site plan preparation and database maintenance activities. The expeditionary site working group will:

3.3.4.1. Be managed by the air component command/A4.

3.3.4.2. Be chaired by the air component command expeditionary site plan manager.

3.3.4.3. Include an air component command air staff primary and alternate functional representative from each directorate.

3.3.4.4. Disseminate information and establish timelines and requirements.

3.3.4.5. Consider recommended changes and inputs received from transiting or employing units for possible incorporation into the expeditionary site plan to include tenant unit requirements.

3.3.4.6. De-conflict resource requirements requests.

3.3.4.7. Validate and prioritize installation force deployment, reception, and forward operating site limiting factors and shortfalls for submission to higher headquarters.

3.3.4.8. Conduct the BSP committee meeting prior to signing an Expeditionary Site Plan Part I and II certification letter.

3.4. Site Survey Team.

3.4.1. The site survey team will include functional area subject matter experts from the lead wing or major deploying units, as required. Each site survey team will have personnel qualified to:

3.4.1.1. Conduct and document airfield suitability surveys in accordance with AFI 10-202.

3.4.1.2. Assess chemical biological radiological nuclear threats.

3.4.1.3. Identify preventative medicine requirements and considerations.

3.4.1.4. Assess antiterrorism and integrated defense capabilities & requirements. **Note:** Force Protection/Security Forces and Office of Special Investigations personnel should complete pertinent courses of study in the Center for Development of Security Excellence Security Training, Education and Professionalization Portal.

3.4.1.5. Certify and evaluate pavements. **Note:** Civil engineer personnel must complete Airfield Pavements Evaluation Course sponsored by the Air Force Civil Engineer Center.

3.4.1.6. Conduct global positional system surveys.

3.4.1.7. Assess munitions storage area requirements.

3.4.2. The weapons safety team member functional must meet special experience indicator "375" qualification requirements (weapons systems safety course completion).

3.4.3. All team members should be antiterrorism and force protection level 2 trained.

3.4.4. Train site survey team members to use the BAS&E system to the maximum extent possible.

3.4.5. The air component command with operational responsibility at the proposed or planned forward operating location will invite supporting MAJCOM representatives, as required.

Figure 3.1. Recommended Site Survey Team Composition.

FUNCTIONAL AREA	COMMENTS
Logistics Plans	Team Chief (Air Component Command)
Logistics Plans	
Operations Plans	
Airlift Operations	Airfield Manager, Air Traffic Control Funded by supported Air Component Command
Airlift Logistics	From Air Mobility Command Funded by supported Air Component Command
Civil Engineer	
Logistics Readiness	
Aircraft Maintenance	
Munitions	
Safety	Weapons Safety- required for explosives site plans
Communications	
Contracting	Contingency contracting experience
Financial Management	
Supply	
Force Protection/Security Forces	
Fuels	Funded by supported Air Component Command
Medical Services	Medical readiness experience
Services	
Office of Special Investigations	
Traffic Management	With Cargo Management Operations Systems experience Funded by supported Air Component Command
Intelligence	

3.5. Site Survey Team Types.

3.5.1. Expeditionary site survey team.

3.5.1.1. Provides data related to the site including threat assessment, antiterrorism and integrated defense capabilities, airfield suitability survey, pavements evaluation, and beddown assessment.

3.5.1.2. Uses collected data to complete an expeditionary site plan used to assess the suitability of a location for any type aircraft.

3.5.2. Contingency Site Survey Team. Contingency site survey team members are subject matter experts identified to support a specific mission type and focus on the data that is pertinent to the success of the given operation using a specific type aircraft.

3.5.2.1. A contingency site survey team will typically contain a smaller number of members and work on a specific timeline.

3.5.2.2. The air component command determines whether an expeditionary site plan is required after a contingency site survey.

3.5.2.3. The contingency site survey team conducts a detailed analysis of the information available on the site/country and determines what additional information is required to successfully execute the anticipated assigned mission.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-202, *Contingency Response Forces*, 14 July 2015

AFI 16-1404, *Air Force Information Security Program,* 29 May 2015

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFMAN 33-363, *Management of Records*, 21 Jul 2016

AFPD 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management,* 4 April 2019

Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 12 April 2001

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFNORTH—Air Forces Northern

AFPD—Air Fore Policy Directive

BAS&E—Base Support and Expeditionary

BSI—Base Support Installation

BSP—Base Support Plan

MAJCOM—Major Command

Terms

Base Support and Expeditionary (BAS&E) Site Planning System—The BAS&E system that supports the base support and expeditionary site planning processes by identifying resources and combat support requirements at planned and potential employment locations. It provides beddown capability analysis, limiting factor identification, and facilitates force tailoring decisions.

Base Support Installation (BSI)—A Department of Defense 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 timeline.

Base Support Plan Manager—The major or air component command base support plan manager appointed to oversee BSP preparation, execution, and site survey activities within the command's area of responsibility.

Base Support Planning Committee—A planning body chaired by the installation commander (or equivalent) to facilitate the development of the base support plan (normally comprised of senior level leadership). The Base Support Planning Committee 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 the forward operating site.

Beddown—The provision of expedient facilities for troop support to provide a platform for the projection of force. These facilities may include modular or kit-type facility substitutes.

Expeditionary Site Plans—Expeditionary site plans are chiefly used for locations without a permanent Air Force presence and will contain only the minimum data necessary to make initial beddown decisions. Expeditionary site plans are developed without full staffing or coordination to meet contingency needs. It is the installation level or site plan used to support unified and specified command wartime operations plans, as well as major and air component 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 Site—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.

Functional Data Manager—The functional data manager prepares and manages a specific functionally oriented or designated BSPchapter and its associated data.

Installation Base Support Plan Manager—The individual assigned to the Logistics Readiness Squadron/Plans and Integration Section or equivalent organization who manages the site review.

Limiting Factor—A factor or condition that, either temporarily or permanently, impedes mission accomplishment. (Joint Publication 1-02, *Department of Defense Dictionary of Military and Associated Terms*) **Main Operating Base**—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 force protection measures.

Operation Plan—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 deployment data.

Shortfall—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 combatant commander 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.

Time Phased Force and Deployment Data—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—Extracts of the AF War and Mobilization Plan, Volume 4, Wartime Aircraft Activity Report that lists the aircraft activities of approved war plans for a specified airfield or assault strip.

War Reserve Materiel—Materiel required, in addition to mobility equipment and primary operating stocks, to support wartime activities reflected in the AF War and Mobilization Plan until the industrial base can meet wartime demands. Consists of enterprise managed, dynamically positioned equipment and consumables that contribute to initial operations and provide initial support cross the full range of military operations. It enhances combat support capability to reduce the time required to achieve an operational capability and/or produce an operational effect.