

**BY ORDER OF THE COMMANDER  
ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE  
INSTRUCTION 10-4**



**4 MARCH 2026**

**Operations**

**RECEPTIONS**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 78 ABW/XP

Certified by: 78ABW/CC  
(Johari J. Hemphill, Colonel)

Supersedes: RAFB Reception Plan, 1 Aug 2023

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This instruction implements Air Force Instruction (AFI) 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, 22 February 2023, and establishes local policies and procedures for the Robins AFB (RAFB) Reception Team (RT). It applies to all organizations assigned or attached to the 78th Air Base Wing (78 ABW). This instruction supersedes RAFB Reception Plan, dated 1 August 2023, which must be properly destroyed. The office of primary responsibility for this instruction is the 78th Air Base Wing, XP Office. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI33-322), *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See **Attachment 1** for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

This publication has been converted and updated from the RAFB Receptions Plan, dated 1 Aug 23, which has undergone a complete rewrite, been streamlined from its previous format, and needs to be reviewed in its entirety.

**1. General.** The Reception Team (RT) was created to coordinate logistical support and space requirements for temporary duties (TDY) units to Robins AFB (RAFB) and to determine if approval is in the best interest of the 78th Air Base Wing. It also provides a command-and-control structure and an official communication conduit to ensure effective reception and beddown of incoming units. With exception to movements directed by higher headquarters (HHQ) via an Operations Order (OPORD), the 78th Air Base Wing Commander (78 ABW/CC) is the approval authority for transient units to RAFB for TDY. This authority is delegated to the Chief, Wing Plans (78 ABW/XP). For HHQ directed deployments, please contact the 78 LRS/LGRDX Plans and Integration office at [78lrs.idrc@us.af.mil](mailto:78lrs.idrc@us.af.mil) or by phone at DSN 472-8326 or commercial (478) 222-8326.

**2. Missions Requiring Coordination.** Units flying aircraft or relocating personnel to Robins AFB that intend to remain overnight, operate from, or make use of RAFB facilities and resources must coordinate with the Receptions Team Facilitator no later than 90 days prior to initial arrival.

**3. Exceptions.** The following types of deployments generally do not require requests depending on the support required or duration of support:

- 3.1. Air Mobility Command (AMC) channel traffic.
- 3.2. AMC air evacuation flights.
- 3.3. AMC special assignment airlift missions.
- 3.4. Aircraft deployed to SAFE HAVEN bases in support of hurricane evacuation plans.
- 3.5. Transient aircraft as suggested by 78 OSS and approved by 78 ABW/XP.
- 3.6. Distinguished Visitor (DV) designated aircraft (O-6 and above).
- 3.7. Any aircraft scheduled for Depot input to the Warner Robins – Air Logistics Complex.
- 3.8. Transient aircraft landing for one time refueling.

**4. Office of Primary Responsibility (OPR).** The Reception Team is led by a Facilitator from 78 ABW/XP, whose primary function is to ensure temporary relocated units have properly coordinated with base support agencies, to include lodging, messing, aerospace ground equipment, communications, vehicles, fuel, munitions support, and workspace requirements, as required. Additionally, the Reception Team Facilitator provides a feasibility analysis to the Chief, Wing Plans (78 ABW/XP) and 78 ABW/CC regarding the ability of the base to support mission requirements.

- 4.1. The Airfield Manager (78 OSS/OSA) is the approval authority for all airfield use, including aircraft parking. Airfield Management can be reached at DSN 468-2081 or commercial (478) 926-2081.

**5. Reception Team Members.** The RT members are decision making representatives appointed by unit commanders and provide subject matter expertise for their respective functional area. The RT consists of the core team members listed in [Table 1](#).

**Table 1. Reception Team Members.**

78 ABW/XP (Chief, Wing Plans)
78 ABW/XP (Receptions Team Facilitator)
78 OSS/OSA (Airfield Manager)
78 OSS/OSQA (Transient Alert Site Manager)
78 LRS/LGRD (Deployments and Distribution Flight Chief)
78 LRS/LGRDDO (Ground Transportation)
78 LRS/LGRF (POL)
78 LRS/LGRW (Munitions)
78 FSS/FSO (Operations Officer)
78 FSS/FSVL (Lodging)
78 SFS/S3 (Operations)
78 ABW/SCOIV (Communications Focal Point)
78 ABW/SCOIV (Land Mobile Radios)

**6. Procedures.** The process will be divided up into four phases: planning, preparation, execution, and after-action phase. Each phase will be verified by the Reception Team Facilitator (RTF) to verify support and / or document limiting factor(s) (LIMFAC(s)). The RTF is also responsible for staffing all formal support requests for approval, recording support decisions and keeping RT members informed on the status of all requests. Submitted requests are to be input into the Reception Tracker and followed through to completion to ensure historical data is preserved.

**6.1. Planning Phase.** This phase is exploratory in nature and happens 90+ days prior to the desire to relocate in normal circumstances. Units coming to Robins AFB will contact the Receptions Team workflow at [78ABW.XP.ReceptionsTeamWork@us.af.mil](mailto:78ABW.XP.ReceptionsTeamWork@us.af.mil) or the RTF at DSN 472-0404 or commercial (478) 222-0404 to coordinate requests for support. If RT members are contacted directly by a potential requesting unit, they will notify the RTF and redirect the requesting unit to the Receptions Team workflow. The *RAFB Reception Request* form must be completed in its entirety by the requesting unit POC, and returned to Receptions Team workflow, listed above, to determine supportability. The initial contact will include the following information:

- 6.1.1. Unit identification.
- 6.1.2. Purpose of the visit.
- 6.1.3. Requested support for movement and dates, to include prepositioning and departure.
- 6.1.4. Number and type of aircraft. Provide an estimate if information is not finalized.
- 6.1.5. Special needs or considerations associated with the unit or aircraft.
- 6.1.6. Initial Requests will be reviewed by functional areas listed in **Table 1** to determine if the 78 ABW can support. The supplier, 78 ABW, will render the requested support only if rendering such support does not jeopardize its assigned mission.
- 6.1.7. For receptions requiring logistical support from one of RAFB Mission Partners (116th Air Control Wing (ACW), Warner Robins – Air Logistics Complex (WR-ALC), 461st Air Control Wing, 5th Combat Communications Group (5 CCG)), coordinate through the following offices:

6.1.7.1. 116 ACW/XP: 116ACW/116ACW XPX Plans workflow: [usaf.ga.116-acw.list.116-acw-xpx-plans@mail.mil](mailto:usaf.ga.116-acw.list.116-acw-xpx-plans@mail.mil). Office Phone (Director of Wing Plans & Programs): 241-3011

6.1.7.2. WR-ALC: WR-ALC Control Center Org workflow: [402mxw.wcc@us.af.mil](mailto:402mxw.wcc@us.af.mil); Office Phone: 472-4444; Gov Cell: 478-397-5401 (after hours or emergencies); Maintenance Operations Control: 468-3567 (secondary after hours or emergencies).

6.1.7.3. 461 ACW: 461ACW/Plans and Programs XP Org workflow: [461.ACW.Plans.and.Programs.XP.Org@us.af.mil](mailto:461.ACW.Plans.and.Programs.XP.Org@us.af.mil); Office Phone: 241-2694.

6.1.7.4. 5th Combat Communications Group: 5CCG/XP Plans and Programs workflow: [5CCG.XP.PlansPrograms@us.af.mil](mailto:5CCG.XP.PlansPrograms@us.af.mil); Office Phone: 468-5001.

6.1.8. The *RAFB Reception Request* form, is an unclassified document and becomes Controlled Unclassified Information (CUI), once filled in. It is provided to coordinating agencies by unclassified means. Do not include classified information in any request. If classified information needs to be discussed, please request to discuss via SIPRNet E-mail/VOSIP with the Reception Team Facilitator.

**6.2. Preparation Phase.** Approved requests become agreements for recording requirements and support provided. The duration of this agreement will not normally exceed 60 days. After 60 days, the agreement requires further consideration and approval. For extended stays, a Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), or Support Agreement (SA) should be considered. If used, they will expire at the time of departure. Funding and manpower require additional documentation (i.e., AF Form 616, *Fund Cite Authorization (FCA)* (USAF only) or DD Form 448, *Military Interdepartmental Purchase Requests (MIPR)* (all other services)). For vehicle flightline training upon arrival, contact Airfield Management at DSN: 472-6570 or commercial (478) 222-6570 to schedule in advance. All personnel needing access to the SIPRNet on RAFB must complete a DD Form 2875, *System Authorization Access Request*, to be routed through 78th Communications Directorate for approval. Home station tokens will be needed to add the RAFB certificate for access.

**6.3. Execution Phase.** This phase requires monitoring to ensure the requirements are satisfied and the agreement correctly identifies the level of support required. During the execution phase, the RT will provide continuous surveillance to scrutinize planning factors in the initial agreement to identify factors overlooked and documented for updating the agreement and checklists. Incoming unit will inspect and sign for all property loaned/provided under the reception request. They will provide guidance to their unit in the proper care and maintenance of the property until it is returned. Additionally, cost factors must be captured for proper reporting and reimbursement.

6.3.1. Post Execution. This is a back-out process, which is part of the Execution Phase, that serves the supported unit and ensures complete accountability for the installation. It is important that the RT verifies all loaned equipment, facilities and services have been returned and are left in a condition as good or better condition than received. Close-out of accounts and contracts established during relocation.

6.4. **After Action Phase.** Review and evaluate the process for improvement and mission impact. Request the supported unit's After-Action Report (AAR), NLT 14 days after departure, to provide feedback on the process and identify areas for improvement.

JOHARI J. HEMPHILL, Colonel, USAF  
Commander

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

AFPD10-4, *Operations Planning: Air Expeditionary Force and Global Force Management*, 4 April 2019

AFI10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, 22 February 2023

AFI33-322, *Records Management and Information Governance Program, IC-1*, 28 July 2021

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AAR**—After Action Report

**ABW**—Air Base Wing

**ACW**—Air Control Wing

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AMC**—Air Mobility Command

**CUI**—Controlled Unclassified Information

**DV**—Distinguished Visitor

**FCA**—Fund Cite Authorization

**LIMFAC**—Limiting Factor

**MOA**—Memorandum of Agreement

**MOU**—Memorandum of Understanding

**OPORD**—Operations Order

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**RT**—Reception Team

**RTF**—Reception Team Facilitator

**SIPRNet**—Secret Internet Protocol Router Network

**TDY**—Temporary Duty

**VOSIP**—Voice Over Secure Internet Protocol

**WR-ALC**—Warner Robins – Air Logistics Complex