BY ORDER OF THE SECRETARY OF THE AIR FORCE

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Operations

STRATEGIC BASING

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This instruction implements Air Force Policy Directive (AFPD) 10-5, *Basing*. This Department of the Air Force Instruction (DAFI) provides procedures for all basing requests on Department of the Air Force (DAF) real property, to include real property on Joint Bases where the Air Force is the supporting Component, and DAF leased property. This publication applies to the United States Space Force (USSF), Regular Air Force, the Air Force Reserve, the Air National Guard (ANG), and other Services/Agencies requesting basing actions on DAF property of one year or longer. It also applies to DAF units requesting basing actions on non-DAF real property The authorities to waive Wing/Delta/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 DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*; submit DAF Forms 847 through the appropriate functional chain of command to the DAF Strategic Basing Division (SAF/IEIB), Room 4B941, 1665 Air Force Pentagon, Washington, DC 20330-1070. This publication may be supplemented at any level, but all direct supplements will be routed to SAF/IEIB for coordination prior to certification and approval. Major Commands (MAJCOMs), Field Commands (FLDCOMs), the National Guard Bureau (NGB), field operating agencies, and direct reporting units will send a copy of their supplement to SAF/IEIB. Other organizations will send a copy of each supplement to the next higher headquarters. Ensure records created as a result

of the processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This interim change revises DAFI 10-503 by deleting **paragraph 7.1** for basing decisions made as part of the Program Objective Memorandum process. It codifies corrective actions from audit findings for recordkeeping, site survey reviews, inclusion of risk elements during basing assessments, and the addition of roles and responsibilities related to Foreign Military Sales. Additionally, it incorporates recent policies for Mission Sustainment Risk Reports, risk analysis of the natural environment, and third-party validation of requirements and cost estimates in strategic basing site surveys and Site Activation Task Forces. A margin bar (|) indicates newly revised material.

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4.6. Deputy Assistant Secretary of the Air Force Infrastructure, Energy & Environment (SAF/IEE) will: 20

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4.8. General Counsel, Installations, Energy and Environment (SAF/GCN), and Office of the Judge Advocate General, Environmental Law and Litigation Division (AF/JAOE) will: 20

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Chapter 1

PROGRAM OVERVIEW AND OTHER COMPLIANCE AREAS

1.1. Purpose. The DAF Strategic Basing Process provides an enterprise-wide standardized, repeatable, transparent, and deliberate process for making DAF strategic basing decisions. This instruction applies to all DAF (USAF and USSF) entities regardless of basing location and all non-DAF entities requesting a basing action on DAF real and leased property. The process ensures all strategic basing actions involving DAF units and associated missions follow environmental guidance, consider the overall fiscal ramifications of the proposed action and potential impacts to other missions, and optimize use of DAF land, facilities, infrastructure, and air space.

1.2. Applicability. Only written basing decisions vetted, endorsed, and approved through the processes and procedures contained in this instruction are considered valid. Questions regarding whether an action qualifies as a strategic basing action are referred to SAF/IEIB for final determination.

1.2.1. Overseas Basing. This instruction also applies to overseas basing actions and implements the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 2300.02K, *Coordination of Overseas Force Structure Changes and Host-Nation Notification*.

1.2.2. Organization Change Requests, Program Change Requests, Program Action Directives, Program Guidance Letters or Programming Plans do not constitute basing decision execution documents.

1.2.3. This instruction does not apply to Base Realignment and Closure (BRAC) actions.

1.2.4. Alignment of the Strategic Basing Process with other DAF corporate processes is detailed in **Chapter 7**.

1.2.5. Actions governed by the Testing and Evaluation (TE) process as defined in DODI5000.89_DAFI 99-103, *Capabilities-Based Test and Evaluation*, are exempt from the requirements of this instruction. Actions that exceed the scope of the TE process may be considered DAF strategic basing actions as defined in **paragraph 1.6**. Coordinate with SAF/IEIB to determine if these actions require approval through the DAF Strategic Basing Structure. **(T-1)**.

1.2.6. Specific DAF Strategic Basing Process exemptions are listed in **Chapter 15**.

1.3. Environmental Impact Analysis Process and Decision Making. This instruction provides general National Environmental Policy Act (NEPA) guidance as it relates to the Strategic Basing Process. The DAF Environmental Impact Analysis Process (EIAP) is reflected in former Part 989 of Title 32 of the Code of Federal Regulations (CFR) and successor Department of Defense and DAF guidance to implement NEPA. Any references to 32 CFR Part 989 or its Sections throughout this DAFI refer to the NEPA implementing guidance currently in effect. Details on EIAP requirements for strategic basing actions are identified in **Chapter 14**.

1.4. Documentation. All strategic basing milestones shall be documented in writing. Unclassified decision artifacts will be retained in Strategic Air and Space Basing Enterprise Repository (SABER). Classified decision artifacts will be retained on a SAF/IEIB shared drive. SAF/IEIB is the authoritative source for all templates. **(T-1)**.

1.5. Basing Action. A basing action is any action (outlined in **paragraph 1.6** below) that results in the establishment, increase or decrease, and/or movement of:

1.5.1. DAF or non-DAF units, manpower authorizations (subject to **paragraph 1.6** below), and/or weapon systems to a location determined to be DAF real or leased property.

1.5.2. DAF units, manpower authorizations (subject to **paragraph 1.6** below), and/or weapon systems to a location determined to be non-DAF real property.

1.6. Thresholds for Department of the Air Force Strategic Basing Actions.

1.6.1. A DAF strategic basing action is any basing action as defined in **paragraph 1.5** and meets any of the criteria below.

1.6.1.1. Aircraft (primary aerospace-vehicle authorized) and non-aircraft weapon system change (mission design change IAW AFI 16-401, *Designating and Naming Defense Military Aerospace Vehicles*); excludes block/spiral upgrades and the assignment of Backup Aerospace Vehicle Inventory (BAI) and/or Attrition Reserve (AR) aircraft. Weapons systems are defined by DAFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems.* For example, recapitalizing F-16 aircraft with F-35 aircraft is a weapon system change. Recapitalizing F-16B42 aircraft with F-16B52 aircraft is not a weapon system change.

1.6.1.2. Any organization action (unit) that changes the number of manpower authorizations at an installation by at least 35 as programmed across the FYDP, including military authorizations, civilian authorizations, and on-base contract personnel. See **Attachment 1**, Terms: Establishment, Organization Action, and Unit, as described in AFI 38-101, *Manpower and Organizations.*

1.6.1.3. A unit or an establishment move. See **Attachment 1**, Terms: Unit and Establishment as described in AFI 38-101. For the purposes of strategic basing, a "unit" is a squadron or larger organization.

1.6.1.4. A non-DAF entity requesting to move onto a DAF installation or DAF real or leased property, no matter the size. Non-DAF entity exemptions are listed in **Chapter 15**.

1.6.1.5. Any action by a non-DAF entity residing on a DAF installation or DAF real or leased property that results in a change to their primary mission, to include any increase in airspace or range requirements/usage, or a change of 35 or more manpower authorizations or personnel (military, civilian, contractor).

1.6.1.6. Rotational forces requesting presence or temporary duty on a DAF installation for more than 300 days in an 18-month period with an increase of 35 or more personnel or requiring military construction. OCONUS MAJCOM exemptions are listed in **para 7.5**.

1.6.1.7. Any special interest action as identified by SAF/IEIB regardless of size or scope.

1.6.1.8. The establishment or movement to a DAF installation of foreign military aircraft under the foreign military sales (FMS) program. In concert with the environmental analysis, the strategic basing action shall set an upper threshold for the number of FMS aircraft at an installation. Changes in FMS customers managed by the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA) within that threshold will not trigger a new strategic basing action unless there is an increase in aircraft or a change in aircraft weapons system requiring a new environmental analysis. Removal of FMS customers does not require a strategic basing decision.

1.6.2. The Secretary of the Air Force or delegated authority approves strategic basing actions.

1.6.3. Leases will be reviewed through the Strategic Basing structure (Strategic Basing Panel, Strategic Basing Group, and/or Strategic Basing Board) and are approved by the Deputy Assistant Secretary of the Air Force for Installations (SAF/IEI) per Air Force Mission Directive 1-18, *Assistant Secretary of the Air Force (Installations, Environment, and Energy)*.

1.6.4. Basing actions which do not meet the criteria above or are requested for a duration not to exceed one year are the responsibility of the host and/or lead MAJCOM, NGB, or USSF Directorate of Strategic Plans, Programs, Requirements and Analysis (SF S5/8), and follow appropriate processes for approval and beddown execution, to include compliance with environmental laws, regulations, policy, and guidance. Part-time manpower authorizations will be assessed by SAF/IEIB for an equivalency determination and applicability to thresholds. Refer any question regarding whether an action qualifies as a strategic basing action to SAF/IEIB for final determination.

1.7. Resource Commitment. Do not commit DAF funds or resources for construction, movement of personnel and/or equipment, or similar actions prior to a final basing decision by the Secretary of the Air Force or delegated authority. DAF funds and resources may be used for planning activity that does not preclude the choice of alternative locations. After the EIAP is complete per 32 CFR 989, the Secretary of the Air Force's or delegated authority's decision will be documented in the form of a signed Memorandum for Record (MFR) or Record of Decision (ROD). **(T-0)**.

1.8. Public Announcements. After each phase of the Strategic Basing Process is approved by either the Secretary of the Air Force or a delegated authority, the Secretary of the Air Force Public Affairs will advise whether the PA posture should be active (requiring a news release to af.mil), or response-to-query. The Director of Legislative Liaison will advise whether a Congressional Notification Plan is required. All public announcements for DAF strategic basing require coordination through SAF/LL, SAF/PA, and (as required) Assistant Secretary of the Air Force for Financial Management (SAF/FM).

1.9. Exceptions. The five-phase process used by the Government Accountability Office (GAO) Analysis of Alternatives (AoA) best practices, as described in Appendix XI of GAO-20-195G, will be considered for strategic basing when directed by Secretary of the Air Force, or delegated authority. In these cases, prior to the determination of basing criteria, the Director of Strategic Basing will recommend in writing, for Secretary of the Air Force approval, which, if any, of the 22 GAO AoA best practices to use.

Chapter 2

DAF STRATEGIC BASING STRUCTURE

2.1. Overview. The DAF Strategic Basing Structure reviews all proposed strategic basing actions. The elements of the DAF Strategic Basing Structure are the Strategic Basing Board, Strategic Basing Group and the Strategic Basing Panel. This structure provides cross-functional perspective on all DAF strategic basing actions.

2.2. Secretary of the Air Force. The Secretary of the Air Force, unless otherwise delegated, is the decision authority for DAF basing actions in the United States and its territories. For overseas strategic basing actions, the DAF follows the process described in **Chapter 11** and CJCSI 2300.02K.

2.3. Strategic Basing Board. This is the senior-level leadership forum (three-star general officers and civilian equivalents) dedicated to cross-functional consideration of DAF strategic basing actions and presents courses of action in the form of alternatives to the Secretary of the Air Force, Chief of Staff of the Air Force, and/or the Chief of Space Operations. The board reviews, evaluates and endorses each action to ensure consistency with DAF concepts of operations, basing objectives, criteria, legal requirements, policies, programming, and planning requirements. Members provide inputs from their core areas of responsibility and ensure proposals are fully vetted and are consistent with strategic guidance, precedence, and decisions. This forum also returns issues requiring additional information or work to the MAJCOM, NGB, and/or USSF S5/8. The board is chaired by the Principal Deputy Assistant Secretary of the Air Force for Energy, Installations, and Environment (SAF/IE). Membership consists of the Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1); Deputy Chief of Staff, Air, Space and Information Operations (AF/A3); Deputy Chief of Staff, Logistics, Engineering and Force Protection (AF/A4); Deputy Chief of Staff, Air Force Strategy, Integration and Requirements (AF/A5/7); Deputy Chief of Staff, Plans and Programs (AF/A8); Principal Deputy Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM); Principal Deputy General Council (SAF/GC); SAF/IA; Director of Legislative Liaison (SAF/LL); Air Force Budget and Appropriations Liaison (SAF/FML); the Judge Advocate General (AF/JA); Director of Public Affairs (SAF/PA); Chief, Air Force Reserve (AF/RE); Director, Air National Guard (NGB/CF); SAF/IEI, and membership for USSF should also consist of Deputy Chief of Space Operations for Human Capital (USSF/S1); Deputy Chief of Space Operations for Operations, Cyber, and Nuclear (USSF/COO); Deputy Chief of Space Operations, Strategy, Plans, Programs, and Requirements (USSF/CSRO); and all other appropriate USSF representation. Other offices and MAJCOMs/NGB/FLDCOMs may be added as required.

2.4. Strategic Basing Group. This is the senior forum (one and two-star general officers and civilian equivalents) dedicated to cross-functional synchronization of DAF strategic basing actions and presents courses of action in the form of alternatives to the Strategic Basing Board. The group reviews, evaluates, and endorses each action to ensure consistency with DAF concepts of operations, basing objectives, criteria, legal requirements, policies, programming and planning requirements. Members provide inputs from their core areas of responsibility and ensure proposals are fully vetted and are consistent with strategic guidance, precedence, and decisions. This forum also returns issues requiring additional information or work to the MAJCOM, NGB, and/or USSF S5/8. The group is chaired by SAF/IEI with Directorate of Strategy, Posture, and Assessments

(AF/A5S) and Directorate for Strategic Plans (AF/A8X) or Directorate for Programs (AF/A8P), and/or the Deputy Chief of Space Operations for Strategy, Plans, Programs, and Requirements as co-chairs as applicable. Membership consists of the representatives from the following functional areas: Directorate of Manpower, Organization and Resources (AF/A1M); Directorate of Training and Readiness (AF/A3T); Directorate of Weather (AF/A3W); Directorate of Civil Engineers (AF/A4C); Directorate for Resource Integration (AF/A4P); AF/A5S; AF/A8P; AF/A8X; the Judge Advocate General (AF/JA); Reserve Plans, Programs, and Requirements Directorate (AF/REX); Test and Evaluation (AF/TE); Department of the Air Force Contracting Division (SAF/AQC); Department of the Air Force Acquisition Integration (SAF/AQX); Department of the Air Force Chief Information Officer (SAF/CN); Department of the Air Force Budget (SAF/FMB); General Counsel, Installations, Energy and Environment (SAF/GCN); Director of Policy, Programs and Strategy for the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA); Deputy Assistant Secretary of the Air Force for Infrastructure, Energy & Environment (SAF/IEE); SAF/IEI; Deputy Assistant Secretary of the Air Force for Operational Energy, Safety & Occupational Health (SAF/IEN); Department of the Air Force Legislative Liaison (SAF/LL); Air Force Budget and Appropriations Liaison (SAF/FML); Department of the Air Force Public Affairs Media Operations (SAF/PAO); the Director, Plans, Programs and Requirements (NGB/A5/8); and membership for USSF should also consist of the Deputy Chief Human Capital Officer (USSF/S1); Associate Chief Operations Officer of the United States Space Force (USSF/COO); Deputy Director of Strategy, Requirements, Plans and Programs (USSF/CSRO); and all other appropriate equivalent Space Force representation. Other offices and MAJCOMs/FLDCOMs/NGB may be added as required.

2.5. Strategic Basing Panel. This panel (O-6 and civilian equivalents) supports the Strategic Basing Group and senior-level leadership as a forum for initial corporate review and evaluation of appropriate issues. The Strategic Basing Panel, as the first level of the DAF Strategic Basing Structure, provides a comprehensive review and assessment of each proposed basing action with respect to strategic planning guidance, force structure plans, and senior leader direction. The Strategic Basing Panel is chaired by the Director Strategic Basing (SAF/IEIB). Membership consists of: Program Development Division (AF/A1MP); Directorate of Operational Training Infrastructure (AF/A3TI); AF/A3W; Installations Strategy and Plans Division (AF/A4CP); Resources Branch (AF/A4PR); Program Integration Division (AF/A8PE); Planning Integration Division (AF/A8XP); Regional Plans and Posture Division (AF/A5SP); USSF Directorate of Strategic Plans, Programs, Requirements and Analysis (SF/S5/8), Director Total Force Integration (AF/DSK); TE Policy and Programs Division (AF/TEP); AF/JA; Reserve Programs and Requirements Directorate (AF/REXP); Environmental Law Field Support Center (AF/JAOE); Department of the Air Force Acquisition Integration (SAF/AQXP); Air Force Budget and Appropriations Liaison (SAF/FML); Security Assistance Policy Division (SAF/IAPX); SAF/GCN; SAF/IEE; Community Partnership and Encroachment (SAF/IEIM); Installation Planning (SAF/IEIP); SAF/IEN; SAF/IEIB; Legislative Liaison Programs Division (SAF/LLP); SAF/PAO; SAF/CN; the Chief, Force Planning, Basing and Conversions Division (NGB/A8F); Division Chief, Mission Activity Integration Division (AFIMSC/IZS); and appropriate equivalent USSF representation. Other offices and MAJCOMs/NGB/FLDCOMs may be added as required.

Chapter 3

PROCESS

3.1. Overview. This section describes the strategic basing corporate review process. For all DAF strategic basing actions, the proponent will first submit a Basing Action Request (BAR) to their respective MAJCOM/NGB/USSF S5/8. If a non-DAF organization contacts SAF/IEIB for a lead MAJCOM/USSF S5/8 assignment, the designated lead MAJCOM/NGB/USSF S5/8 will then initiate the Air Force Strategic Basing Process by submitting a BAR through SABER.

3.2. Strategic Basing Action Process Steps. The DAF Strategic Basing Process is depicted in **Attachment 2**.

3.2.1. Strategic Basing Action Start. If the action proponent is a subordinate unit to a MAJCOM/NGB/USSF, the proponent will work with their MAJCOM/NGB/USSF S5/8 basing office to complete and submit the request to SAF/IEIB through SABER and attach a draft AF Form 813, *Request for Environmental Impact Analysis* with signed Section 1 (proponent description of proposed action and alternatives) for SAF/IEIB review and coordination with applicable SBP staff prior to initiation of the Strategic Basing process. Once submitted, Section 1 of the Form 813 may not be changed without approval of the MAJCOM CV or equivalent. Units that are not subordinate to a MAJCOM/NGB/USSF should work directly with SAF/IEIB, who will determine a lead MAJCOM/NGB/USSF S5/8 to complete and submit the request to SAF/IEIB through SABER and attach a draft AF Form 813, with signed Section 1 for SAF/IEIB review.

3.2.1.1. The MAJCOM/FLDCOM/NGB and/or proponent will provide their draft AF Form 813 and consult the Air Force Civil Engineer Center National Environmental Policy Act (NEPA) Division to determine anticipated EIAP actions to satisfy NEPA requirements. NGB actions will execute NEPA requirements through the NGB Environmental (NGB/A4A) office and will coordinate with AFCEC/CZN as required.

3.2.1.2. SAF/IEIB will designate the lead MAJCOM/NGB/USSF S5/8 for all basing actions upon receipt of a proposed action documented in a BAR. The lead MAJCOM/NGB/USSF S5/8 will coordinate the BAR with appropriate agencies before submitting it to SAF/IEIB. If the action will impact a unit or installation other than the proponent MAJCOM/NBG/USSF, the proponent MAJCOM/NGB/USSF S5/8 will coordinate with the host MAJCOM/NGB/USSF S5/8 prior to BAR submission to SAF/IEIB. This coordination may require further coordination with the host unit.

3.2.1.3. The phases of the basing process, in sequential order, are: 1) Enterprise Definition and Criteria, 2) Candidate Bases, 3) Preferred Location, and 4) Final Decision. An Initial Vector Check prior to phase 1 may be required in certain circumstances. Vector Checks may be conducted at any point in the process.

3.2.2. SAF/IEIB Evaluation. Each BAR must complete all phases of the DAF Strategic Basing Process. Simple, specialized, or time sensitive actions may allow consolidation of phases and streamline the process. Characteristics considered in this evaluation include: **(T-1)**.

3.2.2.1. Simple – an action that meets criteria for a DAF strategic basing action (reference paragraphs **1.5** and **1.6**) and is of minimal mission and non-significant environmental impact on any candidate installation selected to support the requirement.

3.2.2.2. Specialized – an action that supports unique mission requirements which limit the enterprise of potential installations.

3.2.2.3. Time-sensitive – an action which has Secretary of the Air Force, Chief of Staff of the Air Force, or Chief of Space Operations documented support (e.g., email) for an accelerated decision timeline. Factors which contribute to time-sensitive basing actions include (but are not limited to) budgetary constraints, congressional time constraints, and critical mission degradation constraints.

3.2.3. Initial Vector Check. SAF/IEIB, in consultation with the proponent, will determine if a BAR requires a vector check. This step is intended to gain Secretary of the Air Force approval of the strategic vision for a potential action. The lead MAJCOM/FLDCOM/NGB will, in coordination with SAF/IEIB, prepare a presentation for the Strategic Basing Panel and Strategic Basing Group to review, validate, and endorse for Secretary of the Air Force decision. The lead MAJCOM/FLDCOM/NGB will incorporate the Secretary of the Air Force vector. **(T-1)**.

3.2.4. MAJCOM/FLDCOM/NGB Endorsement. Lead MAJCOM/FLDCOM/NGB endorsement (general officer/flag officer/senior executive service official) of a BAR is necessary prior to formally entering the DAF Strategic Basing and Environmental Impact Analysis Processes. Requests from non-DAF entities require an additional endorsement from the appropriate headquarter level approval authority. Candidate alternatives being considered shall not change without a submittal of a new AF Form 813 with supporting endorsement. **(T-1)**.

3.2.5. Enterprise Definition and Criteria Phase.

3.2.5.1. The MAJCOM/FLDCOM/NGB develops a proposed enterprise definition with a list of installations that meet the definition for those strategic basing actions subject to an enterprise-wide look (scoring). The site survey criteria include mission, capacity, environmental, and cost considerations. Additional criteria to measure NGB or AFRC requirements will be approved on a case-by-case basis by the decision authority. Additional criteria may be required to meet the guidance in 10 USC 483 and/or the conference report to accompany the fiscal year 2021 (FY21) National Defense Authorization Act (NDAA) Section 2883. The lead MAJCOM/FLDCOM/NGB proposes initial criteria weights for the enterprise-wide look so a score can be determined for each basing location as applicable. For strategic basing actions with a small number of installations in the enterprise, a phased entry into the Strategic Basing Process may be used (enter at the Candidate, Preferred Location, or, in rare cases, the Final Decision phase). In these cases, an enterprise definition and site survey criteria are developed; no weights are assigned to the site survey criteria. Site survey criteria also include mission, capacity, environmental, and cost considerations. Additional criteria to comply with 10 USC 483 and the FY21 NDAA section 2883 may also be required. **(T-1)**.

3.2.5.2. SAF/IEIB reviews and provides comment on the proposed enterprise and criteria prior to scheduling the basing action for the Strategic Basing Panel. The Strategic Basing Panel and Strategic Basing Group will review, validate, and endorse the enterprise definition and criteria. Upon receiving Strategic Basing Group endorsement, SAF/LL and SAF/PA will compose, respectively, the Congressional Notification Plan and Public Affairs Guidance as each owning directorate deems necessary. **(T-1)**.

3.2.5.3. The Secretary of the Air Force, or delegated authority, approves or disapproves the enterprise definition and criteria. **(T-1)**.

3.2.5.4. After Secretary of the Air Force or delegated authority approval, SAF/IEIB, SAF/LL, SAF/FML, and SAF/PA will synchronize public and congressional releases if deemed necessary by the owning directorates. **(T-1)**. Following notification to the public, SAF/IEIB will prepare and sign the Basing Decision Memorandum (BDM), which is sent to the applicable MAJCOM/FLDCOM/NGB and proponent to inform them of the decision.

3.2.6. Candidate Phase.

3.2.6.1. MAJCOM/FLDCOM/NGB performs an Enterprise-Wide Look. The lead MAJCOM/FLDCOM/NGB will gather and validate data from the approved enterprise locations, as required, and assess those installations based on the approved criteria, in coordination with all affected agencies and the Air Force Installation and Mission Support Center. The data must reflect current conditions at the installation and be endorsed by the installation commander.

3.2.6.2. The lead MAJCOM/FLDCOM/NGB submits the results of the enterprise-wide look to SAF/IEIB. The Strategic Basing Panel and Strategic Basing Group will review, validate, and endorse the results. SAF/LL and SAF/PA will prepare the respective Congressional Notification Plan and Public Affairs Guidance as each directorate deems necessary. **(T-1)**.

3.2.6.3. After Secretary of the Air Force or delegated authority approval of candidate locations, SAF/IEIB, SAF/LL, SAF/FML, and SAF/PA will synchronize public and congressional release, if deemed necessary by the owning directorates, and execute the plan. The BDM or ROD is then sent to the applicable MAJCOM/FLDCOM/NGB and proponent.

3.2.6.4. SAF/IEIB will provide the lead MAJCOM/FLDCOM/NGB and AFIMSC/IZSB a Site Survey Control Letter with a site Survey Control Number and the approved candidate location list in alphabetical order.

3.2.6.5. For basing actions not requiring an Enterprise-Wide Look, the Secretary of the Air Force or delegated authority approves the proposed enterprise definition, site survey criteria, and list of candidate location(s). The rest of the Candidate Phase remains the same.

3.2.7. Preferred Location Phase.

3.2.7.1. The lead MAJCOMFLDCOM/NGB, in coordination with the host MAJCOM/FLDCOM/NGB as applicable, will perform site surveys for all approved candidate locations. The lead MAJCOM/FLDCOM/NGB will utilize pre-populated data from AFMISC on the Site Survey Template, identify any changes to the data, and provide updates to AFIMSC/IZSB. The lead MAJCOM/FLDCOM/NGB will forward the final site survey reports (reference **Chapter 5**) to SAF/IEIB as directed in the Site Survey Authorization Letter. The site survey reports shall be submitted to SAF/IEIB no more than 60 days after completion of the final site survey. SAF/IEIB has ten business days to review and request additional information and/or clarification as needed prior to scheduling the Strategic Basing Panel review. **(T-1).**

3.2.7.2. After SAF/IEIB review, the site survey results are presented by the lead MAJCOM/FLDCOM/NGB to the Strategic Basing Panel and Strategic Basing Group for review, validation, and endorsement of the site survey results. SAF/LL and SAF/PA will prepare, respectively, the Congressional Notification Plan and Public Affairs Guidance as each owning directorate deems necessary.

3.2.7.3. After Secretary of the Air Force or delegated authority approval of preferred locations, SAF/IEIB, SAF/LL, SAF/FML, and SAF/PA will synchronize public and congressional release, as each owning directorate deems necessary. **(T-1)**. The BDM is then sent to the applicable MAJCOM/FLDCOM/NGB and proponent.

3.2.7.4. After required public announcement of the preferred locations, the lead MAJCOM/FLDCOM/NGB will ensure the completion of the EIAP in accordance with 32 CFR Part 989. The lead MAJCOM/NGB/FLDCOM will staff fully coordinate public facing EIAP documentation with written endorsement (§3.2.4) to AF/A4C for staffing of AFCS security and policy reviews. **(T-1)**.

3.2.8. Final Decision.

3.2.8.1. Immediately following the Preferred Location selection, the EIAP begins in earnest and the MAJCOMs/FLDCOMs/NGB shall commence conducting Site Activation Task Force (SATAF)s. Upon the completion of each SATAF, a cost comparison will be conducted to identify any cost increases, as well as new Construction Growth Offset requirements. This cost comparison will include any cost growth associated with additional requirements not documented in the Preferred Location Phase.

3.2.8.2. Upon completion of the EIAP, the lead MAJCOM/FLDCOM/NGB will provide a cost comparison between Preferred Location Phase and Final Decision. Upon review of the EIAP and cost comparison, the Secretary of the Air Force or delegated authority approval of final basing decision, SAF/IEIB, SAF/LL, SAF/FML, and SAF/PA will synchronize public and congressional release, as each owning directorate deems necessary. **(T-1)**.

3.2.9. The lead MAJCOM/FLDCOM/NGB will not execute the DAF final strategic basing decision until Congressional notification is complete, if deemed necessary by SAF/LL, the SAF/IEIB-signed BDM or SAF/IEI-signed ROD is issued to the designated lead MAJCOM/FLDCOM/NGB (with a copy to the host MAJCOM/FLDCOM/NGB and proponent as applicable), and the designated lead and host MAJCOM/FLDCOM/NGB public release requirements are met. **(T-1)**.

3.2.10. Prior to re-entry into the Strategic Basing Governance Process for the preferred location decision, MAJCOM/FLDCOM/NGB must provide a cost update, with supporting cost documentation, as part of the final basing decision package. If the military construction costs increase by 25% or $12M (whichever is higher) above the costs used in the preferred location decision, the lead MAJCOM/FLDCOM/NGB will inform the Strategic Basing Panel and Strategic Basing Group. The Strategic Basing Group will then determine if a recommendation should be made to the Secretary of the Air Force or delegated approval authority to review the preferred location decision. **(T-1)**.

3.3. Document Distribution. Pre-decisional basing analysis is for internal Department of Defense use on a strict "need-to-know" basis per Department of Defense Manual (DoDM) 5200.01-V1, *DoD Information Security Program: Overview, Classification, and Declassification,* and AFPD 16-14, *Security Enterprise Governance*. **(T-0)**. All strategic basing decision material to include but not limited to score sheets, site survey reports, briefings, and presentations read-aheads and meeting minutes are distributed only to authorized personnel and protected as Controlled Unclassified Information or, as appropriate, at a higher level of information classification.

3.4. Information Release Limitations. Access to pre-decisional basing shall be limited to a strict "need-to-know" basis as provided in DoDM 5200.1-V1, DoDM 5220.22, Volume 2, *National Industrial Security Program: Industrial Security Procedures for Government Activities*, and AFMAN 16-1406, *National Industrial Security Program: Industrial Security Procedures for Government Activities*. **(T-0)**. Limited general information may be released to the public to meet NEPA requirements and other legally required public notice, or participation requirements, only after the appropriate security and policy reviews and coordination with SAF/LLP and SAF/PA and have been accomplished and approved by SAF/IEI.

3.5. Decision Announcements. DAF strategic basing decisions are not releasable until approved by the Secretary of the Air Force or delegated authority. In all cases, SAF/LL, SAF/FML, and SAF/PA coordination is required prior to any release of decision information.

Chapter 4

ROLES AND RESPONSIBILITIES

4.1. Deputy Assistant Secretary of the Air Force for Installations (SAF/IEI) will:

4.1.1. Perform duties as Lead Co-Chair of the Strategic Basing Group.

4.1.2. Coordinate and present basing actions to the Secretary of the Air Force or delegated approval authority for approval as required.

4.1.3. Provide updates to the Secretary of the Air Force, Chief of Staff of the Air Force, Chief of Space Operations, and key staff as required.

4.1.4. Act as the Office of Primary Responsibility for all Congressional inquiries regarding a basing action.

4.1.5. Ensure the DAF Strategic Basing Process is standardized, repeatable, transparent, and deliberate.

4.1.6. Provide DAF strategic basing policy and guidance.

4.1.7. Integrate coordination of non-exempt real estate actions (leases, permits, licenses, etc.) through the strategic basing structure.

4.1.8. Provide strategic guidance to ensure the DAF Strategic Basing Process is integrally executed with the requirements of the DAF EIAP and NEPA.

4.1.9. Approve all Environmental Impact Statements and Records of Decision for strategic basing actions.

4.1.10. Provide Secretariat strategic guidance for Program Objective Memorandum actions with basing implications.

4.1.11. Attend required meetings to provide Secretariat strategic guidance for Program Objective Memorandum actions with basing implications.

4.1.12. Provide encroachment management and Mission Sustainment Risk Report (MSRR) expertise and support in accordance with AFI 90-2001, Mission Sustainment.

4.2. Directorate of Strategy, Posture, and Assessments (AF/A5S) will:

4.2.1. Co-chair all Strategic Basing Group meetings.

4.2.2. Provide support and advice for operational and strategic issues including, but not limited to, treaty obligations, country agreements, power projection considerations, vulnerabilities, readiness, long-term future strategic planning, strategic alignment, and the operational environment.

4.2.3. Review MAJCOM/FLDCOM/NGB-developed operational assumptions for actions involving weapon systems prior to being scheduled for the Strategic Basing Panel.

4.2.4. Designate a representative to participate in the Strategic Basing Panel meeting.

4.3. Director of Strategic Planning (AF/A8X) or Director of Programs (AF/A8P) will:

4.3.1. Co-chair all Strategic Basing Group meetings.

4.3.2. Integrate basing decisions with the Resource Allocation Plan and the Program Objective Memorandum.

4.3.3. Ensure all Program Objective Memorandum actions that meet strategic basing thresholds follow the DAF Strategic Basing Process.

4.3.4. Designate a representative to participate in the Strategic Basing Panel meeting.

4.3.5. Incorporate a comprehensive platform beddown vision and strategy that deliberately aligns future basing and basing decisions to National Defense Strategy priorities and Air Force future force design.

4.4. Air Force Strategic Basing Division (SAF/IEIB) will:

4.4.1. Act as the single validation point for the Strategic Basing Process and actions.

4.4.2. Preserve the integrity of the DAF Strategic Basing Process by ensuring the process is standardized, repeatable, transparent, and deliberate and coordinated through all levels of the DAF.

4.4.3. Implement DAF strategic basing policy and guidance (including AFI 32-9010, *Management and Reporting of Air Force Space and Building Services in OSD Assigned Facilities and in the Washington DC Area*, and CJCSI 2300.02K).

4.4.4. Determine the lead MAJCOM/FLDCOM/NGB for basing actions.

4.4.5. Chair and facilitate all Strategic Basing Panel meetings and distribute Strategic Basing Panel material in a timely fashion to ensure the Strategic Basing Panel members have time to thoroughly review actions and make proper recommendations.

4.4.6. Provide staffing and assistance in hosting all Strategic Basing Panel-directed basing conferences.

4.4.7. Schedule ad-hoc multifunctional reviews for basing action implementation.

4.4.8. Support SAF/IEI on all congressional basing inquiries.

4.4.9. Manage and update the Strategic Basing Group.

4.4.10. Staff strategic basing actions through the DAF strategic basing governance structure.

4.4.11. Ensure all disconnected (or uncovered) manpower, resulting from strategic basing decisions are coordinated through the DAF Strategic Basing Structure.

4.4.12. Ensure all Total Force Association proposals requiring a basing location decision are coordinated through the DAF Strategic Basing Process.

4.4.13. Ensure qualifying real estate actions are coordinated through the DAF Strategic Basing Structure.

4.4.14. Generate and distribute BDMs for all actions.

4.4.15. Act as Office of Primary Responsibility for site survey requests; notify the proponent, designated lead, and host MAJCOMs/NGB/FLDCOMs of site survey approval; and issue Site Survey Control Letters.

4.4.16. Notify the Administrative Assistant to the Secretary of the Air Force, Operations Directorate (SAF/AAO) of any Site Survey Control Letters issued for installations within the National Capital Region.

4.4.17. Attend Program Objective Memorandum meetings to provide technical guidance for those actions with basing implications.

4.4.18. Provide technical basing guidance to AF/A8P, AF/A8X, AF/A5S, SF/S5/8, and SF/S4O on basing actions submitted to the DAF Strategic Basing Structure.

4.4.19. Provide liaisons and representation to all Mission Panels and Issues Teams, as required.

4.4.20. Ensure Construction Growth Offset guidance is accounted for and documented in the Site Survey process.

4.4.21. Support the lead MAJCOM/FLDCOM/NGB in drafting Overseas Force Structure Changes and Host Nation Notification documents related to basing actions, as required, as they staff the requests through the Joint Staff and the Office of the Secretary of Defense.

4.4.22. Prepare quarterly briefings for congressional defense committees regarding the following:

4.4.22.1. Strategic basing actions approved by the Strategic Basing Panel for review by the Strategic Basing Group.

4.4.22.2. Criteria approved for use during candidate selection for each action not previously briefed.

4.4.22.3. Updates on candidate, preferred, and final decisions that occurred during the time covered by the briefing.

4.4.22.4. Projected decisions before the next Congressional briefing.

4.5. Assistant Secretary of the Air Force for Acquisition, Technology and Logistics (SAF/AQ) will:

4.5.1. Participate as a member of the Strategic Basing Board.

4.5.2. As responsible agency for industrial facilities (government-owned, contractor operated facilities) and Depot Source of Repair determination, will proactively provide information briefs to the DAF Strategic Basing Governance Structure on decisions that would otherwise be strategic basing decisions as previously defined in **paragraph 1.6.**, AFI 63-101/20-101, *Integrated Life Cycle Management*, and AFPD 10-5, *Basing*. SAF/AQ may decide to use the DAF Strategic Basing Process if desired.

4.5.3. Support weapon system Lead Command briefings to the DAF Strategic Basing Structure on basing requirements for future weapon systems as specified in AFPD 10-5. Briefings will be made well in advance of initial system delivery to provide sufficient planning time to identify potentially suitable beddown locations. SAF/AQ will brief the Panel and Group on any unique SAF/AQ Program Office basing actions not under the control of a designated Lead MAJCOMs/FLDCOMs/NGB.

4.6. Deputy Assistant Secretary of the Air Force Infrastructure, Energy & Environment (SAF/IEE) will:

4.6.1. Participate in Strategic Basing Panel and Strategic Basing Group meetings.

4.6.2. Provide secretariat guidance for matters addressing environment, safety and occupational health, installation energy and energy policy, and operation, maintenance, repair, and sustainment of built and natural infrastructure.

4.6.3. Review Construction Growth Offset and serve as the approval authority, as delegated by the Secretary of the Air Force, for all changes to MAJCOMs/FLDCOMs/NGB Construction Growth Offsets.

4.7. Deputy Assistant Secretary of the Air Force Operational Energy, Safety & Occupational Health (SAF/IEN) will:

4.7.1. Participate in Strategic Basing Panel and Strategic Basing Group meetings.

4.7.2. Provide secretariat guidance for matters addressing operational energy.

4.8. General Counsel, Installations, Energy and Environment (SAF/GCN), and Office of the Judge Advocate General, Environmental Law and Litigation Division (AF/JAOE) will:

4.8.1. Participate in the following groups: (1) Strategic Basing Board, (2) the Strategic Basing Group, and (3) the Strategic Basing Panel.

4.8.2. Provide coordinated legal review and opinions and recommendations.

4.9. Assistant Secretary of the Air Force for Manpower and Readiness (SAF/MR) will:

4.9.1. Participate as required in Strategic Basing Panel and Strategic Basing Group meetings.

4.9.2. Provide secretariat guidance for matters addressing the Support of Military Families program and other military family readiness concerns.

4.10. Director of Legislative Liaison (SAF/LL), Assistant Secretary of the Air Force for Financial Management (SAF/FM), and Secretary of the Air Force Public Affairs (SAF/PA) will:

4.10.1. Participate as required in Strategic Basing Panel and Strategic Basing Group meetings.

4.10.2. Coordinate on all basing actions and EIAP public announcements.

4.10.3. Execute public and congressional notifications associated with basing actions and EIAP public announcements as each owning directorate deems necessary.

4.10.4. Advise Secretary of the Air Force on the timing and scope of public notifications.

4.10.5. SAF/LL and SAF/FML will prepare the Congressional Notification Plan, and SAF/PA will prepare the public affairs guidance, as each owning directorate deems necessary, prior to Pentagon and MAJCOM/FLDCOM/NGB coordination.

4.10.6. Support SAF/IEIB on congressional and public inquiries.

4.11. Directorate of Training Readiness (AF/A3T) will:

4.11.1. Participate as a required member in Strategic Basing Panel and Strategic Basing Group meetings.

4.11.2. Provide support and advice for operational and strategic issues including, but not limited to, airspace, ranges, and simulator training.

4.11.3. Review MAJCOM/FLDCOM/NGB-developed operational assumptions for actions involving weapon systems prior to being scheduled for the Strategic Basing Panel meeting.

4.11.4. Ensure strategic basing actions that impact Major Range and Test Facility Bases are in accordance with DoDD 3200.11, *Major Range and Test Facility Base (MRTFB)*, and DoDI 3200.18, *Management and Operation of the Major Range and Test Facility Base (MRTFB)*.

4.12. The Director of Civil Engineers (AF/A4C) in conjunction with the Space Force Mission Sustainment Division (SF/S4O) will:

4.12.1. Participate as a required member in Strategic Basing Panel and Strategic Basing Group meetings.

4.12.2. Provide policy and execution oversight and advice for installation planning, encroachment, environmental, and noise issues.

4.12.3. Staff and fully coordinate public facing EIAP documentation to the AFCS for security and policy reviews prior to public release.

4.12.4. Ensure compliance with the Air Force Strategic Master Plan.

4.12.5. Ensure compliance with Infrastructure Investment Strategy.

4.12.6. Provide guidance, oversight, procedures, and ensure compliance with the Construction Growth Offset Policy.

4.12.7. Ensure compliance with mandated housing evaluations to consider availability and accessibility of housing that meets DoD standards in a location's military housing area.

4.12.8. Provide guidance, oversight, and ensure compliance with DAFI 32-0995, *Real Property Accountability*.

4.13. Air Force Test and Evaluation Policy and Programs Division (AF/TEP) will:

4.13.1. Participate in Strategic Basing Panel and Strategic Basing Group meetings.

4.13.2. Coordinate with AF/A3T, AF/A5S to ensure strategic basing actions that impact major range and test facility bases are in accordance with DoDD 3200.11 and DoDI 3200.18.

4.14. Directorate of Weather (AF/A3W) will:

4.14.1. Participate in Strategic Basing Panel and Strategic Basing Group meetings.

4.14.2. Provide subject matter expert support on climate, hydrology, and weather considerations involved with operational and strategic matters involved with basing actions.

4.14.3. Provide subject matter expert support on climate, hydrology, and weather to SAF/IEI in support of AFI 90-2001, *Mission Sustainment*.

4.15. Director Total Force Integration (AF/DSI) will:

4.15.1. Provide Total Force Enterprise coordination, as required.

4.15.2. Ensure Total Force Initiative proposals that lack an approved location are forwarded to SAF/IEIB for inclusion in the DAF Strategic Basing Process.

4.16. National Guard Bureau (NGB) will:

4.16.1. Participate as member in Strategic Basing Panel and Strategic Basing Group and Strategic Basing Board meetings involving NGB equities.

4.16.2. Coordinate with Air Force Installation and Mission Support Center on the use of a shared database for initial enterprise-wide look data.

4.16.3. Advise SAF/IEIB and Air Force Civil Engineer Center of all relevant findings associated with Council of Governors (Presidential Executive Order 13582) and the State Facility Boards recommendations associated with joint reserve component use of federal assets required by DoDI 1225.08, *Reserve Component (RC) Facilities Programs and Unit Stationing*.

4.16.4. Execute NEPA and real estate actions in accordance with 32 CFR Part 989, DoDI 1225.08, and AFI 32-1023, *Designing and Constructing Military Construction Projects*.

4.16.5. Execute the DAF strategic basing decision once the BDM is signed, and public release and notification requirements are met.

4.16.6. Establish standardized procedures for estimating cost associated with installation and mission support (I&MS) project requirements submitted during the site survey or Site Activation Task Force (SATAF).

4.17. Lead MAJCOMs/FLDCOMs/NGB will:

4.17.1. Comply with the process in **chapter 3**.

4.17.2. Coordinate with host MAJCOM(s)/FLDCOM(s)/NGB, servicing MAJCOM/FLDCOM/NGB, and installation(s) throughout the DAF Strategic Basing Process.

4.17.3. Coordinate any action involving a weapon system with AF/A3T and/or SF/COO prior to being scheduled for the Strategic Basing Panel meeting.

4.17.4. Coordinate AF Forms 813 with the Air Force Civil Engineer Center on the proper level of environmental analysis required to support the strategic basing action prior to submittal to SAF/IEIB. The level of review required will depend on the scope of the proposed action and the anticipated level of environmental impacts.

4.17.5. Ensure no irreversible or irretrievable commitment of DAF resources or movement of equipment, force structure or personnel onto an installation occurs prior to completion of the EIAP and the receipt of final basing approval.

4.17.6. Execute the DAF strategic basing decision once the BDM is signed, and public release and notification requirements are met.

4.17.7. Coordinate with Air Force Installation and Mission Support Center for support with initial enterprise-wide look analyses.

4.17.8. Coordinate with Air Force Installation and Mission Support Center and Air Force Civil Engineer Center to implement Construction Growth Offset policy.

4.17.9. For overseas strategic basing actions, coordinate with Geographic or Functional Combatant Commanders as described in **paragraph 11.4**.

4.17.10. Submit Site Survey and SATAF requirements and corresponding cost estimates to both SAF/IEIB and the Air Force Installation and Mission Support Center Basing Division (AFIMSC/A54). Include a comprehensive breakdown of costs differentiating between those associated with mission beddown and those addressing deferred maintenance. The final site survey shall be signed by a civilian at the pay grade of GS-15 (NH-04) or higher, or a military member at the pay grade of O-6 or higher.

4.17.11. Include subject matter experts in site surveys to capture and distinguish between common costs and basing-action specific costs.

4.17.12. When directed by SAF/IE, perform centralized oversight of complex basing actions involving FMS.

4.17.13. Stand up a Program Integration Office (PIO) to track all beddown costs associated with FMS actions, when deemed necessary.

4.18. Air Force Materiel Command (AFMC) will:

4.18.1. Act as servicing MAJCOM for AF support to the Space Force for base support activities

4.18.2. Validate all USSF, AFRC, NGB, and MAJCOM installation and mission support (I&MS) project requirements submitted during the site survey or Site Activation Task Force (SATAF).

4.18.2.1. Adhere to the SAF/IE Footprint Growth Offset Policy, accounting for optimal utilization of existing infrastructure, fluctuations in material costs, real-time inflation rates, labor force constraints, and compliance with SCIF/SAP requirements (ICD 705-compliance).

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

4.19.1. Support MAJCOMs/NGB/FLDCOMs and/or proponents to identify, develop, coordinate, and validate facility and infrastructure costs associated with basing actions, as proposed by the proponent or MAJCOM/FLDCOM/NGB.

4.19.2. Provide modeling and analysis support to MAJCOM/FLDCOM/NGB, proponent, and AF/A3T and/or SF/COO for basing requirement development (e.g., enterprise definition and basing / site survey criteria development and the Enterprise-Wide Look process.)

4.19.3. Support MAJCOMs/FLDCOMs/NGB during Site Surveys and Site Activation Task Forces with appropriate experts.

4.19.4. Support the lead MAJCOM/FLDCOM/NGB to ensure anticipated Installation and Mission Support requirements, such as future noise conditions, infrastructure requirements, construction growth offset, and Base Support Tail resource requirements and needs are accounted for throughout the basing process.

4.19.5. Leverage facility baseline authorization data to provide lead MAJCOMs/FLDCOMs/NGB with potential opportunities to reutilize existing infrastructure.

4.19.6. Ensure all basing actions are reviewed for compliance with the Infrastructure Investment Strategy.

4.19.7. Provide modeling and analysis support to SAF/IEIB on various strategic basing requirements, such as Support of Military Families, National Defense Authorization Act statutory requirements, and other initiatives, as applicable.

4.19.8. Develop standard operating procedures for basing and beddown Site Survey to analyze, develop project concepts, and document efforts to prioritize the re-use of existing facilities in lieu of new construction, when possible. Ensure funding is available to support the analysis.

4.19.9. Establish standardized procedures for estimating cost associated with installation and mission support (I&MS) project requirements submitted during the site survey or Site Activation Task Force (SATAF). The final site survey report shall be validated by a civilian at the pay grade of GS-15 or higher, or a military member at the pay grade of O-6 or higher.

4.20. Air Force Civil Engineer Center (AFCEC) will:

4.20.1. Provide NEPA execution support and real estate action coordination as required and in accordance with 32 CFR 989; AFI 32-1015, *Integrated Installation Planning*; AFI 32-9001, *Acquisition of Real Property*; AFI 32-9002, *Management of Real Property*; AFI 32-9003, *Granting Temporary Use of Air Force Real Property; and Program Action Directive* (PAD) 12-03, *Enterprise-Wide Civil Engineer Transformation*, and PAD 14-04, *Implementation of the Air Force Installation and Mission Support Center*.

4.20.2. Support MAJCOM/FLDCOM/NGB with environmental planning and EIAP execution in support of basing actions.

4.20.3. Provide information briefings to the Strategic Basing Panel and Strategic Basing Group as required on proposed Enhanced Use Leases and applicable real estate actions.

4.20.4. Provide information briefings to the Strategic Basing Panel and Strategic Basing Group as required on Construction Growth Offset actions.

4.20.5. Develop a process for updating and distributing the Growth Offset Balance Report biannually to MAJCOMs/FLDCOMs/NGB, AF/A4C, SAF/IE, SF/DCOO, NGB/A4A, AFIMSC and AFIMSC/Detachments.

4.21. Major Command/NGB/FLDCOM Basing Divisions and/or Branches will:

4.21.1. Comply with the process in **chapter 3**.

4.21.2. Participate in Strategic Basing Panel and Strategic Basing Group meetings.

4.21.3. Coordinate with the appropriate Environmental Planning Function when developing the BAR. The level of environmental analysis required to support the strategic basing action will depend on the scope of the proposed action alternatives.

4.21.4. Liaise directly with SAF/IEIB upon MAJCOM/FLDCOM/NGB endorsement of a proposed basing action upon formal submission of the BAR through final decision.

4.21.5. Assess the impact of the strategic basing action on operations, including unit productivity in key missions, and any impacts on, or requirements for, operational training infrastructure.

4.21.6. Coordinate with Air Force Installations and Mission Support Center Basing and Beddown Division (AFIMSC/IZS) on all BARs.

4.21.7. Staff SAF/IEIB-coordinated Overseas Force Structure Changes and Host Nation Notification.

4.21.8. Compare square footage offset data with intended capacity requirements in accordance with the Growth Offset Policy

4.21.9. Where possible, consider enduring telework usage/hybrid work environment to optimize use/reuse of existing facilities, offset new construction growth, and divest failing and underutilized facilities.

4.22. Unit and Installation responsibilities:

4.22.1. Units and installations will support the process in **chapter 3**.

4.22.2. DAF installations and/or tenant Wing/Delta Commanders shall submit all requests for DAF strategic basing actions through their MAJCOM/FLDCOM/NGB basing organization.

4.22.3. DAF installations and/or tenant Wing/Delta Commanders contacted by non-DAF entities with proposed DAF strategic basing actions shall direct them to their MAJCOM/FLDCOM/NGB basing organization.

4.22.4. No DAF installation will allow a site survey by entities outside their MAJCOM/FLDCOM/NGB without a valid site Survey Control Number issued by SAF/IEIB.

4.22.5. No DAF installation commander will allow entities to beddown without the appropriate EIAP documentation and BDM or ROD. **(T-0)**. The DAF installation commanders will also ensure a support agreement is accomplished prior to the entity's beddown.

4.22.6. Where possible, DAF installations shall prioritize the use of existing facility space to accommodate new missions (see AFI 32-1015).

4.22.7. Ensure compliance with DAFI 32-9005, *Real Property Accountability*.

4.22.8. Where possible, consider enduring telework usage/hybrid work environment to optimize use/reuse of existing facilities, offset new construction growth, and divest failing and underutilized facilities.

4.22.9. Maintain complete and updated Mission Sustainment Risk Report (MSRR) data in the Mission Compatibility Analysis Tool (MCAT) platform.

4.23. Deputy Under Secretary of the Air Force for International Affairs (SAF/IA) will:

4.23.1. Participate as required in Strategic Basing Panel, Strategic Basing Group, and Strategic Basing Board meetings.

4.23.2. Provide secretariat guidance for basing actions involving foreign military sales (FMS) or foreign military training on Department of the Air Force installations.

4.23.3. Coordinate with the lead MAJCOM tasked with centralized oversight of complex FMS actions moving through the strategic basing and beddown process.

4.24. Assistant Secretary of the Air Force for Energy, Installations & Environment (SAF/IE) will:

4.24.1. Perform duties as Chair of the Strategic Basing Board.

4.24.2. Coordinate and present basing actions to the Secretary of the Air Force, or delegated approval authority, for approval as required.

4.24.3. Provide DAF strategic basing policy and guidance.

4.25. All other DAF headquarters staff offices and agencies comply with this instruction as required.

Chapter 5

SITE SURVEYS

5.1. Site Surveys. The appropriate MAJCOM/FLDCOM/NGB shall obtain a signed Site Survey Control Letter prior to conducting site surveys. Exemptions may be granted by SAF/IEIB in writing. MAJCOMs/FLDCOMs/NGB with SAF/IEIB-endorsed enterprise, site survey criteria, and candidate locations may be granted site survey authorization as long as public or congressional notifications and/or announcements are not required. If public or congressional notifications and/or announcement are required, site survey authorizations will be granted by the final approval authority. The final approval authority of the enterprise and criteria resides with the SecAF or delegated authority. The terms Site Survey and Site Activation Task Force are not interchangeable. See **Attachment 1** Terms for the definitions of Site Survey and Site Activation Task Force. **(T-1)**.

5.2. Requesting Site Survey Control Letter. To obtain a Site Survey Control letter, the MAJCOM/FLDCOM/NGB must, at a minimum, brief the BAR to the Strategic Basing Group. **(T-1)**.

5.2.1. Lead MAJCOMs/FLDCOMs/NGB receive a Site Survey Control Letter once congressional notification is made on the Secretary of the Air Force or delegated approval authority candidate list. **(T-1)**.

5.2.2. Real estate actions receive Site Survey Control Letters, as required, by initiating a request to SAF/IEIB and providing a preliminary site plan and project concept briefing for the specific action. **(T-1)**.

5.3. Survey Coordination. After receiving a Site Survey Control Letter, the lead MAJCOM/FLDCOM/NGB must coordinate with the host MAJCOM(s)/FLDCOM(s)/NGB, AFIMSC/IZSB, and the location(s) to be surveyed. Site surveys within the National Capital Region require notification and coordination with SAF/AAO. **(T-1)**. A coordination memorandum to host MAJCOMs/FLDCOMs/NGB and locations must contain the following information:

5.3.1. Relevant supporting documentation (i.e., BAR, required data, or feasibility study), which shall provide initial identification of infrastructure/environmental concerns and any other issues that need to be addressed before and/or during the site survey. **(T-1)**.

5.3.2. Team size and point of contact, to include name and grade of senior member. **(T-1)**.

5.3.3. Initial statement of support needed by the survey team during the site visit (billeting, transportation, etc.). **(T-1)**.

5.3.4. Proposed dates for each location of the site survey. **(T-1)**.

5.3.5. Exceptions to required documentation may be made on a case-by-case basis.

5.4. Approval Authority. SAF/IEIB is the approval authority for all strategic basing site surveys, except as noted above. Site survey approval does not constitute authority to execute DAF strategic basing actions, real estate related actions, construction, or expenditure of funds. MAJCOMs/NGB/FLDCOMs may expend funds to support early planning at approved candidate locations.

5.5. Survey Requirements. The lead MAJCOM/FLDCOM/NGB shall prepare a site survey report following the format provided by SAF/IEIB and AFIMSC/IZSB.

5.5.1. Consistent with the basing or site survey criteria, the report addresses:

5.5.1.1. Costs and analyses of the proposed action for the candidate locations. **(T-1)**.

5.5.1.2. How the candidate locations meet the underlying purpose and need for the actions. **(T-1)**.

5.5.1.3. Capacity of the location to support the proposed action. **(T-1)**.

5.5.1.4. Impact of climate change on the proposed action **(T-1).**

5.5.1.5. Impacts to existing missions, on-base and off-base housing, infrastructure, manpower, community support (to include transportation, utility infrastructure, housing, education, family support activities, community capacity, community collaboration, childcare and health care), and any other applicable Base Support Tail, Support of Military Families, and Military Family Readiness Factors, as applicable. **(T-1)**.

5.5.1.6. Concept of Operations opportunities to operate or perform the mission given the candidate location's specific capabilities and capacity (with particular consideration to joint and all-domain training capabilities, and the availability, accessibility, attributes and capacity of airspace, training areas, and ranges). **(T-1)**.

5.5.1.7. Significant airspace and encroachment/compatible land use issues. **(T-1)**.

5.5.1.8. Construction Growth Offset square footage requirements to include costs associated with programmed demolition projects. Strategic basing actions requiring Secretary of the Air Force approval will include an independent review of cost estimates established during site surveys.

5.5.1.9. Potential environmental impacts, length of time required to complete the Environmental Impact Analysis Process, proposed method of real estate transaction, and any additional interest areas as required. **(T-1)**.

5.5.1.10. Where possible, considerations for enduring telework usage/hybrid work environment to optimize use/reuse of existing facilities, offset new construction growth, and divest failing and underutilized facilities.

5.5.1.11. Validation of installation resiliency/severe weather information as well as risk determinations contained in the Mission Compatibility Analysis Tool (MCAT) platform.

5.5.2. Prior to submitting the final site survey report to SAF/IEIB, the lead MAJCOM/FLDCOM/NGB shall obtain coordination on the report from the affected installation commander and the host MAJCOM/FLDCOM/NGB. Site survey reports are due to SAF/IEIB no later than 60 calendar days after the site survey(s) is/are complete for all locations surveyed per the site survey authorization letter. Approved/coordinated reports are required at least 10 business days prior to scheduling the brief of the findings to the Strategic Basing Panel. **(T-1)**.

5.5.3. Final Site Survey reports will be signed at the O-6/GS-15 (NH-04) level or higher by the proponent. Additionally, an AFIMSC representative at the O-6/GS-15 (NH-04) level or higher will also sign the final site survey report to confirm Installation and Mission Support equities have been validated and to ensure conformance with standardized procedures for estimating cost associated with installation and mission support requirements.

5.6. Site Survey Number Usage. SAF/IEIB will issue a unique Site Survey Control Number for a specific survey at affected locations, as identified in the BAR. All correspondence shall reference this Site Survey Control Number. If locations other than those originally identified in the request need to be surveyed, contact SAF/IEIB to amend the Site Survey Control Letter. **(T-1)**.

5.7. Follow-on Surveys. Requesting organizations shall coordinate follow-on surveys, survey support, and Site Activation Task Forces through the host MAJCOM/FLDCOM/NGB. Approval for follow-on surveys is not required from SAF/IEIB; however, an informational copy of all correspondence shall be provided to SAF/IEIB. Follow-on survey correspondence will use the original Site Survey Control Number. **(T-1)**.

5.8. Overseas Site Surveys. Site surveys at overseas locations, non-US territory or possessions follow the same procedures outlined in the paragraphs above. See **Chapter 11** for additional information and requirements. **(T-1)**.

Chapter 6

TOTAL FORCE ENTERPRISE

6.1. DAF Strategic Basing Process. The DAF Strategic Basing Process works in concert with the Total Force Enterprise review process and does not supersede actions or decisions outlined in AFI 90-1001, *Planning Total Force Associations (TFAs)*. SAF/IEIB will work closely with AF/A5S, AF/A8P, AF/A8X, AF/DSI, SF/S5/8, and SF/DS to ensure all levels of decision making are coordinated and the objectives of each process are achieved. In general, if a basing location is in question, the DAF Strategic Basing Process is used to determine the basing location. **(T-1)**.

6.2. Administrative Review. Upon administrative review, AF/DSI and/or SF/DS will inform SAF/IEIB of new Total Force Initiative proposals under consideration and provide information-only briefings to the DAF Strategic Basing Structure. **(T-1)**.

Chapter 7

STRATEGIC BASING ALIGNMENT WITH OTHER CORPORATE PROCESSES

7.1. DELETED

7.1.1. DELETED

7.1.2. DELETED

7.1.3. DELETED

7.2. Air Reserve Component. All strategic basing actions that affect Air National Guard, Air Force Reserve units or installations also require compliance with DoDI 1225.08. (**T-1**).

7.3. National Capital Region (NCR) Basing. Any basing action, regardless of size, which takes place within the NCR may be subject to the National Capital Planning Act set forth at 40 USC § 8701 et seq., DoDI 5305.05, Space Management Procedures for the National Capital Region and Washington Headquarters Services-Serviced Components, and DAFI 32-9010, in addition to the terms and conditions set forth in this instruction. No proposals for DoD activities relocating into or within the National Capital Region that exceed $500,000 in relocation costs may be made public without Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) approval. **(T-0)**

7.4. Assistant Secretary of the Air Force for Acquisition, Technology and Logistics (SAF/AQ) Basing Actions. In line with HAF Mission Directive 1-10 *Assistant Secretary of the Air Force (Acquisition)* and AFI 63-101/20-101, responsibilities for SAF/AQ basing actions include government-owned, contractor operated facilities and Depot Source of Repair actions. SAF/AQ will provide informational briefs to the DAF Strategic Basing Structure that would otherwise be strategic basing decisions as defined in **Chapter 1** and triggered by AFI 63-101/20-101.

7.5. Global Force Management Allocation Plan. Global Force Management Plan allocations follow a separate corporate process. Working in concert with Joint Publication 3-35, *Deployment and Redeployment Operations*, this instruction describes the use of continuous rotation forces not apportioned by Global Force Management Plan allocations. If positioning forces within the area of responsibility are listed in the Global Force Management Plan allocations with an assigned location even for more than one year, the host MAJCOM/FLDCOM/NGB will provide a memorandum through SAF/IEI providing the rationale for proceeding without going through the DAF Strategic Basing Process. If Global Force Management Allocation Plan forces become permanent, and/or are no longer directed in the Global Force Management Plan allocations, the action will follow the DAF Strategic Basing Process to inform the Secretary of the Air Force recommendation to the Secretary of Defense for permanent basing. **(T-1)**.

Chapter 8

UNCOVERED/UNEARNED MANPOWER ACTIONS

8.1. SAF/IE will inform the Secretary of the Air Force, Chief of Staff of the Air Force, and/or Chief of Space Operations of any potential uncovered or unearned manpower resulting from a strategic basing action. This information will be presented as an Initial Vector Check to the Secretary of the Air Force who will determine if a basing decision is necessary, and if so, the Strategic Basing Process entry phase. If the Secretary of the Air Force, Chief of Staff of the Air Force, and/or Chief of Space Operations determine the disconnected or uncovered manpower action is time-sensitive, an O-6 level Tiger Team, led by SAF/IEIB, will convene. The Tiger Team will develop a course, or courses, of action list to address the disconnected or uncovered manpower. If the Secretary of the Air Force, Chief of Staff of the Air Force, and/or Chief of Space Operations determine the action is not time-critical, then the lead MAJCOM/FLDCOM/NGB will follow the DAF Strategic Basing Process for the determination of any secondary mission(s). This instruction does not supersede existing manpower management policy as specified in AFI 38-101, *Manpower and Organization.* See **Attachment 1** *Terms* for the definition of disconnected and uncovered manpower. **(T-1)**.

Chapter 9

REAL ESTATE ACTIONS

9.1. Estate Actions. The DAF Strategic Basing Process works in concert with the real estate process and does not supersede actions outlined in the 32-9000 series of DAF instructions and Air Force Civil Engineer Center procedures dealing with real property management. The Assistant Secretary of the Air Force for Energy, Installations and Environment (SAF/IE) has overall responsibility and oversight of DAF-controlled real property. The Deputy Assistant Secretary of the Air Force for Installations (SAF/IEI) provides DAF real property policy, approvals, and oversight guidance as delegated by SAF/IE. Actions include licenses, permits, and easements. Certain real estate actions described in **Chapter 15** are exempt from the DAF Strategic Basing Process. **(T-1)**.

9.2. Strategic Basing Panel and Strategic Basing Group. Once a real estate action is forwarded to SAF/IEI for approval, SAF/IEI will include SAF/IEIB on the DAF coordination of major actions as determined by SAF/IEI. Information in the real estate action is used to provide informational briefings to the Strategic Basing Panel and the Strategic Basing Group by the Air Force Civil Engineer Center. **(T-1)**.

9.3. Real Estate Survey Control Letter. SAF/IEIB will accept a draft feasibility study, preliminary site development plans, or like documents, except when the DAF Strategic Basing Process requires additional information for issuance of a Site Survey Control Letter. SAF/IEIB will notify the requestor when additional information is necessary. **(T-1)**.

Chapter 10

JOINT BASES

10.1. Joint Bases. DAF units must follow the DAF Strategic Basing Process when considering a DAF strategic basing action at a joint base or joint region location. Non-DAF entities follow **Chapter 12**. **(T-1)**. Joint Reserve Bases are defined as having facilities used by two or more reserve components (see 10 USC §§ 18231 - 18240) and are not considered Joint Bases as defined in this chapter.

10.2. DAF Supporting Component. If the Air Force is the supporting component, the proponent (i.e., supported and non-supported tenants) must submit a BAR through the appropriate lead MAJCOM/FLDCOM/NGB (**Chapter 3**) to SAF/IEIB to initiate the DAF Strategic Basing Process. The requestor will identify the Total Obligation Authority including estimated support requirements (manpower authorizations, costs, etc.) for the basing action. **(T-1)**.

10.2.1. The proponent must follow the process as outlined in paragraphs **3.2** or **3.3** and comply with the EIAP. **(T-1)**.

10.2.2. The proponent must document Intermediate Command Summit support for the strategic basing action (Joint Management Oversight Structure). **(T-1)**.

10.3. DAF Supported Component. If the DAF is the supported component, the requestor will identify the Total Obligation Authority being transferred from the DAF to the supporting component including the estimated number of support manpower authorizations and costs for installation support services to support the basing actions. **(T-1)**.

10.4. Basing Action Approval. Upon basing action approval, the requesting organization/MAJCOM/FLDCOM/NGB must comply with all Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) guidance and related DoDIs for basing and inter/intra-service support including the DoD Memorandum, *Department of Defense Supplemental Guidance for Implementing and Operating a Joint Base - New Mission Stationing/Beddown*. **(T-1)**.

Chapter 11

OVERSEAS BASING

11.1. General. In compliance with CJCSI 2300.02K, DAF and non-DAF entities requesting a basing action on a DAF installation will use this section for basing decisions outside the United States, U.S. territories and possessions. This process is designed to inform the Secretary of the Air Force on a proposed location for an overseas basing action. This becomes the DAF position that is coordinated in accordance with Joint Staff and Office of the Secretary of Defense guidance for required approval, per Title 10, Section 162. **(T-0)**.

11.1.1. Strategic Basing Action. Any action requiring an Overseas Force Structure Change and meeting the criteria in **paragraph 1.6** for a strategic basing action. An Overseas Force Structure Change that meets criteria in **para 1.6** will be staffed as part of the BAR.

11.1.2. Resource Commitment. No commitment of DAF resources, construction, or movement of personnel and/or equipment may occur on an installation prior to Overseas Force Structure Change approval and completion of Host Nation Notification, as required. This prohibition does not apply to planning processes.

11.2. Policy.

11.2.1. When the Secretary of Defense approves a broad posture concept/plan, but the requested Overseas Force Structure Change covers specific realignments or locations which may not have been named as part of the broad change, the specific realignment requires Secretary of Defense approval. **(T-0)**.

11.2.2. CJCSI 2300.02K establishes the thresholds and the process for submitting an Overseas Force Structure Change proposal and Host Nation Notifications.

11.3. Process.

11.3.1. Overview. The DAF Strategic Basing Structure provides for the DAF approval of all basing actions. All strategic basing actions require the submission of a BAR to SAF/IEIB and will follow the DAF Strategic Basing Process.

11.3.2. Process Steps. Basing actions requiring Headquarters DAF approval will use the Strategic Basing Process as per this instruction.

11.4. Lead Major Command/FLDCOM/NGB Responsibilities. In addition to coordinating approval of a basing action through the DAF Strategic Basing Structure, the lead MAJCOM/FLDCOM/NGB will also coordinate, as required, with the Geographic and Functional Combatant Commanders. This applies to all Overseas Force Structure Change proposals on DAF bases or changing DAF manning structures no matter the size, Host Nation Notification coordination, and proposed installation realignments. Formal and informal Combatant Commander coordination may be appropriate at varying points in the basing process to include defining basing/site survey criteria, identifying installations that should be included in the enterprise-wide application of criteria, and in the application of strategic alignment. Combatant Commands can also be tasked for input and coordination by the Joint Staff after the DAF submission of an Overseas Force Structure Change proposal. **(T-1)**.

11.5. Classification. Overseas basing actions are classified Confidential or higher, in accordance with CJCSI 2300.02K, as appropriate. The geographic combatant command, in coordination with the Department of State/American Embassy, will declassify selected Overseas Force Structure Change information at a specified date, normally 30 days after Host Nation Notification is complete. The appropriate classification also applies to site surveys and environmental analysis related to the basing action. **(T-1)**.

11.6. Environmental Impact Analysis Process Responsibility. The proponent (typically within the lead MAJCOM/FLDCOM) of a basing action is responsible for complying with, initiating, and funding the EIAP as outlined in **Chapter 14** of this instruction per 32 CFR Part 989 and 32 CFR Part 187, *Environmental Effects Abroad of Major Department of Defense Actions*, current edition and AFI 32-7091, *Environmental Management Outside the United States*. Integration of the EIAP during the initial planning stages of proposed strategic basing actions will ensure planning and decisions reflect environmental requirements. **(T-0)**.

11.7. Realignments.

11.7.1. A realignment, in accordance with DoDI 4165.69, *Realignment of DoD Sites Overseas,* is the return, or partial return, of overseas sites operated or maintained by United States personnel or forces to host nation control. It also applies to the conversion to standby status of overseas sites operated or maintained by the United States.

11.7.2. Proposals for realignment may involve an Overseas Force Structure Change or may simply be a real estate action requiring Host Nation Notification. The lead MAJCOM/FLDCOM will coordinate with SAF/IEIB to determine if a proposed realignment constitutes a basing action. **(T-1)**.

11.8. Congressional Notification of Overseas Strategic Basing Actions. SAF/LL will prepare the respective Congressional Notification Plan as necessary. SAF/IEIB will update Professional Staff Members on the status of overseas basing actions during secure quarterly basing updates. If an Overseas Force Structure Change (OFSC) and Host Nation Notification (HNN) are not complete, DAF notification will include the caveat that the action still requires a SecDef approved OFSC and HNN.

Chapter 12

NON-DAF FORCE ENTITIES ONTO DAF INSTALLATIONS

12.1. Initial Request. The non-DAF entity's top-level headquarters will submit a BAR to SAF/IEIB. The request should specify how the move benefits the DAF or joint readiness requirements. **(T-1)**.

12.2. Request Coordination. SAF/IEIB will designate a lead MAJCOM/FLDCOM/NGB to assist the non-DAF entity in navigating the DAF's Strategic Basing Process and defining criteria to allow an enterprise-wide look. The MAJCOM/FLDCOM/NGB will coordinate the BAR. **(T-1)**.

12.3. Strategic Basing Process. When the BAR is approved to enter the DAF Strategic Basing Process, non-DAF entities will follow the same strategic basing procedures and requirements as DAF entities and will receive a Site Survey Control Letter. A Basing Decision Memorandum or Record of Decision will reflect the Secretary of the Air Force or delegated authority approval of the strategic basing action and authorize the lead MAJCOM/FLDCOM/NGB to allow the non-DAF entity to execute their action. The non-DAF entity is responsible for completing required congressional notifications and public affairs announcements in collaboration with the lead and host MAJCOM(s)/FLDCOM(s)/NGB. Support requirements are to be negotiated with the host installation or MAJCOM/FLDCOM/NGB through a Memorandum of Agreement. Services should refer to DoDI 4000.19, *Support Agreements* and AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*. **(T-1)**.

12.4. National Environmental Policy Act. The non-DAF entity is responsible for its own National Environmental Policy Act compliance; the DAF does not, and should not, be their Environmental Planning Function. They must follow (at a minimum) 32 CFR §989.7 "Requests from Non-Air Force Agencies or Entities." As the Proponent of the action, non-DAF entities will establish a cooperating agency relationship with the DAF and fully consider non-DAF siting alternatives at the earliest possible time and include this information in the BAR submittal (see **Chapter 14**).

12.5. Public Education. Public schools, universities, and non-DAF education activities follow the non-DAF entity process. **(T-1)**.

Chapter 13

DAF ENTITIES ONTO NON-DAF INSTALLATIONS

13.1. DAF entities requesting to move onto non-DAF installations, to include leased space. Shall follow the DAF Strategic Basing Process as outlined in **Chapter 3** to obtain Secretary of the Air Force or delegated authority approval. The proponent's designated lead MAJCOM/FLDCOM/NGB is required to submit a BAR to SAF/IEIB and receive DAF approval prior to submitting requests, conducting site surveys, or actively pursuing basing options on non-DAF, Department of Defense property. SAF/IEIB will coordinate requests with the proponent, lead MAJCOM/FLDCOM/NGB, Headquarters DAF, and the real property owner to provide the proponent/lead MAJCOM/FLDCOM/NGB with a basing decision. The proponent should address the reasons for needing to be located on a non-DAF installation and the additional costs to the DAF if approved. If movement onto a non-DAF installation is approved by the Secretary of the Air Force or delegated authority, the proponent will be required to follow the host-Service basing process.

Chapter 14

DEPARTMENT OF THE AIR FORCE ENVIRONMENTAL IMPACT ANALYSIS PROCESS

14.1. Department of the Air Force Environmental Impact Analysis Process. The proponent (typically the lead MAJCOM/FLDCOM/NGB) of a DAF strategic basing action is responsible for initiating, complying with, and funding the EIAP (32 CFR Part 989.3(d)). The lead MAJCOM/FLDCOM/NGB coordinates and works with the Environmental Planning Function, normally at base level, for routine proposals and on behalf of tenant organizations. The Air Force Civil Engineering Center provides DAF execution support for Strategic Basing Environmental Impact Statements Environmental Assessments. All DAF strategic basing action information released to the public as part of the EIAP is coordinated with AF/A4CP and/or NGB/A4 and/or SF/COO, and approved through SAF/IEIB. Approval for public release is made once all the coordination through DAF senior leaders, SAF/LL, SAF/FML, and SAF/PA, and proper notifications are completed. **(T-1)**

14.2. Procedures. The DAF implements the environmental analysis process as promulgated in 32 CFR Part 989. The DAF Proponent and non-DAF entity follow 32 CFR Part 989 to fully comply with the EIAP. **(T-0)**. Early coordination between the Environmental Planning Function and the Proponent is accomplished to ensure integration of the EIAP during the initial planning stages of proposed basing actions and BAR preparation. **(T-1)**.

14.2.1. Proponents are responsible for ensuring the EIAP is properly timed and completed for proposed actions and their alternatives to reduce delay by integrating the National Environmental Policy Act process into early planning. Proponents will ensure basing requests reflect all essential information on how they comply with the DAF's EIAP. Proponents will coordinate the purpose and need for the proposed action with their Environmental Planning Function, which is reflected in their BAR submittal. **(T-1)**.

14.2.2. The AF Form 813 is used to initiate the EIAP and a copy is sent to SAF/IEIB along with the BAR with an anticipated EIAP key milestones and completion dates. The AF Form 813 presents the Purpose and Need for the proposed action as well as the Description of Proposed Action and Alternatives. All EIAP documentation will be provided to Headquarters DAF for review, coordination, and approval in pre-draft and pre-final form. **(T-1)**

14.2.3. Non-DAF entities are responsible for their own compliance with the National Environmental Policy Act and other regulatory issues. Early coordination with the DAF, prior to BAR submittal, is required. Non-DAF entities work in partnership with the DAF to determine (32 CFR § 989.7) how to collaboratively accomplish National Environmental Policy Act compliance and establish a Cooperating Agency relationship.

14.3. Environmental Baseline Survey. Proponents will comply with AFI 32-7020, *Environmental Restoration Program.* **(T-1)**.

Chapter 15

EXEMPTIONS TO THE STRATEGIC BASING GOVERNANCE PROCESS

15.1. Exemptions. Exemptions to the DAF Strategic Basing Process are listed below. However, all actions must still follow the EIAP in accordance with 32 CFR Part 989.

15.2. Air National Guard Bases. In-state moves and basing actions that meet the thresholds defined in this instruction may be exempted from the DAF Strategic Basing Process. A decision will be rendered by SAF/IEIB after coordination with the National Guard Bureau and consideration of DoDI 1225.08, 10 USC section 18238, *Army National Guard of United States; Air National Guard of United States: Limitation on Relocation of Units,* and 32 USC Section 104. **(T-1)**.

15.2.1. Air National Guard units of less than 35 full time personnel and consolidating within the state may be exempted by SAF/IEIB from basing if the cost incurred by Air National Guard Total Obligation Authority does not exceed the minor construction project threshold and/or the unspecified military construction limits.

15.2.2. All exemptions will be documented in writing from SAF/IEIB.

15.2.3. The Air National Guard will provide SAF/IEIB with a copy of the site survey report and supporting data, environmental analysis, and DD Form 1391, *FY_ Military Construction Project Data* as applicable.

15.3. Industrial Facilities. Real property classified as industrial facilities under the control of the Assistant Secretary of the Air Force for Acquisition (SAF/AQ) are exempt from the DAF Strategic Basing Process.

15.4. Launch Services. Pursuant to 51 USC § 50913, DAF launch services are exempt from the DAF Strategic Basing Process.

15.5. Exempted Non-DAF Entities. Certain requests to use real property by non-DAF entities are exempted from the DAF Strategic Basing Structure so long as the requested use falls within the exemptions listed below or is otherwise exempted by SAF/IEIB on a case-by-case basis. These are requests that benefit the DAF, have no significant environmental impacts as demonstrated through timely, appropriate, and completed EIAP documentation that satisfies requirements in 32 CFR Part 989, and do not adversely impact base missions or Base Support Tail funds. These exemptions include, but are not limited to:

15.5.1. Banks and Credit Unions.

15.5.2. Post Offices.

15.5.3. Grazing and Cropland leases.

15.5.4. Utility and Road Easements of a typical right-of-way nature. Major transmission lines, wind turbines, solar towers, and other energy generating projects are staffed through the Encroachment Management Working Group for Headquarters DAF action. Projects requiring the base to create/relocate an access gate are not exempt.

15.5.5. Utilities and Roads granted by lease and license (e.g., telephone equipment boxes in a building, underground communications cables, use of DAF poles for telephone lines, storm drainage ditch, rail spur, radio relay link, transmitter/receiver tower, cell phone towers, and above ground pipelines). Electronic emanation utilities are subject to frequency de-confliction.

15.5.6. Military Exchange retail, warehouse, and support operations.

15.5.7. Commissaries.

15.5.8. Morale, Welfare, and Recreation support activities (e.g., trap club, archery club, riding stables).

15.5.9. Base support activities (e.g., American Red Cross, thrift shop, labor union offices, Civil Air Patrol, Lighthouse for the Blind base supply stores, Department of Defense Dependents Schools, and Fisher House).

15.5.10. Outgrants or ingrants for use of facilities involving terms of five (5) years or less, construction of temporary structures, or renewals that result in no new resource impacts to the DAF are exempt from the requirements of this instruction. Actions which benefit the DAF installation require compliance with the DAF instructions dealing with real property management.

EDWIN H. OSHIBA, SES, DAF
Acting Assistant Secretary of the Air Force
Energy, Installations & Environment (SAF/IE)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 USC § 162, *Combatant commands: Assigned Forces; Chain of Command*

10 USC § 2667, *Leases: non-excess property of military departments and Defense Agencies*

10 USC § 2687, *Base Closures and Realignments*

10 USC § 18234, *Location and Use*

10 USC § 18238, *Army National Guard of United States; Air National Guard of United States: Limitation on Relocation of Units*

32 USC § 104, *Units: locations; organization; command*

40 USC § 8701, *Public Buildings, Property, and Works – Findings and purposes*

51 USC § 50913, *National and Commercial Space Programs – Acquiring United States*

32 CFR Part 187, *Environmental Effects Abroad of Major Department of Defense Actions*, current edition

32 CFR Part 989, *Environmental Impact Analysis Process (EIAP)*, current edition

Headquarters Mission Directive 1-18, *Assistant Secretary of the Air Force (Installations, Environment, and Energy*), 10 July 2014

Presidential Executive Order 12114, *Environmental Affects Abroad of Major Federal Actions*, 4 Jan 1979

Presidential Executive Order 12114, *Environmental Effects Abroad of Major Federal Actions*, 4 Jan 1979

Presidential Executive Order 13582, *Blocking Property of the Government of Syria and Prohibiting Certain Transactions With Respect to Syria*, 17 August 2011

DoD Manual 5220.22, Volume 2, *National Industrial Security Program: Industrial Security Procedures for Government Activities*, 1 August 2018

DoDD 3200.11, *Major Range and Test Facility Base (MRTFB)*, Change 2, 15 October 2018

DoDI 1225.08, *Reserve Component Facilities and Unit Stationing*, Change 2, 28 February 2020

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Prescribed Forms

None

Adopted Forms

DAF Form 847, Recommendation for Change of Publication

AF Form 813, Request for Environmental Impact Analysis

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Document

AFR—Air Force Reserve

ANG—Air National Guard

BDM—Basing Decision Memorandum

BRAC—Base Realignment and Closure

CFR—Code of Federal Regulations

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CONUS—Continental United States

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFPD—Department of the Air Force Policy Document

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

DoPAA—Description of the Proposed Action and Alternatives

EIAP—Environmental Impact Analysis Process

EPF—Environmental Planning Function

EWL—Enterprise Wide Look

FLDCOM—Field Command

MAJCOM—Major Command

NEPA—National Environmental Policy Act

NGB—National Guard Bureau

NOI—Notice of Intent

PRA—Preferred and Reasonable Alternatives

PL—Preferred Location

PAD—Program Action Directive

PCR—Program Change Request

PMsg—Programming Message

PPlan—Programming Plan

ROD—Record of Decision

SAF/FMB—Deputy Assistant Secretary of the Air Force Budget

SAF/FML—Deputy Assistant Secretary of the Air Force Budget and Appropriations Liaison

SAF/IEE—Deputy Assistant Secretary of the Air Force for Infrastructure, Energy and Environment

SAF/IEI—Deputy Assistant Secretary of the Air Force for Installations

SAF/IEIB—Deputy Assistant Secretary of the Air Force Strategic Basing Division

SAF/FM—Assistant Secretary of the Air Force for Financial Management (SAF/FM)

SAF/IEN—Deputy Assistant Secretary of the Air Force for Operational Energy, Safety and Occupational Health

SAF/LL—Director of Legislative Liaison (SAF/LL)

SAF/PA—Director of Public Affairs (SAF/PA)

SATAF—Site Activation Task Force

SCN—Survey Control Number

USSF—United States Space Force

USC—United States Code

Terms

Active Duty Air Force—Active duty Air Force is full-time duty in the active military service of the United States Air Force. This includes members of the Reserve Components serving on active duty or full-time training duty but does not include full-time National Guard duty.

Basing—The process used to determine the location of a unit, mission, activity, or manpower. Basing involves actions taken to position DAF units (on DAF or non-DAF property) or non-DAF entities on DAF real property.

Basing Action——Movement of DAF or non-DAF units, missions, manpower authorizations, and/or weapon systems to a location determined to be DAF real property to include leased space.

Basing Action Request (BAR)—The formal request submitted to initiate the DAF Strategic Basing Process. For unclassified actions, the proponent of a proposed basing action will complete and submit the request to SAF/IEIB through SABER. Classified actions will be submitted using the appropriate network following the SAF/IEIB template.

Beddown—The execution of a Secretary of the Air Force or delegated authority-approved basing action establishing a unit, mission, activity, or manpower on DAF real property or a DAF unit, mission, activity, or manpower on non-DAF DoD Component or foreign military installations for longer than one year. This applies to activities of all military branches, other DoD agencies, non-DoD federal, state, and local governmental agencies, and/or private agencies requesting the use of DAF real property.

Base Realignment and Closure (BRAC)—The process under Public Law (PL) 100-526 (BRAC 88) and PL 101-510 that the DoD has used to reorganize its installation infrastructure to more efficiently and effectively support its force structure, increase operational readiness, and facilitate new ways of doing business through closure and/or realignment of bases where actions exceed thresholds established in 10 United States Code (USC) § 2687.

Block/Spirals—Incremental builds of a weapons system

Construction Growth Offset—All building square footage growth, whether due to MILCON, UMMC or FSRM, must be offset by either a funded disposal action (i.e., demo or transfer) or by identifying facilities entered into a CLSD operational status.

Contingency—Per JP 4-04, an emergency, event, or series of events involving military forces caused by natural or human disasters, terrorists, subversives, international instabilities or by required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations and equipment.

Continental United States—The contiguous United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.

Department of the Air Force Real Property—Any right, title, or interest in land, buildings, fixed improvements, utilities, and other permanent additions to land. Examples include equipment attached to, and made part of, buildings and structures (such as heating systems), but not movable equipment (such as plant equipment).

Department of the Air Force Strategic Basing Process—The process the DAF uses to determine the location of a unit, mission, activity, or manpower.

Description of Proposed Action and Alternatives (DOPAA)—Attached to an AF Form 813, *Request for Environmental Impact Analysis*, is the initial documentation prepared by the Proponent initiating the required assessment of environmental impacts associated with proposed action as mandated by the National Environmental Policy Act (NEPA) as amended June 3, 2023 (42 U.S.C 4321 *et seq.*). The AF Form 813 contains two main elements: the Purpose and Need for the Action and the DOPAA. The AF Form 813 identifies the need for the proposed action, defines the scope of the action, discusses reasonable alternatives, and helps in determining the appropriate level of environmental analysis required.

Enterprise—The enterprise of installations is comprised of all Active Duty (or Regular) Air Force, Air Force Reserve, Air National Guard, and United States Space Force major and minor installations as defined in AFPD 10-5, *Basing*. The DAF enterprise also includes DAF-supported joint bases and other sites greater than 50 acres where the DAF owns the underlying land (i.e., missile sites, DAF- owned contractor-operated plants). The enterprise may also include other DoD Component and/or foreign military installations.

Enterprise-Wide Look (EWL)—The process of applying the basing criteria developed by the proponent and approved by the Secretary of the Air Force or delegated authority to score DoD Component and/or foreign military installations and sites worldwide. The enterprise ultimately is dependent on operational requirements and the nature of the mission being evaluated for basing. Once the locations have been quantitatively evaluated against the Secretary of the Air Force or delegated authority-approved basing criteria, the Strategic Basing Panel will meet to review the findings to produce a ranked potential candidate list. When the candidate list is endorsed by the Strategic Basing Group and/or approved by the Secretary of the Air Force, the Chief of Staff of the Air Force, and/or the Chief of Space Operations, these locations are eligible for site survey requests and are subject to the EIAP as a reasonable range of alternatives for the proposed basing action. This deliberate process should produce repeatable and consistent results.

Environmental Impact Analysis Process (EIAP)—The National Environmental Policy Act of 1969 requires analysis of the environmental effects of major federal actions and is promulgated at 32 CFR Part 989. 32 CFR 989 governs DAF National Environmental Policy Act compliance for installations in the United States and its territories and overseas.

Environmental Planning Function (EPF)—The environmental office or unit that manages the EIAP in support of the proponent for implementation of the action. Duties can include completion of EPF portions of the AF Form 813, review and application of categorical exclusions, facilitation of the Planning Requirement in the EIAP, support for DOPAA development, identification of an interdisciplinary team, and management of the EIAP and contract for completing analyses and required documentation. AFCEC/CZN is the EPF for all Environmental Impact Statements and high profile Environmental Assessments.

Establishment—An organizational entity consisting of a headquarters unit and its subordinate units. The name of the establishment is in the name of the headquarters unit. For example, Air Mobility Command (AMC) is an establishment; HQ AMC is its headquarters. Subordinate units are assigned to the establishment and not to the headquarters unit. Reference AFI 38-101, *Manpower and Organization.*

Host Command—The Air Force Major Command(s) or Space Force FLDCOM(s) owning the installation(s) affected by a proposed basing action (e.g., affected by site surveys (Enterprise-Wide Look), by the EIAP, and/or by a Site Activation Task Force for beddown execution). Also includes the Air Force Major Command or Space Force FLDCOM that is the proponent for a DAF mission seeking to beddown on non-DAF real estate.

Industrial Facility—Any DAF-owned, -leased, or -controlled real property facility that a contractor uses to perform Government research, development, test, evaluation, production, maintenance, or modification or to store production machinery and equipment in support of such activity.

Installation—Any United States Department of Defense, or other Federal Department or Agency, or foreign military base or location capable of supporting military missions.

Lead MAJCOM/FLDCOM/NGB—The Air Force Major Command, Space Force FLDCOM, or other entity as designated by SAF/IEIB per **paragraph 3.2.1** to champion a proposed basing action through the DAF Strategic Basing Process from initial BAR submission through beddown.

Mission—A duty assigned to an establishment, unit or non-unit.

Non-DAF Real Property—Real property not owned or managed by the Department of the Air Force.

Non-DAF Entity—Any unit, group, or organization not part of the DAF (e.g., private, commercial, non-profit, local government, state government, federal government, or Service other than Air Force).

Organization Action—Reference Chapter 27 of AFI 38-101 for a description of organization terminology and procedures. With respect to strategic basing, if an organization action/event entails activation, inactivation, designation, re-designation, or assignment of an organization entity (unit) that changes the number of DAF controlled positions at an installation by at least 35 positions, this action/event must be vetted through the DAF Strategic Basing Process. Manpower actions (e.g., application of new logistics composite model or manpower determinant, Office of the Secretary of Defense or DAF Corporate Structure program adjustments, etc.) that affect the number of DAF positions at an installation are not subject to this instruction.

Organization Change Request—A request for an organization action, such as unit activation, inactivation, re-designation, or variation, to a standard structure as depicted in AFI 38-101.

Outgrant Lease—A conveyance of an exclusive, possessory interest in non-excess, DAF-controlled real property pursuant to the authority of 10 USC § 2667 offered in exchange for consideration equal to or greater than the property's fair market value in cash or in kind.

Outside of the Continental United States—Outside the contiguous United States to include Alaska, Hawaii, and all other countries.

Planning Requirements in the Environmental Impact Analysis Process (PREIAP)—Emphasizes early interdisciplinary planning and promotes coordinated and consistent implementation of repeatable processes to achieve timely decisions on DAF action proposals.

Positioning Forces—Placement of military personnel in a location to manage crisis and prevent war or defeat an enemy in war.

Programming Plan (PPlan)—A directive, coordinated document consisting of a Basic Plan and supporting functional staff annexes which defines the actions required and outlines the responsibilities for achieving a given program objective. The primary types of actions for which PPlans are developed include unit activations and in-activations; realignments involving the physical move of people or assets; base closures; beddown of weapon systems; unit conversions from one weapon system to another; beddown and/or integration of specialized systems or unique organizational constructs; and increases or decreases in a unit's Primary Aerospace Vehicle inventory.

Programming Message (PMsg)—May be used in lieu of a PPlan when less comprehensive documentation will suffice to implement a program objective. For example, PMsgs are often used when limited functional involvement is required to execute the action. PMsgs may also be used as an interim measure to establish the overall goal and provide basic guidance pertaining to a major program action while more comprehensive documentation is being developed. This is the method of choice when planning time is limited.

Program Action Directive (PAD)—Generated at the Headquarters, Department of the Air force (HAF), PADs are used to direct Major Command or FLDCOM development of PPlans/PMsgs for program actions already in the President's Budget (PB) or which are to be worked into the PB through standard processes.

Program Change Request (PCR)—A tool submitted by the Air Staff or Space Staff through AF/A8PE or a Major Command/FLDCOM, which is used to initiate proposed out-of-cycle changes to programs contained in the President’s Budget (PB). DAF program actions are authorized by the PB. Formulation of the PB is a cyclic process.

Program Guidance Letters—A formal planning document that establishes direction, assigns tasks, and provides guidance (i.e., Morale, Welfare, Recreation/Services integration, or Civil Air Patrol reorganization).

Program Objective Memorandum (POM)—The final product of the programming process within the DoD, the Components’ POM displays the resource allocation decisions of the Military Departments in responding to and in accordance with Defense guidance.

Proponent—The office, unit, or activity at any level that initiates a DAF basing action.

Resource Allocation Plan (RAP)—The 30-year force structure and funding allocation plan for Air Force and Space Force Total Obligation Authority (TOA). The RAP is organized as a fiscally constrained and risk informed effects-based capability portfolio.

Site Activation Task Force (SATAF)—A team of Major Command/NGB/FLDCOM functional experts chartered to travel to an installation to identify all the actions required to ensure the Secretary of the Air Force approved final basing decision is successfully executed at an installation after completion of the DAF Strategic Basing Process. SATAFs are led by a Major Command/NGB/FLDCOM, and provide periodic, on-scene assistance to unit-level agencies to accomplish a program objective. They employ appropriate members of the Major Command/NGB/FLDCOM staff and may include Headquarters DAF functionals. The SATAF structure is comprised of headquarters team members and representation from the affected unit(s), which are organized into functional working groups. Each working group has an assigned chairperson who functions under the direction of the SATAF Team Chief. A SATAF may be convened to support bringing a program, system, equipment and/or site to operational readiness. SATAFs are also conducted to facilitate unit activations, inactivations, relocations, and conversions from one weapons system to another.

Site Survey—An authorized installation visit by an individual or team to survey real property to determine its feasibility for a proposed unit or mission beddown for Secretary of the Air Force approval during the DAF Strategic Basing Process.

Site Visit Authorization—A visit to a site, installation, or location to perform operational or managerial assessment activities. Examples include oversight of programs, grant operations or management activities for internal control purposes; carry out an audit, inspection or repair activity; conduct negotiations; provide instructions; and provide technical assistance. For purposes of this instruction, this definition is augmented to include an informal visit to a site to gather preliminary information unrelated to a specific basing action(s). Unit commanders and headquarters agencies are not restricted from making contact with other Major Commands/NGB/FLDCOMs as part of the site visit planning process.

Strategic Alignment—The degree to which a strategic basing proposal complies with the National Security Strategy and/or the National Defense Strategy.

Strategic Basing—Basing relating to the identification of long-term or overall aims and interests of the DAF.

Strategic Basing Panel—A panel (O-6 and civilian equivalents) that supports the Strategic Basing Group and senior-level leadership as a forum for initial corporate review and evaluation of appropriate basing issues.

Strategic Basing Group—The senior forum (one- and two-star general officers and civilian equivalents) dedicated to cross-functional consideration of DAF strategic basing actions. Presents courses of action in the form of alternatives to the Secretary of the Air Force, the Chief of Staff of the Air Force, and/or the Chief of Space Operations through the Air Force Corporate Structure.

The National Capital Region (NCR)—The geographic area defined under section 2674 of Title 10, United States Code as the following boundaries: District of Columbia; Montgomery and Prince George's Counties in the State of Maryland; and Arlington, Fairfax, Loudoun, and Prince William Counties in the commonwealth of Virginia. This includes all cities now and hereafter existing in the geographic area bounded by the outer boundaries of the combined areas of the counties listed and other units of government within the geographic areas of such district, counties, and city.

Uncovered Manpower—A situation that arises when a DAF mission (e.g., weapon system, manpower positions, etc.) moves from one location to another, is reduced, or is eliminated, leaving the existing manpower at the losing location without a mission. Being without a mission, the affected manpower is considered uncovered. Although rare and most common among the Reserve Component, an uncovered manpower situation is possible at any location where a DAF mission exists.

Unearned Manpower—Manpower Authorizations (Unit Manpower Document) and/or End Strength (FYDP) resources that are deliberately disconnected from a requirement, organization, or mission realigned to implement a Strategic Basing decision. Manpower that is not moved with a realigned requirement and connected to another or new requirement is a disconnected resource.

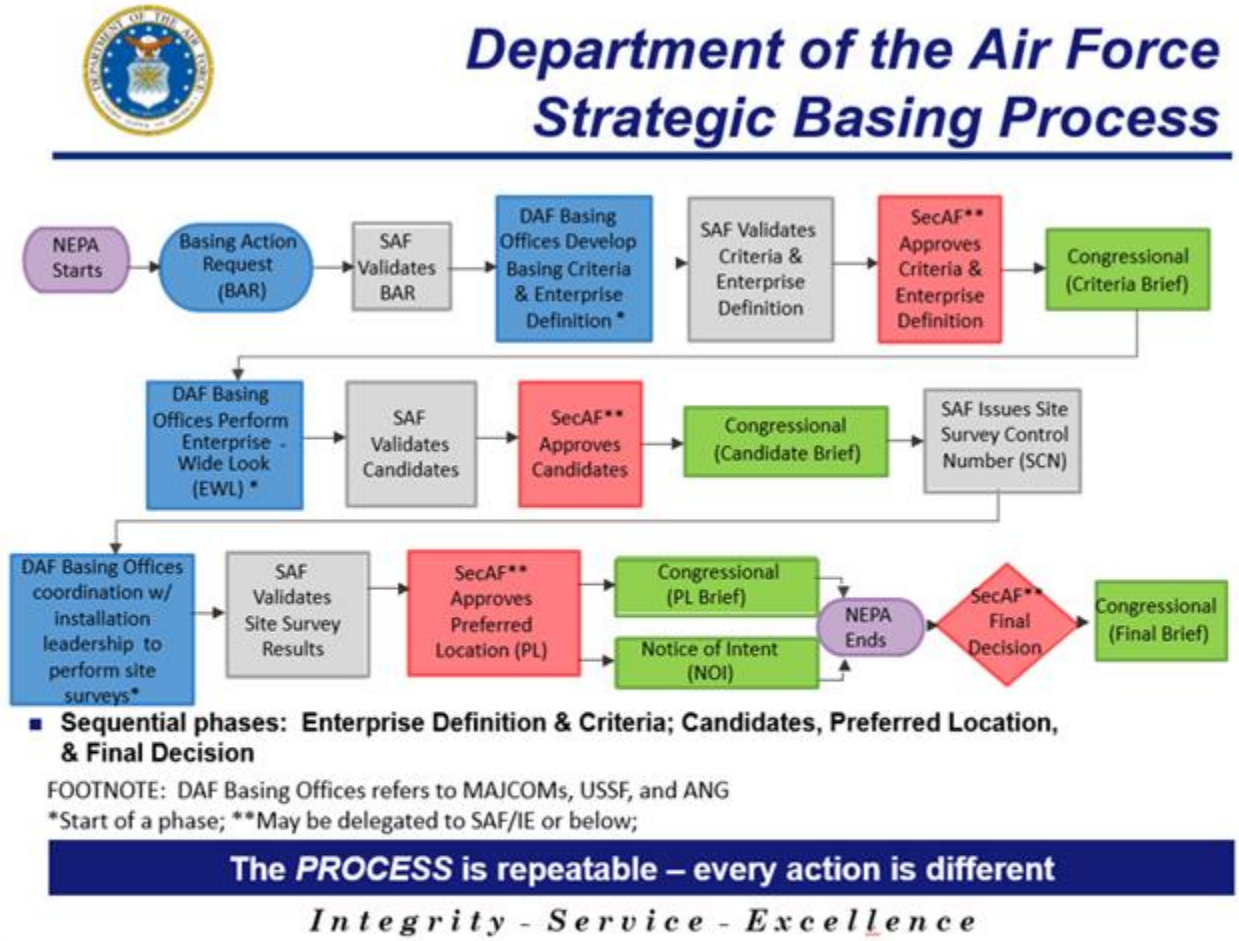
Unit—A military organization constituted by Headquarters DAF or designated by a Major Command, FLDCOM, the National Guard Bureau, Field Operating Agency or Direct Reporting Unit (for provisional units) of squadron size (or equivalent) or larger. Non-units are those entities that are not constituted by the Headquarters DAF, such as a Named Activity, Detachment, Operating Location, Squadron Section, Commanders Support Staff, or Air Force Element.

U.S. Territories—Territories associated with, or administered by, the United States Government, including but not limited to the Commonwealth of Puerto Rico, American Samoa, Guam, the Commonwealth of the Northern Marianas Islands, Johnston Atoll, Midway Island, Virgin Islands, Trust Territory of the Pacific Islands, and Wake Island.

Attachment 2

DEPARTMENT OF THE AIR FORCE STRATEGIC BASING PROCESS

Figure A2.1. Department of the Air Force Strategic Basing Process.



Legend:

- Blue: MAJCOM/FLDCOM/NGB Action
- Grey: Secretary of the Air Force Action
- Salmon: Secretary of the Air Force Approval
- Green: Congressional Brief by SAF/IE, delegated as required