

**BY ORDER OF THE COMMANDER  
30TH SPACE WING**

**30TH SPACE WING INSTRUCTION  
13-262**



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**NEW ACTIVITY ACCEPTANCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 30 SW/XP  
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This instruction implements Air Force Policy Directive 13-6, *Space Policy*. This instruction establishes guidance for 30th Space Wing (30 SW) review and acceptance of new Space Launch Operations and Major Range and Test Facility Base (MRTFB) activities requesting range support and/or base support authorized under references (a) through (e) at attachment 1. In summary this includes authorized Users of the Major Range and Test Facility Base (MRTFB), authorized Commercial Space activities and Air Force Strategic Basing actions.

It applies to individuals at all levels who receive requests for services from external entities. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## Chapter 1

### PROGRAM OVERVIEW

**1.1. Overview.** In order to implement efficient and reliable business practices, all new activities (except as listed in **Chapter 4**) seeking range or base support should be directed to a single point of entry to begin the assessment and planning process.

1.1.1. All requests for wing services or support within the scope of references (a) through (e) shall be referred to the Wing Plans and Programs Office (30 SW/XP).

1.1.2. All requests for wing services or support outside the scope of references (a) through (e) shall be referred to the wing command section, Group or wing staff agency as appropriate.

1.1.3. A new activity which makes initial contact with 30 SW/XP, but falls outside the scope of references (a) through (e), shall be referred to the wing command section, Group or wing staff agency as appropriate. In the event of any disagreement regarding unit assignment for assessment and planning responsibilities the 30 SW/XP will elevate the matter for Wing Commander decision.

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### **2.1. The 30th Space Wing Commander (30 SW/CC) shall:**

- 2.1.1. Serve as the approving authority for acceptance of new activities.
- 2.1.2. Provide formal acceptance of new Major Range and Test Facility Base (MRTFB) range User activity through a signed Statement of Support or Statement of Capability in accordance with Range Commanders Council (RCC) documents RCC-501 series (reference (h)).
- 2.1.3. For all basing actions, follow AFI 10-503 and submit Basing Action Requests (BAR) through AFSPC/A8XI or direct non-AF entities to submit BARs directly to AF/A8PB.

#### **2.2. The 30th Space Wing Plans and Programs Office (30 SW/XP) shall:**

- 2.2.1. Provide training and resources to unit personnel assigned to interface with the new activities.
- 2.2.2. Provide internal policies, priorities and procedures for managing new activity requests.

#### **2.3. The 30th Space Wing Program Requirements Office (30 SW/XPR) shall:**

- 2.3.1. Serve as the initial wing office of primary responsibility and point of contact for all new activities within the scope of references (a) through (e).
- 2.3.2. Perform an initial review of new activity requirements and support requests to assess the following:
  - 2.3.2.1. Activity category and sub-categories
  - 2.3.2.2. Statutory or regulatory support authority
  - 2.3.2.3. Need for new or updated support agreements (commercial space, commercial test and evaluation, inter/intra service, etc.)
  - 2.3.2.4. Need for Real Property out grants (permit, right-of-entry, lease, license)
  - 2.3.2.5. Need for the Universal Documentation System (UDS)
  - 2.3.2.6. Need to initiate the Air Force strategic basing process for federal entities
  - 2.3.2.7. Impact of current policies, regulations, agreements and treaties
  - 2.3.2.8. Impact to other existing activities and/or missions.
- 2.3.3. Assign a Wing Planning Manager (WPM) to interface with the activity and facilitate initial wing planning and support.
- 2.3.4. Request the assignment of wing unit POCs to facilitate planning and operational support of the activity as needed.
- 2.3.5. Coordinate a wing response to the new activity's support request.

2.3.6. Serve as the wing OPR for commercial activity support agreements, policy and interpretation.

2.3.6.1. Direct the new activity to AFSPC/A3SR for a Commercial Space Operations Support Agreement (CSOSA) as needed.

2.3.6.2. Develop and administer the 30 SW Annex B to the AFSPC CSOSA.

2.3.6.3. Develop and administer Commercial test and evaluation (T&E) support agreements.

2.3.6.4. Maintain a library of current commercial space and commercial T&E support agreements.

2.3.7. Serve as OPR for Air Force Strategic Basing activities at Vandenberg AFB.

2.3.7.1. Host site survey teams.

2.3.7.2. Coordinate site survey reports among 30 SW units.

2.3.7.3. Staff 30 SW positions on basing requests.

**2.4. The 30 SW/XPR Wing Planning Manager (WPM) shall:**

2.4.1. Serve as the wing interface with the new activity and facilitate initial wing planning and support.

2.4.2. Advise the new activity on the required documentation to satisfy the formal request process for wing services, support and/or facilities.

2.4.3. Draft a wing response to the new activity's support request.

2.4.4. Provide information and direction to Strategic Basing request applicants.

2.4.5. Staff and coordinate all Strategic Basing packages.

2.4.6. Coordinate as appropriate to assess impact of current policies, regulations, agreements and treaties.

2.4.7. Coordinate as appropriate to assess impact to other existing activities and/or missions.

### Chapter 3

#### DELEGATIONS

**3.1. The 30 SW/CC delegates to 30 SW/XP the authority to** accept new activities under references (a) through (d) with unreimbursed minimal administrative and planning efforts that do not require a commitment of wing resources longer than one (1) year and does not exceed reimbursable estimated support costs of \$50,000.

**3.2. New activity acceptance shall** be coordinated with all affected wing organizations and 30 SW/JA.

**3.3. New activity acceptance shall** require a signed Statement of Support (SoS) by 30 SW/XP Director.

**3.4. The 30 SW/XP shall** report to 30 SW/CC on delegated acceptance activity IAW procedures prescribed by the sitting commander.

## Chapter 4

### APPLICABILITY

**4.1. The roles and responsibilities listed** in this instruction shall only apply insofar as the progression of any potential new activity requires.

**4.2. Exceptions to this instruction**

4.2.1. 2nd Range Operations Squadron (2 ROPS) managed support activities:

4.2.1.1. Aeronautical operations utilizing the West Coast Offshore Operating Area (WCOOA)

4.2.1.2. Associated and related operations managed IAW 2 ROPS OI 10-07, *Procedures for Conducting Associated/Related Operations on the Western Range*.

4.2.2. 30th Operations Support Squadron (30 OSS) Airfield operations not in support of activity authorized under references (a) through (e).

4.2.3. 30th Launch Group flight worthiness mission assurance responsibilities, for AFSPC launch vehicles and space vehicles, under a letter of assignment from Space and Missile Systems Center (SMC) IAW AFSPCI 10-1208, *Spacelift Operations*.

**4.3. The following types of activities are** predetermined not to fall under references (a) through (e) and therefore do not have to go through 30 SW/XP for review or assessment. The list is not all inclusive:

4.3.1. Unsolicited proposals regarding base infrastructure

4.3.2. Range instrumentation modernization, modifications or decommissioning

4.3.3. Communications infrastructure programs, projects, upgrades, studies, etc.

4.3.4. 30 CES infrastructure programs, projects, upgrades, studies, etc.

4.3.5. On-base unit relocations/movements

4.3.6. New 30 SW facility construction (i.e., Military Construction)

4.3.7. 30 SW contracts or contractors activities

4.3.8. Community support

4.3.9. Morale and welfare

4.3.10. Public affairs or protocol events

4.3.11. Private organizations

4.3.12. Others as determined by 30 SW/XP

J. CHRISTOPHER MOSS, Colonel  
Commander

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

DoDD 3200.11, *Major Range and Test Facility Base (MRTFB)*

DoDI 3200.18, *Management and Operation of the Major Range and Test Facility Base (MRTFB)*

DoDD 3230.3, *DoD Support for Commercial Space Launch Activities*

AFSPCI 10-1215, *Support to FAA-Licensed Space Launch Activities*

AFI 10-503, *Strategic Basing*

2 ROPS OI 10-07, *Procedures for Conducting Associated/Related Operations on the Western Range*

AFSPCI 10-1208, *Spacelift Operations*

RCC 501 series, *Range Commanders Council Universal Documentation System*

Title 51, *National and Commercial Space Programs* (**Chapters 505** and 509)

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**2 ROPS**—2nd Range Operations Squadron

**30 CES**—30th Civil Engineer Squadron

**30 OSS**—30th Operations Support Squadron

**30 SW**—30th Space Wing

**30 SW/CC**—30th Space Wing Commander

**30 SW/XP**—30th Space Wing Plans and Programs Office

**30 SW/XPR**—30th Space Wing Program Requirements Office

**AF**—Air Force

**AFMAN**—Air Force Manual

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

**AFSPC**—Air Force Space Command

**BAR**—Basing Action Request

**CSOSA**—Commercial Space Operations Support Agreement

**DoD**—Department of Defense

**IAW**—In accordance with

**LOA**—Letter of Assignment

**OPR**—Office/Officer of Primary Responsibility

**POC**—Point of Contact

**RCC**—Range Commanders Council

**RDS**—Records Disposition Schedule

**SMC**—Space and Missile Systems Center

**T&E**—Test and Evaluation

**UDS**—Universal Documentation System

**WCOOA**—West Coast Offshore Operating Area

**WPM**—Wing Planning Manager