

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

**30TH SPACE WING INSTRUCTION  
90-211**



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Special Management**

**VANDENBERG AIR FORCE  
BASE ENCROACHMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements and extends the guidance of AFI 90-2001, Encroachment Management. It establishes the authority, membership, mission, objectives and strategies, decision processes, methods for measuring success, and responsibilities of the Vandenberg AFB Installation Encroachment Management Team (IEMT). It provides for the institution of a program to ensure both internal and external encroachments are identified, processed and mitigated to assure mission success for all 30th Space Wing missions conducted at Vandenberg AFB. The provisions of this instruction apply to 30th Space Wing subordinate activities and special program offices supporting base and range operations at Vandenberg AFB. Maintain and dispose of records created as a result of the processes described in this instruction in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

**SUMMARY OF CHANGES**

This revision incorporates the following changes: Updates Wing Instruction to comply with AFI 90-2001, Encroachment Management. Throughout the document, organizational changes have been updated. The Approval Authority has been updated. The Encroachment Committee is renamed the Installation Encroachment Management Team (membership is listed in **Attachment 2**).

**1. Authority.** This instruction establishes procedures, policies, and a committee under the auspices of the Commander, 30th Space Wing, which makes recommendations to the Commander on issues concerning encroachments (air, sea, land and spectrum) on resources at Vandenberg AFB and the Western Range by DoD and non-DoD organizations.

**2. Encroachment.** Encroachment is any activity that may impact the ability of Vandenberg AFB and the Western Range to accomplish its assigned mission.

**3. Membership.**

3.1. Membership in the Vandenberg AFB Installation Encroachment Management Team (IEMT) is identified at **Attachment 2**.

3.2. The Executive Director of the IEMT (“Chair”) is the 30 SW/CD.

**4. Requirements.**

4.1. Ensure current missions and future viability of Vandenberg AFB and the Western Range are preserved.

4.1.1. Provide recommendations, based upon mission impact and regulatory guidance, to the 30th Space Wing Commander in response to requests from both DoD and non-DoD entities for the use of, or operations within, Vandenberg and Western Range land, water, facilities, frequency assets, natural resources, and requests for utilization of property adjacent to the installation.

4.1.2. Disallow requests for the use of Vandenberg and Western Range or its resources that could potentially impact current or future operations or undermine the security of the installation or range.

4.1.3. Evaluate issues raised by the surrounding communities and private sector to ensure compatibility between the military mission, economic development, and community needs.

4.2. Where mutually beneficial, and when consistent with Vandenberg missions, support requests for the use of Vandenberg AFB, the Western Range, and/or its resource, as applicable.

4.2.1. Utilize cost-benefit analysis data to evaluate requests to ensure benefit to the Air Force.

4.2.2. Strategize methods of payment that will best serve the interests of the installation and range.

4.3. Encourage and develop community support for Vandenberg AFB and range mission requirements.

4.3.1. Encourage and participate in activities that inform local governments, business organizations, and the public of the mission and importance of Vandenberg AFB and the Western Range to national defense and the economic stability of the local community.

4.3.2. Proactively work with other federal, state, and county agencies and the private sector to ensure Vandenberg AFB and the Western Range mission and its importance to national defense and the economic stability of the local community is communicated.

4.3.3. Initiate dialog with other federal, state, and county agencies and the private sector to develop mutually beneficial projects.

**5. Decision Processes.** The decision process is outlined in the Vandenberg AFB IEMT Operating Procedure at **Attachment 2**.

**6. Responsibilities.**

6.1. The Executive Director shall:

6.1.1. Provide guidance and priorities for all encroachment issues.

6.1.2. Conduct IEMT meetings monthly or as required.

6.1.3. Staff all issues received from the senior staff, core member, or any other organization for review and recommendation by the IEMT for coordination and final decision by the 30th Space Wing Commander on a course of action.

6.1.4. Elevate encroachment issues to higher Headquarters, as necessary.

6.1.5. Direct committee members to interface with other federal, state, local, and community leaders who are identified in their position descriptions and expertise, as required.

6.1.6. Direct support from other wing units to provide inputs and studies directly attributed to the designated Encroachment, as required.

6.2. 2 ROPS/DOUN will:

6.2.1. Maintain and update the Installation Complex Encroachment Management Action Plan (ICEMAP), as applicable. The ICEMAP is a reference document on all encroachment issues identified and processed by the IEMT.

6.2.2. The ICEMAP shall identify all encroachments identified by the Encroachment Committee.

6.2.3. The ICEMAP shall describe the nature of the encroachments as well as provide the policy and procedure being followed to prevent or mitigate all encroachment actions in order to minimize their adverse effects on mission capabilities at Vandenberg AFB.

6.2.4. Coordinate a yearly review and update of the ICEMAP.

6.2.5. Publish the ICEMAP and distribute it to all core members and to the commander for his continuity binder.

6.3. The committee members shall:

6.3.1. Attend, or appoint a substitute to attend, all scheduled committee meetings.

6.3.2. Provide timely coordination on proposed IEMT responses to requests, and ensure coordination represents the opinion of the unit the committee member represents.

6.3.3. Ensure those members who are also members of other key committees (e.g., external groups such as the Range Commanders Council Working Groups and internal groups, such as the Environmental Protection Committee Sub-Groups) are provided the information that can be utilized to cross-feed and coordinate between the committees.

6.3.4. Participate on Integrated Process Teams and provide guidance on issues falling within their areas of expertise.

6.3.5. All core members, for encroachment taskings, shall receive and coordinate on all documentation to/from the Executive Director.

**7. Reporting Authority.** Committee members shall report on IEMT action items directly to the Executive Director. Group and/or Squadron Commander coordination is required only for items being staffed for Wing Commander approval.

J. CHRISTOPHER MOSS, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 90-2001, *Encroachment Management*

***Abbreviations and Acronyms***

**ICEMAP** — Installation Complex Encroachment Management Action Plan

**IEMT** — Installation Encroachment Management Team

***Terms***

**Encroachment** — any activity that may impact the ability of Vandenberg AFB and the Western Range to accomplish its assigned mission

**Attachment 2**  
**IEMT MEMBERSHIP**

**Figure A2.1. Members**

- A2.1. \* 30th Space Wing Judge Advocate Office (30 SW/JA)
  - A2.2. \* 30th Space Wing Public Affairs (30 SW/PA)
  - A2.3. \* 30th Space Wing Safety (30 SW/SE)
  - A2.4. \* 2nd Range Operations Squadron, Range Airspace and Offshore Management Flight (2 ROPS/DOUN)
  - A2.5. \* 30th Space Wing Plans and Programs Office (30 SW/XP)
  - A2.6. \* 30th Civil Engineer Squadron, Portfolio Optimization (30 CES/CENP)
  - A2.7. \* 30th Civil Engineer Squadron, Comprehensive Planning and Programming (30 CES/CENPL/D)
  - A2.8. \* 30th Civil Engineer Squadron, Environmental Planning (30 CES/CIEA)
  - A2.9. \* 30th Civil Engineer Squadron, Real Property (30 CES/CEIAP)
  - A2.10. \* 30th Space Communications Squadron, Frequency Management (30 SCS/SCORF)
  - A2.11. 30th Launch Group (30 LCG)
  - A2.12. 30th Operations Support Squadron, Airfield Management and Air Traffic Control (30 OSS/OSA)
  - A2.13. 30th Operations Support Squadron, Weather Flight (30 OSS/OSW)
  - A2.14. 30th Security Forces (30 SFS)
  - A2.15. 30th Space Wing Manpower Office (30SW/MO)
  - A2.16. 30th Comptroller Squadron (30 CPTS)
  - A2.17. 30th Range Management Squadron (30 RMS)
  - A2.18. 30th Medical Group (30 MDG)
- \* - Attendance at IEMT meetings is mandatory**

Attachment 3

IEMT DECISION PROCESS

Figure A3.1. Decision Process

