

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE-AIR FORCES**

USAFE-AFAFRICA INSTRUCTION 10-503

17 JUNE 2025



Operations

BASING ACTIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD10-5, *Basing*. It describes the USAFE-AFAFRICA process to effectively manage and coordinate all requests for basing actions within USAFE-AFAFRICA. Any organization or agency desiring to move onto a USAFE-AFAFRICA installation requires COMUSAFE approval. By definition, a request should be made to USAFE-AFAFRICA for a basing action that would result in a significant change in scheduled force structure, weapon system, personnel, facilities, or materiel per paragraph 1.5. of DAFI 10-503, *Strategic Basing*. This publication applies to the USAFE-AFAFRICA personnel, Air Force Reserve, and the Air National Guard. This publication does not apply to the United States Space Force. This instruction also applies to any other DoD organizations or agencies requesting a basing action on a USAFE-AFAFRICA installation in accordance with DAFI 10-503. See **paragraph 1.2.** for more information. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. Submit requests for waivers through the chain of command to the appropriate waiver approval authority, through the publication OPR for non-tiered compliance items at Org box: usafea8z.a8zbasesandforcesdivision@us.af.mil. This publication may not be supplemented or further implemented/extended.

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Chapter 1

PROGRAM OVERVIEW

1.1. Purpose. Overseas basing is the fundamental enabler of U.S. defense activities and military operations and is central to communicating U.S. strategic interests to allies, partners, and adversaries. It is essential for Combatant Commands, along with military service components and other MAJCOMs, to coordinate with HQ USAFE-AFAFRICA (U-A) for basing actions that occur on U-A installations. Unilateral basing action decisions, including changes made to proposed and/or existing mission/tenant growth when made without appropriate U-A engagement and coordination, can result in have broad, negative implications. Integrated coordination and planning with U-A is key for this command to appropriately support a basing action request. This U-A instruction provides a localized, parallel process to DAF strategic basing published under DAFI 10-503. This process ensures that all basing actions will involve the HQ U-A/A8B Bases and Forces Division early in the process to assist the requesting unit through the DAF basing process. In addition, HQ U-A/A8B will ensure compliance with established and published environmental guidance, assess fiscal ramifications of the proposed action(s) and its potential impacts to other U-A missions, and optimize the use of U-A real property, facilities, infrastructure, and air space. This process addresses long-term lack of coordination with the host MAJCOM basing office for many basing actions by non-U-A organizations/units occurring on U-A installations across Europe. U-A wing commanders expressed concerns over unchecked growth and changing manpower/space requirements which tenant units coordinated directly with their parent MAJCOM/Service HQ and/or through SAF/IEI but did not coordinate early enough or often enough HQ U-A before manpower arrival at the U-A host installation. Early engagement with U-A in the strategic basing process will reduce gaps in strategic and non-strategic basing actions and will assist U-A host wings in identifying requesting tenant requirements and balancing with limited U-A host unit resources and physical space/infrastructure.

1.2. Applicability. This publication applies to the Air Force Reserve, and the Air National Guard. This publication does not apply to the United States Space Force. This process is mandatory for all DAF and non-DAF entities requesting a basing action on a U-A installation or site owned by another Service. This instruction also applies to any U-A basing action that would further implement the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 2300.02L, *Coordination of Overseas Force Structure Changes and Host-Nation Notification*, approval process prior to executing any basing action within U-A. The OFSC and HNN processes are designed to inform the Secretary of the Air Force on a proposed location for an overseas basing action. For the purposes of this instruction, this includes perspective existing U-A and non-U-A/DAF (e.g. Joint, NATO, USSF) tenant units requesting an increase or growth in scope/manpower. The HQ U-A OPR for basing actions is HQ U-A/A8B Bases and Forces Division. Individual questions regarding whether a specific proposal qualifies as a basing action should be referred to HQ U-A/A8B for determination.

1.3. Resource Commitment. No commitment of DAF and/or U-A resources, construction, or movement of personnel and/or equipment may occur on an installation prior to OFSC approval and the completion of HNN and the approval of HQ U-A/A8B, as required. This prohibition does not apply to planning processes conducted prior to OFSC/HNN approval.

Chapter 2

USAFE-AFAFRICA BASING ACTION PROCESS

2.1. Strategic Basing Action. DAFI 10-503, para 1.6. addresses Strategic Basing Action thresholds. Any organization (agency or unit) proposing a basing action that meets the threshold criteria is required to submit a Basing Action Request (BAR) through HQ U-A/A8B for coordination through SAF/IE. If the Strategic Basing Action proponent is a unit outside of U-A, the proponent will work with their MAJCOM/FLDCOM/Equivalent Basing Office to submit a BAR and draft an DAF Form 813-O, Request for Environmental Impact Analysis – Overseas, for SAF/IEIB review and coordination. The proponent submitting the BAR and AF Form 813-O shall coordinate with HQ U-A/A8B to actively track the request and requirements prior to submission. HQ U-A/A8B will coordinate these requests with AFIMSC Det 4/CEIE.

2.2. Non-Strategic Basing Action. DAFI 10-503 does not adequately provide controls for basing actions which are below the Strategic Basing Action threshold. Disconnects occur when a proponent MAJCOM or similar entity coordinates directly with SAF/IE or a U-A wing/installation and omits HQ U-A/A8B from the coordination. U-A installations (wings and/or subordinate units) shall contact HQ U-A/A8B early to actively coordinate basing request(s) and requirement(s). Any sub-strategic basing action requires submission of a Basing Coordination Checklist (Attachment 2) to HQ U-A/A8B.

2.3. Non-DAF Entities Request Move onto a U-A Installation. The non-DAF entity's top-level HQ shall submit a BAR to SAF/IEIB, after coordination with HQ U-A/A8B. SAF/IEIB will designate HQ U-A to assist the non-DAF entity in navigating the DAF's Strategic Basing Process and defining the criteria to allow for enterprise-wide solutions. After the BAR is approved, HQ U-A/A8B will coordinate between the involved parties.

2.4. DAF-Entities Request Move onto a Non-DAF Installations. HQ U-A/A8B is prepared to assist any DAF organization (agency or unit) request in navigating through the non-DAF installation process. If movement onto a non-DAF installation is approved by the Secretary of the Air Force, the proponent will be required to follow the applicable Host-Service basing process.

2.5. U-A BAR Submittal and Notification Process. This paragraph describes the submittal, review, approval, and notification process for BARs that occur within the scope of this instruction. Notification to HQ U-A/A8B shall include an electronic U-A Basing Coordination Checklist (Attachment 2). The Basing Process Flowchart (Attachment 3) provides a graphical description of the basing process flow. In addition, all basing requests submitted to HQ U-A/A8B require a completed "Facer Chart" (Attachment 4).

2.5.1. For all BARs that meet any of the criteria specified in DAFI 10-503, para 1.6., the Service decision authority is the Secretary of the Air Force or delegated authority. BARs requiring Secretary of the Air Force or delegated authority decision will follow the approval process outlined in DAFI 10-503.

2.5.2. For all BARs that do not require Secretary of the Air Force or delegated authority decision, the requesting organization (agency or unit) shall contact HQ U-A/A8B to assist the requesting organization(s) to navigate through the preferred U-A host wing location. This assistance includes identifying, assessing and coordinating any BOS requirements to support the basing decision and/or be available to ensure the submitted basing actions are executable as outlined in any required Intra-service, Intra-agency, and Inter-agency Support Agreements.

2.5.3. Any BAR submitted should identify the expected number of manpower authorizations involved, estimated square foot area of facility space needed, anticipated utility/facility systems requirements (e.g., electric, gas, steam, water, communications, uninterrupted power, secure/classified (SAPF/SCIF) space, vehicle maintenance and storage requirements, other mission/organization collocation requirement(s) and requirements for temporary facility space interim to availability of permanent space). In addition, the BAR shall identify whether the requesting organization (agency or unit) has available funding to support facility renovations.

2.5.4. Completing these notification requests will provide HQ U-A/A8B with the appropriate detail to begin the initial notification, review and approval for this basing action, including identifying any potential impacts to the host installation or other existing tenant missions.

Chapter 3

ROLES AND RESPONSIBILITIES

3.1. Overview. The purpose of this section is to clarify roles and responsibilities for a consistent, defensible and repeatable process for evaluating BARs and sub-strategic basing action submissions using the USAFE-AFAFRICA Basing Coordination Checklist ([Attachment 2](#)) that occur within the scope of this USAFEI.

3.2. U-A Commander (COMUSAFE) will:

3.2.1. Execute decision authority for BARs that occur within the scope of this USAFEI and do not otherwise require Secretary of the Air Force or delegated authority decision.

3.2.2. Execute decision authority for all strategic basing actions delegated by the Secretary of the Air Force under the guidance of DAFI 10-503 and derivative delegation memoranda.

3.3. Lead MAJCOM/FLDCOM/Equivalent Basing Office will:

3.3.1. Comply with the U-A basing process described in [Chapter 2](#).

3.3.2. Initiate and submit a U-A Basing Coordination Checklist ([Attachment 2](#)) request to HQ U-A/A8B.

3.3.3. Forward AF Forms 813-O to U-A/A8B for initial enterprise-wide analysis and coordination with AFIMSC Det 4 to assist with environmental planning.

3.3.4. Ensure no irreversible or irretrievable commitment of U-A resources or movement of equipment, force structure or personnel onto a U-A installation occurs prior to completion of the final U-A basing action approval process.

3.3.5. Coordinate with Geographic or Functional Combatant Commanders as described in CJCSI 2300.02x. 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. Overseas basing actions are classified Confidential or higher in accordance with CJCSI 2300.02x.

3.4. Non-DAF Command sponsoring unit onto U-A real property will:

3.4.1. Comply with the U-A basing process described in [Chapter 2](#).

3.4.2. Coordinate top-level headquarters submission of a BAR to SAF/IEIB in accordance with DAFI 10-503, Chapter 12. In parallel, the non-DAF entity theater-level service headquarters will initiate and coordinate their BAR with HQ U-A/A8B, providing relevant information and points of contacts.

3.4.3. Theater-level service headquarters shall coordinate and request assistance from U-A/A8B in navigating an enterprise-wide evaluation and/or site survey once SAF/IEIB has provided the non-DAF entity with a Site Survey Control Letter.

3.4.4. Ensure no irreversible or irretrievable commitment of DAF resources or movement of non-DAF equipment, force structure or personnel onto a U-A installation occurs prior to completion of the final basing U-A approval.

3.4.5. Coordinate with Geographic or Functional Combatant Commanders as described in CJCSI 2300.02x. 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. **Note: Overseas basing actions are classified Confidential or higher in accordance with CJCSI 2300.02x.**

3.5. HQ U-A Bases and Forces Division (A8B) will:

3.5.1. Manage the U-A basing process described in [Chapter 2](#).

3.5.2. Participate in recurring SAF/IEIB-level Strategic Basing Panel and Strategic Basing Group meetings, as appropriate.

3.5.3. Coordinate with and/or assign appropriate representatives to assist with environmental planning and initial enterprise-wide analyses.

3.5.4. Coordinate with SAF/IEIB and Lead MAJCOM/FLDCOM/Equivalent Basing Office upon U-A endorsement/approval of a proposed basing action from BAR submission through final decision.

3.5.5. Assess the impact(s) of the strategic basing action(s) on U-A operations, including unit productivity in key missions, and any impacts on, or requirements for, operational training infrastructure.

3.5.6. Assist the Lead MAJCOM/FLDCOM/Equivalent Basing Office with coordinating with AFIMSC Det 4 on all BARs and related U-A basing actions.

3.5.7. Assist the Lead MAJCOM/FLDCOM/Equivalent Basing Office with coordinating SAF/IEIB-coordinated Overseas Force Structure Changes and Host Nation Notification.

3.5.8. Assist the Lead MAJCOM/FLDCOM/Equivalent Basing Office with coordinating and comparing host installation square footage offset data with intended capacity requirements in accordance with the current Air Force Growth Offset Policy.

3.5.9. Where possible, coordinate and assist Lead MAJCOM/FLDCOM/Equivalent Basing Office to optimize use/reuse of existing facilities, offset new construction growth, and divest failing and underutilized facilities.

3.5.10. Document and retain a record of approved and disapproved BARs. Where COMUSAFE or HQ U-A/A5/8 is the decision authority, HQ U-A/A5/8 Workflow will document the decision and return the decision package to the submitting organization (unit or agency).

3.5.11. Notify requesting organization/unit/agency of approval or disapproval of a BAR. The submitting organization (agency or unit) shall notify other organizations with collateral responsibilities for any additional processing, to include development of Intra-service, Intra-agency, and Inter-agency Support Agreements, and/or programming or funding for facilities, mission support, or BOS requirements.

3.5.12. Determine if manpower resource impacts (proposed decrease or increase) need to be coordinated through U-A/A1M Manpower, Organization and Resources Division to ensure

potential manpower resulting from any basing action (no matter the size) is properly managed/validated IAW AFI 38-101, *Manpower and Organization*.

3.6. U-A Wings and subordinate units shall:

3.6.1. Comply with the U-A basing process in **Chapter 2**.

3.6.1.1. For the purposes of this instruction, any existing U-A and perspective tenant and non-DAF (e.g. Joint, NATO, USSF) units requesting an increase or growth in scope/manpower should contact the host wing-level installation Plans and Programs office to identify existing base support capabilities.

3.6.1.2. Once received, host wing-level installation Plans and Programs office should contact HQ U-A/A8B with the details of the perspective increase or growth in scope/manpower so that HQ U-A/A8B can coordinate compliance with established and published environmental guidance, assess fiscal ramifications of the proposed action(s) and its potential impacts to other U-A missions, and optimize the use of U-A real property, facilities, infrastructure, and air space.

3.6.2. Direct non-DAF entities with proposed DAF basing actions, including changes of manpower authorizations and facility space requirements for existing tenants, to contact HQ U-A/A8B.

3.6.3. Notify HQ U-A/A8B upon any indication of a BAR by outside entities, providing known relevant information and points of contact.

3.6.4. Prohibit any beddown, site survey, or basing-related visit on their installations by outside non-U-A entities, without prior U-A/A8B notification and coordination.

3.6.5. Ensure an appropriate support agreement is accomplished prior to any unit beddown.

3.6.6. Where possible, encourage entities to prioritize the use of existing facilities to optimize space use, offset new construction growth, and divest buildings.

SCOTT ROWE, Brigadier General, USAF
Director of Plans and Programs

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 38-101, *Manpower and Organization*, 29 August 2019

AFPD10-5, *Basing*, 2 October 2019

CJCSI 2300.02L, *Coordination of Overseas Force Structure Changes and Host-Nation Notification*, 28 February 2025

DAFI 10-503, *Strategic Basing*, 12 June 2023

Prescribed Forms

None

Adopted Forms

AF Form 813-O, *Request for Environmental Impact Analysis – Overseas*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronym

OFSC—Overseas Force Structure Changes

HNN—Host-Nation Notification

BAR—Basing Action Request

Office Symbols

HQ U-A/A1M— Headquarters, USAFE-AFAFRICA Manpower, Organization and Resources Division

HQ U-A/A5/8— Headquarters, USAFE-AFAFRICA Plans and Programs Directorate

HQ U-A/A8B— Headquarters, USAFE-AFAFRICA Bases and Forces Division

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

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

Attachment 2

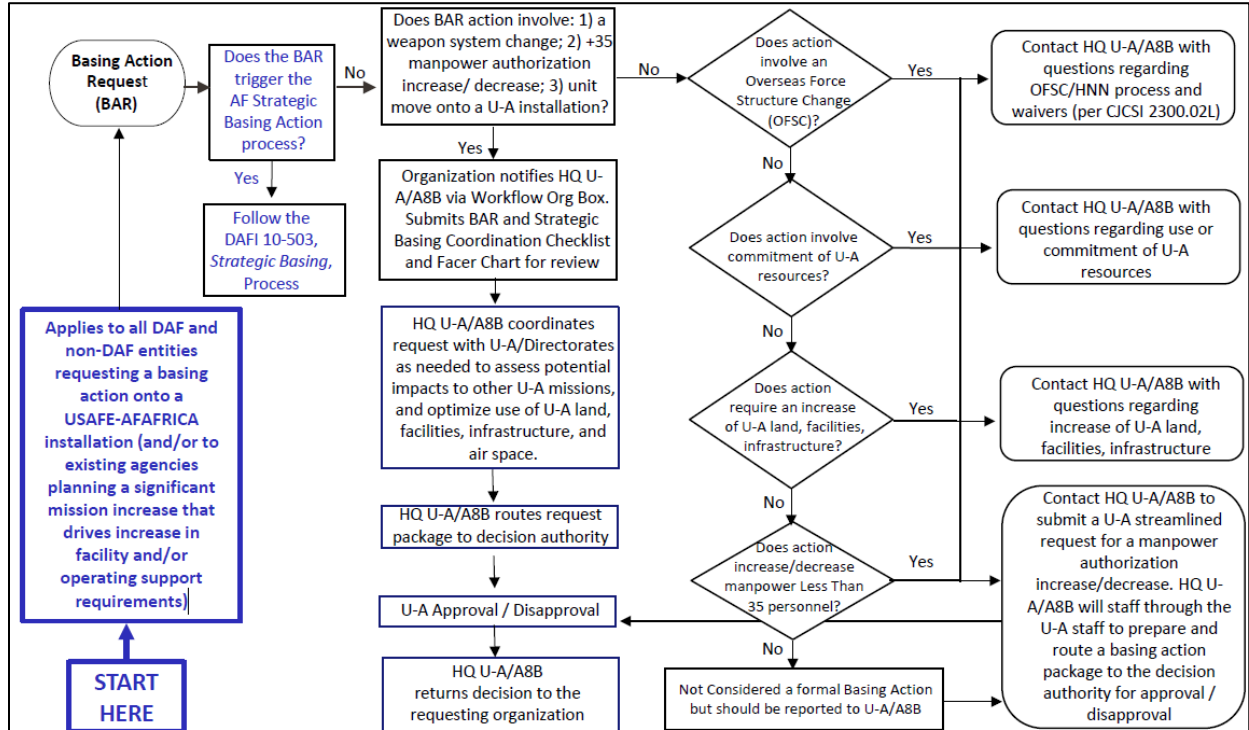
USAFE-AFAFRICA BASING COORDINATION CHECKLIST

Figure A2.1. USAFE-AFAFRICA Basing Coordination Checklist.

<p>BASING ACTION:</p> <p>U-A/A8B Received on:</p>
<p>Notifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has SAF/IEIB has been notified and provided the necessary authorities to conduct the site visit as part of the Basing Action Request? <input type="checkbox"/> Has the Lead MAJCOM/FLDCOM/Unit/Equivalent Basing Organization has contacted HQ U-A/A8B to request permission to begin coordinating with the potential/host USAFE installation? <input type="checkbox"/> Has the Lead MAJCOM/Unit/Equivalent Basing Organization has contacted the Wing-level installation XP or Gatekeeper Office to request permission to visit their installation? <p>Initial Base Action Requirements by Criteria:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manpower and Personnel: Has the Lead MAJCOM/Unit/Equivalent Basing Organization has contacted HQ U-A/A1M to discuss the proposed manpower requirements? <input type="checkbox"/> Facilities / Civil Engineering: Has Lead MAJCOM/Unit/Equivalent Basing Organization has contacted AFIMSC Det 4 and host installation-level CES to discuss available base facilities? <input type="checkbox"/> Communications: Has Lead MAJCOM/Unit/Equivalent Basing Organization has contacted HQ U-A/A6 and/or host installation CS to identify SAPF/SCIF space & NIPR/SIPR network requirements (including mission partner environment, JWICS, SATCOM, Commercial internet, circuit and bandwidth requirements for all networks?) <input type="checkbox"/> Base Operating Support: Has Lead MAJCOM/Unit/Equivalent Basing Organization has contacted the host wing-level installation Wing Plans and Programs or Support Agreement Manager (SAM) to identify existing base support capabilities? <input type="checkbox"/> Medical: Has the MAJCOM/Unit/Equivalent Organization has contacted HQ U-A/SG to evaluate medical capabilities to support the beddown of forces

Attachment 3 BASING PROCESS FLOWCHART

Figure A3.1. Basing Process Flowchart.



Attachment 4
FACER CHART

Figure A4.1. Facer Chart.

Purpose: [Example: Obtain COMUSAFE approval to relocate Unit X from YYY to USAFE location ZZZ].

Strategic Narrative:

- Explain the need that is driving the proposed action and any limiting factors that drive decision points.
- State why COMUSAFE approval is required, and specifically how the proposed action is below SecAF-level approval threshold.

Requirement:

- Explain the conditions that are needed for success: Facilities, Mission, Support, Workforce, Operational, etc.

Enterprise:

- Discuss pros/cons of candidate basing locations, impact of “doing nothing” alternative conditions that are needed.

Costs:

- For preferred alternative, give costs for facility construction/modification/lease, equipment, relocation, BOS, etc.

Way Ahead:

- [Provide timeline and milestone to completion of action, for example:]
 - [Mar 2022: Complete Bldg. YY renovations]
 - [May 2022: IOC and first aircraft arrival]
 - Sep 2022: FOC]