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**DEPARTMENT OF THE AIR FORCE**

**WASHINGTON DC**

**OFFICE OF THE ASSISTANT SECRETARY**

24 May 2005

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IEB
1665 Air Force Pentagon
Washington, DC 20330-1665

SUBJECT: 2005 AF Base Realignment and Closure (BRAC 2005) Site Survey Guidance

SAF/IEB will oversee a series of MAJCOM directed site surveys for bases affected by BRAC 2005 recommendations. These site surveys are the first step in identifying BRAC 2005 operational, communications and construction requirements for use in future programming actions. Attached is the installation site survey priority list (Atch 1). This list has been compiled based on the complexity of the realignments, the estimated costs, or the participation of sister services or DoD agencies. Please provide me the schedule of these surveys by 27 May, so Headquarters personnel can participate as required. Once these surveys are completed, others may be accomplished as needed.

The MAJCOM/XP receiving missions or functions is responsible for coordinating/scheduling the site surveys and integrating overall requirements for their installations. The MAJCOM/XP, Service and/or Agency owning the weapons system or function being realigned is responsible for conducting the site survey following the attached BRAC 2005 Site Survey Guidance (Atch 2). Each MAJCOM will brief results of their surveys to the Base Closure Executive Group (BCEG) during the summer and their complete BRAC in October 2005 after the BRAC 2005 Commission submits its report.

SAF/IEB POCs are Mr. Robert Tuck, DSN 222-1111 and Mr. Roy Murray, DSN 222-5121.

GERALD F. PEASE, JR.
Deputy Assistant Secretary
Basing and Infrastructure Analysis

Attachments:
1. AF BRAC 2005 Priority Site Survey List
2. BRAC 2005 Site Survey Guidance

cc:
SAF/IE/IEI/IEE
AF/IL/XC

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# Site Survey Priority List

The following installations, in alphabetical order, were selected as requiring priority for site surveys during June - September 2005:

Andrews AFB
Atlantic City AGS
Bradley AGS
Dover AFB
Dyess AFB
Edwards AFB
Eglin AFB
Elmendorf AFB
FE Warren AFB
Hanscom AFB
Kirtland AFB
Lackland AFB
Little Rock AFB
MacDill AFB
Maxwell AFB
McConnell AFB
Moody AFB
Nellis AFB
New Orleans ARS
Offutt AFB
Pope AFB
Randolph AFB
Robins AFB
Selfridge ANGB
Shaw AFB
Tinker AFB
Vandenburg AFB
Westover ARB
Wright Patterson AFB

# Base Realignment and Closure (BRAC) 2005 Site Survey Guidance

**1. Purpose:** Validate facility operational capability and existing physical and natural infrastructure to support gaining missions at new locations as a result of BRAC 2005. Estimate costs associated with facilities, physical infrastructure, equipment, and other requirements necessary to support BRAC basing actions. De-conflict potential shortfalls and phasing inconsistencies as well as potential overlaps of support equipment and facilities which may impact timely execution of BRAC actions.

**2. Terms:**

a. Major Recommendation:

(1). Relocation of Squadron Equivalent (or larger) equipment and personnel

(2). Relocation of two of more Service(s) units (1/2 squadron size or larger) to single installation

(3). Relocation of any Joint or Defense Agency function generating new construction requirements in excess of $25M

(4). Any action/recommendation designated by Base Closure Executive Group (BCEG) due to political or operational concerns

(5). Other actions may qualify for site survey consideration as proposed by the MAJCOM XP

b. Minor Recommendation: Any action not meeting the above thresholds

**3. Roles and Responsibilities:**

a. SAF/IEB:

(1). OPR for AF BRAC analysis and implementation of realignment and closure process

(2). Provides policy guidelines for new construction, siting and working with sister services, joint organizations, DoD agencies, Federal agencies, and communities

(3). Provides operational guidance through Commission Recommendations and Congressional action

(4). Provides site survey team member(s) as necessary to assist in operational assessment, options and validation of estimates

(5). Provides coordination for sister service, joint organizations, and DoD agencies beddowns as required

(6). Prepares Program Action Directive (PAD) and preliminary BRAC budget for BCEG approval

(7). Resolves requirements disconnects

b. AF/XP/IL/XO/DP/XC:

(1). Provides operational guidelines and validates MAJCOM requirements

(2). Validates construction timelines and operational impacts

(3). Validates base support costs applicable to BRAC induced requirements

(4). Provides site survey team members upon request by SAF/IEB

c. MAJCOM/XP:

(1). MAJCOM (AF organization), Service (non-AF Military Department), or Agency (DoD or Joint Activity) owning the weapons system or function being moved or fielded as part of the BRAC process:

(a). Conducts the site survey, programming, and execution actions with support and coordination from the Host MAJCOM

(b). Determines operating and facility requirements to implement the realignment action. Operating and facility requirements include mission requirements, validation of manpower, MILCON and O&M submittals and overall program management associated with implementation of the BRAC action

(c). Coordinates with host MAJCOM and gaining installation for construction, siting and environmental factors

(d). Coordinates with Headquarters Air Force, other services, DoD and Federal agencies when involved in a multiple beddown on a singe installation

(e). Compiles and briefs their mission BRAC construction program, time phasing, costs, etc., to BCEG

(2). MAJCOM of installation receiving systems or functions:

(a). Integrates overall beddown and phasing requirements

(b). Ensures base support facility projects required by BRAC actions are captured in the site surveys conducted by the MAJCOM, Service, and /or Federal Agency who owns the mission

(c). Coordinates and schedules site surveys involving multiple MAJCOMs, Services, and/or Federal Agencies

(d). Ensures operational issues such as range operations, frequency spectrum allocations, safety issues, etc., are considered during site survey

(e). Ensures appropriate siting, architectural, environmental, and master plan integration are completed during site survey, project programming, and execution

(f). Serves as lead for National Environmental Policy Act (NEPA) compliance to include data gathering via site surveys

**4. Site Survey Timelines**

a. 23 - 27 May: MAJCOMS submit initial schedules

b. 27 May and beyond: Installations support site surveys

c. 31 May - 2 Jun: Schedules de-conflicted and revised to include Sister Services/JCSG actions. SAF/IEB coordinates with MAJCOM/XP, sister Services, joint organizations, and DoD Agencies

d. 5 Jun - 8 Sep: Conduct site surveys (Breaks for 4th of July Weekend/Labor Day Weekend)

**5. Funding for Site Surveys:**

a. Major Recommendations:

(1). MAJCOM submits budget request to SAF/IEB

(2). SAF/IEB will fund up to 4 MAJCOM personnel/week

(3). MAJCOM may send more personnel, if desired, to the priority installations at their own expense. MAJCOMs will Emergency and Special Program (ESP) code all additional TDY costs, and based on the availability of funds SAF/IEB may reimburse MAJCOMs

b. Minor Recommendations: MAJCOM funds 100%

**6. Documentation:**

a. Site Survey Report and Supporting Documents: MAJCOM XP who conducted the site survey must produce the standard site survey report IAW with MAJCOM policy and submits to SAF/IEB and AF/ILE immediately after conclusion of site survey. Documents to be included are:

(1). DD Forms 1391, 1391c, site plans, and draft certificates of compliance

(2). AF Forms 1178, Costing Data or PACES (Parametric Cost Engineering System)

(3). Proposed top-level construction/move timeline with critical path identified. Include beddown and phasing requirements for other mission being gained by the base to include other Services, Defense Agencies, Medical, DECA, and AAFES

b. Multiple Beddowns: Host MAJCOM with two or more major or minor BRAC 2005 realignment recommendations for an installation will prepare a beddown master plan that integrates all BRAC and BOS requirements, regardless of source and provide to all participating MAJCOMs, Services, DoD agencies, and other Federal agencies as well as SAF/IEB

c. Line Item Review and MAJCOM BCEG pre-Brief:

(1). SAF/IEB in conjunction with MAJCOM/XP and AF/IL will conduct line-item review for all BRAC 2005 submittals prior to scheduled BCEG Brief

(2). Each DD Form 1391 and all supporting documents will be reviewed for clarity, validity, consistency, and accuracy

**7. MAJCOM Presentation to BCEG:**

a. Workaround Requirements: Identify workaround and value (i.e. this recommendation enables closure six months sooner)

b. Personnel/Equipment Issues: Identify shortfalls or issues to be resolved. Identify potential excess major equipment items

c. Natural Infrastructure Items: Identify timeline and any issues related to National Environmental Policy Act (NEPA) documentation and compliance. Identify and note environmental compliance, pollution prevention, natural resources, restoration, or other issues or operational- constraints. For installations with property transfer, identify timeline and environmental restoration impact in conjunction with the AF Real Property Agency (AFRPA)

**8. Approval:**

a. Conflicts and Questions identified during site survey process will be elevated to SAF/IEB for resolution

b. Results of site survey, timelines and issues/concerns will be briefed to and approved by the BCEG in October 2005

**9. Additional Guidance:**

a. Facility Design/Construction Guidance:

(1). Use Architectural compatibility and maintainability standards of host MAJCOM

(2). Deviations from AFH 32-1084, Standard Facility Requirements, must be justified, validated by AF/ILE, and approved by SAF/IEB

(3). Host command provides requirements baseline for installation support service facilities

(4). Requiring command XP/CE, or equivalent, coordinates schedules/requirements between programmatic needs/construction with BRAC driven activities

b. Site surveys should be supplemented with the use of geospatial information to the maximum extent feasible. The Common Installation Picture (CIP) provides the foundation for the AF GeoBase program and contains 38 layers overlaid with 1-meter resolution imagery