



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

DCN: 9453

OFFICE OF THE ASSISTANT SECRETARY

SEP 7 2004

MEMORANDUM FOR AETC/XP

SUBJECT: BRAC 2005 Data Call 1A Supplemental Questionnaire

Request your assistance in completing the supplemental data call at Attachment 1. Please follow the instructions closely. Answers to the questions must be returned in hardcopy as well as a softcopy in .doc format and CD-ROM. Responses must contain the question number, the question, the answer to the question, the answer source information, and the completed certification sheet attached for each question.

Attachment 2 (Appendix C to the AF Internal Control Plan) contains the certification process for Non-WIDGET data calls. Follow these procedures when completing the data call.

Reponses are due to SAF/IEB by 10 Sept 04. Packages containing hardcopy, CD-ROM, and certification sheets must be sent via registered mail to SAF/IEBB, Attn: Col Chris Kapellas, 1665 Air Force Pentagon, Washington D.C., 20330-1665.

For further information, please contact Lt Col Henry Polczer, 692-9511 or Mr. Ray Neall 697-4577.

Handwritten signature of Gary W. Heckman in cursive.

GARY W. HECKMAN
Major General, USAF
Assistant DCS, Plans and Programs (BRAC)

Handwritten signature of Gerald F. Pease, Jr. in cursive.

GERALD F. PEASE, JR.
Deputy Assistant Secretary
(Basing & Infrastructure Analysis)

Attachments:

1. Data Call 1A Supplemental Questionnaire (CD-ROM)
2. Non-WIDGET Certification Procedures

cc: AFAA/FSS

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DC-1A Question # 4340. *If your installation conducts undergraduate or graduate level flight training, give the total numbers of daylight and nighttime runway operations that are required for each syllabus of pilot undergraduate and graduate training. Estimate the number of operations required by the syllabus, the percentage of overhead runway operations necessary to meet the syllabus.*

Amplification: The doctrinal term “syllabus” yielded answers in greater detail than E&T JCSG FT could accurately categorize/analyze. E&T JCSG FT needs (with credible accuracy) the average number of runway operations (in terms of take-offs, landings, and touch & goes) it takes to get a single student through various phases of undergraduate pilot training. Request USAF BRAC and AETC experts complete the following table by inserting the average number of runway operations arrayed in six categories (categories specified in notes below the table) for each phase of AETC-sponsored undergraduate flying training programs (count a “touch & go” as two runway operations).

RUNWAY OPERATIONS UFT Phases of AETC-sponsored UFT Programs	Categories (See Notes)					
	1	2	3	4	5	6
Primary (T-37)						
Primary (T-6)						
Primary (Aviation Leadership Program)						
Primary (ENJJPT)						
Fighter/Bomber						
Fighter/Bomber (ENJJPT)						
Airlift/Tanker						
Introduction to Fighter Fundamentals						
Introduction to Fighter Fundamentals (ENJJPT)						
Helicopter						

1. Number of syllabus-driven daylight-hour runway operations (daylight = after sunrise and before sunset).
2. Number of syllabus-driven nighttime-hour runway operations.
3. Percent of daylight-hour operations for overhead (overhead = operations for instructor training, maintenance flights, students who attrite, excess flights required to reach desired proficiency level, etc.).
4. Percent of nighttime-hour operations for overhead.
5. Total number of daylight runway operations per graduate (total = syllabus-driven + overhead; e.g., if the syllabus requires 500 ops and overhead factor is 20%, the total requirement is 600 total operations.)
6. Total number of nighttime runway operations per graduate.

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DC-1A Question # 4341. *If your installation conducts undergraduate or graduate level flight training, give the total numbers of daylight and nighttime runway operations that are required for each syllabus of Navigator/NFO undergraduate and graduate training. Estimate the number of operations required by the syllabus, the percentage of overhead runway operations necessary to meet the syllabus requirements, and the total number of runway operation per graduate.*

Amplification: The doctrinal term “syllabus” yielded answers in greater detail than E&T JCSG FT could accurately categorize/analyze. E&T JCSG FT seeks to discover (with credible accuracy) the average number of runway operations (in terms of take-offs, landings, and touch & goes) it takes to get a single student through various phases of undergraduate navigator training. Request USAF BRAC and AETC experts complete the following table by inserting the average number of runway operations arrayed in six categories (categories specified in notes below the table) for each phase of AETC-sponsored undergraduate flying training programs (count a “touch & go” as two runway operations).

RUNWAY OPERATIONS UNT Phases of AETC-sponsored UNT Programs	Categories (See Notes)					
	1	2	3	4	5	6
Primary Navigation						
Airmanship						
Electronic Warfare Officer						

1. Number of syllabus-driven daylight-hour runway operations (daylight = after sunrise and before sunset).
2. Number of syllabus-driven nighttime-hour runway operations.
3. Percent of daylight-hour operations for overhead (overhead = operations for instructor training, maintenance flights, students who attrite, excess flights required to reach desired proficiency level, etc.).
4. Percent of nighttime-hour operations for overhead.
5. Total number of daylight runway operations per graduate (total = syllabus-driven + overhead; e.g., if the syllabus requires 500 ops and overhead factor is 20%, the total requirement is 600 total operations.)
6. Total number of nighttime runway operations per graduate.

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DC-1A Question # 4342. *Provide the ground school training requirements for flight training facilities (classrooms, simulators, labs, life support facilities, etc.) by Facility Analysis Code (FAC). Include all applicable 17XX FAC's and any other FAC where ground flight training occurs. Ensure that the requirements for all types of simulators are indicated (cockpit, Unit Training Devices, instrument (IFT), and motion-based/visual (OFT), etc.).*

Amplification: This question seeks a “usage requirement” for ground training facilities (i.e. classroom (FAC 1711) and simulator (FAC 1721) facilities). E&T JCSG FT needs (with credible accuracy) the average number of hours a single student spends in a classroom or classroom environment and a simulator to complete various phases of undergraduate flight training. Request USAF BRAC and AETC experts complete the table below by inserting the average number of hours devoted to classroom and simulator instruction for each phase of AETC-sponsored undergraduate flying training programs.

CLASSROOM / SIMULATOR USAGE Phases of AETC-sponsored Flight Training Programs	Categories	
	Classroom Hours	Simulator Hours
Primary (T-37)		
Primary (T-6)		
Primary (Aviation Leadership Program)		
Primary (ENJJPT)		
Fighter/Bomber		
Fighter/Bomber (ENJJPT)		
Airlift/Tanker		
IFF		
IFF (ENJJPT)		
Helicopter		
Primary Navigation		
Airmanship		
Electronic Warfare Officer		

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DC-1A Question # 4343. By Facility Analysis Code, calculate the current capacity for flight training students, Design Capacity (PN) and Capacity (in student hours per year) for all training facilities at the installation in which undergraduate or graduate flight training is conducted. Include all 171X, 179X DoD Facility Analysis Code (FAC) series, and any other applicable FACs. Design Capacity is the number of students for which a classroom, etc., is designed. Total Capacity is student hours per year. For example: In the category 1711, a type of training facility is Flight Training Classroom. If you have 10 classrooms with a capacity of 25 students per room, the design capacity would be 250. If these classrooms were available 8 hours a day for 244 days a year, the capacity in student hours per year would be 488,000.

Amplification: This question seeks to capture the flight-training program student population an installation’s ground training facilities (i.e. classrooms (FAC 1711) and simulators (FAC 1721)) can support. E&T JCSG FT needs the number and type of facilities, total number of students those facilities are designed to accommodate (design capacity) and number of hours students in the flight-training program use those facilities (in use). E&T JCSG FT will determine the total annual capacity by multiplying the design capacity by an 8-hour day over a 244-day academic year.

Base	Classrooms (FAC 1711)			Simulator Stalls (FAC 1721)		
	Number	Design Capacity	In use	Number	Seats Available	In use
Columbus AFB						
Laughlin AFB						
Moody AFB						
Randolph AFB						
Sheppard AFB						
Vance AFB						

DC-1A Question # 4344. Give the programmed yearly student pilot throughput requirements by installation for FY04-09. Include all sources of students such as FMS, Treasury, Coast Guard, DEA, etc.

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DC-1A Question # 4345. Give the programmed yearly student Navigator/NFO throughput requirements by installation for FY04-09. Include all sources of students such as FMS, Treasury, Coast Guard, DEA, etc.

Amplification: These questions seek to obtain the planned throughput requirement for pilot and navigator training over the next 5 years (in terms of the number of graduates each service requires annually) for each flight training program. To capture the total requirement, break the throughput by Service component category (i.e., USN, USAF, USA, USMC, USCG, FMS, DOE, etc.).

AETC-sponsored Flt Training Program	Service Component								
	USAF	USN	USA	USMC	USCG	FMS	DOE	Other	Other
Primary (T-37)									
Primary (T-6)									
Primary (Aviation Leadership Program)									
Primary (ENJJPT)									
Fighter/Bomber									
Fighter/Bomber (ENJJPT)									
Airlift/Tanker									
Electronic Warfare Officer									

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DC-1A Question # 4346. *Airspace requirements: For each syllabus/stage of Pilot flight training, 1) give the number of sorties required by the syllabus, the percentage of overhead sorties, and the number of students that train during each sortie; 2) give the type of airspace required, the size (vertical and area dimensions) of the airspace block in which training is conducted, and the time spent per sortie in this block of airspace.*

DC-1A Question # 4347. *Airspace requirements: For each syllabus/stage of Navigator/NFO flight training, 1) give the number of sorties required by the syllabus, the percentage of overhead sorties, and the number of students that train during each sortie; 2) give the type of airspace required, the size (vertical and area dimensions) of the airspace block in which training is conducted, and the time spent per sortie in this block of airspace.*

Amplification: These questions seek to define the types of missions and airspace required for each phase of AETC-sponsored flight-training programs. E&T JCSG FT Sub-group created tables to help USAF BRAC capture answers to this important and very complex question.

Table 1, MISSION/SORTIE REQUIREMENTS Phases of AETC-sponsored UFT Programs	# of Sorties by Mission Area									
	1	2	3	4	5	6	7	8	9	10
Primary (T-37)										
Primary (T-6)										
Primary (Aviation Leadership Program)										
Primary (ENJJPT)										
Fighter/Bomber										
Fighter/Bomber (ENJJPT)										
Airlift/Tanker										
Introduction to Fighter Fundamentals										
Introduction to Fighter Fundamentals (ENJJPT)										
Helicopter										
Primary Navigation										
Airmanship										
Electronic Warfare Officer										

Table 1 seeks to collect the types of missions and average number of sorties it takes (in each mission area) to get a single student through various phases of flight training.

1. Familiarization Sorties
2. Contact Sorties
3. Formation Sorties
4. Instrument Sorties
5. Unit Defined: _____
6. Unit Defined: _____
7. Unit Defined: _____
8. Unit Defined: _____
9. Unit Defined: _____
10. Unit Defined: _____

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DC-1A Question # 4348. *If your installation conducts undergraduate or graduate level flight training, or is a USN or USMC activity, provide the average (over FY99-FY03) breakout of runway operations by aircraft category (class) for your home field and each outlying field. Breakout should include all flight operations (i.e., training, operational, maintenance, etc.) Percentage of runway operations over all aircraft categories should sum to 100.*

Amplification: This question seeks to determine the mix of aircraft by category that operates at your air station and at each of your outlying fields. The question asks for the percent of runway usage (or the percent of total runway operations) conducted by Class A, Class B, Class C, and Class D aircraft.

The FAA defines these categories (or classes) of aircraft as follows:

Aircraft Class	Maximum Certified Takeoff Weight	Number of Engines	Wake Turbulence Classification
A	12,500 lbs or less	single	small (s)
B	12,500 lbs or less	multiple	small (s)
C	12,500 – 300,000 lbs	multiple	large (l)
D	over 300,000 lbs	multiple	heavy (h)

DC-1A Question # 4349. *If your installation conducts undergraduate or graduate level flight training, provide the yearly average weather conditions at your home field and OLF.*

Amplification: The intent of this question is to obtain the percent of time 1) Visual flight rule (VFR) conditions exist, 2) Instrument flight rules (IFR) conditions exist, and 3) Poor visibility and ceiling (PVC) conditions exist. It also asks the percent of time crosswinds are less than 15 knots and when they are less than 25 knots.

For this question VFR conditions are defined as a ceiling of at least 1,000 feet above ground level and a visibility of at least three miles. IFR conditions are defined as ceiling of at least 500 feet but less than 1,000 feet and visibility at least one mile but less than three miles. PVC conditions are defined as a ceiling less than 500 feet and visibility of less than one mile.

Base	Percent of time in the following weather conditions		
	VFR	IFR	PVC
Columbus AFB			
Laughlin AFB			
Moody AFB			
Randolph AFB			
Sheppard AFB			
Vance AFB			

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DC-1A Question # 4350. *If your installation conducts undergraduate or graduate level flight training, provide an average of the last five years (FY99-FY03) for VFR and IFR arrivals, departures, and touch and go's for the home field and each OLF. All numbers are expressed as percentage and total VFR and IFR should sum to 100 percent.*

Amplification: This question seeks to capture (with credible accuracy) the percentage of VFR runway operations that are Touch & Goes. For example, if your air station conducted 300,000 runway operations during VRF conditions and 75,000 were Touch & Goes, the percentage would be 75,000 x 2 (single touch and go equals 2 events) = 150,000 events. Percentage of 300,000 operations that where touch and go equals 50% (150,000 / 300,000).

Base	Total # VFR Ops	VFR Tough & Go Ops	Percentage
Columbus AFB			
Laughlin AFB			
Moody AFB			
Randolph AFB			
Sheppard AFB			
Vance AFB			

DC-1A Question # 4351. *If your installation conducts undergraduate or graduate level flight training, for each home field and OLF, provide percentage of airfield runway use by training squadrons, operational squadrons, or other. Average operations over the past five years (FY99-FY03), include both VFR and IFR conditions.*

Amplification: This question seeks to illustrate how often an installation's runway is used to support missions other than AETC-sponsored flight training programs. E&T JCSG FT Sub-group needs to know (with credible accuracy) the percent of time other units/missions require your installation's runway. Request USAF BRAC and AETC calculate the percentage of runway use by training squadrons (flight training program), operational squadrons stationed at the airfield, and other aircraft (including tenant aircraft) that operate from your airfield.

Base	Percentage of Runway Use		
	Host Trng Units	Tenant Units	Transient Units
Columbus AFB			
Laughlin AFB			
Moody AFB			
Randolph AFB			
Sheppard AFB			
Vance AFB			

APPENDIX C
DOCUMENTATION REQUIREMENTS
FOR
AIR FORCE BASE REALIGNMENT AND CLOSURE INTERNAL CONTROL PLAN
(Non-WIDGET)

In certain cases special or limited subject matter data calls may be required where it is not practical to use WIDGET. In these cases, questions will be distributed and data gathered via electronic means (such as compact disc (CDs)) using the procedures described below.

Review and Certification Procedures for Non-WIDGET Data Calls

Installation (not applicable if questions are answered at the MAJCOM)

- Questions will be provided to the installation via electronic means (e.g. CD) as directed by HAF.
- Trusted Agents (TA) create and assign identification account numbers (ID#) for functional POCs. A question can only be answered and reviewed by individuals possessing an ID# for that question.

Functional POCs create and assign ID# for answerers assigned to answer questions.

- Answerers complete answers to assigned question sheets and provide to their functional POC for review along with a copy of the source information.
- Functional POCs review answers for questions assigned. If POC concurs with the answer, they approve it. If the POC deems the answer is not correct and requires change, the POC must then coordinate a new answer with the answerer. When resolution is reached, the reviewer corrects the answer.
- When the POCs have approved answers to all questions assigned, POCs will print and complete a certification sheet for each answer. Answerers and POCs will sign the certification sheet for each question assigned to them. The certification sheets will specify the source of the answer and the methodology used to determine the answer. A paper copy of each question (with answer), a copy of the source document, and the signed certification sheet will be maintained with the installation master record.
- If for any reason an answer must be corrected after the POC has approved questions, the POC must accomplish a change adjudication page for the question. The POC will coordinate and make the change, print a new certification page and the POC and TA will re-certify the page as described above. It will then be updated as the new current answer sheet in the installation master record.
- The TA assembles all signed paper copies of questions and answers, answer certification sheets, and change adjudication pages (if any) into an installation master record, reviews package to insure all questions have been answered completely and that

the package is complete. (A copy of the original certification statement and documentation must still be maintained in the master record after a certified answer is changed.) The TA will then copy all answers for the base onto 2 “read only” CDs saved in PDF format. The TA will ensure the CDs accurately reflect the paper copies in the master record. Under circumstances where submission in PDF format is not practical, hard paper copy may be submitted with permission from SAF/IEBB.

- After review and approval of the installation master record, the installation commander will certify the data. The installation commander will sign an Installation Certification Letter certifying the base questionnaire is accurate and complete to the best of their knowledge. The installation commander certification letter, with one CD/paper copy will be forwarded to the owning MAJCOM/XP. The second CD/paper copy will be maintained in the installation master record.

MAJCOM

MAJCOM TA assigns ID#s to the designated functional POCs.

MAJCOM functional POCs assign questions and ID#s to MAJCOM reviewers.

- MAJCOM reviewers review answers to questions assigned to them. If a change is required, the reviewer must coordinate with the associated installation to resolve the discrepancy. Resolution will be thoroughly documented in a change adjudication page. The functional area POCs will then review each answer assigned to them. When all questions assigned to the POCs have been approved, all POCs will forward their answers to the MAJCOM TA.

- Any answer changed during the MAJCOM review requires the individual making the change to accomplish a change adjudication page. All change adjudication pages must be provided to the appropriate installation and the MAJCOM TA for inclusion in their master records.

- The MAJCOM TA assembles all signed paper copies of the change adjudication sheets, sources (if any), certification letters, and identification account #s into a master record, reviews package to insure all questions have been answered completely and that the package is complete. A paper copy of all change adjudication pages (with associated source documents if necessary) generated by the MAJCOM will be forwarded to the affected base to be maintained with their master records. (A copy of the original certification statement and documentation must still be maintained in the master record after a certified answer is changed.) Installation receipt must be confirmed prior to MAJCOM certification. The MAJCOM TA will also make a “read only” CD with approved updated answers for each installation that had answers changed from their original input. Under circumstances where submission in PDF format is not practical, hard paper copy may be submitted with permission from SAF/IEBB.

After review and approval of all answers and change adjudication pages, the MAJCOM certifying official (XP or higher) and MAJCOM TA will sign the MAJCOM Certification Letter and forward it with an updated “read only” CD/paper copy to the HAF MAJCOM will retain a copy of the CD/paper copy for their master record.

HAF

- HAF TA assigns ID#s to the designated Base Closure Working Group (BCWG) functional experts for review.

BCWG functional experts (POCs) will assign questions and ID#s to HAF reviewers.

- The HAF will review MAJCOM certified answers using the same methodology as the MAJCOM review above.
- The HAF TA reconciles all change adjudication pages and source documents and reviews the package to insure all questions have been answered completely and change adjudication pages generated at the HAF have been sent to appropriate installations through their MAJCOMs. (A copy of the original certification statement and documentation must still be maintained in the master record after a certified answer is changed.)
- When complete, the questionnaire data will be presented to the BCEG for approval. When approved by the BCEG, SAF/IEBB will forward the data to OSD for dissemination to the appropriate JCSG and if necessary, input into the Air Force analysis database.
- Any answer changed during the HAF review requires the individual making the change to accomplish a change adjudication page. All change adjudication pages must be provided to the appropriate installation through their associated MAJCOM TA for inclusion in their master records.

Change Adjudication Sheet

- When a change adjudication sheet is required, a thorough explanation of the change will be placed in the "Explanation/Reason" section of the Activity Log on the adjudication page. When and with whom (ID# only) the change was negotiated must also be included in this section. A paper copy of the change adjudication page (with associated source documents if necessary) will be promptly forwarded to the applicable MAJCOM and installation to be maintained with their installation master records. All players (installations, MAJCOM, and HAF) must be privy to the same data.

Data Protection

- All data, files, information, CDs, electronic communication, etc. associated with an UNCLASSIFIED special data call, must be labeled **Draft Deliberative Document - For Discussion Purposes Only - Do Not Release Under FOIA** and must be handled and stored as sensitive material. CDs containing questions and answers must be transferred via registered mail to appropriate reviewing office.

CLASSIFIED QUESTIONAIRES

Classified data calls must not use WIDGET.

Classified data calls must gather data using the above procedures.

- Classified data call information must be handled via DoD classified system, SIPRNET, and/or JWICS systems.
- All data, files, information, CDs, etc. associated with a CLASSIFIED special data call, must be labeled, stored, transported, and handled in accordance with DoD 5200.1-R (Top SECRET and below) and DoDS 5105.21-M-1 (SCI). TOP SECRET and SCI material must be transmitted through Defense Courier Service to AF/XOI, Attention: Col Laura Shoaf. SECRET and below data must be sent via registered mail to SAF/IEBB, Attn: Col Tom Fleming. 1665 Air Force Pentagon, Washington D.C. 20330-1665.

Attachment 1 Question Certification Sheet

Attachment 2 Change Adjudication Sheet

AF ICP Appendix C Attachment 1

Functional Point of Contact Certification

In accordance with Section 2903(c)(5) of Defense Base Closure and Realignment Act of 1990, Public Law 101-510 as amended, I certify to the best of my knowledge and belief the information provided herein is accurate and complete.

POC Account ID: _____ Office Symbol: _____

Signature: _____ Date: _____

Printed Name, Phone, Title: _____

Answer Provider Certification

In accordance with Section 2903(c)(5) of Defense Base Closure and Realignment Act of 1990, Public Law 101-510 as amended, I certify to the best of my knowledge and belief the information provided herein is accurate and complete.

Answerer Account ID: _____ Office Symbol: _____

Signature: _____ Date: _____

Printed Name, Phone, Title: _____

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AF ICP Appendix C Attachment 2
Change Adjudication Page

1. Question #:

2. Initial Answer:

3. Base Answerer ID #: _____ Date answered: _____

4. Approved by POC ID#: _____ Date approved: _____

5. Source:

6. New answer:

7. Reason for Change (Do not use base name or contact names!):

8. New Answer Coordinated with:

Who(ID #): _____

When (Date): _____

Office Symbol: _____

Reason: _____

Source: _____

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