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Civil Engineering

PROCEDURES FOR SITINGS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction outlines procedures for the siting of all proposed use and construction, including commercialization projects at Vandenberg AFB and implements AFI 32-7062, *Air Force Comprehensive Planning*; as applicable. It applies to all host and Department of Defense (DoD) tenant organizations on Vandenberg AFB, and to all non-DoD activities and weapon/space/range contractors that use Vandenberg AFB.

SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes has been made to allow for the conversion process.

1. Responsibilities:

- 1.1. The base Facilities Board (FB) approves **all** requests for siting.
- 1.2. The base Comprehensive Planning Element (30 CES/CECB):
 - 1.2.1. Presents **all** siting actions to the Base Facilities Board.
 - 1.2.2. Administers and updates Vandenberg AFB General Plan.
 - 1.2.3. Develops Vandenberg AFB area development plans and ensures General Planning goals and objectives are implemented in base development.
 - 1.2.4. Receives and processes **all** siting requests and initiates the formal siting process. Formally coordinates with appropriate base agencies for siting concurrence (i.e., Safety, Range, Environmental, etc.) and approvals.
 - 1.2.5. Recommends approval and or disapproval of **all** new projects, sitings, and construction to Vandenberg AFB FB.

- 1.2.6. Recommends type of approval; i.e., Provisional, Conditional, Temporary, or Formal siting approval.
 - 1.2.7. Determines siting consistency with the Vandenberg AFB General Plan and selects appropriate siting locations. Conducts siting surveys, reviews construction documents, and determines potential sites in regard to appropriate land use, future mission growth, and user needs, as required. Comments on **all** Environmental Assessments (EA) and Environmental Impact Statements (EIS) in regard to facility/site/range/land use impacts or modifications.
 - 1.2.8. Validates siting requests and coordinates approval for **all** base support and temporary trailer (construction and mission related) requests in support of awarded government or commercial contracts and missions.
 - 1.2.9. Coordinates on **all** AF Form 103, **Base Civil Engineering Work Clearance Requests**, that involve new sitings and or developments.
 - 1.2.10. Processes all requests for use of modular facilities in place of permanent construction to the Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations, and Environmental (HQ SAF/MII).
 - 1.2.11. Administers Vandenberg AFB Air Installation Compatible Use Zones (AICUZ) program and processes waivers to Airfield clearance criteria.
 - 1.2.12. Administers the Vandenberg AFB Geographic Information System (GIS).
 - 1.2.13. Notifies siting requester of FB action and type of approval.
- 1.3. The Program Requirements Division (30 SW/XPR) will:
- 1.3.1. Serve as the initial point of contact for new government and commercial entities requesting use of Vandenberg AFB.
 - 1.3.2. Submit siting requests, program summary, and a statement that the 30 SW supports the request for use and support of the proposed new program on behalf of new customers to 30 CES/CECB for site investigation, development of potential sites, selection, coordination, and all approvals.

2. Submission Requirements: Siting requests must be approved for:

- 2.1. All proposed construction, permanent or temporary, or relocatable facilities (modulars and preengineered), trailers, regardless of cost, size, or scope; i.e., new facilities and structures, additions to existing facilities or structures, equipment enclosures, antennas, fences, pads, roads, driveways, parking areas, or utilities services which are extended or modified, etc. Modular facilities are considered temporary facilities.
- 2.2. Any proposed program or action that will affect existing or future land use on Vandenberg AFB.
- 2.3. Any structure, i.e., building, trailer or shed, permanent or temporary, to be located within an explosive safety zone or within the scope of range, airfield clearance, or security criteria, etc.
- 2.4. All laydown, staging, and or storage areas for materials and equipment.
- 2.5. All work trailers, equipment/material laydown areas in support of government contracts and or contractor and tenant organizations which require base support, i.e., land and utilities, require the 30

CONS commander's coordination and the 30 SPTG commander's approval. 30 CES/CECB process all base support requests.

2.6. Relocation of any facility regardless of size or age.

3. New Programs/Facilities:

3.1. The Programs Requirement Division (30 SW/XPR), 747 Nebraska Avenue, Suite B207-34, Vandenberg AFB CA 93437-6294, serves as the initial point of contact for all government and or new commercial entities requesting use of Vandenberg AFB and will submit a siting request on behalf of the requesting party, along with a program summary and statement that the 30 SW supports the proposed request. The request will also identify potential base or range support requirements and will be submitted to the base Comprehensive Planning Element (30 CES/CECB), 1172 Iceland Avenue, Vandenberg AFB CA 93437-6011, for all new programs and or facilities. The summary shall include a brief description of each program, along with an estimate as to when and for how long base support is required. If base support involves administrative and or technical space, real property or facilities, the recommended locations should be included.

3.2. When an entity requests to construct a new facility in support of a proposed new program, or an existing program assigned to Programs Requirement Division (30 SW/XPR), Base Comprehensive Planning (30 CES/CECB) will be contacted by 30 SW/XPR and an initial meeting will be scheduled to evaluate commercial program requirements. The objective of this initial interaction is to establish a common understanding of the user's basic support requirements and how they can be met with 30 SW's capabilities without adversely impacting other current and projected 30 SW missions.

3.3. If at any time project scope or requirements change from what was on an original siting request letter, 30 SW/XPR will initiate a revised siting request.

3.4. Siting requests should, when possible, identify a prioritized list of candidate sites on Vandenberg AFB. 30 CES/CECB will coordinate the siting request with appropriate base agencies for concurrence and approvals.

3.5. All new programs/facility requirements will be coordinated through Environmental Planning (30 CES/CEVP) for applicability of an AF Form 813, **Request for Environmental Analysis, and the Environmental Impact Analysis Process (EIAP)**.

3.6. In addition, all new programs/facility requirements will have coordination through 30th Communications Squadron C4 Systems Officer (30 CS/CD) to ensure communications requirements are addressed.

4. Facility Board Approval:

4.1. The Base Comprehensive Planning Element (30 CES/CECB) will address the Facilities Board for all sitings.

4.2. Siting Definitions :

4.2.1. Provisional Siting : Granted in order for a potential site requester to evaluate 30 SW support capabilities. Allows environmental constraints and or impacts of a proposed project to be evaluated to determine if a potential or proposed project could be hosted and sited on Vandenberg AFB. Goes before Vandenberg AFB FB for approval. The environmental process requires alter-

native sites to be evaluated for any new land use/program to satisfy the National Environmental Protection Agency (NEPA). Provisional siting is required for all sites being considered during the environmental evaluation. **All** sitings are considered provisional unless explicitly defined otherwise.

4.2.2. Conditional Siting : Granted with the explicit understanding that additional siting items, modifications or restrictions to the proposed siting are to be addressed prior to Formal Siting presentation and approval.

4.2.3. Temporary Siting : Time based approval ranging from 90 days to 3 years exclusively for temporary type projects. Temporarily approved project is to be concluded or relocated off-base prior to the siting end date.

4.2.4. Formal Siting : Final, official approval of a project or site use. Approval is based upon all outstanding siting issues have been addressed. Formal Siting is valid for 36 months. If in this period project is not established on Vandenberg AFB, siting approval will need to be reaccomplished.

4.2.5. Modular Structure Siting : Considered any temporary trailer, preengineered or "component" type constructed facility. Three years temporary siting approval is the maximum granted per the planned replacement of the modular facility with a permanent facility. HQ SAF/MII approval is required prior to siting any modular structure. 30 CES/CECB initiates request to higher headquarters. The commander, 30 SW does not support or endorse the use of modular facilities on Vandenberg AFB.

4.2.6. Base Support/Laydown Area Approval : Granted in support of an awarded government contract for length of a project's performance period.

4.3. Formal Siting approval is contingent upon the EIAP being completed.

5. Requests for Base Support and Services:

5.1. Validation and approval is required for every request for temporary use (in support of an awarded government/contractor/tenant contract) of **any** site on Vandenberg AFB. This includes site usage for temporary trailers and containers (those for construction activities), mission support type trailers and vaults, material storage/laydown and stockpile areas (short and long term), equipment parking, fenced lots, etc.

5.2. The request procedure is the same as in paragraph 6. of this instruction. Support requests require 30th Support Group commander's (30 SPTG/CC) approval. Support requests do not require Facility Board approval.

5.3. The government project officer is responsible for the ongoing appearance and boundaries of the laydown/equipment areas. Base support and services approval will be suspended or terminated if site approval provisions are not observed during the siting period. After completion of the construction period, removal of all equipment and materials, and restoration of the site to original completion, is required.

5.4. Submit requests for base support at least 15 calendar days in advance of need date.

6. Submission of Requests:

6.1. Send all siting and support requests to the Base Comprehensive Planning Element (30 CES/CECB), 1172 Iceland Avenue, Bldg. 11439, Vandenberg AFB CA 93437-6011, for processing per AFI 32-7062, *Air Force Comprehensive Planning*; AFI 32-1026, *Planning Design of Airfields* and; AFMAN 91-201, *Explosive Safety Standards*; DoD Standard 6055.9, *DoD Ammunition and Explosives Standards*; Eastern and Western Range (EWR) Regulation 127-1, *Range Safety Requirements*, as applicable. In addition, the following must be made available as part of the siting request:

6.1.1. A copy of DD Form 1391, **Military Construction Project Data**, AF Form 332, **Base Civil Engineering Work Request**, or a memorandum requesting siting.

6.1.2. A description of the proposed program or facility's scope of 30 SW operational support requirements; i.e., range and airfield support, security, communications, primary and emergency power, water, sewage (including aboveground and under ground installations), etc.

6.1.3. One copy of the proposed site plan (print or reproducible, any size) showing the configuration and orientation of proposed facilities, equipment, pads, fences, roads, antennas, parking areas, access roads, turnarounds, etc., at scale.

6.1.4. Proposed construction start date.

6.1.5. A statement indicating the status of explosive/hazardous or toxic materials:

6.1.6. That explosives/hazardous or other toxic materials will not be involved in the siting.

6.1.7. That explosive/hazardous and or toxic materials will be involved in the siting. If explosives/toxins are involved, include information per AFMAN 91-201 and or EWR 127-1 in the siting request. Subsequent coordination with 30 SW/SE will be required prior to explosive/hazardous/toxic siting approval being accomplished.

6.1.8. Name of the government project manager and point of contact for additional information.

6.2. For requests in support of an awarded government contract, also include performance period dates, contract length, contractor names, and contract/project numbers.

6.3. Siting requests should be submitted to 30 CES/CECB in a timely manner. The Vandenberg Facilities Board (FB) meets quarterly. If the need date is less than 90 days from the date of the siting request or less than 180 days from the date of the siting request for an explosive/toxic hazard siting, include justification for priority action in request for siting. Formal siting approval is required before any construction can be started.

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