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**Policy**

**VANDENBERG AFB ENCROACHMENT  
PROGRAM**

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OPR: 30 RANS/DOUN (Mr. Walter Schobel)

Certified by: 30 SW/XP (Mr. Paul Klock)

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This instruction establishes the authority, membership, mission, objectives and strategies, decision processes, methods for measuring success, and responsibilities of the Vandenberg AFB Encroachment Committee. 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.

**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, and land) on resources at Vandenberg AFB and the Western Range by non-DoD organizations.

**2. Encroachment.**

2.1. Encroachment is any activity, which 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 Encroachment Committee will consist of a core cadre composed of a representative from 30 SW/JA, 30 SW/PA, 30 SW/SE, 30 SW/XP, 30 CES/CEV, 30 CES/CECB, and 30 RANS/DOUN. (See [Attachment 1](#)) Depending on the particular encroachment, individuals from other organizations will be tasked to provide support and expertise to ensure a comprehensive recommendation will be provided to the Commander.

3.2. The committee leadership shall consist of a chairman and secretary. The chairman and secretary shall be selected and rotated amongst 30SW/XP, 30CES/CEV, and 30 RANS/DOU. The chairman shall serve a term not to exceed 1 year. The secretary may serve multiple terms.

#### 4. Requirements.

4.1. Ensure that 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 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 non-DoD 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 Encroachment Committee Operating Procedure at [Attachment 2](#).

#### 6. Responsibilities.

6.1. The chairman will:

6.1.1. Chair committee meetings at least three times per year, or as required.

6.1.2. Staff recommended courses of action for all issues coming before the Encroachment Committee through the appropriate senior staff, member, or any other input for coordination and decision by the 30th Space Wing Commander.

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

- 6.1.4. Interface and request support from other wing units to provide inputs and studies directly attributed to the designated encroachment, as required.
- 6.2. The committee members will:
  - 6.2.1. Attend, or appoint a substitute to attend, all scheduled committee meetings.
  - 6.2.2. Provide timely coordination on proposed Encroachment Committee responses to requests, and ensure coordination represents the opinion of the unit the committee member represents.
  - 6.2.3. Ensure the organizations the members represent are kept informed of open encroachment issues, and assist in processing staff summary packages requiring base, range, and staff agency coordination.
  - 6.2.4. 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) will ensure there is cross-feed of information and coordination between the committees.
  - 6.2.5. Participate on Integrated Process Teams and provide guidance on issues falling within their areas of expertise.
- 6.3. The Secretary will:
  - 6.3.1. Support the Encroachment Committee, as required.
  - 6.3.2. Document all encroachment issues discussed and analyzed by the Encroachment Committee.
  - 6.3.3. Make appropriate logistical arrangements for visitors attending committee meetings.
  - 6.3.4. Publish the sourcebook and distribute it to all core members and to the commander for his continuity binder.
  - 6.3.5. Develop and maintain an Encroachment Committee continuity book and formalize the committee's operating procedures for the commander.
- 6.4. Vandenberg Encroachment Sourcebook.
  - 6.4.1. 30 RANS/DOUN will maintain and update the Encroachment Sourcebook, as applicable. The Encroachment Sourcebook is a reference document on all encroachment issues identified and processed by the Encroachment Committee.
  - 6.4.2. The sourcebook shall identify all encroachments identified by the Encroachment Committee.
  - 6.4.3. The sourcebook 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 affects on mission capabilities at Vandenberg AFB.

ROBERT M. WORLEY II, Colonel, USAF  
Commander, 30th Space Wing

**Attachment 1****ENCROACHMENT COMMITTEE CORE MEMBERSHIP**

- A1.1.** 30th Space Wing Judge Advocates Office (30 SW/JA)
- A1.2.** 30th Space Wing Safety (30 SW/SE)
- A1.3.** 30th Space Wing Public Affairs (30 SW/PA)
- A1.4.** 30th Space Wing Plans and Programs Office (30 SW/XP)
- A1.5.** 30th Range Squadron Airspace and Offshore Management Section (30 RANS/DOUN)
- A1.6.** 30th Civil Engineer Environmental Flight (30 CES/CEV)
- A1.7.** 30th Civil Engineer Community Planner (30 CES/CECB)

Attachment 2

ENCROACHMENT COMMITTEE (EC) DECISION PROCESSES

Figure A2.1. Decision Process.

