

Smart Pack



**Aviation Operations
Kadena Air Base Okinawa, Japan**

Revision 2 dtd 6 August 04

FORWARD

This Marine Wing Liaison Kadena (MWLK) Smart Pack is designed to provide key operational and logistical information to U.S. Marine Corps and U.S. Navy squadrons intending to deploy to Kadena Air Base (KAB) Okinawa, Japan. MWLK is a support organization established at KAB by the Commanding General, 1st Marine Aircraft Wing (1st MAW). MWLK's mission is to provide comprehensive aviation support to deployed and transient 1st MAW and 7th Fleet rotary and fixed wing aircraft operating in and out of KAB. In addition, MWLK provides essential liaison with the U.S. Air Force's 18th Wing and the U.S. Navy's Commander Fleet Activities Okinawa (CFAO), which are located aboard KAB.

While your squadron/detachment is operating aboard KAB or simply visiting as a transient activity, MWLK will provide essential facilities and functional area support to ensure the safe, effective, and successful conduct of your deployment or transient sortie. As the executive agent for the Commanding General of 1st MAW, I have compiled this Smart Pack to assist you in familiarization with the operational "play book" for conducting aviation operations while deployed to KAB. This document will outline your responsibilities and MWLK's support role in such operational activities as the KAB flight and range scheduling process. The information provided herein is comprehensive and will facilitate maximum utilization of the many aviation-training ranges located in the vicinity of Okinawa. Moreover, valuable information on noise abatement policy and ordnance operations is provided to facilitate safe conduct of training. Lastly, we have provided important reference to web based information sources, which will provide your aircrews and support personnel with critical 18th Wing operational instructions. This Smart Pack is a living document and will be revised as required. The latest version can be located by accessing the 1st MAW web site and clicking on the MWLK link.

We hope that your deployment is a professionally rewarding experience. The Marines and Sailors of MWLK look forward to providing your squadron with exceptional support and hope our efforts will facilitate a successful stay at Kadena Air Base.


J. A. MABERRY
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TABLE OF CONTENTS

MWLK Mission Statement	3
MWLK Assistance	3
MWLK Administration and Logistics Section	4
Billeting Management	4
S-4 Section	6
S-4 Embarkation Support (K-5 Right Operations)	8
Information Systems Coordinator (ISC)	9
LAN Drops	9
Kadena Domain	9
Deployment Completion	9
Web Based Links	10
Manning and Personnel Augmentation Requirements	10
Security of Classified Material and Siproynet Accounts	11
18 th Wing Base Services	12
MWLK Operations Section	13
Operations Section Support Functions	13
Transient Aircraft and Personnel Support Request (TAPSR)	14
Ordnance Section Support Functions	16
Hazardous/Explosive Cargo	22
KAB Flight Line Security	22
General Aviation Information	23
Okinawa Training Ranges	26
MWLK Motor Transport Section	28
Motor Transport	28
Military Heavy Equipment (MHE) Support	30
Aircraft Refueling Operations	30
Hazardous Material Assistance (Hazmat)	31
MWLK Support Equipment Detachment (SED)	32
Equipment Availability	32
SE Facility	33
SE Issue	33
SE Refueling	33
Cryogenics	33
SE Limitations	33
Deployment Support Request	33
Augment Personnel	33
SE Check-in	34

MWLK Smart Pack

Appendices

A	Map of Kadena Air Base	35
B	MWLK Phone Directory	37
C	Building 762, Hangar 3 Diagram	39
D	Building 3440, Flight Line Maintenance Diagram	40
E	Entry Authorization List (EAL) Roster Format	41
F	Explosive Clearance Worksheet	42
G	Joint Committee, Noise Abatement Memorandum dated 26 Mar 96	43
H	Daily Ordnance Load Spot Request	46
I	Letter of Procedures between 18 th Operations Support Squadron (18 OSS/OSAM)and deployed squadron	47
J	SIPR Access at Kadena Air Base (KAB)	49
K	MWLK Facilities and Flight-line Area	50
L	(TAPSR) Transient Aircraft and Personnel Support Request form	51

References

53

MWLK Smart Pack

MWLK Mission Statement

Marine Wing Liaison Kadena provides comprehensive operational and logistical support to local and deployed U.S. Marine Corps and U.S. Navy squadrons operating at Kadena Air Base (KAB) Okinawa, Japan, and, facilitates essential liaison with the U.S. Air Force's 18th Wing and the U.S. Navy's Commander Fleet Activities Okinawa (CFAO), which are located aboard KAB.

MWLK Assistance

This Smart Pack will provide essential information to U.S. Marine Corps and U.S. Navy squadrons intending to deploy to KAB. This information will assist squadron commanding officers/detachment OICs and other key personnel with their objective of maximizing aviation training during their unit deployment. MWLK remains "**in the lead with support**" and is prepared to assist in any way during your stay at KAB. The MWLK staff stands ready to provide assistance with all logistical and operational support activities prior to and during your deployment. Appendix A provides a topographical map of KAB for your familiarization.

Coordination for your deployment can be enhanced by contacting the below primary points of contact (Appendix B) at MWLK:

MWLK Points of Contact

Title	Number
OIC	632-7148
AOIC/SNCOIC	634-3858
SED SNCOIC	634-8396
SED Chief	634-6575
	634-6477
SED Duty NCO/PO	090-6861-4902
SED Duty Keys after hours	090-6861-4901
Operations Chief	634-2079
Operations NCO	634-1317
Operations FAX	634-6193
Ord Chief	632-6175
MT/MHE Chief	634-2125
MT Dispatcher	632-6242
Admin/ISC	632-7151/2
Barracks Manager	634-3463
Logistics NCOIC	632-7154
HazMat Coordinator	634-6242

MWLK Smart Pack

SDO Cell Phone

090-6861-7285

DNCO

090-6861-7101

FAX

634-4405

MWLK Administration and Logistics Section

The MWLK administration and logistics section consists of personnel, whom provide administrative assistance, billeting management, logistics support and assistance, ISC assistance and assistance with handling of classified materials. The following information is provided relative to administration and logistics support:

- **Billeting Management.** The MWLK billeting manager is responsible for coordination and arrangement for deployed squadrons/detachments enlisted and officer billeting requirements on Okinawa. The following information is provided relative to billeting at KAB and other establishments on Okinawa:
 - **Billeting on Okinawa.** Billeting requirements are coordinated with the Navy Combined Bachelor Housing (CBH) office by the MWLK billeting manager. MWLK has priority in utilizing BOQ 521, and Bachelor Enlisted Quarters (BEQ) 1449 and 1450. The Navy CBH office will provide overflow billeting to MWLK in the Navy BEQ on request, based on availability. If there is non-availability in the Navy BEQ, the billeting manager will coordinate with U.S. Air Force lodging on KAB, Marine Corps Community Services (MCCS) billeting located on Camp Foster or MCAS Futenma on their availability. The MWLK barracks manager controls room assignments for enlisted personnel. The barracks manager and the front desk must approve any changes in room assignments. A weekly walk-through inspection will be conducted by the MWLK barracks manager and deployed unit representative. The following is important information for obtaining billeting aboard KAB:
 - **Method of Payment:** The Navy CBH and MCCS will accept individual payments by cash or credit. Unit bills can also be paid by credit card, MIPR, or a DD1149. Navy CBH must receive payment of the unit bill prior to arrival or upon arrival. U.S. Air Force lodging will only accept cash or

MWLK Smart Pack

credit card; therefore, unit bills can only be paid with a credit card.

- **Room Rates:** Navy CBH charges per bed space, per night are as follows: VIP \$16, BOQ \$14, senior SNCO \$14, and E-6 and below \$8. E-5 and below sharing rooms will share cost and pay \$4 each. U.S. Air Force lodging room charges vary from \$21 to \$35 per night. MCCS rates vary from \$10 to \$20 per night.
- **Check-in procedures for all personnel:** If the Habu Hilton has received a form of payment (i.e. MIPR, DD1149) for the unit prior to their arrival, an Officer or SNCO representing that unit can pick up all keys for that squadron provided they coordinate with the Barracks Manager in advance. If unit payment has not been received, personnel must check in individually to provide the front desk with their government credit card information.
- **Checkout procedures for all personnel:** All rooms utilized by deployed personnel will be left in a good state of police prior to checking-out. The Detachment SNCOIC or designated SNCO will accompany the barracks manager to check the rooms for cleanliness and damage. The common areas such as lounges, hallways and heads will be in a good state of police prior to the squadron checking-out. Furniture inside the rooms and lounges must be positioned in their original location. No furniture is to be removed from the lounges or rooms at any time. Deployed squadron personnel will check out on an individual basis to ensure keys are turned in, videos are returned and/or fees are paid, and room payments have been made.
- **Rooms for SNCOs:** There are very few single rooms available for SNCOs. Senior SNCOs will have priority and they will be assigned a SNCO room on a seniority basis.
- **Barracks Duty:** Squadrons deployed to KAB will establish and orchestrate their own duty sections within the billeting area. The Squadron duty

MWLK Smart Pack

watch can utilize the MWLK duty hut, which is located on the first deck lounge next to room #131, building 1450. MWLK duty watch can assist deployed squadrons/detachments with administrative concerns. All personnel with visitors will check-in with their respective squadron DNCO in accordance with squadron directives. Deployed unit SNCOs and Officers are responsible for maintaining discipline and monitoring the welfare of their personnel living in the barracks.

o Additional information pertaining to the barracks:

- Parties, horseshoe throwing, volleyball, music, etc. are all permitted between 1200 and 2200 daily.
 - Barracks #1449 and 1450 are equipped with washers, dryers, and ice machines.
 - All rooms are equipped with TVs, stereos, coffee machines, DVD/VCR combos, microwaves, and irons.
 - Movie videos and DVDs can be checked out for free for 24 hours from the Habu Hilton front desk. A \$2.00 charge will be assessed to their room account if movies are not returned within 24 hours.
 - The Liberty Lounge located next to the north end of barracks #1450 offers amenities for visiting squadrons (i.e., computers, lounge, big screen TV, etc.).
 - Promptly report all maintenance problems to the Habu Hilton front desk or MWLK barracks manager for action. Follow-up if problem is not fixed within 24 hours.
- **S-4 Section.** The MWLK S-4 will assist deployed units with check-in/check-out of MWLK facilities and assists with logistical and embarkation support functions. The squadron/detachment S-4 SNCO/representative is required to check-in with the MWLK AOIC and MWLK S-4 section NCO upon arrival to ensure check-in and assignment of MWLK facilities. The S-4 section NCO will provide deployed unit

MWLK Smart Pack

personnel with assigned workspaces in the following MWLK facilities:

- o **Buildings 762 (Hangar #3) and 3440 (Flight Line Maintenance).** Hangar #3 is located on the northeastern side of the airfield across from the 18th Wing Security Force. The hangar deck is approximately 22,725.5 square feet. Hangar 3 can be used for any aircraft maintenance/repair activity or aircraft parking. The hangar bay is equipped with 120/208 AC power and compressed air for pneumatic tool operation.
- o **Office/Work Spaces.** Forty (40) various size office spaces are available on the north and south sides of hangar #3. Appendix C outlays available office spaces which deployed personnel will be assigned upon check-in. Each office space will be arranged with desks, chairs, and other necessary office furnishings. These spaces have a significant number of computer connection outlets, which provide voice, data and fiber optic capability. The hanger also has a large Ready Room/Briefing Room and is equipped with an AN/GRC-171 BU4 radio system for in-flight aircraft communications via the Flight Duty Officer (FDO) for the deployed unit. Office spaces are also available in building 3440 (see Appendix D) but are used by maintenance detachment personnel. Large maintenance work areas are also available in building 3440 for heavy aircraft repair operations. Building 3440 is equipped with one (1) AN/GRC-171 BU4 radio system to enable communications with Hangar #3 Ready Room/Briefing Room.

These office spaces will be provided to squadron personnel in a clean and orderly state. During the unit checkout process, MWLK will require that these spaces be cleaned and returned in the same state as received. The visiting squadron will be responsible for daily cleaning of the office spaces, workspaces, and heads. Weekly field days are performed on Thursdays. All cleaning gear can be obtained from the MWLK S-4 NCO. Field days will include; non-abrasive cleaning of the walls, sweeping and mopping decks, cleaning all desks of trash, table tops wiped down, glass windows cleaned, heads cleaned, and cleaning the hangar deck when major aircraft repairs have been conducted. Biologically safe-cleaning compounds will be used because the drainage system flows directly

MWLK Smart Pack

into the civilian community water system. Units are responsible for clean up and disposal of their HAZMAT in accordance with OPNAVINST 5100.23. Spill kits can be checked-out through the MWLK Hazardous Material (HazMat) program coordinator. The 1st MAW DOSS may conduct HazMat inspections during deployments.

- **Trouble reports.** All damaged or inoperative equipment must be reported to the MWLK S-4 NCOIC immediately.
- **S-4 Embarkation Support (K-5 Right Operations).** The MWLK S-4 provides embarkation support and assistance for deployed squadrons/detachments at the KAB flight line embarkation area, K-5 Right. The following describes MWLK S-4 embarkation support and procedures:
 - Deployed unit personnel will coordinate embarkation support with the MWLK logistics/embark NCO of the S-4 section.
 - Assistance will be provided for any transition of cargo and pallets to be staged/loaded/unloaded at the KAB embarkation area, K-5 Right.
 - K-5 Right is located off the south side of the flight line perimeter road (Peace Rd), adjacent to the flight line fire station.
 - To conduct embarkation operations, notify the MWLK logistics section no less than six (6) hours prior to arrival and twenty-four (24) hours prior to all outbound missions, regardless of the size or amount of cargo.
 - Deployed units are responsible for providing adequate dunnage for all 463L pallets, three (3) pieces of dunnage for each pallet.
 - Coordinate with the MWLK logistics section twenty-four (24) hours prior to departure time to ensure cargo/pallets pass a joint inspection (JI) in accordance with DOD 4500.9-R.
 - All cargo will be palletized; load plans completed, and all hazardous materials certified for transport. The squadron logistics representative will be present during the JI with keys (or combination) to locked boxes or shipment containers.

MWLK Smart Pack

- **Information Systems Coordinator (ISC).** The MWLK ISC will provide computer assistance for deployed squadrons/detachments upon arrival at KAB. Guidance on computer set up and taking the required competency test prior to connection through the 18th Wing LAN will also be provided upon check-in. If the squadron would like to have their laptops or computers added to the Kadena domain, they must meet the following criteria:
 - Must have Microsoft Windows 2000 professional as the operating system.
 - Must have Norton anti-virus corporate edition installed.
 - Must have Internet Explorer 6.0 installed.
 - The computer name as well as the TCP/IP will have to be changed to satisfy requirements set by the 18th Wing Commander.
- **LAN Drops.** Any laptops or computers that need a KAB LAN drop have to be brought to the MWLK ISC (WGM) first, even for Internet access. It is not acceptable to hook up your computer to KAB LAN since the computer will be detected by the KAB firewall and manually taken off the LAN. It is advised that you bring your own ISC personnel with you during deployment since MWLK may not have school trained ISCs.
- **Kadena Domain.** All users requesting to be added to the KAB domain are required to successfully complete a computer users test before they can be issued a user log in name. This is an 18th Wing Commander requirement and only the U.S. Air Force user's test will be accepted. Tests that are taken and administered by another military branch of service will not be accepted. If you have been deployed to MWLK previously and taken this test, please provide a copy of your test to the MWLK ISC. The MWLK ISC will keep test results for inspection purposes.
- **Deployment completion.** Upon completion of a unit deployment, 18th Wing Communications will delete user passwords, names, and accounts of all personnel.

MWLK Smart Pack

- **Website based links.** The following are websites that can be visited to gather important operational and administrative information.
 - MWLK has established it's own website at <http://www.1maw.usmc.mil/mwlk>.
 - The MWLK website can also be accessed through the 1st MAW website by entering <http://www.1maw.usmc.mil/>.
 - The III MEF Liberty Campaign Plan can be accessed at <http://www.mcbbutler.usmc.mil/>
 - Weather information can be accessed using the following guidelines:
 - Go to <http://www.kadena.af.mil/>
 - Under "**Quick Links**," click on "**Weather**."
 - Point cursor over the "**Mission Execution Forecast**" link at the top of the web page.
 - Click on "**Fighter**."
- **Manning and Personnel Augmentation Requirements.** MWLK operates under WgO 3120.5, the MWLK Standing Operating Procedures (SOP), and several Inter Service Support Agreements (ISSA) with the U. S. Navy and U.S. Air Force. These documents mandate personnel requirements from within 1st MAW to fill the MWLK and other required billets mandated within the ISSAs. **These ISSA billets cannot be gapped!** MWLK has no official Table of Organization (T/O) and all personnel are sourced from existing 1st MAW structure. The below listed personnel requirements, which are only a portion of the personnel listed in WgO 3120.5, must be provided by deploying units upon arrival at KAB i.e., augment to the advanced party:
 - One (1) MOS 7041 to work in MWLK Operation Section in support of the squadrons aircraft flight scheduling and other operational activities.
 - Two (2) LCpls or below to augment the Barracks Management Team (Bldg #1449 and #1450).
 - One (1) MOS 6073 and one (1) MOS 6072 to augment SED for duty immediately after arrival.

MWLK Smart Pack

- o One (1) plane captain when AV-8B aircraft are operating aboard KAB.

- o One (1) plane captain when EA-6B aircraft are resident in theater.

Your unit may be tasked to fill other longer-term personnel requirements such as critical plane captain billets, which are required at the 18th Wing Transient Alert Line. These billets are critical for support to transient and local aircraft.

- **Security of Classified Material and Sipronet Accounts.**

MWLK has a Security Manager that can assist your personnel as follows:

- o MWLK can provide deployed units a safe for storage of classified material and equipment. The requirements for proper security rest with the visiting squadron and will be monitored by the MWLK Security Manager to ensure compliance with WgO 5510.5E.

- o Units are responsible for the disposal of their own classified materials. Units need to make liaison with the MWLK Security Manager to ensure proper disposal of classified material.

- o Deployed squadrons/detachments will ensure all classified materials are collected from the safe prior to redeployment.

- o Prior to redeployment, squadrons/detachments must ensure the MWLK Security Manager has verified that classified material has been properly disposed of or collected by the squadron security manager, the safe combination has been given to the MWLK Security Manager and the safe secured.

- o SIPR Access at Kadena Air Base (KAB) outlined in Appendix J.

MWLK Smart Pack

- **18th Wing Base Services.** The U.S. Air Forces 18th Wing located aboard Kadena Air Base will provide the following services to deployed squadrons/detachments:

- **18th Medical/Dental Group.** The 18th services medical/dental clinic is located in building 626 across from the Johnson Dining Facility. The phone number is 630-4817.
- **Enlisted Dining Facilities.** There are four enlisted dining facilities aboard Kadena Air Base:

- **Marshall Dining Facility** is located in building 170 along Kuter Boulevard adjacent to the bowling alley. The hours of operation are as follows:

Monday - Saturday	Sundays and Holidays
Breakfast 0530-0800	0630-1300
Lunch 1030-1300	
Dinner 1400-1930	1400-1900
Midrats 2200-0030	2200-0030

- **Johnson Dining Facility** is located in building 843 across from the 18th Operations Group. The facility opens on Monday at 0500 and remains open 24 hours a day until Friday evening at midnight. Closed Saturdays, Sundays and Holidays. Midrat meals can be arranged by calling the Marshall Dining Facility on an as needed basis at 634-1900.

- **Strickland Dining Facility** is located in building 3522 on NAF/SAC the West-End of the flight line, Navy Side. Approximately 1.5 miles from Navy operations. The hours of operation are as follows:

Monday - Saturday
Breakfast 0630-0830
Lunch 1030-1300
Dinner 1530-1900

- **Quick Turn-Inn** is located on the flight line behind the Fire Department and walking distance from the MWLK maintenance building 3440. The hours of operation are as follows:

MWLK Smart Pack

Monday - Thursday		Friday
Lunch	1030-1430	
Dinner	1630-1830	1600-1900
Midrats	2130-0630	

- o **Habu Hilton.** For personnel billeted at the Habu Hilton, a continental breakfast is provided at the front desk between the hours of 0600-0900, Monday through Saturday.
- o **Officer Dining Facilities.** The Kadena Officer's Club, (less than half a mile from the BOQ), is open for breakfast, lunch, and dinner. The hours will vary on holidays and special events. The club has a schedule of events in the lounge area that lists all hours of operation for the current month.
- o **Dress Code.** Personnel must wear uniforms or appropriate civilian attire when dining at Marshall, Johnson and Strickland facilities. Coveralls may be allowed at the discretion of the mess hall manager in dining facilities if clean and serviceable.

MWLK Operations Section

MWLK has an Operations Section consisting of an Operations Chief, Ordnance Chief, and Operations Clerk. These individuals provide extensive operational support for all U.S. Marine Corps and U.S. Navy aviation units operating at KAB. The Operations Section is responsible for coordinating all aviation related activities between the 18th Wing and 1st MAW and/or 7th Fleet fixed and rotary wing flying squadrons. Assistance and coordination will be provided for such support activities as flight and range scheduling, ordnance operations, Transient Aircraft and Personnel Support Request (TAPSR), prior permission requests (PPRs), VIP flights and ground transportation, 18th Wing aviation facilities usage, hot pit refueling, aircraft hardstand parking, flight line access and all other flight line related operations. The Operations section can be reached at 634-2079, 634-1317 and 632-6175.

Operations Section Support Functions. The following operational support functions are provided by the MWLK Operations Sections:

MWLK Smart Pack

- **Transient Aircraft and Personnel Support Request (TAPSR).**
The TAPSR is an MWLK request form for coordinating transient USMC / USN aircraft arrivals and departures at Kadena Air Base (KAB). **KAB is a Prior Permission Request (PPR) air facility. Before the arrival of any aircraft at KAB, a PPR must be submitted through MWLK to Base Operations.** The (TAPSR) provides the means to gain Prior Permission Requests (PPR) for KAB. See Appendix L for the TAPSR form and instructions. **On weekends, holidays, and after hours (1630) PPR's can be obtained directly from 18th Wing Base Operations by calling 634-3118.** A separate PPR must be submitted for each flight of aircraft arriving at KAB. PPR's must be submitted NLT 24 hour prior to arrival but NET 72 hours prior to arrival. Units/squadrons deploying to KAB are only required to submit PPRs for arrival to KAB one time per aircraft, upon first arrival for that deployment. Thereafter, deployed units are treated as home based units and no longer are required to submit PPRs for flight operations in/out of KAB. However, once on deck at KAB if a squadron aircraft is scheduled for a cross-country flight to another location for more than a day and not return to KAB a PPR must be obtained. Changes in approved PPRs will be routed through the MWLK Operations Section. Without a PPR, aircraft risk being diverted and PPR violations may be issued. Guidance on PPRs can be found in the 18th Wing Instruction 13-203, KAB Noise Abatement Policies and Procedures, Chapter 6, available for review on the KAB website at <http://www.kadena.af.mil/>, located under 18th Wing publications.
- **KAB Course Rules and Air Traffic Control (ATC) briefs.**
Once squadron aircrews arrive at KAB, all aviators must attend the KAB Course Rules and Air Traffic Control (ATC) briefs prior to conducting local flight operations. Squadron Operations Officers can contact the **MWLK Operations Chief/Clerk (634-2079/634-1317) or MWLK OIC (632-7148)** prior to deployment to schedule the briefs. 18th Wing Operations Group (OG) will provide a fixed or rotary wing aviator (depending on the squadron) and possibly an air traffic controller to present the briefs to visiting units. POC's for the 18th OG fixed and rotary wing briefers are; 634-5853 and 634-5916, consecutively. **These briefs are mandated by the Commanding General, 1st MAW for all deployed units and a roster will be signed by attendees.** Complete information on ATC and Airfield Management procedures can be found in the 18th Wing Instruction 13-201, ATC and Airfield Management and are available for review on

MWLK Smart Pack

the KAB website at <http://www.kadena.af.mil/>, located under 18th Wing publications.

- **1st MAW Air Operations SOP.** The Current Operations Officer (COPSO) of G-3 can be contacted for specific regulations regarding air operations mandated by 1st MAW. The COPSO can be reached at 645-7725.
- **Letter of Procedure (LOP).** A LOP must be established between the deployed squadron/unit and 18th OSS Base Operations. This LOP is Appendix I must be submitted immediately upon arrival at KAB by the visiting squadron.
- **Flight scheduling.** MWLK Operations Section will provide liaison as required between the deployed squadron and 18th Operations Support Squadron (OSS) Base Operations for flight scheduling. After the required LOP at Appendix I is submitted to 18th OSS Base Operations and is on file for the duration of the deployment, flight schedules can be faxed to 18th OSS Base Operations (Fax # 634-2493/voice # 634-3118) by the Squadron Operations Officer. Flight schedules are due to 18th OSS Base Operations by 1600 daily for the following day's flights. Saturday, and Monday flight schedules are due by 1600 on Friday. Once faxed, a follow-up phone call is required to verify receipt and ensure 18th OSS is processing the request for the next day's flight activities. Once the flight schedule is published, deployed units must provide a copy to the MWLK Operations and Motor Transport Sections. **Units requesting Sunday flight operations will have to contact the MWLK OIC (DSN 632-7148) for approval through the 18th Wing OG Commander by Friday. Sunday flight operations are prohibited in most cases unless designated as a real world contingency or critical operation.**
- **Flight Plans.** A flight plan (DD Form 1801) is mandatory for all aircraft arriving and departing KAB in a transient status. Flight plans will be filed not less one than hour or no more than twenty-four hours before departure. Flight plans must contain the following items:
 - Number and type of aircraft.
 - Call sign(s).
 - Estimated time of departure.

MWLK Smart Pack

- Estimated time of enroute.
- Pilot's name.
- Fuel.
- Area of Flight (Kadena North, Kadena South, Kadena East, ect).
- Approval authority.
- Local contact number.

More guidance on flight plans and scheduling can be found in the 18th Wing Instruction 13-201, Chapter 3, ATC and Airfield Management on the KAB website at <http://www.kadena.af.mil/>.

- **Typhoon aircraft sheltering.** In the event typhoon conditions require sheltering of aircraft, MWLK operations attends the KAB strike meetings, which are held to prioritize the sheltering of all aircraft aboard KAB. At typhoon condition TC-3 there will be a meeting at the 18th OSS MOC. This meeting is to notify key personnel a typhoon is within range of KAB. The 18th Wing Command Post will call and notify MWLK of the strike meeting time. MWLK is issued cell phones to ensure a rapid response to a recall, and the 18th Wing has those phone #'s for such situations.

A second meeting with the 18th Wing Maintenance Group will be held after the strike meeting, or at TCCOR-2 whichever the situation warrants to prioritize the sheltering of aircraft. All aircraft that are mission capable will fly out to designated safe havens. Aircraft that are not mission capable will be provided hangar space in the MWLK hangar #3 or other area.

- **Ordnance Section Support Functions.** The MWLK Ordnance Chief supports ordnance activities by providing liaison and coordination between the deployed unit's ordnance section and 18th Wing and 7th Fleet ordnance agencies aboard KAB. Many liaison and coordination functions are required to ensure safe and effective conduct of ordnance delivery to the many ranges surrounding Okinawa. The primary duties of the MWLK Ordnance Chief are as follows:

MWLK Smart Pack

- o Conducts ordnance in-briefs with deployed ordnance personnel to ensure 18th Wing regulations and procedures are understood.
- o Coordinates hardstand assignment for aircraft ordnance upload/download and other related activities.
- o Issues Ready Service Lockers (RSLs) to deployed units.
- o Ensures proper chaff/flare buildup procedures are followed in building 3440 (flight line maintenance).
- o Ensures ordnance personnel are qualified/certified to handle ordnance in accordance with MCO 8023.3.
- o Coordinates all 18th Wing and 7th Fleet flights in/out of KAB, which have explosive ordnance as cargo.
- o Contacts deployed unit ordnance crews in case of destructive weather.
- o K5R (DSN 634-2491) handles incoming and outgoing cargo. 733rd (AF) helps K5R with loading and downloading of hazardous cargo.
- o **Ordnance Chief's general responsibilities.** The MWLK Ordnance Chief is responsible for providing policy clarification; ordnance regulations enforcement; coordination for use of the munitions upload/download areas and ensuring ordnance is armed/de-armed in accordance with standing procedures. The 18th Wing Supplement to the U.S. Air Force Manual 91-201, Explosive Safety Standards, which outlines procedures for ordnance activities on the flight line can be reviewed in detail by visiting the 18th Wing website at <http://www.kadena.af.mil/>, located under associated units. 18th Wing, as the Air Base manager, has jurisdiction over all ordnance operations aboard KAB and requires MWLK to coordinate all ordnance activities for visiting units. At no time will deployed personnel circumvent MWLK liaison authority and communicate directly with any 18th Wing and 7th Fleet ordnance agencies. The following, information is vital for conducting safe ordnance evolutions board KAB:
 - Ensure deployed units will strictly adhere to all regulations governing the safe handling, storage,

MWLK Smart Pack

build-up, and delivery of munitions.

- All deployed ordnance personnel must receive the operating procedures and safety lecture from the MWLK Ordnance Chief.
- All deployed ordnance personnel must be qualified/certified in accordance with MCO 8023.3. A copy of each individual's qualification/certification shall be provided to the MWLK Ordnance Chief.
- All deployed ordnance personnel who need access to the flight line or the munitions area must be on the unit Entry Authorized List (EAL) roster or have a U.S. Air Force restricted area access badge (AF Form 1199C). Both of which can be obtained through the MWLK Security Manager and Operations Chief.
- All deployed personnel operating vehicles or support equipment on the flight line will have a valid flight line competency card. This will be obtained through the MWLK MT/MHE Chief.
- All units deploying to Kadena Air Base are responsible for arranging their own storage, transportation, and shipment of small arms (Class V Munitions) by contacting the 1st MAW ALD-D at 645-2851. 18th Wing doesn't provide armory services to visiting units.
- MWLK has operational control of eighteen (18) hardstands. Appendix K is a map of MWLK hardstands and location from MWLK bld 762 hangar #3. Fifteen (15) sited for 1.3 and 1.4 munitions and three (3) sited for 1.1. Each of these hardstands can fit two (2) F/A-18s, AV-8Bs, F-14s, UH-1Ns, or AH-1Ws, but only (1) KC-130, CH-46, CH-53, or P-3 aircraft.
- While loading aircraft on hardstands 111, 113, and 115, hazard class signs will be on display on each hardstand that is being loaded.
- Net Explosive Weight (NEW) for hardstands 111, 113, is 3k, and 115, is 4k.

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- Chaff and flare dispenser build-up is approved in the flight line maintenance building, 3440. A grounded table is available in the far left hand corner (facing 3440 from front) of the building for ordnance evolutions.
- MWLK has two (2) Ready Service lockers (RSLs) (buildings 3461, and 3463) located on the flight line for storage of 1.3 and 1.4 munitions. Coordinate key issue with the MWLK Ordnance Chief.
- When forward firing ordnance is uploaded on aircraft parked on the hardstands, it shall be pointed towards the center and across the runway.
- Aircraft with rear firing flare pods will be parked on reverse heading, if there is no forward firing ordnance loaded.
- A complete ordnance loading team is required for each hardstand utilized.
- It is the deployed unit's responsibility to arrange for fire bottle placement prior to utilizing hardstand ordnance load spots.
- Deployed units must also maintain contact with U.S. Marine EOD (632-5143/634-5104/5/6 or cell 090-6861-4384) relative to on-going ordnance activities.
- Rotary Wing Ordnance operations are normally conducted on the Delta Taxiway. A maximum of four (4) per side for AH-1W for total of (8) or (5) per side for UH-1N for a total of (10) aircraft can utilize the Delta taxiway at any one time. The separation distance for AH-1W and UH-1N helicopters is 96 feet between centerlines.
- During explosive ordnance operations on the Delta Taxiway, all helicopters will park on the hardened aircraft surface, not the asphalt shoulders. Helicopters with forward facing ordnance must face southwest, which is parallel

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with the runway and perpendicular with the taxiway.

- In accordance with reference (a), the following is the maximum allowable Net Explosive Weight (NEW) for Taxiway Delta:

TYPE	LOC	1.1	1.2.1	1.2.2	1.2.3	1.3	1.4	NOTES
TAXIWAY	DELTA	4K	2K	2K	1K	1K	OP LIMIT	

- In the event the Delta Taxiway is not available for use, helicopters may be authorized to utilize other ordnance hardstand load spots after coordination with the MWLK Ordnance Chief.
- Arming/De-arming shall be conducted **only** in designated areas. There are four (4) warm-up pads aboard KAB and each has different heading designations for arming/de-arming procedures. W/Pad 1 230°, W/Pad 2 070°, W/Pad 3 050°, W/Pad 4 230°
- Ordnance ground crews may utilize the taxiways or drive around the perimeter of the flight line to get to/from the arming/de-arming areas. **At no time should ordnance ground crews cross into radio-controlled areas.**
- Aircraft with hung ordnance will taxi to the end of the runway, then to warm-up pads 1, 2, 3, or 4 or as directed by the Control Tower for de-arming.
- Aircraft with gun jams on runway 23L will use warm-up pad 4 at the end of the runway. Aircraft landing on runway 5R will use warm-up pad 3 for clearing jammed guns. If the gun cannot be cleared, the aircraft will be shut down and towed to hardstand 125, located adjacent to the warm-up pad for maintenance.
- Simultaneous aircraft refueling and ordnance upload/download is prohibited aboard KAB. However, if more than one aircraft is parked on a hardstand, one aircraft can be fueled while the other is being upload/downloaded. Aircraft cannot be refueled during thunderstorm conditions

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(Lightning within 5 miles).

- The only authorized ordnance in the refueling hot pits is training ordnance; ordnance containing only flash or impact signal cartridges, captive carry missiles with inert warheads and motors, internally carried pyrotechnics, aircraft peculiar cartridge actuated devices and de-armed internally mounted guns loaded with target practice ammunition. Decoy flares are not authorized in the hot pits!
- All daily ordnance load spot requests will be submitted via e-mail to the Ordnance Chief or delivered on a 3.5 floppy disk in the format provided in Appendix H. Requests will be submitted NLT 48 hours prior to the requested ordnance operation.
- The deployed unit's Ordnance Officer/Chief will submit all ordnance requests. Any revisions, deletions or additions will be submitted NLT 48 hours prior to the training evolution.
- Deployed squadron/detachment personnel are responsible for coordinating ordnance deliveries from the supporting MALS ordnance department or deployed Intermediate Maintenance Activity (IMA) ordnance section.
- Deployed unit ordnance personnel will provide the MWLK Ordnance Chief with a daily ordnance load spot request. It is the deployed units responsibility to make sure the NEW and HC/D is correct on the load request. MWLK Ordnance Chief will assist deployed squadrons on filling out the request, if NEW or HC/D is not known.
- For safety reasons, 18th Wing Base Operations will closely monitor the movement of ordnance aboard KAB. No vehicle will tow more than two trailers at any time. The towing vehicles are restricted to 15 MPH (24 KPH) base-wide.
- The most direct route to/from the aircraft will be used. Ordnance delivered to the Delta Taxiway from the Navy weapons area will be conducted via

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the Entry Control Point (ECP) at the east end of runway 23L.

- Prior to movement of any ordnance, the MALS/IMA ordnance section will notify the flight line fire department at 634-6011/8399/8288 and provide ordnance information i.e., Net Explosive Weight, Hazard Class and Division, positioning and information on how long the ordnance will be staged on the hardstand load spot.
 - All ordnance evolutions will cease during destructive weather such as electrical storms and Typhoon Condition (TC) 2 and above.
- **Hazardous/Explosive Cargo.** The MWLK Ordnance and S-4 sections will assist with hazardous/explosive cargo movement/embark/debark operations in accordance with the following:
 - Prior to any aircraft landing with explosive cargo, (Hazard class 1.1 thru 1.4) the aircrew must first contact the Special Airlift Assignment Mission (SAAM) shop at 634-0007 FAX 634-1759. The aircrew needs to fill out an explosive clearance worksheet (Appendix F) and have it approved by the SAAM shop prior to departing for KAB.
 - **KAB Flight Line Security.** The MWLK Operations Section will assist deployed squadrons/detachments with flight line access. Compliance with the following important information is required to gain access to the flight line and other restricted areas at KAB:
 - Entry Authorization List (EAL). An accurate roster of all personnel must be submitted to the MWLK Operations Section prior to arrival at KAB. This roster will then be formatted and provided to the 18th Wing Security Group as the Entry Authorization List (EAL) for flight line access. The roster must be in excel format with the following information; First name, Last name, Middle initial, SSN#, Rank/Grade, Security Clearance or Interim, and Gender, in accordance with Appendix E, (EAL Format).

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- A military identification card will be displayed above the waist at all times while on the flight line.
- The squadron is responsible for providing ID cards holders for squadron personnel.
- The following are the **only exceptions** to the above rules when displaying ID cards:
 - Not required when personnel are within 25 feet of an operating aircraft engine.
 - Not required when personnel are working near or in the jet intakes of an aircraft.
 - Not required when personnel are working inside a hardened aircraft shelter with an engines-running aircraft.
- All squadron/detachment personnel challenged by 18th Wing security forces while in and around a restricted area must immediately be able to produce their identification card.
- Any dispute with the 18th security group will be first brought to the attention of MWLK Staff for resolution.
- **General Aviation Information.** The following general operational information is provided relative to KAB:
 - **Aircraft Operations and Maintenance.** The MWLK Operations and SED Sections will assist deployed squadrons/detachments with any operational and/or major aircraft maintenance activity required. Deployed units can performed in-depth maintenance within hangar 3 to include R&R of major components, engine swap-out, gearboxes, AMAD, etc. The flight line maintenance building is available for smaller scale maintenance activities. On occasion, U.S. Air Force hardened aircraft shelters (HAS) can be requested through the MWLK operations section.
 - C2 Training. Deploying units can coordinate command and control i.e., ground control intercept (GCI) with the following 18th Wing units: 623 ACF/call sign "Lightsword"/scheduling (DSN) 634-2939(voice), 634-5519(fax) or 961 AACS

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(AWACS)/call sign "Cowboy"/ scheduling 634-8106/8115.

- o The following is important information relative to aircraft movement:
 - Prior to towing an aircraft on or across taxiway Lima, Kilo, Red Line, or to a hangar, coordinate with the MWLK Operations Chief at 632-6175. The MWLK Operations Chief will then forward such requests for approval to 18th Wing Maintenance Operation Center (MOC), 634-4139 and KAB Tower, 634-3843. The Transient Alert (TA) Line, phone #634-1418/1289, may provide a follow-me truck for these movements.
 - Movement of the aircraft must have prior authorization from the MOC, 634-4139. During hours of darkness, external wingtip lights or anti-crash lights must be utilized while towing aircraft. If this is not possible, a wing walker will utilize aircraft wands.
 - Flight line Safety is of primary concern at all times. During hours of darkness all personnel on the flight line will wear reflective belts. Each hardstand that has aircraft parked on it during hours of darkness will require a light or light unit positioned facing the aircraft.
 - There is an 8" yellow line in front of each hardstand. This line marks the wing tip clearance for large cargo aircraft that utilize the taxiway. No vehicles or gear may be parked outside the wing tip clearance line at any time. Immediately after aircraft departure, all hardstands must be cleared of all support equipment and maintenance gear.
- o **Aircraft Wash Racks.** There are two (2) wash racks available for aircraft aboard KAB. One is located on taxiway 4 on the Navy side (birdbath type). The other wash rack (fighter wash rack) is located next to taxiway 2 adjacent to the Corrosion Control Hangar. Units must coordinate with the TA Line prior to using the wash rack on Taxiway 2, 634-1418/1289.

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- **Foreign Object Damage (FOD) Walks.** The visiting squadrons are required to perform daily FOD walks of their hardstands, maintenance areas, and immediate areas around building 3440 to include all adjacent taxiways.

- **Noise Abatement.** To alleviate the concern over aircraft noise levels in the communities surrounding KAB, many noise abatement restrictions have been placed on the U.S. military airfields in Okinawa. Noise abatement is a **politically sensitive issue** and in-flight violations can easily escalate into an international incident. To avoid such crisis, numerous noise abatement policies and procedures have been established to ensure squadrons operating in Okinawa understand these restrictions. 18th Wing Instruction 13-203, KAB Noise Abatement Policies and Procedures, Chapter 6, establishes policies and procedures for noise abatement. This instruction should be reviewed thoroughly on the KAB website at <http://www.kadena.af.mil/>, located under 18th Wing publications. Other higher headquarters (HHQ) documents address this sensitive issue such as the JCS Memorandum by the Joint Subcommittee on Aircraft Noise Abatement (see Appendix G). The above-mentioned 18th Wing Instruction 13-203 is in strict compliance with this Joint Memorandum. Noise abatement criteria are designed to minimize undesirable effects of aircraft noise without jeopardizing U.S. Forces Japan missions. The following are additional noise abatement procedures to minimize aircraft noise to the surrounding community:
 - Airfield traffic pattern configurations, including entry and exit routes, are designed to avoid flight over densely populated areas, including schools and hospitals.

 - Aircraft in the vicinity of KAB should maintain a minimum of 1000 ft Mean Sea Level (MSL) except during flights on approved Visual Flight Rules (VFR) entry and exit routes, during takeoff and landing, in the VFR traffic pattern, when directed by ATC, or on instrument approaches.

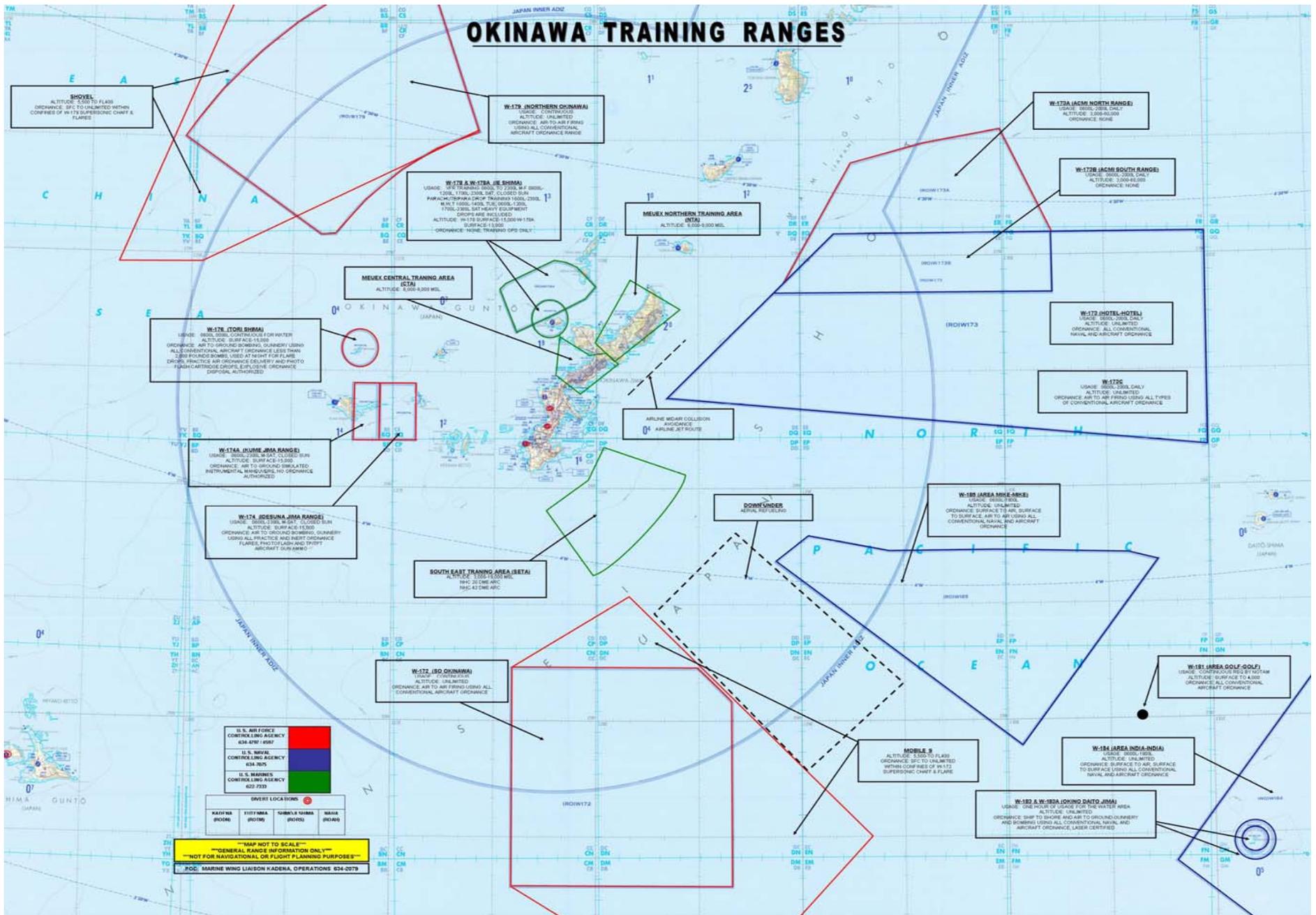
 - Quiet hours have been established between 2200 and 0600 Monday through Saturday.

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- **No local flying on Sunday**
- Jet engines should not be tested between the hours of 1800 and 0800 unless effective noise suppressers are used.
- For fighter attack aircraft all weekend operations except pass through cross country flight and deployments to from Kadena require 18th OG/CC approval via MWLK OIC.

Okinawa Training Ranges. To schedule transient aircraft aviation training within the ranges depicted on the Okinawa training ranges map on the following page, fill out the range request portion of the Transient Aircraft and Personnel Support Request (TAPSR /Appendix L). To schedule aviation training activities within the same training ranges while deployed to Kadena Air Base as a squadron or detachment, contact the MWLK operations section with your range training requirements. Ranges can be schedule prior to arrival for all units. To find the specific limitations on usage and type of ordnance allowed within the various ranges, access the 18th Wing instruction 13-204 titled Weapons Ranges (18WGI 13-204) on the 18th Wing webpage at <http://www.e-publishing.af.mil/search.asp?keyword=13-204>

OKINAWA TRAINING RANGES



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MWLK Motor Transportation Section

The MWLK Motor Transport (MT) section consists of a MWLK MT/MHE Chief, MT Dispatcher, MHE operator and several refueler/MT vehicle operators. The MT section will provide government, tactical, and rental vehicles to visiting squadrons/detachments as requested via deploying unit's Direct Support Request (DSR). Pre-deployment phone coordination with the MWLK MT/MHE Chief can provide specific details, but annotation of vehicle requirements in the DSR is critical to ensure availability upon arrival. All vehicle procurements will be conducted via MWLK MT/MHE Chief.

All enlisted operators must have an OF-346 license with Kanji stamp to operate garrison mobile equipment (GME) vehicles in Okinawa, Japan. Officers are not authorized to operate Marine Corps GME. Officers are authorized to operate Fuji contract rental vehicles with a SOFA license. **It is highly recommended all SOFA/OF-346 license be obtained prior to your arrival. To read the SOFA license study guide and Japanese road signs booklet, visit the MWLK website and click on the SOFA license and Japanese road sign study booklet.** <http://www.lmaw.usmc.mil/> All deploying squadrons/detachments vehicle requests need to be submitted to the MWLK MT/MHE Chief (Fax # 634-4405) via the MAG-12 S-4 at least 72 hours prior to vehicle pickup.

- **Motor Transport.** The following is key information relative to motor transport operations aboard KAB:
 - All U.S. Marine Corps vehicles require trip tickets stamped "Off-Base" and expire after 24 hours. A limited number of toll passes (may be obtained from the MWLK MT/MHE Chief) for the express way but requires a 24-hour notice (Monday-Friday).
 - No U.S. Marine Corps Government vehicles will be used for personnel business, regardless of rank. They are for official business only. All exchanges, commissaries, and club outlets, to include package stores are unauthorized areas for government vehicles. Commercial vehicles (white vehicles) may be authorized for recreational areas aboard KAB.
 - Navy/CFAO rental vehicles are authorized at all facilities aboard Kadena Air Base but not at off base establishments such as bars, clubs, or restaurants. Navy rental vehicles may be parked at

MWLK Smart Pack

the USO (Gate 2).

- o All rental vehicles procured through MWLK will be signed for from the CFAO Motor Transport Public Works Center. **Those individuals whose license were faxed to MWLK for the purpose of reserving vehicles must be physically present, at the PWC with a valid OF-346 or SOFA license at the time of pickup.**
- o Prior to departure, all vehicles must be turned in to the CFAO Motor Transport Public Works Center. All vehicles procured through other means must be returned to the appropriate rental agencies. MWLK will provide assistance in coordinating pick up and returns of rental vehicles as required.
- o Non-military (Fuji Motors) contract rental vehicles are **not authorized aboard Kadena's taxiways**. A flight line access pass must be obtained prior to operating aboard the flight line. Flight line access passes are stringently controlled by base operations. Upon arrival to KAB, squadron personnel may contact the MWLK MT/MHE Chief for information on obtaining these permits.
- o MWLK MT must have 14 days notice for gear requiring a Tractor Trailer transport in order to procure Japanese Road Permits.
- o Commanding General, 1st MAW approval is required for operating 5 ton or larger vehicles on wet roads on Okinawa. MWLK MT/MHE Chief will coordinate obtaining the wet road waiver for deployed units.
- o Operators are responsible for their vehicles at all times. They will ensure that it is kept clean (both inside and out) and the fuel topped off daily (if under half a tank). **Contact MWLK Motor Transport Chief at 632-6244/42 for refueling information.**
- o All vehicles operating on the flight line require a valid SF-84 (Flight Line Operators Permit) for each operator. Contact the Motor Transport Office for license applications and testing requirements. Flight line violations may result in a loss of driving privileges and vehicle access to the flight line.

MWLK Smart Pack

- o Transient air crews must coordinate with MWLK operations section via the Transient Aircraft and Personnel Support Request (TAPSR) prior to arrival to ensure availability of the "Transient Air Crew" VIP sedan and van. Transient aircrew is defined as 24 hours or less.
- o Transient air crews must have in their possession a valid SOFA license in order to check out the "Transient Air Crew" VIP sedan and van.
- o If an accident occurs involving rental or government vehicles, the driver needs to contact Foster PMO at 645-3718, Kadena Security Forces @ 911, your SNCOIC, the MWLK MT/MHE Chief at 632-6244 or MT Dispatcher at 632-6242. After working hours, contact MWLK SDO Cell Phone # 090-6861-4932. Do not move the vehicle from the scene until instructed to do so by the Military Police or Japanese Police.
- **Military Heavy Equipment (MHE) Support.** The MWLK MT section provides MHE support to deployed squadrons/detachments for movement of cargo and pallets. MHE is limited at MWLK so prior notification of specific MHE support requirements should be identified in the deploying unit's DSR to ensure availability. The MWLK MT/MHE Chief will coordinate with other 1st MAW units for MHE requirements that are beyond the MWLK Table of Equipment (T/E). All specific cargo dimensions and movement requirements should also be identified in the DSR. Squadron/detachment logistics personnel must ensure all cargo is correctly palletized for transportation. The following is a list of heavy equipment assigned to MWLK:
 - o One (1) 7.5 Ton Crane
 - o One (1) 10,000 lb Forklift (TRAM)
 - o One (1) 4,000 lb Forklift (DTC)
- **Aircraft Refueling Operations.** MWLK MT section provides fixed and rotary wing aircraft refueling support to deployed squadrons/detachments and local MAG-36 aircraft. The following information is provided relative to

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refueling operations at KAB:

- o Refueling operations are conducted during normal airfield operating hours and can be requested within the Transient Aircraft and Personnel Support Request (TAPSR) Appendix L, which is forwarded to the MWLK Operations Section. Any questions concerning refueling operations can be directed to the MWLK MT/MHE Chief, 632-6244.
- o In the event that two squadrons are awaiting fuel simultaneously, priority will be determined by the flight schedule. Please note MWLK is required to follow 18th Wing regulations at all times while refueling aircraft.
- o All aircraft should be chocked and grounded during refueling operations. There should be two (2) people on or near the aircraft while the aircraft is being refueled. Each aircraft is required to have a fuel card with the tail number on it. No maintenance will be performed on the aircraft while being refueled. The pilot's hand will remain visible at all times during refueling.
- o Hot Pit refueling operations can be conducted at KAB. A minimum 72-hour notice by deploying squadrons/detachments is required to coordinate logistics and operational requirements for these operations. Any requests or questions concerning hot pit refueling operations can be directed to the MWLK MT/MHE Chief, 632-6244.
- o Simultaneous hot pit refueling is authorized aboard KAB between F-15 and F/A 18 or AV-8 A/C but... requires a week prior notice (five working days) in order that liaison can be made with 18th Wing organizations. Contact the MWLK MT/MHE Chief for coordinating instructions @ 634-2125.
- **Hazardous Material Assistance.** The MWLK will provide deployed squadrons/detachments with Hazardous Material (HazMat) handling assistance in accordance with the following procedures:
 - o The MWLK Hazardous Material (HazMat) Coordinator within the MT section can be reached at 632-

MWLK Smart Pack

6242/6244. MWLK will assist deployed squadrons/detachments with hazardous material control while at KAB.

- o Units must provide a Material Safety Data Sheet (MSDS) list of HazMat to be transported to KAB during deployment. Storage areas for hazardous material will be provided.
- o The MWLK HazMat Coordinator will conduct a weekly inspection of hazardous materials with the squadron HazMat representative to ensure strict compliance to directives.
- o The squadron HazMat representative will turn in all HazMat between the hours of 1500-1600 daily. Fuel spills will be reported to the MWLK HazMat Coordinator IMMEDIATELY at 632-6242/6244. For after hour spills, immediately contact the MWLK HazMat Coordinator and the 18th Wing Fire Department at 911, then inform Base Operations at 634-3118. Emergency spill kits will be provided and signed for by the squadron HazMat representative.
- o Squadrons will ensure all HazMat is collected and turned in prior to redeployment. The MWLK HazMat Coordinator and the squadron HazMat representative will conduct a final inspection prior to redeployment of the visiting unit.

MWLK Support Equipment Detachment (SED)

The MWLK SED consists of a SED Chief and limited Ground Support Equipment (GSE) maintenance/repair personnel. The mission of the MWLK SED is to provide support for day-to-day and contingency operations to 1st MAW and U.S. Navy fixed and rotary wing aircraft. An extensive support role has been established for the U.S Navy P-3 aircraft at KAB. This mission requires a variety of common support equipment (SE) and weapons support equipment (WSE) to be staged and maintained on the KAB flight line. **SED is a scheduled and minor maintenance activity only!** The following important information is provided relative to SED operations:

- **Equipment availability.** The MWLK SED has the following GSE: tow tractors; mobile electric power plants; hydraulic

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test stands and various aircraft jacks. Deploying squadrons/detachments provide other GSE by ensuring those items, which are not available at the MWLK SED are included in the unit embarkation plan.

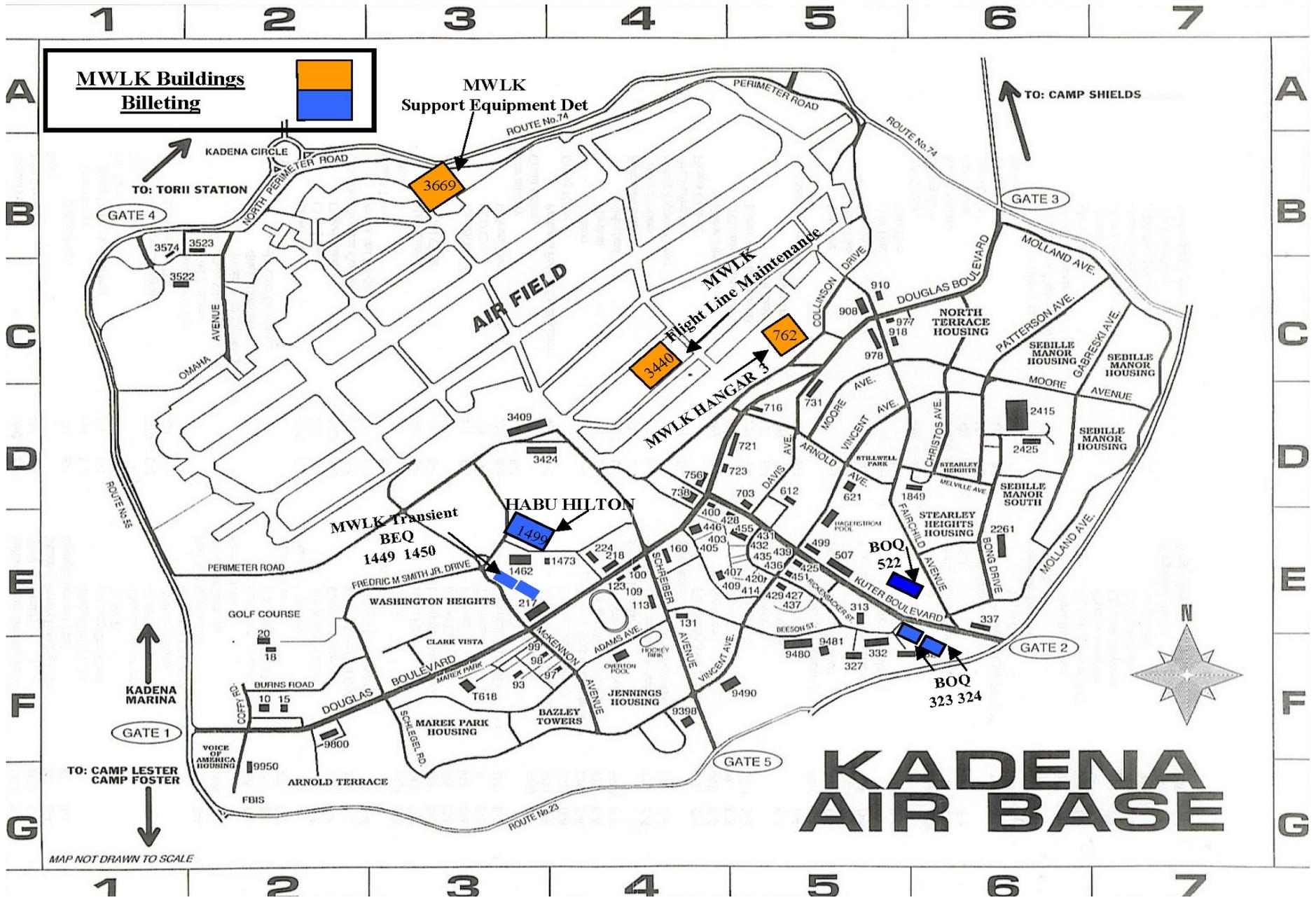
- **SE facility.** The SED compound is located in building #3669, across the flight line from hangar 3 and west of the P-3 hanger on Walker road. The phone number to SED is (DSN 634-6575). The SED duty after hours cell phone number is 090-6861-4901/2.
- **SE issue.** All support equipment (SE) can be checked out immediately upon arriving at KAB from SED. All squadron personnel desiring to check out or use SE are required to have a valid support equipment license.
- **SE refueling.** All SE can be fueled directly behind the SE compound during normal working hours. The SE should be filled immediately after check out to avoid any refueling inconvenience due to the distance between the MWLK hanger and the SED compound.
- **Cryogenics.** Cryogenics support is also provided by SED. Servicing for LAU-7 Tubes, Nitrogen Carts and Spen Carts is performed by SED at the cryogenics pad (located at building 3679). All cryogenics gear will be serviced when returned to SED.
- **SE limitations.** Due to the limited amount of SE available at the MWLK SED, SE will be checked out on an as-needed basis and should be returned immediately.
- **Deployment support requests.** All SE requirements for deploying squadrons/detachments must be identified in the DSR or Logistical Support Request (LSR), which is sent to MWLK SED prior to deployment. The MWLK SED will reply via naval message to the requesting unit, informing the squadron/detachment of shortfalls in SE availability at KAB. This MWLK SED message response will ensure deploying units understand SE limitations at the MWLK SED and should prompt units to coordinate the embark of these SE shortfall with MAG-12/MALS-12.
- **Augment personnel.** Squadron/detachment SE personnel augmentation will be required depending on the operational demands of the deployments. Those individuals identified as augments will report to SED for duty immediately upon

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arrival at KAB. At a minimal, (1) 6073 & (1) 6072 will be provided by deploying units for augmentation to the SED.

- **SE check-in.** All SE must be returned when recalled for scheduled maintenance. Additionally, all SE must be returned prior to squadron redeployment.

Appendix A



Facilities	Bldg.	Location	Facilities	Bldg.	Location
Accounting/Finance	721	D-5	Military And Civilian Personnel	721	D-5
American Red Cross	910	C-5	Military Clothing Sales	612	E-5
Airmen's Attic	1462	E-3	Military Family Housing Self-Help	1473	E-4
Auto Resale Lot	446	E-4	Naval Air Facility	3574	B-1
Bank:			Okinawa Family Housing Office	217	E-4
NationsBank	409	E-5	Olympic Services Mall	97	F-4
Base Exchange	414	E-5	-Barber/Hair Stylist		
Billing Office (Shogun Inn)	332	E-5	-Laundry/Dry Clean		
Bus Terminal	432	E-5	-Video Rental		
Cafeterias:			-Clothing Alterations		
Passenger Terminal	3409	D-3	-Waterbed Store		
Main Street, USA	429	E-5	-Anthony's Pizza		
-Anthony's Pizza			-Automated Teller Machine		
-Tiki Cafeteria			Pass And Registration	721	E-4
-Chop Stix (Chinese Food)			Passenger Terminal	3409	D-3
-Robin Hood Sandwich Shoppe			Postal Services:		
-Baskin Robbins Ice Cream			Postal Service Center 79	405	E-5
-La Casa De Amigos			U.S. Post Office / PSC 80	160	E-4
Chapel:			REACH Center	455	E-5
Chapel One	9800	F-2	Recreation Activities:		
Chapel Two	425	E-5	Arts & Crafts Center	435	E-5
Chapel Three	3425	D-6	Bowling Center	113	E-4
Child Development Center	439	E-5	Banyan Tree Golf Course	20	F-2
Annex and Pre-School	327	F-5	Chibana Golf Course		A-6
Class VI Store	224	E-4	Restaurants:		
Clinic:			Italian	3424	D-3
Main Clinic	703	D-4	Jack's Place	9950	G-2
Dental Clinic	428	E-5	La Paloma (Mexican)	723	D-5
Clubs:			Burger King	978	C-5
Airmen's Club	431	E-5	Popeyes	918	C-5
NCO Club	621	D-5	Tee House	18	F-2
Officers Club	313	E-5	Schilling Community Activities Center	455	E-5
Commissary	407	E-5	Schools (DoDDS):		
Credit Union:			Bob Hope Primary	9480	F-5
Pentagon Federal Credit Union	420	E-5	Amelia Earhart Intermediate	9481	F-5
Dining Halls:			Kadena Elementary	2415	D-6
Johnson	131	E-4	Stearley Heights Elementary	2261	E-6
Marshall	716	D-5	Kadena Middle School	9398	F-4
Strickland	3522	C-1	Kadena High School	9490	F-5
Education Office	721	D-5	Service Stations:		
Family Services	1462	E-3	Fairchild Gas Station	977	C-6
Family Support Center	99	F-3	Main Store/Service/Gas	218	E-4
Fire Station #1	738	D-4	Shoppettes:		
Fitness Centers:			Fairchild (Open 24 hours)	977	C-6
Falcon Fitness Center	499	E-5	Keystone	403	E-5
O'Connor Gymnasium	100	E-4	Olympic	98	F-3
Risner Athletic Complex	109	E-4	"Navy Side"	3523	B-2
-Tennis Center	123	E-4	Swimming Pools:		
-Running Track	109	E-4	Hagerstrom		E-5
Four Seasons/Toyland	93	F-3	Overton		F-4
Gates:			Kadena High School	9490	F-5
Gate One		F-1	Theater (Keystone Theater)	446	E-5
Gate Two		E-6	Thrift Shop	1462	E-3
Gate Three		B-6	Telephone Customer Service	400	D-5
Gate Four		B-1	Temporary Lodging Facilities:		
Gate Five		F-4	Bldg. 332		F-5
Gift Corner	436	E-5	Bldg. 507		E-5
Hockey Rink		F-4	Hershey TLF	437	E-5
Karing Kennels	54300	A-6	Traffic Management Office	756	D-5
Laundromat	427	E-5	USO	337	E-6
Legal Office	15	F-2	Youth Activities:		
Library	451	E-5	Teen Center (Club EFX)	T618	F-3
Market Place	409	E-5	Youth Center	1849	D-6
-Food Court (Pizza, Sandwiches, Frankfurters, Cappuccino)			Veterinary Services	731	D-5
-AAFES Concessionaires			Video Rental:		
-Book Store			Home Box Video	977	C-6
-Arcade			Olympic Services Mall	97	F-4
-Barber/Hair Stylist			Olympic Shoppette	98	F-3
-Audio/Video Stores			Keystone Shoppette	403	E-5
-Film Developing			BX Marketplace	409	E-5
-Pack And Wrap			Shogun Inn	332	E-5
-Automated Teller Machine			Wing Headquarters	10	F-2
			Wing Safety	908	C-5

Appendix B
Phone Directory

MWLK POINT OF CONTACTS

Title	Number
OIC	632-7148
AOIC/SNCOIC	634-3858
SED SNCOIC	634-8396
SED Chief	634-6575
SED Duty NCO/PO	634-6477
	090-6861-4902
SED Duty Keys after hours	090-6861-4901
Operations Chief	634-2079
Operations NCO	634-1317
Operations FAX	634-6193
Ord Chief	632-6175
MT/MHE Chief	634-2125
MT Dispatcher	632-6242
Admin/ISC	632-7151/2
Barracks Manager	634-3463
Logistics NCOIC	632-7154
HazMat Coordinator	634-6242
SDO Cell Phone	090-6861-7285
DNCO	090-6861-7101
FAX	634-4405

ON BASE, OFF BASE, AUTOVON CALLS

Calls made from Hangar #3 (MWLK HANGAR), Building #762

- For on base calls, dial the seven digits of the phone number.
- For off base calls Dial 99, then dial the seven digits of the phone number.

Autovon calls may be made as regular Autovon/Priority. Some operators may require an access code number; this can be obtained through the MWLK Logistics Chief upon your arrival to Kadena Air Base.

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Only AOIC and OIC phones have DSN capability for CONUS. Autovon calls made to the states require a 312 or 315 prefix.

Calls made from the BOQ/BEQ

For on base calls, dial the seven digits of the phone number.

The BOQ/BEQ For off base calls Dial 99, then dial the seven digits of the phone number.

Commercial Phone Calls to CONUS

Toll calls, to be charged against the government, will not be made by individuals to conduct other than official government business.

The following avenues are available to provide assistance in emergencies where immediate information is required by the service member from CONUS sources or areas inaccessible by non-commercial telephone means:

- Red Cross
- Navy/Marine Corps Relief
- Unit Chaplain
- Autovon Network
- Headquarters, U.S. Marine Corps, Dial autovon 312-225-7366 and ask to be connected with appropriate commercial number in CONUS.

If the above options are unavailable or inadequate, call the Squadron Adjutant at 645-7444/5/6. Your needs are recognized, especially in emergency situations. The methods cited in the paragraphs above are the most cost efficient way of making that happen.

Commercial Phone Calls from CONUS

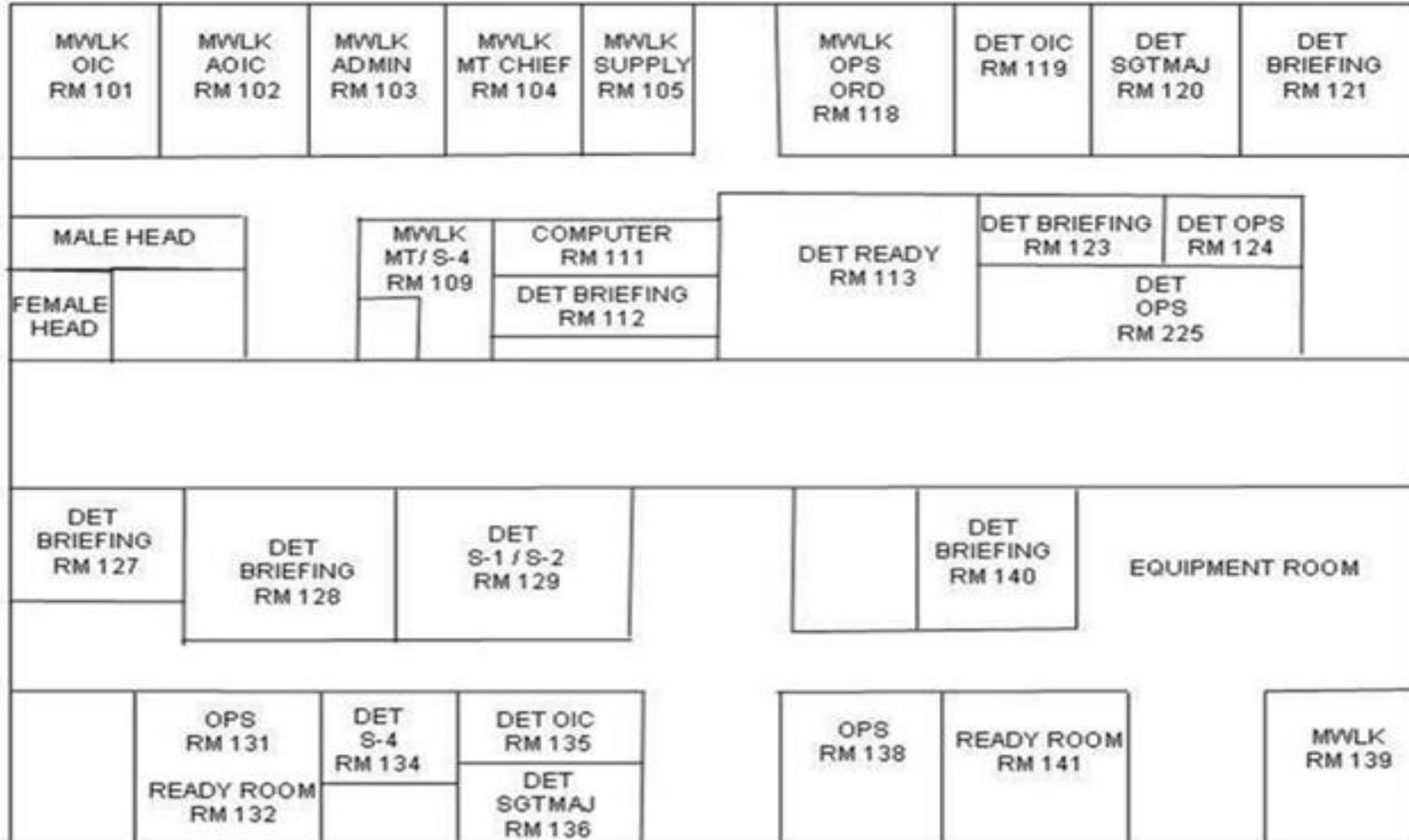
- Dial 011-81-611-XXXX

Operators

- Kadena 630-1110
- Foster 640-1000

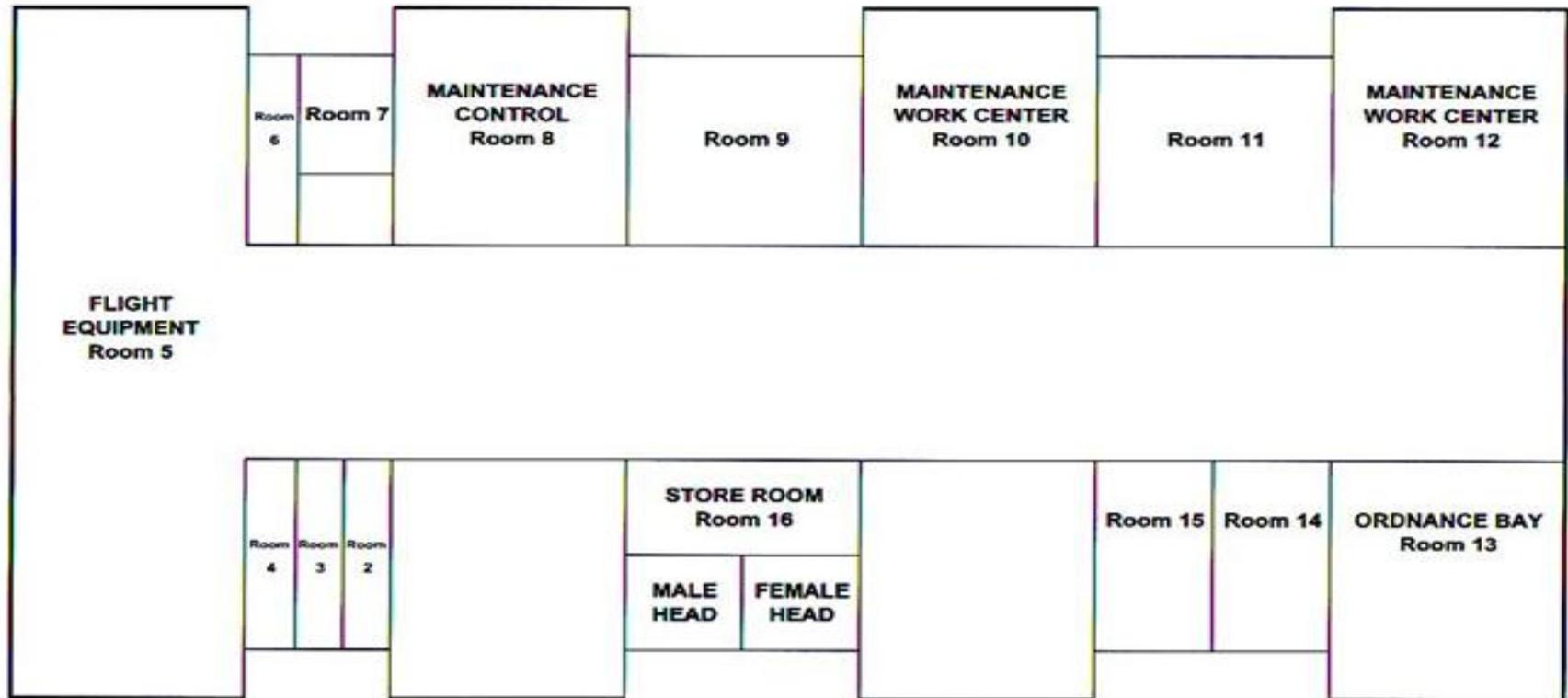
Appendix C

Building 762, Hangar 3 Diagram



Appendix D

Building 3440, Flight Line Maintenance Diagram



Appendix E

Entry Authorization Listing

Last Name	First Name	Int	Grade	SSN	Clearance	Sex

Appendix F

EXPLOSIVE CLEARANCE WORKSHEET (REQUEST/NOTIFICATION)

<input type="checkbox"/> SAAM <input type="checkbox"/> INBOUND <input type="checkbox"/> ENROUTE <input type="checkbox"/> OUTBOUND	<input type="checkbox"/> HOT SPOT? <input type="checkbox"/> YES <input type="checkbox"/> NO	MISSION # / TYPE AIRCRAFT / TAIL #	ROUTING (APOE / APOD)	ETA	TIME-L	Day	Month	Julian Date	TIME-Z	
		REQUESTING OFFICIAL / STATION	TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	ETA	TIME-L	Day	Month	Julian Date
		(RODN) Kadena, AB Japan	315-634-0007	315-634-1759	733airlift@kadena.af.mil					

1	NOMENCLATURE (PSN)	T.C.N.	Dest	PCS	WEIGHT	CUBE	UN #	Cla/Div	NEW(Kg)	C/C	Cnsgne	Pack-Para.	NSN	IBD	P-Code	PLT/LSS	REMARKS
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
TOTAL SHIPMENT WEIGHT:					0	TOTAL SHIPMENT NEW:					0.0000	KGS					
												LBS					

AGENCIES NOTIFIED	MODE	Julian Date	TIME-Z
DOWNLINE STATIONS	EMAIL		
XOG "Bookies"	EMAIL		
SPECIAL PLANNING	EMAIL/FAX		
AMCC (ATOC/C2/MACC)	EMAIL/FAX		
18TH MUNS	FAX (632-5043)		
FIRE DEPT	FAX (S/P)		
BASE OPS	FAX (ATOC)		

STATION CONTROL NUMBER:			
CLEARED BY	Julian Date	TIME-Z	REMARKS
THIS REQUEST IS CLEARED OR DENIED?			
IF DENIED, REASON WHY:			

Appendix G

These minutes are considered as official documents pertaining to both governments and will not be released without mutual agreement.

AIRCRAFT NOISE ABATEMENT SUBCOMMITTEE

26 March 1996

MEMORANDUM FOR: The Joint Committee
SUBJECT: Aircraft Noise Abatement Countermeasures at Kadena Air Base

1. The United States and Japanese Chairmen of the Aircraft Noise Abatement Subcommittee have agreed to propose the following Aircraft Noise Abatement Countermeasures at Kadena Air Base to the Joint Committee.

2. To alleviate the concern over aircraft noise levels in the communities surrounding Kadena Air Base, the procedures outlined below are designed to minimize undesirable effects of aircraft noise without jeopardizing US Forces Japan missions. Therefore, recognizing that flight safety, accomplishment of mission, and noise abatement are paramount considerations, these procedures are established.

3. PROCEDURES.

a. Airfield traffic pattern configuration, including entry and exit routes, should be designed to avoid over flight of densely populated areas, including schools and hospitals, as much as possible.

b. Aircraft in the immediate vicinity (defined as the Airport Traffic Area, within 5 statute miles) of Kadena Air Base should maintain a minimum altitude of 1000 ft Mean Sea Level except: during flight on approved Visual Flight Rules (VFR) entry and exit routes, during takeoff and landing, in the VFR traffic pattern, when directed by Air Traffic Control, or on instrument approaches.

c. Flight below local traffic pattern altitudes should be avoided except when the mission so requires.

d. Aircraft flying closed traffic patterns will delay pull-up to downwind leg until passing the runway end unless otherwise directed by tower. KC-135s flying VFR patterns to runway 5L/23R will avoid densely populated area over flight as much as possible.

e. Closed traffic patterns will be flown in a clean configuration within operational constraints until aircraft are established on downwind leg. Aircraft experiencing an emergency or having a procedural requirement to do so may fly a gear down pattern.

These minutes are considered as official documents pertaining to both governments and will not be released without mutual agreement.

f. The number of aircraft conducting landing practice in the traffic pattern at Kadena Air Base should be held to the minimum consistent with training requirements.

g. Use of afterburner is limited to that required for safety of flight and operational necessity. Afterburner used for takeoff will be terminated as soon as practical.

h. Supersonic flight is prohibited during training, over land areas in the vicinity of Kadena Air Base and Okinawa Island.

i. Both flight and ground operations between the hours of 2200 and 0600 are limited to those considered necessary for US operational requirements. Night training flights are limited to the minimum required to fulfill assigned US Forces Japan missions and maintain aircrew proficiency. Unit Commanders will exert every effort to complete night flying operations as early as practical.

j. Training flights are discouraged on Sundays and are limited to those considered necessary to fulfill mission requirements. Consideration should be given to minimize training flights on days of special significance to surrounding communities, such as, Memorial Day (Irei-no-hi).

k. Unless effective noise suppressers are used, and except for those cases when operational capability or readiness would be impaired, jet engines should not be tested between the hours of 1800 and 0800.

l. In operating engine runs, silencers will be used as much as possible.

m. No aircraft will conduct acrobatic flight associated with air fighting practice in the immediate vicinity (defined as the Airport Traffic Area, within 5 statute miles) of Kadena Air Base. However, the programmed demonstration of acrobatic flight will be excepted.

n. All assigned and transient flying personnel are fully indoctrinated on and will abide by stated requirements in order to reduce the impact of aircraft noise on surrounding communities.

4. RESPONSIBILITIES. Commanders will ensure that:

a. Aircraft under their control are operated to minimize aircraft noise to the extent practicable consistent with aircraft safety and operational necessity.

b. Traffic patterns and current operational noise countermeasures are continuously reviewed to reduce public annoyance as much as possible.

These minutes are considered as official documents pertaining to both governments and will not be released without mutual agreement.

c. Pilots operating at Kadena Air Base understand the sensitivity to aircraft noise and are aware of the practical countermeasures that can minimize the problem.

d. Pilots adhere to the procedures outlined in paragraph 3.

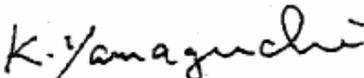
5. PUBLIC RELATIONS.

a. The 18th Wing Commander, his staff, and tenant flying unit commanders will exercise close attention to noise problems and countermeasure control. In this regard, close liaison will be maintained with local governmental and civil authorities in order to promote public understanding and mutual cooperation.

b. The 18th Wing Commander should make every effort to inform the Naha Defense Facilities Administration Bureau in advance of any communication regarding a local noise problem with local authorities or the public.

It is recommended that the above Memorandum be approved.

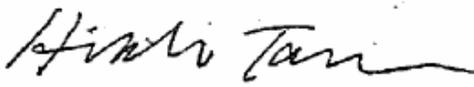
Accepted and referred to the Joint Committee on MAR 26 1996


KINICHI YAMAGUCHI

Japanese Chairman


THOMAS D. ELLIS
Major, USMC
US Chairman

Approved by the Joint Committee on MAR 28 1996


MASAKI ORITA
Japanese Representative
Joint Committee


PETER PACE
Major General, US Marine Corps
US Representative, Joint Committee

Appendix I

LETTER OF PROCEDURES

BETWEEN

18th OPERATIONS SUPPORT SQUADRON (18 OSS/OSAM)

AND

(DEPLOYED SQUADRON)

Current Date

PURPOSE: The purpose of this agreement is to establish policies, responsibilities, and procedures to file flight plans between Kadena Airfield Management Operations (AMOPS) and Deployed unit. **This agreement is valid from inclusive dates.**

SCOPE: To provide flight plan, flight following and weather briefing support between Deployed unit and Kadena AMOPS. Deployed unit will provide, as required, all information necessary to correctly enter proposed flights into the Government of Japan (GOJ) Airspace System. Deployed unit will conform to the procedures outlined in DOD FLIP General Planning, AFI 13-213 (Airfield Management), AFI 11-202 Vol. 3 (General Flight Rules), 18th WGI 13-201 (Air Traffic Control and Airfield Management), 18th WGI 13-202 (Flight Line Driving), and 18th WGI 13-203 (Kadena Air Base Noise Abatement Policies and Procedures).

(Deployed unit) will:

- a. Provide sufficient information to adequately file flight plans into the GOJ Airspace System.
- b. Provide a suitable flight schedule in lieu of a DD Form 1801 (International Flight Plan), signed by the Officer in Charge on a daily basis.
- c. Provide a schedule that includes: number and type of aircraft, call signs, estimated time of departure (ETD) in local, estimated time enroute (e.g. 1+30), pilot's name, fuel, area of flight, approval authority, and local contact number.
- d. Provide AMOPS with a copy of the next day's flight schedule by 1830L daily.
(Note: Fax flight plans/schedules to 634-2943. Call 634-3118 to confirm receipt)
- e. Advise AMOPS of any additions, deletions, changes, or cancellations to the daily schedule one hour prior to proposed departure time.

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- f. Maintain an original copy of all flight planning material within their deployed operations section.
- g. Provide AMOPS with all information concerning routing and munitions relevant to search and rescue operations when needed.

18 OSS/OSAM will:

- a. Review the DD Form 1801/flight schedule for accuracy.
- b. Enter all flight data into the GOJ Airspace System.
- c. Coordinate with Air Traffic facilities to ensure on-time departures.
- d. Maintain a copy of the DD Form 1801/daily flight schedule for historical purposes.
- e. Use the attached sample flight plan as the designated stereo or canned route.
- f. Assist with obtainment of timely weather briefs (DD-175-1) for all Deployed unit scheduled events by a qualified weather briefer/duty forecaster.

Deployed Unit OIC

Airfield Manager

APPENDIX J

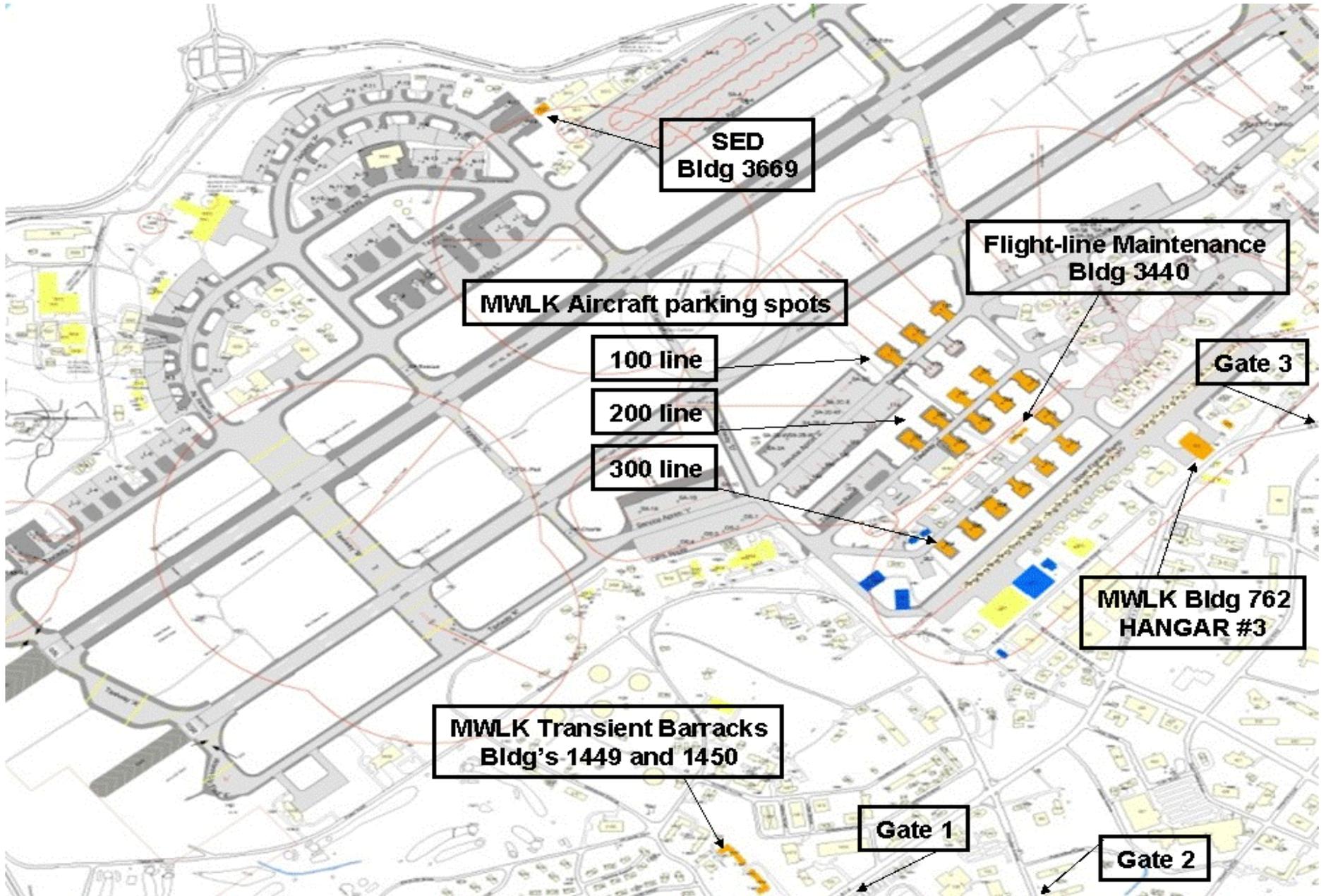
SIPR Access at Kadena Air Base (KAB)

1. Go to Link <http://www.Kadena.af.mil/NCC>.
2. Complete the following to initiate authorization for use:
 - a. Click on "**System Authorization Access Request**".
 - b. Complete DISA 41 form and have squadron security manager verify and sign.
 - c. Fax signed form to 18th Security Manager, 18th Communication Squadron at 634-2705. Label cover page "Attention 18th Communication Squadron Help Desk."
3. Upon arrival to KAB, the squadron security manager must provide the original DISA 41 form to the 18th Communications Squadron's help desk, located in building 400.
4. To expedite the process, the squadron security manager should notify the 18th Communications Squadron representative that the DISA form was faxed previously and account information should exist and requires verification only.
5. After the 18th Communications Squadron security manager verifies the DISA 41 form, he/she will sign the form and create a SIPR account.
6. Upon completion, the deploying squadron security manager will receive an email confirming SIPR account activation.

Note: Please direct all questions and concerns to the 18th Communications Squadron help desk technician at 634-7000 or 634-4877. Customers (squadron security managers) may sign for their account between the hours of 0700 and 1600, Monday through Friday.

APPENDIX K

MWLK Facilities and Flight-line Area



APPENDIX L

Transient Aircraft and Personnel Support Request (TAPSR)

TRANSIENT AIRCRAFT AND PERSONNEL SUPPORT REQUEST (TAPSR)								
This MWLK request is for USMC / USN aircraft operating at Kadena Air Base. The data provided here is required for a Prior Permission Request (PPR) and basic transient support. Failure to provide data could result in denial of flight to KAB. POC: MWLK Operations 634-1317, 634-2079.								
Section: 1		Date: YY/MM/DD	Squadron:		Aircraft ICAO to/from KAB. Departing from: - RODN -			
DD/ETA(L)	DD/ETD(L)	TYPE OF ACFT / QTY	CALL SIGN	PPR # (issued by 18th Wing)	PARKING (issued by MWLK)	FUEL QTY	OVERNIGHT (RON)	REMARKS
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
Squadron POC: (Rank/Initials/LName)			E-Mail Address: marine@xxxxxxxx.usmc.mil			DSN: XXX-XXXX		FAX: XXX-XXXX
Section: 2 Support Requested (check box if required)					Section: 4 Reserved for MWLK			
<input type="checkbox"/> A. Request aircraft refueler support on arrival. Qty _____ and time _____ (local).					Course Rules Brief Approved:			
<input type="checkbox"/> B. Request ordnance support see Tab (A) below. MWLK ordnance is at 632-6175.					DV / VIP O-6 or Above:			
<input type="checkbox"/> C. Request training range airspace see Tab (B). MWLK operations is at 634-2079.					Ordnance Approved: 632-6175			
<input type="checkbox"/> D. Request 18th Wing Course Rules Brief. Contact MWLK operations at 634-2079.					T/A Approved 634-1418:			
<input type="checkbox"/> E. Request transient aircrew transportation. Contact MWLK Motor Transportation at 634-2125/632-6244 for availability.					Base Ops Approved 634-3118:			
Section: 3 Information / Special Instructions					Remarks:			
1. Contact Kadena Base Ops when call signs, arrival or departure times change. Failure to do so will result in a CANX of PPR. 18th Wing Base Ops is at 634-3118.								
2. KAB Weather Office is at 634-3140 / 2710.								
3. Local sorties conducted by transient aircrews will be supported by the 18th Wing T/A Line only after prior coordination and approval thru MWLK operations section at 634-1317/2079.								
4. Aviators must attend a Course Rules brief prior to conducting any local flight operations within the Okinawa Ranges (locals). CG 1st MAW mandated.								
5. All requests for transient aircrew must be accompanied by a valid SOFA license #.								
6. The use of the transient aircrew vehicles will be coordinated locally by the MT section at 634-2125/632-6244.								
7. KAB Billeting Office is at 634-0677.								
8. Request aircrew shuttle at KAB. Contact 18th Wing Shuttle Service at 634-0604.								

TAPSR Instructions

1. The TRANSIENT AIRCRAFT AND PERSONNEL SUPPORT REQUEST (TAPSR) is an MWLK request form for coordinating transient USMC / USN aircraft arrivals and departures at Kadena Air Base (KAB). The shaded area of **section 1** and the entire **section 4** of this form are for "**MWLK use only**". **Section 1** information includes the approved PPR number and A/C parking spot, which will be filled in by the MWLK operations section. All TAPSR PPRs are approved by 18th Wing Base Operations but will be processed for approval thru MWLK, with the exception of requests forwarded after hours or during holidays and weekends. These requests are called in directly to 18th Wing Base Ops by the requesting unit. The Aircraft parking spot section of the request will be coordinated with the 18th Wing Transient Alert (T/A) Line by MWLK to ensure adequate support will be available from the T/A Line to park and service A/C. During periods of high volume transient air traffic, requests may be denied, but that is the exception. Transient squadrons are required to complete **sections 1 and 2** of the TAPSR form to ensure; arrival / departure PPRs have been approved, T/A Line support is available and MWLK is alerted to all functional area support requirements for the sortie/s. The MWLK operations section will coordinate with all 18th Wing organization POCs listed on the TAPSR, with the exception of the 18th Wing shuttle and weather service. All TAPSRs must arrive for processing at the MWLK operations section by COB the last working day prior to weekends and holidays and no later than 24 hours prior to requested arrival. **Section 3** provides important additional information and special instructions.

2. This form will be the required to request support for transient aircrew activities at KAB. The TAPSR must be submitted via email to the MWLK operations section. The POCs at the MWLK Operations section are SSgt Martin (operations chief / email: Geffrey.Martin@kadena.af.mil) and Cpl Valderrama (operations clerk / email: Juan.Valderrama@kadena.af.mil). The TAPSR is not used by squadrons deployed to KAB.

3. TAPSR section instructions:

a. Section 1 will be completed by the requesting unit to include:

- > The squadron name, ETA & ETD (local) KAB, the aircraft ICAO location prior to arrival KAB and departure ICAO.
- > A/C type and # of A/C, A/C call sign/s, fuel requirement (estimation), i.e. 10K, 250 gal. and RON request.

b. Section 2 will be completed by the requesting unit to include:

- > Check Boxes (A) thru (E) to notify MWLK functional area support is required.
- > Contact POCs listed in this section to coordinate your functional area support requirements.
- > Check Box A for requesting A/C refueling, annotate quantity, date and times locally. If additional refueling is needed annotate in Section 1 remarks.
- > Check Box B to request ordnance load spots and submit Tab (A) located at the bottom of the spread sheet to the MWLK Ordnance Chief.
- > Check Box C to request aviation training range airspace and submit Tab (B) located at the bottom of the spread sheet to the MWLK Operations Chief.
- > Check Box D to receive the 18th Wing course rules brief. This is a CG 1st MAW mandated brief for all aircrews conducting local flights out of KAB.
- > Check Box E to request the transient aircrew van from MWLK MT. A valid SOFA license number is required and must be presented to the MWLK MT Chief prior to signing out the transient aircrew van.

c. Section 3 provides information and special instructions.

d. Section 4 is for 'MWLK use only' and will provide POCs that approved specific requests.

4. **The TAPSR will be forwarded back to the requesting unit by the MWLK operations section upon final approval of all functional area support requested!**

5. If you have any questions contact the MWLK operations section at 634-1317/2079.

MWLK Smart Pack

References:

WgO 3120.5 Marine Wing Liaison Kadena AB SOP
ISSA N62254-01025-101 dtd Jan 01
ISSA M67400-00304-024 dtd Dec 00
ISSA M67400-00299-117 dtd Dec 00
CFAO/NAFKINST 8023.2
WGI 21-102 Wing Group Instruction (A/F)
AFI 11-218 Air Force Instruction
AFI 33-204 Air Force Instruction
DOD 4500.9R Department Of Defense