

**BY ORDER OF THE COMMANDER
OF THE 51ST FIGHTER WING**

**51ST FIGHTER WING INSTRUCTION
10-402**



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Operations

RECEPTION WORKING GROUP

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Certified by: 51 MSG/CC
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This instruction implements AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*. It establishes policies and procedures for the Reception Working Group (RWG). It applies to all organizations assigned or attached to the 51st Fighter Wing (51 FW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. The major changes to this instruction will help RWG members facilitate requests and reduce outside unit coordination for authorizations. The OPR's office symbol has changed from 51 LRS/LGRX to 51 LRS/LGRDX.

1. General. The RWG was created IAW USFKR 95-5, *Armistice Deployments to Republic of Korea (ROK) Air Bases and Airfields*, paragraph 2.1 and 2.2, to coordinate the logistical requirements of proposed deployments to Osan AB. The 51 FW/CC is the approval authority for deployments to Osan AB. This authority is delegated down by the 51 FW/CC to the RWG

chairperson, 51 MSG/CD. The RWG Chairperson is the final approval authority for all requests, with the exception of higher headquarters directed deployments.

2. Missions Requiring Coordination. Non ROK units flying aircraft or deploying ground forces to Osan AB that intend to remain overnight, operate from or make use of Osan AB facilities must have prior coordination and approval from the RWG chairperson.

3. Exemptions:

- 3.1. Four or less fighter aircraft staying for two nights or less.
- 3.2. Air Mobility Command (AMC) and Pacific Air Forces (PACAF) channel traffic.
- 3.3. AMC/PACAF air evacuation flights.
- 3.4. AMC/PACAF special assignment airlift missions.
- 3.5. Aircraft deployed to SAFE HAVEN bases in support of typhoon evacuation plans.
- 3.6. Transient aircrew staying two nights or less.
- 3.7. Transient aircraft landing for one time refueling (cross country request).
- 3.8. Very Important People (VIP) aircraft (Protocol coordinates Distinguished Visitor (DV) only, non aircrew and aircrew will need 51 FW Form 21, *Reception Working Group (RWG) Request*).
- 3.9. Federal Aviation Administration (FAA) Flight Check.

4. Office of Primary Responsibility (OPR).

- 4.1. The 51 MSG/CD will chair RWG and if unable to attend, the 51 LRS/DO or 51 OSS/DO will chair RWG.
- 4.2. The 51 LRS/LGRDX flight is identified as the RWG OPR and will act as the facilitator for RWG administrative support. Units deploying to Osan AB will use their local Osan AB Point of Contact (POC) to coordinate all other requirements to include billeting, subsistence, aerospace ground equipment, vehicles, fuel, workspace, and munitions support requirements if required.
- 4.3. The Airfield Manager (51 OSS/OSAM) is approval authority for all airfield use and will contact facility users prior to utilizing facilities for aircraft parking.

5. Reception Working Group Members. The following are members of the RWG and are required to attend all weekly meetings:

- 5.1. 51 MSG/CD (Chairperson)
- 5.2. 51 LRS/DO (Co-Chairperson)
- 5.3. 51 OSS/DO (Co-Chairperson)
- 5.4. 51 CES (CGO or NCO)
- 5.5. 51 LRS/LGRDX (Plans and Integration)
- 5.6. 51 LRS/LGRDDO (Vehicle Operations)
- 5.7. 51 MOS/MXOP (Maintenance)

- 5.8. 51 MUNS/MXW (Munitions)
- 5.9. 51 MXS/MXMG (Aerospace Ground Equipment)
- 5.10. 51 MXS/MXM (Transient Alert)
- 5.11. 51 AMXS/MXA (Maintenance Operations)
- 5.12. 51 OSS/OSAM (Airfield Management)
- 5.13. 51 FW/XPX (Wing Exercises)
- 5.14. 51 SFS/S5S (Installation Security)
- 5.15. 51 FSS/FSVL (Lodging)
- 5.16. 51 FSS/FSVF (Dining Facility)
- 5.17. 731 AMS/TRO (Capability Forecasting)
- 5.18. 51 AMDS/SGSX (Medical) see note.

NOTE: If the number of personnel does not exceed 100 and/or the deployment duration is less than 30 days, a medical representative is not required to attend the weekly meeting. The medical representative is required to attend NLT 45 days prior to all 7 AF major exercises.

6. Procedures:

- 6.1. The RWG meets once a week and 51 LRS/LGRDX will prepare the RWG agenda and are also responsible for staffing all formal support requests to include designating tracking numbers, recording support decisions and notifying local POCs on status of 51 FW Form 21.
- 6.2. Meeting minutes will be sent by the RWG Coordinator to each RWG member and local POC.
- 6.3. All 51 FW Form 21 will be filled out by requesting unit POC and provided to 51 LRS/LGRDX NLT 60 days prior to proposed deployment (IAW USFKR 95-5, para. 3-3). All applicable information must be filled out by the requesting unit POC and incomplete requests will be returned to unit with no action taken until complete request is returned to 51 LRS/LGRDX. This request will contain, as a minimum, the following information:
 - 6.3.1. Deploying unit identification.
 - 6.3.2. Purpose of the deployment. Include the identification of the units being supported.
 - 6.3.3. Requested deployment dates, to include prepositioning and departure.
 - 6.3.4. Requested deployment base and alternates if the preferred base is not available.
 - 6.3.5. Number and type of aircraft. Provide estimate if information is not finalized.
 - 6.3.6. Range, drop zone, landing zone, and/or space zone requirements, takeoff times, times over target, and recovery times. Identify additional operating ABs (other than the bed down base) if required.
 - 6.3.7. Special needs or considerations associated with the unit or aircraft.

NOTE: Deployment requests received between 30 days and 60 days before the requested deployment date may not allow sufficient time to coordinate the required support and

services. If requests are received later than 30 days before the deployment date, they may be disapproved with little prior notice to the requestor because they do not meet ROK Air Force requirements.

6.4. All units deploying to Osan AB will identify a local POC who must attend the RWG weekly meeting in order to represent unit's request. If the local POC does not attend, the request will be placed on hold until the POC can attend.

6.4.1. The local POC will coordinate with 51 LRS/LGRDX and applicable RWG POCs for all requested support and RWG number. Prior to arrival, incoming units should not contact supplier directly but use their Osan POC for all questions involving support from supporting units. To obtain Prior Permission Required (PPR) from 51 OSS/OSAM, unit must reference the approved RWG number.

6.4.2. All Osan AB POCs must ensure all incoming units complete the flight line driver's training/orientation, if required, prior to operating a vehicle on the flight line.

6.5. All fighter/fighter type aircraft requests will be coordinated through the RWG prior to being presented to the 51 OG/CC or designated representative.

PATRICK T. McKENZIE, Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force AEF*, 30 April 2009
AFMAN 33-363, *Management of Records*, 1 March 2008 (Amended 17 April 2012)
USFKR 95-5, *Armistice Deployments to Republic of Korea (ROK) Air Bases and Airfields*,
12 August 2011
51 FWI 10-404, *Transient Operations*, 1 April 2010

Prescribed Forms

51 FW Form 21, *Reception Working Group (RWG) Request*, 20 November 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

51 FW—51st Fighter Wing
AEF—Air & Space Expeditionary Force
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System
AMC—Air Mobility Command
DV—Distinguished Visitors
FAA—Federal Aviation Administration
MAJCOM—Major Command
OPR—Office of Primary Responsibility
PACAF—Pacific Air Forces
POC—Point of Contact
PPR—Prior Permission Required
RDS—Records Disposition Schedule
ROK—Republic of Korea
RWG—Reception Working Group
VIP—Very Important People