

**BY ORDER OF THE COMMANDER
KADENA AIR BASE**

**KADENA AIR BASE INSTRUCTION
10-404**



27 MAY 2020

Operations

**KADENA RECEPTION
WORKING GROUP**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 18 LRS/LGRDX

Certified by: 18 LRS/CC
(Lt Col Craig A. Straight)

Supersedes: KADENAABI10-404,
3 March 2017

Pages: 5

This instruction supplements Air Force Instruction (AFI) 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, and establishes local policies and procedures for the Kadena Reception Working Group (KRWG). It applies to all organizations assigned or attached to the 18th Wing (18 WG). 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 Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been revised and needs to be completely reviewed. Major changes include exception thresholds increasing from three nights on station to five, identifying the 18th Operations Support Squadron (18 OSS) as the notification authority for transient aircraft, and requiring the KRWG request is completed no fewer than 60 days prior to the proposed deployment departure from home station.

1. General. The KRWG was created to coordinate logistical and support requirements for proposed deployments or temporary duties (TDY) to Kadena Air Base (AB). It also provides a command and control structure and an official communication conduit to ensure effective reception and bed-down of incoming units. The 18th Wing Commander (18 WG/CC) is the approval authority for all non-HHQ directed deployments to Kadena AB. The KRWG is co-chaired by the 18th Mission Support Group (18 MSG) and the Wing Plans and Programs (18 WG/XP) and provides a feasibility analysis to the 18 WG/CC regarding the ability of the base to support mission requirements. The KRWG Chairs are delegated approval authority for all requests on behalf of 18 WG/CC, with exception of HHQ directed deployments.

1.1. KRWG slides will be briefed during the 18 Wing Staff Meeting the Monday following the KRWG meeting. Additionally, any items requiring immediate visibility arising from the KRWG will be elevated to 18 WG leadership for action or guidance.

2. Missions Requiring Coordination. Units flying aircraft or deploying ground forces to Kadena AB that intend to remain overnight, operate from, or make use of Kadena AB facilities and resources must coordinate with the KRWG prior to arrival.

3. Exceptions. The following types of deployments generally do not require requests depending on support required or duration of support:

- 3.1. Four or less aircraft staying for five 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 aircraft as suggested by 18 OSS and approved by Co-Chairs.
- 3.7. Distinguished Visitor (DV) designated aircraft (O-6 and above).
- 3.8. Any aircraft in support of activated OPLANS (i.e. OLYMPIC TITAN, COBRA BALL).
- 3.9. All Air National Guard (ANG)/Air Force Reserve Command (AFRC) Annual Tours.

4. Office of Primary Responsibility (OPR).

4.1. The 18 WG Installation Reception Officer (IRO) will facilitate the KRWG. The IRO resides in the Installation Deployment Readiness Cell (IDRC) (18 LRS/LGRDX) and is appointed by the 18 WG/CC IAW AFI 10-403, *Deployment Planning and Execution*, paragraph 1.8.1.4. IRO duties include directing, controlling, coordinating, and executing reception and bed-down of contingency forces, as well as deployed personnel and unit in-processing actions at Kadena AB. Units deploying to Kadena AB will use established Kadena AB OPRs from local functional areas, provided by the IRO, to coordinate support requirements to include billeting, subsistence, aerospace ground equipment, communications, vehicles, fuel, workspace, and munitions support requirements, as required. Deploying units and local functional area OPRs will maintain communication with the IRO on all aspects relating to unit reception and bed-down; IRO also maintains communication with Air Mobility Squadron Transportation Office (733 AMS/TRO) to coordinate movement of cargo and personnel upon arrival.

4.2. The Airfield Manager (18 OSS/OSAM) is the approval authority for all airfield use, including aircraft parking.

5. Reception Working Group Members. KRWG members are decision making representatives appointed by the unit commander and provide subject matter expertise for their respective functional area. KRWG members are required to attend bi-weekly meetings. At a minimum, KRWG will consist of the members listed in **Table 1**

Table 1. KRWG Members.

	18 MSG (Co-Chairperson, LRS Commander)
	18 WG/XP (Co-Chairperson, Wing Plans and Programs)
	18 OG/CD (Deputy Group Commander)
	18 MXG/CD (Deputy Group Commander)
	18 WG IRO (KRWG Facilitator, Installation Reception Officer)
	18 LRS/LGR (Director of Operations)
	718 FSS/FSO (Operations Officer)
*	18 OSS/DO (Director Of Operations)
*	18 AMXS/MXA (Operations Officer)
*	18 CS/DO (Director of Operations)
*	18 CES/CEO (Operations Flight Commander)
*	18 MUNS/MXW (Operations Officer)
	718 CES/CEIA (Space Utilization)
	18 LRS/LGRDX (Logistics Plans)
	18 LRS/LGRF (POL)
	18 LRS/LGRDDO (Ground Transportation)
	718 FSS/FSVL (Lodging)
	718 FSS/FSPD (RPU)
	18 FSS/FSPI (IPR)
	18 OSS/OSAA (Airfield Management)
	18 SFS/S5S (Installation Security)
	18 EMS/MXMG (AGE)
	18 MDSS/SGSX (Medical)
	733 AMS/CCX (Plans and Programs)
* These agencies may delegate attendance to a functional area Subject Matter Expert (SME) and individual with decision making authority.	

6. Procedures.

6.1. The IRO and 18 LRS/LGRDX are responsible for staffing all formal support requests to required functional areas. Kadena functional area OPRs will identify any shortfalls to the IRO, who will communicate them to the requesting unit for reconciliation.

6.2. The requesting unit will complete a KRWG request form and provide it to 18 LRS/LGRDX no fewer than 60 days prior to the proposed deployment departure date (from home station). The form is found on the IDRC SharePoint at <https://kadena.eis.pacaf.af.mil/18MSG/18LRS/IDRC/>.

6.3. KRWG will request from visiting units an out-brief to 18 WG/XP and IRO with pros and cons of their visit. This meeting is not mandatory but would aid the KRWG and improving its processes.

6.4. The IRO will solicit KRWG member input(s) for an After Action Report (AAR) within two weeks of a units' departure. The IRO will consolidate inputs and present a draft AAR to the co-chairs. All AARs will be stored on the IDRC SharePoint at <https://kadena.eis.pacaf.af.mil/18MSG/18LRS/IDRC/>.

JOEL L. CAREY, Brigadier General, USAF
Commander

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

AFI 10-403, *Deployment Planning and Execution*, 20 September 2012

AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, 24 July 2019

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAR—After Action Report

AB—Air Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AMC—Air Mobility Command

DV—Distinguished Visitor

IRO—Installation Reception Officer

IAW—In accordance with

IRO—Installation Reception Officer

KRWG—Kadena Reception Working Group

OPR—Office of Primary Responsibility

PACAF—Pacific Air Forces

RDS—Records Disposition Schedule

RPU—Reception Processing Unit

SME—Subject Matter Expert

TDY—Temporary Duty