

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

**OSAN AIR BASE INSTRUCTION 10-201
29 JUNE 2020**



Certified Current, 19 November 2025

***Operations
SAFE HAVEN RECEPTION PLAN***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 51 LRS/LGRDX

Certified by: 51 MSG/CC
(Col Kevin R. Mantovani)

Pages: 5

This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, and complements AFPD 10-25, *Emergency Management*, Air Force Manual (AFMAN) 10-206, *Operational Reporting (OPREP)*, and AFMAN 10-206_PACAFSUP, *Operational Reporting*. It outlines a detailed plan of how Osan Air Base will receive aircraft during Safe Haven Requests from other installations. It applies to all units assigned to 51st Fighter Wing (51 FW), 7th Air Force (7AF), and Tenant units at Osan Air Base (AB), Korea. 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 Instruction (AFI) 33-322, Records Management and Information Governance*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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.

1. General.

1.1. This instruction outlines procedures for determining the feasibility of receiving evacuating units on short notice (24-96 hours) at Osan AB, in support of their weather evacuation plans. The 51 FW/CC is the approval authority for deployments to Osan AB, in conjunction with 7 AF/A3 assessment.

1.2. Upon receipt of an evacuation request from another base, the Osan AB Command Post will contact Osan AB key personnel. The Osan AB Command Post will take guidance, limiting factors (LIMFACs), and other feedback and coordinate with the evacuating unit.

1.2.1. The 51 FW Installation Deployment Officer (IDO) will coordinate support requirements with all base agencies.

2. Roles and Responsibilities.

2.1. Installation Deployment Officer (IDO).

2.1.1. Lead coordination between the evacuating unit and Osan AB organizations.

2.2. 51st Operations Support Squadron (51 OSS).

2.2.1. Provide feasibility assessment for parking inbound aircraft to the IDO. POC: 51 OSS/DO and Airfield Manager, Superintendent or CSS desk (DSN 315-784-4222).

2.3. 51st Force Support Squadron (51 FSS).

2.3.1. Provide bed-down feasibility assessment for on-base and/or off-base lodging of inbound personnel to the IDO. POC: Turumi Lodge (DSN 315-784-1844).

2.4. 51st Security Forces Squadron (51 SFS).

2.4.1. Identify security requirements for PL2 or higher assets.

2.4.2. Provide restricted area badges, as needed.

2.4.3. 51 SFS/CC or DO will determine manpower requirements.

2.5. 51st Logistics Readiness Squadron (51 LRS).

2.5.1. Provide transportation for aircrew and passenger on the flight line. POC: Ground Transportation Operations Control Center (DSN 315-784-4266)

2.5.2. Ensure the correct fuel type and quantity is available and determine any delays or limitation with refueling operations. POC: Fuels Service Center (DSN 315-784-5631).

2.6. 731st Air Mobility Squadron (731 AMS).

2.6.1. Provide current available parking for inbound aircraft on AMC Ramp and aerial port operations capability e.g. cargo/passenger download/upload. POC: Air Terminal Operations Center (ATOC) (DSN 315-784-4715).

3. Safe Haven Process.

3.1. The evacuating unit will submit an evacuation request to the Osan AB Command Post, IAW AFMAN 10-206_PACAFSUP. Osan AB Command Post will forward the request to the 51 OSS/DO, IDO, 51 FW/CC and 7 AF/A3A5. Upon receipt, the IDO will begin coordinating with the 51 OSS/DO and other supporting agencies.

- 3.2. If known, the 51 FW/CC and 7 AF/A3A5 will provide LIMFACs to the IDO.
- 3.3. The IDO will collect all feedback from the 51 OSS/DO and other supporting agencies and provide consolidated feasibility assessments, LIMFACs and updates to the 51 FW/CC as a draft response, with courtesy copies going to 51 MSG and 51 OG Leadership.
 - 3.3.1. The 51 OSS/DO will act as a liaison for airfield issues for inbound aircraft commanders.
- 3.4. Following coordination at the appropriate levels regarding supportability, the 51 FW/CC will provide the formal reply (IAW AFMAN 10-206_PACAFSUP) to the Osan AB Command Post, 51 FW Leadership and the IDO.
- 3.5. Osan AB Command Post will send a response to the evacuating unit's Command Post.
- 3.6. The IDO will coordinate execution with supporting agencies.
 - 3.6.1. The 51 OSS/DO will validate the parking plan approval and distribute/delegate, as appropriate.

JOHN F. GONZALES, Colonel, USAF
Commander

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

AFPD 10-2, *Readiness*, 6 November 2012

AFPD 10-25, *Emergency Management*, 23 April 2019

AFMAN 10-206, *Operational Reporting (OPREP)*, 18 June 2018

AFMAN 10-206_PACAFSUP, *Operational Reporting*, 9 October 2018

AFI 33-322, *Records Management and Information Governance*, 23 March 2020

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

51LRS—51st Logistics Readiness Squadron

51FSS—51st Force Support Squadron

51FW—51st Fighter Wing

51OSS—51st Operations Support Squadron

51SFS—51st Security Forces Squadron

7AF—7th Air Force

731AMS—731st Air Mobility Squadron

AB—Air Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

ATOC—Air Terminal Operations Center

IAW—in accordance with

IDO—Installation Deployment Officer

LIMFACs—limiting factors

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

Attachment 2

SAFE HAVEN PROCESS

Figure A2.1. Safe Haven Process Flowchart.

