

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

OSAN AIR BASE INSTRUCTION 10-402

24 JANUARY 2025



Operations

**RECEPTIONS WORKING GROUP
(RWG)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Force Presentation/Force Generation and Global Force Management*. It establishes policies and procedures for the Reception Working Group (RWG). It applies to all units assigned to 51st Fighter Wing (51 FW), Seventh Air Force (7 AF), and Tenant units at Osan Air Base (AB), Korea. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. 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 revised and must be completely reviewed. The guidance contained in this publication has been simplified from its previous version, updates to office symbols, points of contact and proper flow have been rectified. Exceptions to the use of the RWG have been clearly identified. A thoroughly vetted flowchart has been created for quick reference and dissemination.

1. General. The RWG was created IAW USFKR 95-5, *Armistice Deployments to ROK Air Bases and Airfields*, paragraph 2.1 and 2.2, to coordinate the logistical requirements levied by proposed deployments to Osan AB. With the exception of those movements directed by higher headquarters (HHQ) via Operations Orders (OPORDs), the 51st Fighter Wing Commander (51 FW/CC) is the approval authority for transient units to Osan AB during armistice for the purpose of training, TDY, or interim travel. This authority is delegated to the RWG chairperson 51st Mission Support Group Deputy Director (51 MSG/DD) or 51st Mission Support Group Deputy Commander (51 MSG/CD). The purpose of the RWG is to review unit reception requests obtained from sponsors to determine if approval is in the best interest of the 51 FW. For HHQ directed training events, deployments, and exercises, coordination with the RWG is required. For any questions, please contact the 51st Logistics Readiness Squadron Plans and Integration office (51 LRS/LGRDX) at 51lrs.lgrdx.2@us.af.mil or by phone at DSN (315) 784-2830 or (315) 784-8787.

2. Missions Requiring Coordination and Approval by the RWG. During armistice, any visiting unit arriving with fighter type aircraft, one or more heavy aircraft, and/or a group of personnel and/or cargo equipment that intend to remain overnight, and use Osan AB facilities beyond lodging (e.g. airfield, ramp, ops facilities, DFAC, etc.) and/or resources (e.g. EAL, vehicles, maintenance, etc.) must have approval from the RWG chairperson.

2.1. Exceptions.

2.1.1. Air Mobility Command (AMC) and Pacific Air Forces (PACAF) channel traffic.

2.1.2. AMC/PACAF Aeromedical Evacuation Flights.

2.1.3. AMC/PACAF Special Assignment Airlift Missions.

2.1.4. Aircraft deployed to SAFE HAVEN bases in support of typhoon evacuation plans.

2.1.5. Transient cargo/heavy aircraft that are staying five or less days, and not flying training missions.

2.1.6. Transient aircraft (<5 days and not conducting operations from Osan AB) landing for one time refueling (cross country request).

2.1.7. Distinguished Visitor (DV) airlift. Protocol is the sponsor and overall OPR for all DV activities.

2.1.7.1. Aircrew and other passengers will be supported by 51 LRS and 51 OSS who will determine if broader RWG support is needed.

2.1.8. Federal Aviation Administration (FAA) Flight Check.

2.1.9. HHQ tasked training events.

3. Responsibilities.

3.1. The 51 MSG/DD or 51 MSG/CD will chair the RWG sessions, scheduled every Thursday of each month, or as required. RWG is used primarily for approving reception requests, not for detailed planning/contingency discussion. Reception details and related challenges will be discussed and managed individually between the unit sponsor and the designated agency.

3.2. The (51 LRS/LGRDX) is identified as the RWG OPR and will function as the facilitator for RWG administrative support. Visiting units deploying to Osan AB will obtain and use an Osan AB Sponsor to coordinate requirements. Sponsors will follow-up with the installation deployment officer and wing receptions specialist regularly. Sponsors will coordinate, at a minimum, the following requirements directly with Osan AB agencies osanrwg@us.af.mil:

3.2.1. Inbound cargo and passenger unloading requirements should be coordinated with the 731st Air Mobility Squadron (731 AMS), Air Terminal Operations Center (ATOC) at 731ams.atoc2@us.af.mil or DSN (315) 784-4715 or (315) 784-5518.

3.2.2. Lodging requests will be coordinated with Turumi Lodge Representatives at turumilodge.reservat@us.af.mil, or DSN (315) 784-1844.

3.2.3. Communications requests will be coordinated with the communications plans office, DSN (315) 784-5520.

3.2.4. Transportation requests will be coordinated with the ground transportation operations Center at 51lrs.vehicledispatc@us.af.mil or DSN (315) 784-4266.

3.2.5. Operations workspace requests will be coordinated with the 51 OSS assistant director of operations at DSN (315) 784-7688.

3.2.6. Aerospace Ground Equipment (AGE) requests will be coordinated with the maintenance squadron office at DSN (315) 784-8885.

3.2.7. Fuel requests will be coordinated with the fuels service center at DSN (315) 784-5631.

3.2.8. Security requests, to include base access, secured area access, and entry authorization letters will be coordinated 21 days prior to arrival through the 51st Security Forces Squadron Pass and ID (51 SFS/S5) at DSN (315) 784-1545.

3.3. The Airfield Manager, 51st Operations Support Squadron Airfield Management (51 OSS/OSAA), is the approval authority for all airfield use and will contact facility users prior to utilizing facilities for aircraft parking. Airfield Management can be reached at 51oss.osaa@us.af.mil or DSN (315) 784-4222.

3.4. The requesting unit or sponsor will fill out a OSANAB Form 21, *Reception Working Group (RWG) Request* and send to 51 LRS/LGRDX office to review and process.

4. Reception Working Group Members. The following are members of the RWG and will attend weekly meetings. The chairperson will attend every other meeting for an executive decision brief and provide decision authority. The other meetings will be led by the Deputy Co-Chairs with the intent of ensuring all reception support is being properly vetted and sponsored, and that supporting agencies are openly communicating.

4.1. 51 MSG/CD or 51 MSG/DD (Chairperson)

4.2. 51 LRS/DO (51st Logistics Readiness Squadron Director of Operations) (Deputy Co-Chairperson)

4.3. 51 OSS/DO (51st Operations Support Squadron Director of Operations) (Deputy Co-Chairperson)

4.4. 51 FW/IDO (51st Fighter Wing Installation Deployment Officer)

- 4.5. 51 CES (51st Civil Engineering Squadron)
- 4.6. 51 LRS/LGRDX (51st Logistics Readiness Squadron Plans and Integration Office)
- 4.7. 51 LRS/LGRDDO (51st Logistics Readiness Squadron Ground Transportation)
- 4.8. 51 MUNS/MXW (51st Munitions Squadron Weapons Storage)
- 4.9. 51 MXS/MXMG (51st Maintenance Squadron Maintenance Group) (Aerospace Ground Equipment)
- 4.10. 51 MXS/MXM (51st Maintenance Squadron Management (Transient Alert))
- 4.11. 51 AMXS/MXA (Maintenance Operations)
- 4.12. 51 OSS/OSAM (51st Operations Support Squadron Airfield Management)
- 4.13. 51 FW/IGP (51st Fighter Wing Plans and Programs)
- 4.14. 51 SFS/S5S (51st Security Forces Squadron Installation Security)
- 4.15. 51 FSS/FSVL (51st Force Support Squadron Lodging)
- 4.16. 51 FSS/FSVF (51st Force Support Squadron Services Dining Facility)
- 4.17. 731 AMS/TROO (731st Air Mobility Squadron Cape Forecasting) (Capability Forecasting)
- 4.18. 51 CS/SCXP (51st Communications Squadron Communications Plans)
- 4.19. 7 AF/A31 (Headquarters 7th Air Force Operations Support Division, as required)
- 4.20. MARLO (Marine Liaison Officer, as required)
- 4.21. NALE (Navy Air Liaison Element, as required)
- 4.22. If rush park (tent city) or contingency dorms are scheduled to be utilized for bed down in the next 30 days, public health must be notified by the IDO/wing receptions specialist to attend the RWG. Public Health is otherwise an optional member.

5. Procedures.

5.1. 51 LRS/LGRDX is responsible for staffing all formal support requests to include designating tracking numbers, recording support decisions and keeping local point of contacts (POCs) informed on the status of all OSANAB Form 21.

5.2. 51 LRS/LGRDX will only accept OSANAB Form 21 submissions from the designated Osan AB sponsor. Units who wish to deploy to Osan AB must find and obtain a sponsor; this is a unit responsibility. Sponsors must be assigned to Osan AB and are responsible for coordinating all reception planning actions supported by experts who attend the weekly RWG meetings. If unable to find a sponsor, requesting units may contact 51 LRS/LGRDX for assistance. Units will not be permitted to deploy to Osan AB without a 51FW assigned sponsor.

5.2.1. Sponsors must attend the weekly RWG meetings to represent the deploying unit's interests. If the sponsor does not attend, the unit's request will be placed on hold indefinitely.

5.2.2. The sponsor will coordinate with 51 LRS/LGRDX and applicable RWG POCs for all requested support. Prior to arrival, incoming units should not contact any Osan support agencies or offices directly but use their Osan sponsor for all questions. One exception is obtaining a Prior Permission Required (PPR) approval from 51 OSS/OSAA; units must reference their approved RWG number.

5.2.3. Osan sponsors must ensure visiting units who require permission to drive on the flight line complete the flight line driver's training/orientation before operating a vehicle on the flight line.

5.3. All RWG requests should be completed by the requesting unit POC or their sponsor. The sponsor will provide the request to 51 LRS/LGRDX NLT 60 days prior to proposed reception. Incomplete requests will be returned to the sponsor with no action taken until a complete request is submitted. RWG requests received <30 days before the reception date, may be disapproved with little prior notice to the requestor. In addition, details outlined on the RWG request form, the following information must be added to the additional information block, as required:

5.3.1. Units must outline all off base locations they intend to utilize for any reason during their reception to Osan AB.

5.3.2. Range, drop zone, landing zone, and/or space zone requirements, takeoff times, times over target, and recovery times.

5.3.3. Special needs or considerations (e.g. security, network connectivity, etc.) associated with the unit and/or aircraft.

5.4. 51 LRS/LGRDX will prepare the weekly RWG agenda. The IDO will send an Executive Summary to 51 FW leadership, 7 AF/A3, 51 MSG/DD, 51 MSG/CD, and the RWG distro each Friday.

5.5. Be advised, the OSANAB Form 21, is an unclassified document and is provided to coordinating agencies by unclassified means. Do not include classified information on any RWG request. If classified information needs to be discussed, please request to discuss via SIPRNET email/VOSIP with the IDO and/or wing reception specialist.

WILLIAM H. MCKIBBAN, Colonel, USAF
Commander

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

AFPD 10-4, *Operations Planning: Force Presentation/Force Generation and Global Force Management*, 4 April 2019

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

USFKR 95-5, *Armistice Deployments to ROK Air Bases and Airfields*, 12 August 2011

Prescribed Forms

OSANAB Form 21, *Reception Working Group (RWG) Request*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AB—Air Base

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AGE—Aerospace Ground Equipment

AMC—Air Mobility Command

ATOC—Air Terminal Operations Center

DV—Distinguished Visitors

FAA—Federal Aviation Administration

HHQ—Higher Headquarters

IDO—Installation Deployment Officer

IDRC—Installation Deployment Readiness Cell

MARLO—Marine Liaison Officer

NALE—Navy Air Liaison Element

OPORD—Operations Order

OPR—Office of Primary Responsibility

PACAF—Pacific Air Forces

POC—Point of Contact

PPR—Prior Permission Required

RWG—Reception Working Group

Office Symbols

25 FGS—25th Fighter Generation Squadron

36 FGS—36th Fighter Generation Squadron

51 AMXS/MXA—Maintenance Operations

51 CS/SCXP—51st Communications Squadron Communications Plans

51 CES—51st Civil Engineering Squadron

51 FSS/FSVL—51st Force Support Squadron Lodging

51 FSS/FSVF—51st Force Support Squadron Services Dining Facility

51 FW—51st Fighter Wing

51 FW/CC—51stFighter Wing Commander

51 FW/IDO—51st Fighter Wing Installation Deployment Officer

51 FW/IGP—51st Fighter Wing Plans and Programs

51 FW/IGX—51st Fighter Wing Inspector General Wing Plans

51 LRS/DO—51st Logistics Readiness Squadron Director of Operations

51 LRS/LGRDDO—51st Logistics Readiness Squadron Ground Transportation

51 LRS/LGRDX—51st Logistics Readiness Squadron Plans and Integration Office

51 MSG/CD—51st Mission Support Group Deputy Commander

51 MSG/DD—51st Mission Support Group Deputy Director

51 MUNS/MXW—51st Munitions Squadron Weapons Storage

51 MXS/MXM—51st Maintenance Squadron Management

51 MXS/MXMG—51st Maintenance Squadron Maintenance Group (Aerospace Ground Equipment)

51 OSS/DO—51st Operations Support Squadron Director of Operations

51 OSS/OSAA—51st Operations Support Squadron Airfield Management

51 OSS/OSAM—51st Operations Support Squadron Airfield Management

51 SFS/S5—51stSecurity Forces Squadron Pass and ID

51 SFS/S5S—51st Security Forces Squadron Installation Security

7 AF—Seventh Air Force

7 AF/A3—Seventh Air Force Operations

7 AF/A31—Headquarters 7th Air Force Operations Support Division

731 AMS—731st Air Mobility Squadron

731 AMS/TROO—731st Air Mobility Squadron Cape Forecasting (Capability Forecasting)

MARLO—Marine Liaison Officer, as required

NALE—Navy Air Liaison Element, as required

Attachment 2

SPONSORSHIP FLOWCHART AND POC LISTING

Figure A2.1. Osan AB RWG Sponsorship Flowchart.

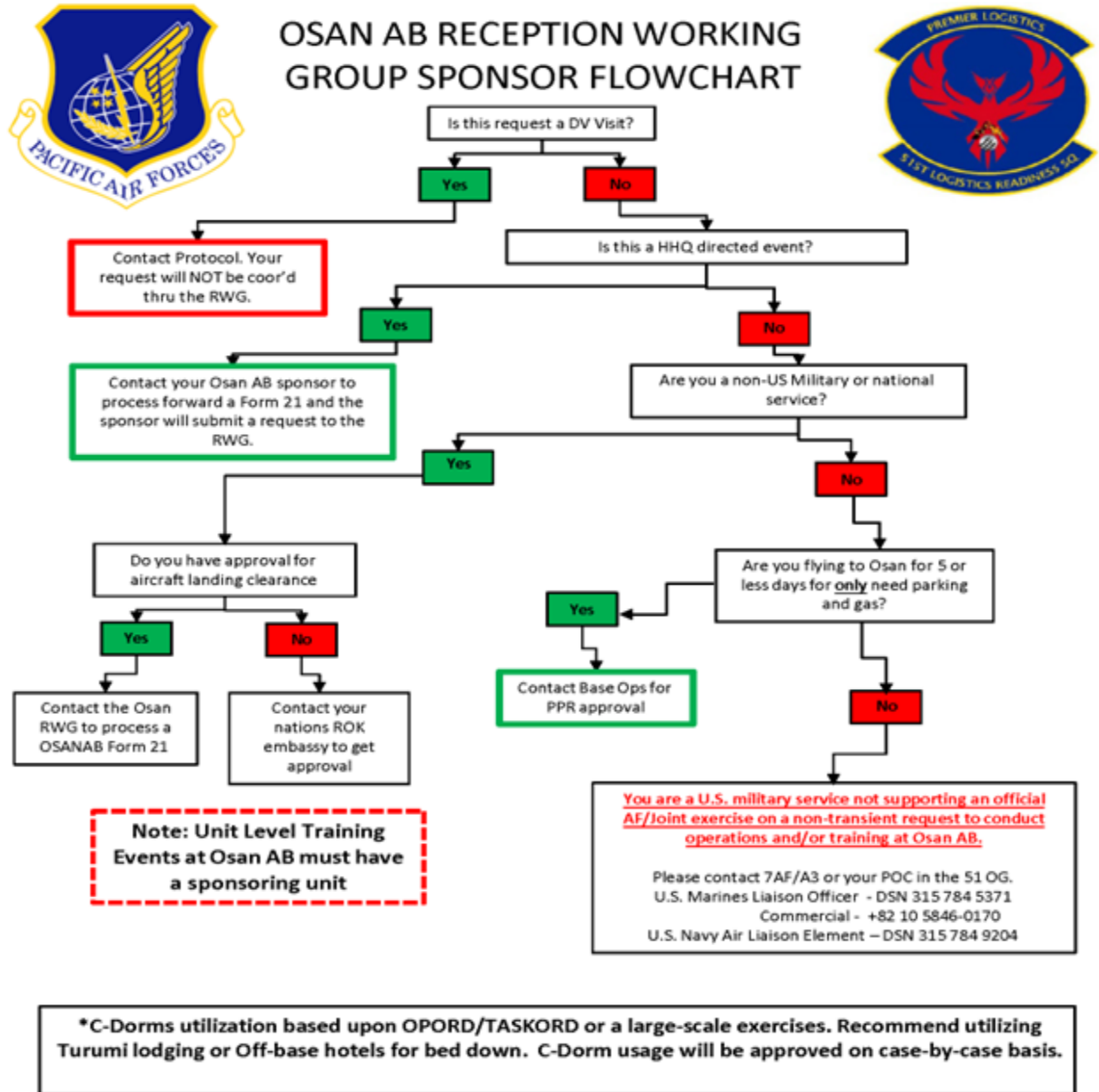


Table A2.1. Osan AB RWG Sponsor POCs.

ORGANIZATION	DSN or Commercial
7 AF/Protocol	784-3269
U.S Marines Liaison	784-4510
Navy Air Liaison Element	784-9204
Installation Deployment Officer (IDO)	784-5577
OSS (Operations Support Squadron)	784-7878
Reception Working Group	784-8786
Base Operations/Command Post	784-7000
Airfield Management	784-4222
Passenger Terminal	784-6883
Seventh Air Force/A3 (Operations)	784-5288
25th Fighter Squadron	784-5020
36th Fighter Squadron	783-3636
Installation Deployment Readiness Cell (IDRC)	784-8787
On-Base Lodging (Turumi Lodge)	784-1844
Air Transportation Operations Center	784-5518
SFS Pass & ID	784-1630
US Military Customs	784-4082
ROK Immigration	+82 031 666 2672