KANDAHAR AIRFIELD
HEADQUARTERS
AFGHANISTAN

SUPPORT GROUP

STANDARD OPERATING PROCEDURE 453

TRANSPORTATION SERVICES

Originator:	CJ4 Log	Issue Date: 26 MAY 12	Review due:	26 MAY 13
Contributor:		Email: ISAF COMKAF CJ4 LOG CHIEF IS		

REFERENCES:

A. Statement of Work (SOW), Airfield Mechanical Transport and Transportation Services Annex 3.
B. Standard Operating Procedure (SOP) 454, Airfield Equipment and Vehicle Maintenance.

PURPOSE

1. NATO personnel on Kandahar Airfield (KAF) have a great need for transportation of both people and equipment. Commander KAF Headquarters (COMKAF HQ) CJ4 Log is responsible for the allocation of transportation resources and monitoring their employability. The purpose of this SOP is to define the processes and responsibilities for the management of airfield transportation services in accordance with (IAW) NATO regulations, and to define procedures for NATO members on KAF (the user) to request transportation.

APPLICABILITY

2. This SOP is applicable to COMKAF CJ4 Log, NATO Maintenance and Supply Agency (NAMSA) and all NATO personnel on KAF requesting transportation.

RESPONSIBILITIES

3. **COMKAF.** COMKAF CJ4 Log will:

a. Maintain a current list of NATO owned and leased vehicles. Any changes to this must be authorized by COMKAF CJ4 Log.

b. Oversee the control and management of the airfield transportation services.

c. Liaise with contractors for the provision of selected services IAW the SOW at Reference A or subsequent agreements for maintenance and other services.

d. Provide guidance and feedback to the contractor on transportation services.

e. Inspect contractual services and provide feedback to NAMSA on issues related to contract compliance.

f. Liaise with the contractor and other users to resolve any scheduling or priority conflicts.

4. **NAMSA.** Monitor contractor compliance and resolve any contractual disputes.

5. **CONTRACTOR.** The contractor is responsible to COMKAF through NAMSA for all aspects of their operations while providing Transportation Services via NATO furnished Equipment (NFE) and/or Contractor furnished equipment (CFE) at KAF, IAW Reference A, to include:

a. Provide a 24/7 Shuttle service and dispatch capability.

b. Liaise with COMKAF Base Operations Centre (BOC), Combined Air Terminal Operations (CATO), Troop Contributing Nations and other Aerial Port of Debarkation (APOD) functions to provide services.

c. Manage freight transportation for bulk cargo, Sea Containers and hazardous cargo within KAF, as tasked by CJ4 Log.

d. Manage all NATO owned and contracted vehicle fleets and drivers. Track all vehicle movements to support transportation requests.

e. Provide shuttle bus transportation 24/7 on an approved route and schedule plan authorized by COMKAF CJ4 Log.

f. Provide Very Important Person (VIP) vehicles and service as tasked by CJ4 Log.

g. Provide Flight Line Bus services via CATO for passenger transport to and from aircraft, passenger terminal and accommodations.

h. Provide Troop Movement services to accommodate "special events" including VIP transportation, Reception, Staging, Onward movement, and Integration (RSOI) to and from the airfield/billeting site. Additionally, provide services for unit or organizational moves within the base perimeter as tasked by CJ4 Log.

i. The contractor will have the additional capability to move a minimum capacity of 200 personnel, including individual baggage, within 30 minutes during core hours 0800 to 2000 and 60 minutes during non-core hours , as directed by CJ4 Log.

j. Provide Sea Container movement services as tasked by CJ4 Log.

6. **USERS.** The users, defined as authorized tenants and units based within KAF, are responsible to COMKAF to:

a. Provide their transportation requirements IAW this SOP.

b. Ensure requests are submitted 48 hours in advance where possible.

c. Ensure a POC is present at the requested time and location.

d. Respect the transportation request deadlines prescribed in this SOP.

e. Report any missed appointments by the contractor to CJ4 Log, as described below.

f. Perform driver maintenance and cleaning of NATO airfield equipment and vehicles to include weekly cleaning, oil check, water in radiators, wipers check for damage, tire pressure and fire extinguisher (green area) IAW Reference B.

PRINCIPLES OF USE

7. Basic principles of use apply such as:

a. All requirements will be prioritized IAW with Annex A.

b. Although CATO has its own Materiel Handling Equipment (MHE), there may be occasions where the transportation service will need to provide MHE. CATO requirements will take priority over other user's requests.

PROCEDURES

8. INDIVIDUAL TRANSPORTATION REQUESTS. The following procedures apply:

a. Requests for transportation services will be routed through CJ4 Log via electronic KBR 171 A1 Transportation Form, Annex B. CJ4 Log will coordinate the request through the Airfield Mechanical Transport and Transportation Services (AMTTS) Office operated 24/7 by the contractor.

b. The user shall submit a KBR 171 A1 Transportation Form and detailed tasking sheet for multiple movements.

c. Recurring Requests: users are to provide a weekly forecast of recurring transportation requirements to CJ4 Log.

d. Non-Recurring Requests: users are to provide their request no later than 48 hours in advance of their requirement to CJ4 Log.

e. All users must verify that the service was delivered on time and correctly by signing the request form in Annex B. Any discrepancies, problems or incidents are to be noted on the form and reported directly to CJ4 Log.

f. The details of any missed appointments are to be forwarded to COMKAF CJ4 Log at tel: NCN 685-1126. CJ4 will address the issue directly to the Contractor or through NAMSA as required.

g. Requests for transport of personnel on a short notice may occur, the contractor must respond to such requests within two hours, with a minimum capacity of 200 personnel, including individual baggage, or as negotiated between NAMSA and the contractor. This may be required for troop movements and special events. These requests must be authorised by CJ4 Log using form KBR 171 A1 Transportation Form and detailed tasking sheet for multiple movements.

9. **SHUTTLE BUS SERVICES.** Requests for changes to the scheduled shuttle bus service or route changes must be approved by CJ4 Log and the NAMSA Technical Officer.

REPORTS

10. Weekly reporting of all mentioned activities and contractor's responsibilities will be provided to CJ4 Log and NAMSA. Reports will contain as a minimum: total usage by equipment and users of all equipment and vehicles, number of late arrivals by the contractor and number of times that the user was not available.

KEES MARSELIS
COLONEL (NLD AF)
Deputy Commander, Kandahar Airfield (COMKAF)

Annexes:
A. Vehicle Priority of Tasks.
B. KBR 171 A1 Transport Request Form and Detailed Tasking Sheet.

Annex A to SOP 453
Dated 26 MAY 12

VEHICLE PRIORITY OF TASKS

Function	Priority 1	Priority 2	Priority 3	Priority 4
Buses 50 PAX	CATO	Camp Shuttle	NATO CE	Nations
Buses 20 PAX	Camp Shuttle	CATO	NATO	Nations
Forklifts	CATO	NATO CE	Nations	
U-Drives	NATO	Nations		
Cargo 5T Flat Bed	CATO	NATO CE	Nations	
Truck 40'	CATO	NATO CE	Nations	
Vans 9 Pax	CATO	NATO CE	Nations	

Annex B to SOP 453
Dated 26 May 12

KBR

TRANSPORT MOTOR POOL VEHICLE REQUEST

International Government & Defence

Contract:	KAF APOD	**Contract No.:**		**Request No.:**	

Section 1 - Requester Details

Name:			**Rank:**		**Unit:**	
Tel No.			**e-mail address:**			

Please Note: Driving Licence and ID Card are to be produced on pick up of vehicles if Self Drive

Vehicle Equipment Requirement	Date From	Date To

Reason for Request / Justification

Signature:		**Date:**	

Section 2 - Request Outcome

Section 2.1 Vehicle Request - Approval / Rejection

Approved:	☐	**Not Approved:**	☐	

Transport Supervisor Name:		**Date:**	

If not approved reason for rejection

Section 2.2 Originator Informed of Approval Outcome

Transport Supervisor Name:		**Date:**	
Transport Supervisor Signature:		**Time:**	

Please Note: No Driving Licence, No ID Card, 'No Vehicle'

Annex B to SOP 453
Dated 26 May 12

KBR TRANSPORTATION REQUEST FORM

DATE	PICK-UP TIME	# PAX	PICK-UP LOCATION	DROP OFF LOCATION	RETURN PICK-UP TIME	# PAX	RETURN DROP OFF LOCATION