

COMKAF TENANTS' CHARTER

Reference:	120321-NU-COMKAF_COMKAF Tenants' Charter
Review:	Bi-annually by DCOMKAF
Issued by:	COMKAF
Issue Date:	1 Jun 12
Applicability:	All Units/Sub Units based at or transiting through Kandahar Airfield (KAF)

PURPOSE

1. The purpose of the Tenants' Charter is to establish a formal understanding between Commander Kandahar Airfield (COMKAF) and the tenants of Kandahar Airfield (KAF). This Charter establishes the role, authority and responsibilities of COMKAF in relation to the tenants and also sets the standards and requirements that COMKAF expects from the tenants.

AUTHORITY

2. COMKAF's authority to act as the overriding co-ordinating body at KAF is directed by ISAF Joint Command (IJC), which also details COMKAF's specific Command and Control (C2) relationships. Fundamentally, COMKAF is granted responsibility for, and authority over, the KAF airfield, perimeter, Ground Defence Area (GDA), and Base Security Zone (BSZ). A tenant's presence and operation on KAF demonstrates a tenant's acknowledgement and acceptance of the authority and the provisions contained within this Charter.

APPLICABILITY

3. This Charter applies to all tenants on KAF. 'Tenants' include all nations, services, contractors, other civilians and agencies with HQ ISAF permission to operate at, or transit through, KAF, and includes all personnel therein. 'Contractors' are defined as any company, partnership or commercial entity (including MWAC Concessions) engaged in any commercial activity on KAF; this includes prime contractors, sub-contractors, and the employees and workers of such entities.

DEFINITION AND CATEGORIES OF TENANT

4. KAF tenants are categorised as follows:

a. NATO/ ISAF military or civilian personnel stationed at KAF, or temporarily visiting on officially-sanctioned business, who are working or being accommodated in buildings allocated to them or their organisations/ units by COMKAF. This includes International Civilian Consultants (ICC) from NATO/ISAF nations, personnel filling positions in the ISAF Crisis Establishment (CE) or ISAF Voluntary National Contribution (VNC) roles, and ISAF Combined Joint Statement of Requirement (CJSOR) personnel.

- b. Military and Civilian Coalition Forces (e.g. Operation ENDURING FREEDOM (OEF)), which do not fall under direct command of ISAF, or who are not directly assigned to the ISAF mission, but whose basing or presence at KAF has been authorised and who carry a valid Coalition ID card.
- c. Authorised and badged NATO/ISAF contractors and sub-contractors, employed or sponsored by NATO, NATO Member States and non-NATO Member States participating in ISAF or otherwise operating on KAF, including those filling ISAF Crisis Establishment (CE) positions and/or providing support or services to ISAF via an official contractual relationship.
- d. Other personnel administered by an ISAF Contingent or NSE or similar organisations. This includes, but is not limited to, military personnel working for/in international organisations or embassies, military attaché personnel, military and/or civilian personnel assigned to external or independent units/organisations, embassies, CPTs, UN, humanitarian organisations, and European Police (EUPOL) forces.
- e. Expatriate personnel working in officially sanctioned commercial enterprises on KAF, which are either owned by a citizen (or permanent resident) of Afghanistan, or are headquartered or incorporated in Afghanistan, and which only conduct business within Afghanistan.
- f. Third Country Nationals (TCNs) working in officially-sanctioned commercial enterprises on KAF.
- g. Local personnel (Afghan nationals) who are working on KAF, either for ISAF, other nations, TCN commercial enterprises, or host nation companies.
- h. Selected and authorised Afghan Government personnel working in ISAF, such as designated and vetted Afghan National Army (ANA), Afghan National Police (ANP) officers, and members of other authorised GIRA Security Force Organisations (such as the AFG Ministry Of Interior (MOI)).
- i. Selected and authorised Pakistani government/military personnel working in ISAF.

COMKAF's RESPONSIBILITIES TO TENANTS

- 5. COMKAF is responsible to tenants for providing:
 - a. Essential airfield services, including base ops, air traffic control and air movements support for fixed wing air transport aircraft to established capacity.
 - b. Ramp space management, including any surplus 'transient' spots.
 - c. Fire, Crash and Rescue Services (FCRS) at KAF for both the technical and domestic areas.
 - d. Medical Crash Crew Services (MCCS) as First Responders.
 - e. Security, both on-base and within the BSZ.

- f. Accounting for, and operation/maintenance of, all common NATO KAF infrastructure and equipment.
 - g. Real estate management services, exercised through the Infrastructure Planning Board (IPB) and, for major projects, the Camp Development Committee.
 - h. Engineering services, including assurance that all buildings and other construction projects meet all regulatory health and safety requirements iaw COMKAF and applicable NSE regulations.
 - i. Management of a Morale, Welfare and Recreation programme managed by a council (MWAC).
 - j. A NATO billeting service for eligible personnel iaw COMKAF SOP 110.
 - k. A contractor registration service through CJ4/ CAC.
 - l. A vehicle registration service through CJ4 Log Ops iaw COMKAF SOP 488.
 - m. Maintenance of base safety, and law and order over tenants including, but not limited to: security and policing, fire, radiation safety, explosives safety, environmental protection (Hazmat), traffic safety, and general health and safety.
 - n. Management of change requirements for, and the operating and maintaining of, NATO Communications Information Systems (CIS) installations at KAF.
 - o. Provision of NATO CIS to meet eligible new requirements, and managing these in accordance with ISAF/ IJC/ COMKAF guidance. To include the de-confliction of CIS requirements.
 - p. A Tenants' Forum (see Annex A) on a quarterly basis, at which tenants will be briefed on current issues, and have an opportunity to raise concerns or issues as yet unresolved through regular channels (e.g. NSE, military or civilian chains of command, COMKAF HQ or contracting officials).
6. NAMSA, on behalf of COMKAF, is responsible for co-ordinating and de-conflicting Real Life Support (RLS) and on-demand services. RLS is provided on a cost paid, cost-billed reimbursement basis where this is within COMKAF's infrastructure capability.

TENANTS' RESPONSIBILITIES TO COMKAF

7. **General.** In order to exercise effective control over KAF in accordance with COMISAF's direction, COMKAF requires all tenants, regardless of whether or not they are subject to military law:
- a. Behave and operate consistent with the safety, security, and good order and discipline of KAF, and comply with this Charter and COMKAF SOP 115. This also includes, but is not limited to, complying with COMKAF, IJC, ISAF, or NATO or NSE SOPs, rules, regulations, directives, and other applicable law.
 - b. Conduct themselves with standards of behaviour and civility common to modern societies. No one will conduct themselves in such manner as to violate the generally

recognised rights of any other person, organisation or tenant on KAF. Examples of violations include, but are not limited to: fraud, theft, making false official statements, destruction of property, assault, battery, homicide, unwanted or offensive touching, harassing or offensive speech, racist, religious and ethnic slurs or insults, or engaging in conduct offensive to the cultural or religious sensitivities of local national population.

c. Recognise and train subordinate units/entities on the authority of the International Military Police (IMP) as the over-arching law enforcement authority for all tenants on KAF.

d. Adhere to any other written or verbal direction given by, or on behalf of COMKAF, IMP, FP or Counter Intelligence and Security Detachments.

e. Adhere to regulations covering:

(1) Security Alert States, Weapons Codes and Dress Codes at Annex C and IDF and other attack procedures at Annex G, and the latest guidance issued from time to time by COMKAF.

(2) Fire Safety Instructions at Annex D and the latest guidance issued from time to time by COMKAF or NSEs.

(3) Non-Tactical Vehicle (NTV) use/registration in COMKAF SOPs 388 and 488, and the latest guidance issued from time to time by COMKAF or NSEs.

(4) KAF's Environmental Policy in COMKAF SOP 406 (and the latest guidance issued from time to time by COMKAF), as well as all environmental rules, regulations, policies and other law otherwise applicable to the NSE in which the tenant is located, or upon whose land the tenant's activities may environmentally impact.

(5) KAF building standards (including those governed by FP requirements). Any construction (including vertical construction) or land modification must be appropriately approved through the Infrastructure Planning Board (IPB) process and iaw COMKAF SOP 405. Any permit to dig or pull must be pre-authorized by the CJ4 Engineer. This applies to all projects on KAF, including Afghan construction projects on the airfield.

(6) Explosive Safety. Prior to IPB, the sponsor is required to consult with the COMKAF Explosives Safety Officer (ESO) regarding Potential Explosion Sites (PES), explosive arcs, and the societal risk and mitigation measures to be considered before the proposal can be approved and work commenced on site (COMKAF SOP 722 refers).

(7) Frequency Management. Prior to switching on any piece of equipment that radiates in the electromagnetic spectrum, the sponsor is to consult with COMKAF CJ6 regarding operating frequencies, RF interference potential, and the societal risk and mitigation measures to be considered before the frequency can be registered and approved.

8. **Nations' Responsibilities.** COMKAF requires that national commanders (or, where applicable, their delegated staff):

- a. Are aware of COMKAF's Standard Operating Procedures, rules, regulations and policies, including but not limited to this Charter, and of their duty to ensure compliance.
- b. Schedule an office visit with COMKAF within one week of their arrival on KAF; in relation to this Charter, this requirement applies only to officers of OF-5 level and above.
- c. Exercise executive responsibility for their own personnel and, through national contingent commanders (and where applicable, contracting officials), those of the embedded nations at Annex E and, in particular, ensure that they abide by the requirements of this Charter.
- d. Act as the disciplining authority for the tenants whom they sponsor and their personnel, and ensure that all personnel under their command comply with this Charter and other relevant local IJC, ISAF and NATO and NSE SOPs, OPLANs, policies, directives, rules, regulations, applicable law and orders.
- e. Ensure that appropriate and adequate checks, both background and physical health, are made on contractors, and sub-contractors thereof, before sponsoring them to locate and operate on KAF. Once sponsored, adequately manage contractors through the NSE and available contractual or other mechanisms.
- f. Ensure that contractors doing work for their respective nation are sponsored, and that sponsored companies renew their Contractor Certificate of Registration at least one month before it is time-expired through COMKAF CJ4, Contractor Administration Cell (CAC). Ensure an orderly demobilisation of contractors, sub-contractors and their personnel from KAF upon completion or termination of a contract or sponsorship and notify CAC accordingly. A demobilisation checklist is provided for guidance at Annex F.
- g. Act immediately on any direction, given by COMKAF, to expel a contractor, sub-contractor or any contractor personnel on security or other grounds.
- h. Make sponsored contract companies aware that any sub-letting of contracts must:
 - (1) Be approved by their respective sponsoring NSE; and
 - (2) Be registered with CJ4 Logs (through the Contractor Administration Cell (CAC)), including all relevant details required by COMKAF SOP 400.
- i. Co-operate with any COMKAF initiative to reduce the number of contractors, sub-contractors and their personnel/ employees on Base.
- j. Assist COMKAF in enforcing sponsored tenants' responsibilities as detailed in this Charter and all other applicable and relevant documents and SOPs.
- k. Ensure that commanders, and the managers of contractors and sub-contractors, are aware of their responsibilities under this Charter, and that they are accountable for briefing all subordinates under their charge of the contents of this Charter.
- l. Inform COMKAF HQ of any significant projected change in the size, nature or role of their contingents, and the contingent of their embedded nations.

- m. Report the following personnel data to COMKAF HQ CJ1 Pers on a weekly basis, no later than every Wednesday at 1800 local:
- (1) Number of personnel (including embedded nation and all sponsored contractors, and any personnel employed in NATO posts).
 - (2) Relief in Place (RiP) numbers scheduled for the next 3 months. (This information will ensure that the provision of RLS and contracted NATO Class I and III logistics at KAF keeps pace with the incremental increase/decrease (as applicable) in population).
- n. Register their contingent's NTVs and ensure that those of their embedded nations and sponsored contractors are also registered (see para 7.e.3).
- o. Provide, as required by COMKAF and after close consultation with national commanders, personnel and assets to provide temporary surge capacity to meet critical security, logistics, and airfield functions of KAF, and to cede Tactical Control (TACON) of these personnel and assets to COMKAF for the duration of the requirement.
- p. Obtain COMKAF CJ6's prior authority before:
- (1) Establishing internal or national CIS networks and systems, if such systems extend beyond the perimeter of the tenant's buildings or compound, whether through physical means (including cable and fibre) or via radio waves (including microwave, satellite and HF transmissions), or where the digging of ducts, or erection of overhead poles and lines are required.
 - (2) Implementing extensions or alterations to the NATO networks iaw IJC SOP 670, and COMKAF SOPs 614 and 617.
 - (3) Installing and/or using Radio Frequency (RF) emitters at KAF which, iaw COMKAF SOP 614, require COMKAF CJ6 frequency clearance and which cannot be used until fully licensed by the COMKAF CJ6 frequency Manager.
 - (4) Making any changes to existing RF emitters, notably regarding their location, frequency, power and direction of propagation. Non-disclosure of frequencies will prevent appropriate licensing procedures from being fulfilled. This could result in licensed frequencies interfering with non-licensed ones, and vice versa. Under certain circumstances security considerations may preclude the exact frequencies being identified. In such rare cases, the frequency band of operation should be given.
- q. Co-ordinate all requests for land and erection/demolition/modification of buildings, towers, or other construction, through the HQ COMKAF CJ4 Engineer Estates Office, iaw COMKAF SOP 405. This includes requests for land by sponsored companies (which are prohibited from making direct approaches to COMKAF for land and buildings) and embedded nations, which are also prohibited from making direct approaches to COMKAF for land and buildings. In order to ensure that land use is matched to evolving mission needs, all approvals which are not actioned within 6 months automatically expire and a new application must be submitted to the IPB. For this reason, open dialogue with the IPB is encouraged, especially where tenants' plans

are dependent on the start date of specific contracts, which may be subject to delays outside the control of the tenant.

r. Ensure that units under their command, embedded nations' units and sponsored contractors:

- (1) Do not exceed their COMKAF-approved ground footprint without prior written COMKAF HQ approval iaw the IPB process.
- (2) Report any under-utilised or redundant land or buildings through the IPB.
- (3) Do not re-allocate any of their land or buildings without prior written COMKAF HQ approval through the IPB process.
- (4) Return allocated sites in the same state as they were upon allocation, unless otherwise specified and agreed in writing by COMKAF HQ.
- (5) Execute an orderly demobilisation upon departure from KAF, to include the departure of all employees, subcontractors and subcontractor employees from KAF, and all non-local national employees from Afghanistan.

s. Ensure environmental compliance (iaw COMKAF SOP 406) in their contingents and in the embedded nations, tenants, and contractors which they sponsor and, specifically, to:

- (1) Appoint a Unit Environmental Protection Officer (UEPO), who is to be at least a senior non-commissioned officer or equivalent rank for each independent unit (i.e. contractor, tenant and so on).
- (2) Ensure that all environmental requirements are met by sponsored entities, including HazMat reporting and semi-annual environmental assessment.

9. **Contractors' Responsibilities.** COMKAF requires that each non-military tenant (and the senior manager of each contractor and sub-contractor registered to operate at KAF, acting where appropriate through NAMSAs, other NATO agencies or NSEs):

a. Maintains, via their sponsor/sponsoring entity (NSE, NAMSAs, MWAC, or other sponsor), an up-to-date registration of his/her company with COMKAF CJ4/ CAC. Also, ensures that any sub-contractors are properly registered and sponsored by the relevant sponsor and COMKAF CJ4/ CAC. Any contractor, sub-contractor, private company or unauthorised individuals found to be present in and/or operating from KAF without a sponsoring nation will be required to vacate and remove all personnel and assets from KAF in accordance with instructions from COMKAF.

b. Pays its bills on-time; honours all sections of the prime contract (as relevant to its KAF presence) and sub-contractors' and employees' contracts (including agreed pay, work hours, food, billeting, medical care and, where part of the contract, holiday pay and return flights); treats employees fairly, non-abusively and in accordance with the law; diligently and responsibly manages company finances; complies with health, safety, fire and environmental policies in accordance with NATO and ISAF standards; manages living conditions accordingly; and ensures that employees depart KAF upon completion of their contracted tasks and performance.

c. Operates solely in the manner and to the ends for which it was contracted by its sponsor. Entry onto KAF or into Afghanistan is a privilege based on "NATO/ISAF Contractor" status as defined in the Military Technical Agreement (MTA) between NATO/ISAF and the Government of Islamic Republic of Afghanistan. Entry for one project does not authorise engaging in other business enterprises. Should a contractor operate beyond its capacity as directly contracted by a NATO or ISAF entity, in addition to the COMKAF sanctions listed in this Charter, the contractor may sacrifice its MTA status and thereby forsake its freedom of movement, legal status benefits, and exemption from customs and taxation by Afghan authorities.

d. Bears responsibility for the conduct of its employees, sub-contractors, and sub-contractors' employees. Ensures that such sub-contractors and employees:

- (1) Are aware of their responsibility to adhere to the requirements of this Charter.
- (2) Abide by all applicable military rules, regulations and SOPs, including but not limited to COMKAF Base and Air Operations SOPs and local, IJC, ISAF and NATO SOPs and OPLANs.
- (3) Are aware of the requirements of COMKAF FP measures (COMKAF SOPs 360 (IDF Attack), 362 (Op WIDEAWAKE)), and the imperative to react appropriately to any attack warnings broadcast by the Joint Defence Operations Centre (JDOC); see Annex G.
- (4) Are aware of and compliant with COMKAF's policy on the holding of weapons.
- (5) Comply with all badging, vetting and access policies as described in COMKAF SOP 379 (Kandahar Airfield Access Policy), and ensure compliance by all company sponsors and badge Authorised Requesters (AR) and escorts.
- (6) Obey instructions and directions issued by the IMP and Flight Line Security (FLS).
- (7) Adhere to OPSEC procedures.
- (8) Comply with:
 - i. All COMKAF, IJC, ISAF and sponsoring nation standards of personal conduct and behaviour, to include but not limited to, COMKAF SOP 115 (Military Attitude and Discipline Applicable at Kandahar Airfield), COMKAF SOP 116 (Alcohol Policy), Annex B of this Charter, and other relevant regulations, policies, orders, or directives.
 - ii. KAF Fire Safety Instructions at Annex D, and any more restrictive NSE standards, and adhere to COMKAF's policy of NO gas-operated fires/cooking fires or appliances are allowed on KAF.
 - iii. The KAF Environmental Policy as detailed COMKAF SOP 406, and any more restrictive NSE standards.

- (9) Are aware of NAMSA's 'Instructions to NAMSA Contractors' document and, in particular, of the duty to adhere to the instructions concerning tobacco, alcohol and drugs and the rules contained in the 'CONDO' terms & conditions of their contracts. Although this is a NAMSA document, non-NAMSA contractors are to observe the same strict regulations relating to drugs, alcohol and tobacco.
- e. Ensures that no Local Civilian Hires stay overnight within the environs of KAF.
- f. Informs CJ4 Logs of any logistics issues that might have an impact on KAF support, including any requirement to bring additional personnel, equipment or plant onto KAF.
- g. Reports to the tenant's sponsor, on a weekly basis, the numbers of contract personnel employed by their company on base, both direct employees and sub-contractor employees.
- h. Registers all NTVs under the tenant's control with CJ4 (consistent with COMKAF SOP 488) and, if required, the NSE; ensures the maintenance of the road-worthiness of these vehicles (including those rented from external sources); and ensures that the number of vehicles used by the tenant (its fleet) are kept to the minimum number required to perform contractual functions.
- i. Attends mandatory meetings of the NAMSA Deliverers' Management Group (DMG) (NAMSA contractors only), and similar meetings which may be organised by their sponsoring NSE or COMKAF HQ.
- j. Adheres to the CJ6 requirements detailed in para 8.p. above regarding internal or national CIS networks and systems if such systems extend beyond the perimeter of the tenant's buildings or compound, whether through physical means (cable, fibre etc) or radio waves (including microwave, satellite and HF), or where the digging of ducts or erection of overhead poles and lines are required.
- k. Passes any requests for new land or facilities, or permission to occupy, demolish or significantly alter buildings, to the tenant's sponsor prior to consideration by the IPB.
- l. Returns land and buildings allocated to the tenant in the same condition as it was at allocation, unless authorised not to do so in writing by COMKAF HQ, through the tenant's sponsor, and reports underuse of any allocated land to the tenant's sponsor for onward notification of COMKAF.
- m. Does not (unless explicit prior approval of the tenant's sponsor and COMKAF has been obtained in writing):
- (1) Re-allocate or sub-let any land allocated to them by the IPB to any other entity.
 - (2) Exceed the footprint allocated by the IPB.
 - (3) Use land or buildings allocated to him/her for any purpose other than those for which it was originally allocated.
 - (4) Engage in any environmentally-destructive activity, waste disposal, "dumping" or construction activity.

- n. Vacates any facilities, buildings or land when instructed to do so by the tenant's sponsor or COMKAF HQ.
- o. Plans for, and executes, the tenant's and its sub-contractors' expedient and orderly demobilisation from KAF upon completion or termination of a project or sponsorship, to include the departure from Afghanistan of all the tenant's and sub-contractors' non-Afghan employees. Ensures that the proper exit procedure as laid down in COMKAF SOP 379 is followed and that the tenant's sponsor is notified prior to finally departing KAF. Prepares to provide proof, upon request, of the departure of any employees and materials.
- p. Appoints a Contractor Point of Contact (CPOC) who is responsible for liaising with the IMP, and other COMKAF and NSE agencies.
- q. Immediately reports any security violations, or suspicions regarding the tenant's employees (including employees of its sub-contractors), or any other information with potential FP implications, to IMP and the tenant's sponsor.
- r. Immediately informs the IMP and the tenant's sponsor if the tenant becomes aware that any of its employees, the employees of sub-contractors or locally employed personnel have died, suffered serious injury or gone missing.
- s. Ensures that employees and sub-contractor employees do not wear or possess military uniform or military-style clothing, unless specifically authorised by a letter of authority from the tenant's NSE, or authorised official of the sponsoring nation to do so.

SEARCH

10. Inspections and searches of tenants' work areas and accommodation may be carried out by IMP, FP and/or CI, COMKAF CJ7 Safety, CJ4/ CAC, Sponsoring NSE and Security Detachments, without notice for reasons of force protection, law enforcement and/or security. Any locked rooms, cupboards, vehicles or other spaces may be required to be opened and may be forcibly opened if it is deemed necessary for reasons of force protection and/or security. Search teams may include both Ammunition/Explosives Search (AES) and narcotics dogs. Inspections and searches will be carried out consistent with the requirements of COMKAF SOP 348 or other COMKAF guidance. The NSE will be responsible for obtaining search authorisations as may be required by the laws of the respective NSE's nation; however, this in no way limits COMKAF's capacity to execute searches and inspections in the name of safety, security, and good order and discipline on KAF.

11. A list of prohibited articles and contraband items can be found within this Charter, and COMKAF SOPs 115, 348 and 379. Any electronic equipment capable of storing data or media files may be subject to technical examination for reasons of force protection and/or security. All equipment seized under the relevant contraband regulations will as a matter of routine undergo basic technical examination for force protection/security purposes. Separate permissions are required to possess a mobile phone and a camera, irrespective if these constitute a single unit. Failure to obtain the relevant permissions may result in the unit being seized.

SANCTION

12. All tenants are obliged to comply with the requirements of this Charter, as well as other SOPs, directives, policies, and orders issued by COMKAF, IJC, ISAF or NATO. Failure to do so will jeopardise the safety, security, and good order and discipline on KAF and may require COMKAF, independent of sponsor sanctions, to:

a. Take immediate action to remove a contractor and/or its employees from KAF, to include debarment (individuals) or withdrawal of registration, and denial of access to KAF (companies):

- (1) On security grounds.
- (2) If there is evidence of improper or abusive treatment of employees.
- (3) In cases of unauthorised use, re-allocation, sub-letting of lands or buildings.
- (4) If the tenant or individual enters into a commercial enterprise which has not received prior approval from COMKAF.
- (5) In cases of a breach of this Charter, SOPs or other directives, policies and orders issued by COMKAF, IJC, ISAF, NATO, or other relevant NSE.
- (6) For failure to control or adequately address misconduct committed by employees, subcontractors, or sub-contractor employees.
- (7) For any other reason related to the maintenance of the safety, security, and good order and discipline of KAF.

b. Impound, or otherwise prohibit the use of, non-roadworthy or unregistered vehicles.

c. Revoke, withdraw, or otherwise negate any land and/or facility use allocations made by COMKAF HQ or the sponsor.

d. Issue a letter of concern or admonishment to the tenant, to include a formal letter of censure through the Chain of Command to the Senior National Representative on KAF. Failure to address the issues of concern raised in a letter of censure may result in a further letter to National Representatives via HHQ and ultimately to SHAPE.

e. Remove identity badges and entitlement to fuel (if any) from any tenant found to be in violation of the related requirements in this Charter or other fuel-related SOPs, directives, policies and orders issued by COMKAF, IJC, ISAF, NATO or by the relevant NSE.

f. Detain any tenant or employee thereof suspected of security-related or criminal activity pending investigation, subject to COMKAF SOP 348, and ISAF or IJC controlling guidance.

g. Refer local nationals, or persons ordinarily resident in Afghanistan, who have committed, or who are suspected to have committed, criminal offences to the Afghan National Police, or other appropriate law enforcement authorities.

h. Refer non-Afghan nationals or persons who are not normally resident in Afghanistan, who have committed, or who are suspected to have committed, criminal offences while on KAF to the military authority of the sponsoring or home nation.

i. Require tenants to take reasonable action to remedy and recompense any damage or loss caused by their wilful, reckless or negligent behaviour, or that of their employees and the employees of their sub-contractors.

13. The Contractor Management Group (CMG) sits monthly, and conducts investigations into any contractors or sub-contractors which have contravened this Charter. It accepts input from the NSEs and other contractor sponsors. The CMG has a range of sanctions at its disposal, including recommendation to COMKAF that a company be de-registered and removed from KAF. This places no limit on COMKAF's ability to act independent of the CMG and its recommendations.

REVIEW

14. COMKAF's responsibilities are evolving and the multinational construct of KAF has made the C2 situation complex. The Tenants' Charter does not address all potential C2 conflicts but it does provide local policy and guidance which should address most issues. In order to ensure that the Charter continues to reflect up to date KAF practices and processes, it will be reviewed, on a bi-annual basis, by DCOMKAF. This review will evaluate, and where necessary incorporate, lessons learned submitted by COMKAF HQ staff, Senior Council Representatives, stakeholders' representatives and sponsored contractors.



SCOTT L. DENNIS
Brigadier General (US Air Force, OF-6)
COMKAF

Annexes:

- A. Tenants' Forum.
- B. Common Standards of Behaviour.
- C. Security Alert States, Weapons Codes & Dress Codes.
- D. Fire Safety Instructions.
- E. KAF Stakeholder Nations.
- F. Nation/ Contractor Demobilisation Guidance.
- G. Attack Warnings – Actions to be Taken.

ANNEX A TO
COMKAF TENANTS' CHARTER
DATED JUN 12

TENANTS' FORUM

PURPOSE

1. The purpose of the Tenants' Forum is to allow open dialogue between COMKAF's staff and the tenants of KAF on a quarterly basis; this Annex details the constitution, composition of, and Agenda for, the Tenants' Forum.

CONSTITUTION

AIM

2. Aim. The aim of the Tenants' Forum is to:
- a. Provide a medium whereby COMKAF staff can regularly communicate current issues to KAF tenants.
 - b. Allow open dialogue between COMKAF staffs and tenants.

SCOPE

3. The Tenants' Forum encompasses all the tenants of KAF and COMKAF staffs within COMKAF's AOR who from time to time may be required to provide input to the Forum.

TENANTS' FORUM MEMBERSHIP

4. There are approximately 625 contractors operating on KAF; CJ4 CAC maintains an up-to-date list of contractors and respective email addresses. The Tenants' Forum will comprise:

- Chairman – DCOM Spt
- Deputy Chair – Chief CJ4
- Secretary – CJ4/ CAC
- CJ1
- CJ8 Contracts
- Representatives of respective national commanders
- NAMSA
- All contractor tenants of KAF
- COMKAF HQ staffs as required

FORUM VENUE

5. Given the number of companies operating on KAF and the desire for broad participation in the Forum, a large venue should be reserved to host the meeting.

TENANTS' FORUM RESPONSIBILITIES

6. The Tenants' Forum acts as a vehicle for information exchange between COMKAF staffs and the tenants at KAF. Its primary goal is to brief tenants on current issues relating to their presence at, duties on, and responsibilities in support of, KAF. Secondly, but no less important, its other purpose is to allow open dialogue between COMKAF's staffs and the tenants of KAF.

ADMINISTRATION

7. Meetings. The Tenants' Forum will meet, at the call of the Chairman, at least quarterly. The Secretary shall issue a calling notice through the CMG members to tenants advising them of the time and place of a meeting.

8. Agenda. The standing Agenda shall be:

Introduction

Issues to be considered for briefing to the Tenants:

J1 (Camp population reporting);

J2 (unclassified information only);

J3 (JDOC emergency reporting, FP);

J4 (contractor, fuel, vehicle registration);

J4 Medad (medical);

J4 Base Engr (land allocations, hot work permits, permits to dig);

IMP (law enforcement);

J7 (Health & Safety, Environment and Fire).

Any Other Business

ANNEX B TO
COMKAF TENANTS' CHARTER
DATED JUN 12

COMMON STANDARDS OF BEHAVIOUR

Introduction

1. The KAF Common Standards of Behaviour are drawn from COMKAF SOPs (particularly COMKAF SOP 115), and the general requirements of safety, security, and good order and discipline. This Annex does not negate the requirement for tenants to familiarise themselves with the specific content of individual SOPs.

Health & Safety Standards

2. COMKAF regards Health & Safety (H&S) as an integral part of FP and an inherent responsibility of all stakeholders. The nature of day-to-day activities within this operational theatre creates an environment which can be conducive to accidents and incidents leading to an unnecessary degradation in operational capability. H&S has equal status with all other work activities and all personnel are required to comply with policies and procedures, promote safe working and living practices and endeavour to eliminate accidents and the potential for their occurrence. Key COMKAF H&S SOPs are 388, 740, and 771 (Traffic Supervision, Ground Safety, and Flight Safety respectively)

Operational Standards

3. KAF is a combat environment and the threats to it are significant. Situational Awareness must be maintained at all times. In particular, personnel are to:

- a. Understand and comply with Rules of Engagement (ROE).
- b. Know and react to public address messages and alarms.
- c. Be aware that all types of bags, assault packs, large purses, camelbacks, or similar items are prohibited from the DFACs, gymnasiums, MWR tents, and other specified locations.

4. In all cases, personnel are to adhere to the directives and guidance issued from time to time by COMKAF. Personnel carrying personal weapons are to keep them exposed and visible at all times. When not being worn, the weapon must be secured. Personnel are to maintain positive control of their personal weapon and ensure muzzle awareness at all times, know the current KAF weapon status and comply, and keep their weapon clean at all times.

The arming status is promulgated on the COMKAF web page:

<http://portal.rcs.ms.isaf.nato.int/COMKAF/Pages/default.aspx>.

A definition of weapon codes is at Annex C. Only individual weapon basic load ammunition is to be kept in domestic accommodation areas.

5. Personnel must practice OPSEC and COMSEC at all times. Sensitive information must be safeguarded and documentation containing sensitive information, including personal details, must be shredded if no longer required.

6. ISAF ID or ISAF/COMKAF-recognised government issued ID card must be carried at all times. **ID must be displayed in plain view (above the waist) by all personnel wearing civilian clothing, including sportswear.**

Road Safety

7. Road Safety is governed in detail by COMKAF SOPs 388 (Traffic Supervision), 740 (Ground Safety), and 772 (Flight Line Driving). Pedestrians, bicycles and motor vehicles are forced to share many common areas of KAF, increasing the risk to those most vulnerable and least protected. Where possible, pedestrians are to stay off of distinguishable road surfaces so as to distance themselves from the flow of traffic. Where pedestrian road crossings have been established, pedestrians have the right of way, but this does not absolve them of the requirement to ensure that it is safe before crossing. Vehicles, including bicycles, shall yield to pedestrians who are clearly waiting to cross the road at established cross walks.

8. The principle of see and be seen applies equally to all:

a. Vehicles, which shall:

- (1) Abide by the approved speed limit, which is 20 kph on roadways and 12 kph in parking and living areas, unless otherwise posted; and
- (2) Observe restrictions placed on selected KAF roads that limit vehicle size.

b. Pedestrians, including runners/joggers, who shall:

- (1) Wear reflective vest or belts at night and in times of reduced visibility (inclement weather, dust, fog and so on) such that they are visible from all angles (a solitary light on the front or back is not sufficient). Members of the US Marine Corps are the only exception and shall carry an illuminated flashlight at times of reduced visibility;
- (2) Not wear headphones or ear pieces when running outside;
- (3) In the absence of a designated walkway, travel in single file against the flow of traffic; and
- (4) Observe areas that are posted as "NO JOGGING" or "NO PEDESTRIANS".

9. Unless designated as a parking area, there is to be "*NO PARKING*" in or blocking of fire lanes, or within 6 metres of fire lanes or housing structures (buildings or tents).

Return of Unused Ammunition

10. NSEs must establish, and ensure that personnel are aware of, the procedure for returning unused ammunition, which is the only means of preventing ammunition from entering the KAF waste stream, or presenting a hazard to fire response. On occasions when this is not possible, personnel must make use of the existing amnesty boxes. Applicable COMKAF SOPs are 720 (Explosives & Ammunition Storage and Transportation) and 721 (Munitions Amnesty Boxes).

Mine Safety

11. On-base minefields are clearly marked. Personnel are strictly prohibited from entering an area that has not been cleared and proofed for mines. Under no circumstances are minefield marking signs to be removed or tampered with.

Personal Standards

12. While there is a no-saluting policy at KAF, military personnel are to adhere to the applicable Service regulations that govern appearance, military courtesy and discipline as endorsed by their nation and/or Service. Civilian personnel are to maintain a professional appearance and decorum, and shall treat all members of KAF with dignity.

13. All personnel are subject to national laws, policies and rules in addition to the standards set by COMKAF. All personnel are to maintain a high state of military professionalism, discipline, bearing and appropriate dress that pays respect to modesty and common courtesy, including:

- a. Treating Local Nationals and other nationalities with dignity and respect.
- b. Setting the correct example for others to follow.
- c. Obeying all posted signs on and around the base.
- d. Applying high standards of personal hygiene including daily showers, and washing hands at the DFAC facilities before eating and before/after using latrine facilities to prevent the spread of illness-causing germs.
- e. Supporting the 'Good Neighbour' policy through the maintenance of appropriate standards of behaviour and controlling noise pollution. As part of the COMKAF 'Good Neighbour Policy', quiet hours should as a minimum be observed from 2200 - 0600 hours. Additionally, personnel should be cognisant of the fact that shift workers are accommodated throughout the accommodation areas, so noise therein should be kept to a minimum 24/7.
- f. Controlling and managing the correct disposal of litter, to minimise the risk of Foreign Object Damage (FOD), and to reduce the health and safety risk to personnel on KAF.

14. All efforts should be made to conserve water and electricity as these are finite RLS resources. Personnel are to:

- a. Drink the entire contents of water bottles.
- b. Ensure that bottled water is stored away from direct sunlight.
- c. Ensure that bottled water is used only for drinking and is not given to non-entitled personnel.
- d. Limit shower duration (3 minute "ship showers").
- e. Turn off taps when not required.

- f. Report leaking taps and faucets to the appropriate organisation for remedial action.
- g. Ensure all unnecessary electrical items are turned off when not in direct use, especially air conditioning units.
- h. Limit vehicle washing and use only grey water.

15. All personnel on KAF shall not possess the below items:

a. Contraband Items. Contraband items are prohibited on KAF at all times and cannot be used, possessed, introduced, transported, exported, manufactured, sold, purchased or otherwise distributed at any time. Contraband items include:

- (1) Makeshift or homemade weapons (e.g., throwing stars, pen guns, shanks, etc);
- (2) Alcoholic beverages (unless approved iaw COMKAF SOP 116, Alcohol Policy);
- (3) Drugs or drug paraphernalia, unless supported by a valid medical prescription. This includes controlled substances (opiates, cannabis products, amphetamines, ecstasy, cocaine, LSD), anabolic or androgenic steroids, designer drugs or drug analogues (such as "Spice"), or other intoxicating substances that are inhaled, injected, consumed or introduced into the body in any manner for purposes of altering mood or function. This further includes "Naswar" or other tobacco-based products from local sources, but does not include tobacco products legally sold through national Exchanges or approved concessionaires on KAF;
- (4) Pornography and sexually explicit material, as defined under the applicable ISAF or National Support Element regulations. In the absence of specific national guidance, pornography and sexually-explicit material shall be defined as visual materials, the dominant theme of which is the depiction of nudity, including sexual or excretory activities or organs, in a lascivious or lustful way;
- (5) Child pornography of any type;
- (6) Domestic or wild animals kept or maintained as pets;
- (7) Imitation or fake combat body armour protection components;
- (8) Gas-operated cooking appliances;
- (9) Electrical devices or extension cords not approved by the Underwriters Laboratory (UL) or Conformité Européene (CE);
- (10) Any stolen item, to include commercial goods, equipment, food, machinery, or vehicles; and
- (11) False documents, to include the use, possession, or creation of any false, fake, fraudulent, counterfeit, altered, or misused documents are prohibited; such

documents include, but are not limited to tazkara, passport, visa, Letter of Authorisation, access badge, vehicle/driver's licence, or any other official document that is altered, faked, or forged.

b. Possible Contraband Items. Possible contraband items are closely controlled items which require proper authority and/or documentation in order to be used, possessed, introduced, transported, exported, manufactured, sold, purchased or otherwise distributed on KAF. Where proper authority or documentation for the following items is absent, the item constitutes contraband and is prohibited:

- (1) Explosives, explosive components, or incendiary devices;
- (2) Firearms or ammunition;
- (3) Property or equipment typically issued by national militaries, to include uniform items;
- (4) Communications or other electronic equipment possessed contrary to applicable installation policies or privilege schemes (for example computers, media storage devices, cellular telephones, two-way radios, cameras, or camera telephones); and
- (5) Classified, restricted, or otherwise sensitive information, data, or material.

Local Nationals (LNs)

16. LNs must be escorted at all times and must leave KAF no later than 1730 local time each day. LNs are not permitted cameras or cell phones on their person. Vehicles belonging to LNs will only be authorised to access KAF in exceptional circumstances. LNs may be granted additional privileges, over and above those previously listed, at the discretion of the COMKAF HQ Base Security Officer. Refer to COMKAF SOP 379 for further details.

Social Functions

17. Individuals should refer to COMKAF SOP 105 (Organising Events on KAF) prior to undertaking the organisation of any event; the SOP event application form should be submitted to CJ1 MWR as appropriate. Prior to any large scale event (above 100 people) of any type, notification must be provided to COMKAF FP for risk analysis and, based on this, approval. The event organiser is to be aware that the event could be cancelled or a specific dress state specified in order to mitigate risk based on the threat assessment determined by COMKAF FP. Once approved, all large-scale organised social events are to have an appointed lead who is responsible for maintaining appropriate standards of behaviour, noise control, and will act as the nominated FP lead for the event. FP leads are to maintain communication (via mobile phone) links with the JDOC throughout the event. The JDOC is to be informed when the event has ended.

Accommodation Billets

18. Billets and ablution units are not to be abused, as occupation of these by any individual is on a temporary basis. Subject to national regulations, female billeets are out of bounds to males and male billeets are out of bounds to females. This does not apply to emergency service reaction to incidents or the conduct of urgent military duties.

DFACs

19. At no time are sleeveless shirts, physical fitness, or sports attire (to include national or service-issued PT uniforms) to be worn in the DFACs with the exception of those under the care of the Wounded Warrior Recovery program. No hats or open toe shoes are allowed to be worn in the DFACs; the exception is that visiting local Nationals are permitted to wear open-toed footwear when visiting KAF DFACs.

20. Take-out food from DFACs or concessions should not be kept in accommodation areas, as it has the potential to attract vermin. DFAC waste should be sorted into the designated separation bins at the DFAC exits.

21. On no account are personnel to enter DFACs via the exit doors (unless in the case emergency response to an incident therein). To maintain strict control of dining numbers, and to enforce good hygiene measures, all personnel are to enter the DFACs via the entrance doors, and are to ensure that they wash their hands with soap and water provided before proceeding to the dining halls; this directive applies equally to those personnel who dine-in and those who elect for take-out meals.

Pets and Wildlife

22. In the interest of health and overall safety, the adopting as pets or mascots, caring for, or feeding of any type of domestic or wild animal (including birds) is strictly prohibited anywhere on KAF.

ANNEX C TO
COMKAF TENANTS' CHARTER
DATED JUN 12

SECURITY ALERT STATES, WEAPONS CODES & DRESS CODES

1. ISAF Security Alert States (ISAF SOP 372). The ISAF Security Alert State is decided by COM ISAF based on the prevailing threat identified by CJ2 in discussion with CJ3 FP, and applies across the ISAF AO in order to provide a common understanding of the overall risk assessment made by HQ ISAF. The Security Alert State may be increased locally at the discretion of authorised Commanders or decreased with COMISAF approval. There are 4 Security Alert States used in the ISAF AoO: **Alpha, Bravo, Charlie and Delta**.

ALPHA	Issued as a general warning of possible terrorist activity, the nature and extent of which is unpredictable, and when circumstances do not justify the full implementation of the measures contained in a higher alert state. The measures in this Alert State must be capable of being maintained indefinitely.
BRAVO	Issued when there is an increased and more predictable threat of terrorist activity although no particular target has been identified. It must be possible to maintain this state for a period of weeks without causing undue hardship and without affecting operational capability.
CHARLIE	Issued when an incident occurs, or when intelligence is received which indicates that some form of terrorist action is an imminent possibility. The implementation of this Alert State for more than a short period will probably cause hardship.
DELTA	Issued in the immediate area when a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location is likely. Normally this alert stage is used as localised warning.

2. A set of measures is associated with each security state. The detail of these measures can be found on the COMKAF WISEWEB page under the FP tab.

KAF Weapon Codes:

GREEN / UA	Unarmed; weapon and ammunition to be held within the unit.
GREEN / WU	Weapon Unloaded; no magazine fitted, no round in the chamber, magazine carried.
AMBER / WL	Weapon Loaded; magazine fitted to the weapon, no round in the chamber.
RED / WR	Weapon Ready; round in the chamber, safety catch applied.

KAF Dress Codes:

GREEN; LEVEL 0	Normal military uniform and headdress to be worn.
YELLOW; LEVEL 1	Combat Body Armour (CBA) and helmet readily available at all times. 'Readily available' is defined as within 20 metres or 20 seconds.
AMBER; LEVEL 2	CBA worn; helmet carried
RED; LEVEL 3	CBA and helmet worn

ANNEX D TO
COMKAF TENANTS' CHARTER
DATED JUN 12

FIRE SAFETY INSTRUCTIONS

Responsibilities

1. Fire is a significant hazard at KAF that has the potential to cause widespread damage and loss of life (see COMKAF SOPs 731 and 732). It is therefore essential that commanders at all levels ensure their personnel have adequate knowledge and training to minimise this risk. As a minimum, commanders are expected to:

- a. Ensure all personnel under their command have received adequate Fire Training. As a minimum, personnel should know the correct actions to take upon discovering a fire, what to do if they hear a fire alarm and how to operate portable fire extinguishers.
- b. Appoint sufficient Fire Wardens for all tents or buildings under their control. A Fire Warden's responsibilities are outlined in COMKAF SOP 732 and are, as a minimum, to include the following:
 - i. Monthly inspections of portable fire extinguishers, smoke detectors and alarms.
 - ii. Ensuring that Fire Exits and escape routes are unblocked and free from clutter.
 - iii. Preparing and maintaining a Fire Evacuation plan.
 - iv. Ensuring that all personnel within their area of responsibility have read and understood Fire Orders and that they know how to contact the Fire Department in the event of a fire.
- c. Register significant fire hazards with the Fire Department (kitchens, POL stores, flammable gas stores, LOX stores, and Hazardous Materials (HazMat) etc).

Training

2. The Fire Department conducts routine training courses for Fire Wardens, as well as instruction in the correct use of portable fire extinguishers. These courtesy courses are booked directly with the Fire Department.

Inspections

3. All units, whether military or civilian, are subject to routine and spot fire inspections by the Fire Department and/or COMKAF Safety. All deficiencies noted during such inspections are to be rectified immediately.

Permits

4. Open fires such as barbecues or burn barrels, are only permitted at authorised sites, and only after having obtained permission from the KAF Fire Department for an "open fire" event.

Smoking

5. Smoking is strictly forbidden inside any building, in or around bunkers during rocket attacks, and at the Boardwalk; smoking is only permitted in designated smoking areas where butts are to be disposed of safely.

Cooking

6. Cooking inside any building, other than those facilities so authorised under written catering contracts/agreements (such as the DFACs), is forbidden. The use of gas-operated fires/cooking fires or appliances is prohibited on KAF.



UNCLASSIFIED

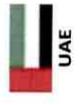
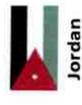
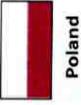
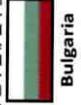
KAF Stakeholder Nations

Stakeholder Nations



Netherlands
WEF 01 Jan 12

United States
of America



JFCBS
NATO



Own arrangement
with NAMSA for RLS

Comment [CJ5/11]: Possible missing
nations, ... where does Italy fit?

**ANNEX F TO
COMKAF TENANTS' CHARTER
DATED JUN 12**

NATION/ CONTRACTOR DEMOBILISATION GUIDANCE

1. Sponsoring nations are to ensure an orderly demobilisation of contractors, sub-contractors and their personnel from KAF upon completion or termination of a contract or sponsorship. Allocated sites are to be returned to COMKAF in the same state as they were upon allocation, unless otherwise specified and agreed in writing by COMKAF HQ.
2. Contractors are to plan for, and execute, the tenant's and its sub-contractors' expedient and orderly demobilisation from KAF upon completion or termination of a project or sponsorship, to include the departure from Afghanistan of all the tenant's and sub-contractors' non-Afghan employees. The exit procedures as laid down in COMKAF SOP 379 are to be followed and the tenant's sponsor is to be notified prior to finally departing KAF.
3. List of Suggested Parties to be Consulted/ Coordination required between:

KAF CDC
CMG
CJ4/ CAC
CJ4 Estates
CJ5
CATO
Sponsoring entity
NAMSA

ITEM	SUBJECT	ISSUE	ACTION
1	Sponsor/NSE Provision of Demobilisation Plan	<ul style="list-style-type: none"> • Provision of generic plan for review 	
a	Timelines	<ul style="list-style-type: none"> • Obtain milestones 	
b	Increased resources for demobilisation	<ul style="list-style-type: none"> • Obtain rough order of magnitude of demobilisation forces 	
c	Military personnel	<ul style="list-style-type: none"> • Obtain milestones for phased withdrawal from accommodation, workspaces and land 	
d	Equipment	<ul style="list-style-type: none"> • Obtain ROM for strategic airlift plan • Obtain ROM for equipment demobilisation 	
e	Infrastructure	<ul style="list-style-type: none"> • Obtain generic plan for transfer of assets • Clarify that services (PTs, HWS, skips, bins) will be withdrawn on dates as per demobilisation plan 	
f	Enablers	<ul style="list-style-type: none"> • Obtain relevant information on disciplines of last people on site (movers, enablers) 	
g	Sponsored Contractors	<ul style="list-style-type: none"> • Obtain generic plan of sponsored contractors' destinations 	
2	PROGRAMME OF EVENTS		
a	Timelines(Big Picture)	<ul style="list-style-type: none"> • Confirm generic demob plan provided does not conflict with known data such as: <ul style="list-style-type: none"> • Cessation date of Stakeholder nation status • Financial commitment cessation date (of individual areas) • Financial management of residual personnel 	

		<p>after specified date</p> <ul style="list-style-type: none"> Define mechanism for obtaining signing authority after departure of J8 functionality 	
3	CONTRACT AREAS		
a	APOD	<ul style="list-style-type: none"> Obtain Strategic air programme to ascertain demobilisation laydown requirements. Determine laydown yard location in conjunction with CATO Determine if forecast baggage and freight movement requirements fall within normal capacity of CATO. Determine generic plan for movement of equipment from staging site to CATO laydown area. 	
b	CATO	<ul style="list-style-type: none"> Confirm CATO capability of transporting equipment from laydown yard to aircraft. Confirm precedence of tasking for demobilisation from CJ4 Assist (if able) provision of chalk plan from Stakeholder nation to CATO 	
c	TAS	<ul style="list-style-type: none"> Determine any unique requirements 	
d	Transport	<ul style="list-style-type: none"> Identify transport requirements within categories of resources (Coaches, Forklifts, Tractor Trailers (TT), Flatbeds, RTCH), dates and times. Determine specialist requirements - Dangerous Goods Handling, HAZMAT, containers, etc. Determine specific sizes of resources (e.g. - 44 pax busses, 10k Forklifts, TT, 40' flatbeds, RTCH). Determine contractor obligation to provide transport resources (equipment & operators) Determine capability of CJ4 to provide assets within their controlled resources (both equipment and operators) Determine feasibility of using APOD resources (e.g. heavy-lift forklifts) for taskings off the airhead Determine requirement for redundant resources Determine customer obligation for payment of transportation resources – redundant or otherwise 	
e	Supply	<ul style="list-style-type: none"> Determine any unique requirements 	
f	Security Vetting Services	<ul style="list-style-type: none"> Determine Stakeholder nation-sponsored contractors in conjunction with CJ4 CAC Obtain details on transfer of sponsorship to other eligible Stakeholder nation Clarify Stakeholder nation obligation to schedule exit interviews for departing sponsored contractor personnel Associated issue: Determine management of sponsored contractors' assets (vehicles, infra, estates, etc.) 	
g	Pass & Permits	<ul style="list-style-type: none"> Clarify Stakeholder nation responsibility for appropriate management of sponsored contractor personnel Passes & Permits 	
h	Billeting	<ul style="list-style-type: none"> Determine any unique requirements 	
i	Laundry	<ul style="list-style-type: none"> Obtain last pick-up date for laundry 	

		<ul style="list-style-type: none"> Clarify Stakeholder nation laundry not accepted after specific date Determine Stakeholder nation obligation to return laundry bags Clarify NAMSA ability to receive laundry bags Determine any residual laundry requirements of Stakeholder nation personnel (remaining forces for asset disposition, waste, mentoring etc.) 	
j	Ablutions, Portaloo (PTs), Handwash Stations (HWS)	<ul style="list-style-type: none"> Determine deep cleaning requirements (PTs, HWS) Clarify PTs & HWS retrieval date is determined by cessation date of services at specific sites 	
k	Cleaning	<ul style="list-style-type: none"> Determine deep cleaning requirements (facilities) Determine final cleaning date (facilities) 	
l	Vehicle Rental	<ul style="list-style-type: none"> Obtain vehicle return schedule to include requirements for Vehicle inspection Identify requirements for smoothing of schedule Identify requirements for temporary holding yard Advertise availability of returned rental vehicles to UMG (as appropriate) Clarify mechanism for damage claim mgmt 	
m	Interpreters	<ul style="list-style-type: none"> Clarify cessation date 	
n	Bulk Transportation	<ul style="list-style-type: none"> Clarify cessation date Clarify final management of TMRs 	
o	COD	<ul style="list-style-type: none"> Determine any unique requirements 	
p	Food	<ul style="list-style-type: none"> Clarify cancellation mechanism of all Stakeholder nation meal cards Clarify relevant dates Clarify signing authority requirements and mechanisms 	
q	Bottled Water	<ul style="list-style-type: none"> Identify incremental decrease in volume and number of water drop-off points Clarify FOB water requirements no longer exist (if relevant) 	
r	Waste	<ul style="list-style-type: none"> Clarify that skips & bins retrieval date is determined by cessation date of services at specific sites Determine forecast of uplift requirements for excessive waste Determine smoothing of high and low requirements Determine special arrangements for bulk plastics, bulk IT, bulk metal, bulk HAZMAT, vehicles, etc. 	
s	Waste Water	<ul style="list-style-type: none"> Clarify coordination for final pick-up is required Determine requirements for system "mothballing" & drainage requirements 	
t	ISR requirements	<ul style="list-style-type: none"> Determine Stakeholder nation outstanding ISRs and respective cancelation Clarify subsequent claim mgmt mechanism Request internal review of stagnant POs, PRs, other financial obligations 	
u	Land Usage	<ul style="list-style-type: none"> Clarify transfer of real estate (bi-lateral arrangements) 	

		<ul style="list-style-type: none"> • Determine swing-space requirements for departing Stakeholder nation(e.g. transport resources staging area) • Clarify whether or not common land usage issues exist • Determine timings of land turn-over • Obtain POC for receipt of land in order to ensure continuity of services 	
4	STRATEGIC ISSUES		
a	Interface with Capellen for SA	<ul style="list-style-type: none"> • Investigate Stakeholder nation strategic level liability for any outstanding claims • Determine Stakeholder nation financial commitments to existing contract(s) which are to be paid up-front (e.g. Vehicle Rental) • Modify Camp Population template to adjust for removal of Stakeholder nation at appropriate time 	
5	DEPARTURE		
a	Signing authority	<ul style="list-style-type: none"> • Define subsequent signing authority for all activities after local J8 authority departs (including but not limited to ISRs, Camp population, waste, invoices, claims, TMRs, etc.) • Define final signing authority prior to "turning off the lights" • Determine final service validation authority noting Stakeholder nation may request POC for verification of services to be NAMSAs QMS 	
b	Financial wrap-up	<ul style="list-style-type: none"> • Ensure coordination for transfer of signing authority to Strategic level (signature acquisition) 	
c	Land remediation	<ul style="list-style-type: none"> • Establish POC CJ4 Eng COMKAF • Identify that time requirements for remediation may exceed duration of Stakeholder nation at KAF • Clarify expenses incurred for remediation (tilling, removal) will be established after Stakeholder nation departure 	
d	NAMSAs performance at KAF	<ul style="list-style-type: none"> • Verify POC for Stakeholder nation feedback on NAMSAs services provision during their respective tenure 	
6	MEETING DATE	<ul style="list-style-type: none"> • Determine meeting requirements – frequency and attendees 	
7	AOB	<ul style="list-style-type: none"> • Determine any other Customer specific requirements 	

NATO/ISAF UNCLASSIFIED

ANNEX G TO
COMKAF TENANTS' CHARTER
DATED JUN 12

ATTACK WARNINGS – ACTIONS TO BE TAKEN

1. In accordance with COMKAF SOP 360, all personnel are to react appropriately to any attack warnings broadcast by the JDOC. Specifically:

a. Immediate Action Drill (IAD). Upon hearing an Indirect Fire (IDF) attack alarm or observing an impact or explosion, individuals/organizations are to:

b. Take Cover. All personnel are to lie face down immediately for 2 minutes as depicted in Picture One; if possible lie down facing south. Note that an attack with multiple rounds may cause the alarm to be sounded again; upon each new alarm or hearing an explosion personnel should re-initiate the IAD from the beginning.



Picture One (Immediate Action)

c. Cease Unauthorised Initial Movement. Upon hearing the IDF alarm, personnel are not to stand, walk or run, even to seek shelter. These actions may be taken after the IAD.

d. Seek Shelter After IAD. After 2 minutes have elapsed since either the last sounding of the IDF attack alarm or hearing an explosion, personnel are to seek shelter. Personnel should not compromise themselves by moving long distances. Ideally shelter should be sought in bunkers, or on the south-side of barriers.

e. Personnel in Boardwalk Concessions. All personnel (staff and customers) in Concessions should conduct the 2 minute IAD, and then seek shelter in an IDF bunker within, or adjacent to, the Boardwalk area. After the 2 minutes IAD, concession staff are to evacuate all personnel from their premises to the nearest shelter. The staff are to close their respective concessions and the concessions will remain closed until the All Clear alarm has sounded. No one is to re-enter concessions until the All Clear alarm has sounded.

f. All Clear. Once the All Clear alarm has been sounded, personnel may resume normal activities. Concessions may re-open.

Appendix:

1. Attack Warnings – Actions to be Taken.

**IDF ATTACK ALARM OR
OBSERVE EXPLOSION**

**TAKE COVER.
LIE DOWN FACING SOUTH
FOR 2 MINS**



**CEASE MOVEMENT.
DO NOT STAND, WALK OR RUN**

**AFTER 2 MINS SINCE ALARM OR LAST EXPLOSION,
SEEK SHELTER IN NEAREST IDF BUNKER**

**EVACUATE ALL PERSONNEL
FROM CONCESSIONS TO
SHELTER**

**BOARDWALK CONCESSIONS ARE TO
CLOSE FOR BUSINESS/ NON
ESSENTIAL ACTIVITIES ARE TO
CEASE, UNTIL ALL CLEAR SOUNDED**

**ALL CLEAR.
RESUME NORMAL ACTIVITIES.
CONCESSIONS MAY RE-OPEN**