

NONSENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

KANDAHAR AIRFIELD
HEADQUARTERS
AFGHANISTAN



COMKAF HQ
Building 124, TLS
Kandahar Airfield
Afghanistan

02 JUL 2012

20120625-COMKAF-Responsibilities of Contractors for their Personnel

To: All Contractors and Subcontractors Operating on Kandahar Airfield

POLICY ON RESPONSIBILITIES OF CONTRACTORS FOR THEIR PERSONNEL

1. As the Commander of Kandahar Airfield (COMKAF), I serve as the Installation Commander for its tenants, hold Senior Airfield Authority, and am responsible for the safety and security of those living and working on KAF. Recent events have brought to my attention the need to remind contractors and subcontractors of their responsibilities to comply with applicable COMKAF Standard Operating Procedures (SOPs) and the Tenants' Charter, and to ensure that their employees are also doing so.
2. COMKAF SOPs 115, 379, 400 and the Tenants' Charter detail the responsibilities of contracting companies for the respective contractor personnel under their control. Specifically, contractors have *the primary responsibility* for security of their employees and subcontractors on KAF. In addition, contractors are responsible for ensuring that all employees and any subcontractor personnel have an exit interview with the security vetting agency Ronco, and return all issued badges to the Security Vetting Office at the end/termination of the contract, or at the conclusion of an individual employee's contract, on permanent change of place of duty, or when debarred from KAF. Furthermore, it is the responsibility of all contractors to ensure the orderly departure of all such personnel from KAF.
3. Violation of any offense listed in COMKAF SOPs or participating in any activity that endangers the safety, security, and good order and discipline of KAF may result in loss of privileges, badge down-grading, or debarment of individuals from KAF. In accordance with ISAF/USFOR-A Commander's Policy Letter #24, dated 21 Oct 11, when an issuing authority debars an individual, it is applied to all installations in the Combined Joint Operations Area-Afghanistan. As such, contractors remain responsible for the swift demobilization of debarred personnel.
4. Where a company has committed an offense or fails to ensure proper conduct of their associated personnel, the company will be held accountable. Consequences can include: the removal of escort privileges from other company personnel; issuance of Letters of Concern, Letters of Censure, Letters of Reprimand; debarment of managerial personnel; and deregistration and demobilisation of contractor companies. Ultimately, contractors remain responsible for the orderly demobilization of their personnel and any subcontractor from KAF, regardless of the circumstances. You should note that **failure to do so may also jeopardize a contractor's permission to do business on KAF, both at that time and in the future.**
5. Finally, I encourage you and your staff to again review the detailed provisions of the relevant COMKAF publications summarized in this letter. Should you have any questions, please contact the COMKAF Contractor Administration Cell at yam.khatri@rcs.isaf.nato.int or NCN 685-1369, or the COMKAF Legal Advisor at lyn.patyskiwhite@rcs.isaf.nato.int or NCN 685-1104.

A handwritten signature in black ink, appearing to read 'Scott L. Dennis', is written over the typed name.

SCOTT L. DENNIS
Brigadier General (USAF, OF-6)
Commander