



KANDAHAR AIRFIELD

TENANTS' FORUM

26 JUNE 2012



Safety Instructions

Please ensure your Cell Phones are either switched off or silenced

- **Fire Safety:** In the event of fire please use the Main Door to EXIT and assemble in the open area on the south side of All American BLDV.
- **Rocket Attack:** In the event of Rocket Attack drop down flat on the floor for 2 minutes. After 2 minutes, EXIT through the Main Door and move into the shelter to your right.
- Anyone feeling sick during the briefing please raise your hand for immediate attention.
- Water is available in the fridge at the back of the Fest Tent.



COMKAF Tenants' Charter

Group Captain Dai John
Deputy Commander Support
Kandahar Airfield





Agenda Points (1)

Topic	Presenter
Introductory Remarks	Commander KAF
KAF Tenants' Charter	Deputy Commander Support
Population Reporting and KAF Discipline	Command Sgt Major
Force Protection	Base Security Group
Contractor Registration	IC CAC
10 MINUTES INTERVAL	ALL



Agenda Points (2)

Topic	Presenter
IPB Process	COMKAF Estates Officer
Environmental Protection	COMKAF Estates Officer
Integral Kitchen and Dining Facility	COMKAF Medical Advisor
Contractors' Medical Coverage	COMKAF Medical Advisor
Ground, Fire, Electrical and Explosive Safety	COMKAF Safety Officer
Questions / Answers	All
Date of Next Tenants' Forum	IC CAC
Closing Remarks	Deputy Commander Support



Introductory Remarks

Brigadier General

Scott L. Dennis

Commander Kandahar Airfield





KAF Tenants' Charter

It's possible to have *too much* information...





KAF Tenants' Charter

So here's what you *need to know*...

- ❖ The ***Tenants' Charter*** establishes a **formal understanding** between COMKAF and KAF's tenants.
- ❖ Establishes the **role, authority** and **responsibilities** of COMKAF and sets the standards and requirements that COMKAF expects from the tenants.
- ❖ Tenants' presence and operation on KAF demonstrates acceptance of the authority and provisions of the ***Tenants' Charter***.



KAF Tenants' Charter

Who are KAF's 'tenants'?

- ❖ All Nations, Services, Contractors, other civilians and agencies with HQ ISAF permission to operate at **or to transit through** KAF, and all personnel in them.
- ❖ **Contractors** are defined as any company, partnership or commercial entity engaged in any commercial activity on KAF, include primes, subs, and their employees and workers.
- ❖ Includes all TCNs, LRWs, ANSF.
- ❖ In other words **Everybody!**



KAF Tenants' Charter

What are COMKAF's responsibilities under the Tenants' Charter?

❖ **Airfield Services:**

- ❖ Base ops, ATC, Air movements, ramps space, fire and crash rescue, airfield security.

❖ **Installation Support:**

- ❖ All common NATO infrastructure & equipment, estate management, engineer support, Moral and Welfare, Contractor management, NATO communications, vehicle registration.

❖ **Safety and Security:**

- ❖ Force Protection, security and policing, law enforcement, fire safety, radiation safety, explosives safety, environmental protection, traffic safety, general health and safety.



KAF Tenants' Charter

What are the Tenants' responsibilities under the Charter?

- ❖ Behave and operate in a way consistent with safety, security and good order and discipline on KAF.
- ❖ Conduct themselves with standards of behaviour and civility common to modern societies and specifically not to violate the generally recognised rights of any other person, organisation or tenant on KAF.
- ❖ Ensure that all subordinates recognise the authority of the IMOP as the over-arching law enforcement authority for all tenants on KAF.
- ❖ Specific responsibilities for Nations and Contractors.



KAF Tenants' Charter

It's possible to have *too much* information...
...but just enough information is often useful...





Ramadan Cultural Awareness

20 July – 18 August 2012





Ramadan “Do’s and Don’ts”

DOs:

- **Do** remain especially sensitive of Islamic cultural practices during the month of Ramadan.
- **Do** remember those participating in Ramadan will probably become more tired, irritable and dehydrated as the month progresses.
- **Do** wish Afghan citizens “Happy Eid” “**Eid-e-Taan Mobarak**” in Dari Language, “**Akhtar de Mobarak**” in Pashto Language at the last three days of **Eid al-Fitr / Eid e Ramadan**.



Ramadan “Do’s and Don’ts”

DON'Ts:

- **Don't** serve food, drink, or offer tobacco to any Afghan (including candies to children) between dawn and sunset.
- **Don't** eat, drink, chew gum or tobacco in the presence of Afghans (or other Muslims) during the day.
- **Don't** perceive an Afghan's unwillingness to converse or participate as a sign of a negative attitude towards the International Military Forces. The practice of “restraint” during Ramadan requires those participating to cease all non-essential movement, conversations, eating and drinking in order to fully reflect on their own faith.



Ramadan “Do’s and Don’ts”

DON'Ts:

- **Don't** enter sacred sites (mosques, shrines etc.) or prevent Afghan citizens from participating in Ramadan prayer sessions unless it is an absolute operational requirement.
- **Don't** display skin. Roll down sleeves below elbow.
- **Don't** plan meetings with Afghans after 1300 unless there is an absolute necessity.
- **Don't** ask people whether they observe fasting or not, especially women.



Key Things to Remember

- 1/1431 Hijri, 20-22 July 2012 is Afghanistan National Day. Government offices will be closed these days.
- Ramadan 21st /1431, August 9/2012 is the martyrdom anniversary for Imam Ali (PBUH). Shia' travel to Mazar al-Sharif to visit his shrine during this day. Insurgents may conduct some attacks against the Shia' this day.
- Official working hours are generally shortened during Ramadan.
- Usually hours are reduced from eight (8) to six (6)
- Facilitate employees to return to their homes in time for the evening meal.
- Makes up for lunch hour taken during other times of year.



It is considered extremely rude to comment on an Afghan's apparent failure to observe the tenets of Ramadan



Population Reporting and KAF Discipline

Christopher Walton

COMKAF Command Sergeant Major

Kandahar Airfield

Email: christopher.walton@rcs.isaf.nato.int





KAF Population Reporting

- ❖ All contractors must submit an accurate Weekly Personnel Reports to their Sponsoring National Support Element (US 655th, UK TCMC, NAMSA, NC3A, COMKAF CJ8 and COMKAF CJ1 Services). Those contractors directly sponsored by NATO are to report to COMKAF CJ1 directly.
- ❖ Contractors Compounds will be visited with no pre-notice. Discrepancies will not be entertained.
- ❖ Accurate Population Reporting is key for the provision of Real Life Support.



COMKAF SOP 115

Most Common Violations

8. Identification. All personnel are to carry their designated NATO/ISAF ID/National ID cards on their person at all times, including inside secure compounds. Due to force protection being everyone's responsibility, it is required that KAF residents produce and display a NATO/ISAF or national ID card when challenged by any other resident of KAF.

11. Civilian Clothing. When worn, civilian clothing should be sufficiently modest taking into account Afghan cultural sensitivities. Female members of ISAF must be particularly conscious of (local) customs. Sports outfit may be worn within the accommodation areas but must be clean and dry. When wearing civilian attire all personnel will display their NATO/ISAF or National ID below the neck area and above the waist line and ensure that it is fully visible

13. Visibility. During hours of limited visibility/darkness all individuals on KAF, excluding US Marine Forces, will wear a reflective belt. The reflective belt will be fully visible from all directions regardless of the clothing the individual may be wearing. Across the body from shoulder to waist is the preferred method of wear in a duty uniform or civilian attire. Marines will carry a flashlight and have it on during the hours of limited visibility.



COMKAF SOP 115/388

•**21. Use of Headphones and Cell Phones.** Other than on controlled running tracks, headphones and cell phones are not to be used when conducting physical training or moving about the camp on foot in the interests of safety.

COMKAF SOP 388

•**37. Runners and Joggers.** Running or jogging on roadways during hours of darkness, or limited visibility, is discouraged. Reflective belts must be worn by all persons regardless of time of day or reflective clothing. The use of audio headphones by runners and joggers outdoors is strictly forbidden, unless conducting physical training on the boardwalk track.



COMKAF SOP 388

•**38. Bicyclists** must follow the below guidelines, and may be cited by IMP for infractions:

- ❖ Bicyclists are to follow the same rules of the road as motor vehicles. All traffic signs; to include speed limit, stop and pedestrian signs are to be adhered to at all times while operating a bicycle.
- ❖ Bicyclists are to use hand and arm signals when stopping or turning. See Annex D for example hand and arm signals.
- ❖ Bicycle helmets, with a chin strap fastened and reflective belt or vest, will be worn at all times.
- ❖ During the hours of darkness bicycles must have an operational light on the front and back of bike.
- ❖ The use of audio headphones by bicyclists outdoors is strictly forbidden.



COMKAF SOP 388

41. Operation of Motorcycles, ATVs, Gators and other All-Terrain Vehicles:

- ❖ These vehicles must be operated in accordance with manufacturer rules. For instance, ATVs are not allowed passengers; Gators are not to transport personnel in the bed.
- ❖ Helmets with a fastened chin strap are to be worn by drivers and passengers.
- ❖ NSE approved eye protection is to be worn on all vehicles without a windshield.
- ❖ Seat belts will be worn if equipped.
- ❖ Motorcycles are strictly prohibited from being owned and/or operated by any U.S. personnel assigned to, or visiting, KAF. Personnel belonging to NSEs that allow motorcycles will wear helmets with a fastened chin strap, full finger gloves, eye protection, over the ankle boots, reflective vest, long pants and long sleeved shirts.



Change to COMKAF SOP 115

Effective From 1st JULY 2012

- ❖ At no time is sports attire, physical fitness/gym clothing to be worn in the DFAC 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 DFAC; the exception is that visiting local Nationals are permitted to wear open-toed footwear when visiting KAF DFACs.

Per Order of COMKAF



Examples of Sports Attire not allowed in the DFAC





Enforcement of COMKAF SOPs

➤ **Standards and Discipline Accountability System:**

- ❖ Data Base.
- ❖ Select Individuals to populate data base.
- ❖ 1st and 2nd Violation Actions.
- ❖ 3rd Violation Actions.
- ❖ 4th Violation Actions.
- ❖ Appeals Process.



RAMADAN FOOD

- ❖ Ramadan begins on the 19th or 20th July and ends on or around the night of the 18th August 12.
- ❖ In previous years arrangements for this religious celebration in terms of feeding was done at the Luxemburg DFAC from 0245 to 0415 hrs. Due to the large numbers last year we will offer this service at both the Luxembour and Independence DFAC.
- ❖ Meal Hours will be 0200 – 0345
- ❖ Only those authorized to consume meals in the DFAC will be allowed access.
 - LOA's with identification
 - Meal card
 - Debit Card



MEAL CARDS AND IDs

- ❖ Meal cards are to be visually checked by the Swipe Card Desk Personnel.
- ❖ Contractors will be challenged to show their meal cards.
- ❖ If you are carrying an LOA you must produce and show identification.



FORCE PROTECTION

Scope:

- ❖ Base Security Group
- ❖ CIFT
- ❖ JDOC
- ❖ FLS
- ❖ IMP
- ❖ Questions and Answers



Base Security Group

Badging

- ❖ If staying on KAF for more than (7) seven days, personnel must have a KAF Badge.
- ❖ US civilians must get a KAF badge as well if staying more than 7 days.
- ❖ Badges must be displayed at all times above the waist and clearly visible.

Exit Interviews

- ❖ All Civilians are REQUIRED to have an exit interview with RONCO SVS prior to departing KAF.
- ❖ All badges are turned in for destruction at the exit interview.
- ❖ NATO/ISAF Civilians are REQUIRED to go through this process as well.
- ❖ No Information is stored/collected on NATO/ISAF members.



Counter Intelligence Field Team (CIFT)

- Personnel that manage and/or escort employees on KAF play a critical role in identifying threats on base. Daily supervision over their employees allows them to maintain a constant state of threat awareness. Every set of eyes and ears on KAF contributes to the success of our on-going counterintelligence mission.
- YOU ARE THE FIRST LINE OF DEFENSE!
- **Threat Awareness - Types of indicators that can identify a possible threat.**
- **What to Report - What type of information should be reported.**
- **How to Report - Who to contact when suspicious activity is identified.**



THREAT AWARENESS

Indicators that can be identified:

- **A sudden change in behavior and/or mood.**
 - ❖ This could possibly identify a dramatic change outside the work place.
 - ❖ This individual may have been threatened for working with CF/NATO forces.
- **General disregard for rules and regulations / poor work ethics.**
 - ❖ If an individual doesn't follow rules in general they are more likely to; do something wrong, be persuaded by others, and overall disregard for the well being of others.
- **Continuous questioning of areas and facilities on base.**
 - ❖ Constantly asking specific questions regarding locations on base may be a threat indicator. This individual could be attempting to collect information of intelligence value for a foreign country, organization, or group.



THREAT AWARENESS

- **Interest in military specifications; size, movement, patterns etc.**
- **Attempting to measure distances using their pace count or other methods.**
- **Is seen drawing sketches of buildings on the installation.**
 - ❖ **Is taking off the installation or in possession of unauthorized blue prints and maps.**
- **Celebrating IDF attacks or attacks against CF/NATO.**
 - ❖ **Celebratory mood during IDF attacks, or asking questions about where attacks occurred and what damage was caused.**



REPORTING A THREAT

What to report:

- **A detailed summary of what suspicious activity was identified.**
 - ❖ Use descriptive interrogatives like: who, what, where, and when.
 - ❖ If this individual is not an associate; a brief description of the individual can help.
- *** Never attempt to investigate the situation or individual yourself.

Who the information should be reported to:

- **Counterintelligence Field Team (CIFT) by contacting:**
 - ❖ Duty Cell Phone: 079-642-7613
 - ❖ NCN: 685-1152 or 685-1237
- **Contact your supervisor or manager.**
 - ❖ DO NOT WAIT, contact your immediate supervisor or a member of the military immediately.
 - ❖ All reporting is 100% confidential.



FP COMKAF

JDOC:

- Not an information service.
- Emergency calls, ensure you have a **BUILDING NUMBER** or obvious Reference and provide a name and contact details.
- Carry out IDF drills, wait for all clear.



Base Security Group

Flight Line Security

- **Entrance to Flight Line**
 - ❖ Personnel **MUST** have a Restricted Area Badge (RAB).
 - ❖ For short term access (less than 45 days) – Entry Authority List.
 - ❖ For Occasional Access – Sign in & Escorted by FLS at ECP.
 - ❖ For handling Passengers – Manifest with names and escort.
 - ❖ Vehicles – Must have a Vehicle Pass.

- **Unauthorized Access**
 - ❖ No RAB or EAL → FLS will hand over suspects to IMP.
 - ❖ Owner User gates that allow unauthorized access will be locked by FLS.

- **IDF attack**
 - ❖ Do not hinder FLS patrols conducting airfield sweeps.



IMP - Concerns

- ❖ Larcenies (Unsecured/Unattended).
- ❖ Increase in Traffic Accidents.
- ❖ Bags in the PX.
- ❖ Use of Headphones (Walking/Driving/Running).
- ❖ Use of Reflective Belts.
- ❖ Personal Protective Equipment (Bikes/Gators/Motorcycles).
- ❖ Displaying ID.
- ❖ Cell Phone and Laptop Usage outside of work

<http://www.kdab.afcent.af.mil/comkaf/index.asp>

- ❖ **SOP 115 Attitude and Discipline Applicable at Kandahar Airfield.**
- ❖ **SOP 388 Kandahar Airfield Traffic Supervision.**
- ❖ **MP Desk: DSN 841 1461 Roshan: 079 642 7611**



Questions?



Contractor Registration

Mr Yam Khatri MBE

Contractor Compliance Officer

Contractor Administration Cell (CAC)

CJ4, COMKAF HQ

NCN: 685 1369 Roshan: 079 401 3631

Email: yam.khatri@rcs.isaf.nato.int





Contractor Registration

- **All Contractors / Companies both Prime and Sub must complete COMKAF Registration to be able to operate in KAF. “SOP 400 – COMKAF Registration” provides a clear guidance on Contractor Registration.**

Registration Procedure:

- ❖ **Secure Contract and Find Sponsorship (Sponsoring Entities: US, UK, France, NATO, NAMSA, COMKAF CJ1 Services). VISIT THEM AND ASK FOR INFORMATION THAT YOU REQUIRE TO SUPPLY TO THEM.**



Contractor Registration

➤ Who is your Sponsoring Entity / National Support Element?

❖ **RSG US 655th** - US Sponsored Contractors, Bld 241 (Room 12) by the Luxemburg DFAC / 6 Poles (DSN - 841 2546).

Email: cathy.tate@afghan.swa.army.mil

❖ **UK NSE** - Located by the Cambridge DFAC (Roshan: 079 593 6400).

Email: IOS-ZMJENDUser387@ZMJ.IOS.MOD.UK

❖ **NAMSA** - By NATO Gym (NCN 685 1371).

Email: gwhittingham@namsa.nato.int



Contractor Registration

- ❖ **NC3A** - Co-located with KSSG (NCN 685 2125 / Roshan: 079 385 3336).
Email: todd.morgan@rcs.isaf.nato.int
- ❖ **France NSE**. Email: csp.detairkaf@yahoo.fr
- ❖ **COMKAF CJ1 Services** -TLS Building (NCN 685 1118).
Email: stephanie.tarsus@rcs.isaf.nato.int
- ❖ **NATO**: Joint Forces Headquarters Brunssum
00 (31) 45 526 22 22



Contractor Registration

- ❖ Submit required documents and evidence to Sponsoring Entity.
- ❖ Sponsoring Entity writes a sponsorship letter and processes COMKAF Registration to COMKAF Contractor Administration Cell.
- ❖ COMKAF Contractor Administration Cell verifies contractors' record and produces COMKAF Certificate of Registration (CR) and Notifies Sponsoring Entity for collection.



Contractor Registration

- ❖ Sponsoring Entity collects the Certificate of Registration and notifies the contractor for collection. Contractor will be asked to sign on the certificate confirming he/she will comply with KAF Policies, Rules and Regulations.
- ❖ Both Contractor Administration Cell and Sponsoring Entity keep signed copies of CR for their own record.



Sponsorship

Types of Sponsorship:

- ❖ **Full Sponsorship:** When a company /contractor is entitled for all Life Sustaining Services (LSS) from the sponsor, as laid down in the contract such as medical billeting, laundry, meals, water, fuel etc.
- ❖ **Oversight Sponsorship:** When a company/contractor has no entitlement to LSS. The company must provide evidence of LSS to the sponsoring entity.



Sponsorship

Duration of sponsorship:

- ❖ Sponsorship and COMKAF Registration will be for the period identified in the contract but not exceeding one (1) Year, plus up to thirty (30) days for demobilisation at the request of the sponsor.



Revocation of Sponsorship

- Sponsoring agencies or COMKAF reserve their right to revoke sponsorship on the ground of violations to KAF Policies and Regulations.
- Revocation of sponsorship means the company will no longer be authorised to operate, possess land, or have employees badged on KAF. This will require an expeditious departure from KAF within the notice period served by either sponsoring Agency or COMKAF.



COMKAF Certificate of Registration



CONTRACTORS CERTIFICATE OF REGISTRATION

This is to certify that **COMPANY NAME** has completed the registration requirements to operate on KAF. COMKAF may revoke Registration at anytime should the above mentioned company fail to adhere to KAF policies and directives.

Sponsor: **US**
Contract Number: W911W4-07-D-0010
Registration Number: **2012-Jun-26-001**

Issued 26 June 2012

Valid to 26 July 2012




Y B Kahtri MBE
Contractor Compliance Officer
Contractors Administration Cell
CJ4, COMKAF HQ

I acknowledge my responsibility to read, understand and comply with KAF SOPs, Policies and Regulation that are applicable to contractors operating on KAF.

Name of the contractor: JOHN MARTIN Signature:  Date Signed: 26 June 12



Presenting Certificate of Registration

- Must be displayed in your Office / worksite or readily available upon request for inspection.
- Must be presented to COMKAF Badge Office / ATCO / RONCO) during Badge application.
- During Vehicles Registration.
- May be asked at any time prior to issuing any resources.



Contractor Booking Out Procedure

- Pay your debts (sub-contractors and employees).
- Vacate and handover land to respective authorities in good order.
- Ensure all employees are booked for RONCO Exit Interview and handover badges. This applies to both NATO and TCN employees (as per SOP 379).
- **YOU MUST NOTIFY YOUR SPONSORING ENTITY (National Support Element) ABOUT YOUR DEPARTURE PLAN.**



Questions ?



**ENJOY YOUR 10 MINUTES
INTERVAL PLEASE COME BACK
REFRESHED!**





COMKAF

CJ4 Engineering – Estate Office

Infrastructure Planning Board (IPB) Process

Maj (OF-3) Abdiel Peart





CJ4 Engineering Infrastructure Planning Board

KAF is a NATO Airfield, and all units agencies and contractors on the installation are tenants of the “landlord,” COMKAF. All changes to land use must have sponsorship and COMKAF approval:

- ❑ ***SPONSORSHIP: All projects must be sponsored by respective stakeholder nation via appointed Master Planner/representative***
 - ❑ ***Stakeholder Nations: UK, USA, FRANCE, NAMSA***
 - ❑ ***Sponsorship is not approval***

- ❑ ***APPROVAL: Final approval must be gained from COMKAF for all changes of land use whether existing compounds or as part of new land allocations and return of land***
 - ❑ ***Approval is obtained via IPB process ...***



CJ4 Engineering Infrastructure Planning Board

IPB Process

Application

- *Sponsored IPB Request Form and Presentation required for all applications for land usage*

Review/Coordination

- *In advance of the IPB board, applicable COMKAF Subject Matter Experts coordination and signatures must be obtained via IPB Pre-Board Checklist. All proposals must be reviewed by the COMKAF Fire Chief prior to presentation to the IPB.*

Decision

- *Decision to authorize an application for land use/construction is conducted via the IPB held every Wednesday at 1600. Upon approval, Request Form is signed by board.*

Authorization

- The IPB minutes along with IPB (RQ) number are the authority to commence work on an approved project. (required for dig permit)
 - Compliance with all noted caveats (within minutes) is mandatory.
 - A six (6) month lapse in initiating approved projects shall be grounds for revocation and/or reallocation of land use.

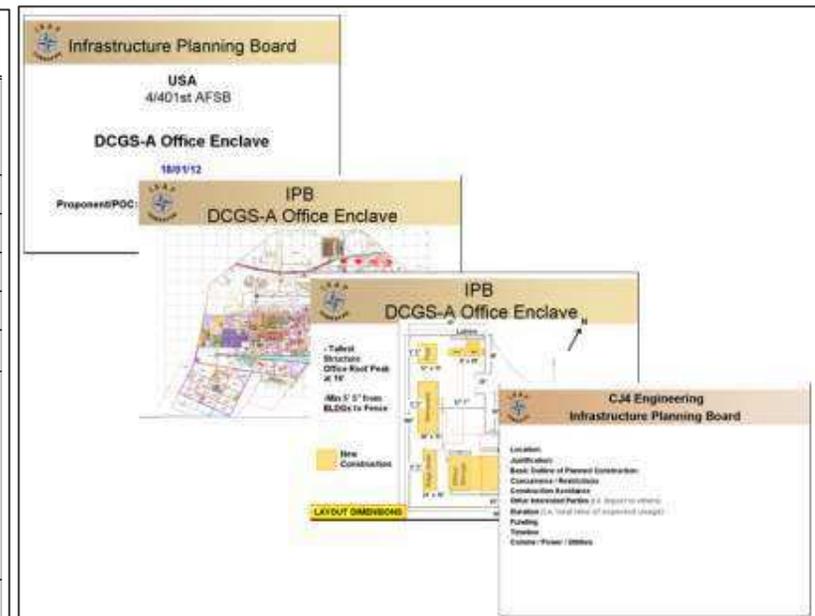


CJ4 Engineering Infrastructure Planning Board

Application

- Sponsored IPB Request Form and Presentation required for all applications for land usage.

INFRASTRUCTURE PLANNING BOARD REQUEST FORM	
POWERPOINT PRESENTATIONS ARE REQUIRED BY THE COMKAF ESTATES OFFICE NLT Friday 18:00HRS FOR THE FORTHCOMING WEDNESDAY'S BOARD	
PART I - REQUEST (Blue headers filled out by Requester) NB: Maps, sketch plans & presentation to be emailed: to: ISAFCOMKAFMBCJ4ESTAT@rcs.isaf.nato.int	
1. FROM:	2. REQUEST # :
3. TO: Infra Planning Board/KAF Planning Board	4. DATE OF REQUEST:
5. REQUEST FOR: NEW CONSTRUCTION <input type="checkbox"/> RENOVATION <input type="checkbox"/> LAND USE <input type="checkbox"/>	5a. REQUEST WORK START:
6. PROJECT POINT OF CONTACT:	7. SKETCH PLAN ATTACHED: Yes
8. CONTACT DETAILS: 8a. EMAIL:	8b. TEL:
9. DESCRIPTION OF PROJECT / JUSTIFICATION PROJECT TITLE: BUILDING NUMBER (IF EXISTING): LOCATION: DESCRIPTION OF WORK: JUSTIFICATION:	
10. FUNDING SOURCE / COST ESTIMATE OF PROJECT:	11. SIGNATURE:



- Part 1 of Request Form must be filled out and signed by sponsor
- Return to Estates Office: Note new e-mail address ISAFCOMKAFMBCJ4ESTAT@rcs.isaf.nato.int

- Presentation of project **due by 1800 Friday**
- Identify NATO Grid location/Orientation
- Detail layout, FP, Utilities, Comms, Fire Safety
- Follow template/notes, do not delete N/A items
- Project timeline & forecast duration of usage
- Acknowledges IPB# will be present on site



CJ4 Engineering Infrastructure Planning Board

Review/Coordination

- *In advance of the IPB board, applicable COMKAF Subject Matter Experts coordination and signatures must be obtained via IPB Pre-Board Checklist.*
 - *★ CJ4 ENG staff will conduct Peer Review of application. Estates Office will schedule consultation with proponent to address any Peer Review comments. Once addressed, Estates Office will provide proponent with IPB Pre-Board Checklist*

Signed Checklist due by 1800 Monday

INFRASTRUCTURE PLANNING BOARD – PRE-BOARD CHECKLIST

Designed to help infra project sponsors to prepare for the IPB. Sponsors should visit the COMKAF website first with a hard copy of the presentation to check that it contains all relevant information. The team will identify which of the specialists from the list below should be consulted ahead of the IPB. Comments from specialists should be incorporated into the presentation. After that, the presentation with completed Annex A should be sent to CJ4 Estates Officer.

PROJECT TITLE : _____
PROJECT NO. : _____

Action	Initials when Complete
FIRST: The Powerpoint Presentation is attached and meets the following standards – (COMKAF Estates Officer): <ol style="list-style-type: none"> 1. It follows the format of Annex B to COMKAF SOP 405. 2. It clearly shows the location at KAF and the surrounding buildings. 3. It shows the current layout. 4. It shows the proposed layout. 5. If neighbouring facilities are affected by the proposal (eg in terms of parking space, access, drainage) then they have provided CJ4 Eng with their endorsement (this can be provided overleaf). 6. Annex H completed and returned to Estates Officer NLT Monday 18:00 hrs. 	★
Proposal ready for IPB - Estates Officer CJ4 Eng (for new land requests)*	
Proposal ready for IPB - KAF Base Engineer CJ4 Eng to initial*	
Proposal ready for IPB - Prime Power CJ4 Eng (if digging permit is required or connecting to prime power)*	
Proposal ready for IPB – Flt Safety (for structures that are tall or close to op surfaces)*	
Proposal ready for IPB - COMKAF Explosive Safety (for any building which will be used as sleeping Accom or storage of explosives)*	
Proposal ready for IPB – Ground Safety*	
Proposal ready for IPB - Force Protection Infra J5*	
Proposal ready for IPB - COMKAF J3/5*	
Proposal ready for IPB - COMKAF J5* (First)	
Proposal ready for IPB - Airfield Management (if on ops surfaces)*	
Proposal ready for IPB - COMKAF J6*	
Proposal ready for IPB - Fire Chief*	
Proposal ready for IPB – NAMSALOR Utilities	
LAST: Annex A to COMKAF SOP 405 is complete and attached – sponsor to initial*	

Subject Matter Experts

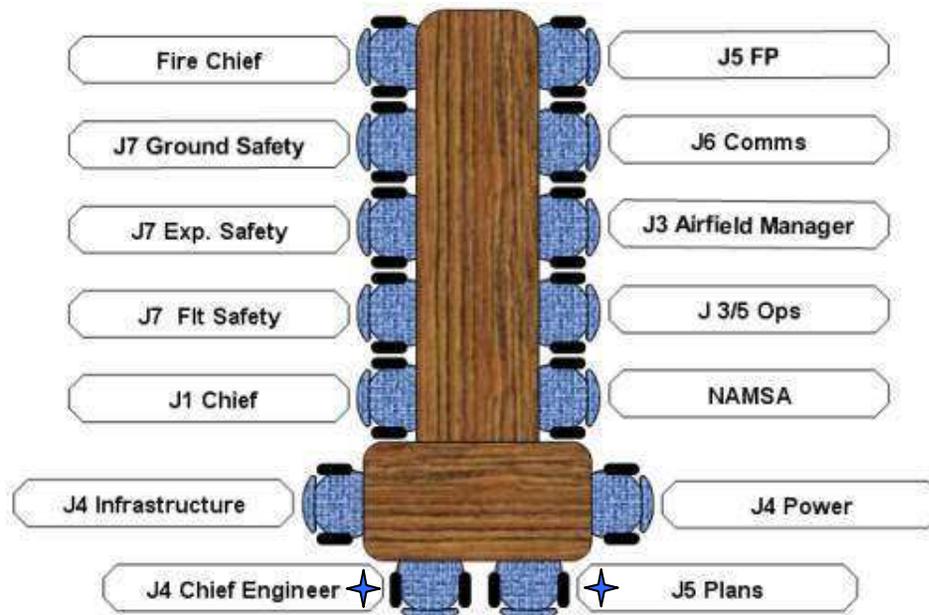
- Estates Officer CJ4 Eng
- KAF Base Engineer CJ4 Eng to initial
- Prime Power CJ4 Eng
- Flt Safety (for structures that are tall or close to op surfaces)
- COMKAF Explosive Safety
for any building which will be used as sleeping accommodation or storage of explosives.
- Ground Safety
- Force Protection CJ3/5
- COMKAF J3/5
- COMKAF J5
- Airfield Management (if on OP surfaces)
- COMKAF J6
- Fire Chief (Must review proposal prior to IPB)
- NAMSALOR Utilities



CJ4 Engineering Infrastructure Planning Board

Decision

- Decision to authorize an application for land use/construction is conducted via the IPB held every Wednesday at 1600.



Upon IPB approval, board members will comment (as applicable) and sign Part II of Request Form

INFRASTRUCTURE PLANNING BOARD REQUEST FORM
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8. CONTACT DETAILS: 8a. EMAIL:	8b. TEL:
9. DESCRIPTION OF PROJECT / JUSTIFICATION PROJECT TITLE: BUILDING NUMBER (IF EXISTING): LOCATION: DESCRIPTION OF WORK: JUSTIFICATION:	
10. FUNDING SOURCE / COST ESTIMATE OF PROJECT:	11. SIGNATURE:

PART II – PROJECT COORDINATION (to be completed at IPB)

a. KAF Base Engineer Signature: Issues / Requirements: Sewer/Water/Power: All new construction are required to be connected to Prime Power/Water/Sewer as they become available. The Prime Engineer is the waiver authority.	Concurrence: YES / NO	b. CJ1 Signature: Issues/Requirements:	Concurrence: YES / NO
Prime Power Signature: Issues / Requirements:	Concurrence: YES / NO	d. Estates Officer Signature: Issues / Requirements: As Built drawings required on completion of construction	Concurrence: YES / NO
e. Airfield Management Signature: Issues / Requirements:	Concurrence: YES / NO	f. COMKAF J6 Signature: Issues/ Requirements:	Concurrence: YES / NO
g. KAF Explosive Safety Signature: Issues / Requirements: Explosive Site Plan Required: Yes/No	Concurrence: YES / NO	h. KAF Safety (Full safety brief and risk assessment req'd) Signature: Issues/Requirements: All external stairs and walkways are to be illuminated	Concurrence: YES / NO



CJ4 Engineering Infrastructure Planning Board

Authorization

- The IPB minutes along with IPB number are the authority to commence work on an approved project. (required for dig permit)
 - Compliance with all noted caveats (within minutes) is mandatory; comments are recommendations.
 - A six (6) month lapse in initiating approved projects shall be grounds for revocation and/or reallocation of land use.

Sample IPB Minutes

KANDAHAR AIRFIELD
HEADQUARTERS
AFGHANISTAN



QUARTIER GENERAL
DU COMMANDEMENT
AÉRIENNE KANDAHAR
AFGHANISTAN

Date: 23-May-12
See Distribution

MINUTES OF THE INFRA-STRUCTURE PLANNING BOARD HELD
IN THE CJ4 ENGR CONFERENCE ROOM (TLS) ON: 23-May-12

COMKAF Chief Engineer	Present	COMKAF Chief Safety	Present
COMKAF Base Engineer	Present	Prime Power SME	Present
Senior Airfield Authority	Not Present	Fire Chief	Present
Force Protection	Present	COMKAF J1 Services	Present
COMKAF JS Plans	Present	COMKAF Flight Safety	Present
COMKAF J6 Communications	Present	Explosives Safety	Present
Estates Officer	Present	NAMSA LOR	F. Rosenheim

Introduction

The proposals detailed in the following pages were presented to the recent Infrastructure Planning Board. These minutes present the comments and caveats raised by IPB specialist members. They should be read in conjunction with the IPB slides.

COMKAF J4 Chief Engineer: Lt Col Juraj Cesenek

(SIGNED): *Juraj Cesenek* Dated: 24 May 12

COMKAF JS Plans: Sqn Ldr Mark Discombe

(SIGNED): *Mark Discombe* Dated: 24 May 12

IPB#

Request No: 2222 3rd JELISS CAMERA SITE BUILD

Proponent: Brian J. Wade C07 NATO COMKAF/HQ IPB ISG

Comments

1. Restrictions: See IPB presentation slides

2. BCPB Comments: CH Chief Engineer
1. Noted proponent will make decision on which site to chain power and communications from various manholes or guard shack feed. Proponent will request site survey to determine.
2. Asked whether majority of the pad (shown in red in slides) is concrete. Answer: No (packed earth and gravel)

CB: 1. Recommended use of different manhole alternative (located south of site) to limit distance for trenching.

3. BCPB Caveats: Nil

4. Project Description: PREPARE PACKED EARTH AND GRAVEL PAD WITH RAMP (1 METER HIGH X 60 FT WIDE X 75 FT LONG) FOR INSTALLATION OF JELISS CAMERA SYSTEM TO INCLUDE PRIME POWER FEEDING AND HOOR, I.P. SITE FENCING WITH GATE, AND FIBER OPTIC CABLE INSTALLATION THAT TIES INTO EXISTING JELISS SYSTEMS. INSTALLATION ALSO REQUIRES CURB/SURFACE BARRIERS FOR CUV CABLE ANCHORS.

5. IPB Recommendation: Approved

Chief Engineer Initials: *JC*

NOTE:

Upon completion and prior to any use of a building or structure built or renovated, the proponent is responsible for advising the Estates Officer.

COMKAF Fire Dept must inspect all new offices and living accommodation constructions prior to occupation/use.

NOTE:

Quality Assurance. The sponsor nation or contractor is responsible for the quality assurance of their own projects; however, the COMKAF Estates Officer may check construction development throughout ensuring compliance with the authorized planning proposal.

Caveat

Caveat

1. Restrictions: See IPB presentation slides

2. BCPB Comments: Nil

3. BCPB Caveats: The Chief Engineer building length, fire door will need to be added on all floors.

4. Project Description: SHALL PROVIDE LIVING QUARTERS FOR UP TO 80 TRANSIENT PERSONNEL. CAMP BROWN IS THE LOCATION OF SITE SCHEDULED WITH A POPULATION OF UP TO 1000 PAN DURING SURGE. EXISTING TRANSIENT BUILDING IS LOCATED IN SEVERAL BARRICADES THAT ARE IN VERY POOR CONDITION. THE NEW FACILITY WOULD INCLUDE LIVING QUARTERS FOR UP TO 80 TRANSIENT PERSONNEL. CAMP BROWN IS AN ENCLAVE LOCATION FOR CS/OT AND THE SIZE OF THE TASK FORCE IS EXPECTED TO DOUBLE BY 2014.

5. IPB Recommendation: Approved

Chief Engineer Initials: *JC*

NOTE:

As Built Drawings. The tenant within 7 working days after completion of the project construction phase is required to provide a digital copy of the 'As-Built' design drawings (preferably in Auto-CAD) to the COMKAF Estates Officer, KBR CAD Operator and Surveyor. Building Numbers will not be issued until satisfactory As-built Drawings have been provided to the contracted service provider.



CJ4 Engineering Infrastructure Planning Board

IPB Time Table

<i>Day 01</i>	<i>Day 02</i>	<i>Day 03</i>	<i>Day 04</i>	<i>Day 05</i>	<i>Day 06</i>	<i>Day 07</i>
Friday Request Form + PowerPoint NLT 1800	Saturday Estate Investigate	Sunday Estate Investigate	Monday Estate Peer Reviews	Tuesday Consultation Annex H	Wednesday Consultation Annex H	Thursday Consultation Annex H
Apply	Review		Coordinate			
<i>Day 08</i>	<i>Day 09</i>	<i>Day 10</i>	<i>Day 11</i>	<i>Day 12</i>	<i>Day 13</i>	<i>Day 14</i>
Friday Consultation Annex H	Saturday Consultation Annex H	Sunday Consultation Annex H	Monday Return Annex H NLT 1800	Tuesday IPB Preparation	Wednesday IPB Presentation 1600	Thursday Publish IPB Minutes
Coordinate					Decision	<u>Authorization</u>



CJ4 Engineering Infrastructure Planning Board

Key Points (COMKAF TENANTS' CHARTER):

Tenants include all nations, Services, contractors and agencies with HQ ISAF permission to operate at/transit through KAF and includes all personnel therein.

- *Any tenant found to be entering into a commercial enterprise which has not received prior approval from COMKAF may be required to vacate KAF*
- *Any Contractor found to be operating from KAF without a sponsoring Nation may be required to remove all personnel and assets from KAF*
- *Stakeholders are to ensure that **all** embedded contractors and sub-contractors are registered*
- *Under no circumstances are contractors to sub-let contracts without stakeholder's approval*
- *Do not exceed COMKAF approved ground footprint without prior approval and, where possible, restrict footprint to the minimum required to maximise land availability at KAF*
- *Under no circumstances are contractors to make any agreements/transactions with another party to sub-let land; any tenant found entering into such an agreement may be evicted from KAF*



CJ4 Engineering Infrastructure Planning Board

Questions ?

ESTATE OFFICERS:

- Mr. Toby Pope
- Maj (OF-3) Abdiel Peart

COMKAF CJ4 ENG - Estates Office

NCN 685-1119

Roshan: 079-774-5922

ISAFCOMKAFMBCJ4ESTAT@rcs.isaf.nato.int



CJ4 Environmental Protection

June 2012

John Crouch

CJ4 – Eng Environmental Officer

Email: john.crouch@rcs.isaf.nato.int

NCN 685 1367

Two primary documents for tenants to be aware of:

SOP 406 – Kandahar Airfield Environmental Policy

New version about to be released & will be accessible to all.

Covers storage/use/disposal/reporting of HAZMAT, Chemicals, Petroleum, Oils and Lubricants.

SOP 408 – Environmental Spill Response & Remediation.

Currently being re-written to simplify and clarify.

Covers Spill Response Plans and the 'who what & where' should a spill occur.



Contractors Food and Medical

Commander Brian Foor
COMKAF Medical Advisor

Email: brian.foor@rcs.isaf.nato.int





Integral Kitchen and Dining Facilities

- ❖ Recommended to use DFAC - Supreme Meal Card costs US\$350 for 21 Meals (Week).
- ❖ Private Kitchens and Dining Facilities must comply with required standards and regulations.
- ❖ Non-compliance may result in closure of the facilities.



VISIT REPORT





VISIT REPORT





Contractors' Medical Coverage

- ❖ Contractors must have a credible Medical Cover for Routine Treatment.
- ❖ Role 3 Hospital is for Trauma Cases only (save life and limb).
- ❖ Early diagnosis is required for any illness.
- ❖ Ensure for a credible communication with Emergency Departments and Hospitals.
- ❖ RMSI – Offers Repatriation Service within 48 Hrs.



Contractors' Medical Coverage

- ❖ Medical Insurance is accepted and following are the Insurance provider for Afghanistan:

Aetna

Vanbreda

Signa

Metlife

Bupa and Chartis

Alfaevac

Scott & White Health Plan

- ❖ TMH is the only contractor / medical facility with staffing / equipment capable of handling significant medical issues or quantities of patients.

Email: clinic@tmhdopa.com



Questions ?



Safety

MSgt Steven Briggs

COMKAF Ground Safety Officer

Email: steven.briggs@rcs.isaf.nato.int





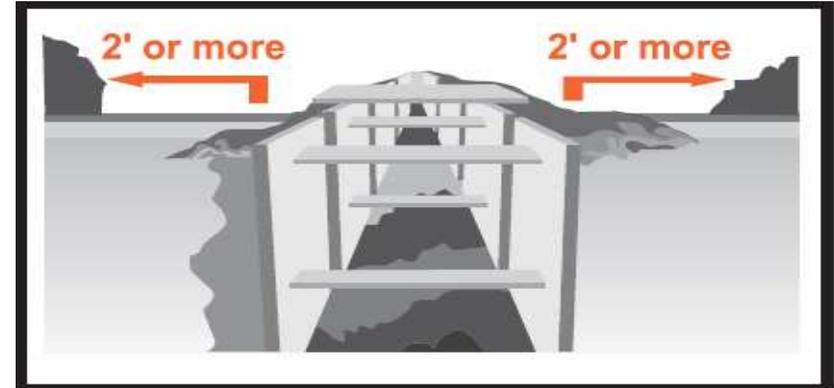
Ground, Fire and Electrical Safety

- ❖ All electrical items will have a valid plug and not be plugged directly into an outlet.
- ❖ Items should not be placed on top of containers. Item could fall and either seriously injure, or cause death, to individuals.
- ❖ All buildings must maintain at least 2 exits.
- ❖ Smoking inside of accommodations is prohibited.
- ❖ The use of candles, incense, or any device that burns with an open flame or smolders is not authorized in living accommodations.
- ❖ All electrical equipment must be CE or UL rated.





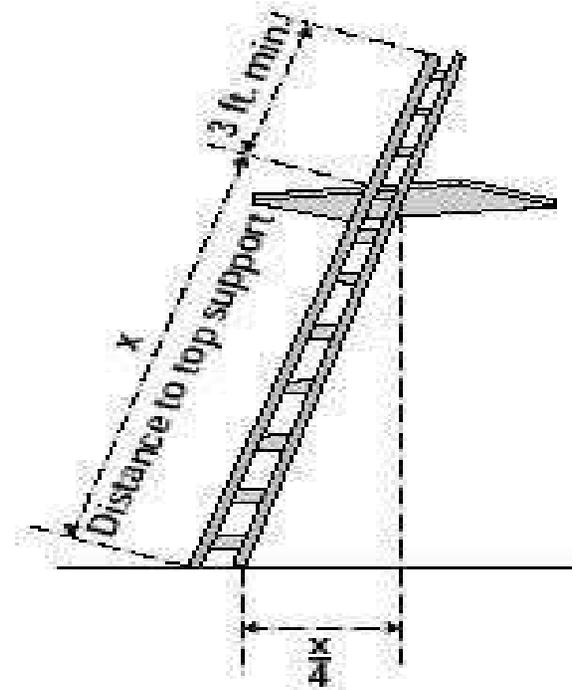
Digging Safety



If your unit/company will be conducting any trenching on KAF ensure that you follow safety guidelines. According to OSHA guidance, spoil piles should be at least 2 feet from the edge of the trench and ladders should be available every 25 feet (or less) to allow quick egress to workers in the trench. Ladders should extend a minimum of 3 feet past the edge of the trench. Please be aware of your specific guidance, i.e. US, UK, EU.



Working at Height - Use of Ladders



Ensure that ladders being used on KAF are built, and used correctly. Do not use the top step/rung unless it was designed for that purpose. Use ladders on stable/level surfaces. Extension or straight ladders must extend at least 3 feet above the point of support. Use the proper angle for angle for the ladder which is the base being placed a quarter of the working length of the ladder from the wall/surface. All locks on extension ladders must be properly engaged. Be aware of the maximum load ratings for the ladder.

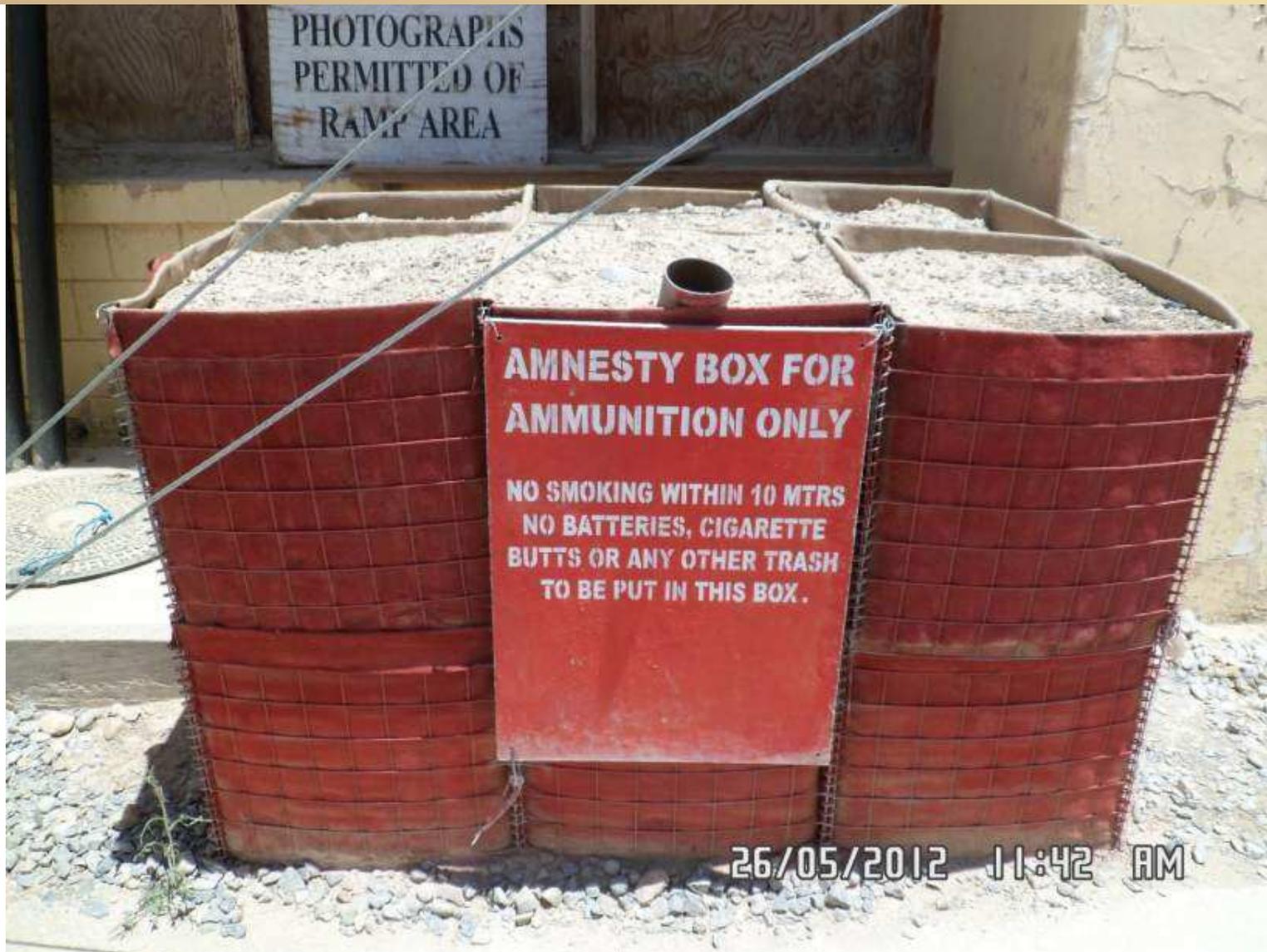


Munitions Amnesty Bins

- ❖ Munitions Amnesty Bins (MABs) are in various locations including outside every Dining Facility (DFAC).
- ❖ If you find any ammunition either ring the JDOC, drop the ammo into a MAB or hand into the Ammunition Supply Point (ASP) on the North side – no questions asked!
- ❖ What does an Amnesty Bin look like?



An amnesty bin





Explosives Safety Contact

COMKAF CJ-7 Explosives Safety
Located in Bldg 126 (Base Operations
Centre) between passenger arrivals and
passengers departures.

Ring 685-1239

Roshan 079 389 4336

QUESTIONS?



Questions ?



3. Question/Answer session





Closing Remarks

Group Captain Dai John
Deputy Commander Support
Kandahar Airfield





Date of Next Tenants' Forum

**Monday 24 September 2012
(To be confirmed)**

