

NONSENSITIVE INFORMATION RELEASABLE TO THE PUBLIC

KANDAHAR AIRFIELD
HEADQUARTERS
AFGHANISTAN



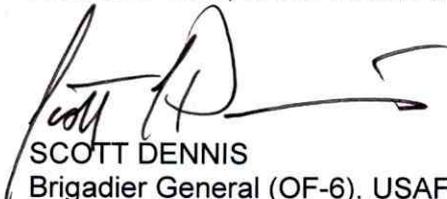
QUARTIER GÉNÉRAL
DU COMMANDEMENT
DE LA BASE
AÉRIENNE KANDAHAR

20121106-COMKAF_Memo-_Demobilization_of_Personnel

To: All Contractors and Subcontractors Operating on Kandahar Airfield

POLICY ON CONTRACTOR DEMOBILIZATION OF 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 Kandahar Airfield (KAF). To that end, living and working on KAF is a privilege and not a right. This privilege is contingent upon adherence to the COMKAF Tenants' Charter and SOPs.
2. Specifically, COMKAF SOPs 115, 379, 400 and the Tenant's Charter detail the responsibilities of contracting companies for the respective personnel. These responsibilities extend to any person brought into theater or hired within theater by a company, including subcontractors and the personnel they employ. **Companies retain the physical and financial responsibility to provide for the orderly demobilization of such personnel from KAF, who are terminated, debarred, or who otherwise leave their jobs—unless and until another company positively undertakes responsibility for such personnel in writing, or otherwise badges them in accordance with SOP 379.**
3. As a company owner or manager, you are responsible for the actions or inactions of your company. Such actions include the requirement to ensure personnel have an exit interview with the Security Vetting Office (SVO) at the end/termination of the company's contract or subcontract; or at the conclusion of an individual employee's contract, permanent change of duty, or when debarred from KAF. In addition, you retain an affirmative responsibility to contact the COMKAF SVO, when an employee leaves employment with your company, without notice and fails to complete an exit interview.
4. Should your company fail to ensure proper exit interviews and departure of its personnel—or notice to the SVO when employees otherwise depart—**your company, and you, as its owners and managers, will be held accountable.** Consequences can include the removal of authorized requestor privileges; issuance of Letters of Concern, Censure or Reprimand; debarment of company owners and managerial personnel; and deregistration and demobilization of contractor companies. 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.
5. I strongly encourage you, as an owner or manager, 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.natio.int or NCN 685-1369, or the COMKAF Legal Advisor at NCN 685-1104.


SCOTT DENNIS
Brigadier General (OF-6), USAF
Commander
Kandahar Airfield, Afghanistan

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