

KANDAHAR AIRFIELD
HEADQUARTERS
AFGHANISTAN



ETAT-MAJOR AIR
KANDAHAR
AFGHANISTAN

COMMAND GROUP

STANDARD OPERATING PROCEDURE 115

ATTITUDE AND DISCIPLINE APPLICABLE AT KANDAHAR AIRFIELD

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REFERENCES:

- A. KAF Tenants Charter.
- B. COMKAF FP SOPs 300 Series
- C. COMKAF SOP 116, KAF Alcohol Policy
- D. COMKAF SOP, 379, Kandahar Airfield Access Policy
- E. COMKAF SOP 388, KAF Traffic Supervision
- F. COMKAF SOP 488, Vehicle Registration
- G. COMISAF/USFOR-A CDR Policy Letter #24, Persons Barred from a Combined Joint Operations Area – Afghanistan (CJOA-A) Installation, dated 21 October 2011

APPLICABILITY

1. This SOP applies to all personnel and employees, including National Support Elements (NSE) and National Command Elements (NCE) inside their respective compounds, based at or visiting Kandahar Airfield (KAF). Where 'ISAF personnel' is subsequently referred to in this document, this is to include all military personnel and civilian employees at KAF regardless of whether they operate under ISAF or in a national capacity, as all operate within the confines of an ISAF base. NSE/NCEs must consider the intent of this policy when promulgating national or unit regulations, orders, directives and instructions.

PURPOSE

2. The safety, security, good order and discipline of KAF are essential to the successful execution of the ISAF mission. It is acknowledged that the many nationalities making up the population at KAF have diverse cultural and political backgrounds. This policy establishes guidance on the minimum common standards for professional military and civilian conduct, appearance, and discipline by all personnel transiting, living or working at KAF and, more importantly, to be demonstrated outside towards the local population in the ISAF Area of Operation (AOO). This SOP is to be read in association with References A to F, other applicable NATO, ISAF, IJC, and COMKAF guidance/directives, and relevant national or contractual disciplinary obligations. In the event of an apparent conflict in guidance, the more restrictive regulation shall prevail.

ENFORCEMENT

3. The relevant Senior National Representatives (SNR)/National Contingency Commander (NCC)/Formation/Unit Commander/Branch Chiefs are expected to educate on and enforce the standards stated herein for professional conduct, appearance and discipline. This is in addition to their national disciplinary codes, customs and traditions of service. Where a nation acts as a stakeholder, they have a further obligation to ensure that their embedded nations also comply. The responsibility to educate and enforce also extends to civilians, contractors, and subcontractors sponsored by tenants and agencies on KAF.

4. ISAF personnel at KAF live and work together on a daily basis as members of the same team. KAF standards are to be maintained to the highest possible level by all nations to facilitate the effectiveness of the team and imbue this team with the professional image of ISAF. Independent of, or in addition to, enforcement by national entities, COMKAF retains the right to enforce this SOP by any means at his disposal. This includes debarment, consistent with COMKAF SOPs, for all civilians and the ordered demobilisation of businesses.

ATTITUDE

5. All this requires is a professional and dedicated attitude paying due respect to:
- a. Appropriate behaviour conducive to mixing with fellow servicemen and civilians for a long period without unnecessary friction, including demonstrating courtesy, self discipline and maintaining personal hygiene;
 - b. National regulations of ISAF servicemen and units;
 - c. Local social and religious standards;
 - d. National and cultural differences; and
 - e. The necessity to maintain force protection awareness at all times.

BASIC DISCIPLINE AND COURTESY

6. Discipline. Given the operational nature of the ISAF mission, strict conformity with KAF and national rules and orders must be the guiding principle for all personnel at all times. All personnel, including those in ISAF mission appointments are subject to national disciplinary procedures. Therefore, SNRs/NCCs will administer the disciplining of military personnel, in accordance with national regulations. SNRs/NCCs are responsible for maintaining correct standards of military discipline for their national personnel assigned to the ISAF mission and the attention of the appropriate SNR/NCC is to be drawn to any cases where an ISAF individual's standards of discipline are considered unacceptable. All ISAF personnel are to fully co-operate with the ISAF Military Police, Force Protection and Close Protection personnel, and all are required to comply with declared KAF Force Protection measures and 'Actions On...'.

7. Saluting. While there is a no-saluting policy at KAF, professional military courtesy is expected at all times. Personnel should attempt to identify officers of other nations and provide proper courtesies.

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.

DRESS

9. General. All NSE/NCE/NCC/SNR reps and NCOs are to ensure their personnel maintain a high standard of dress. The wearing of civilian clothing will be subject to individual national direction.

10. Military Dress.

a. Military uniform is to be worn as stated in national SOPs and is not to be mixed with items of civilian clothing;

b. Service headdress is to be worn consistent with national guidelines when moving about KAF in uniform. The exceptions are the Boardwalk and the Bazaar where there is no requirement to wear headdress;

c. Sleeves may be worn rolled up during the day but, during hours of darkness and especially at dawn/dusk, it is strongly advised to have them rolled down to protect against insect bites. The same applies to wearing shorts in preference to trousers.

d. All personnel transiting, living or working on KAF must make themselves aware of the FP Dress Codes for KAF and ensure that they comply:

(1) Dress Code **GREEN**/Level 0 – normal military uniform and headdress, or civilian work attire;

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- (2) Dress Code **AMBER**/Level 1 – CBA (US: Body Armour) and helmet readily available within the workplace, accommodation or vehicle;
- (3) Dress Code **ORANGE**/Level 2 – CBA worn, helmet carried; and
- (4) Dress Code **RED**/Level 3 – CBA and helmet worn.

11. Civilian Clothing. When worn, civilian clothing should be sufficiently modest taking into account (Afghan) cultural sensitivities. Civilian clothing must be conservative and in good taste. Tight fitting pants, shirts or blouses which are sheer, provocative or suggestive will not be worn. Sleeveless shirts and clothing that exposes breasts, buttocks and midriffs are prohibited. The mixing of military attire with civilian attire is prohibited. Sports outfits 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. These ID cards must be worn in a cardholder that can properly display the ID at all times, a simple clip is not authorized since they tend to let go.

12. Physical Fitness and Sporting Activities. Physical fitness and sporting activities will be conducted in clean sports clothing. Shirts are to be worn. Sleeveless shirts are prohibited on KAF unless a waiver is granted by COMKAF CSM for sports activity only. Personal weapon and ammunition must be properly secured (ammunition and weapons separated) when conducting physical fitness and sporting activities. Military physical fitness (PT) uniforms are to be worn only when specifically conducting physical training. Wearing PT uniforms while visiting the Boardwalk, PX, MWR facilities, DFACs or laundry facilities is unauthorized.

13. Dining Facilities (DFACs). At no time is sports attire or 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 foot wear. Religious head gear wear is permitted.

14. 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.

STANDARDS OF SOCIAL BEHAVIOR

15. Good Order and Discipline. KAF residents will conduct themselves in a manner to promote the good order and discipline of KAF. No one will conduct themselves in such manner to violate the generally recognized rights of any other person or organization 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; prostitution; pandering; failure to obey orders or directions from IMPs, FLS, FP or other law enforcement personnel; harassing speech; or racist; religious and ethnic slurs.

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16. Contraband. ISAF personnel shall not use, possess, or traffic in any of the below categories of contraband.

a. False Documents. The use, possession, or creation of any false, fake, fraudulent, counterfeit, altered, or misused documents is prohibited; such documents include:

- (1) Tazkara.
- (2) Passport.
- (3) Visa.
- (4) Letter of Authorization.
- (5) Access Badge.
- (6) Shipping Documents.
- (7) Vehicle/Driver ID License.
- (8) Any other official document that is altered, faked, or forged.

b. 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 in accordance with COMKAF SOP 116, *Alcohol Policy*);
- (3) Drugs or drug paraphernalia, absent a valid medical prescription. This includes controlled substances (opiates, cannabis products, amphetamines, ecstasy, cocaine, LSD), anabolic/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

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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 armor protection components;
- (8) Gas-operated cooking appliances;
- (9) Electrical extension cords not approved by the Underwriters Laboratory (UL) or Conformité Européene (CE); and
- (10) Any stolen item, to include commercial goods, equipment, food, machinery, or vehicles.

c. 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 (e.g., computers, media storage devices, cellular telephones, two-way radios, cameras, or camera telephones); and
- (5) Classified, restricted, or otherwise sensitive information, data, or material.

17. Hygiene. Maintaining proper personal hygiene and cleanliness in the workspace and accommodation areas is critical to personal health and good working relationships with others. All ISAF personnel shall take appropriate measures to ensure a high standard of personal hygiene and cleanliness, including showering at least once a day and washing hands before consuming food/after using the latrines.

18. Gender Differences. The behaviour of every ISAF member towards the opposite sex must consider the rules of courtesy and propriety. Single gender billets are off limits to the opposite gender, except for emergency services and official military business, unless specific exceptions are made through the military chain of command. Requests for married couples to share a living accommodation must be routed for approval through the respective military

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chain of command or employer's management personnel. Approval of such requests is at the discretion of the military leadership or management personnel. Nothing in this paragraph is to confer any additional rights on individuals for any such accommodation, and any such approval is also contingent on ability of the approving authority to provide for a separate marital accommodations.

19. Smoking. Smoking is only allowed in designated areas. For health and safety reasons, smoking is not allowed in the sleeping accommodations, bathroom facilities, work areas, stairwells or hallways, or within 6 meters of building entries. All smoking materials are to be disposed of responsibly, normally in a metal receptacle.

20. Vehicles. Speed limits, road signs, parking restrictions, and all other rules of the road are to be strictly adhered to in the interests of safety. Where installed, the use of seat belts is mandatory, for the driver and all passengers. The speed limit on KAF is 20 kph unless otherwise posted. Cell phone use by the vehicle operator is strictly prohibited at all times. Furthermore, all non-tactical vehicles must be properly registered to operate on KAF. See COMKAF SOPs 388 and 488, respectively, for greater detail on traffic regulations and vehicle registration. While operating a vehicle on KAF, music must not be able to be heard from 5 meters.

21. Quiet Hours. The hours between 2200-0600 are designated as 'quiet hours' and are to be respected as such. Many ISAF personnel work non-standard hours and consideration for them must also be respected even during normal working hours.

22. Use of Headphones and Cell Phones. In the interests of safety, other than on controlled running tracks, headphones (in one or both ears) and cell phones are not to be used when conducting physical training outdoors, moving about the installation on foot or operating a bicycle or vehicle.

23. Littering. Wrongful disposal of trash not only creates an unpleasant sight on KAF, but also facilitates unsanitary conditions, contributes to rodent problems, and threatens airfield operations in the form of FOD. Trash will be disposed of in proper trash receptacles. It is the responsibility of each individual and organization to ensure the cleanliness of their living and work accommodations. Recycling of bottles, cans and cardboard are highly encouraged.

24. Pets. Adopting as pets or mascots, caring for or feeding any type of domestic or wild animal is strictly prohibited.

25. Tattoos and Body Piercing. In the interests of health and safety, personnel are prohibited from giving or receiving tattoos while on KAF. In addition, personnel who get a tattoo or body piercing while on R&R, leave, vacation, etc. from KAF, will report to their medical provider for a health screening assessment prior to returning to work to ensure the absence of an infectious disease, at employers or their own expense.

ALCOHOL

26. The personal possession or consumption of alcohol at KAF is strictly prohibited. All service personnel are to understand that he/she can be called upon at any time to undertake

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their duties whether it is their normal work activities or for a more operational commitment. Only in exceptional circumstances is controlled alcohol consumption permitted for a specific event. However, it is mandatory that prior permission is to be sought from COMKAF by the respective Senior National Representative or organization leader at KAF in accordance with Reference C. Additionally, any events involving the consumption of alcohol will be coordinated with the IMP.

WEAPONS

27. IAW COMKAF SOP 372, only those persons authorized to carry weapons are to do so and are to ensure that they know and comply with the current KAF weapon status:

- a. **GREEN/UA**: Unarmed; weapon and ammunition to be readily available on unit;
- b. **GREEN/WU**: Weapon Unloaded; magazine is not to be fitted and no round in the chamber;
- c. **AMBER/WL**: Weapon Loaded; magazine fitted, no round in the chamber; and
- d. **RED/WR**: Weapon Ready; round in the chamber; safety catch applied.

Note: If the Weapon Status is Green, only personnel who possess a Force Exemption Card on their person are authorized to have their weapons loaded, consistent with Force Protection-specific guidance.

28. Bearers are to maintain positive control of their weapon and ensure muzzle and safety awareness at all times. Positive control is defined as “the weapon must be slung or attached to the bearer at all times while in common areas (DFAC, Boardwalk or MWR Facility). All pistols must be kept in an authorized holster (placing a weapon in the belt, pocket or waist band is unauthorized). Weapons must not be concealed while on KAF. When mandated by KAF weapons status WU, WL or WR, weapons are to be carried at all times--unless conducting personal fitness training. This includes the requirement to carry a weapon when at a DFAC, MWR, or Post Exchange facility.

29. Weapons are not to be left unsecured when unattended.

30. Ammunition, other than individual weapon basic load, is not to be stored in accommodation areas.

LOCAL CULTURE AND CUSTOMS

31. ISAF personnel will respect Islamic culture and non-Muslims will not enter a Mosque or other site of Islamic religious significance unless required to do so for the performance of military duties or as part of an organized tour with the approval of ISAF authorities and the Host Nation.

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32. Proselytizing of any religion, faith or practice is prohibited. Proselytizing includes any attempts to recruit or convert any person to a new religion, faith, or practice. This provision does not restrict personal religious observance or discussions, particularly between ISAF personnel, on matters of religion and faith. However, ISAF personnel must remain sensitive to the concerns of the Afghan people and their Islamic traditions; when conversing with locals, one should avoid discussing religion.

33. Removing, possessing, selling, defacing or destroying archaeological artifacts or national treasures is prohibited.

34. The mishandling and destruction of Muslim religious items is strictly prohibited.

VISITORS

35. IAW COMKAF SOP 379, sponsors of guests are responsible for ensuring that visitors are familiar with applicable rules and procedures when visiting KAF facilities.



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