



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ELEVENTH AIR FORCE (PACAF)
JOINT BASE ELMENDORF-RICHARDSON ALASKA**

27 October 2021

MEMORANDUM FOR WAKE ISLAND AIRFIELD SUPPORT

FROM: 611 Air Support Squadron
10471 20th Street
Joint Base Elmendorf-Richardson AK 99506-2101

SUBJECT: Fiscal Year 2022 Wake Island Airfield Support

1. This memorandum clarifies FY22 support for use of the Wake Island Airfield (WIA) by approved DoD and non-DoD users. It establishes an airfield overtime rate for use of the airfield outside of published hours. This memorandum also outlines the personnel security requirements and labor rates used in the performance of third-party support duties outside the operating hours. The following paragraphs include information on resources that may be available to third-party contractors performing work at WIA.

2. Visitors shall be processed through the Site Arrival Request (SAR) procedure. All visiting personnel are required to be favorably vetted by 611 ASUS Security prior to arrival at the site, without exception. SARs will not be approved without documented vetting by the security team. All base support included in this memorandum is available on a non-interference basis. Due to the remoteness and unique situation at WIA, base support availability is subject to change at any time without notice. The user must request any support they require far enough in advance to accommodate the significant lead time necessitated by WIA logistics, and depending on the requirement this could mean months in advance.

a. Appropriate access requirements must be defined at the beginning of contract award or upon hire.

b. SARs must be submitted to the 611 ASUS SAR Team encrypted/password-protected email to 611ASUS.WI.SAR@us.af.mil or <https://safe.apps.mil> and approved prior to booking transportation to the site and incurring travel costs. Requests for a current version of the document can be made to the same inbox.

c. Access to restricted areas must be requested and detailed in the SAR and shall be vetted through the Security Manager.

d. Foreign Nationals must follow additional procedures for vetting by Joint Base Pearl Harbor Hickam AMC passenger terminal and will require additional processing time. The Foreign Clearance Guide can be found here: <https://www.fcg.pentagon.mil/fcg.cfm>.

e. Due to the remote location of Wake Island, the onsite medical and pharmacological resources are very limited. If necessary, MedEvac air ambulances may take in excess of three days to arrive and transport a patient to the necessary level of care. Prepare by bringing all medications and supplies needed for the planned duration of the visit. Travelers should be prepared for potential power losses and delays in departure. Bring any additional stocks of medication and supplies needed to cover an unplanned,

extended trip. Travelers should be sufficiently healthy to not anticipate needing any medical care for the planned duration plus two weeks. By submitting the Site Arrival Request the traveler is accepting that risk.

3. Runway use is limited. A Prior Permission Request (PPR) is required to land at any PRSC installation. WIA Operating Hours are Tuesday through Saturday from 0800L until 1600L; 2000Z- 0400Z. The runway is closed Sundays, Mondays, and federal holidays.

a. For any commercial aircraft chartered into the site, the air carrier must have a current Civil Aircraft Landing Permit (CALP) on file with the 611ASUS Airfield Manager via aklandingpermits@us.af.mil for each purpose of use, as per AFI 10-1001, prior to departing to the site. Requirements for a CALP include a DD2400 and DD2402 (with valid dates by provider), and a DD2401. All forms must be completed correctly in blue ink. Requests for a current version of the document can be made to the same inbox.

b. For both commercial and military aircraft, contact must be made by flight POCs NLT one working day prior during normal working hours (Tue-Sat 0800-1600L) to request a Prior Permission Request (PPR) number from Base Operations or the Airfield Operations Manager so that landing can be authorized as prescribed by FAA flight regulations. For safety, aircraft are restricted to land only during normal working hours except for In-Flight Emergency (IFE) landings. Please inform your pilot to verify airfield requirements in the IFR Supplement and review AFI 10-1001 in its entirety. Note that while PPRs may be issued, the customer is responsible for all costs incurred. All airfield activity must be coordinated with WI Base Operations at PRSCDET1.Airfield.Management@us.af.mil or (808) 424-2101.

c. All requests to land at WIA will be in accordance with the current WIA SAR Form. Payment will be in accordance with information provided in the WIA SAR Form.

i. Aircraft support fee - \$3,018.46 per aircraft, regardless of type. Service fees and overtime are collected due to the fact that WIA is a Government owned, contractor operated (GOCO) installation under a firm-fixed price contract. Aircraft arrivals/departures, regardless of agency, require contracted service support and agencies are responsible to provide reimbursement for the cost of that support

ii. Overtime Costs – Airfield overtime (OT) is \$100 per hour for all airfield activity outside of the published airfield hours (to include time for airfield support personnel to prepare for and/or recover from aircraft arrival/departure as well as any customer transportation and/or billeting assistance) and the overtime rate is subject to change due to contractual labor agreements.

4. A 41-passenger aircraft travels between Joint Base Pearl Harbor-Hickam (JBPHH) and WIA on a regular basis. All travel must be coordinated with JBPHH Travel Management Office (TMO) at (808) 448-0747 once the traveler receives an approved SAR. Travel on the rotator must be arranged as soon as approval is received due to limited availability of seats. This schedule is subject to change.

a. Flight schedule

i. From JBPHH to WI – Departs around 1000L on Thursday and arrives around 1300L on Friday. JBPHH AMC Passenger Terminal show time is 0600.

ii. From WI to JBPHH - Departs around 1000L on Saturday and arrives around 1700L on a Friday. WI AMC Passenger Terminal show time is 0600. Transportation to and from the terminal is available.

- b. Cost: one-way ticket (no discount for round trip purchase).
 - i. DoD - \$796
 - ii. Non-DoD, U.S. Gov't - \$796
 - iii. Non-U.S. Gov't. - \$828
 - c. Procedure to obtain travel is detailed in the current WIA Travel guide included in the SAR file.
 - d. Questions can be address to the PRSC Det 1 Office, 808-424-2468.
 - e. Detailed personnel travel requirements are outlined in the Foreign Clearance Guide at www.fcg.pentagon.mil under USPACOM Wake Island. Traveling with a passport is encouraged.
 - f. Return flights are scheduled by the Contractor at JBPHH TMO. For booking, please contact the site for information on availability and reservations after SAR approval at (808) 448-0747. The phone call **is required** to reserve a seat on return flights.
5. Cargo requests on USAF-scheduled flights from third party contractors departing JBPHH must be processed through JBPHH Traffic Management Office (TMO) at 647LRS.LGRM.Flight@us.af.mil or 808-448-3865 at least five weeks prior to targeted arrival date. Cargo flights are scheduled to depart JBPHH to WIA every other two weeks.
- a. A completed Dept. of Defense Form 1149: REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD1149) is required to forward cargo to WIA. Current CAC/PIV card holders can access the form here: <https://www.acq.osd.mil/dpap/dars/dfars/html/previous/dd1149.pdf>. Others can request the form by email from the TMO POC or the 611ASUS Transportation Specialist at 611ASUS.LGRT.LRTG@us.af.mil. Contact TMO for all form guidance.
 - i. Appropriate payment must be made for requested priority level as all shipping is priority-based and limited.
 - ii. A valid Transportation Account Code (TAC) is required on the DD1149 (Box 4), as well as any hazardous material declarations. Contact company resource advisor for current information. New company requests for TACs can be made at <https://trackerlite.wpafb.af.mil/LTS/>, 937-257-7686, or by email through the TMO POC. Include any hazardous material declarations.
 - iii. Box 3 of the DD1149 should include WIA site POC to receive shipment. Include scheduled flight date. Do not list ASUS as POC.
 - iv. Completed DD1149 must accompany cargo to JBPHH TMO for shipping.
 - v. Coordination should be made with JBPHH TMO for oversized cargo drop off appointments.
 - vi. Notify TMO if military installation access assistance is needed.
 - vii. To hold cargo at WIA, coordination must be made with site Airfield Operations Manager Charles Miller (Chamiller@asrcfederal.com). Covered storage is not guaranteed.
 - b. There is an annual resupply barge available for contractor use on a space-available basis. The POC for barge support is Charles DuCharme at charles.ducharme@us.af.mil or 907-552-1898.

c. For information regarding return cargo from WIA sites to JBPHH, an additional DD1149 following the same standards will be required, detailing the requested shipping needs. For more information regarding return cargo, contact TMO POC or ASRCC site management. All cargo departing WIA must be processed thru local Aerial Port (808-424-2222/2101).

6. In order to ensure Base Operations Support (BOS) contractor support, requests must be agreed upon, detailed within the SAR, submitted to the designated email address, and approved prior to incurring costs. Coordination should be made with Mr. Brenton Alexander at 907-531-0900 or BAlexander@asrcfederal.com of Arctic Slope Regional Corporation Communications LTD (ASRCC) prior to arrival. ASRCC may establish a direct purchase order to provide support for the following services:

a. Equipment may be rented on a non-interference basis (i.e. ASRCC requirements/needs shall take priority over third-party usage) to include an operator, as ASRCC does not allow others to use equipment. The rental of any vehicles or equipment is a private transaction between companies or a government agency, and the BOS Contractor. The PRSC is not involved in the agreement.

b. Transportation of personnel and material in and around the site may include, but are not limited to, transportation to and from the commercial airport during contractor mobilization or demobilization within normal work hours; Tues-Sat, 0800-1700L.

c. Billeting Resources

i. On-site lodging and meals are available and must be used by all contractor personnel. All personnel must submit a WIA SAR form.

ii. Coordination is required with ASRCC as contractor manning demands may fluctuate throughout the course of each project, as well as an influx of various other third-party visitors during peak season. The requestor will provide a schedule with anticipated manning requirements at the beginning of the project. The contractor will also notify ASRCC of any changes in manning at least 7 days in advance.

iii. Units/agencies with Interagency Agreements (IAA) - All tenant personnel requiring overnight lodging and use of the dining facility (regardless of number of meals consumed) will incur a man-day charge, as stated in the IAA.

iv. Non-IAA units/agencies - Personnel requiring overnight lodging and use of the dining facility are approved through the SAR process and will incur a billeting charge of \$185.00/day. This rate is in accordance with current Joint Travel Regulations Per Diem Rates and subject to change. Payment accepted is Visa only.

d. Loading and Unloading Assistance may be available with aircraft loading and unloading operations of equipment and material for a fee.

e. The expected contractor waste requirements must be coordinated in advance of arrival on island through PRSC. There is not an on-site landfill and the solid waste accumulation area does not accept construction waste. Hazardous waste must be inventoried, tracked, reported, and removed off island according to governing contractual requirements.

f. There is no warehouse space available. A dedicated, uncovered staging area for equipment and material storage may be available for the duration of the project. Disposition requirements of material or equipment must be coordinated with the BOS contractor in advance of arrival on island.

g. Electrical power and fresh water is available on the island. Wiring and/or plumbing required at a worksite may be provided under third party support with advance coordination from the BOS Contractor. This must be coordinated through the WIA PM.

h. Limited office space (containing phone lines) may be available for Contractor use. This must be coordinated in advance through the WIA PM.

i. Any additional support the Contractor desires from the BOS Contractor, Arctic Slope Regional Corporation Communications LTD (ASRCC), must be coordinated through the WIA PM in advance.

7. The only fuel on WIA is diesel/JP5. **DO NOT SHIP** any equipment or vehicles that can't operate on diesel/JP5 fuel. Diesel fuel may be available for purchase on site. Current fuel price information can be requested from 611th ASUS Fuels Specialist via 611ASUS/LGRF@us.af.mil, will be billed by the USAF, and is subject to change. Special note: Diesel fuel available on site is Ultra Low Sulfur Diesel.

8. Firearms are strictly prohibited. Failure to comply will result in an immediate removal from the island at the violator's expense.

9. Strictly no still or video photography is allowed without the consent of the PRSC/Det 1. All requests and justification for official or business-related imagery must be detailed in the SAR. Prior coordination with PRSC is required before filming or photographing. Personnel taking photos or videos must be aware of their surroundings and all content in the photo or video; limiting it to the specific items of interest and minimize exposure of critical assets, security measures, or other concerns.

10. Freezer/Refrigerator space may be available for ice packs and sample containers on a non-interference basis.

11. This memo supersedes previous Wake Island Airfield Support and Contractor Support memos.

12. If you have any questions or concerns contact the Wake Island PM Office via joseph.wallace.18@us.af.mil or 907-552-9408.



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