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Services

**MAINTENANCE AND OPERATION OF
BOATING AND BOATING FACILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 34-1, Air Force Services Programs. The purpose of this instruction is to define procedures, operations, and areas of responsibility not addressed elsewhere to maintain both rental and private boaters areas at the Kadena Marina. This instruction applies to all 18th Wing, associate units, and all other eligible personnel using Kadena Marina facilities.

SUMMARY OF REVISIONS

This publication incorporates the procedures formerly in 18 WGR 215-2, reorganizes text, and changes procedures.

1. Introduction.

1.1. Purpose. The Kadena Marina is maintained and operated by the 18th Services Squadron with the primary responsibility to provide recreational water sports for qualified personnel. Mooring, sailing, boating, diving, boating classes, and boat maintenance areas are also available. The marina is intended to be self-supporting, with income generated by the levying of fees and charges.

1.1.1. Boating in the marina will be broken down into two areas: rental and private. The rental area will include, but not be limited to, the following: power and sailboats, paddle boats, wind surfers, boating classes, sale of fuels, maintenance, and the sale or rental of any other boating items deemed necessary to operate. The private boating area will include: power and sailboats, mooring (wet, dry, and ball), launch ramp, maintenance area, and shelter.

2. Responsibilities. The 18th Services Squadron marina personnel are responsible for the overall operation of the marina (rental and private areas).

3. Rental Boats.

- 3.1. The marina management will post the hours of operation for the Sail Loft and fuel pumps.
- 3.2. Dependent children under 16 years of age will not be permitted access to the marina unless accompanied by a parent or responsible adult. No child will be left unattended due to the dangerous nature of the marina surroundings, especially on or near the docks and beach facilities.
- 3.3. Age requirements for rental boats are as follows:
 - 3.3.1. An operator checking out a sea kayak or paddle boat must be 16 years of age or older.
 - 3.3.2. Small children (under 16 years of age) must be accompanied by at least one adult at all times.
 - 3.3.3. Operators checking out sail or powerboats must be 18 years or older and have a valid 18 SVS/SVROM boat operators license.
 - 3.3.4. Dependent children meeting the age requirements must still be accompanied by an adult sponsor.
- 3.4. Marina equipment signed out will be returned on time and in satisfactory condition. Kayaks will be returned to the concrete slab near the racks so that they can be washed down with fresh water. Power and sailboats will be returned to the slip that they were originally moored in, and the skipper will be responsible for the condition of the boat inside and out.
- 3.5. All accidents or losses of equipment, including damage to equipment, need to be reported to the marina staff immediately. An accident report is mandatory, and if negligence is determined, the user will be liable for the cost of damage or loss. If the marina staff suspects a boat or the equipment has been damaged through negligence, the report will be forwarded through proper channels so that a determination of action can be made.
- 3.6. No alcoholic beverages are allowed in, on, or around the rental boats or docking facility. Anyone wishing to rent a marina boat (power or sail), kayak, paddle boat, wind surfer, etc., who is deemed by marina staff to be under the influence of alcohol or any other altering substance, whether controlled or not, will not be allowed to rent out a watercraft. The marina staff may make their recommendation based on behavior, odor, or speech.
- 3.7. All personnel will wear a US Coast Guard approved life vest while on board a rental boat.
- 3.8. Boats (power or sail) will be signed out to customers of the marina who possess a valid 18 SVS/SVROM qualification card for the type of boat issued.
- 3.9. Boats will be returned to their place on the dock by the time specified to the operator by the marina staff. Failure to do so could result in suspension or revocation of the qualification card.
- 3.10. Rental boats are required to be outfitted with the following items:
 - 3.10.1. Life jacket for each person aboard the boat.
 - 3.10.2. Paddle or oar.
 - 3.10.3. Whistle or horn.
 - 3.10.4. Bailing device.
 - 3.10.5. Anchor with 200 feet or more of line.

- 3.10.6. Flares or signaling mirror.
- 3.10.7. VHF marine radio.
- 3.10.8. First-aid kit.
- 3.10.9. Fire extinguisher.
- 3.11. Boundary and area limitations for marina rental boats are as follows:
 - 3.11.1. Wind surfers - 1/2 mile radius of the marina harbor entrance. All boats, sail or power, have the right of way in the channel. Wind surfers need to move to the side of the channel.
 - 3.11.2. Sailboat, 14 foot - 1-mile radius of the marina harbor entrance. Line of sight only. No tacking in the channel.
 - 3.11.3. Sailboat, 18 foot - 3 miles straight out from the marina harbor, south to Kinser Towers, and north to the rocks off the west side of Bolo Point. No tacking in the channel.
 - 3.11.4. Powerboats - 3 miles straight out from the marina harbor, south to Kinser Towers, and north to the rocks off the west side of Bolo Point.
 - 3.11.5. Paddle boats and Kayaks - within the confines of the marina harbor area, excluding the channel, north of the rental dock, and the swimming area.
- 3.12. Marina staff have the authority to limit boundaries and restrict the areas of usage due to inclement weather or other reasons, such as skills or lack thereof, in order to keep equipment safe and fun as possible. Marina staff have full authority to recall any boat for any observed problem or reason without question. Any such incident will be reported to and reviewed by the Harbormaster.
- 3.13. The speed limit for all boats inside the seawall zone is a speed that leaves no appreciable wake.
- 3.14. There will be no dangerous or unsafe maneuvering of any boats. Activity that endangers any personnel or equipment is forbidden and will not be tolerated.
- 3.15. Shoes, preferably soft-rubber nonmarking soles are to be worn by all marina boat users, including wind surfers.
- 3.16. Boats will be operated in strict compliance with the rules. The Harbormaster and marina management reserve the right to suspend violators from use of the facilities and equipment. Repeat violators are subject to permanent revocation of marina privileges.

4. Private Boats.

- 4.1. Eligibility: Mooring space will be allocated according to the priority listed below:
 - 4.1.1. Active duty Air Force, members of other services assigned to Kadena AB qualified by an Interservice support agreement, and their dependents.
 - 4.1.2. DoD civilian employees assigned to Kadena AB and their dependents.
 - 4.1.3. All other active duty members from other branches of service, civilian employees, other SOFA status personnel, and their dependents.
 - 4.1.4. Military retirees with permanent immigration status.

- 4.2. All boats, trailers, and other equipment will be assigned space in accordance with the basic regulation, using the space usage agreement.
- 4.3. In the event of any change in ownership, the space lessee must notify the Harbormaster or the person delegated as his or her authority within a minimum of 15 days of change. If the lessee is planning to retain his or her space, then the new owner must remove his or her boat within 7 days of a transfer or more than 51 percent of sale. If the new owner fails to relocate his or her boat, it will be moved at the expense of the new owner and he or she will lose all future privileges at the marina. In addition, the lessee must move a new boat into the moorage area within 30 days. Extensions due to extenuating circumstances can be granted on a case-by-case basis when requested in writing to the Director of Outdoor Recreation, through the Kadena Marina Manager.
 - 4.3.1. If the lessee sells their boat and does not wish to retain moorage privileges, the space may be transferred to the new owner.
 - 4.3.2. Boat owners who wish assignment of a moorage space must signup on the waiting list through the Harbormaster.
 - 4.3.3. Anyone wishing to put his or her name on the waiting list must have legal ownership of the boat before doing so.
- 4.4. Any additions or alterations to assigned spaces are prohibited without the approval of the Harbormaster.
- 4.5. A waiting list will be kept and posted for all persons wishing to obtain moorage assignment.
 - 4.5.1. Persons notified of eligibility for marina mooring must complete a moorage agreement and pay the minimum of the first month's moorage fee.
- 4.6. Mooring assignments will be made with consideration to type and size of boat.
- 4.7. It is the responsibility of the boat owner or operator to notify the Harbormaster of any defects in the assigned space.
- 4.8. All space assigned to the owner will be cleaned and kept in good condition. Upon vacating the space, the owner will ensure that it is in serviceable condition.
- 4.9. Mooring restrictions for privately owned boats:
 - 4.9.1. No one may live aboard any boat while moored at the Kadena Marina.
 - 4.9.2. Only one boat per family may be moored at the marina.
 - 4.9.3. Normally, boats over 50 feet will be placed on mediterranean or ball moorage (using LOA for measurement purposes, to include bow and stern pulpit).
 - 4.9.4. No boat over 60 feet (measured by Japanese LOA rules) may be moored at the marina.
 - 4.9.5. Only recreational boats may be moored at the marina, unless under contract with 18 SVS.
- 4.10. Dry moorage spaces are available only for the purpose of storing small boats, 25 feet and under, on trailers. No dinghies, floats, or other equipment may be stored on the ground around the area of the boat. Any additional equipment or tools must either be stored in the boat or removed after each use of the equipment.

- 4.10.1. Wet moorage is reserved for boats over 25 feet, with the exception of sail boats. Any other exception can be made by the Kadena Marina Manager on a case-by-case basis for temporary purposes.
- 4.11. Boats and their trailers assigned to dry or wet moorage must be kept in presentable order and working condition. Boats must be seaworthy, and trailers must have the capability to transport intended water craft within, as well as to, and from the marina. Trailers should be free of rust, and tires must be kept inflated. Owners of equipment not kept in proper working condition will be contacted by marina management and given 30 days to bring their equipment up to standard. During typhoon season (June through November), owners whose boats or trailers are not in working condition, will be given 14 workdays to bring their boat or trailer back up to standards. Owners will provide marina management with a written description of repair actions, as well as a predicted time that those actions will be completed.
- 4.12. Owners assigned to wet or dry moorage may not sublet their space to another person. The space will be utilized by the owner and his or her boat that is specified in the moorage agreement. There will be no doubling up of boats in any moorage space. The lessee does not have the right to allow another boat to occupy his or her space without permission from marina management.
- 4.13. The Harbormaster has the authority to require boat owners to temporarily vacate assigned moorage for maintenance or other appropriate reasons, such as construction or repair of mooring areas in order for improvement. Whenever feasible, a minimum of 7 days notification will be given.
- 4.14. Owners assigned to wet moorage must store their trailers on the adjacent property of the marina known as the "South Forty."
- 4.15. Japanese Law. All privately owned boats, regardless of size, come under Japanese maritime control and must abide by 11th Maritime District regulations. If the boat has a motor, the operator must possess, at a minimum, a Class 4 license, and the boat must have current Japanese registration. If an individual has a sailboat or rubber dinghy (zodiac type), and places a motor of any size on the boat, it then becomes a motorboat by Japanese law.
- 4.16. Boaters, prior to departure, should obtain current weather forecasts.
- 4.17. Prelaunch Requirements. All privately owned watercraft, including jet skies, moored at or launched out of the Kadena marina are required to have the proper Japanese registration. The operator must have the appropriate license, and proof of liability insurance must be on board the vessel. Marina staff can and will periodically check the status of these documents.
 - 4.17.1. All private watercraft, regardless of size or type, must file a float plan with the marina staff or place on in a provided drop box prior to leaving the dock or launch ramp. Self-explanatory float plans are available at the Sail Loft and private boaters' shelter.
 - 4.17.2. All persons using the ramp and launching equipment do so at their own risk. POVs with trailers of non-marina members will be parked down at the "South Forty" property of the marina. They are not to block the ramp or be parked in the dry-moorage area.
- 4.18. Maintenance. Owners wishing to utilize the work pad must be granted approval by the Harbormaster.
 - 4.18.1. This coordination must be presented to the Harbormaster in writing to be put on file and include the type of work or repairs to be made, with an expected completion date not to exceed a

maximum of 30 days. Owners remaining on the work pad beyond 30 days will be assessed a fee additional to their moorage of \$25 per week.

4.18.2. All work must be performed in a safe manner. Proper safety equipment will be used during all maintenance. Any safety violations will be cited, and the owner will be subject to loss of marina privileges. The area will be cleaned up at the end of each workday. Any fees incurred during clean-up will be assessed to the customer.

4.18.3. All boats on the work pad must be either cradled or trailered by a structure specified to handle the weight and size of the boat.

4.18.4. Minor maintenance and repair of boats may be accomplished in dry-moorage spaces, provided that the other boats and marina property are properly protected.

4.18.5. Electrical equipment and extension cords used in the moorage areas must not cause a hazard to others using the area. The extension cords and equipment will be used only for minor maintenance and repairs and must meet all safety codes. All extension cords must be disconnected, rolled up, and stored at the end of each work day.

4.18.6. Any chemicals or hazardous materials used in the maintenance and repair of private boats will be removed from marina property at the end of each day of work. No hazardous materials, of any kind, will be stored at the marina by private individuals. Mogas, oil, and diesel fuel can be disposed of at the marina via the marina staff and disposal must be coordinated prior to collection. Those in violation are subject to loss of marina privileges.

4.18.7. All boat repair personnel hired to work on boats in the marina must identify themselves upon arrival and departure.

4.18.8. The marina is under no obligation to provide electrical power, water, or other utility services to private boaters using the moorage area; however, a reasonable effort will be made to supply such services.

4.19. Shelter and Storage Area. The designated shelter and storage areas will be kept in a presentable condition at all times. All equipment, materials, and supplies must be kept inside the storage facility when not in use. No flammable or toxic chemicals will be stored inside the shelter or storage facilities. Tenants of storage areas are responsible for maintaining the working condition of their storage unit. Any problems with facilities shall be reported to Kadena Marina Maintenance immediately.

4.19.1. Color uniformity of shelter and storage facilities will be in accordance with current base standards.

4.19.2. No structures, fixtures, or equipment may be setup or affixed to shore, docks, or mooring without the prior written approval of the Harbormaster.

4.20. Safety. There will be no dangerous or unsafe maneuvering of any watercraft. Any activity that endangers a passenger, other watercraft, or property is forbidden and will not be tolerated.

4.20.1. Safety and fire inspections are periodically conducted by the Base Safety Office and Fire Marshal, accompanied by a member of marina management. Any violations discovered by such inspections involving privately owned boats or equipment will be brought to the attention of the owners concerned, and the violations will be immediately rectified.

- 4.20.2. Cradles for boats moored at the marina will be constructed of metal or wood that conform to the hull of the boat and meet all specifications for the size and weight of the boat.
- 4.20.3. Temporary scaffolding material will be of metal or sturdy wood and erected on a solid base to prevent movement or shifting. No ladders or makeshift platforms will be placed on the scaffolding.
- 4.20.4. The speed limit for all private watercraft inside the no-wake zone is a speed that leaves no appreciable wake.
- 4.20.5. Sea conditions are determined and dictated as directed by Joint Standing Operating Procedures (JSOP) 1993 and Kadena Air Base NXC Plan 355-1. These procedures and guidelines will be strictly adhered to except when vessels must be moved due to an approaching typhoon or some form of endangerment.
- 4.20.6. Upon notification of Typhoon Condition II, all boats are required to be moved from the docks and either be properly storm moored or removed from the water and thoroughly secured so as to prevent damage to the vessel, surrounding vessels, or facilities.
- 4.20.6.1. Marina personnel will typhoonize all watercraft that have not been properly secured by their owners or appointed representative within the first 12 hours of TCCOR-2. The owner will then be assessed a \$30 fee for this service.
- 4.20.7. Liability insurance is required on all watercraft, including jet skies and zodiacs, moored or launched from the marina.
- 4.20.8. Sailboats will not leave the channel under sail. They will either have to be towed or have a small kicker engine. The marina will provide a tow service at a minimum charge of \$3 per tow round trip in and out of channel.
- 4.21. There will be wet moorage designated for temporary moorage on the private boaters' dock. These spots are available for paying customers using the launch and private boaters with dry moorage. Boaters will limit their stay at these moorages to no more than 30 minutes, which is enough time for loading and unloading gear.
- 4.22. There will be absolutely no material of any kind thrown into the harbor. This includes cans, waste material, liquids, or any object or matter that would violate military regulations or local laws. No intentional bilging of hazardous materials is allowed while in harbor, with the exception of emergency situations.
- 4.23. The Harbormaster will do daily safety checks of the mooring and docking areas. The Harbormaster will note any discrepancies and forward this information to the appropriate agency or person for corrective action.
- 4.24. All visiting yachts are permitted to anchor in the harbor on their own tackle in a spot designed by the Harbormaster. A daily charge of \$10 will be assessed. Also, there will be a \$70 deposit required. This is for military ID card holders (active/retired) and DoD civilians who are current employees. Extensions may be granted for extenuating circumstances.
- 4.25. No owner can offer their boat out for hire unless they have met all Japanese Maritime Regulations and have a legal contract with 18th Services Squadron.
- 4.25.1. Charter boat owners must follow the guidelines as stipulated in their contracts.

4.25.2. Charter contracts are not transferable with the sale of a vessel.

4.26. Privately owned vehicles (POVs) are not allowed in the private mooring area unless it is the POV of a boat owner whose boat is moored at the marina. Any vehicles left unattended in the dry moorage area, except as stated above, will be considered abandoned. Vehicle owners should leave their keys in the ignition and the vehicle unlocked in case it must be moved.

4.27. If a boat owner leaves the island of Okinawa due to a change of duty station, not to include temporary changes in duty (TDY, TAD, etc.), before selling his or her boat, he or she must obtain a power of attorney designating the person in charge or selling agent. The Harbormaster must be made aware of the individual designated as the point of contact (POC). If the POC is a professional agency out in town, then the boat must be moved to that agency prior to the lessee leaving the island. Prior to leaving the island, the moorage must be paid in advance for a period not less than 2 months (60 days). The POC must maintain the boat within proper standards of the regulations and must pay the moorage fees after the 60-day period, or the boat must be removed.

4.28. Within 30 days of permanent departure from the island, the owner of a boat assigned to wet moorage must move to a dry-moorage slip and forfeit their right to wet moorage. Their boat may be assigned dry moorage for the purpose of sale for a time period not to exceed 60 days. Due to unusual circumstances, the Kadena Marina Manager may grant an extension.

4.29. Only the pets of private boat owners are allowed in the moorage areas and will be kept on leashes at all times and cleaned-up after in accordance with 18 WGI 48-107, Registration and Control of Pets.

5. Violations. Failure to comply with these instructions may result in loss of marina privileges, either on a temporary or permanent basis. Appeals to any suspension will be addressed to the Director of Outdoor Recreation.

6. Form Prescribed: 18th Wing Form 57, Space Usage Agreement (S&U by SVROM).

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