

26 APRIL 2004



Operations

**HARDENED AIRCRAFT SHELTER CLEAN
OUT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 51 MXG/CC
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This instruction implements AFD 10-2, *Readiness*, and outlines procedures for hardened aircraft shelter (HAS) cleanout operations for Osan Air Base as directed through implementation of Pre-Positioned Battle Staff Directive Y (PBSD Y). It also establishes and specifies daily management, periodic inspections, training and security responsibilities for all base agencies using HASs for storage purposes.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. General:

- 1.1. This instruction is to ensure HASs are available for reception and beddown of forces deploying to Osan Air Base during peacetime or contingency operations IAW the Osan Base Support Plan (BSP). This will be accomplished by peacetime HAS users who will be ready to quickly clean out their facilities when directed to do so.
- 1.2. Group Contingency Support Staff (CSS) representatives in the Wing Operations Center (WOC) will ensure respective squadron commanders are prepared to respond to PBSD Y.
- 1.3. Requests for HAS use will be submitted to 51 MOS/MXOP, who will coordinate within the 51 MOS. Requests will be forwarded through the 51 MOS/CC and presented to the 51 MXG/CC for approval.

2. Maintenance Group Responsibilities:

- 2.1. The 51 MOS/MXOP is the POC for B-Diamond HAS management.

2.2. 51 MOS/MXOP will:

2.3. Manage HAS clean out operations during peacetime.

2.4. Receive and review HAS usage requests. Will ensure proper use of HASs and screen lists of proposed contents for hazardous materials, high-value assets, etc. Requests will be coordinated within 51 MXG, and forwarded to the 51 MXG/CC for approval.

2.5. Maintain a current list of HAS facilities. List will include using agency, POC, and inventory of stored contents.

2.6. Assist users in the coordination and processing of work orders with 51 CES/CEOEW (Production Control).

2.7. Conduct random semi-annual visits to ensure users are in compliance with guidance for proper usage and maintenance of assigned HAS(s).

2.8. Provide user with a copy of aircraft and facility equipment assigned to each HAS.

2.9. Provide copy of the User HAS Cleanout Checklist to 51 MXG/CSS.

3. Peacetime Users will:

3.1. Submit requests for HAS use to 51 MOS/MXOP (see attachments). Requests must include proposed inventory list and identify primary and alternate POCs. Letters must include duty phone numbers, pager numbers (if applicable), contingency work duty phone numbers and DEROS. Revalidate user request letters every six months or whenever changes occur.

3.2. Ensure all personnel that operate HAS doors attend HAS Door Operators Training. Contact 51 MOS/MXOT for scheduling and provide copy of training verification for all personnel authorized to operate HAS doors to 51 MOS/MXOP with HAS User Request.

3.3. Develop checklists to respond to and implement applicable directives for reception of forces during implementation of 51 FW Oplan 10-401, exercises and/or implementation of PBSD Y. Checklist should include timeline, personnel, assets and support elements required to accomplish HAS cleanout and planned relocation facility. The HAS users are responsible for removing all materials that they have stored, remove all garbage and debris and sweep the entire shelter floor. Provide a copy of the checklist to 51 MOS/MXOP.

3.4. Perform and document quarterly inspections. Maintain inspection results and provide copy to 51 MOS/MXOP. Additionally, users will coordinate all CE work request with 51 MOS/MXOP.

3.5. Immediately report any discrepancies that impact ability to use HASs for either peacetime or contingency operations to 51 MOS/MXOP.

3.6. Maintain cleanliness and Foreign Object Damage (FOD) standards IAW AFI 21-101.

3.7. Provide one key or lock combination to 51 MOS/MXOP immediately following HAS assignment. Failure to do so will result in loss of privilege.

3.8. Sign AFTO Form 1297 hand receipt for all assigned facility equipment. Equipment will not be removed or disassembled. HAS door motor keys will not be removed from the facility.

3.9. Ensure physical security requirements are met IAW AFI 31-3091, 51 FWI 31-101 and OPLAN 125.

4. Upon implementation of PBSD Y:

- 4.1. Users will begin implementation of their respective HAS cleanout checklist and provide 3-hour progress updates to their respective squadron UCCs until completion.
- 4.2. User squadron UCCs will up channel status to their appropriate WOC CSS representative.
- 4.3. The WOC CSS representative will channel all 3-hour status updates to 51 MXG CSS representative.
- 4.4. The 51 MXG CSS representative will track status of cleanout operations and provide updates to 51 MXG/CC.

MAURICE H. FORSYTH, Brigadier General, USAF
Commander

Attachment 1

SAMPLE OF HAS USER REQUEST LETTER (PRINT ON SQUADRON LETTERHEAD)

MEMORANDUM FOR 51 MOS/MXOP

FROM: (Your Unit)

SUBJECT: Hardened Aircraft Shelter (HAS) User Request

- 1. Unit X requests the use/continued use of HAS # XXXX (- XXXX).
- 2. Justification: The HAS identified will be used primarily to store the following:
- 3. The following individuals are appointed HAS custodians.

Primary: Rank/Name Squadron Duty Phone E-mail Address DEROS

Alternate: Rank/Name Squadron Duty Phone E-mail Address DEROS

Primary: Contingency Duty Section Contingency Duty Phone

Alternate: Contingency Duty Section Contingency Duty Phone

4. Custodians have reviewed their responsibilities IAW 51 FWI 10-203 and Pre-positioned Battle Staff Directive Y.

Name, Rank, USAF

Duty Title

1st Ind to (from your unit), (date of document), Hardened Aircraft Shelter (HAS) User Request

51 MOS/MOXP

Date

MEMORANDUM FOR 51 MOS/CC

Concur/Non-concur

RICHARD V. DAVIS, MSgt, USAF

Group Facility Manager

2nd Ind, 51 MOS/CC

MEMORANDUM FOR 51 MXG/CC

Concur/Nonconcur

DAVID J. REGA, Maj, USAF
Commander

3rd Ind, 51 MXG/CC
MEMORANDUM FOR 51 MOS/MXOP

Approved/Disapproved

JOSEPH H. HOFFMAN III, Col, USAF
Commander