

# ANDERSEN AFB RECEPTION CHECKLIST

**AS OF: April 2023**

**NON-US/FOREIGN UNITS** can request to operate on AAFB for training when invited as a participant in official US exercises. If there are no US aviation assets with that specific exercise on AAFB, a **US LIASISON IS REQUIRED** and must accompany the non-US/foreign military while they conduct all operations on AAFB including ADVON and POST deployment. The US Exercise originator is responsible to provide this liaison and fund any relevant TDY costs. This named US Liaison should be used as your POC when filling out EALs, FVRs, and flight line entry request paperwork with a current phone number and email.

\*A LIAISON is not required for RON or ferry flight operations.

To ensure proper coordination installation support for your mission, the following checklist must be thoroughly reviewed, completed, and provided to 36 LRS Readiness Flight (36 LRS/LGRDX) 120 day out from execution. IDRC will coordinate all checklist requests for you and provide your unit with the results of the coordination process no later than (NLT) 2 weeks from the earliest indicated arrival date. All attachments referenced in this checklist are at the end of the document.

It is the responsibility of the both the incoming units to follow up with the AAFB Reception Working Group (RWG) reps to obtain a status update on their requests. The RWG reps will work the support request at the direction of IDRC and may need to ask the incoming units specific questions about their requests, in which case they will ask the incoming units' POCs. However, it is still the responsibility of the incoming unit to clarify all requests to the RWG reps, whether the request is unique or not.

To guarantee receipt of your request, the completed reception checklist must be sent electronically to our distribution list (36wg.idrc@us.af.mil (unclassified) or 36wg.idrc@andersen.af.smil.mil (classified)) with a follow-up phone call to 366-1844/2331/3464/1769. Due to some unique capabilities at AAFB, keep in mind, that if an item of support is not sufficiently indicated on the checklist, you may not receive the level of support you expect.

As an additional note, the AAFB Reception Working Group (RWG) convenes weekly to discuss reception support requirements of all inbound units. We encourage visiting units to attend RWG meetings during their site visit or upon advanced party (ADVON) arrival. Please contact our office prior to arrival so we can accommodate your attendance.

All units arriving on AAFB in support of contingency or AEF deployments are requested to send 36 LRS/IDRC a passenger manifest as soon as one is available. This will benefit us in getting you a speedy response regarding what AAFB can give your unit while on station.

The following timeline will facilitate your mission success. Many of these items are time sensitive and failure to complete them as indicated may directly affect your support.

**\*\*\*Units MUST bring their own GPC cardholders to Andersen AFB for micro-purchases\*\*\***

Upon completion of your exercise, submit an After Action Report to the 36 WG/IDRC.

## NLT 150-180 DAYS PRIOR TO ARRIVAL

All units who require changes to Andersen AFB network infrastructure **MUST** submit the appropriate Change Request. This includes but is not limited to connecting unit owned systems to Andersen AFB infrastructure, configuration changes, network modifications and new installations. Units are required to provide justification, make, model, serial number, MAC addresses and IP addresses (at a minimum) of all unit owned equipment requesting to be connected to Andersen AFB infrastructure. Contact 36 CS/RWG (Reception Working Group) at DSN: (315) 362-2703. COMM: (671) 362-2703 or via email [36CS.SCXP.RWG@us.af.mil](mailto:36CS.SCXP.RWG@us.af.mil) for further information. COMM: (671) 362-2703 or via email [36CS.SCXP.RWG@us.af.mil](mailto:36CS.SCXP.RWG@us.af.mil) for further information.

## NLT 120-90 DAYS PRIOR TO ARRIVAL

ATR UNITS - All completed ARCS must be submitted through USFJ PRIOR to turn into AAFB.

Checklist must be completed to be as best extent as possible and sent to the 36 WG/IDRC box at [36wg.idrc@us.af.mil](mailto:36wg.idrc@us.af.mil)

<b>NLT 90 DAYS PRIOR TO ARRIVAL</b>	
	Formulate requirements necessary for financial management and contracting support; Funding for mobile office workspace trailers required (36 OG/RA, 366-3665)
	USAF units for more than 60 days/non-USAF/foreign units needing AGE: Submit IMSR for WRM/AGE or MUNS assets NLT 90 days prior to arrival. Send an UNSIGNED IMSR to 36 LRS/WRM box @ <a href="mailto:36lrs.wrm@us.af.mil">36lrs.wrm@us.af.mil</a> or 36 WG/IDRC box at <a href="mailto:36wg.idrc@us.af.mil">36wg.idrc@us.af.mil</a> . IMSR must be approved by HQ/AF before unit may use them.
	Ensure all funding documents (MIPRs) and/or account information have been submitted to the appropriate agencies and all requirements have been submitted to 36 CONS to execute contracts.
	All units requesting the usage of the Pacific Readiness Training Center-Andersen(Northwest Field) must submit a comprehensive Concept of Operations and Coordination Letter to 36 CRG/XP for coordination. Send initial notification to <a href="mailto:36CRG.XP.Planning@us.af.mil">36CRG.XP.Planning@us.af.mil</a> . Templates and further instructions will be provided by 36 CRG/XP upon receipt of initial request.
<b>NLT 60 DAYS PRIOR TO ARRIVAL</b>	
	Email complete checklist to IDRC and follow-up with a phone call (addresses and numbers above)
	Create and submit a Mass Account worksheet attached to account access letters; 1 per unit to 36 CS/RWG
	Funding documentation for all foreign visitors/ACSA's. An appointment letter to handle and sign MLS forms on behalf of the country must be signed by a command headquarters prior to arrival. (36 LRS/LGRDX, 366-6583)
	USAF Units: Submit IMSR for WRM/AGE/MUNS assets NLT 60 days prior to arrival. Send an UNSIGNED IMSR to 36 LRS/WRM box @ <a href="mailto:36lrs.wrm@us.af.mil">36lrs.wrm@us.af.mil</a> or 36 WG/IDRC box at <a href="mailto:36wg.idrc@us.af.mil">36wg.idrc@us.af.mil</a> . IMSR must be approved by WRMPM before unit may use them.
	All units requiring transportation services need to initiate conversation with the 36 LRS/LGRP CORs to inform them of initial transportation needs and to complete an Statement of Work (SOW). This includes transportation of cargo upon arrival/departure and transportation of PAX during your stay at Andersen. (366-2033/2294/5854/3739) ( <a href="mailto:36lrs.lgrp@us.af.mil">36lrs.lgrp@us.af.mil</a> )
	Foreign nations under the Acquisition and Cross Servicing Agreement (ACSA) program must submit a Mutual Logistics Support (MLS) form for services requested for services to be received. At the end of the visit charges will be ascertained and MLS will be authenticated with the ACSA managers on base. POC's: Charles E. Kucharski ( <a href="mailto:charles.kucharski@us.af.mil">charles.kucharski@us.af.mil</a> ) DSN: 366-6583.
<b>NLT 30 DAYS PRIOR TO ARRIVAL</b>	
	Contact IDRC for current status of checklist requests
	Provide IDRC with passenger manifest ASAP, if on AAFB for contingency support
	For all reservations, Andersen AFB Lodging requires incoming units to submit a list of occupant NAMES. Without info, check-in may not be possible depending on hotel. (Template for lodging is on page 17, along with email address for submission)(36 FSS/SVML, 362-5511 or 362-5801)
	Foreign Visitors Request (FVR)/Information Protection (36 WG/IP, 366-5108) ( <a href="mailto:36sfs.vcc@us.af.mil">36sfs.vcc@us.af.mil</a> ) ( <a href="mailto:36wg.ip.1@us.af.mil">36wg.ip.1@us.af.mil</a> )
	Restricted area Entry Authorization List memo (36 OSS/OSAM, 366-4188/1010); send all EALs to <a href="mailto:36OSS.CSS@us.af.mil">36OSS.CSS@us.af.mil</a> OSS/CC is the approval authority for the airfield, WOC and Tropicana.
	Flying Units -Patriot Excalibur (PEX) support (36 OSS/OSX, 366-3016/5221/2823, Cell: 671-487-7840)
	Aircrew Flight Equipment (AFE, Army ALSE, Navy PR) NCOICs contact 36 OSS/OSXL for requirements, deliverables, and turn-over/initiation of programs (CA/CRL and Munitions) (36 OSS/OSXL, DSN: 366-1752)
	Andy South/Northwest Field coordination memos (36 CRG, 366-2128)

	Vehicle Control Officer Letter (Contract Trans, 366-2021/Contract QA (36 LRS/LGRS, 366-2294/4307)
	All units that will have an aircraft maintenance support element regardless of size are required to review and comply with the Andersen Maintenance Reception Guide, attached to the Reference section in this ARC.
	Munitions Storage Agreement (36 MUNS/MXWCC,366-5166/4925/ <a href="mailto:36muns.storage@us.af.mil">36muns.storage@us.af.mil</a> )
	Munitions Entry Authorization Listing (36 MUNS/MXWKA,366-6300/ <a href="mailto:36muns-control@us.af.mil">36muns-control@us.af.mil</a> )
	Units requiring Fuel Cell Maintenance must provide a Master Entry Plan, Special Cert Roster, and respirator fit test to 36 WG Safety and 36 MXS Accessories Flight (36 WG Safety, 366-7233/ 36 MXS Accessories, 366-3159)
	Units requesting Special Use Airspace (SUA: ATCAA, Military Training Route (IR-983), Warning Areas (W-11, W-12, W-13, W-517), and/or Restricted Areas (R-7201 aka FDM)) require a DCAST account. Organizations that intend to conduct training in the Mariana Islands Training and Testing Area, Mariana Islands Range Complex Special Use Airspace Areas, or the Land-Based Training Areas on Guam or the Commonwealth of the Northern Mariana Islands must review the references on the MIRC Range page located on the Data Collection and Scheduling Tool (DCAST) webpage and contact MIRC OPS for coordination and approvals. For ground or air training on Northwest Field on Andersen AFB contact <a href="mailto:36crg.xp.planning@us.af.mil">36crg.xp.planning@us.af.mil</a>
	Follow-up on all funding documents (MIPRs), purchases, and contracts are in place through the appropriate agencies to meet your need dates.
	Funding documentation for all foreign visitors/ACSA's (36 LRS/LGRDX, 366-1769)
	Visiting unit financial POC has access to USAF Financial Management Systems if staying for more than 180 days (36 CPTS/FMA, <a href="mailto:36cpts.fma@us.af.mil">36cpts.fma@us.af.mil</a> , 366-5887)
	<p>Naval Facilities Engineering Command (NAVFAC) Marianas. Final environmental support charges will be calculated and the unit will be refunded the amount of funds remaining or will be billed for additional charges. Please note that AAFB does not provide Hazmat lockers. Additionally, all Hazardous Material brought to AAFB must be tracked through EESOH-MIS and 36 LRS/Invicta Defense.</p> <ol style="list-style-type: none"> <li>1. Forward projected waste streams and quantities to AAFB Hazardous Waste Program Manager and Alternates via email for cost estimates (see below for contact information).</li> <li>2. Funding requests for approved hazardous waste cost estimates and associated funding documents is initiated and routed through ieFACMAN eTracker. Funding for HW support must be accepted prior to services.</li> <li>3. Once the funding document is approved, please contact LMS Hazwaste Operations by phone at 339-2422/2429 or via email to <a href="mailto:LMSHW@LMSFM.com">LMSHW@LMSFM.com</a> to coordinate the setup of an initial accumulation point, receive waste disposal forms, and submit copies of hazardous waste training certificates.</li> </ol> <p>Environmental Support Service Contacts: Hazardous Waste Program Manager:  Ms. Luzviminda "Vimen" Duvall  Email: <a href="mailto:Luzviminda.duvall.1@us.af.mil">Luzviminda.duvall.1@us.af.mil</a>  Phone: (671) 366-6019  Alternate Hazardous Waste Program Manager: Ms. Lorena Murer  Email: <a href="mailto:Lorena.murer.1@us.af.mil">Lorena.murer.1@us.af.mil</a> Phone: (671) 366-1851  Alternate Hazardous Waste Program Manager: Ms. Layli Terill  Email: <a href="mailto:layli.terill@us.af.mil">layli.terill@us.af.mil</a> Phone: (671) 366-1850</p>
	Due to joint-basing requirements, a funding document (DD Form 448 MIPR) for facilities Maintenance services provided by 36 CES (e.g., generator support, power hook-up, and additional refuse containers) is required to NAVFAC Marianas. Submit MIPR with total estimated price to NAVFAC Marianas NWCF, PSC 455 Box 195, FPO AP 96540 2937,

	Attention: Connie Becker ( <a href="mailto:Ascension.Becker@fe.navy.mil">Ascension.Becker@fe.navy.mil</a> ). See NAVFAC NWCF Rate Booklet for Maintenance and Repair Services in the References section.
	Units must notify 36 WG Weapons Safety when the unit will be conducting explosive operations to include transporting explosives in a vehicle and/or flying with captive air training missiles and chaff/flare countermeasures. NOTE- Andersen AFB does not supply explosive facility placards, DOT placards and vehicle chocks. These items must be brought with the unit. (36 WG/SEW, 366-4222)
	Units provide 36 WG Weapons Safety POC(s) of personnel who will be conducting explosive operations. (36 WG/SEW, 366-4222)
	Provide a list of all Safety trained personnel (Flight, Ground & Weapons), including Safety courses attended. (36 WG/SE, <a href="mailto:36WGSE@us.af.mil">36WGSE@us.af.mil</a> , 366-7233) *Identify primary Safety POC.
	Medical Provider Credentialing: For any unit bringing organic medical providers (such as physician, Nurse Practitioner, or Physician Assistant) the home unit credentials manager must submit ICTB to 36 MDG Credentials office. Use CCQAS UIC: AT0RFDP0 <b>**If not received two-weeks prior to TDY start date this will result in a delay of providers ability to practice while at Andersen AFB.</b> Any questions regarding MDG matters direct to DSN 366-4270.
	Units must submit their Statement of Works (SOW) for transportation needs to 36 LRS/LGRP for routing. Cost estimates will be sent back to unit in 10 business days. (366-2033/2294/5854/3739) ( <a href="mailto:36lrs.lgrp@us.af.mil">36lrs.lgrp@us.af.mil</a> )
	All Foreign military should fill out an <i>Authorization to Use Commissary and Exchange Facilities Letter</i> that should be sent to and signed by the MSG/CC. All other federal employees (USPS, USSS, Red Cross, etc.) need to fill out a BX Access Letter and will need it signed by the WG/CC. Note that the WG/CC will only sign at his own discretion to approve since it is situational per the regulations— it only provides access to the BX. Once approved, the letters will be emailed back to the requestor and the BX/Commissary for their distribution. With these letters, members can access the BX and commissary even if they are not on the list, as long as their unit has been named, they are in uniform, and the memo signed/distributed (i.e. aircrew that were transporting the listed personnel that didn't make it on the list can still access the BX when in uniform). Foreign military: complete the appropriate template and send to the MSG/CCE for processing. All other federal employees: complete the appropriate template and send to <a href="mailto:jim.daniels.1@us.af.mil">jim.daniels.1@us.af.mil</a> for processing. MSG/CCE: <a href="mailto:36msg.cce@us.af.mil">36msg.cce@us.af.mil</a> , <a href="mailto:esther.babauta@us.af.mil">esther.babauta@us.af.mil</a> (366-4553/4594).
<b>NLT 15 DAYS PRIOR TO ARRIVAL</b>	
	Contact IDRC for current status of checklist requests.
	Provide Airfield Drivers list. (36 OSS/OSAM, <a href="mailto:36OSS.OSA.AMOPS@us.af.mil">36OSS.OSA.AMOPS@us.af.mil</a> , 366-4188) *Identify who will require CMA (runway) access*
	Verify with 36 CONS that contracted requirements have been awarded.
	Contact Airfield Management and submit Flight Planning LOA/Information. (36 OSS/OSAA, Bldg 17002; <a href="mailto:36OSS.OSA.AMOPS@us.af.mil">36OSS.OSA.AMOPS@us.af.mil</a> or 366-4188)
	Contact the IDRC to notify them of when your PAX/ Cargo aircraft will be coming in. The IDRC will create a Reception Schedule of Events (RSOE) worksheet to notify the RWG reps and those with a need to know to assist you upon arrival. (366-1300) Any transportation requirements coordinate transportation with VOPS. Please provide a pickup and drop-off location, and a POC to sign off for the cargo. Trans will not be able to transport cargo without a POC to sign forms. (366-2239)
<b>NLT 5 DAYS PRIOR TO ARRIVAL</b>	
	Email ADVON/main body travel itineraries to LGRDX.



	Provide IDRC with final mission info and transportation requirements (bus, forklift, flatbed, etc.).
	Provide final load plans to IDRC via email (366-1300)
	Provide final passenger manifests to IDRC via email (366-1300)
	Contact 734th Air Mobility Squadron (AMS) Capability Forecasting (366-6055) NLT 48 hrs prior to arrival (only for units transporting explosives).
	Units must be able to provide reflective belts to all of their personnel who will be working during periods of reduced visibility (i.e. inclement weather, and hours of darkness, etc.).
<b>UPON ADVON ARRIVAL</b>	
	<p><b>PERSCO In-processing:</b> All deployed and/or TDY personnel (regardless of branch of service or country) are required to process through 36 FSS/PERSCO upon arrival. The Unit POC must contact PERSCO to attend the next In-Processing Brief. During exercises, PERSCO briefing times will be annotated on the applicable reporting instructions. Personnel will need a copy of their orders, mobility folder, AF Form 245, and ID Card.</p> <p>Contact Information:  NIPR Email: <a href="mailto:36fss.persco@us.af.mil">36fss.persco@us.af.mil</a>  PERSCO Phone: DSN: 315-366-5195/3152 or Comm. Cell: 671-688-2942  Location: Building 22026, Room 155</p>
	Visit 36 LRS/IDRC in Bldg 17000 and receive RWG slides and Andersen AFB ADVON checklist.
	Finalize plans for beddown, reception briefings, airfield driver training, weather/METOC integration, facility/key issuance, vehicles, support equipment, etc.
	If an account for hazardous waste support has been established with NAVFAC Marianas, please contact LMS Hazwaste Operations at (671) 339-2422/2419 or email <a href="mailto:LMSHW@LMSFM.com">LMSHW@LMSFM.com</a> to coordinate set up of hazardous waste accumulation point, receive waste disposal forms, and submit copies of hazwaste training certificates.
	Appoint Flight/Ground/Weapons Safety Representative as applicable (Bldg 23003/Rm 121; 366-7233)
	For all units scheduled to be on island <b>for more than 30 days</b> , the senior enlisted leader needs to schedule a meeting with the 36 Wg Command Chief by contacting the WG Staff at <a href="mailto:36wg.cccc@us.af.mil">36wg.cccc@us.af.mil</a> or phone number 366-3089.
	Medical Providers must in-process with 36 MDG SGH, SGP, Pharmacy, Laboratory and Radiology sections prior to start of practice. Any questions regarding MDG matters direct to DSN 366-4270.
<b>STATEMENT OF AGREEMENT / UNDERSTANDING:</b>	
<p><b>Funding:</b> I understand that most support functions at Andersen AFB are limited due to minimal funding and that my unit must provide funding documents (DD form 448, MIPR) and/or account information prior to arrival. <b>Priority support:</b> I understand contingency operations may take precedence over exercise operations, and some services previously agreed upon may be adjusted to meet these requirements. <b>Safety:</b> I will ensure all personnel employing from Andersen AFB receive a Guam local conditions safety briefing, either before departing home station or within 24 hours of arrival. <b>Stewardship / Accountability:</b> I will ensure all issued facilities, keys, equipment, and vehicles will be returned prior to my unit departing the installation. If loss or damage is noted upon return, I will ensure a funding document is provided for replacement or repair. Requests for changes to turn-in procedures will be coordinated in advance and will be accommodated on an as available basis. I understand my unit is responsible for the cost of damaged facilities, equipment, and vehicles.</p>	

Printed Rank, Name and Unit		Signature (/signed, initials, date/)	
<b>MISSION INFORMATION</b>			
<b>Mission/ Unit Name</b>	Identify the proper name of your mission and/or your unit designator. To expedite customer support, please include this title in all future correspondence and phone calls.		
<b>Concept of Operations</b>	Please be thorough in your description. This information is key to prioritizing requirements and overall processing. If the concept of operations is classified, please forward it via the classified email address listed previously.		
<b>Number and Type of Aircraft</b>			
<b>Number of Personnel</b>	ADVON:		MAIN BODY:
<b>Dates</b>	Planning Conference:		
	Site Visit/Survey:		
	ADVON Arrival:		
	Aircraft Arrival:		
	Main Body Arrival:		
	Official Mission Dates:		
	Departures:		
<b>UNIT INFORMATION</b>			
Logistics POC:	DSN Phone:	Email Address:	
Operations POC:	DSN Phone:	Email Address:	
Maintenance POC:	DSN Phone:	Email Address:	
Finance POC:	DSN Phone:	Email Address:	
WG/CC	DSN Phone:	Email Address:	
<b>AIR MOVEMENTS</b>			
<b>OPS Requirements:</b> Every unit must contact Airfield Management (366-4188, Bldg 17002) prior to arrival to request a <b>PPR</b> (Prior Permission Required) number and parking location. Parking areas will be pre-coordinated and assigned as close to assigned maintenance facilities as possible. Prior to conducting local flight ops, aircrews are required to receive an airfield driving and local flying environment briefing			

<p>(scheduled through Airfield Operations). The mission commander is required to notify the 36 WG Command Post (366-2981, Bldg 23003) by 2100L the day prior to any flight operation. The details collected are published on the wing's consolidated flight schedule and are utilized by security forces, transient alert, transportation, fuels, AflD Mngt, weather flight, USDA (Brown Tree Snake inspection), and the tower to program aircraft support.</p>							
<p><b>Civilian Aircraft:</b> An Air Force Civil Landing Permit is required to be on file prior to arrival. Please coordinate this permit with the Pentagon at 703-697-5697. Please ensure Airfield Management has received this authorization prior to departure.</p>						<p>Civil Landing Permit Number:</p>	
<p><b>Allied Military Aircraft:</b> All non-US military aircraft must complete an ALAN (Aircraft Landing Authorization Number) from their American Embassy prior to arrival. <b>Please ensure Airfield Management has received this authorization prior to your departure.</b></p>						<p>ALAN Identification Number:</p>	
Mission Aircraft	Quantity	Type	Arrival – Departure Dates	Mission Aircraft	Quantity	Type	Arrival – Departure Dates
<p><b>USDA Inspection:</b> Brown Tree Snake (BTS) inspections are mandatory IAW SECDEF guidance for all departures from Guam landing anywhere other than Guam – Contact USDA @ 671-888-5707/8 for more info.</p>							
Support Aircraft	Quantity	Type	Arrival Date	# of PAX	# of Pallets/ Increments	Rolling Stock	Special Handling Rqmts
<p><b>Cargo Movement:</b> 734 AMS (ATOC 366-3125) will provide material handling equipment (MHE) for aircraft on/off loading operations. Your unit is required to provide load teams to on/off load cargo, baggage and equipment as well as secure the load under the supervision of 734 AMS and the aircraft loadmaster. 5-10 personnel (depending on size of load) are required. Load teams must possess safety equipment (gloves, safety-toe boots, hearing protection, and reflective gear as required). ADVON teams are expected to manage the details of passenger and cargo bed down.</p>							
Commercial Travel	# of PAX	Arrival Date	Arrival Time	Airline	Flight #	Transportation Requirements	
<b>WEATHER REQUIREMENTS</b>							
<p>Units requiring weather support will contact the 36 OSS/OSW (AAFB, Weather Flight – DSN 315-366-3176/1407) NLT 60 days prior to arrival to arrange required weather support. Units are required to coordinate weather support prior to arrival by either bringing their own METOC/forecasters, utilizing home-station reach back support, or arranging support with the Andersen Weather Flight. Due to manning constraints, the Andersen Weather Flight cannot guarantee flight weather briefing support. The Andersen Weather Flight will provide workspace, computer, printer, and access to weather satellites and radar for TDY Weather Personnel.</p>							

SECURITY REQUIREMENTS					
<p><b>Security Support:</b> 36 SFS can support day-to-day operations on AAFB, PL2 and/or PL3 security is <b>NOT</b> organically available from the 36 WG. Requesting units must provide home-station security in the form of <b>Augmentees</b> or accept risk of only periodic SF checks on deployed aircraft.</p> <p><b>Augmentees required are: 12 Augmentees per every PL2 and/or PL3 asset.</b> Please identify the number of Augmentees in the Augmentation Requirements section found below.</p>					
Aircraft Security Required?			Level of Aircraft Security		
Yes/No	Is there data or software uploaded on A/C which would require it to receive additional security?				
<p><b>Entry Authorization Letters (EALs):</b> All units requiring access to controlled or restricted areas must hand carry the original signed EAL to the commander responsible for the area they will be utilizing.</p>					
WEAPONS INFORMATION (SMALL ARMS/CREW SERVED)					
Weapon Type	Number of Weapons	Box or Racked	Weapon Storage Dates	Firing Range Dates	# of PAX Needing Range
SEA MOVEMENTS					
Vessel Name	Arrival Date/Time	Departure Date/Time	Passenger Information	Cargo Information	Additional Information
<p><b>Transportation Expenses:</b> AAFB's transportation function is operated by a contractor. The contractor will require advanced payment (DD Form 448, MIPR) prior to services being rendered. Reimbursement of excess payment will be coordinated directly between your unit and the contract transportation function (Mr. Weathers 366-4843, Bldg 18002). See Finance Requirements for AF616/MIPR/ACSA information.</p>					
LODGING REQUIREMENTS					
<p><b>Availability:</b> Lodging on AAFB is very limited. <b>US Military:</b> if on-base lodging is unavailable, you must obtain a <b>Certificate of non-availability (CNA)</b> from the AAFB Gateway Inn &amp; Suites ((671)979-5501, Bldg 27006, Andersen.Lodging@us.af.mil) in order to be authorized to secure off-base lodging. If your orders do not indicate AAFB as your temporary duty location, please first contact U.S. Naval Base Guam (COMNAVMAR) lodging (DSN 339-5259) or NCTAMS (355-5749) lodging to secure accommodations. AAFB Gateway Inn &amp; Suites staff will book off base contract quarters for you if on base quarters are not available. Credit Cards are required to guarantee bookings. All groups requesting lodging on Guam must complete a "Group Fact Sheet" located at the end of this form. The completed GFS must be returned no later than 30 days prior to arrival. <b>Foreign Military:</b> Same process applies.</p>					
<p><b>Distinguished Visitors:</b> If you have distinguished visitors (DVs) (i.e. E-9, O-6 and higher, or a GS-15 and higher), please fill out the attached DV notification form and return it to the 36 WG Protocol Office (36wg.ccp@us.af.mil, 366-1320, Bldg. 23003). 36 WG/CCP will coordinate all DV support.</p>					
<p><b>Funding:</b> AAFB Lodging <b>cannot accept DD Form 448s (MIPR)</b>. While credit cards are required to guarantee bookings, we will accept payment by cash, check, credit card or money order.</p>					



<b>Required Information:</b> Forward confirmed personnel information (names, ranks, arrival/departure dates, etc.) Singles and double designation should be completed on the GFS located at the end of this document.						
Dates (Check In – Check Out)	Officer	Officer DV	Enlisted	Enlisted DV	Civilian	Civilian DV
ADVON:						
Main Body:						
Additional Lodging Requests:						
<b>FOOD REQUIREMENTS</b>						
Magellan Inn Dining Facility (Bldg 25010)						
<b>Boxed Meal/MRE Requests:</b> Please provide 24 hours advanced notice for large boxed meal and MRE requests. All other requests should be a minimum of 2 hours prior to the expected pick-up time.						
<b>Funding Information:</b> 36 FSS needs to be notified of all planned meals for reimbursement information. Notify Food Services (366-5158/5152/2212; <a href="mailto:36FSS.FSVF.FoodService@us.af.mil">36FSS.FSVF.FoodService@us.af.mil</a> ) for cost details. See Financial Requirements section for 36 OG/RA MIPR address or ACSA information.						
Breakfast (0500-0800) # Expected	Lunch (1030-1330) # Expected	Dinner (1630-1930) # Expected	# of Large Boxed Meals needed	# of Small Boxed Meals needed		
# of MREs Expected	Other Requirements					
<b>SERVICES FACILITIES AVAILABLE FOR RENT</b>						
<b>Sunrise Conference Center: 366-4654</b> Basic Commander's Call set up - \$150 Events involving tables, linens, etc. – min. \$300  <b>Other Facilities</b> Meridian Café: 366-4654; Rate - \$150/hr Bamboo Willies: 653-9814; Rate - \$150/hr  <b>Standard Chair and Table Rental Cost</b> Chairs - \$1/day or \$5/week Tables - \$3.50/day or \$17.50/week						
<b>FACILITY REQUIREMENTS</b>						
Facilities at AAFB are very limited, so be descriptive as you <b>identify your minimum requirements</b> . Please include any specific power, location, or other requirements that may be useful. <b>An Entry/Access Authority List (EAL) is required for all personnel utilizing Controlled Areas, Restricted Facilities, or the Flight line.</b> Templates can be found under the paper clip on the side of the ARC.  Contact the following for each: Tropicana: 36 OG / 366-5270/5277 Flight Line Access: 36 OSS/OSAM / 366-4188/1010 Bldg 25002 & ACP: 36 OSS/OSX / 366-9821/4253 Bldg 18008: Aircrew Flight Equipment / 366-1753						

**\*\*NOTE\*\***

There are **no available safes** to issue to inbound units on AAFB. If unit requires storage of classified equipment or information, unit must bring or purchase their own.

Operations	# of Rooms	Room Dimensions	Type of Rooms	Other
Maintenance Operations	# of Rooms	Room Dimensions	Type of Rooms	Other
Maintenance Storage				
AFE/PR/ALSE	# of Lockers	Type of Rooms	Storage Rqmts	Other (Include # pallets)
Other (Describe)				

**MAINTENANCE****Aircraft Maintenance:**

Standard maintenance capabilities for launch, recovery, servicing, and removal/ replacement actions are the responsibility of **your unit**. 36 MXG has limited ability to support maintenance requests. Follow the requirements in the 36 MXG Reception of Forces Guide for any requirement/request for the 36 MXG.

SPILL KITS: Units must bring or purchase upon arrival.

DRIP PANS: Units **MUST** bring drip pans.

A parking apron inspection will be conducted with the MX Superintendent and Airfield Management upon arrival and two days prior to departure.

(Contact: 36 OSS/OSAM, Airfield Manager at 366-5213/1196)

**Hazardous Waste Accumulation & Disposal:**

See Civil Engineering Section/36 MXG Reception of Forces guide.

\*The 36 MXG Reception of Forces Guide can be found in the Reference section of the ARC\*

Back Shop Support Required	Is Ejection seat maintenance required? If yes, identify aircraft type and additional details.

**AEROSPACE GROUND EQUIPMENT (AGE) / GROUND SUPPORT EQUIPMENT (GSE)**

B-1 Mx Stand	B-4 Mx Stand	Light Cart (NF-2D/FL-1D)	Acft Tow Bar (specify type)	MC-2A Low Air Compressor
-95/Air Start Cart	Power Unit (-86/B809)	Self-Generating Nitrogen Cart	Other	

- Please contact the AGE Flight at 366-1845 or 366-2227, Bldg. 18004) **immediately upon arrival** so the requested AGE/GSE is made available/ready for use.
- Ensure AGE mechanics/drivers report to **Bldg. 18004** to sign for equipment
- WRM Indirect Mission Support Request (IMSR) and funding may be required prior to the release of certain assets. Inbound units will be notified via the RWG slides if an IMSR is needed. IMSR template can be found in the Reference section of the ARC. Submit request for approval NLT 60 days prior to arrival, 90 days prior for non USAF and foreign units.
- Be prepared to maintain (fuel levels) and deliver AGE assets independently.
- **Using agencies MUST HAVE AGE ADVON to pre-inspect equipment prior to aircraft arrival and POSTVON to ensure equipment is reconstituted in a timely manner.**
- AGE Flight does NOT provide bobtails, forklifts. See transportation section for support.
- LOX/GOX is coordinated through Accessories Flight E&E section @ 366-7266

### **MUNITIONS/ORDNANCE REQUIREMENTS**

#### **All units requesting Munitions Support:**

- 36 MUNS does NOT transport munitions/ordnance between Naval Base Guam and Andersen AFB.
- 36 MUNS does NOT transport munitions/ordnance to/from Munitions Storage Areas, Flightline, Hot Cargo pad and/or 734th AMS.
- 36 MUNS does NOT handle or build any Units Munitions/Ordinance.
- 36 MUNS does NOT load, unload any Units Munitions/Ordinance to/from trailers, vehicles, aircraft or in/out of munitions storage facilities.
- 36 MUNS does NOT provide bobtails/tow vehicles or special purpose vehicles. A formal request must be made through Transportation.
- 36 MUNS does NOT provide Forklift support. A formal request must be made through Transportation. Due to geographic separation from base, Transportation agency may formally recall forklift from 36 MUNS if unit can support said request.
- Once unit arrives, a meet and greet with 36 MUNS/MXW and MUNS Control is scheduled. All support must be coordinated at that time.
- Any changes to support must be made NLT 72 hours prior to activities, including receiving of munitions/ordnance cargo from flightline, with MUNS Control.
- ALL assets brought to AAFB must return with unit at end of exercise unless previously coordinated. 36 MUNS cannot keep non-USAF munitions/ordnance assets/residue.
- Please contact MUNS Control at DSN 315-366-6300, Comm 671-366-6300/6393/6394 or e-mail [36muns-control@us.af.mil](mailto:36muns-control@us.af.mil).

#### **For USAF units who will submit an Allocation Transfer Request (ATR):**

- CSA/MOU request is not needed.
- Submit ATR in AMST NLT 90 days prior to arrival.

#### **For USAF units who will not submit an ATR and will expend from home station:**

- CSA/MOU required.
- Units requesting support from the Munitions Squadron must fill out the attached CSA/MOU request NLT 30 days prior to arrival.
- Please email [36muns.storage@us.af.mil](mailto:36muns.storage@us.af.mil) for the most current version.

#### **For other than USAF units:**

- CSA/MOU required.
- Units requesting support from the Munitions Squadron must fill out the attached CSA/MOU request NLT 30 days prior to arrival.

<ul style="list-style-type: none"> <li>Please email <a href="mailto:36muns.storage@us.af.mil">36muns.storage@us.af.mil</a> and <a href="mailto:36muns-control@us.af.mil">36muns-control@us.af.mil</a> for the most current version. <b>The below information for support is requested NLT 30 days prior to arrival.</b></li> </ul>			
Type of Munitions / Ordnance Asset (NSN/DODIC/NOUN)			
<p align="center"><b>**NOTE**</b></p> <p>Munitions/ordnance information is <b><u>required</u></b> to ensure compatibility and storage requirements are available in the MSA. Failure to provide the requested information may cause munitions/ordnance storage and transport delays upon arrival.</p>			
<p align="center"><u>Munitions/Ordnance Operating Facility Details:</u></p> <ul style="list-style-type: none"> <li>Explosive operations must be scheduled to ensure availability. All High CIIC/sensitive assets must be stored in a Munitions Storage Facility with the same degree as its classification. Request for storage of High CIIC/sensitive items must be coordinated prior to arrival to ensure availability of facility.</li> <li>Bldg 9105 is the designated Bomb Assembly pad. This area is outdoors only. Units may keep equipment and built up assets here. Storage of explosive assets over the weekend is prohibited unless approved by 36 MUNS/MXW in advance.</li> <li>Bldg 9016 is designated as the Chaff &amp; Flare Operating Facility. The Chaff &amp; Flare Operating Facility is limited to 2 operating bays with 2 grounded tables each.</li> </ul>			
<p align="center"><u>Munitions/Ordnance MMHE/Forklift Requirements:</u></p> <ul style="list-style-type: none"> <li>WRM Indirect Mission Support Request (IMSR) and funding is <b><u>required</u></b> for trailer and ARS use. Submit request for approval NLT 60 days prior to arrival, 90 days prior for non USAF and foreign units. Available trailers: MHU-141, MHU-110, and MHU-226. Trailers and ARSs are limited in quantity and are provided on a 'first come/first served' basis. IMSR template can be found in the Reference section of the ARC.</li> <li>36 MUNS does not own any chaff &amp; flare transport modules. Units must bring transport modules or 20MM cans to transport chaff &amp; flare to/from flightline.</li> <li>Units must bring M-10 trees if mission dictates use.</li> <li>There is no AGM-88 or 20MM capability at Andersen AFB.</li> </ul>			
<p align="center"><u>Tools &amp; Equipment Details:</u></p> <ul style="list-style-type: none"> <li>36 MUNS unit is limited on Tools, Test sets and special equipment. Units are required to bring their own Tools, Test Sets, Special Handling Equipment, M10 trees and missile maintenance stands.</li> <li>Units <b>MUST</b> bring all HAZMAT consumables from home station (spray paint, silicone compound grease, nitrile gloves, etc).</li> <li>Bomb assembly tools are limited to USAF -63 items. All units must bring any specialized tools/test sets.</li> <li>There is no argon on island, units must bring all argon.</li> </ul>			
<p align="center"><u>Support Required Outside Normal Duty Hours:</u></p> <p>USAF units have unescorted access to the Munitions Storage Area (MSA) 24hrs M-F. Non-USAF units: 0700-1700 M-F unless coordinated 72 hrs in advance. All access to structures will be requested NLT 72 hrs in advance for all units (USAF and non-USAF)</p>			

## TRANSPORTATION REQUIREMENTS

Availability: Government vehicles at AAFB are extremely limited. U-Drive-It vehicles will be on an as needed/as available basis with the first to fund principle taking priority. Requesting units are required to utilize Government Owned Vehicles prior to seeking other commercial lease/rental options. Once a request for vehicle support is submitted both Andersen AFB, Guam and Naval Base Guam will validate if the requirement will be met. In the event a specific vehicle requirement cannot be filled a non-Availability Letter will be awarded to the requesting unit. Units are then required to secure commercial lease/rental vehicles using their Government Travel Card (GTC) unless the vehicle requirement is for bulk transportation (**greater than 10 ea. 15 PAX Vans**). In the event of a requirement for **bulk transportation**, a valid vehicle non-availability letter from 36 LRS must be submitted to 36 CONS with the Unit's requirement package NLT 90 days prior to arrival.

### U-Drive-It:

- Andersen Air Force Base U-Drive-It vehicle rentals are not subject to foreign customers. Foreign customers will be eligible to contact Navy Base Guam for vehicle rentals.
  - Navy Base Guam Vehicle Rental
    - Commercial (671) 333-2995 or 333-2996
    - [DZSP21TransOPSSupport@dzsp21.com](mailto:DZSP21TransOPSSupport@dzsp21.com)
- Every customer will identify all known short term vehicle requirements on the Transportation U-Drive-It Request Form and submit via email to 36 LRS Vehicle Operations.
  - Email: [36lrs.ctrdispatch@us.af.mil](mailto:36lrs.ctrdispatch@us.af.mil)
  - Vehicle Operations Dispatch Phone
    - Commercial (671) 366-2239
    - DSN (315) 366-2239
- Customers will be provided a cost estimate from Vehicle Operations for all vehicles requested which can be filled using GMVs.
  - 36 LRS Vehicle Operations will be open 24/7
  - Estimates will be provided within 24 hours of request
- Customers will be directed to NAVFAC Financial Management Office to establish a Line of Accounting (LOA).
  - NAVFAC Financial Management office POCs:
    - Daniel Knight – 349-2173
      - Email: [daniel.knight@fe.navy.mil](mailto:daniel.knight@fe.navy.mil)
    - Martha Crisostomo – 349-2062
      - Email: [Martha.crisotomo@fe.navy](mailto:Martha.crisotomo@fe.navy)
- Without a LOA, rentals cannot be released.
- Prior to picking up a vehicle, the customer must perform quality control inspection of the vehicle being rented accompanied by an authorized annex personnel to validate overall condition.
- When a vehicle is checked-out a work order/trip ticket will be created for both records purposes and inventory control. These forms will remain open until assets are returned. Upon vehicles returning to Vehicle Operations to complete the rental, a final vehicle inspection will be accomplished to validate condition of asset. This will be performed by the operator an authorized annex member.
- When a vehicle is returned, the customer must perform an inspection of the vehicle being checked-in along with authorized annex personnel to validate condition. If new damage is

discovered on returning asset the customer will fill out a form SF91, Motor Vehicle Accident Report.

- In the event a vehicle received any damages a new funding document will be established based on an estimate from Vehicle Management for repair to the applicable damages.

**VIL Keys (DS2/MOGAS):**

- Vehicle Identification Link (VIL) keys are encoded for each vehicle to bill fueling.
- VIL keys will be issued through Vehicle Operations.
- If the VIL keys requires additional support customers will need to contact 36 LRS/LGRF at (671) 366-6291, open 24/7:
  - Primary Phone (671) 366-2239
  - Alternate Phone (671) 366-7258
  - Alternate Phone (671) 366-4971
  - Located in Building 18040 on AAFB

**VIL Key NSN:** 5962-01-329-8665.

**Rental Vehicles:** Vehicle Rentals (Hire Cars) are not handled by Vehicle Ops. See Contracting section for details.

**\*\*NOTE\*\***

**Transportation will be provided from the Aircraft to the mandatory PERSCO briefing and ONE of the following locations: Lodging (on/off base) or your Vehicle pick up location (trans/rental). Do not include this requirement in the below vehicle requests.**

**Vehicle Requests (Including MHE) (GOVs/NON-CONTRACT)**

High Reach Bucket Truck	7.5 Ton Crane	Bobtail tow vehicle (40k lbs cap)	MB-2 tow vehicle (max cap: 500k lbs)	MB-4 tow vehicle (Max Cap: Aircraft-175k lbs; Trailer-80k lbs)
6K Forklift	10K Forklift	10K AT Forklift	25K Forklift	10 Ton Tractor

**U-Drive-It RENTAL VEHICLES**

Sedan	3 PAX Truck	6 PAX Truck	1 ton Stake and Platform	8 PAX Van
36 PAX Bus (available only at NBG)		12 PAX Van (available only at NBG)		Multi-Stop / Bread Van

**Other Requests**

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**AIRFIELD DRIVING AND FLIGHT LINE INFORMATION**

Please see the following link for airfield information: For all TDY airfield driving they will need to contact this e-mail [36OSS.OSA.AMOPS@us.af.mil](mailto:36OSS.OSA.AMOPS@us.af.mil) and/or call 366-5213 or 366-4188.



### COMMUNICATION REQUIREMENTS

**Unit Requirements:** Your unit must bring STU-IIIs, fax machines, printer paper, printer toner, and classified/unclassified shredders. NIPRNET machines must have a current Standard Desktop Configuration (SDC) image on them and be current with all McAfee antivirus definitions to be put on the Andersen network. SIPRNET machines must be compatible with MTRJ outlets/patch cords. Exact location of trailers, if using, is needed 30 or more days prior to arrival to provide a wiring quote.

**Please detail number of DSN lines, laptops, and accounts below.**

#### **NLT 150 – 180 DAYS**

All units who require changes to Andersen AFB network infrastructure MUST submit the appropriate Change Request. This includes but is not limited to connecting unit owned systems to Andersen AFB infrastructure, configuration changes, network modifications and new installations. Units are required to provide justification, make, model, serial number, MAC addresses and IP addresses (at a minimum) of all unit owned equipment requesting to be connected to Andersen AFB infrastructure. All requests must be submitted NLT 150 – 180 days prior to arrival. Contact 36 CS/RWG (Reception Working Group) at DSN: (315) 362-2703. COMM: (671) 362-2703 or via email [36CS.SCXP.RWG@us.af.mil](mailto:36CS.SCXP.RWG@us.af.mil) for further information.

#### Operations Workspace

DSN Phone Line	NIPR Laptop	NIPR Account	SIPR Account	Sharedrive/Security Group

#### Maintenance Workspace

DSN Phone Line	NIPR Laptop	NIPR Account	SIPR Account	Sharedrive/Security Group

#### Other Workspace

DSN Phone Line	NIPR Laptop	NIPR Account	SIPR Account	Sharedrive/Security Group

#### Wireless Requirements

Base Station	Radios (LMR)	Radio Charger	
List required talk groups (Intra-Unit)			
List required talk groups (Inter-Unit on AAFB)			
List required ground to air frequencies			
Other Communications Requirements (commercial internet, service-specific internet, SharePoint etc)			

**SIPR/NIPR Accounts:** Temporary NIPR and SIPR account request forms are located below and can also be obtained by emailing the 36 CS/RWG at [36CS.SCXP.RWG@us.af.mil](mailto:36CS.SCXP.RWG@us.af.mil) or by calling 362-2703. The unit Information Assurance Officer (IAO) is responsible for filling out the temporary NIPR and SIPR letters and forwarding them to [36CS.SCXP.RWG@us.af.mil](mailto:36CS.SCXP.RWG@us.af.mil) NLT 60 days prior to arrival. In addition, if the deployed unit is bringing a Client Support Administrator (CSA), he/she must contact the 36CS/RWG shop for procedures to obtain an Andersen administrative account. When CSAs arrive on base, they must contact, in person, the 36CS/RWG shop for validation purposes.

## INTELLIGENCE REQUIREMENTS

**Unit Requirements:** 36th Wing Intel requests that visiting Intel activities:

- Check-in prior to arrival ([36oss.in@us.af.mil](mailto:36oss.in@us.af.mil) / DSN 366-1428 / TSVOIP 989-1428) and by phone/in-person on arrival (Bldg 25002, Ops Group HQ), to provide (1) local contact info, (2) duty location and (3) any priority intelligence requirements. We will pass urgent reports, and if desired, periodic local area threat updates.
- Access to geospatial production systems is very limited. You are strongly encouraged to prepare these prior to arrival. Geospatial info requests should be coordinated in advance of your visit.

**SCIF and JWICS Access, SCI Storage:** Coordinated through Andersen AFB Special Security Office. DSN 366-7761, Bldg 25002, SMO Code "SSO AAFB". Existing JWICS accounts (AFNET or DODIIS) can be accessed at 36th Wing Intel's SCIF (Bldg 25002).

## FINANCIAL REQUIREMENTS

**Funding Documents:** Because Andersen AFB Environmental Services is part of Joint Region Marianas, financial documents to both the 36<sup>th</sup> Wing and NAVFAC Marianas may be required. Financial documents for contracting and supply requirements will be handled by the 36 Operations Group Resource Advisor (366-3665) while HW IDIQ Requirements are handled by NAVFAC Marianas (NAVFACMAR). A funding stream must be established with NAVFAC prior to any work being accomplished. Please contact NAVFAC for their standard rate book. For more information regarding NAVFAC funding requirements, please contact 36 CES Resources Flight (366-5061).

If your unit will be on station for more than 180 days, Your financial POCs must work with 36 CPTS/FMA ([36cpts.fma@us.af.mil](mailto:36cpts.fma@us.af.mil) 366-5887) in order to gain access into Air Force Financial Management Systems.

### **MIPR ADDRESS:**

36th Operations Group  
Unit 14018 APO, AP 96543-4018  
DSN: 315-366-3665

### **MIPR ADDRESS for 36 CES / NAVFAC**

(Facilities Maintenance, Waste Disposal):  
NAVFAC Marianas NWCF  
PSC 455 Box 195  
FPO AP 96540 2937  
Attention: Connie Becker  
DSN: 315-349-2428    Email:  
[cension.Becker@fe.navy.mil](mailto:cension.Becker@fe.navy.mil)

**Acquisition and Cross-Servicing Agreement (ACSA):** Allied forces do not require a MIPR or AF616. Contact the Support Agreement Manager (366-1300, Bldg 17000, [36wg.idrc@us.af.mil](mailto:36wg.idrc@us.af.mil)) for any issues.

## CONTRACTING REQUIREMENTS

Any requirements that need to be worked/purchased by 36 CONS for Air Force units shall be submitted in DEAMS with a full requirements package. A checklist and supporting documents for requirements packages for 36 CONS may be accessed at the 36 CONS SharePoint:

<https://usaf.dps.mil/sites/andersen/36MSG/36CONS/SitePages/Customer%20Education%20and%20Support.aspx?ga=1>

Recommend working with your Resource Advisor (RA) for assistance.

Other US Forces (Army, Navy, and Marines) must have a General Terms & Conditions (GT&C) or other support agreement in place with 36 Wing prior to support being provided. Also, a MIPR must be provided with the complete package as stated in the 36 CONS Requirements Checklist from the SharePoint. Other US forces must also have an agreement in place for 36 CONS to support them.

Non-US agencies will coordinate through agreements and their liaisons for any contract support.

Any questions of clarifications should be directed to DSN 315-366-4942 Contingency Support Cell.

### Local Rental Car Companies (Market Research)

Company	Phone Contact	Company	Phone Contact
National Car Pacific	671-647-1017	Nissan Rent a Car	671-647-7264/647-7290
Hertz	671-646-0355/699-1647	Budget	671-657-1444/787-0033
Avis	671-646-2847	Dollar Rent-A-Car	671-646-7000

### Vehicles (15 pax and above)/Heavy Equip Rentals:

No vehicles under 15 pax without prior coordination and approval by 36 CONS/CC

Type of Vehicle	Quantity	Dates Required	Used For
15 PAX Van (10+)			
Small Bus ( PAX)			
Large Bus ( PAX)			
Heavy Equipment			

### Portable Toilets

# of Units Requested	Location of Units (Location must be approved by 36 OSS/OSAM)	# Cleanings per Week	Duration

### Portable Office Space (aka “trailers” or “tension fabric shelters”)

**Portable Office Space:** Requirements (aka “trailers” or “tension fabric shelters”) must be **submitted no later than 90 days prior to the date they will be required (with certified funding)**. Coordinate with 36 CES process a Temporary Airfield Construction Waiver for any portable office space being delivered on the airfield (Mr. Jun Abaya, 36 CES/CECB, 366-2075/1023). Funding must be submitted **NLT 90 days prior to the date they will be required**. Provide statement of work and send with the MIPR to the 36 CONS. Please consider all 36 Wg support installation lead time (NIPR/SIPR/Telecoms/Commercial Internet/Base infrastructure power tie-in) with your delivery dates.

# of Units Requested (include single or double wide)	Location of Units (Location must be approved by 36 OSS/OSAM)

If CES cannot support (see below): contract generators (specify quantity, kW, etc):

Specify all MOW requirements (Air Conditioning, DSN/NIPR drops, power outlets, etc) below:

Identify any other contracting requirements (including quantities):		
Identify your Unit Direct Fund Cite/Line of Accounting/DoDAAC:		
<b>CIVIL ENGINEERING REQUIREMENTS</b>		
<p><b>Facility Maintenance, Waste Disposal, &amp; Crash/Fire Support:</b> 36 CES/CEOE (366-4196, Bldg 18001) will provide routine and emergency maintenance to all buildings occupied by your unit. However, funding for new requirements, such as power hook up to trailers, will be charged to the requesting unit. The unit must submit a funding document (DD Form 448 MIPR) to Naval Facilities Engineering Command (NAVFAC) Marianas. (See Financial Requirements section.) Please <b>ensure disposal of trash and hazardous materials/waste</b> is properly planned and executed. A MIPR to NAVFAC Marianas is also required for units requesting hazardous waste support. (See Financial Requirements section.) <b>Dumpsters</b> can be coordinated directly with 36 CES by calling Gerald Smith at 366-5524 upon arrival for placement and servicing arrangements; be sure to have the appropriate funding document in place in order to make these arrangements (See Financial Requirements section). Finally, if the use of Northwest Field or Andersen South is required, please identify if you want <b>Crash/Fire Rescue</b> support.</p>		
<u>Fire Bottles (Qty)</u>	<u>Dumpsters (Qty)</u>	
	Location	# of Personnel
Generator Support Required for MOW Yes / No ( ) – How many are required:		
<p><b>Hazardous Waste Accumulation / Disposal:</b> LMS Hazardous Waste Operations provides support for hazardous waste accumulation and disposal, used oil recycling, and battery/scrap metal recycling. Once funding is established with NAVFACMAR, Contact LMS Hazardous Waste Operations at (671) 339-2422/2419. Copies of current hazardous waste training certificates for the personnel managing the hazardous waste accumulation site must be provided, otherwise training will be required. (See the NLT 30 Days Prior to Arrival section.)</p>		
<b>Provide types and quantities of waste to be generated:</b>		
Will you be generating hazardous waste/used oil? YES / NO		
Provide a list of waste streams and estimated quantities. Provide documentation on waste characterization for waste stream(s) identified. Forward types and quantities of waste to be generated to 36 CES/CEV Hazardous Waste Program Manager and Alternates. (See NLT 30 Days Prior to Arrival section.)		
<b>Waste Stream</b>	<b>Estimated Quantity</b>	

### SUPPLY REQUIREMENTS

**Supply Details:** AAFB's Contract Supply function (366-3871/4163/3112, Bldg 18002) is very limited. Please ensure all necessary items/equipment for independent supply support accompany your unit. Non-Air Force units may need to establish a supply account (see Finance Section and attachment).

**Hazardous Material Storage:** All units must contact 36 LRS/Invicta Defense/LGRMSH at (366-4771/4818/5336) or email: [robert.sampayan.ctr@us.af.mil](mailto:robert.sampayan.ctr@us.af.mil), [patricia.san\\_nicolas.2.ctr@us.af.mil](mailto:patricia.san_nicolas.2.ctr@us.af.mil) at least 30 days prior to deployment. Units are required to provide HAZMART a copy of their home base Authorized User Listing (AUL) from EESOH-MIS, or a listing of hazardous material authorized for use at your home base. The listing should include at a minimum: Stock Number, part number, unit of issue, quantity, manufacture, SDS serial number (located on the SDS), and justification for material. This will allow sufficient time for the Bioenvironmental Engineering (BEE), Environmental Engineer, and Wing Safety to completely review the listing and provide authorization before deployment. Units are required to arrive on station with copies of all Safety Data Sheets (SDS) for material that will be used during the deployment. After arriving at Andersen AFB units may use any hazardous material that was previously authorized by Andersen AFB HAZMART. If units deploy with hazardous material they are required to track and report that material brought from home station on the Deployed Unit HAZMAT Usage Report which will be provided to the units by Andersen AFB HAZMART. Units will also fill out a HAZMAT Pharmacy Program Representative Letter (HPPRL) for their hazardous material POCs (Note: Andersen AFB HAZMART will not issue any hazardous material until this letter is on file). Units will request re-supply/initial issue by using the AF Form 2005 (Note: only personnel on the HPPRL will have authority to request hazardous material). Bar codes will be issued for all hazardous material issued out by Andersen AFB HAZMART; units are required to clear all bar codes prior to unit's departure. The departing unit's HAZMAT point of contact will coordinate with Andersen AFB HAZMART to ensure all bar codes are cleared. Units are reasonable to ensure disposal of hazardous materials/waste is properly planned and executed prior to departure. The generation of waste should be avoided or minimized wherever possible. Disposal of products should at all times comply with Air Force and Navy policies, and local and US EPA regulations. Andersen AFB HAZMART will accept hazardous materials turn-ins as long as the materials meet established turn-in requirements. (Note: UNITS WILL NOT LEAVE ANY HOME STATION HAZARDOUS MATERIAL ON ANDERSEN AFB, any unused material brought from home station must be brought back with the unit to their home station) HAZMAT POC: 366-4771/4818/5336

### Supply Support Requests:

### POL REQUIREMENTS

**Fuel Resupply (JP8 ONLY):** Aircrews will be required to provide either the DD Form 1896 or U.S. Government Air Card prior to receiving fuel prior to each refuel. If the aircrew does not have the card for the aircraft that is to be refueled, they will not receive fuel until the correct card is provided. This requirement applies to DoD, Commercial, and Foreign aircraft. Commercial and Foreign Letter of Agreement will be verified with DLA-E by Fuels Support Center personnel prior to fuel issue. Customers authorized credit fuel will not be authorized cash sales.

**Generator Support:** Generators will be positioned no more than 35 feet from paved road/surface so refueling unit does not have to drive on grass and can access site for refueling. Refuelers will not be driven on grass. Site must be coordinated prior to placement of generator with POL, contact 366-5283/5267.

**VIL Keys:** See Transportation Requirements section for details.

**Diesel (DS2) Support:** 36 LRS POL can support diesel requirements for equipment across AAFB. Billing information must be provided prior to filling and equipment. For details, contact the 36 LRS/LGRF (366-6291).

<b>POL guidance for self-sufficient units:</b> When a unit plans to perform refueling operations with POL refueling equipment they must adhere to the following: First, POL will verify their credentials, i.e. GOV license, training etc. upon arrival; members need to be certified on in place equipment prior to arrival. Secondly, POL will provide flight-line orientation training and familiarization with AAFB equipment, prior to unit being sent on operations of their own.							
<b>Hot Pit Operations:</b> If a unit plans to perform Hot-Pit operations with POL refueling equipment, those personnel, regardless of branch of service or country, need to be certified on the equipment in place equipment at Andersen AFB, and on the airframe(s) they'll be performing Hot-Pit operations on prior to arrival. AAFB POL personnel will not perform Hot Pit Operations.							
<b>Cryogenic Support:</b> Due to varying demand, forecasting LOX/LIN requirement is very important to AAFB POL. LOX/LIN Please state the type and approximate amount of LOX/LIN required to meet your total mission needs. Units will be billed for LOX and LIN through the Base Supply System (see supply and finance sections).							
<b>Liquid Oxygen/Liquid Nitrogen (LOX/LIN):</b> Due to varying demand, forecasting LOX and LIN requirements is very important to AAFB POL. Please state the type and approximate amount of LOX/LIN required to meet your total mission needs. See Contracting Section to establish MIPR requirements.							
<b>Gaseous Oxygen &amp; Nitrogen:</b> We do not issue cylinders. To only fill 10 cylinders at a time.							
How much and what type of POL products will be required?	JP-8		MOGAS/DS2		LOX/LIN		
	gallons		gallons		gallons		
Provide a brief flying schedule of a typical day during your time at Andersen AFB. It is very important to forecast requirements especially on weekends to ensure personnel are on shift to support.							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
# Sorties							
Fuel Req							
LOX/LIN Req							
<b>MEDICAL REQUIREMENTS</b>							
36 MDG will schedule same-day appointments for acute conditions. Call 366-9355 (WELL) (0700-1600 hrs) or 911 (after hours). Please coordinate with your deployed medical team first (if applicable).							
36 MDG is closed every 2nd Thursday for training and Flight Medicine Clinic is closed every Wednesday from 1300-1700 for training.							
<b>*Andersen does not have an ER, however, ambulance service is available to transport to nearest ER*</b>							
Is your unit bringing medical staff? If so, please list the type of medical support staff:							
Do you require medical support? If so, please list type of medical support you will require:							
<b>AUGMENTATION REQUIREMENTS</b>							
Function	Planning Factor						Number of Augmentees
Fuel	Based on # of sorties, fuel rqmts, timing, etc.						
Food Service	1 person per 100 personnel using the dining facility (per meal period)						
Maintenance	Sufficient to meet unit requirements						



Munitions	Sufficient to meet unit requirements	
Security Forces	6 augmentees per PL2 asset	
Weather	Based on # of aircraft, # of sorties, etc	
Medical	<p>If coming with &gt;100 personnel please bring adequate medical support. i.e flight surgeon, IDMT. If coming with &gt;200 bring flight surgeon and medical technician. The 36th Medical Group (MDG) should have available work space, computers, and patient exam rooms for providers.</p> <p>Medical personnel need to contact 36 MDG's Credentialing Manager at (671)-366-6537, when notified of deployment to Andersen. Privileged providers will work out of the 36 MDG, Andersen AFB; however, 36 MDG has limited workspace space for allied medical providers and require a Memorandum of Understanding or Agreement.</p>	

### TRAINING SITE REQUESTS

Dates:		Andy South Requested Dates	
For use of explosives at the AAFB training sites, please complete the attached <b>risk assessment and explosives listing</b> . These files will require 36 WG/CC approval prior to your unit's use of the area.			
The Rules of Engagement for AAFB training areas must be completed and signed.			
<p>A Special Use Airspace Request form is required if performing air operations at NWF or Andy South. Flying units must review LZ/DZ surveys at <a href="https://private.amc.af.mil/a3/a39/zar/zarweb.htm">https://private.amc.af.mil/a3/a39/zar/zarweb.htm</a> and contact Base Operations (366-4188) and FAA/CERAP (366-6286) for permission.</p>			

### FLIGHT LINE PHOTO

<p>Persons requesting permission to take photos and/or video on the flightline MUST have flightline photo authorization coordinated BEFORE planning to take any imagery or video on the flightline. An Entry Authorization Letter (EAL) must accompany this request, and persons requesting flightline photo access must already be present on this letter. PLEASE NOTE: This letter DOES NOT clear media and/or non-military personnel without specific coordination and approval through the 36 OSS/CSS. For questions please contact DSN: 315-366-1008 and speak to Mr. Rene Penaranda. Letters take anywhere from 48-96 hours to process and should be coordinated in advance to ensure ability to gather imagery. Please use the template provided and submit to 36OSS.CSS@us.af.mil or <a href="mailto:rene.penaranda@us.af.mil">rene.penaranda@us.af.mil</a>. Flightline photo letters will accompany the EAL and will be routed through 36th Operations Support Squadron and 36th Operations</p>
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### REDEPLOYMENT REQUIREMENTS

<p>Contact LGRDX upon arrival. Turn in electronic files, passenger manifests, load plans, shipper's declaration of dangerous goods, and provide a point of contact list/phone/e-mail listing. LGRDX is your point of contact for all redeployment operations. To ensure a safe and timely redeployment we use standard deployment procedures IAW DoD4500.9R Part III and AFI 10-403. This includes the use of automated procedures to support GTN and ITV. Deploying units need to provide their own HAZDEC certifiers when deploying with HAZARDS. The unit will provide all electronic CMOS/GATES, Cargo/Passenger, manifests for ITV purposes. Unit is responsible for their own 463L pallets, nets, and dunnage. Unit must also bring Hazardous Cargo Declaration Certifiers.</p>
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**PERSCO Out-Processing:** All redeploying personnel (regardless of branch of service or country) must out-process with PERSCO by completing an out-processing checklist and provide flight itinerary/information NLT 1 duty day prior to departure.

Contact Information:

NIPRET Email: 36fss.persco@us.af.mil

PERSCO Phone: DSN: 315-366-5195/3152 or Cell: 671-688-2942

Location: Building 22026, Room 155

Prior to departing, close-out turn-in, clean-up and/or fuel the following items (as required):

MHE, GOVs, & Rentals	Lodging Facilities	WRM Assets	Hazardous Materials
Supply Accounts	MUNS Accounts	Communications Equip	

POINTS OF CONTACT	
LGRDX is the installation focal point for all reception requests. Functional experts may contact their counterparts with technical questions, but only requests received from the designated POCs via the reception checklist will be considered.	
Andersen AFB DSN: 315-36X-XXXX; Commercial: 1-671-36X-XXXX; Information: 366-1110	
Installation Reception Office (36 LRS) 362-5236/366-4519	Operations Plans (36 OSS) 366-4393
Base Operations (36 OSS) 366-4188/1010	Lodging (36 FSS) 362-5501
Comm Help Desk (36 CS) 362-2703	Command Post (36 WG/CP) 366-2981
Dining Facility (36 FSS) 366-5152	Flight Kitchen (36 FSS) 366-5201
Air Terminal Operations Center (734 AMS) 366-6055/3125	Fuel (36 LRS) 366-6291
Security (36 SFS) 366-2910	Visitor Center (36 SFS) 366-5650
Transportation (36 LRS) 366-2239	Contracting (36 CONS) 366-2192
Maintenance (36 MXS) 366-1435/6121	Munitions (36 MUNS) 366-6393
Civil Engineering (36 CES) 366-2916	Hazardous Waste Operations 366-6019/1850/1851
Guam Customs 366-3212	Weather (36 OSS) 366-5230
Medical Clinic (36 MDG) 366-9355	Emergency – 911 American Red Cross – 366-6270
Northwest Field (36 CRG) 366-2128	Financial Planning (36 LRS) 366-4602
Foreign Funding/ACSA (36 LRS) 366-6583	Foreign Visitor POC (36 WG/IP) 366-5108
Safety (36 WG) 366-7233	Fire Department (36 CES/CEF) 366-5284