



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

27 October 2021

MEMORANDUM FOR ALASKA RADAR SYSTEM SUPPORT

FROM: 611 Air Support Squadron
10471 20th Street, Suite 220
Joint Base Elmendorf-Richardson, Alaska 99506

SUBJECT: Fiscal Year 2022 Alaska Radar System (ARS) Support

1. This memorandum clarifies FY22 lodging, meals, and other support available for request at the ARS sites. This memorandum also outlines the personnel security requirements and labor rates used in the performance of third-party support duties outside the operating hours. The support provided will be coordinated in advance and may require the use of a purchase order with ARCTEC or agreement with the PRSC.
2. Visitors shall be processed through a Site Arrival Request (SAR). All visiting personnel are required to be favorably vetted by the PRSC Security Team prior to arrival at the site, without exception. All coordination with the security team will be done through the PRSC Program Management Office. SARs will not be approved without documented vetting by the security team.
 - a. Appropriate access requirements must be defined at the beginning of contract award or upon hire.
 - b. SARs must be submitted to the PRSC at ARS.SAN@us.af.mil and approved prior to booking transportation to the site and incurring travel costs. Requests for a current version of the document can be made to the same inbox.
 - c. Access to restricted areas must be requested and detailed in the SAR and shall be vetted through the PRSC Security Team.
3. Runway use (for sites listed in para 5.h.) is limited. A Prior Permission Request (PPR) is required to land at any PRSC installation. The runways are closed weekends and federal holidays. All requests to land at ARS sites will be in accordance with ARS SAR form. Payment, if applicable, will be in accordance with the ARS SAR form.
 - a. For any commercial aircraft chartered into the site, the air carrier must have a current Civil Aircraft Landing Permit (CALP) on file with the 611ASUS Airfield Manager (via aklandingpermits@us.af.mil) for each purpose of use, as per AFI 10-1001, prior to departing to the site. Requirements for a CALP include a DD2400 and DD2402 (with valid dates by provider), and a DD2401. All forms must be completed correctly and in blue ink. Requests for a current version of the document can be made to the same inbox.
 - b. For both commercial and military aircraft, contact must be made by flight POCs NLT one working day prior during normal working hours (Mon-Fri, 0800-1700L) to request a Prior Permission Request (PPR) number from the site Station Chief so that landing can be authorized as prescribed by FAA flight regulations. For safety, aircraft are restricted to land only during normal working hours except for

In-Flight Emergency (IFE) landings. Please inform your pilot to verify airfield requirements in the IFR Supplement and review AFI 10-1001 in its entirety. Note that while PPRs may be issued, the customer is responsible for all costs incurred.

4. Cargo requests on USAF scheduled flights from third party contractors departing JBER must be processed thru JBER TMO at 773lrs.lgrnc.aca@us.af.mil or 907-552-2131 at least four weeks prior to targeted arrival date. Cargo flights are scheduled to depart JBER to ARS sites once every three weeks.

a. A completed Dept. of Defense Form 1149: REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD1149) is required to forward cargo to sites. Current CAC/PIV card holders can access the form here: <https://www.acq.osd.mil/dpap/dars/dfars/html/previous/dd1149.pdf>. Others can request the form by email from the TMO POC or 611ASUS Transportation Specialist at 611ASUS/LGRT@us.af.mil. Contact TMO for all form guidance.

i. Appropriate payment must be made for requested priority level as all shipping is priority-based and limited.

ii. A valid Transportation Account Code (TAC) is required on DD1149 (Box 4), as well as any hazardous material declarations. Contact company resource advisor for current information. New company requests for TACs can be made at <https://trackerlite.wpafb.af.mil/LTS/>, 937-257-7686, or by email through the TMO POC. Include any hazardous material declarations.

iii. Box 3 on DD1149 should include site POC to receive shipment. Include scheduled flight date. Do not list 611 ASUS as POC.

iv. Completed DD1149 must accompany cargo to JBER TMO for shipping.

v. Coordination should be made with JBER TMO for oversized cargo drop-off appointments.

vi. Notify 611ASUS or TMO if military installation access assistance is needed.

vii. To hold cargo at ARS sites, coordination must be made with Mr. Mitch Rohloff (907-552-2162). Covered storage is not guaranteed.

b. To secure return cargo shipping from ARS sites to JBER, an additional DD1149 following the same standards will be required, detailing the requested shipping needs. For more information regarding return cargo, contact TMO POC or ARCTEC site management.

5. In order to ensure Base Operations Support (BOS) contractor support, requests must be agreed upon, detailed within the SAR, submitted to the designated email address, and approved prior to incurring costs. Coordination should be made with Mr. Mitch Rohloff, Mitch.Rohloff@arctecalaska.com, 907-552-2162, of ARCTEC Alaska prior to arrival. ARCTEC may establish a direct purchase order to provide support for the following services:

a. Equipment may be rented on a non-interference basis (i.e. ARCTEC requirements/needs shall take priority over third-party usage) to include an operator, as ARCTEC does not allow others to use equipment.

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

c. If on-site billeting is requested, coordination is required with ARCTEC as contractor manning demands may fluctuate throughout the course of each project, as well as an influx of various other third-party visitors during peak season. Note that bed space is limited or unavailable at some sites. For these sites, contractors should secure lodging within the community prior to arriving. The requestor will provide a schedule with anticipated manning requirements at the beginning of the project. The visitors will also notify ARCTEC of any changes in manning at least 7 days in advance.

i. With prior approval from the ARS Program Manager, the contractor has the option of setting up a man-camp if needed.

d. Meals and lodging cost is \$261 per person, per day. Billeting without meals is \$171 per day. The visitors have the option for “meals only” service at a rate of \$90 (total per day) for breakfast, lunch, and dinner. These prices are subject to change and require advance coordination with ARCTEC.

e. Assistance may be available with aircraft loading and unloading operations for equipment and material for the following sites: Cape Romanzof, Cape Newenham, Cape Lisburne, Sparrevohn, Tatalina, Tin City, and Indian Mountain.

f. Access for disposal of non-hazardous industrial waste, such as crating, packing materials, etc., is available at the following sites utilizing USAF landfills: Cape Romanzof, Cape Newenham, Cape Lisburne, Sparrevohn, Tatalina, Tin City, Fort Yukon, and Indian Mountain. The following sites utilize public/commercial landfills: Barter Island, Cold Bay, Kotzebue, Murphy Dome, Oliktok, Point Barrow, and King Salmon. All disposal must be coordinated with the BOS contractor and the ARS Program Manager in advance of visit.

g. A dedicated staging area for equipment and material storage may be available for the duration of the project. Contact Mr. Roholff for availability.

h. PRSC Runway usage outside of normal operating hours at Cape Romanzof, Cape Newenham, Cape Lisburne, Sparrevohn, Tatalina, Tin City, and Indian Mountain LRRS will incur additional fees and must be coordinated prior to travel.

6. Current fuel price information and type available can be requested from 611th ASUS Fuels Specialist via 611ASUS/LGRF@us.af.mil, will be billed by the USAF, and is subject to change. Limited amounts of diesel fuel are available for purchase on site, small quantities of other fuel may be available for purchase, and coordination with ARCTEC must be made prior to travel and noted on SAR.

7. If required, submit a radar downtime request to ARS.SAN@us.af.mil for review by ARS Program Management Office no later than 30 days before down time is being requested.

8. Any and all firearms require prior authorization on PRSC installations. If a firearm is required by your employer for your duties, please complete the ARS Firearm Requirement, and submit the completed form(s) with the SAR.

9. For internet (data) and on-site phone service the contractor should make arrangements directly through the major carrier. ARCTEC operates their own data and voice services which are not available for third-party contractor use. Note: Government DSN lines are available on site.

10. Office space is not available at the sites. Contractor leads are expected to use billeting/hotel room as office space. Any additional office space requirements (e.g. office trailer) are the responsibility of the contractor.

11. Strictly no still or video photography is allowed without the consent of the PRSC. All requests and justification for official or business-related imagery must be detailed in the SAR and shall be coordinated through the ARS PM. Prior coordination with PRSC is required before filming or photographing aircraft on the runway, taxiways, aircraft parking ramp, or other critical infrastructure. Personnel taking photos or videos must be aware of their surroundings and what is being captured in the photo or video; limiting it to the specific items of interest and minimize exposure of critical assets, security measures, or other concerns.

12. Total Site Visitor Billeting Capacity Information (this does not indicate availability at all times).

- a. Barter Island - 12 bed spaces at site, lodging available in community
- b. Oliktok - 12 bed spaces at site, lodging available in Deadhorse or Kuparik
- c. Point Barrow - 13 bed spaces at site, lodging available in community
- d. Cape Lisburne - 22 bed spaces at site
- e. Kotzebue - lodging available in community only
- f. Tin City - 20 bed spaces at site
- g. Cape Romanzof - 20 bed spaces at site
- h. Cape Newenham - 22 bed spaces at site
- i. King Salmon - lodging available in community only
- j. Cold Bay - 5 bed spaces at site, lodging available in community
- k. Fort Yukon - 24 bed spaces at site, limited lodging available in community
- l. Indian Mountain - 19 bed spaces at site
- m. Murphy Dome - lodging available in community only
- n. Tatalina - 20 bed spaces at site
- o. Sparrevohn - 20 bed spaces at site

13. All base support included in this memorandum is available on a non-interference basis. Due to the remoteness and unique situation at ARS, base support availability is subject to change at any time without notice. The contractor must request any support they require far enough in advance to accommodate the significant lead time necessitated by ARS logistics; the requirement may necessitate 2 months advance.

14. This memo supersedes previous ARS Base Support Fees and Contractor Support Letters.

15. If you have any further questions or concerns contact the PMO via Lt Sterling Ceshker at sterling.ceshker.3@us.af.mil, 907-552-3278 or Wayne North at wayne.north.1@us.af.mil, 907-552-4913 or 611ASUS.ARS.PMO@us.af.mil.



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BENJAMIN L. SMITH, Maj, USAF
Senior Program Manager