



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

21 October 2021

MEMORANDUM FOR EARECKSON AIR STATION USERS

FROM: 611th Air Support Squadron
10471 20th Street, Suite 220
Joint Base Elmendorf-Richardson AK 99506-2101

SUBJECT: Fiscal Year 2022 Eareckson Air Station Base Support Letter

1. This memorandum provides information to assist project managers and travelers that are planning projects and travel to Eareckson Air Station (EAS).
2. Personnel who are responsible for scheduling travel to/from EAS shall fill out and submit a Site Arrival Request (SAR). The SAR process ensures that all persons traveling to or through EAS are favorably vetted by PRSC Security prior to departing for EAS. Please ensure the document is correct and has all required information before submitting.
 - a. SARs shall be submitted to the PRSC a minimum of 14 days prior to travel at 611asus.eas@us.af.mil and require approval prior to booking transportation to EAS. Requests for a current version of the SAR can be sent to the same inbox. The traveler will be required to provide either Travel Orders (for DoD travelers) or a Letter Of Authorization (LOA) (signed by their Contracting Officer for contract employees) to 611asus.eas@us.af.mil a minimum of 5 days prior to travel. The SAR process covers flight reservations to/from EAS, lodging, and the dining facility.
 - b. Access to restricted areas on EAS is requested via the SAR. If the SAR does not reflect these requests, access to restricted areas will be denied. Visitors shall be cleared through the appropriate restricted area Security Manager.
 - c. Request for vehicle use is also documented via the SAR. SAR approval does not indicate that a vehicle will be available for use on EAS, only acknowledgement of a request for a vehicle. Vehicles are a limited commodity on EAS and are issued on a prioritization and a first-come first-served basis.
 - d. No still or video photography is allowed without prior consent of the Program Management Office (PMO). Cell phones, to include government issued, cannot be used for photography anywhere on EAS. All requests and justification for official photography must be detailed in the SAR, to include the device make, model, and serial number. All photographs are required to be treated as Controlled Unclassified Information (CUI) with the requiring government agency responsible for maintaining control of the images. If photography is authorized, photos may not include critical assets, security measures, airfield, or airfield operations.

3. Airfield use is restricted. A Prior Permission Request (PPR) is required to land at EAS. EAS's airfield operating hours are Monday, Wednesday, and Friday from 1000L until 1400L. An approved SAR is required prior to requesting a PPR (see paragraph 2 above). The airfield is closed on federal holidays.

a. There is a Servicing Fee for non-PRSC aircraft that land on EAS of \$2,060.55. All aircraft that land and/or take-off outside of normal airfield hours will be charged for airfield overtime (OT) expenditures. OT charges start at \$100 per hour, per person performing support services, covering the cost of incremental airfield management, aircraft servicing, and fire emergency services. The overtime rate is subject to change, and it is the customer's responsibility to verify the rate prior to services rendered. Overtime will be charged for actual time spent supporting the entire aircraft evolution, to include time for airfield personnel to prepare for and/or recover from aircraft arrival/departure as well as any customer transportation and/or billeting assistance.

b. EAS is a Government owned, contractor operated (GOCO) installation. Aircraft arrivals and departures, regardless of agency, require contracted service support and agencies are responsible to provide reimbursement for the cost of that support. Hence, reimbursement for service fees and overtime are billed and collected via MIPR or other funding documents by PRSC/611 CES Resource Advisor personnel. The contractor does not have the means to collect service fees at EAS via credit card.

c. For commercial aircraft, the air carrier must have a current Civil Aircraft Landing Permit (CALP) on file with the 611 ASUS Airfield Manager, MSgt Christopher Lester, at christopher.lester.2@us.af.mil or 907-552-5282. Submit the CALP to aklandingpermits@us.af.mil a minimum of 21 days prior to flight.

d. For both commercial and military aircraft, contact must be made by flight POCs no later than (NLT) one working day prior to scheduled landing during normal working hours (Mon-Fri 0800-1700L) to request a Prior Permission Request (PPR) number from the site airfield manager so that landing can be authorized IAW FAA flight regulations. For safety, aircraft are restricted to land only during normal working hours except for In- Flight Emergency (IFE) landings. The pilot should verify airfield requirements in the IFR Supplement and review AFI 10-1001 in its entirety prior to departing for EAS. Note that while PPRs may be issued, the customer is responsible for all costs incurred.

e. Personal and contractor owned drones are strictly prohibited. Military drones need to be coordinated with the 611 ASUS Airfield Manager, MSgt Christopher Lester, at christopher.lester.2@us.af.mil or 907-552-5282.

4. A 13-passenger aircraft travels between Joint Base Elmendorf-Richardson (JBER) and EAS on a routine basis. The number of flights per week varies depending on the seasonal demand.

a. Cost of a round trip ticket for both DoD and Non-DoD personnel is \$3,752.

b. Return flights from EAS to JBER are scheduled by the Base Operations Support (BOS) contractor at EAS. To book return seats contact the site, either ross.cook.2.ctr@us.af.mil or matthew.lawson.8.ctr@us.af.mil for information on flight availability. The airfield office can be reached at 907-392-3361. The BOS contractor will also require a copy of either the traveler's Travel Orders or the approved LOA, as applicable.

c. Passengers will only be allowed two bags at 50 pounds each. All bags are not to exceed 62 lineal inches. Carryon luggage is not authorized.

5. Air cargo is shipped to EAS on chartered flights. A cargo flight is scheduled to depart JBER to EAS every other Friday. All air cargo to EAS is processed through the JBER Traffic Management Office (TMO) 773lrs.lgrnc.aca@us.af.mil or 907-552- 2131. It is recommended that cargo is coordinated for shipment at least seven weeks prior to required arrival date. All air cargo departing EAS must be processed through the EAS Aerial Port, that can be reached at 907-392-3361.

a. To hold cargo at EAS, advance coordination with the site Air Field Manager, Mr. Gary Cardullo, is required. He can be reached at gcardullo@asrcfederal.com or 907-392-3361.

b. Storage or Staging Areas - There is limited warehouse space available. An uncovered staging area for equipment and material storage may be available for the duration of the project. The requestor's requirements must be coordinated prior to transporting equipment to EAS.

6. An annual resupply barge is available for contractor use both to and from the island on a space-available basis. The POC for barge support is Mr. Charles DuCharme, charles.ducharme@us.af.mil or 907-552-1898.

7. All personnel residing on EAS will be charged for meals and lodging unless a current Support Agreement with pre-paid man-days is on file. The rate is in accordance with the Defense Travel Management Office for Eareckson Air Station, which is currently \$205.00/day. This can be found at www.defensetravel.dod.mil/site/perdiemCalc.cfm. The form of payment accepted is Visa.

a. Man camps are not authorized on EAS.

8. Refuse Services – There is a limited amount of on-site landfill disposal space available on EAS. The requirements holder, via their associated contracting agency and subsequent contract, shall ensure the contractor is responsible for packaging, processing, and shipping all regulated waste off of the installation unless prior approval for landfill space has been received by the 611 CES Integrated Solid Waste Manager (Mrs. Laura Pevan) and documented in the contractor's awarded contract. Additionally, the contractor shall provide the 611 CES Hazardous Waste Manager (Mr. Donald Haas) with a copy of any existing hazardous waste manifest. Mr. Donald Haas can be contacted at donald.haas.ctr@us.af.mil or 907-552-9766.

9. Power and Water - Electrical power and fresh water is available on the island. Wiring and/or plumbing required at a worksite can be provided by the BOS contractor via a 3rd party agreement.

10. Office space - Limited office space (may or may not contain phone lines) is available for visitor use. This must be coordinated prior to contract award with the EAS PMO. There is a transient office for use available in Bldg 600.

11. Fuel – Available fuel on EAS is either Ultra Low Sulfur Diesel or JP8, with diesel being in limited supply. Fuel is available for purchase on site, with the preferred fuel usage being JP8. Purchasers must have a valid GSA fuel purchase account to purchase fuel. Current fuel price information can be requested from 611th ASUS Fuels Specialist at 611asus/lgrf@us.af.mil.

12. Freezer/Refrigerator – Space may be available for ice packs and sample containers on a non-interference basis, advance coordination with the BOS Contractor is required for access.

13. Medical support – Limited medical care is available on EAS. A MedEvac aircraft will be utilized in

the event of medical issues that cannot be treated on EAS. The MedEvac costs are the responsibility of the requiring agency/contractor.

14. Firearms are strictly prohibited.

15. To obtain support from the BOS contractor, coordination with the BOS contractor is required well in advance of need date. The POC at ASRCC is Mr. Brent Alexander, he can be contacted at BAlexander@asrcfederal.com or 907-531-0900.

16. All base support referenced in this memorandum is available on a non-interference basis. Due to the remoteness and unique situation at EAS, base support availability is subject to change at any time without notice. Visitors must request any support they require far enough in advance to accommodate the significant lead times necessitated by EAS logistics, and depending on the requirement this could mean 8+ months in advance (in the case of barge planning).

17. EAS is an extremely remote location, with frequent inclement weather that precludes air support. There are times when flights are weathered out of EAS and cannot be accessed for multiple weeks at a time, which includes mail delivery. Medical capability on EAS is also very limited. Visitors should ensure that they bring any required medications, to include an additional one month supply. Government agencies and contractor companies must take in to account any personal requirements of their employees recommended to travel to EAS, there are very limited capabilities to accommodate individual needs. There is no cell phone service available at EAS. Phone lines are provided in each office and lodging room. Limited commercial internet is available to purchase upon arrival. EAS is a harsh environment, facilities were built in the 1950s and 1960s, weather conditions can reach the point where all outdoor activities are curtailed and the island is on lockdown, and the personnel on EAS need to be physically and mentally capable of operating in such an environment. PRSC reserves the right to deny access to EAS for personnel and/or remove personnel from EAS.

18. This memo supersedes all previous Eareckson Air Station Base Support Letters.

19. If you have any questions or concerns please contact one of the PRSC EAS Program Managers, Mr. Stephen Heier, at stephen.heier@us.af.mil; office: 907-552-5107; mobile: 907-201-3356, or 2d Lt Donna Borer, at donna.borer.1@us.af.mil; office: 907-552-1187.



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