

**BY ORDER OF THE COMMANDER  
OF THE 51ST FIGHTER WING**

**51ST FIGHTER WING INSTRUCTION  
36-2901**



**19 APRIL 2012**

**Personnel**

**COMMANDER'S POLICIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 36-29, *Military Standards*. It outlines the 51 FW/CC's policies essential to good order and discipline. It applies to: (1) all active-duty members of the U.S. Armed Forces (including active-duty for training) who are assigned to or visiting Osan Air Base, Republic of Korea (ROK); (2) all individuals subject to U.S. military jurisdiction under Article 2(a), Uniform Code of Military Justice (UCMJ); (3) all U.S. citizen civilian employees of the Department of Defense (DOD) and Nonappropriated Fund Instrumentalities (NAFIs) supporting United States Forces Korea (USFK) who are assigned to or visiting Osan Air Base, ROK; (4) all Invited Contractor (IC) employees, as defined in Article XV, subparagraph 1 of the ROK-US Status of Forces Agreement (SOFA); and all personnel afforded status as Technical Representatives (TRs) under the ROK-US SOFA; (5) all dependents of the above individuals; and (6) every other person present on Osan Air Base, unless prohibited by other guidance. Regarding all personnel listed in (3), (4) and (5) above, provisions and procedures set forth in USFKR 600-52, *Civilian and/or Family Member Misconduct*, shall be used in addressing violations of this instruction. The provisions of USFKR 600-52, para. 7, civilian personnel regulations and service directives, and contract requirements, are given priority in the event they conflict with USFKR 600-52 or this instruction. **This is a punitive regulation.** Military members who violate the prohibitions and policies contained in paragraphs 2.2.1, 2.2.2.1, 2.2.2.2, 2.5, 2.6, and 3.3 of this instruction can be prosecuted under Article 92, UCMJ, or any other article of the UCMJ, as appropriate. Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms

managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

### ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include the incorporation of 51 FW/CC policy letters regarding government vehicle usage; Basic Allowance for Subsistence and Essential Station Messing Programs; computer abuse; ration control shelf limits; DoD Priority Placement Program; reappointment of Korean National employees after age 65; facility use and siting; found property; and environmental policy.

## 1. Introduction:

1.1. Purpose. This document provides guidance on 51st Fighter Wing Command policy. This document will be revised as required to ensure continued adherence to specific directives and mission requirements. The OPR for this instruction is the 51st Fighter Wing Executive Officer. Any conflicts with other directives should be brought to the attention of the wing executive officer. Group and squadron commanders and staff agency chiefs will ensure maximum distribution to all assigned personnel.

## 2. Standards:

2.1. Knowledge of and adherence to standards are the foundation of being an Airman in the United States Air Force (USAF). All Airmen are expected to uphold standards and represent the 51 FW and the American people with dignity and respect on and off duty.

### 2.2. Substance Use and Abuse:

2.2.1. Drug Abuse. The Air Force “zero tolerance” policy on drug abuse is straightforward and to the point. The use of illegal drugs, other illegal substances, intoxicating substances other than alcohol or nicotine which are not used pursuant to a valid medical prescription, and controlled substance analogues, is not compatible with service in the Air Force; abuse will not be tolerated and violators will be prosecuted under applicable articles of the UCMJ.

2.2.2. Alcohol Abuse. The abuse of alcohol is inconsistent with good order and discipline. Members who consume alcohol should do so in a responsible manner, which is imperative to maintain the highest state of mission readiness. While there are no objections to wing members drinking alcohol, irresponsible use or abuse carries consequences. Additionally, if any military member witnesses any other military member using alcohol in such a manner or to the point as to endanger the health and safety of the individual or others, actions must be taken to prevent an incident from occurring. This remains at the heart of our Wingman program. Intoxication does not excuse misconduct. If misconduct occurs and alcohol is involved, members will be referred for assessment/treatment through the Alcohol Drug Abuse Prevention and Treatment (ADAPT) program in addition to any action that may be brought under the UCMJ. Abuse of alcohol which is the cause of, results in, or is related to other misconduct, including but not limited to disturbing the peace, is punishable under the UCMJ.

2.2.2.1. Underage Drinking. Wing members under the age of 21 will not consume alcoholic beverages. No one will knowingly serve, provide, or make available alcoholic beverages to individuals under the age of 21. In addition, a person’s age must be verified prior to serving, providing, or making available to them an alcoholic beverage. Violation of this provision by drinking or possessing alcohol under 21 or providing alcohol to an individual younger than 21 is a crime under Article 92, UCMJ.

2.2.2.2. Driving/Biking Under the Influence (DUI/BUI). Drinking and driving/biking is unacceptable. It will be dealt with as a military discipline issue, and where appropriate, will be prosecuted under the UCMJ.

2.3. Equal Opportunity and Treatment. All individuals should be treated equally, with dignity and respect. Discriminatory actions weaken our team and reduce the productivity of our members. Discrimination based on sex, national origin, race, color, religion, and in the case of DoD civilian employees, age, reprisal, disability and genetic information will not be tolerated. Personnel must take immediate steps to resolve any suspected instances of discrimination. The ridicule, abuse or harassment of anyone based on their protected categories or other differences will not be tolerated. Additionally, sexual harassment is illegal, immoral, and will not be tolerated. Report all incidents to your supervisor, first sergeant, commander, or the Equal Opportunity office. If you have any questions concerning the Air Force's "Zero Tolerance" policy, contact the Equal Opportunity office at 784-4848.

#### 2.4. Sexual Assault:

2.4.1. Sexual assault is criminal conduct and violates Air Force Core Values. Sexual assault negatively affects the ability of this wing to focus on mission accomplishment, destroys unit cohesion, and will not be tolerated. The Air Force defines sexual assault as intentional sexual contact, characterized by use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (to include unwanted and inappropriate sexual contact), or attempts to commit these acts. Sexual assault can occur without regard to gender, spousal relationship, or age of the victim.

2.4.2. Commanders at every level will promote a "zero tolerance" policy and will heighten personnel awareness, conduct annual sexual assault prevention training, educate all personnel on how to contact the Sexual Assault Response Coordinator (SARC), and create an environment where victims can report this crime without fear of retribution.

2.4.3. SARC Contact Protocol. Personnel who are sexually assaulted should immediately contact the SARC 24-Hour Hotline at 784-7272 (off base, dial 031-661-7272); SARC cell: 010-8732-2832; or USFK (ROK-wide) Hotline: Dial 158 on base or 0505-764-7000 from off base. Law enforcement should be contacted at 911 or 784-5515 (off base, dial 031-661-5515) in situations where personnel are in danger. Commanders and First Sergeants are encouraged to contact the SARC office at 784-2832 for questions and/or concerns related to sexual assault.

2.4.4. Risk Reduction. Sexual assault is a crime that is under-reported and is often committed by an acquaintance, which makes it more difficult for victims to seek help. All personnel are encouraged to make every effort to minimize their risk by using the Wingman/buddy concept during social activities, drinking alcohol responsibly, if at all, and taking measures to heighten personal security, such as ensuring dormitory rooms are locked.

2.5. Prostitution and Human Trafficking. Engaging in prostitution, pandering, or solicitation of a prostitute is punishable under Article 92 of the UCMJ for failing to obey this guidance and any other applicable UCMJ articles.

2.5.1. Trafficking in Persons (TIP) is the second largest criminal activity in the world. It is defined as the recruitment, transportation, transfer, harboring, or receipt of persons by means of threat, use of force, coercion, abduction, fraud, deception, abuse or exploitation.

TIP is a grave violation of human rights and a worldwide criminal threat to security, civil rights, and stability as well as a direct threat to our national foreign policy goals. Due to the seriousness of the crime, the egregious results in terms of human tragedy, and the disabling impact on our military readiness the AF has established a zero tolerance policy.

2.5.2. In addition to the Air Force's zero tolerance policy, prostitution and TIP are illegal by Korean law. All personnel must respect Korean laws or risk apprehension, trial, and confinement by Korean authorities. All personnel should recognize the indicator signs for prostitution and TIP such as rooms for employees and patrons, money being exchanged for unknown reasons, and the appearance of someone's freedom being restricted. If you see these signs, report them immediately to the Security Forces Squadron at 784-5515. You may also contact the USFK prostitution and TIP hotline at DSN 736-9333 or from off-installation at 0505-736-9333.

2.6. Off-Limits Areas. 51 FW/CC is designated the Area V Commander per USFK regulations 10-2 and 190-50. Area V consists of Osan AB, plus the Collocated Operating Bases (COB), specifically Suwon AB, Cheong Ju AB, Gwang Ju AB, Daegu AB and Gimhae AB. This includes a three kilometer radius around each base. 51 FW/CC has been delegated authority over all military personnel and property to include law enforcement responsibility within these areas. Presence in an off-limits area is a violation of Article 92, UCMJ. The following areas and establishments within Area V are off-limits:

2.6.1. All tattoo parlors and body piercing shops

2.6.2. All houses of prostitution. A house of prostitution is defined as any building or structure where prostitution or the promotion of prostitution (engaging in any sexual activity with another person for a fee) is regularly carried on by one or more persons under the control, management, or supervision of another.

2.6.3. The ROK public streets, roads, and highways during the hours of curfew when established by the ROK Government. Travel during curfew hours is permitted in emergencies or when performing official duties.

2.6.4. Any other establishment/area as ordered by the Area V Commander.

2.6.5. Off-limits areas during emergencies may be established by the 51 FW/CC, Defense Force Commander (DFC), or the Noncommissioned Officer in Charge (NCOIC), 51 SFS/Town Patrol, when there is insufficient time to carryout normal procedures and unsatisfactory conditions warrant immediate action. Emergency sanctions imposed by the NCOIC, Town Patrol will not exceed 12 hours in duration unless ratified in writing by the 51 FW/CC. The DFC will be immediately notified of any off-limits sanctions imposed by the NCOIC, Town Patrol.

### **3. Safety:**

3.1. General Safety. Safety is the cornerstone of the 51st Fighter Wing's daily activities. We must ensure that we can accomplish the mission while protecting our people and resources. Attention to detail and Operational Risk Management (ORM) must be applied by all personnel to every task, on and off-duty. Professional, disciplined operations with effective application of ORM will lead to safe mission accomplishment.

3.2. ORM. Here at Osan, we must be ready to provide maximum combat capability at any time. Mishaps that occur both on and off duty clearly limit our ability to maximize combat capability as personnel and resources may be unavailable to support potential wartime taskings. Commanders will ensure their people are trained in the ORM process using established principles. Instructions and online tools are available to help commanders, supervisors and individuals apply ORM. Contact 51 FW/SE at 784-1842 for assistance.

3.3. Bicycle Safety. All personnel riding bicycles on Osan AB are required to wear an approved bicycle helmet and reflective vest. This requirement is extended to include all family members, retirees, civilian employees, and children riding in carriers on the back of an adult's bicycle. Helmets must be worn with the chinstrap connected. Bicycles are part of the traffic flow, must obey all traffic rules, and are not to be ridden on sidewalks. Violation by a military member of this section is a violation of Article 92, UCMJ.

3.4. Running and Walking Safety. The wear of headphones or earphones while running or walking on installation roadways is strictly prohibited.

3.4.1. Formation Running. Units participating in formation running must provide front and rear road guards. Additionally, units should run with no more than 3-columns (3 abreast). Every vehicle driver will yield the right-of-way to formation running units. Drivers may proceed around formations with extreme caution at a speed not to exceed 10 MPH. Units wishing to run in formation should consult 51 FW/SE for approved running routes.

#### **4. Security:**

4.1. Security. All personnel will be held accountable for maintaining security of the information they work with and their work area. There are many different areas that fall under security including, but not limited to, Physical Security, Force Protection, Communications Security (COMSEC), Operations Security (OPSEC), Computer Security (COMPUSEC), and Emissions Security (EMSEC). Security training is provided to all members concerning these areas upon their arrival. It is essential that security becomes part of your daily routine and that we are all security sensors.

4.1.1. Operations Security. Activities, conversations and communications may provide operational indicators to an adversary, who will use any lapse in sound OPSEC against us. All organizations will forward their unit's Critical Information List to the Osan Air Base OPSEC manager (784-9612). It is the responsibility of each member to know their Critical Information List and how they can protect that information. Authorized shredders must be used to shred all classified and For Official Use Only (FOUO) documents. Shredders should be used to the maximum extent for all other documents. Always be aware of your surroundings and do not discuss information where individuals without a need to know can overhear.

#### **4.2. Identification:**

4.2.1. Common Access Cards (CAC). It is imperative that every military member and their dependents safeguard their CAC. Lost or stolen CAC have a potentially damaging effect on our ability to ensure force protection. Repeated negligence causing the loss of a CAC may result in punitive actions.

4.2.2. Procedures for re-issue. Members who lose their CAC will report to their unit commander to explain the circumstances surrounding the loss. The unit commander or their designated representative must then authorize the replacement of the CAC through a letter to be taken to Security Forces. The member must file a statement with Security Forces about the events surrounding the loss or theft of the CAC. Security Forces will then endorse the commander's letter and the member will then proceed to the MPS for a new CAC.

#### 4.3. Found Property:

4.3.1. Unclaimed lost and found items may be disposed of as follows:

4.3.1.1. Credit cards and other negotiable instruments: destroyed and witnessed by member of Property Disposal Board (contact 51 SFS/S3I for coordination).

4.3.1.2. Money: turned in to 51 CPTS using DD Form 1131, *Cash Collection Voucher*.

4.3.1.3. All others: coordinate with 51 SFS/S3I to facilitate disposition.

4.3.1.4. The Property Disposal Board Members will survey and place a value on all unclaimed property, in writing, with emphasis on converting the property to government use. Items may be turned over to the Airman's Attic, Thrift Shop, any NAF agencies, or destroyed.

4.3.2. The following items must be turned over to 51 SFS/BDOC immediately: weapons; military identification cards; USFK Forms 37 EK, *USFK Pass/ID*; Restricted Area Badges; government issues credit cards; and money in excess of \$100. 51 SFS will then turn over the item to the owning agency.

### 5. Miscellaneous:

5.1. Military Appointments. Scheduled appointments, such as medical, dental, physical fitness testing, in-processing, out-processing and training are mandatory military functions. Supervisors will establish procedures to ensure all appointment times are met. If scheduling conflicts preclude attendance, cancel or reschedule as appropriate and as far in advance as possible.

5.2. Computer Abuse. Government computers are for official business only. Under certain circumstances, your commander can authorize use for educational or morale purposes. Government computers can never be used for entertainment or personal gain. At no time will any government computer be used for the storage of, or retrieval of, pornographic or racially, religiously or sexually discriminatory material. Refer to AFI 33-112, *Information Technology Hardware Asset Management*, for additional details.

5.2.1. Unauthorized USB Devices. All USB devices must be authorized before they are connected to the Osan NIPR and SIPR networks. When an unauthorized device is found on the network, 51 CS will lock the user account and notify the respective Director or Squadron Commander. Before the account is re-enabled, the user must re-accomplish their Information Awareness training and the first O-6 in their chain of command must submit a request to the 51 MSG/CC for approval. Once approved, 51 CS will re-enable the account.

5.3. Family Care Responsibility. While the majority of individuals assigned to the 51st Fighter Wing are here unaccompanied, this does not relieve you of your responsibility to care for your family. You can work with your Commander, First Sergeant, or the Airman & Family Readiness Center to cope with special circumstances. Additional guidance is outlined in 51FWI 40-301, *Family Advocacy Program (PA)*.

5.4. Hazing. There will be absolutely no hazing of any kind. This includes initiations, rites of passage, or alcohol-related requirements.

5.5. Weapons. Osan AB has insufficient armory storage to accommodate privately owned firearms and ammunition. Osan also lacks any capacity to fire privately owned firearms on our combat arms training range. Personnel with permanent change of station orders to Osan or within the jurisdiction of USFK Area V are not permitted to bring to the ROK, or purchase while in the ROK, any privately owned firearm or ammunition. Questions regarding this policy can be directed to Security Forces.

5.6. Leave. USFK policy states that no more than 10 percent of personnel assigned to the ROK can be on leave off-peninsula at one time. Unit Commanders will grant leave in a manner compliant with this policy and ensure their unit can carry out its wartime mission at all times. Airmen should be granted no more than 30 days of ordinary leave during a 12-month short tour. Airmen on 24-month tours may take 30 days of ordinary leave in each year. Under normal circumstances, there is no reason why an individual should lose leave. Leave must start and end in the local area (defined as Osan Air Base).

5.7. Vehicle Usage:

5.7.1. Government Owned Vehicles (GOV) Driving Privileges. All personnel, regardless of rank, may operate GOV after the completion of all applicable testing and licensing.

5.7.2. Parking of GOVs at On-Base Dining Facilities. The following units are authorized to take assigned GOVs to on-base dining facilities identified below:

**Table 5.1. On-base dining facility GOV use**

UNIT	ON-BASE DINING FACILITY
51 SFS (Patrols) 51 CES/CEF (Fire Dept)	Military Dining, AAFES & NAF Facilities (drive through windows not authorized)
51 MXG (Flight Line Units) 5 RS	Back of the Hangar Dining Facility (Military Dining Facilities with passenger carrying vehicles only when Back of the Hangar is closed)

Allowing GOVs to pick up to-go meals is also prohibited except for specific organizations as referenced in AFI 24-301, *Vehicle Operations*, Chapter 3.

5.7.3. GOV Terminal Transportation Policy. GOVs may be used to transport official travelers to or from military or commercial terminals only when:

5.7.3.1. Official non-DOD visitors are invited to participate in DOD activities. At Osan, a General Officer or Wing Commander will extend these invitations.

5.7.3.2. The member is authorized domicile-to-duty transportation.



- 5.7.3.3. An emergency situation or security requirement arises. These requests will be coordinated and validated through LRS Vehicle Operations section.
- 5.7.3.4. Other methods of transportation (DOD scheduled bus service, scheduled public transportation, and commercial taxi) are unresponsive. These requests will be coordinated and validated through LRS Vehicle Operations Section.
- 5.7.3.5. Personnel are required to transport a weapon, either issued, or authorized by the DOD in connection with official funded travel (non-PCS), and the 51 FSS Information Tickets and Travel shuttle cannot be utilized.
- 5.7.4. Misuse. A command and control vehicle authorization does not fall under the domicile-to-duty transportation condition, so these commanders are not automatically authorized terminal support. Any support based solely on rank, position, prestige, or personal convenience is not authorized and may constitute vehicle misuse. Government vehicle misuse is a violation of public law and subjects violators to prosecution and punishment by the Secretary of the Air Force (civilians) or under the Uniform Code of Military Justice (military).
- 5.7.5. Exceptions. Sufficient commercial transportation options exist at this location and are the most cost effective to meet travel requirements to our commercial air terminals (Incheon and Gimpo). In rare cases, where these options may be unresponsive (such as large groups carrying excess baggage), the request can be forwarded to 51 LRS Vehicle Operations for processing. The request must include justification other than for personal convenience; information will be retained for audit and inspection purposes. GOVs permanently assigned to units are not excluded and these requests must also be forwarded. Each request is processed on a case-by-case basis, under its own merits and circumstances; blanket approvals will not be given. Units should coordinate requests with LRS Vehicle Operations section at least 72 hours in advance. Requests will be combined into a single movement if arrival or departure times are within 60 minutes of each other.
- 5.7.6. Military Air Terminals. Military air terminals also fall under this guidance. Personnel will first utilize the 51 LRS DOD-scheduled bus service (base shuttle). When this service is not in operation, two other options are available (commercial taxi and GOV). Between these two, GOV use is more cost effective when the passenger count reaches twelve or more. Also, distance is a consideration; it is only 0.8 miles from the Turumi Lodge to the Air Mobility Command (AMC) terminal. It is reasonable to expect travelers to walk this distance if the weather is fair, they do not have excessive luggage, and the luggage they do have is wheeled and easily transportable. When GOVs are utilized, unit Vehicle Control Officers (VCOs) will maintain a historical record/log for audit and inspection purposes.
- 5.7.7. Inspection Team Requests. Inspection team requests will be processed on their own merits and circumstances. Providing support based solely upon being a member of an inspection team falls under prestige, and is not authorized.
- 5.7.8. Use of Terminal Service. When terminal support is authorized, personnel will ensure any perception of domicile-to-duty is avoided. Terminal service will not be provided to or from private quarters, and the pick-up and drop-off point must be at an

official duty location on the installation. However, when transporting a visiting TDY member, service may be provided to or from assigned lodging, or place of temporary duty, and a terminal.

5.8. Ration Control is in accordance with USFKR 60-1, *Ration Control Policy – Access to Duty Free Goods*. For more information or to check individual rations go to <https://pimsk.korea.army.mil/>

5.8.1. Exceptions to Ration Controls. If members are having a family gathering or unit function and need to exceed their monthly rations, they should provide a written memorandum endorsed by their unit commander to 51 SFS/S5B stating the reason prior to any purchases exceeding their ration amount. Exceptions to the standard shelf limits may be approved by the on-duty sales facility manager.

5.9. Basic Allowance for Subsistence (BAS) and Essential Station Messing (ESM) Programs Policy. In addition to those individuals identified in AFI 34-239, *Food Service Management Program*, the following individuals are authorized to eat in on-base dining facilities:

5.9.1. Commanders and other officers supervising enlisted personnel to evaluate meals and service.

5.9.2. Officers receiving a meal portion of their per diem when authorization is included on their orders. TDY personnel must show a copy of their orders.

5.10. DoD Priority Placement Program. DoD policy is to promote stability of employment for civilian employees affected by manpower requirements and to provide maximum opportunity for placement in other DoD positions. The DoD Program for Stability of Civilian Employment's Priority Placement Program (PPP) minimizes the adverse effects on employees and provides an opportunity for employees to obtain offers of continued employment. 51 FW/CC expects all commanders, agency chiefs, and supervisors to be equally committed and willingly accept qualified displaced employees into your organization

5.11. Reappointment of Korean National (KN) Employees after age 65.

5.11.1. Beyond age 65, KN employees may be reappointed based on USFKR 690-1, *Regulations and Procedures – Korean Nationals*. Any request for reappointment after age 65 will be considered on a case-by-case basis and the approval authority is the 51st Fighter Wing Commander for all KN employees serviced by Osan Civilian Personnel Office. Decisions are final and not subject to appeal or grievance

5.11.2. All reappointments beyond age 65 are restricted to situations when a qualified developmental level replacement cannot be found. The unit may request reappointment beyond age 65 by submitting a request and justification to the Civilian Personnel Office showing the bona fide recruiting efforts including external recruitment of KNs did not produce a qualified developmental-level candidate. The request must be endorsed by the respective Squadron Commander or Wing Staff Agency Director

5.11.3. If a qualified developmental applicant is available, or recruiting actions were not initiated in a timely manner, reappointment beyond age 65 is inappropriate and request will be returned by the Civilian Personnel Office to the originator without action. Subject to funding, the unit may request an overhire position to reappoint the employee for a reasonable period to train the replacement employee (for example, 90 days). Questions

regarding this policy can be directed to the Osan AB Civilian Personnel Office at DSN 784-4434/8177

5.12. Facility Use and Siting. In accordance with Air Force guidance, installation commanders must ensure the effective use of real property (land, building, and infrastructure) under their command. Requests for facility use and siting shall be accomplished through the Facilities Board process managed by 51 CES. Additionally, the Air Force has established a goal to reduce the installation footprint by 20% and the facility sustainment budget 20% by 2020. All organizations will assist in accomplishing these goals by incorporating the following guidelines into the facility use and siting requests

5.12.1. Organizations should attempt to use existing assigned space to accommodate new facility requirements.

5.12.2. Organizations should consolidate their use of space.

5.12.3. Organizations should vacate facilities and areas that are no longer required.

5.13. Environmental Policy.

5.13.1. Osan AB is committed to pollution prevention, compliance with relevant Korean and U.S. environmental requirements, and continual improvement of our environmental programs. Through environmental leadership from our senior leadership team and unit environmental coordinators, and the combined efforts of every individual, Osan AB will honor its commitment to provide sound stewardship of our land, air, and water.

5.13.2. Osan AB uses an Environmental Management System (EMS) framework for setting and reviewing environmental objectives and targets to manage environmental obligations and programs. The EMS Manual is posted on Osan's eDASH website at: The basic tenets of our Environmental Policy Statement include:

5.13.2.1. Compliance with the requirements of USFK PAM 200-1, *Environmental Governing Standards*, is paramount in all we do. Military, civilian, and contractor personnel must remain current with required EMS awareness training and carry out duties in accordance with Environmental Management Plans.

5.13.2.2. Osan AB continually improves its EMS. Continuous updates, reviews, and enhancements improve overall environmental performance and pollution prevention.

5.13.2.3. Compliance with Environmental Policy is the responsibility of every member of the Osan AB community and in accordance with organizational roles and responsibilities. Everyone must understand their role to protect the environment and execute their duties while supporting the mission.

PATRICK T. MCKENZIE, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-29, *Military Standards*, 29 October 2009  
AFI 24-301, *Vehicle Operations*, 1 November 2008  
AFI 33-112, *Information Technology Hardware Asset Management*, 7 January 2011  
AFI 34-239, *Food Service Management Program*, 20 February 2004  
AFMAN 33-363, *Management of Records*, 1 March 2008  
USFKR 60-1, *Ration Control Policy – Access to Duty Free Goods*, 23 May 2011  
USFKR 600-52, *Civilian and/or Family Member Misconduct*, 27 February 2012  
USFKR 690-1, *Regulations and Procedures – Korean Nationals*, 10 February 2011  
51FWI 40-301, *Family Advocacy Program (PA)*, 23 December 2010  
USFK PAM 200-1, *Environmental Governing Standards*, 27 July 2010

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009  
DD Form 1131, *Cash Collection Voucher*, Dec 2003  
USFK Forms 37 EK, *USFK Pass/ID*

***Abbreviation and Acronyms***

**ADAPT**—Alcohol Drug Abuse Prevention and Treatment  
**AFRIMS**—Air Force Records Information Management System  
**AMC**—Air Mobility Command  
**BAS**—Basic Allowance for Subsistence  
**CAC**—Common Access Cards  
**COB**—Collocated Operating Bases  
**COMPUSEC**—Computer Security  
**COMSEC**—Communications Security  
**DFC**—Defense Force Commander  
**DOD**—Department of Defense  
**DUI/BUI**—Driving/Biking Under the Influence  
**EMS**—Environmental Management System  
**ESM**—Essential Station Messing  
**EMSEC**—Emissions Security

**FOUO**—For Official Use Only  
**GOV**—Government Owned Vehicles  
**IAW**—in accordance with  
**IC**—Invited Contractor  
**KN**—Korean National  
**MAJCOM**—Major Command  
**NCOIC**—Noncommissioned Officer in Charge  
**NAFIs**— —Nonappropriated Fund Instrumentalities  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operations Security  
**ORM**—Operational Risk Management  
**PPP**—Priority Placement Program  
**RDS**—Records Disposition Schedule  
**ROK**—Republic of Korea  
**UCMJ**—Uniform Code of Military Justice  
**USAF**—United States Air Force  
**USFK**—United States Forces Korea  
**SARC**—Sexual Assault Response Coordinator  
**SOFA**—Status of Forces Agreement  
**TIP**—Trafficking in Persons  
**TRs**—Technical Representatives  
**VCOs**—Vehicle Control Officers