



Marine Wing Liaison Kadena

1st Marine Aircraft Wing



Aviation Operations Kadena Air Base Okinawa, Japan



MWLK Mission Statement

1st Marine Aircraft Wing

- Marine Wing Liaison Kadena provides comprehensive operational and logistical support to local and deployed U.S. Marine Corps and U.S. Navy squadrons operating at Kadena Air Base (KAB) Okinawa, Japan.
- Facilitates essential liaison with the U.S. Air Force's 18th Wing and the U.S. Navy's Commander Fleet Activities Okinawa (CFAO), which are located aboard KAB.

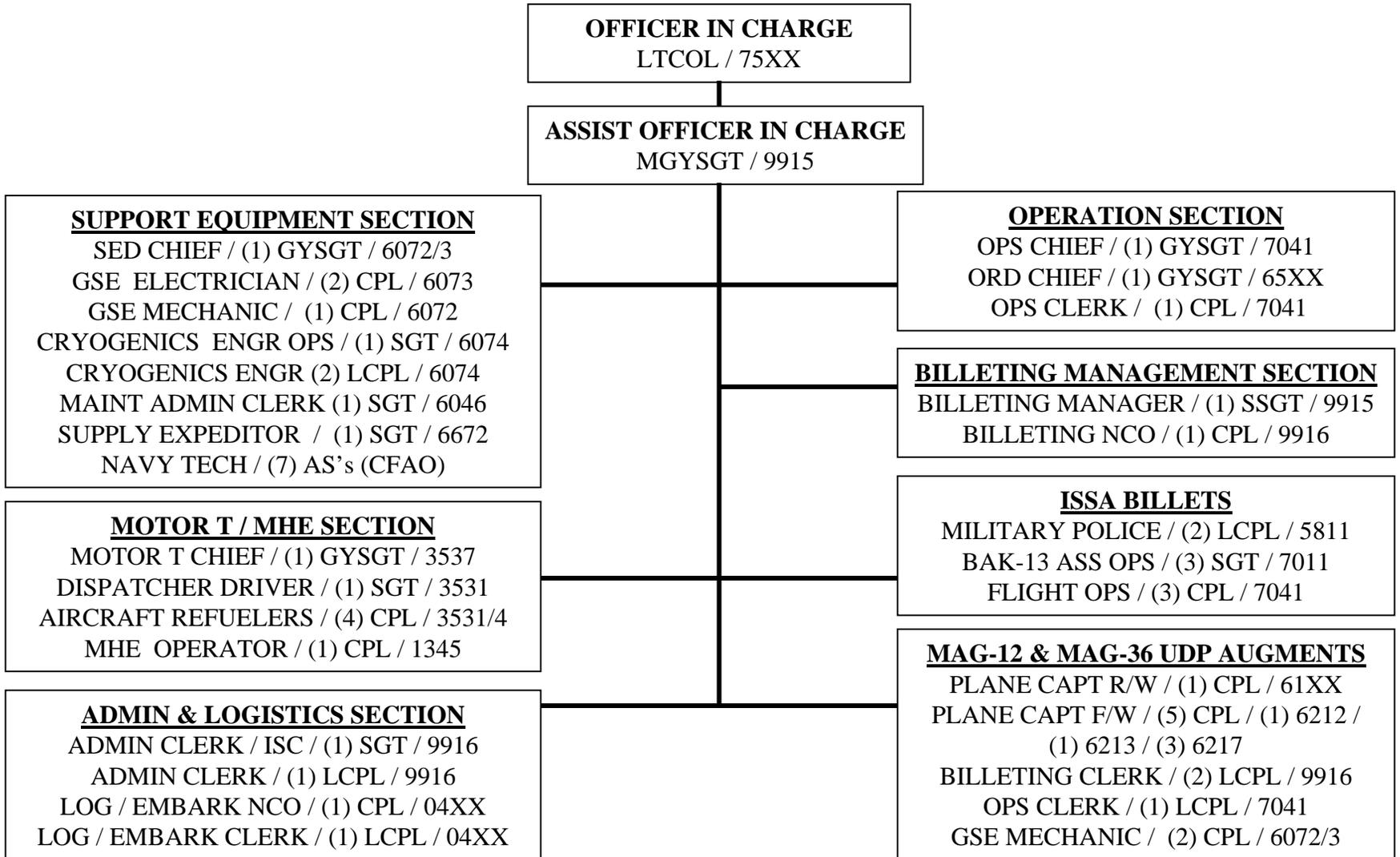




MWLK

Organization Chart

1st Marine Aircraft Wing





Mission Functional Area Support

1st Marine Aircraft Wing

MWLK provides:

- 1. Liaison with 18th Wing for 1st MAW and 7th Fleet aviation related operations**
- 2. Liaison with 18th Wing for 1st MAW and 7th Fleet ordnance related operations**
- 3. Motor Transportation/MHE support to all deployed 1st MAW and 7th Fleet squadrons**
- 4. Support equipment to 1st MAW and 7th Fleet fixed and rotary wing squadrons for day-to-day and contingency operations**
- 5. Aircraft refueling support to deployed and transient 1st MAW and 7th Fleet squadrons including simultaneous hot pit refueling (F-15, FA-18, AV-8B) with USAF fighter squadrons.**
- 6. Logistics/embarkation support and liaison for K-5 Right operations**
- 7. Billeting management support to deployed squadrons aboard KAB**
- 8. Information systems coordination for deployed squadrons**
- 9. Handling of classified material and SIPRNET account access for deployed squadrons**
- 10. Assistance to deployed squadrons with handling hazardous material (HAZMAT)**



Aviation Operations

1st Marine Aircraft Wing

- The operations section is responsible for coordinating all aviation related activities for all 1st MAW and 7th Fleet fixed and rotary wing squadrons.
- Daily assistance and coordination will be provided for such operational activities as flight and range scheduling, ordnance operations, prior permission requests (PPRs), VIP flights and ground transportation requirements.





Aviation Operations

1st Marine Aircraft Wing

- The MWLK operations section will assist with scheduling robust aviation training range activities and provide liaison with 18th Wing fighter squadrons to schedule DACT evolutions.
- MWLK provides (3) MOS 7041 Marines to the 18th Wing base operations section as required by the standing interservice support agreement (ISSA).





Aviation Operations

1st Marine Aircraft Wing

- MWLK provides deployed & transient squadrons with aircraft hardstand parking, flight line access, flight line maintenance facilities and all other flight line related operational requirements.





Customs and Immigrations Operations

1st Marine Aircraft Wing

- MWLK provides (2) MOS 5811 Marines to the 18th Wing customs and immigrations section as required by the standing interservice support agreement (ISSA).





Arresting Gear Operations

1st Marine Aircraft Wing

- MWLK provides (3) MOS 7011 Marines to the 18th Wing barrier maintenance section as required by the standing interservice support agreement (ISSA).
- These Marines augment the duty sections on various shifts to provide arresting gear services during KAB operating hours, 0600 – 2200.





Ordnance Operations

1st Marine Aircraft Wing

- The MWLK ordnance chief provides liaison and coordination between the deployed squadron ordnance section and the 18th Wing and/or Commander Fleet Activities Okinawa (CFAO) ordnance agencies aboard KAB. Many liaison and coordination functions are required to ensure safe and effective conduct of ordnance delivery to the many ranges surrounding Okinawa.





Ordnance Operations

1st Marine Aircraft Wing

- The MWLK ordnance chief is responsible for providing policy clarification, ordnance regulations enforcement, coordination for use of the munitions upload / download areas, and ensuring ordnance is armed / de-armed in accordance with U. S. Air Force procedures.





Ordnance Operations

1st Marine Aircraft Wing

MARINE WING LIAISON KADENA ORDER P8600.2H

Provides information and direct actions regarding aviation ordnance operations by deployed units aboard Kadena Air Base.

Must read and totally comply with this order and Air Force Manual 91-201 Explosives Safety standards to ensure there is no international incidents.

- **ORDNANCE/EXPLOSIVE ORDNANCE STORAGE**
- **ORDNANCE LOADING SPOTS**
- **AIRCRAFT ARMING AND DEARMING**
- **HUNG ORDNANCE AND GUN JAMS**
- **FUELING AND HOT REFUELING**
- **ORDNANCE LOAD SPOT REQUEST**
- **MOVEMENT OF ORDNANCE OF KADENA AB**
- **DESTRUCTIVE WEATHER/INCLIMATE WEATHER PROCEDURES**



Motor Transport Operations

1st Marine Aircraft Wing

- The MT section provides government and commercial vehicles to visiting squadrons as requested per the deploying unit's deployment support request (DSR).





Motor Transport Operations

1st Marine Aircraft Wing

- The MWLK MT section provides continuous dispatcher services and preventative maintenance for all GOV/GME assets.





Logistics Operations

1st Marine Aircraft Wing

- The MWLK MHE section supports deployed squadrons with movement of cargo and pallets for air embarkation/debarkation.
- MHE is limited at MWLK, therefore prior notification of specific MHE support requirements should be identified in the deploying unit DSR to ensure availability.
- The MWLK MT/MHE chief will coordinate with other 1st MAW units for augmentation of MHE beyond the MWLK table of equipment (T/E).





Logistics Operations

1st Marine Aircraft Wing

- The MWLK logistics section will assist deployed squadrons by coordinating cargo movement with 3rd FSSG's K-5 Right located at KAB.





Aircraft Refueling Operations

1st Marine Aircraft Wing

- MWLK provides fixed and rotary wing refueling support to 1ST MAW deployed and transient squadrons operating at KAB.
- Aircraft refueling is available during KAB operating hours, 0600 – 2200.
- Due to limited MT refueler operators at MWLK, augments will be requested from MAG-12 & 36 when more than one squadron is deployed to KAB simultaneous.





Aircraft Refueling Operations

1st Marine Aircraft Wing

- Aircraft refueling for transient aircraft can be requested via the MWLK transient aircraft and personnel support request (TAPSR) form. The TAPSR will also provide an approved prior permission request (PPR) for arrivals and departures at KAB. The MWLK operation section will coordinate TAPSR requests with 18th Wing base operations.
- Hot pit refueling operations are authorized at KAB. A minimum of 72-hours notice upon arrival of deploying squadrons is required to coordinate logistics and operational requirements for hot pit operations.
- Simultaneous hot pitting with F-15 aircraft can also be conducted with 18th Wing fighter squadrons.





Transient Aircraft Personnel Support Request (TAPSR)



1st Marine Aircraft Wing

TRANSIENT AIRCRAFT AND PERSONNEL SUPPORT REQUEST (TAPSR)

This MWLK request is for USMC / USN aircraft operating at Kadena Air Base. The data provided here is required for a Prior Permission Request (PPR) and basic transient support. Failure to provide data could result in denial of flight to KAB. POC: MWLK Operations DSN 634-1317, 634-2079.

Section: 1		Date:	Squadron:	Departing from: _____ - RODN - _____	T/A APPROVAL:				
Squadron POC:		E-Mail:	DSN:	FAX:	OPS APPROVAL:				
DD/ETA(L)	DD/ETD(L)	TYPE OF ACFT / QTY	CALL SIGN	TAIL #	PPR #	PARKING #	FUEL QTY	OVERNIGHT (RON)	REMARKS
								<input type="checkbox"/> Yes <input type="checkbox"/> No	
								<input type="checkbox"/> Yes <input type="checkbox"/> No	
								<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section: 2 Additional Support Request

A. Request aircraft refueler support on arrival.	DATE	FUEL QTY	TIMES	FUELING SUPPORT
B. Request training range airspace see Tab (A). MWLK OPS is at DSN 634-2079.	DATE	ETD	ETR	APPROVAL
C. Request transient aircrew transportation. <input type="checkbox"/> VAN <input type="checkbox"/> SEDAN, O5>	LIC#	DRIVER	APPROVAL	
D. Request ordnance support see Tab (B). MWLK ORD is at DSN 632-6175.	<input type="checkbox"/> PRE REQUESTED	APPROVAL		
	<input type="checkbox"/> REQ ATTACHED TO TAB (A)			
E. Request 18th Wing Course Rules Brief. MWLK OPS is at DSN 634-2079.	REQ. DATE	REQ. TIME	APPROVAL	
F. Request Red Carpet service for DV's / O6> onboard air craft.	DV CODE	LAST NAME		

Section: 3 Information / Special Instructions

- Contact Kadena Base Ops when call signs, arrival or departure times change. Failure to do so will result in a CANX of PPR. 18th Wing Base Ops is at DSN 634-3118.
- KAB Weather Office is at DSN634-3140 / 2710.
- Local sorties conducted by transient aircrews will be supported by the 18th Wing T/A Line only after prior approval thru MWLK operations section at DSN 634-1317/2079.
- Aviators must attend a Course Rules brief prior to conducting any local flight operations within the Okinawa Ranges (locals). CG 1st MAW mandated.
- All requests for transient aircrew transportation must be accompanied by a valid SOFA license #. The use of the transient aircrew vehicles will be coordinated with the OPS section at DSN 634-1317 / 2079.
- Habu Hilton Billeting Office is at DSN 634-0677.
- Request aircrew shuttle by contacting 18th Wing Shuttle Service at DSN 634-0604.

Section: 4 MWLK Remarks

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TAPSR Instructions

1st Marine Aircraft Wing

1. The TRANSIENT AIRCRAFT AND PERSONNEL SUPPORT REQUEST (TAPSR) is an MWLK request form for coordinating transient USMC / USN aircraft arrivals and departures at Kadena Air Base (KAB). The shaded area of **section 1** and the entire **section 4** of this form are for "**MWLK use only**". **Section 1** information includes the approved PPR number and A/C parking spot, which will be filled in by the MWLK operations section. All TAPSR PPRs are approved by 18th Wing Base Operations but will be processed for approval thru MWLK, with the exception of requests forwarded after hours or during holidays and weekends. These requests are called in directly to 18th Wing Base Ops by the requesting unit. The Aircraft parking spot section of the request will be coordinated with the 18th Wing Transient Alert (T/A) Line by MWLK to ensure adequate support will be available from the T/A Line to park and service A/C. During periods of high volume transient air traffic, requests may be denied, but that is the exception. Transient squadrons are required to complete **sections 1 and 2** of the TAPSR form to ensure; arrival / departure PPRs have been approved, T/A Line support is available and MWLK is alerted to all functional area support requirements for the sortie/s. The MWLK operations section will coordinate with all 18th Wing organization POCs listed on the TAPSR, with the exception of the 18th Wing shuttle and weather service. All TAPSRs must arrive for processing at the MWLK operations section by COB the last working day prior to weekends and holidays and no later than 24 hours prior to requested arrival. **Section 3** provides important additional information and special instructions.

2. This form will be the required to request support for transient aircrew activities at KAB. The TAPSR must be submitted via email to the MWLK operations section. The POC at the MWLK Operations section is CPL Wade (operations clerk / email: Dustin.Wade2@kadena.af.mil). The TAPSR is not used by squadrons deployed to KAB.

3. TAPSR section instructions:

a. Section 1 will be completed by the requesting unit to include:

- > The squadron name, ETA & ETD (local) KAB, the aircraft ICAO location prior to arrival KAB and departure ICAO. Not to include sorties.
- > A/C type and # of A/C, A/C call sign/s, Tail #, fuel requirement (estimation), i.e. 10K, 250 gal. and RON request.

b. Section 2 will be completed by the requesting unit to include:

- > Complete Boxes (A) thru (F) to notify MWLK functional area support is required.
- > Contact POCs listed in this section to coordinate your functional area support requirements.
- > Complete Box A for requesting all A/C refueling, annotate quantity, date and times locally. If additional refueling is needed annotate in Section 1 remarks.
- > Complete Box B to request aviation training range airspace and submit Tab (A) located at the bottom of the spread sheet to the MWLK Operations Clerk.
- > Complete Box C to request the transient aircrew van or sedan from MWLK, (sedan use is available for 0-5 and above. A valid SOFA license number is required and must be delivered by hand or faxed to MWLK OPS at 632-6193.
- > Complete Box D to request ordnance load spots and submit Tab (B) located at the bottom of the spread sheet to the MWLK Ordnance Chief.
- > Complete Box E to receive the 18th Wing course rules brief. This is a CG 1st MAW mandated brief for all aircrews conducting local flights out of KAB.
- > Complete box F to receive Red Carpet service.

c. Section 3 provides information and special instructions.

d. Section 4 is for 'MWLK use only' and will provide POCs that approved specific requests.

4. The TAPSR will be forwarded back to the requesting unit by the MWLK operations section upon final approval of all functional area support requested!

5. If you have any questions contact the MWLK operations section at 634-1317/2079.



Support Equipment Detachment Operations

1st Marine Aircraft Wing

- The MWLK SED provides support equipment to 1st MAW and 7th Fleet fixed and rotary wing squadrons for day-to-day and contingency operations.
- A reciprocal support role has been established between 1st MAW and AIMD Misawa for support of U.S. Navy P-3 UDP squadrons at KAB.
- Support equipment requirements are requested via the deploying squadron DSR.





Support Equipment Detachment Operations

1st Marine Aircraft Wing

- The SED mission requires a variety of common support equipment (SE) and weapons support equipment (WSE) to be staged and maintained at KAB. SED is a scheduled and minor maintenance/repair activity with limited support equipment end items.





Billeting Management

1st Marine Aircraft Wing

- The MWLK billeting management section is responsible for coordination and arrangement of officer and enlisted billeting for deployed squadrons while operating at KAB. Billeting requirements are coordinated with the Navy Combined Bachelor Housing (CBH) office by the MWLK billeting manager.





Billeting Management

1st Marine Aircraft Wing

- MWLK has priority in utilizing BOQ 521 and the 1st MAW transient BEQ at buildings 1449 and 1450. The Navy CBH office will provide overflow billeting to MWLK in the Navy BEQ on request, based on availability.
- The MWLK billeting manager will outsource billeting as required at other bases and civilian establishments on Okinawa.





Information Systems Coordination

1st Marine Aircraft Wing

- The MWLK ISC will provide computer assistance for deployed squadrons upon arrival at KAB.
- Guidance on computer set up and taking the required competency test prior to connection through the 18th Wing LAN will also be provided upon check-in.





Handling of classified material and SiproNet accounts

1st Marine Aircraft Wing

- The MWLK security manager will provide deployed squadrons with safes for storage of classified material and equipment.
- The requirements for proper security rest with the visiting squadron and will be monitored by the MWLK Security Manager to ensure compliance with WgO 5510.5E.
- MWLK will provide liaison with 18th Wing Communications Squadron for access of SiproNet accounts.





MWLK Facilities

1st Marine Aircraft Wing

- MWLK provides world class facilities with state of the art computer infrastructure to deployed squadrons. Hangar # 3 provides such amenities as two large briefing/ready rooms and over 20 crew briefing/office spaces with voice/data/fiber optic connectivity.





MWLK Facilities

1st Marine Aircraft Wing

- MWLK's hangar # 3 provides a large 24,739 square foot bay area for aircraft maintenance activities.
- The entire hangar bay is equipped with a pneumatic tool drive system.





MWLK Facilities

1st Marine Aircraft Wing

- MWLK also provides a flight line maintenance building with state of the art computer infrastructure, maintenance bays, and a large flight equipment check area.





MWLK Facilities

1st Marine Aircraft Wing

MWLK Facilities Improvements Initiatives 2003 – Present

Completed renovations:

Project

Unit funds

Amount

- Hangar #3 (bldg. 762) exterior painting
- Hangar #3 maintenance bay painting
- Hangar #3 office spaces renovation
- Compressors systems for Hangar #3 and flight line maintenance building (bldg 3440)
- Hangar #3 Ready/ Briefing Room
- Office furniture (whole office concept)
- Computer infrastructure upgrade for Hangar #3 and flight line maintenance buildings
- Hangar #3 repair and resurfacing of roof
- Flight line maintenance building repair and resurfacing of roof
- MT building (T768) painting and repair
- Hangar #3 air conditioning system upgrades
- SED building (bldg 3669) powered aluminum shutter doors
- Flight line maintenance building bay doors and personnel doors
- Installation of cable TV in Hangar #3 Ready/ Briefing Rooms and SED (building 3669) lounge
- SED building interior bay painting
- Flight line maintenance building painting
- MT building light fixture replacement

18 th Wing	40K
CFAO	200K
CFAO	100K
1 st MAW	30K
CFAO	20K
MCB Property	200K
MCB G-6	100K
18 th Wing	80K
18 th Wing	60K
18 th Wing	40K
18 th Wing	40K
18 th Wing	60K
18 th Wing	80K
18 th Wing	Contract Fee
18 th Wing	20K
	30K
18 th Wing	20K

Renovations in progress:

Project

Unit funds

Amount

- Hangar #3 door rebuild project work will go Oct 05 – Feb 06

18 th Wing	400K
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Total
1.52 Mil



MWLK Contingency Operations

1st Marine Aircraft Wing

- MWLK provides aviation support for 1st MAW real world contingency and typhoon evacuation operations.





Real World Contingency Operations

1st Marine Aircraft Wing

- MWLK provided liaison and embarkation/logistics support for the HMH-465 short-notice deployment to Operation Iraqi Freedom II in February 2004.





MWLK support to 7th Fleet

1st Marine Aircraft Wing

- MWLK provides operations, logistics, and facilities support to 7th Fleet Carrier Air Group deployments to KAB.





MWLK ISO

Carrier Air Group-5

- MWLK provided support to Carrier Air Group-5 while deployed from the USS Kitty Hawk in March 2004.





MWLK ISO

MCAS Futenma Runway Closure

1st Marine Aircraft Wing

- MWLK provided support to VMGR-152 and H&HS Futenma during the closure of MCAS Futenma runway.





MWLK

Specified / Implied tasks

1st Marine Aircraft Wing

- **USAF & USN LNO / interface at KAB**
- **On call to 18th Wing battlestaff**
- **On scene focal point at KAB for III MEF**
- **USMC billeting and dining facilities coordinator for deployed squadrons**
- **USMC / USN aircraft flight line parking and maintenance facilities**
- **Operations liaison with 18th Wing for flight and range scheduling requirements**
- **USMC / USN deployed sqdn office spaces**
- **Hangar bay for A/C repair / typhoon evacuation**
- **USMC ordnance coordinator:**
 - **Up-load / down-load**
 - **Arming / de-arming area control**
 - **Coordination with CFAO & 18th Wing**
- **Coordinator for ground transportation & logistical support for deployed & transient squadrons**
- **Admin / computer connectivity support (limited)**
- **Aviation and ground logistics material support**
- **USMC transient aircraft / aircrew support & services**
- **PMO & customs support to 18th Wing per ISSA**
- **Arresting gear services to 18th Wing per ISSA**
- **Liaison for all USAF / USN airfield operations**
- **MT & MHE (tactical & commercial vehicles) support for deployed and transient squadrons at KAB**
- **Deployed squadron / detachment HAZMAT disposal coordinator**
- **Support equipment staging area for deployed and transient USMC / USN squadrons**
- **Coordinator for USMC MCCA, USN MWR, and USAF 18th Services requirements**
- **Provides support to other services as required**



1st Marine Aircraft Wing

Discussion / Questions