



VISITING DETACHMENTS

Welcome Aboard Naval Station Jacksonville, Florida!

We hope your stay with us is enjoyable and productive. Your operational requirements and objectives are of our utmost concern, and we would like to be able to assist you in any way possible. If you have a problem, concern, or need, please feel free to contact us here at the Operations Department. The Detachment Coordinator is the AFM Division. Mr. Doug Chaney or Mr. Winston Rogers are the points of contact. (904) 542-3955 or 3942

Attached to this letter you will find various enclosures, which should assist you during your stay at NAS Jacksonville. Enclosure (1) Standard Operating Procedures, Enclosure (2) Detachment Spaces Guidelines, Enclosure (3) Points of contacts, Enclosure (4) Detachment parking, and Enclosure (5) Detachment Survey.

On behalf of the Commanding Officer and Executive Officer enjoy your stay here at Naval Air Station Jacksonville, Florida.

Very Respectfully,

Mark "Lumpy" McManus
CDR USN
Operations Officer

From: NAS Jacksonville Operations Detachment Coordinator
To: Visiting Detachment

Subject: SOP AND POC AT NAS JAX FOR DETACHMENT OPERATIONS

1. This document has been prepared to assist you in planning the various elements of your detachment here at Naval Air Station Jacksonville. It contains guidelines and points of contact of each of the elements from NAS Jacksonville that will be involved in your exercise. All phone numbers listed are DSN. Commercial equivalent is (904)542-XXXX.

2. Points of Contact if requesting In Briefs and/or Out Briefs:

- a. CO, CAPT Roy Undersander DSN 942-2334
- b. XO, CAPT Howard Wannamaker DSN 942-2336
- c. Ops Officer, Commander Mark McManus DSN 942-4552
- d. Airfield Facilities AFM, Doug Chaney DSN 942-3955
- e. Airfield Facilities DAFM Winston Rogers DSN 942-3942
- f. Detachment Coordinators Mr. Jim Lentini and Joe Vanderheiden DSN 942-5434
- g. Operations Duty Officer DSN 942-2511

3. Logistics Request:

Include the following addressees when submitting a LOGREQ:

TO: NAS JACKSONVILLE FL//000/001/030/031//
PWC JACKSONVILLE FL
FRCSE JACKSONVILLE FL/N6
INFO: COMNAVREG SE JACKSONVILLE FL//N3/N3A

**** If unable to send LOGREQ through Naval Message System, email request to mail to: douglas.chaney@navy.mil or winston.rogers@navy.mil

4. Detachment/Facilities and Aircraft Parking

a. The Airfield Facilities Manager will assign available hangar and aircraft parking space on a first come first served basis. Detachments working with the attached wing commands will be directed to the appropriate wing operations and maintenance master chiefs.

- 1) HSMWING MMCPO - 942-4366
- 2) PATWING MMCPO - 942-2171

b. Detachments are responsible for trash removal and cleaning of facilities prior to departure. Detachments should make arrangements for contracted cleaning services if unable to maintain spaces with visiting personnel.

c. All personnel operating vehicles on airport movement areas (runways and taxiways) are required to carry a valid airfield vehicle license at all times. Field familiarization training is available on request at 942-2517/2516.

d. All HAZARDOUS MATERIAL REQUESTS are handled by NAS JAX Supply Dept. contact: Suanne Lee at DSN 942-3129. Any Hazardous Waste issues are handled through Airfield Facilities contact: Joe Vanderheiden at DSN 942-3955.

5. Air Traffic Control

a. The NAS JAX Air Traffic Control division will provide radar approach, tower, and ground control functions. A course rules brief is required for visiting dets. The POC for a brief can be reached at DSN 942-2546/2511. Please coordinate at least 48 hour prior

b. In an effort to better serve our customers and help detachments operate efficiently, a daily flight schedules is requested at the beginning of the day. Flight schedule may be faxed to base operations at DSN 942-2514. Base Operations will forward the flight schedule to ATC, weather, fuel farm, FACSFACJAX, AIMD, AFM, Fire Dept., and the transient line.

c. To schedule the use of the Combat Aircraft Loading Area (CALA) contact the ODO at DSN 942-2511/2512

6. FRCSE JAX Support

a. POC for maintenance support is CDR Duane Decker at 904-790-5393 or (301) 247-7726

b. POC for SE pool (checkout/troubleshooting) is DSN 942-5617.

c. POC for SE Production Control is DSN 942-5144/1578.

c. Detachments are responsible for completion of initial requisitions for Support Equipment in the LOGREQ.

d. All personnel checking out or operating support equipment (SE) shall be licensed to operate that equipment and shall be on the monthly maintenance plan (MMP) or an authorized user list maintained at FRCSE Support Equipment Department, (AIMDJAX).

e. Detachments will be issued SE and assigned a designated area on the ramp to store equipment. Any additional equipment needed must be checked out at FRCSE Support Equipment Dept. Equipment assigned to station transient line or tenant commands is not to be used without permission of activity it is assigned to.

f. Detachments bringing their own SE to NAS Jacksonville are requested to bring associated maintenance records for that equipment if scheduled maintenance will be performed by FRCSE. SE should be marked in such a way that separates it from equipment belonging to FRCSE and identifies the activity responsible for it.

g. FRCSE JAX should be notified immediately of any equipment malfunctions to ensure it is repaired quickly and returned to service.

7. Weapons

a. POC for weapons related questions can be reached at DSN 942-3337/8/9.

b. The NAS JAX NMC Weapons Department will provide weapons materials and weapons support equipment based on requisition submitted by the CVW or authorized agent.

c. Detachments are responsible for completion of initial requisitions for ordnance and weapons support equipment. Last minute changes shall be limited and will only be accommodated on a case-by-case basis.

d. Detachments shall provide sufficient personnel to build all ordnance required for operations. Weapons department will not be responsible for building required ordnance.

e. Detachments are responsible for acceptance and prompt return of weapons SE to ensure efficient turnaround for continued operations.

8. Transportation

a. Government Vehicles (buses, vans, cargo trucks, etc.) are available for issue from Facilities Team Southeast Department at PWC Jacksonville. Arrangements should be handled separately from the LOGREQ and can be made with Frank Rogers at DSN 942-2461.

b. Enterprise Rent-A-Car is located on base at the air terminal and will provide on-base vehicle delivery and return. They can be reached at (904) 772-7007.

9. Fire Department/Crash, Fire Rescue

a. Detachments should contact the Fire Department prior to arrival to arrange aircraft emergency egress procedures familiarization with local Crash, Fire and Rescue crew.

b. Detachments with aircraft that do not match station assigned aircraft must bring necessary aircraft slings so that they may be crane-lifted in the event of a mishap.

c. Arrangements and additional questions should be addressed to the Fire Chief at DSN 942-3719 ext. 11.

10. Parking

a. POV parking at all facilities is extremely limited. It is recommended that detachments arrange adequate vehicles and drivers to move large amounts of personnel to and from billeting/galley to relieve parking congestion at these facilities.

11. Security Department (Pass and ID)

a. Valid flight line badges must be displayed while inside the flight line boundary. A badge is also required to access the automated flight line access gates.

b. The Airfield Facilities Manager will issue badges to each squadron for the duration of the exercise. These badges will be accounted for by each squadron and must be returned prior to departing after the exercise. POC can be reached at DSN 942-3176.

c. All lost, damaged or stolen flight line badges shall be reported immediately (within 24 hours) to the Airfield Facilities Manager.

12. Supply Department

a. Billeting will be assigned on base as available. Overflow billeting will be placed in hotels located outside the main gate.

1) It is requested that billeting be handled separately from other correspondence. Point of contact for billeting arrangements is Beverly Nix at DSN 942-3138.

b. Galley hours are as follows:

0630-0830	1) Breakfast M-F 0600-0730 Sat, Sun, Holiday
1030-1230	2) Lunch M-F 1100-1300 Sat, Sun, Holiday
1600-1730	3) Dinner M-F 1630-1800 Sat, Sun, Holiday

c. Box Lunches are available upon request; POC is DSN 942-8597.

d. Handling of inbound materials should be as follows:

1) All inbound materials shipments use CRIF N00207 (NASJAX).

2) All material will be received at Bldg. 111 door 24 to be picked up by detachment.

3) Logistics Beach Det office will be located in Bldg. 110 door 28.

4) The POC for questions DSN 942-2485.

e. Fuel dispatch POC 542-3906.

f. All IT internet/intranet question contact Mr. Terrence Marshall at DSN 942-5553.

g. Hangars/Office spaces have DSN and local access only. If long distance is required please contact Mr. Terrence Marshall at DSN 942-5553.

h. HAZMAT material can be obtained at Hazardous Material locker. To check the availability of required items call DSN 942-3129.

13. Security Manager

a. The Security Manager is responsible for issuance of SIPRNET hard drives, classified safe combinations, STE telephones, and base access for foreign nationals.

b. Base access for foreign nationals requires:

1) Completed form NASJAXINST 5510.3

2) Copy of Invitational Travel Orders (ITO) or authorization message from Navy International Programs Office (IPO).

3) Copy of passport photo page

c. Arrangements for issuance of SIPRNET hard drives, classified safe combinations and secure telephone should be made with the Airfield Facilities Manager at DSN 942-3176. The POC for all other questions pertaining to security is the NAS JAX Security Manager, Mr. Bernardo Santana, at DSN 942-3954. Fax is DSN 942-5495.

14. FACSFACJAX

a. FACSFACJAX is the scheduling authority for special-use airspace and the Pinecastle, Rodman, and Lake George weapons ranges. The POC for scheduling can be reached at DSN 942-2028.

b. A range brief **is required** prior to using weapons ranges. Contact FACSFACJAX to arrange a brief at DSN 942-2026.

c. A distribution list to include the e-mail addresses and phone numbers of key players should be provided to Pinecastle Operations to ensure timely updates when schedule changes occur. Additionally, if scoring information is desired, a POC with e-mail, phone and fax number must be provided to Pinecastle operations. POC can be contacted at (352)759-3184. FAX (352)759-2944.

d. A Special-Use Airspace brief is available upon request. The POC for scheduling can be reached at DSN 942-2254.

e. All questions pertaining to special-use airspace and scheduling weapons ranges should be directed to FACSFACJAX. Do not call the weapons ranges directly.

f. FACSFACJAXINST 3000.1F Operations manual is available on-line at (CAC enabled)
<https://usff.portal.navy.mil/sites/cnal-cmds/facsfacjax/default.aspx>. Click on the Operations tab to find this instruction.

15. Any other questions may be referred to the Airfield Facilities Manager at DSN 942-3176/3942.

Respectfully,

Douglas Chaney
Airfield Facilities Manager

Enclosure (1)



Detachment Space Guidelines



1. **Please do not move the furniture.** Facilities damage occurs to the floors and walls, not to mention the physical stress on the furniture itself. The furniture laid out meets minimum standards for all DOD detachments (Air Force, Army, etc). Please help us in this endeavor.
2. If additional furniture is required, please contact AFM at 542-3176/3955. We will try our best to assist you in any way possible.
3. Phone and fax lines are provided for your use with full capability, which also includes commercial long distance. Any long distance calls will be charged to your command through our supply. It is the responsibility of the Officer in Charge to ensure no misuse of the phones occurs.
4. Working spaces, hangars deck heads and trash receptacles will be cleaned daily and a complete field day upon the departure of your detachment. An acceptance inspection will be conducted prior to turnover back to the Detachment Coordinator.
5. Cleaning Supplies (i.e. paper towels, toilet paper, etc) are provided for your use. Contact the Detachment Coordinator for replenishment at 542-3955/3176.
6. Detachment will be held responsible for any facility or furniture damage.
7. All support equipment must be checked out and returned to AIMD GSE prior to departure, along with all government vehicles to Public Works Transportation.
8. Limited parking is provided at hangar 116.
9. Government vehicles will be allowed to park on the flight line, along the fence line to the southeast side of hangar 116. No vehicles or equipment will be parked in front of the hangar.
10. Explosive hazardous materials contact the Weapons Department at 542-3339.

11. HAZMAT and HAZWASTE will be disposed through AFM. POC is Mr. Vanderheiden or Mr. Lentini at 542-3955/3176.
12. Any painting must require approval from the Detachment Coordinator.
13. Radios hand held must be checked in and out through GEMD, at 542-3303.
14. FOD sweeping is conducted daily, however if additional sweeping is needed contact AFM at 542-3955/3176. After hours contact the ODO at 542-2511/2512. After hours sweeping will be a minimum two-hour delay for operations of the sweeper and overtime cost involved.
15. Please do not adjust the air conditioning controls. It is a balanced pneumatic system and any adjustment will disable the entire system.
16. The use of the crane in hangar 117 is prohibited. To use crane please contact AFM.
17. Secure all non-essential hangar lighting if not in use.
18. Please complete an Airfield Facilities Detachment customer survey, to help us better service the fleet in the future.



DETACHMENT SUPPORT TELEPHONE LIST

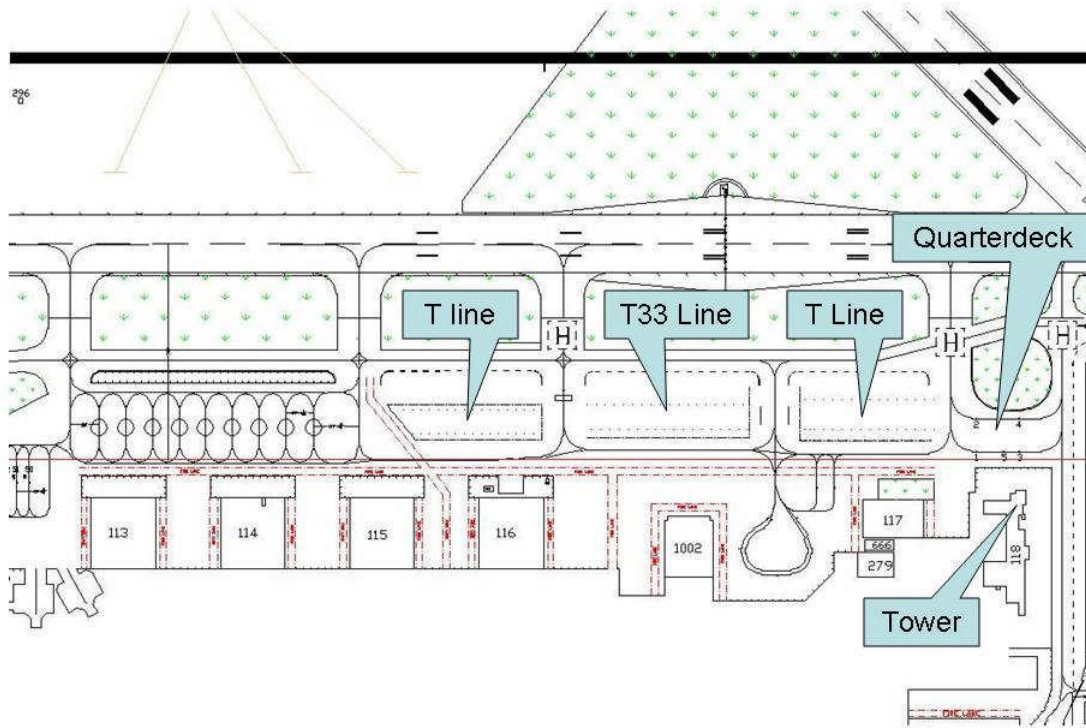


Emergency/ Fuel Spill 911

	Place	Telephone Number	Services Provided
1	AFM	542-3176/3942/3955 Fax 542-5237	DET Coordinator/Airfield Facilities
2	Dewey's (Food/Pizza)	542-3900	Food & Beverage
3	Base Ops (ODO)	542-2511	Flight Planning/Ops. Duty Officer
4	BEQ	542-8195/6	Enlisted Billeting
5	BOQ	5421-3138/9	Officer Billeting
6	Enterprise Rental	904-770-7007	Rental Cars
7	Environmental	542-2717 x 138 Fax 542-3858	Hazardous Waste
8	Fire Dept.	542-3719 x 11 Fax 542-3659	Fire Extinguishers, Aircraft brief and Hot Work Chits
9	Fuel Farm	542-3906 Fax 771-8704	Aircraft Fuel
10	GEMD	542-2687	Radios
11	Gutter Ball Grill	542-3295	Bowling Alley & Food
12	FACSFAC	542-2028	Siprnet access
13	FRCSE Support Equip	542-4484 Fax 542-3188	Support Equipment
14	FRCSE Liaison/Hush-House	542-2101/2406	(Military Services Officer)
15	HAZMAT	542-3129 Fax 542-8254	HAZMAT issue and turn in
16	Mulligan's	542-2936	Golf Course & Dining
17	Navy Exchange	777-7285	
18	PAO	542-5588 Fax 542-1534	Press release
19	PWC	542-5979 Fax 542-4315	HAZMAT barrels
20	Regional Dispatch	542-4844/8681/3109	
21	Security	542-2668/1586	Security
	Mrs. Sally Day	542-1470	Flight Line Passes
	Bernardo Santana	542-3954	Security Manager
22	Supply	542-1176 Fax 542-1103	
	Galley	542-8597	
23	T-Line	542-3843	
24	Telephone Line	542-2736	Phone Bills
25	Transportation	542-2461 x 3722	Government Vehicles
26	Weapons	542-3337/8/9	



Detachment Parking





Airfield Facilities Detachment Survey



From: NAS JAX Airfield Facilities Manager and Detachment Coordinator

To: Detachment Officer in Charge _____
(Squadron)

Dates of your detachment at NAS JAX _____

Our goal is to provide you and your detachment with the best possible service available anywhere in the fleet. Please take a few moments to complete this survey so that we may improve our services for your next visit and other Fleet Detachments.

1. Were your assigned detachment spaces and aircraft parking ramp space adequate to perform your mission?

Circle one: N/A Worst 1 2 3 4 5 6 7 8 9 10 Best

Comments:

2. Did the services provided to you by the Airfield Facilities Personnel meet your requirements and expectations?

Circle one: N/A Worst 1 2 3 4 5 6 7 8 9 10 Best

Comments:

3. Were all of your HAZMAT and HAZWASTE requirements fulfilled?

Circle one: N/A Worst 1 2 3 4 5 6 7 8 9 10 Best

Comments:

4. Were all of your NMCI and ADP requirements fulfilled?

Circle one: N/A Worst 1 2 3 4 5 6 7 8 9 10 Best

Comments:

5. Were your ATC Course Rules Brief and Weather Briefs sufficient to meet your mission requirements?

Circle one: N/A Worst 1 2 3 4 5 6 7 8 9 10 Best

Comments:

6. Did your Messing/Berthing and Transportation Services meet your expectations/requirements?

Circle one: N/A Worst 1 2 3 4 5 6 7 8 9 10 Best

Comments:

7. Were all of your Security and secure stowage requirements sufficient to support your mission?

Circle one: N/A Worst 1 2 3 4 5 6 7 8 9 10 Best

Comments:

Please utilize the below space to make any comments that you feel would enhance the services and/or facilities provided to you during your stay. Thank you for your time and patience!

Douglas L. Chaney
Airfield Facilities Manager

Enclosure (5)