



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND
JOINT BASE MCGUIRE-DIX-LAKEHURST**

09 November 2018

MEMORANDUM FOR All Joint Base McGuire-Dix-Lakehurst Organizations

FROM: JB MDL/CC

SUBJECT: Hosting Events on Joint Base McGuire-Dix-Lakehurst (JB MDL)

1. This memorandum provides policy for organizations wishing to host events on JB MDL that require resource support and JB MDL Commander's (JB MDL/CC) approval.
2. Organizations will submit an initial notification request (memorandum) to the JB MDL/CC at a minimum of six (6) months prior (or earliest date possible) to the proposed event start date. The request will identify the following:
 - a. Resources/Support Required: Facilities, transportation, billeting, dining options, communications, Protocol (Distinguished Visitors), etc.
 - b. Foreign Nationals/Aircraft (if applicable): Number of attendees and number of aircraft

The JB MDL/CC may grant tentative approval after reviewing initial support requirements.

3. Once a tentative approval is granted, the hosting organization will provide an Event Concept Brief to the JB MDL/CC 90-days prior to the event start date (see attached checklist). The JB MDL/CC may grant final approval of the request at this time based on the information presented in the brief.
4. Update briefs will be given monthly (as required) to the JB MDL/CC or designated representative with a final brief provided 14 duty days prior to the event start date.
5. If you have any questions or need additional information, please contact my point of contact for this topic, 87 ABW/XPO at (609)754-1308/0445, 87ABW/XP@us.af.mil. Thank you for your time and consideration.

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NEIL R. RICHARDSON, Colonel, USAF
Commander

Attachment:
JB MDL Hosting Events Checklist

Joint Base McGuire-Dix-Lakehurst (JB MDL) Hosting Events Checklist

Pre-Concept Brief Event Checklist for Hosting Events		
Item	Action	Yes / No
1	Initial notification request submitted? (to 87 ABW/CCE or 87 ABW/CCS)	
2	Was Significant Events/Strategic calendar checked and are requested dates of event acceptable? (once approved, add event to calendar)	
3	Was JB Senior Leadership notified of the event? (WARNORD)	
4	Were taskers requested and sent out for an Action Officer, Assistant/Alternate Action Officer, translator/interpreter, support details, escorts, etc.?	
5	Was initial briefing to JB MDL/CC scheduled?	
6	Is Transportation required?	
7	Is Lodging/Billeting support required?	
8	Is Dining/Mess Facility support required?	
9	Is Communications support required?	
10	Are additional facilities required?	
11	Was AFOSI notified; is a security assessment required?	
12	Was 87 SFS/S5X (Antiterrorism) notified; is a vulnerability assessment required?	
13	Is Protocol support required?	
14	Is Public Affairs support required?	
15	Will there be Foreign Nationals attending the event?	
16	Will there be a requirement for Foreign Aircraft to land at JB MDL?	
17	Are incentive flights scheduled for the event?	
18	Are static displays and/or hangar space required for the event?	

Note: Should an Action Officer be tasked to execute a Special Event on short notice, the checklist should be ran in its entirety.

90 Duty Days Out From Event				
Item	Action	Date Requested	Date Received	Approved / Disapproved
1	Submit a list of potential Distinguished Visitors (DVs) to 87 ABW Protocol.			
2	Submit initial estimate of how many individuals will be arriving to JB MDL via ground transportation and how many will be arriving by aircraft (landing at JB MDL) to 87 ABW/XP.			
3	Notify 87 SFS/S5X (Antiterrorism) if the event exceeds 300+ DoD personnel and family members on-base and 150 DoD personnel off-base. The AT Office is required to conduct/coordinate a vulnerability assessment; this includes tenant agencies from the JB. Contact the Installation AT Office at (609) 562-5362, 87abw.ato@us.af.mil .			
4	Submit initial Transportation Plan. Plan will include the type and number of vehicles needed and how individuals will be moved around the installation.			
5	Submit initial Lodging Plan. Are individuals lodging on-base or off-base? (Foreign Nationals are required to stay off base.)			

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6	Submit initial Dining/Feeding Plan. Plan will include requests for the use of on-base dining facilities or other establishments, menu choices, dietary restrictions, type of set-up/layout, headcounts, payment for meals, etc.			
7	Submit initial Communications Support Plan. Plan will include location, bldg./room number, ports to be utilized, and number of systems requested. (Foreign Nationals do not have access to our networks.)			
8	Submit request for approval of incentive flight for Foreign Nationals. (if applicable)			
9	Submit request for static display(s) and/or hangar space. (if applicable)			
10	Submit initial Escort Plan. (if applicable)			
11	Submit request for a photographer.			
12	Submit request for translators/interpreters. (if applicable)			
13	Provide a tentative schedule of events (dates, times, and location of events that will be held and a primary schedule of what will be occurring during the event).			

Between 90 and 45 Duty Days Out From Event

Item	Action	Date Requested	Date Received	Date Completed
** If foreign nationals will be attending this event complete the following:				
1	Provide a list of Foreign Nationals expected to attend the event to 87 ABW/XP.			
2	Schedule a meeting with both the 87 ABW Foreign Disclosure Officer (FDO) and the 87 ABW Foreign Visitor and Aircraft Request Coordinators for a briefing on the requirements for hosting an event that involves Foreign Nationals.			
3	Receive a briefing from the 87 ABW FDO on the requirements for the hosting agency to provide required escort officers for any Foreign Nationals attending the event.			
4	Schedule a meeting with 87 ABW Protocol to discuss any DVs that might be attending and if there is a gift exchange (if applicable).			
5	Schedule a meeting with AFOSI on any specific country limitations and what foreign nations can see and be briefed on.			
6	Meet with the Managers of the BX and Commissary to determine the requirements for individuals attending the event to use the facilities. (Foreign Nationals are currently not authorized to use the BX and Commissary.)			

Joint Base McGuire-Dix-Lakehurst (JB MDL) Hosting Events Checklist

Item	Action	Date Requested	Date Received	Approved / Disapproved
1	Submit Transportation request to 87 MSG/CC. (as applicable)			
2	Submit on-base Lodging facilities request to 87 MSG/CC. (as applicable)			
3	Submit on-base Dining facilities request to 87 MSG/CC. (as applicable)			
4	Submit Communications Support Request to 87 CS MSG/CC. (if applicable)			
5	Submit AAFES/Commissary facilities request to 87 MSG/CC. (as applicable)			
6	If the JB MDL/CC's presence is requested for the event, submit request to 87 ABW/CCE.			
7	Identify uniform requirement(s).			
8	Provide an updated schedule of events, to include detail on facilities to visit, sites that will be visited, incentive flights, etc., to 87 ABW/XP.			
9	Provide an updated list of Foreign Nationals that will be attending the event to the 87 ABW FDO.			
10	Submit a list of escort officers and interpreters/translators and schedule the required escort training with the 87 ABW FDO.			
11	Schedule meetings with AT and Safety to have a Risk Assessment conducted. (as applicable)			
12	If Foreign Nationals will be attending the event, official visit and aircraft landing requests will need to be initiated no later than 40 duty days out from the event start date.			

30 Duty Days Out From Event

Item	Action	Date Requested	Date Received	Approved / Disapproved
1	Provide an updated schedule of events to 87 ABW/XP.			
2	Brief final Transportation Plan.			
3	Brief final Lodging Plan.			
4	Brief final Dining Plan.			
5	Brief final Communications Plan.			
6	All Official Foreign Visit Requests (FVRs) should have been submitted through the attendee's embassy by this point.			
7	All Diplomatic Clearances should have been submitted through the embassy if there is a requirement to land an aircraft at JB MDL.			
8	All Escort training should be scheduled.			
9	Coordinate with Protocol for e-invites to be sent out.			
10	Coordinate with Protocol to develop script and sequence of events.			

Joint Base McGuire-Dix-Lakehurst (JB MDL) Hosting Events Checklist

14 Duty Days Out From Event (Final Briefing for JB MDL/CC)				
Item	Action	Date Requested	Date Received	Date Completed
1	Work with 87 ABW FDO/FVR Coordinator to ensure that all FVRs have been received, processed, and approved.			
2	Work with the 87 ABW FAR Coordinator to ensure that all landing requests have been submitted.			
3	Finalize any DVs that will be attending the event with 87 ABW Protocol.			
4	Finalize Lodging, Dining, and Transportation.			
5	Finalize Communications Support.			
6	Ensure all assigned escorts have been identified and trained through the 87 ABW/XP.			
7	Provide briefing material to the 87 ABW FDO to ensure that the material being presented has been cleared for release to foreign nationals.			
8	Develop an Escort Plan and submit to 87 ABW/XP.			
9	Develop Contingency Weather Plan and submit to 87 ABW/XP.			
10	Develop a Contingency Plan for running late/ending early and submit to 87 ABW/XP.			
11	Develop Special Events EAL and submit to 87 ABW/XP. (if applicable)			

Joint Base McGuire-Dix-Lakehurst (JB MDL) Hosting Events Checklist

10 Duty Days Out From Event				
Item	Action	Date Requested	Date Received	Approved / Disapproved
The following will need to be provided in order to obtain final JB MDL/CC approval:				
1	Final Transportation Plan.			
2	Final Lodging Plan.			
3	Final Dining Plan, headcounts, and payment.			
4	Final Communications Support and number of requested systems.			
5	Final AAFES/Commissary Plan.			
6	Final list of attendees.			
7	Final list of nations that will be attending.			
8	List of all escorts and interpreter/translators that will be used during the event. (Escorts must be used anytime the visitors are on JB MDL.)			
9	Final Schedule of Events. (Itinerary)			
10	Final uniform requirement(s).			
11	Final list of sites to be visited.			

12	Memo from 87 ABW FDO stating that the information to be presented to visitors is in compliance with all disclosure requirements. (Briefers will all need to be briefed on what they can and cannot brief if there are Foreign Nationals attending the event.)			
13	A list of all Foreign Nationals that will be required to land at JB MDL and a memo from the 87 ABW FAR Coordinator stating that the aircraft has been approved to land.			
14	87 ABW/XP will submit the Special Events Entry Access List (EAL) to SFS Welcome Center.			
15	Coordinate with Protocol to finalize RSVPs, numbers, and meal choices.			
16	Coordinate with Protocol to finalize script, sequence of events, and gift exchange. (if applicable)			
17	Develop a communications list (name and numbers) of all key players and disseminate to those players.			
18	Schedule a final coordination meeting with all key players, briefers, escorts, support details, translator/interpreter, etc.			

Joint Base McGuire-Dix-Lakehurst (JB MDL) Hosting Events Checklist

2 Duty Days Out From Event				
Item	Action	Date Requested	Date Received	Date Completed
1	Conduct a dry run and final checks of the entire event.			
2	Check weather forecast and plan accordingly.			
3	Verify audio/visual equipment is set-up and working.			
4	Conduct a connectivity check with all systems requested.			
5	Ensure reserved parking signs are in place.			

Contact List

87 Air Base Wing Commander's Exec (87 ABW/CCE)
609-754-0870 87ABW.CCE@us.af.mil

87 Air Base Wing Commander's Secretary (87 ABW/CCS)
609-754-0871 87ABW.CCS@us.af.mil

87 Air Base Wing Public Affairs (87 ABW/PA)
609-754-2104 PA.STAFF@us.af.mil

87 Air Base Wing Protocol (87 ABW/CCP)
609-754-2405 87ABW.CCP@us.af.mil

87 Air Base Wing Plans and Programs (87 ABW/XP)
609-754-1308/0445 87ABW.XP@us.af.mil

87 Air Base Wing Foreign Disclosure Officer (87 ABW/FDO)
(Foreign Visitor (FVR)/Aircraft (FAR) Coordinators)
609-754-1308/0445 87ABW.XP@us.af.mil

AFOSI Detachment 307
609-754-2731 afosi.det307.cc@us.af.mil

87 Security Forces Squadron (87 SFS/S5X (Antiterrorism))
609-562-5362 87abw.ato@us.af.mil

87 Mission Support Group Commander (87 MSG/CC)
609-754-3455 305MSG.CC@us.af.mil

87 Communications Squadron Commander (87 CS/CC)
609-754-3311 305CS.CC@us.af.mil

87 Security Forces Squadron Commander (87 SFS/CC)
609-754-2052 305SFS.CC@us.af.mil