

51st Fighter Wing



Osan Air Base

Newcomers' Support Package

OPR: 51 MSG/CCC, 784-5104

OCR: 51 FW/DS, 784-7442

Executive Summary

Since the beginning of the COVID-19 Global Pandemic, Osan Air Base has centralized numerous functions related to the reception, transportation, and quarantine of personnel. As vaccination has allowed for the introduction of working quarantine, it is time to shift back to a decentralized method of delivering these services, enabling units to care for their own members and bringing them into their teams more quickly.

The 51st Mission Support Group, with members from within the Fighter Wing, formed a COVID-19 Rebalancing Working Group to challenge assumptions and processes we have been utilizing to manage COVID-19 to gain efficiencies and normalize operations. As a result of this working group, the processes contained in this document places ownership on individuals, sponsors, sections, flights, and unit leadership teams.

These process changes were coordinated with the Medical Group to minimize COVID transmission risk and were approved by the 51st Fighter Wing Commander. These processes will be updated as required, and may expand to incorporate additional processes in the future as conditions allow.

Contents of this package

This package is divided into three sections:

Section 1: COVID Support Procedures.

These procedures outline how newly arrived members will be supported during their first 14 days at Osan AB. Responsibilities of members, sponsors, and Unit Command Teams are spelled out in checklist format to ensure all parties understand how to comply with COVID mitigation procedures. These procedures should be provided to newly assigned inbound members, leave/TDY returnees, sponsors, and Command Teams.

Section 2: Osan Air Base Newcomer Information

This information packet should be provided to inbound personnel as soon as possible to allow them to prepare for their PCS or TDY to Osan AB. Unit Command Teams and sponsors should familiarize themselves with this information, as units are the primary source of information for inbound members.

Section 3: Sponsor Information

This section is intended to assist sponsors in their duties of welcoming new members to Osan AB. Unit Command teams should also familiarize themselves with this information.

51st Fighter Wing



Section 1

COVID-19 Support Procedures

OPR: 51 MSG/CCC, 784-5104

OCR: 51 FW/DS, 784-7442

Billeting - “Plane to Pillow” Program

Unaccompanied Personnel (E-1 to E-4)

NET 30 days but NLT 7 days prior to arrival, **Command Rep** input members information into Unaccompanied Housing (UH) Gains Roster located on 51 CES Housing Office SharePoint <https://usaf.dps.mil/sites/osan/51FW/51MSG/51CES/CEHO/SitePages/Gains%20Rosters.aspx>
 NLT 7 days prior to arrival, **Command Rep** updates CCC-19 inbound tracker with new member’s information

UH Room Assignment POC will coordinate with Sponsor/Command Team for Dorm Room

- The **Sponsor/Command Rep** must obtain alternate accommodations if a room assignment is not received within 3 duty days prior to arrival from the UH Room Assignment POC (DSN 784-2952)
- **Sponsor/Command Rep** will make lodging reservations with Turumi Lodge

Day of arrival, **Sponsor/Command Rep** meet member at Osan PAX terminal and transport member to permanent/temporary billeting location

- Entrance to the passenger terminal, for the purpose of greeting new arrivals, will be restricted to the sponsor and command team for the unit. Command team is defined as the Unit Commander, Senior Enlisted Leader, and First Sergeant. This restriction will help minimize crowding in the terminal and minimize the risk to passenger terminal personnel. Furthermore, parking at the passenger terminal is very limited; command teams and sponsors are encouraged to carpool to the maximum extent practical.
 - **Members** WILL NOT use taxis or public transportation until receiving a negative Day 1 test
 - **Sponsor/Command Rep** places Quarantine notice on new members door if permanent room assignment
 - **Sponsor/Command Rep** ensures new Airmen has basic needs for first 72 hours
 - Day of arrival, **member** starts quarantine cycle
 - Vaccinated members will be allowed to walk to the Dining Facility to obtain hot meals to-go on the first day they arrive at Osan.
 - Unvaccinated members are restricted to their designated quarantine location until released on/about Day 10. **Units** are responsible for delivering food to these members
- On the first duty day after release from quarantine, **member** is required to make contact with ADL to complete all in-processing requirements if housed in permanent location

Unaccompanied Personnel (E-5 to E-9 & O-1 to O-6)

***Occupancy rate of 95% or greater must be maintained in Bldg. 499 at all times for members to have an option to reside off base. ***

Command Rep contacts Bldg. 499 Airmen Dorm Leader (ADL) to find out if occupancy rate will drive member to reside in Bldg. 499

- If occupancy rate is below 95% the inbound member will reside in Bldg. 499
- If occupancy rate is above 95% the member has an option to reside on base in Bldg. 499 (if room is available) or off base.

If member desires to live in Bldg. 499 the **Command Rep** will NET 30 days but NLT 7 days prior to arrival input the members information in the designated Unaccompanied Housing (UH) Gains Roster located on 51 CES Housing Office SharePoint

NLT 7 days prior to arrival, **Command Rep** updates CCC-19 inbound tracker with new member's information

Bldg. 499 ADL will coordinate with Sponsor/Command Team for Dorm assignment and Dorm Packet

- The **Sponsor/Command Rep** must obtain alternate accommodations if a room assignment is not received within 3 duty days prior to arrival from the ADL
- **Sponsor/Command Rep** will make lodging reservations with Turumi Lodge

Day of arrival, **Sponsor/Command Rep** meet member at Osan PAX terminal Transport member to permanent/temporary billeting location

- Entrance to the passenger terminal for the purpose of greeting new arrivals will be restricted to the sponsor and command team for the unit. Command team is defined as the Unit Commander, Senior Enlisted Leader, and First Sergeant.
- **Members** WILL NOT use taxis or public transportation until receiving a negative Day 1 test
- **Sponsor/Command Rep** places Quarantine notice on new members door if permanent room assignment
- **Sponsor/Command Rep** ensures member has basic needs for first 72 hours
- Day of arrival, **member** starts quarantine cycle
- Vaccinated members will be allowed to walk to the Dining Facility to obtain hot meals to-go on the first day they arrive at Osan.
 - Unvaccinated members are restricted to their designated quarantine location until released on/about Day 10. **Units** are responsible for delivering food to these members.

If member is housed in Bldg. 499, on the first duty day after release from quarantine, **member** is required to make contact with ADL to complete all in-processing requirements.

Accompanied Personnel

Occupancy rate of 98% or greater must be maintained in Grade specific Family Towers for members to have an option to reside off base.

NLT 30 days prior to arrival **Sponsor/Command Rep** coordinate with Housing Office for housing availability. (**Member**, if they so choose, may initiate contact to the Housing office upon notification of assignment to Osan)

- If housing is available, reserve housing unit
- If housing is unavailable, reserve lodging while member awaits house hunting

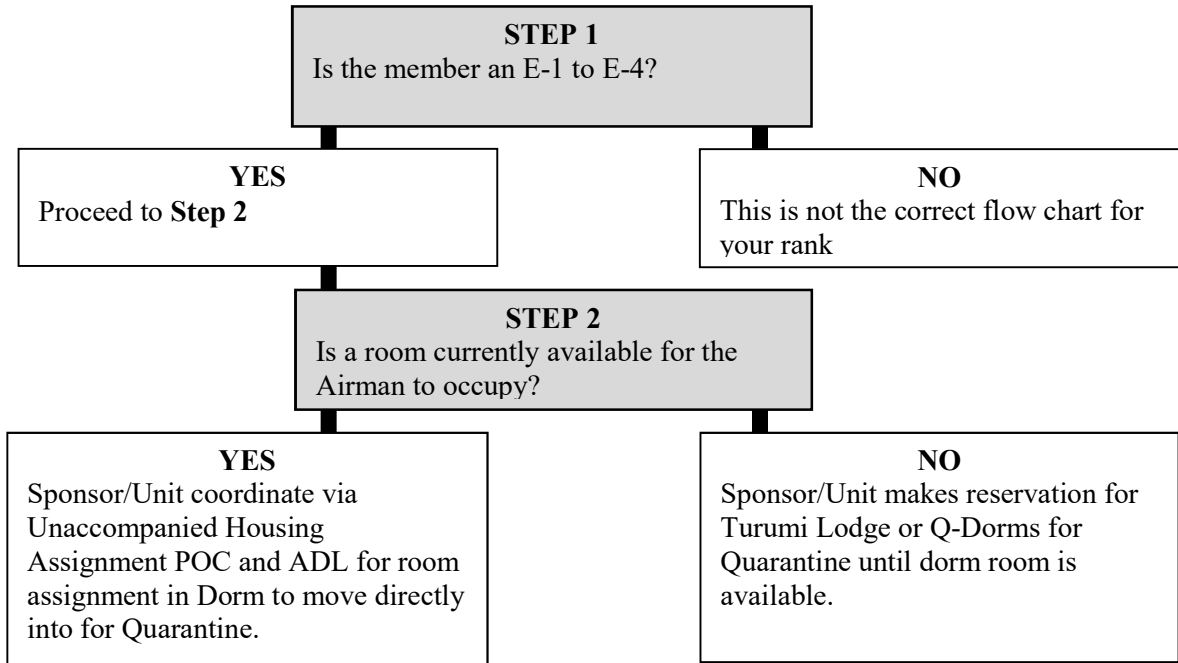
NLT 7 days prior to arrival, **Command Rep** updates CCC-19 inbound tracker with new member/family information

Day of arrival, **Sponsor/Command Rep** coordinate room location/key pick up with Housing Office or Turumi (TLF) and transport member/family to permanent/temporary billeting location

- Entrance to the passenger terminal for the purpose of greeting new arrivals will be restricted to the sponsor and command team for the unit. Command team is defined as the Unit Commander, Senior Enlisted Leader, and First Sergeant. This restriction will help minimize crowding in the terminal and minimize the risk to passenger terminal personnel. Furthermore, parking at the passenger terminal is very limited; command teams and sponsors are encouraged to carpool to the maximum extent practical.
 - **Members/family** WILL NOT use taxis or public transportation until receiving a negative Day 1 test
 - **Sponsor/Command Rep** places Quarantine notice on new members door if permanent room assignment
 - **Sponsor/Command Rep** ensures member has basic needs for first 72 hours
- Day of arrival, **member and family** start quarantine cycle

COVID-19 Unaccompanied Inbound Flow Chart (E-1 to E-4)

(All Unaccompanied E-1 to E-4 must be input onto the Dorm Gains Roster)



Important Contacts:

Dorm Gains Roster (located on 51 CES Housing Office SharePoint)

<https://usaf.dps.mil/sites/osan/51FW/51MSG/51CES/CEHO/SitePages/Gains%20Rosters.aspx>

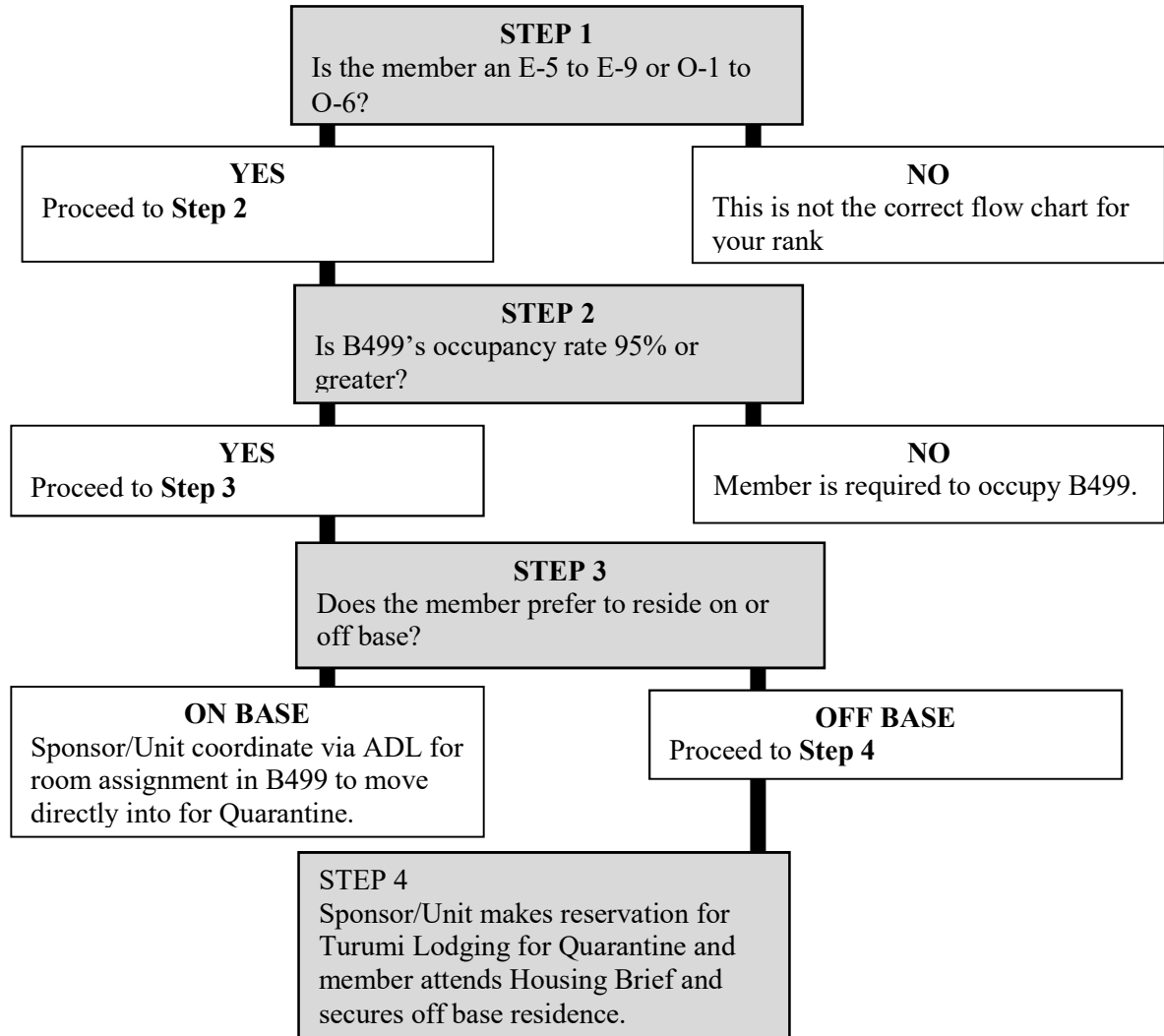
UH Room Assignment POC DSN 784-2952

Turumi Lodge DSN 784-1844

Quarantine Dorm POC DSN 784-3336

COVID-19 Unaccompanied Inbound Flow Chart

(E-5 to E-9 & O-1 to O-6)



Important Contacts:

Dorm Gains Roster (located on 51 CES Housing Office SharePoint)

<https://usaf.dps.mil/sites/osan/51FW/51MSG/51CES/CEHO/SitePages/Gains%20Rosters.aspx>

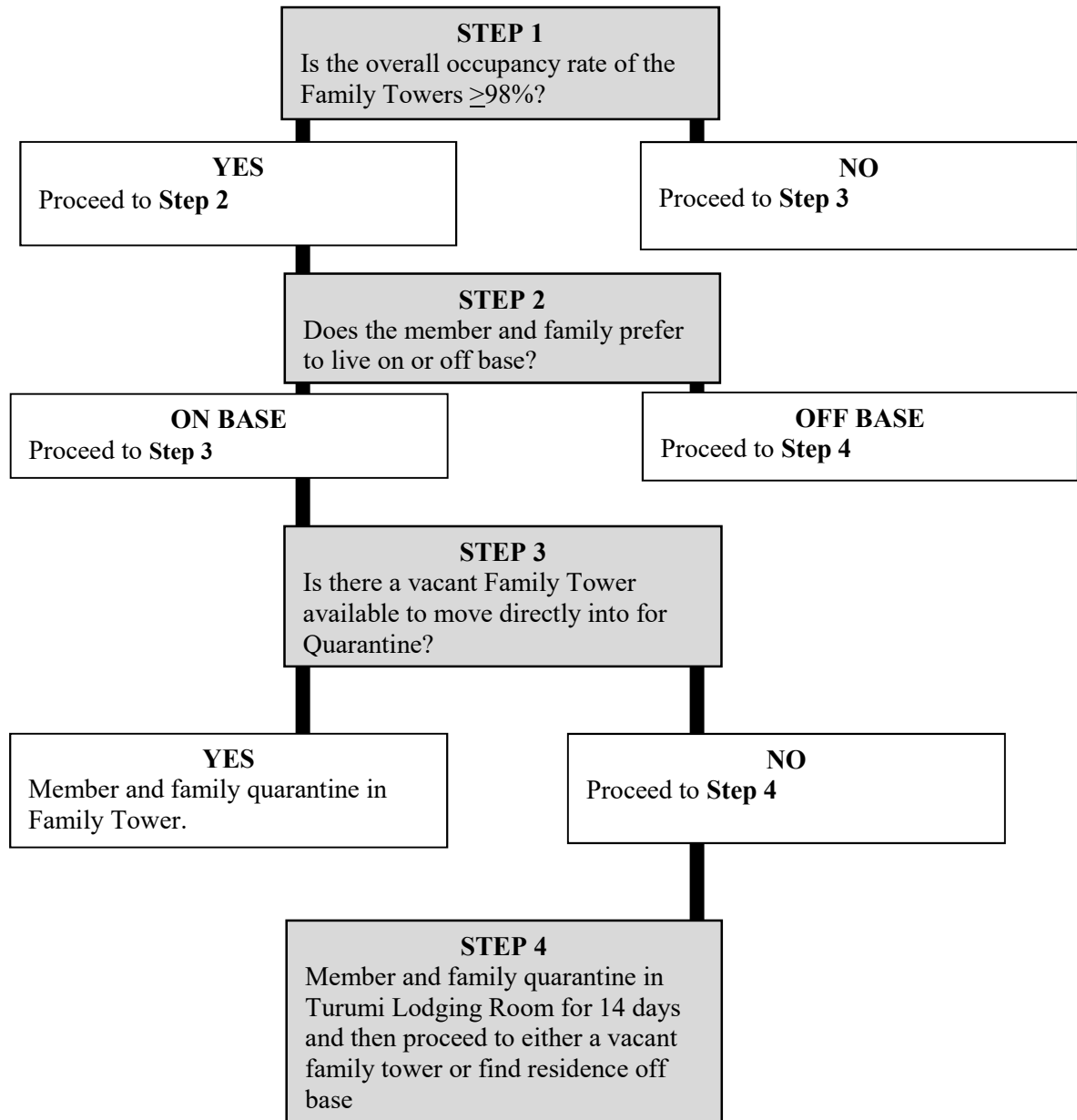
UH Room Assignment POC DSN 784-2952

Turumi Lodge DSN 784-1844

Quarantine Dorm POC DSN 784-3336

COVID-19 Accompanied Inbound Flow Chart

(All steps must be coordinated with Housing Office)



Important Contacts:

51 CES Housing Office DSN 784-1840

Turumi Lodge DSN 784-1844

Food Operations for “Plane to Pillow” Program

Newly Assigned Airmen, Essential Station Messing (ESM – “Meal Card” Eligible)

- **Sponsor** will obtain ESM Registration Form from their Unit ESM Rep. This form can be emailed to the inbound member for them to fill out and return to the sponsor prior to arrival at Osan AB.
 - E-1 to E-4 are mandatory for ESM (unless approved to receive BAS by Sq/CC)
 - E-5 and E-6 may be on ESM, but may opt out
 - E-7 and above are not eligible for ESM
- **Sponsor** provides their Unit ESM Rep the completed ESM Registration form for members that will reside permanently on base.
- **Unit ESM Rep** emails the completed ESM Registration form to the Base ESM Monitor NLT 2 business days prior to the members’ starting on ESM.
 - Base ESM Monitor: Ms. Ji Young Lee at 784-8494 or ji_young.lee.kr@us.af.mil.
 - Members not pre-registered for ESM may face lengthy delays at DFAC checkout, or will have to pay cash for their meals until registered
- **Base ESM Monitor** uploads the members’ information into the Dining Facility system.

Meals for Vaccinated Members

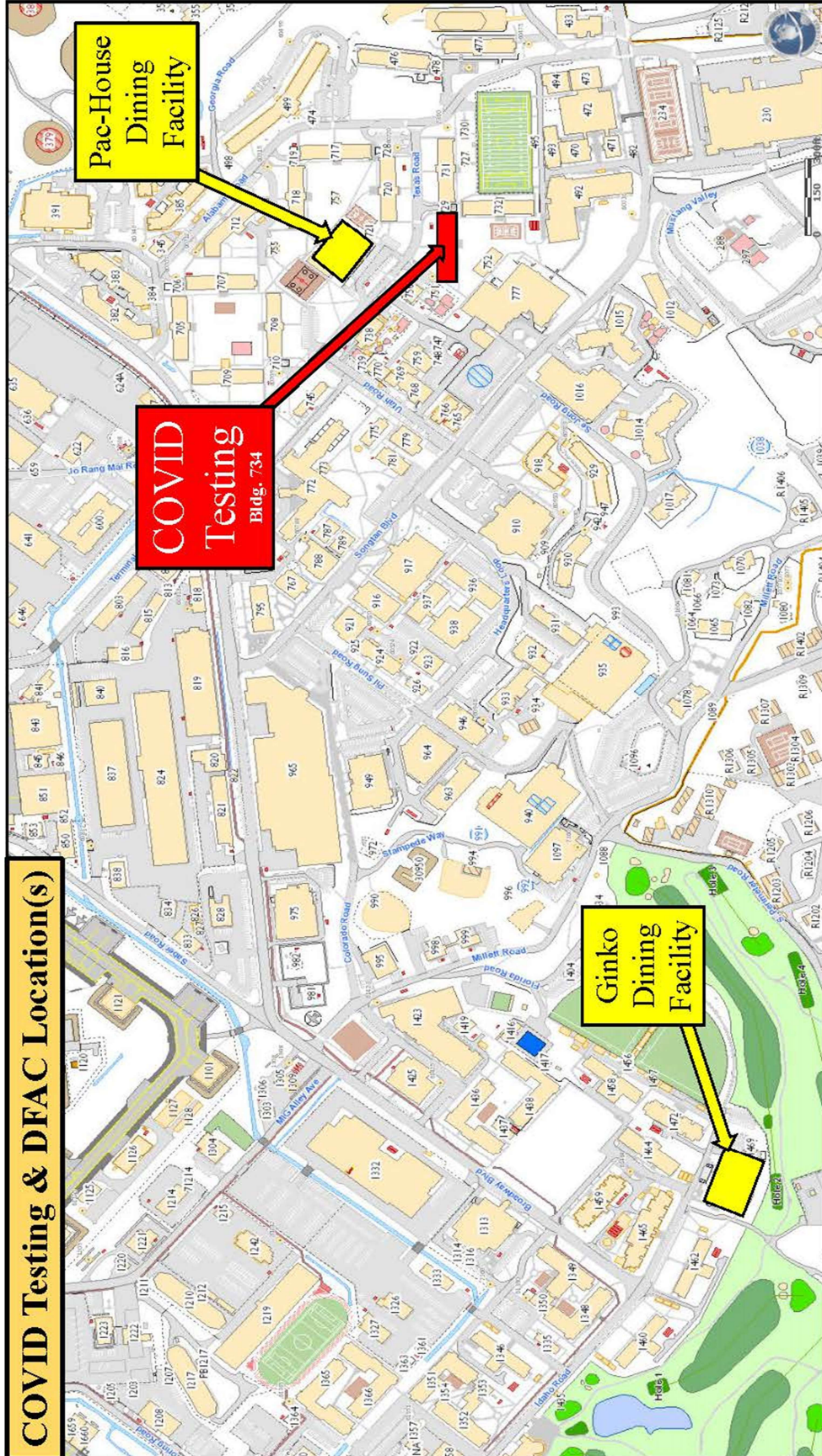
Vaccinated members will be allowed to walk to the Dining Facility to obtain hot meals to-go on the first day they arrive at Osan.

Meals for Unvaccinated Members

- **Command Team** will designate in writing individuals authorized to pick up meals for unvaccinated members in quarantine (see template, next page)
- **Authorized Individuals** will present a copy of their appointment letter at the DFAC when picking up meals for quarantined members. Meals may be picked up during times designated for permanent party members:
- Meal deliveries will be conducted using a drop/knock method to minimize contact/maximize social distancing

Important Contacts:

Food Service Section Chief	DSN 784-6374	
Gingko Tree Dining Facility Manager	DSN 784-6861	
Pacific House Dining Facility Manager	DSN 784-1188	
Base ESM Monitor	DSN 784-8494	E-mail: ji_young.lee.kr@us.af.mil



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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 51ST FIGHTER WING (PACAF)
UNIT 2067
APO AP 96278-2067

DATE

MEMORANDUM FOR 51 FSS/FSVF

FROM: **XX/CC**

SUBJECT: Authorization to Pick Up DFAC Meals on Behalf of Quarantined Members

1. In accordance with the 51 FW Plane to Pillow Program, I hereby appoint the individuals below to pick up meals from the Osan AB dining facilities on behalf of unvaccinated members in quarantine. These members have been briefed on the requirement to present this letter to Dining Facility Staff when picking up meals.

Rank	Name (Last Name, First)

2. Meals will only be picked up on behalf of the quarantined members below:

Rank	Name (Last Name, First)	DoD ID

3. The point of contact for this memorandum is **Capt John Smith, XX/XXX, at DSN 123-784-4567.**

HAROLD E. JORDAN, Lt Col, USAF
 Commander

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Transportation for Arrivals and Testing

Inbound Member Transportation from PAX Terminal to Billeting Location

Leave/TDY returnee, with or without POV

Command Rep updates CCC inbound tracker with return information, NLT 7 days prior to arrival
Members will be transported by a unit sponsor to their residence or via a POV

- **Members** will not make travel arrangements outside of their immediate family (if already stationed on Osan AB) or unit
- **Members** WILL NOT use taxis or public transportation until they receive a negative Day 1 test

- **Sponsor/driver** will ensure they are wearing a fitted mask at all time. Gloves are optional.
- **Sponsor/driver** will not make any stops along the way
- **Sponsor/driver** will ensure vehicle is well ventilated with all windows open (when weather allows)

* Members are authorized to walk to their quarantine location, but will not make any stops on the way.

Newly Assigned

- NLT 7 days prior to arrival, **Command Rep** updates CCC inbound tracker with new Member/Family information
- NOTE: Entrance to the passenger terminal for the purpose of greeting new arrivals will be restricted to the sponsor and command team for the unit. Command team is defined as the Unit Commander, Senior Enlisted Leader, and First Sergeant. This restriction will help minimize crowding in the terminal and minimize the risk to passenger terminal personnel. Furthermore, parking at the passenger terminal is very limited; command teams and sponsors are encouraged to carpool to the maximum extent practical.

Sponsor/Command Rep will transport newly arrived members via POV or GOV from PAX terminal to predesignated billeting location

- Do not make travel arrangements outside of assigned unit or the new member's immediate family (if already stationed on Osan AB)
- Members WILL NOT use taxis or public transportation until they receive a negative Day 1 test

- **Sponsor/driver** will ensure they are wearing a fitted mask at all time. Gloves are optional.
- **Sponsor/driver** will not make any stops along the way
- **Sponsor/driver** will ensure vehicle is well ventilated with all windows open (when weather allows)

* Members are authorized to walk to their quarantine location, but will not make any stops on the way.

*GOV transportation is currently allowed as long as the movement is linked to providing transportation to the quarantine location. Units must keep in mind that outside of an emergency declaration this would be

considered domicile to duty and/or terminal transportation, which is/are not allowed* The GOVs must not be special purpose vehicles (i.e. bobtails/tractors/HMMWV), only passenger vehicles.

TDY Airmen/Teams

- **Sponsoring organization** will transport members via POV or GOV from PAX terminal to predesignated billeting location
 - Members will not will not make travel arrangements outside their sponsoring unit without first pre-coordinating with the base Reception Working Group
 - Members WILL NOT use taxis or public transportation until they receive a negative Day 1 test
- **Sponsor/driver and members** will ensure they are wearing a fitted mask at all time. Gloves are optional.
- **Sponsor/driver and members** will not make any stops along the way
- **Sponsor/driver and members**, when possible will ensure vehicle is well ventilated with all windows open

GOV transportation is currently allowed as long as the movement is linked to providing transportation to the quarantine location. Units must keep in mind that outside of an emergency declaration this would be considered domicile to duty and/or terminal transportation, which is/are not allowed The GOVs must not be special purpose vehicles (i.e. bobtails/tractors/HMMWV), only passenger vehicles.

Transportation to Testing Facility for Day 1 Test

- Day of arrival, **Sponsor/Command Rep** advises Member of testing requirements (dates of required tests)
- Day of arrival, **Sponsor/Command Rep** ensures member has walking directions to testing location and quarantine restrictions
- Day 1, 6, & 8 , **Sponsor/Command Rep** ensures Member meets required test appointments
 - Fully vaccinated members are only required to receive a Day 1& Day 6 COVID-19 test
 - Un-vaccinated members are only required to receive a Day 1 & Day 8 COVID-19 test
 - Members WILL NOT use taxis or public transportation until they receive a negative Day 1 test

Members can be released upon receiving a TRICARE Online notification indicating that they have a NEGATIVE COVID result.

Members not having access to TRICARE Online, will be released at 1800 hours after completion of all positive COVID notifications. Only members who received a positive COVID 19 test will receive notification from the 51st Medical Group.



AIRPORT SHUTTLE SCHEDULE



Osan to Incheon Airport			Incheon Airport to Osan		
Departs	Departure Time	Arrives	Departs	Departure Time	Arrives
ITT	0530	Terminal 1 & 2	Terminal 2	0900	Turumi/ITT
Turumi	0600		Terminal 1	0930	
ITT	1130	Terminal 1 & 2	Terminal 2	1730	Turumi/ITT
Turumi	1200		Terminal 1	1800	
ITT	1500	Terminal 1 & 2	Terminal 2	2030	Turumi/ITT
Turumi	1530		Terminal 1	2100	

Incheon Airport: Bus departs from Gate 1 (1st floor) at Terminal 1 and from Gate 3 (1st floor) at Terminal 2.

After departing Osan AB, it takes approximately 1.5 hours to reach Terminal 1 and an additional 20 minutes to reach Terminal 2.

Terminal 1 Airlines: Asiana Air, American Air, United Air, Other Airlines

Terminal 2 Airlines: Korean Air, France, Delta Air, KLM Air

Tickets for sale at ITT or pay driver in USD.

Leisure Travel: \$20

PCS/TDY:\$40 (Reimbursable)

*Bus departs incheon at 2100 if no delayed arrivals.

For more information, call ITT at 784-4254



NEW COVID-19 TESTING HOURS

EFFECTIVE Monday, **1 Nov** 2021

Monday - Friday

0700-1000: Day 1 inbound
(vax'd & non-vax'd)

1030-1200: Day 6 (vax'd only), 12 (Day 12 non-vax'd only),
Outbound, TDY, PCS, Leave,
Hospital visits

0700-1800: PCR printouts,
Hawaii documents

Saturday - Sunday

0700-1000: Day 1 inbound
(vax'd & non-vax'd)

1030-1200: Day 6 (vax'd only), 12 (Day 12 non-vax'd only),
Outbound, TDY, PCS, Leave,
Hospital visits

0700-1200: PCR printouts,
Hawaii documents



ECC (Building 734)

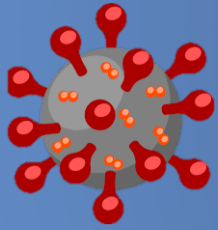
- ✓ *Must be assigned/stationed, and/or receive medical care at Osan AB*
- ✓ *Must be in enrolled in TriCare*
- ✓ *Must bring ID with full name, photo, DOB (CAC, DoD ID, Passport, etc.)*

COVID-19 tests for:

Emergency Leave → Contact your First Sergeant

Close Contacts and/or Symptomatic members → RSEC (Hospital, building 777)

ROK Entry Quarantine Release Process (for PCS/TDY/Leave):



Fully Vaccinated Members



Quarantine until
Day 1 Negative
PCR test Result

Day 1 Test



Negative Result

Receive TriCare Online notification with a Negative Result
- OR -

Wait until next day at 1700

& NO symptoms



Released from
Quarantine



Day 6 Test



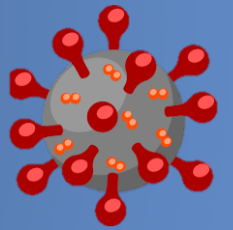
Negative Result



Indoor mask wear is
mandatory until
receipt of Day 6
Negative PCR test
Result

ROK Entry Quarantine Release Process (for PCS/TDY/Leave):

Non-vaccinated Members



Day 1 Test



Negative Result



Day 8 Test



On Day 10

Negative Result



Remain in quarantine
until Day 10

Receive TriCare Online notification with a Negative Result

- OR -

Wait until 1700

& **NO** symptoms



Released from
Quarantine

FAQs

- **Who is considered to be fully vaccinated?**

A member is considered fully vaccinated 14 days after the 2nd dose of the Pfizer (Comirnaty) or Moderna vaccines OR 14 days after the Johnson & Johnson (Janssen) single dose vaccine.

- **What if I become fully vaccinated during my quarantine?**

Contact Public Health at 784-2515 for guidance.

- **Where can I get the COVID-19 vaccine?**

You may go to the 51st MDG Immunizations Clinic (Bldg 777) between 0700-1130/1300-1700 (no appointments needed).

- **What if I only received dose 1 of the Moderna/Pfizer COVID-19 vaccine?**

You are not considered fully vaccinated.

- **What is the guidance for children under 6 y/o in a vaccinated family?**

Children under 6 y/o can follow their family's quarantine release process except for testing. Must test on Day 1 and 8.

- **Where can I sign up for TriCare Online?**



<https://www.tricareonline.com/tol2/prelogin/mobileIndex.xhtml>

- **Where can I get a copy of my COVID-19 results?**

TriCare Online or ECC (Bldg 734) Weekdays 0700-1800/Weekends & Holidays 0700-1200.

Contact your unit chain of command for additional questions or concerns

Transportation for COVID Positive Members

Member with POV

- 51st Medical Group** will notify member of positive test result
- 51st Medical Group** will provide member with basic needs list/requirements while in isolation and will be given a time at which they must report to the isolation location. Members who do not report by this time will be reported to their command team
- Member** will gather required items from residence (Member will not be authorized make any non-emergency stops between residence and isolation location)
- Member** will transport themselves via their POV from residence to preassigned isolation location
- Member** will check in with 51st Medical Group's Expeditionary COVID Center Front Desk for room assignment and isolation
- 51st Medical Group** will notify assigned unit's command team of member in isolation
- 51st Medical Group** will notify member when criteria for release from isolation are met
- Member** will be directed to notify Command of their release

Member without POV

- 51st Medical Group** will notify member of positive test result
- 51st Medical Group** will provide member with basic needs list/requirements while in isolation and will be given a time at which they must report to the isolation location.
- Member** will gather required items from residence (Member will not be authorized make any non-emergent stops between residence and isolation location)
- Sponsoring Unit/Command** will transport Member via general purpose GOV from residence to preassigned isolation location
- Sponsoring Unit/Command** will ensure all members in vehicle are wearing a fitted mask at all time. Gloves are optional and driving with windows open when weather permits.
- Member** will check in with 51st Medical Group's Expeditionary COVID Center Front Desk for room assignment and isolation
- 51st Medical Group** will notify assigned unit's command team of member in isolation
- 51st Medical Group** will notify member when criteria for release from isolation are met
- Member** will be directed to notify Command of their release

Facility Cleaning for COVID Positive Members

- **51st Medical Group** will notify assigned unit's command team a COVID positive member
- Facility owning organization/Command will cordon off area
 - When recommended by Public Health and feasible without causing mission failure, owning organization will provide cool off period
- **Facility owning organization/Command** will assign clean team, provide cleaning material and PPE
- **Facility owning organization/Command** will clean room/area in accordance CDC guidance
 - If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
 - If 24-72 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on [certain conditions](#) or everyday practices required by your facility.
 - If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
- Once area cleaned, **owning organization/command** will re-open area

Less Than 24 hrs

- Close Off Area for 4 hours
- Wear a mask and gloves
- Focus on areas occupied by the person
- Also clean high touch areas
- Vacuum if needed
- Wash hands with soap and water for 20 seconds after cleaning

24 - 72 hrs

- Clean high touch areas with soap or detergent
- Use of disinfectant is optional
- Vacuum if needed
- Wash hands with soap and water for 20 seconds after cleaning

More Than 3 Days

- No additional cleaning measures are needed
- Perform routine cleaning actions per normal facility guidelines
- Use of disinfectant is optional

Disinfectants examples: Clorox disinfecting wipes, Clorox Clean-up Cleaner + Bleach, Lysol disinfecting wipes & spray

Additional products can be found at <https://cfpub.epa.gov/wizards/disinfectants/>

Reference: CDC "Cleaning and Disinfecting Your Facility (dated 15 June 2021)
https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html#anchor_1617548446719