



**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES**

26 October 2022

MEMORANDUM FOR ALL KADENA RESIDENTS AND EMPLOYEES

FROM: 18 MSG/CC

SUBJECT: 2022 Halloween Activities Rules of Engagement

1. Traditionally, Kadena Air Base opens its gates to select groups of Japanese neighbors to participate in community building events. Due to the COVID-19 pandemic, Kadena has been unable to participate in this tradition since 2019. However, on 31 October 2022, Team Kadena will extend an open invite to our Master Labor Contract (MLC), Indirect Hire Agreement (IHA) and Mariners Contract (MC) employees and their immediate families to enjoy Halloween/trick-or-treating. To ensure everyone has a safe and enjoyable time, we have established rules of engagement for the event outlined below:

2. For the purpose of the event, visitors will be allowed on-base if escorted by authorized sponsors in three ways:

a. 18 WG/PA has invited local children from Kadena Town, Chatan Town and Okinawa City to trick-or-treat on base. Approximately 60 children and accompanying guardians will be bussed onto the Kadena and escorted by authorized volunteers at a 5:1 escort ratio. Entry Access Letters (EALs) will be routed through SFS to MSG/CC for approval prior to 1700L on 27 October 2022.

b. SOFA-sponsored ID cardholders (age 18 or older) may escort up to five (5) guests from the local community on their own accord without getting passes, but they must accompany them throughout their entire time on the installation. Guests over 16 years of age will be required to bring photo identification to confirm their nationality. Sponsors and guests can enter through Gate 1, Gate 2 and Gate 3 between the hours of 1730L to 2030L and must be escorted off the installation by 2200L. Guests may drive their vehicles on the installation behind their escort but are limited to one (1) car and must remain with the escort for the duration of the visit.

c. Japanese employees (MLCs, IHAs and MCs) are authorized to enter the base through Gate 1, Gate 2 or Gate 3 from 1730L to 2030L on 31 October 2022, regardless of their approved duty hours on their 98EJ. Additionally, MLC, IHA and MC employees may sponsor up to five (5) personnel regardless of escort privileges. Japanese employees are responsible for ensuring the welfare of all their visitors while on base. MLC, IHA and MC employee spouses must present photo IDs to prove their identities when entering the installation. Also, individuals desiring to visit the installation for purposes other than trick-or-treating will abide by standard escort procedures. All individuals driving on Kadena AB will abide by KABI 31-218 (utilizing car seats, traffic control and parking instructions, etc.)

3. There will be COVID mitigation measures in place for all SOFA, Kadena Base employees, and visiting members to Kadena Air Base for the protection of the local community.

- a. All personnel will comply with social distancing measures to the maximum extent practicable and will ensure proper hygiene, regardless of vaccination status.
 - b. Visitors will be required to provide proof of being fully vaccinated against COVID OR a negative COVID test within 72 hours of entry to the installation.
4. Base residents who do not wish to participate in this event are asked to turn-off outside lights and close their blinds on the evening of 31 October 2022 so that trick-or-treaters will by-pass their home.
5. Escorts are solely responsible for their guests and the actions of their guests. Any misconduct perpetrated by members of Kadena, or their guests, will be punishable at the appropriate level to meet the offense.
6. Let's abide by these simple rules and enjoy this special holiday event with our gracious host-neighbors. Your cooperation and support are greatly appreciated.

LAURA C. RAMOS, Colonel, USAF
Commander, 18th Mission Support Group