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Services

**MAINTENANCE AND OPERATION OF  
BOATING AND BOATING FACILITIES**

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The purpose of this instruction is to define procedures, operations, and areas of responsibility not addressed elsewhere to maintain both Rental and Private boaters' areas at the Kadena Marina. It implements AFDPO 34-1, *Services Programs*. This instruction applies to all 18th Services Squadron personnel and all other eligible personnel using Kadena Marina facilities. This publication does not apply to the Air National Guard or US Air Force Reserve.

**SUMMARY OF REVISIONS**

Revisions include removing pertinent items based on equipment inventory changes, **4.15.** exempting crafts registered as "Transit" by 11th Maritime from Japanese Registration and JCI requirements, **4.18.4.** referencing Air Force Occupational Safety and Health Standards (AFOSH) and Japanese Environmental Governing Standards (JEGS), **4.3.4.** additional documentation requirements. New or revised material is indicated by a bar (|).

**1. Introduction.**

1.1. Purpose. The Kadena Marina is maintained and operated by the 18th Services Squadron with the primary responsibility to provide recreational water sports for qualified personnel. Mooring, sailing, boating, diving, boating classes, and boat maintenance areas are also available. The Marina is intended to be self-supporting with income generated by the levying of fees and charges.

1.1.1. Boating in the Marina will be broken down into two areas: Rental and private. The rental area will include, but not limited to, the following: power/sail boats, paddle boats, bumper boats, boating classes, sale of fuels, maintenance, and the sale or rental of any other boating items deemed necessary to operate. The private boating area will include power/sail boats, mooring (wet, dry, ball); launch ramp, and maintenance area.

## 2. Responsibilities.

2.1. The 18th Services Squadron, Marina personnel are responsible for the overall operation of the Marina (rental and private areas).

## 3. Rental Boats.

3.1. The Marina management will post the hours of operation for the Sail Loft and fuel pumps.

3.2. Dependent children under 16 years of age will not be permitted access to the Marina unless accompanied by a parent or responsible adult. No child will be left unattended due to the dangerous nature of the marina surroundings, especially on or near the docks and beach facilities.

3.3. Age requirements for rental boats are as follows:

3.3.1. An operator checking out a sea kayak or paddleboat must be 16 years of age or older. Small children (under 16 years of age) must be accompanied by at least one adult at all times. Operators checking out sail or power boats must be 18 years or older and have a valid 18 SVS/SVROM boat operator's license. An adult sponsor must still accompany dependent children meeting the age requirements.

3.4. Marina equipment signed out will be returned on time and in satisfactory condition. Kayaks will be returned to the racks. Power and sailboats will be returned to the slip that they were originally moored in and the skipper will be responsible for the condition of the boat inside and out.

3.5. All accidents or losses of equipment, including damage to equipment, need to be reported to Marina staff immediately. An accident report is mandatory and if negligence is determined, the user will be liable for the cost of damage or loss. If the Marina staff suspects a boat or equipment item has been damaged through negligence, the report will be forwarded through proper channels so that a determination of action can be made.

3.6. No alcoholic beverages are allowed in, on, or around the rental boats or docking facility. Anyone wishing to rent a Marina boat (power or sail), kayak, paddle boat, or bumper boat who is deemed under the influence of alcohol or any other altering substance whether controlled or not by the Marina staff, will not be allowed to rent out a watercraft. The Marina staff may make their recommendation based on behavior, odor, or speech.

3.7. Boats (power or sail) will be signed out to customers of the Marina who possess a valid 18 SVS/SVROM qualification card for the type of boat issued.

3.8. Boats will be returned to their place on the dock by the time specified to the operator by the Marina staff. Failure to do so could result in suspension or revocation of qualification card.

3.9. Rental boats are required to be outfitted with the following items:

3.9.1. Life jacket for each person aboard the boat.

3.9.2. Paddle or Oar.

3.9.3. Whistle or Horn.

3.9.4. Bailing Device.

3.9.5. Anchor with 200 Feet or More of Line.

3.9.6. Flares or Signaling Mirror.

3.9.7. VHF Marine Radio.

3.9.8. First Aid Kit.

3.9.9. Fire Extinguisher.

3.10. Boundary and area limitations for Marina rental boats are as follows:

3.10.1. All boats, sail or power, have the right of way in the channel. Paddle Boats need to move to the side of the channel. Paddle Boats – within the confines of the harbor, excluding the channel, area north of the rental dock, and the swimming area.

3.10.2. Sailboat, 18-foot – 3 miles straight out from Marina harbor, south to Kinser Towers, and north to the rocks off the West Side of Bolo Point. No tacking in the channel. Skipper of the vessel must radio the sail loft his/her current status every two hours.

3.10.3. Powerboats – 3 miles straight out from Marina harbor, south to Kinser Towers, and north to the rocks off the West Side of Bolo Point. Skipper of the vessel must radio the sail loft his/her current status every two hours.

3.10.4. Paddle boats and kayaks – within the confines of the harbor, excluding the channel, area north of the rental dock, and the swimming area.

3.11. Marina staff has the authority to limit boundaries and restrict the areas of usage due to inclement weather or other reasons, such as skills or lack thereof, in order to keep equipment safe and fun as possible. Marina staff has full authority to recall any boat for any observed problem or reason without question. Any such incident will be reported and reviewed by the Harbormaster.

3.12. The speed limit for all boats inside the seawall zone is a speed that leaves no appreciable wake.

3.13. There will be no dangerous or unsafe maneuvering of any boats. Activity that endangers any personnel or equipment is forbidden and will not be tolerated.

3.14. Shoes are to be worn by all Marina boat users.

3.15. Boats will be operated in strict compliance with the rules. The Harbormaster and Marina management reserves the right to suspend violators from use of the facilities and equipment. Repeat violators are subject to permanent revocation of marina privileges.

#### **4. Boat Moorage Eligibility: Private Boats.**

4.1. Mooring space is allocated on a space available basis according to the priority listed below:

4.1.1. Active duty Air Force and members of other services assigned to KAB qualified by an Interservice Agreement and their dependents.

4.1.2. DoD civilian employees working on and assigned to KAB and their dependents.

4.1.3. All other active duty members from other branches of service, civilian employees, other SOFA status personnel and their dependents.

4.1.4. Military retirees with permanent immigration status.

4.2. All boats, trailers, and other equipment will be assigned space using the space usage agreement.

4.3. In the event of any change in ownership, the space lessee must notify the harbormaster or the person delegated his/her authority within a minimum of 15 days of change. If the lessee is planning to

retain their space, the new owner must remove the boat within seven days of a transfer or more than 51 percent of sale. If the new owner fails to relocate their boat, it will be moved at the expense of the new owner and they will lose all future privileges at the Marina. In addition, the lessee must move a new boat into the moorage area within 30 days. Extensions due to extenuating circumstances not to exceed 90 days can be granted on a case-by-case basis when requested in writing to the Director of Outdoor Recreation, through the Marina Manager.

4.3.1. If lessee plans to sell half ownership of his/her boat, the new half owner must meet all of the aforementioned eligible requirements. Only SOFA status personnel and military retired personnel with permanent immigration status are authorized moorage and usage of Kadena Marina.

4.3.2. If the lessee sells their boat and does not wish to retain moorage privileges, the space may be transferred to the new owner if an authorized user.

4.3.3. Boat owners who wish assignment of a moorage space must sign-up on the prioritized waiting list. Available spaces will be allocated based on priority as listed in item 4.1.

4.3.4. Anyone wishing to put his or her name on the waiting list must have legal ownership of the boat and required documents such as current registration, insurance, licenses, etc. before doing so.

4.4. Any additions or alterations to assigned spaces are prohibited without the approval of the Harbor-master.

4.5. A prioritized waiting list will be kept and posted for all persons wishing to obtain moorage assignment.

4.5.1. Persons notified of availability for marina mooring must complete a moorage agreement and pay the minimum of first month's moorage within two weeks of notification.

4.6. Mooring assignments will be made with consideration to type and size of boat.

4.7. It is the responsibility of the boat owner or operator to notify the Harbormaster of any defects in the assigned space.

4.8. All spaces assigned to the owner will be cleaned and kept in good condition. Upon vacating the space, the owner will ensure that it is in serviceable condition.

4.9. Mooring Restrictions for Privately Owned Boats:

4.9.1. No one may live aboard any boat while moored at Kadena Marina.

4.9.2. Only one boat per family may be moored at Kadena Marina.

4.9.3. Normally, boats over 50 feet will be placed on Mediterranean or ball moorage (using LOA for measurement purposes to include bow and stern pulpit).

4.9.4. No boat over 60 feet (measured by Japanese LOA rules) may be moored at Kadena Marina.

4.9.5. Only recreational boats may be moored at the Marina, unless under contract with 18 SVS.

4.10. Dry moorage spaces are available only for the purpose of storing small boats (25 feet and under) on trailers. No dinghies, floats, or other equipment may be stored on the ground around the area of the boat. Any additional equipment or tools must be stored in the boat and/or removed after each use of the equipment.

4.10.1. Wet moorage is reserved for boats over 25 feet with the exception of sailboats. The Marina Manager can make any other exception on a case-by-case basis for temporary purposes.

4.11. Boats and their trailers assigned to dry or wet moorage must be kept in presentable order and working condition. Boats must be seaworthy, and trailers must have the capability to transport intended watercraft within, as well as to, and from the Marina. Trailers should be free of rust and tires must be kept inflated. Owners of equipment not kept in proper working condition will be contacted by Marina management and given 30 days to bring their equipment up to standard. During typhoon season (June through November), owners whose boats or trailers are not in working condition will be given 14 work days to bring their boat or trailer back up to standard. Owners will provide Marina management with a written description of repair actions, as well as predicted time frame those actions will be completed.

4.12. Owners assigned to wet or dry moorage may not sublet their space to another person. The space will be utilized by the owner, and his/her boat that is specified in the moorage agreement. There will be no doubling up of boats in any moorage space. The lessee does not have the right to allow another boat to occupy their space without permission from Marina management.

4.13. The Harbormaster has the authority to require boat owners to temporarily vacate assigned moorage for maintenance or other appropriate reasons, such as construction or repair of mooring areas for improvement.

4.14. Owners assigned to wet moorage may elect to store their trailers in the Kadena Marina South Forty area or in the Marina storage area across Highway 58 on a space available basis.

4.15. Japanese Law: All privately owned boats, regardless of size, come under Japanese maritime control and must abide by 11th Maritime District regulations. If the boat has a motor, the operator must possess, at a minimum, a Class 4 License and the boat must have current Japanese registration. If an individual has a sailboat or rubber dinghy (zodiac type) and places a motor of any size on the boat, it then becomes a motorboat by Japanese law. Boats identified and approved by 11th Maritime as a "Transit" watercraft are exempt from Japanese Registration and JCI requirements.

4.16. Boaters, prior to departure, must file a float plan with the Harbormaster and should obtain current weather forecasts.

4.17. Pre-Launch Requirements: All privately owned watercraft, including jet skies, moored at or launched out of Kadena marina are required to have the proper Japanese registration. The operator must have the appropriate license and proof of liability insurance on board the vessel. Marina staff can and will periodically check the status of these documents.

4.17.1. All private watercraft, regardless of size or type, must file a float plan with the Marina staff or in a provided drop box prior to leaving the dock or launch ramp. Self-explanatory float plans are available at the Harbormaster's office and sail loft.

4.17.2. All persons using the ramp and launching equipment do so at their own risk. POV's or GOV's with trailers must park in the upper parking lot near highway 58.

4.18. Maintenance: Owners wishing to utilize the work pad must be granted approval by the Harbor-master.

4.18.1. This coordination must be presented to the Harbormaster in writing to be put on file and include the type of work or repairs to be made, with an expected completion date not to exceed a

maximum of 30 days. If the work pad is currently filled with boats and or trailers, the Harbormaster will place names on the work pad schedule waiting list.

4.18.2. All boats on the work pad must be either cradled or trailered by a structure specified to handle the weight and size of the boat.

4.18.3. Minor maintenance and repair of boats may be accomplished in dry-moorage spaces, provided that the other boats and marina property are properly protected.

4.18.4. Electrical equipment and extension cords used in the moorage areas must not cause a hazard to others using the area. The extension cords and equipment will be used only for minor maintenance and repairs and must meet all safety codes. All extension cords must be disconnected, rolled up, and stored at the end of each workday.

4.18.5. All work must be performed in a safe manner. Proper safety equipment will be used during all maintenance. Any safety violations will be cited and the owner will be subject to loss of Marina privileges. The area will be cleaned up at the end of each workday.

4.18.6. All boats on the work pad must be trailered by a structure specified to handle the weight and size of the boat.

4.18.7. Any chemicals or hazardous materials used in the maintenance and repair of private boats will be disposed of in accordance with AFOSH standards and the Japanese Environmental Governing Standards (JEGS) or removed from Marina property at the end of each day. No hazardous materials of any kind will be stored at the Marina by private individuals. Mogas, oil, and diesel fuel can be disposed of at the Marina via the Primary or Alternate Hazardous Waste Accumulation Point Managers and disposal must be coordinated prior to collection. Those in violation are subject to loss of Marina privileges.

4.18.8. All boat repair personnel hired to work on boats in the Marina must identify themselves upon arrival and departure.

4.18.9. The Marina is under no obligation to provide electrical power, water, or other utility services to private boaters using the moorage area. However, a reasonable effort will be made to supply such services.

4.19. No structures, fixtures, or equipment may be set-up or affixed to shore, docks, or mooring space.

4.20. Safety: There will be no dangerous or unsafe maneuvering of any watercraft. Any activity that endangers a passenger, other watercraft or property is forbidden and will not be tolerated.

4.20.1. The Wing Safety Office and Fire Marshall periodically conduct safety and fire inspections. Any violations during an inspection regarding privately owned boats or equipment will be brought to the attention of the owner and the violations will be corrected immediately.

4.20.2. Cradles for boats moored at the marina will be constructed of metal or wood that conform to the hull of the boat and meet all specification requirements for the size and weight of the boat.

4.20.3. Temporary scaffolding material will be of metal or sturdy wood and erected on a solid base to prevent movement or shifting. No ladders or makeshift platforms will be placed on the scaffolding.

4.20.4. The speed limit for all private watercraft inside the no-wake zone is a speed that leaves no appreciable wake.

4.20.5. The sea conditions are determined by the base Weather Office based on current wind speed. These conditions and guidelines will be strictly adhered to except when vessels must be moved due to approaching typhoons or some form of endangerment.

4.20.6. Upon notification of Typhoon Condition 2, all boats are required to be moved from the docks to prevent damage to the dock and boat and be properly storm-moored or removed from the water and thoroughly secured to prevent damage to the vessel, surrounding vessels, or facilities.

4.20.6.1. Marina personnel will typhoonize all watercraft that have not been properly secured by their owners and/or appointed representative within the first 12 hours of TCCOR-2. The owner will then be assessed a \$60.00 fee for this service. **NOTE:** Kadena Marina, 18th SVS or the 18th Wing is not responsible for any damages as a result of having to typhoonize privately owned watercraft to protect government assets.

4.20.7. Liability insurance is required on all watercraft, including jet skies and zodiacs, moored or launched from the Marina.

4.20.8. Sailboats will not leave the channel under sail. They will either have to be towed or have a small kicker engine. The Marina will provide a tow service at a minimum charge of \$3 per tow round-trip in and out of channel.

4.21. There will be wet moorage designated for temporary moorage on the dock. Boaters will limit their stay at these moorage areas to no more than 30 minutes for loading and unloading of gear.

4.22. There will be absolutely no material of any kind thrown into the harbor. This includes cans, waste material, liquids, or any object or matter that would violate military regulations or local laws. No intentional bilging of hazardous materials while in harbor, except for emergency situations.

4.23. No owner can offer his or her boat out for "hire" without a legal contract with 18th Services Squadron. Violators will lose Marina and moorage privileges.

4.23.1. Charter boat owners must follow the guidelines as stipulated in their contracts.

4.23.2. Charter contracts are not transferable with the sale of a vessel.

4.24. The Harbormaster will perform daily safety checks of the mooring and docking areas. The Harbormaster will note any discrepancies and forward this information to the appropriate agency or person for corrective action.

4.25. All visiting yachts are permitted to anchor in the harbor on their own tackle in a spot designated by the Harbormaster. A daily charge of \$10 will be assessed. Also there will be a \$70 deposit required. This is for military ID card holders (active/retired) and DoD civilians who are current employees.

4.25.1. If a boat owner leaves the island of Okinawa due to a change of duty station not to include temporary changes in duty (TDY, TAD, etc.) before selling their boat they must obtain a power of attorney designating the person in charge or selling agent. The Harbormaster must be made aware of the individual designated as the point of contact (POC). If the POC is a professional agency out in town, then the boat must be moved to that agency prior to the lessee leaving the island. Prior to leaving the island, the moorage must be paid in advance for a period not less than 2 months (60

days). The POC must maintain the boat within proper standards of the regulations and must pay the moorage fees after the 60-day period or the boat must be removed.

4.26. Within 30 days of permanent departure from the island, the owner of a boat assigned to wet moorage must move to a dry moorage slip and forfeit their right to wet moorage. Their boat may be assigned dry moorage for the purpose of sale for a time period not to exceed 60 days.

4.27. Only the pets of the private boat owners are allowed in the moorage areas and will be kept on a leash at all times and cleaned-up after in accordance with 18 WG Regulation 125-1, *Pet Owners Responsibilities*.

## 5. Violations.

5.1. Failure to comply with these instructions may result in loss of Marina privileges.

JEFFREY A. REMINGTON, Brigadier General, USAF  
Commander, 18th Wing