

HEADQUARTERS
ROK-U.S. COMBINED FORCES COMMAND
UNIT #15255
APO AP 96205-0028

HEADQUARTERS
UNITED STATES FORCES, KOREA
UNIT #15237
APO AP 96205-0010

CFC/USFK Memorandum
No. 95-1

9 July 1992

Aviation

**ROK-U.S. COMBINED FORCES COMMAND AND UNITED STATES FORCES, KOREA STAFF
ADMINISTRATIVE AVIATION SUPPORT**

1. PURPOSE. To establish procedures whereby Headquarters (HQ) Republic of Korea-United States (ROK-U. S.) Combined Forces Command (CFC)/ United States Forces, Korea (USFK)/Eighth United States Army (EUSA) staff elements may request administrative aviation support.

2. APPLICABILITY. This memorandum applies to all HQ CFC/USFK/EUSA staff elements requiring administrative aviation support.

3. REFERENCES.

a. Required publication. USFK Reg 95-4 (Procedures for Requesting and Responsibility for Allocating Army Aircraft Support). Cited in subparagraphs 6e and 6f.

b. Related publications.

(1) U.S. DOD 4515.13R (Air Transportation Eligibility).

(2) ROK Army Policy 10 (UH-1 Employment Control).

4. EXPLANATION OF ABBREVIATIONS AND TERMS. Abbreviations used in this memorandum are explained below.

CFC	Combined Forces Command
EUSA	Eighth United States Army
HQ	headquarters
IAW	in accordance with

*This memorandum supersedes CFC Memo 95-1, 21 June 1988.

CFC/USFK Memo 95-1

NLT	not later than
ROK	Republic of Korea
ROKA	Republic of Korea Army
SCJS	Secretary Combined Joint Staff
U.S.	United States (of America)
USFK	United States Forces, Korea

5. RESPONSIBILITIES.

a. The Secretary Combined Joint Staff (SCJS) will--

(1) Program and manage the administrative aviation support for HQ CFC/USFK staff elements based on the flying hours allocated by EUSA and Republic of Korea Army (ROKA).

(2) Establish priorities among requests when available support is exceeded.

(3) Consolidate interagency requests from the CFC/USFK/EUSA staff, when practical, and submit to either the S3, 17th Aviation Brigade, or the ROKA Aviation Office not later than (NLT) 1400, 7 working days prior to the required support.

(4) Notify the Flight Scheduling Officer, 17th Aviation Brigade or ROKA Aviation Office immediately when requested support is canceled.

(5) Return one copy of the mission request to the requesting staff section indicating in the REMARKS block which aviation support element will provide the support (17th Aviation Brigade/ROKA Aviation Office).

(6) Ensure equal sharing of flying hours in support of HQ CFC/USFK/EUSA between 17th Aviation Brigade and ROKA in accordance with (IAW) the Memorandum of Agreement on Administrative and Logistical Support of CFC by USFK and ROK armed forces.

b. The HQ, CFC/USFK/EUSA staff elements will--

(1) Ensure mission requests are forwarded in compliance with this memorandum.

(2) Ensure mission requests are restricted to mission-essential business.

(3) Assess whether alternate, more cost-effective, and practical means of transportation is available. For other than flag officers, air transportation should not be requested for trips within 2 hours driving time of HQ CFC/USFK/EUSA.

(4) Consolidate intraoffice requests by coordination of itineraries insofar as practical.

(5) Ensure the senior official indicated in the PASSENGER MANIFEST block of CHQ Form 53EK-R (Aircraft Mission Request) is in fact the official who will be on board the aircraft. CHQ Form 53EK-R (appendix A) will be locally reproduced on 8 1/2- by 11-inch paper.

(6) Submit requests (2 copies) to SCJS following the sample at appendix A NLT 7 working days prior to the required support. Staff principal should indicate approval of request in the STAFF PRINCIPAL APPROVAL block of CHQ Form 53EK-R, ensuring the request is restricted to mission-essential business with full consideration of cost-effectiveness.

(7) Immediately notify SCJS when requested support is canceled.

c. The 17th Aviation Brigade and ROKA Aviation Office will--

(1) Designate a unit to support requested missions.

(2) Ensure tasked supporting aviation unit coordinates with the supported unit contact officer NLT 1500 the day prior to day of the mission.

(3) Advise SCJS when requested support cannot be provided due to other operational commitments.

(4) Notify the tasked unit immediately when missions are canceled by SCJS.

(5) Notify SCJS immediately when missions are canceled by the aviation unit due to adverse weather or other operational reasons.

(6) Inform SCJS of the actual flying time of a mission as soon as possible after it has been flown. Also, inform SCJS of any deviations to the mission from the location/routes stated in the mission request.

6. GENERAL.

a. Administrative aviation support as used in this memorandum is that flight time flown in support of the HQ CFC/USFK/EUSA and staff elements. Transportation of personnel and equipment is authorized. Mission/flights identified as tactical or training missions are not administrative support missions.

b. A limited number of flying hours per month is available from ROKA and EUSA aviation units for this support. This support generally will be provided equally from ROKA and EUSA aviation units.

c. CHQ Form 53EK-R is a user reproducible form and must be completed by the requesting CFC/USFK/EUSA staff agency. Refer to the sample in appendix B for assistance in completing the CHQ Form 53EK-R.

d. Supporting aviation units and supported staff agencies are encouraged to coordinate details of administrative support missions directly with one another once the mission has been tasked per subparagraph 5c(1).

CFC/USFK Memo 95-1

- e. Other categories of EUSA aviation support are covered by USFK Reg 95-4.
- f. Passenger eligibility will be determined IAW USFK Reg 95-4. Unless temporary duty funding is involved, CFC/USFK/EUSA United States (U.S.) personnel are exempt from the U.S. Department of Defense requirement to have a valid U.S. travel order in their possession prior to boarding U.S. Army aircraft. CFC ROK personnel are authorized to ride as passengers aboard ROK aircraft on their ROK military or CFC identification card.
- g. Passengers will be on time for designated pickups. If passengers do not arrive for a scheduled flight, the flight will be canceled 20 minutes after the scheduled pickup time, except for flag officers and persons of equivalent rank.
- h. Supported CFC/USFK/EUSA agencies are responsible for funding temporary duty costs associated with the required support.
- i. Characteristics of administrative support aircraft are at appendix C which shows ROK-U.S. aircraft capabilities.
- j. Approximate flight times can be determined by dividing the measured distance (in nautical miles) with the cruising speed of the aircraft (appendix C) or by contacting either of the aviation support elements: 17th Aviation Brigade, telephone number 723-4660/2032, or ROKA Aviation Office, telephone number 966-4878.
- k. If non-CFC/USFK/EUSA personnel are to be flown on U.S. Army aircraft, a travel request (authorization for travel on U.S. Army aircraft) must be submitted through Commander, EUSA, ATTN: EACJ-EA, Unit #15236, APO AP 96205-0009, to Commander, USFK, ATTN: FKCJ, Unit #15237, APO AP 96205-0010, for approval NLT 15 working days prior to the requested flight. These requests will be approved on a case-by-case basis. An example of a request for authorization is at appendix D. It is the requester's responsibility to pick up the approved travel request and furnish it to the non-CFC/USFK/EUSA passenger. The approved travel request will be taken on the flight as proof of authorization. (NOTE. Requests for distinguished visitors flights must also be submitted through the USFK Protocol Office.)

The proponent of this memorandum is the Office of the Secretary Combined Joint Staff. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, CFC/USFK, ATTN: CFCJ-O, Unit #15255, APO AP 96205-0028.

FOR THE COMMANDER IN CHIEF, CFC, AND THE COMMANDER, USFK:

NELS RUNNING
Major General, USAF
Chief of Staff, UNC/CFC

OFFICIAL:

JAMES R. TAYLOR
Chief of Staff, USFK
Major General, USA

///ORIGINAL SIGNED BY///

KIM, DO PIL
Lieutenant Colonel, ROKA
Adjutant General, UNC/CFC

///ORIGINAL SIGNED BY///

JAY D. ALLEN
Lieutenant Colonel, USA
Assistant Adjutant General, USFK

4 Appendixes

- A. CHQ From 63-EK-R (Aircraft Mission Request)
- B. Sample CHQ Form 53EK-R
- C. ROK-U.S. Aircraft Capabilities
- D. Sample Request for Authorization for Travel in U.S. Army Aircraft

SPECIAL DISTRIBUTION:

UNC/CFC

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5 - CFPA

25 - CFCJ

3 - EAAV

10 - EACJ-EA

8- FKJ6-PRM-P

89 - PPCK

10 - ROKA Aviation Office

APPENDIX A

별지 가

AIRCRAFT MISSION REQUEST 항공 임무 신청서
(For Use of this form see LFC MEMO 95-1)

DATE: 일자:

DATE OF THE MISSION: 신청 일자:	TYPE OF MISSION: -- 임무 목적:	NUMBER / TYPE OF AIRCRAFT: 기종/대수:
ALTERNATE DATE(S): 대리 일자:	AGENCY SUPPORTED: -- 지원 부서:	MISSION NUMBER: 임무 번호:
NUMBER OF PASSENGERS: (PAX BAGGAGE NO MORE THAN 30 POUNDS)	REQUESTER: 신청인: AND UNIT: 소속부대:	DUTY TELEPHONE: 사무실/숙소전화번호: OFF DUTY TELEPHONE:

REQUESTOR'S OFFICE SYMBOL 신청부서: _____ STAFF PRINCIPAL APPROVAL 담당부서: _____

PASSENGER MANIFEST

#	RANK 계급	NAME 성명 (LAST, INITIALS)	SOCIAL SECURITY NUMBER 군번	UNIT/TELEPHONE/REMARKS 부대/전화/비고
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				
(8)				

TRAVEL ITINERARY

DEPARTURE HELIPORT/AIRFIELD	# OF PAX	DEPARTURE TIME	ARRIVAL HELIPORT/AIRFIELD	REMARKS 비고
출발 (헬기장/비행장)	인원	출발시간	도착 (헬기장/비행장)	

REQUESTOR'S POINT-OF-CONTACT

POINT OF CONTACT FOR MISSION DETAILS (신청인 연락처)
 Rank 계급 Name 성명 세부 임무 연락처 Duty Phone Number 사무실전화번호 Non-Duty Phone Number 숙소전화번호

***** REQUEST A WEATHER CHECK BE CALLED TO THE POC AT _____ HOURS *****

CONFIRMATION

MISSION CONFIRMED BY: _____ DATE/TIME: _____ NUMBER/TYPE ACFT ASSIGNED TO MISSION: _____

CARGO REQUIREMENTS

CARGO: 화물: YES / NO	CARGO TYPE: 화물 명세:	CARGO DIMENSIONS: 화물 용량: (LARGEST / HEAVIEST)	HEIGHT: 높이:	LENGTH: 길이:	WIDTH: 너비: (FEET) (피트)
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FOR SUPPORTING UNIT'S USE ONLY

PC: _____ PI: _____ CE: _____ AIRCRAFT: _____

PRIVACY ACT STATEMENT
(US Personnel Only)

AUTHORITY:

PURPOSE: To Provide name, rank and SSN or Serial Number of personnel requiring airlift support.

ROUTINE USE: To positively identify US personnel who will be manifested on ROK and US military aircraft.

DISCLOSURE AND EFFECT ON INDIVIDUAL: Disclosure is voluntary. If not provided, individual may not be authorized airlift aboard military aircraft in the Republic of Korea.

Individuals whose signatures appear below have read the foregoing and consent to the disclosure of personal information recorded on the reverse.

APPENDIX B

별지 나

AIRCRAFT MISSION REQUEST 항공기 임무 신청서 (For Use of this Form see CFC MEMO 95-1)		DATE: 일자: 13 May 92			
DATE OF THE MISSION: 신청일자: 22 May 92	TYPE OF MISSION: -- General Support 임무종류: -- CFC	NUMBER / TYPE OF AIRCRAFT: 기종/대수: UH-1H			
ALTERNATE DATE(S): 예비일자: 29 May 92	AGENCY SUPPORTED: -- CFC 지원부서: -- 18	MISSION NUMBER: 임무번호			
NUMBER OF PASSENGERS: 4 (PAX BAGGAGE NO MORE THAN 30 POUNDS) 탑승인원	REQUESTER: 신청인: MG XXXX, XX AND UNIT: 소속부대: C/J3	DUTY TELEPHONE: 7XX-XXXX (사무실) / 속소전화번호: OFF DUTY TELEPHONE: 7XX-XXXX			
REQUESTOR'S OFFICE SYMBOL 신청부서: CFC-D-ED	STAFF PRINCIPAL APPROVAL 담당부서: ACofS, C3 (initials)				
PASSENGER MANIFEST					
#	RANK 계급	NAME 성명 (LAST, INITIALS)	SOCIAL SECURITY NUMBER 군번	UNIT/TELEPHONE/REMARKS 부대/전화/비고	
(1)	MG	XXXX, XX	XXX-XX-XXXX	ACofS, C3 72X-XXXX	
(2)	COL	XXXX, XX	XXX-XX-XXXX	C3, Exercise Div 72X-XXXX	
(3)	LTC	XXXX, XX	XXX-XX-XXXX	J3, Opns Div 72X-XXXX	
(4)	MAJ	XXXX, XX	XXX-XX-XXXX	C3, Opns Div 72X-XXXX	
(5)					
(6)					
(7)					
(8)					
TRAVEL ITINERARY					
DEPARTURE HELIPORT/AIRFIELD	# OF PAX	DEPARTURE TIME	ARRIVAL HELIPORT/AIRFIELD	REMARKS 비고	
출발장소 (헬기장/비행장)	인원	출발시간	도착 (헬기장/비행장)		
H-201 (Yongsan)	4	1310	H-209		
H-209 (CFA)	4	1500	254 OP (CT431377)		
254 OP (CT431377)	4	1615	H-208 (Yongsan)		
REQUESTOR'S POINT-OF-CONTACT					
POINT OF CONTACT FOR MISSION DETAILS 세부 임무 연락처					
Rank 계급	Name 성명	Duty Phone Number 사무실전화번호	Non-Duty Phone Number 속소전화번호		
COL	XXXX, XX	72X-XXXX	73X-XXXX		
***** REQUEST A WEATHER CHECK BE CALLED TO THE POC AT -- 1100 -- HOURS *****					
CONFIRMATION					
MISSION CONFIRMED BY Completed By SCJS and Returned to Staff Agency		DATE/TIME	NUMBER/TYPE ACFT ASSIGNED TO MISSION		
CARGO REQUIREMENTS					
CARGO: 화물: YES / NO	CARGO TYPE: 화물 형식:	CARGO DIMENSIONS: 화물 용량: (LARGEST / HEAVIEST)	HEIGHT: 높이:	LENGTH: 길이:	WIDTH: 너비: (FEET) (피트)
FOR SUPPORTING UNIT'S USE ONLY					
PL:	PI:	CE:	AIRCRAFT:		

SAMPLE

APPENDIX C

ROK-U.S. AIRCRAFT CAPABILITIES

<u>TYPE AIRCRAFT</u>	<u>PASSENGERS</u>	<u>RANGE</u>	<u>CRUISE SPEED</u>
<u>U.S. AIRCRAFT</u>			
C-12	6	1800 Miles	245 knots
UH-1H	6-8	216 Miles	90 knots
CH-47D	33	320 Miles	120 knots
UH-60	8-11	300 Miles	130 knots
<u>ROK AIRCRAFT</u>			
UH-1	6-8	216 Miles	90 knots
OH-6A	2	265 Miles	90 knots

APPENDIX D

SAMPLE REQUEST FOR AUTHORIZATION FOR TRAVEL
IN U.S. ARMY AIRCRAFT

CFCD-OP

(Date)

MEMORANDUM THRU Commander, EUSA, ATTN: EACJ-EA, Unit #15236, APO AP 96205-0009

FOR Commander, USFK, ATTN: FKCJ, Unit #15237, APO AP 96205-0010

SUBJECT: Authorization for Travel In U.S. Army Aircraft

1. In accordance with USFK Reg 95-4, request the following personnel be authorized to travel in U.S. Army aircraft on the dates indicated:

<u>Name</u>	<u>Rank</u>	<u>SSN/SN</u>	<u>Date(s)</u>
XXXX	XXX	XXXXXXXXXX	XXXXXXXXXX
XXXX	XXX	XXXXXXXXXX	XXXXXXXXXX

2. The purpose of this travel is to accompany C3 personnel in the conduct of a staff liaison visit to the 17th Regiment, 30th Division, and to observe a FOG RAIN exercise.

FOR THE ASSISTANT CHIEF OF STAFF, C3:

JOHN DOE
COL, USA
Chief, Ops Div, C3

S A M P L E