

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Regulation 95-4

6 November 2014

Aviation

REQUESTING AND ALLOCATING ARMY AVIATION SUPPORT

***This regulation supersedes USFK Regulation 95-4, dated 18 October 2011.**

FOR THE COMMANDER:

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Summary. This regulation prescribes peacetime procedures for requesting Eighth Army aviation support for mission, administrative, and civil/military emergency missions. Priorities are governed by Department of Defense Directive (DODD) 4500.56.

Summary of Changes.

- Simplified Title.
- Restructured regulation into a more logical format.
- Added para 1-4, General Policy.
- Para 2-1a, Added Eighth Army G3AVN as the custodian of USFK 95-4.
- Deleted para 2-1c, 2 CAB Responsibilities.

- Added para 2-2, Use of Government Aircraft.
- Deleted Appendix C, replaced w/ Table 2-1.
- Para 2-3, Approval Authority was renamed para 2-4, Approval Authority for Airspace and Landing Zones.
- Deleted para 2-3a, authority to issue orders.
- Moved para 2-3b and c to para 3-1b.
- Deleted Appendix B, replaced with Table 2-2.
- Added Figure 2-1, P-518 Overview.
- Added para 2-4b, P-518 West airspace guidance.
- Added figure 2-2, P-518 West overview.
- Moved para 3-7, Yongsan Heliport (H-264) to para 2-4c.
- Added 2-4d, Incheon Intl. Airport Guidance.
- Adjusted 2-5a to provide clarification of COMHAWK usage and coordination procedures.
- Added para 2-5a(2)(b) to provide procedures for senior officials other than CDR USFK to coordinate COMHAWK flights.
- Added para 2-5b to clarify usage of and limitations on additional aircraft Eighth Army provides.
- Changed AMR Form from USFK 84-R-E to 2ID/2CAB local Air Mission Request Form.
- Added para 3-1a to provide an overview of mission types executed by Eighth Army.
- Added sentence to para 3-1a(2); deadline for training requests changed from 14 days prior to 60 days prior.
- Changed para 3-1d to para 3-1 to further delineate G3 AVN responsibilities.
- Adjusted Paragraph 3-1 e to change AMR processing times to ten days and delineate General Officer AMR approval chains.
- Para 3-1h, deleted Osan to Yongsan flight restriction.
- Added Figure 3-1, P-518 TZE and HWY 100 Beltway overview.
- Deleted para 3-1i(5).
- Para 3-1j(6), added that all visiting travelers must have ITA, travel orders, or Congressional travel orders to use military air.

- Added Para 3-3a, MEDEVAC Availability.
- Added the following to Appendix A, References:
 - USPACOM Instruction 0614.6, Military Airlift Requests.
 - USPACOM Memo, Approval for Use of Military Aircraft (MilAir) by United States Forces Korea (USFK) Senior Officials
 - USARPAC Policy Memorandum 11-30, Accompanying Spouse Travel.
 - USARPAC Memo, Delegations of Authority under AR 95-1, Flight Regulations.
 - USFK Memo, DOD Policy on the use of Government Aircraft and Air Travel-USFK Implementation Instructions.
- Added Appendix B, Template Descriptions.
- Added Appendix C, Air Mission Request Quick Reference Guide.

Applicability. This regulation applies to Headquarters (HQ), United States Forces Korea (USFK), component commands, visiting units, and forces under operational control of HQ USFK using Eighth Army aviation assets. This regulation also applies to all USFK and Republic of Korea (ROK) military personnel requesting United States (US) aviation support when emergency conditions exist and life is in jeopardy. This policy also applies to travel for senior foreign officials when such travel is in the primary interest of the Department of Defense (DOD). Travel in support of service component missions must follow service component guidance. This regulation is not applicable to a combatant or hostile situation. During hostilities, the provisions of (S) United Nations Command (UNC)/Combined Forces Command (CFC) Regulation 525-4 for aviation support in a hostile situation will be followed.

Supplementation. Issue of supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from HQ USFK (FKJ3), Unit #15236, APO AP 96205-5236.

Forms. 2ID/2CAB local Air mission request forms will be utilized.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the Office of the Assistant Chief of Staff, J3. Eighth Army G3 AVN will serve as the custodian of this regulation on behalf of USFK J3. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Eighth Army (EACG-EA), Unit #15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

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Chapter 1 Introduction

1-1. Purpose

This regulation stipulates peacetime procedures for requesting Eighth Army aviation support for tactical, administrative (including logistical operations), and civil/military emergency missions. Priorities are governed by DODD 4500.56.

1-2. References

Required and related publications are listed in Appendix A.

1-3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. General Policy

It is the policy of the DOD that transportation resources are to be vigorously managed to prevent both misuse and the perception of misuse. Travel must be directly and clearly related to mission achievement. Military Air (fixed wing) should not be used if commercial airline or aircraft (including charter) service is reasonably available, as specified in DODD 4500.56.

Chapter 2 Responsibilities

2-1. Responsibilities

a. The Chief, Eighth Army G3 Aviation shall –

(1) Serve as the custodian of USFK Regulation 95-4 on behalf of USFK J3.

(2) Coordinate the allocation of army aviation assets to support operations within the ROK. Serve as the first approval authority, or their deputy, for all Air Mission Requests (AMRs) submitted to Eighth Army for resourcing.

(3) Resolve questions of priority with the Eighth Army Chief of Staff when requests for air travel exceed resources allocated in paragraph 2-5.

(4) Facilitate the processing and validation of AMRs to include all exceptions to policy(ETPs) and other special approvals requested from the Commanders and Senior Staff Officers of Eighth Army, USFK, and their higher headquarters.

b. The Commander, 2nd Infantry Division (2ID), shall support the operations of UNC/CFC/USFK, including military units, other nation forces, and subordinate commands under the operational control of CFC and USFK using the appropriate airframe(s) with regard to mission, safety, and cost effectiveness.

2-2. Use of Government Aircraft

a. Authorized Users of Government Air Travel. There are five general categories of Military Air use: Required use, Mission Requirement Travel, Other Official Travel, Unofficial Travel and Funded Family Member Travel. Detailed descriptions are provided in paragraphs below.

b. Required Use. Designated travelers that require the use of military aircraft due to their continuous requirement for secure communications, security, or for responsive transportation to satisfy exceptional scheduling requirements. Per DODD 4500.56, Commander, USFK is the only senior official in USFK designated as a required use traveler. All other requests to use military aircraft, to include flag/general officers and civilian equivalents, must meet the criteria listed in paragraphs c through e below.

c. Mission Requirement Travel. This category of travel includes the following: travel in order to conduct an agency's official responsibilities, such as transportation of troops and equipment, training, evacuation, intelligence activities, and exercise of command and supervisory oversight at local and adjacent installations. It may also include travel to bi-lateral meetings for the purpose of command oversight, such as operational planning sessions.

d. Other Official travel. This category of travel is broader than mission requirement travel, but the purpose of which is to conduct DOD official business. Examples include, but are not limited to, attendance at conferences and meetings, making routine site visits to facilities, and giving speeches. This travel is normally accomplished by using commercial transportation. Other official travel will be approved on a case-by-case basis per PACOM Instruction 0614.6 and/or service policies.

e. Unofficial travel. This category of travel is personal in nature, not for the performance of official military purposes. It may be authorized only in accordance with provisions in DoDD 4500.56 and DoD 4515.13-R, under very restrictive circumstances.

f. Funded Family Member Travel. This is defined as family member travel via military aircraft, when accompanying a senior official, when the family member will actually participate at an unquestionably official event in an official capacity, or when such travel is in the national interest of the United States because of diplomatic or public relations benefit to the United States as defined in DOD 4515.13-R. Generally, this authority is only available to senior officials and is limited to spouse travel. Case-by-case approval is required and may be subject to service policies, such as that found in USARPAC Policy Memorandum 11-30.

2-3. Passenger Eligibility

The subparagraphs below discuss common categories of eligible passengers and the approval authority for each. USPACOM Instruction 0614.6 enclosure 2 provides greater detail on the same. All passengers must meet eligibility and approval requirements in accordance with (IAW) DOD 4515.13-R. Table 2-1 provides an overview of common categories of passengers, the documents required to request travel and the applicable reference.

a. Active duty US military members and civilian employees are authorized travel on US Army aircraft for military duties that primarily benefit the US Armed Forces. For the purposes of this regulation, USFK Korean national employees (KGS/KWB) are considered to have the same status as DOD civilian employees. Korean Augmentation To the United States Army (KATUSA) personnel are considered to have the same status active duty US members.

b. Non DOD personnel may fly on a US Army aircraft, under certain circumstances, including public affairs orientation flights and support to gratuitous entertainers. Requests will be submitted as outlined in Chapter 3 and must comply with PACOM or service policies.

c. Foreign national military and foreign civilian personnel may be authorized travel on US Army aircraft when such travel is in the primary interest of the DOD and when other applicable regulatory requirements are met. Requests will be submitted as outlined in table 2-1, Chapter 3, and

Appendix B. Request must be approved by the CDR, USFK or his designees.

d. Employees of DOD contractors may travel on military aircraft when the government contract states that the US Government will provide transportation. Otherwise, contractors will require an exception to policy as outlined in Paragraph 2-2c above.

e. Requests to support non-DOD federal agencies and/or foreign military forces may be approved as an exception to policy. Requests will be submitted as an exception to policy and routed through Eighth Army G-3 to the appropriate approval authority.

**Table 2-1
Authorization Matrix for Personnel Authorized Travel Onboard U.S. Army Aircraft**

PASSENGER	REASON	REQUIREMENTS	REFERENCE
Active Duty U.S. Military DOD Civilian KATUSA Contractor (w/Contract Authorizing Mil-Air Travel)	Mission Requirement, Other Official Travel	2ID/2CAB Local AMR Form* Submit NLT 10 days prior	DODI 4500.43 DOD 4515.13-R USFK Reg 95-4
Spouse Travel	Accompanying Spouse Travel	2ID/2CAB Local AMR Form* Exception to Policy (Approved by 1 st 4 Star Gen/Flag Officer or 3 Star Designated in DoD 4515.13R)** Invitational Travel Authorization Itinerary Sponsor Request Memo Legal Review Submit NLT 10 days prior	DODD 4500.56 DOD 4515.13R AD 2007-01 PACOM Inst 0614.6 USARPAC Memo 11-30
Non-DOD Civilian Foreign Passenger Contractor (w/Contract not authorizing Mil-Air)	Primary Interest of DOD	2ID/2CAB Local AMR Form* Legal Review Exception to Policy (Approved by USFK CoS) Submit NLT 10 days prior	DOD 4515.13-R
Congressional Delegation	Official U.S. Government Business	2ID/2CAB Local AMR Form* Congressional Travel Authorization*** Submit NLT 10 days prior	DoDD 4500.56 DOD 4515.13-R
Non-DOD Federal Employee		2ID/2CAB Local AMR Form* Legal Review Exception to Policy (Approved by USFK CoS) Employee's Federal Department must request military air travel and must agree to reimburse the DOD if the air transportation is used to accomplish that agencies mission. Submit NLT 10 days prior	DODI 4500.43 DOD 4515.13-R USFK Reg 95-4

Travelers from outside USFK AOR must have the authorization to travel per para 3-1k(6).

*Senior Traveler and the senior traveler's next higher level rater supervisor must sign the AMR. DD Form 2768 may be used if deemed appropriate by Eighth Army G3 AVN.

**CDR, USFK, CDR 7th AF, CDR USARPAC can approve spouse travel within their commands.

***Congressional Travel Authorization does not require USFK Legal Review.

2-4. Approval Authority for Airspace and Landing Zones

a. The P-518 and P-518 NFA geographical boundaries are defined in UNC/CFC/USFK Regulation 95-3. An overview of the P-518 NFA is depicted in Figure 2-1. Normal conditions are defined as Defense Conditions (DEFCON) 4. Other than normal conditions are defined as being at a DEFCON higher than level 4 or as the Commander, USFK directs. Requests requiring Eighth Army or USFK level approval will be forwarded to Eighth Army G3 Aviation seven days prior to the mission. See Table 2-2 for a list of missions into P-518 and the corresponding approval authority.

Table 2-2
Approval Matrix for Aircraft Flights in the P-518 and NFA

Mission	Increased Conditions	Normal Conditions
P-518 Air Movement	CJ3	Eighth Army G3 Forwarded to CJ3 for SA
Training Flight (Pilot/aircrew qual.)	2ID GO	2ID CAB CDR
Flights to H-128	USFK CoS	CJ3
AEROMEDEVAC Mission 3-3b	CJ3	2ID CAB CDR Contact EAWT for SA
AEROMEDEVAC Mission 3-3c		CJ3
2ID Firefighting		2ID CoS
Eighth Army Firefighting (non-2ID)		Eighth Army G3
Other US Firefighting		CJ3

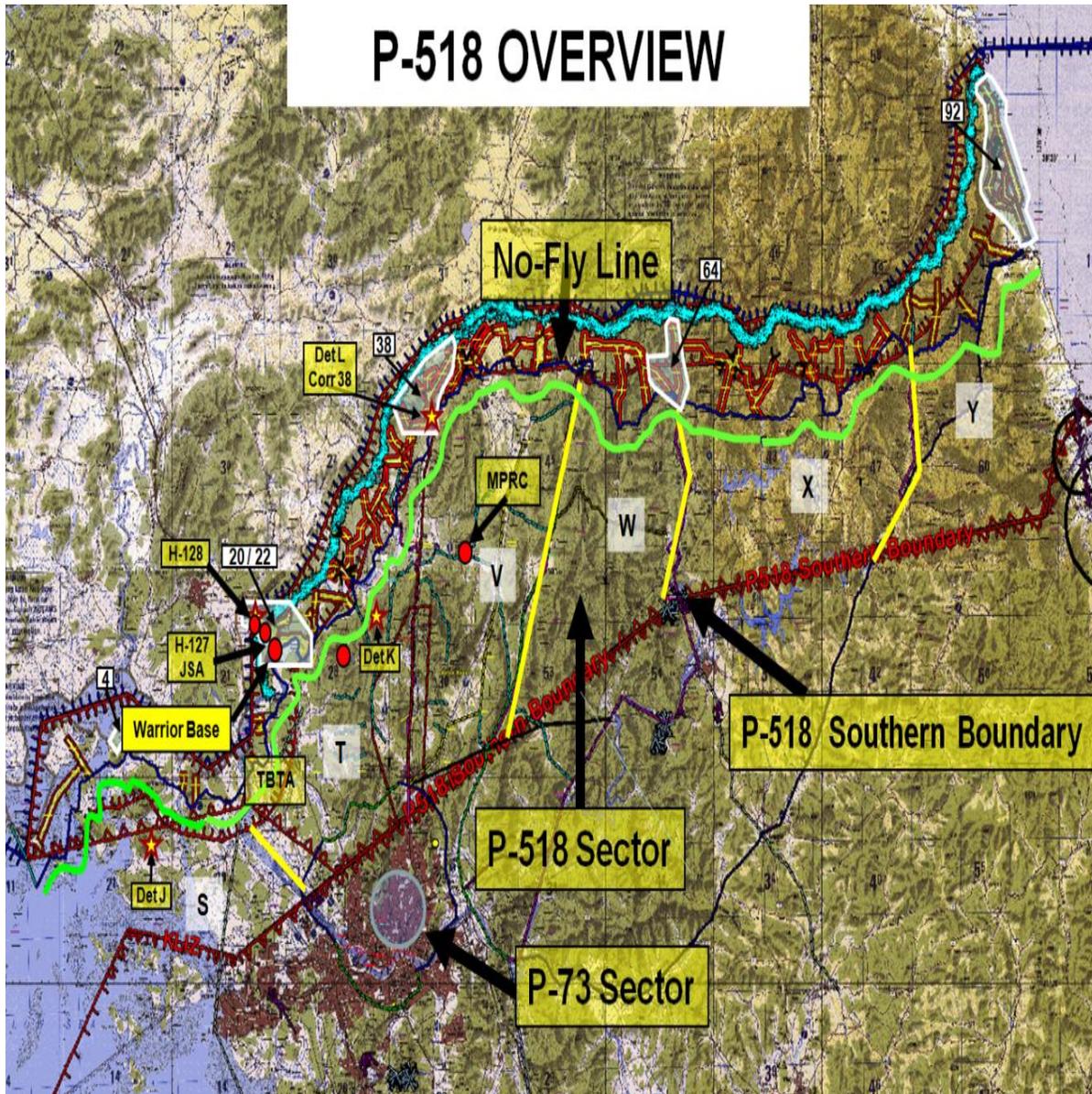


Figure 2-1. P-518 Overview

b. P-518W airspace is located to the west of P-518 over the Yellow Sea. The islands of Paek Ryung Do (PY Do) and Yeon Pyeong Do (YP Do) are located within this airspace. Requests to enter this airspace are forwarded to the Air Operations Center for processing. The final approval to enter this airspace is the ACC Commander, per ACC Regulation 60-8. Due to the extensive coordination required between multiple agencies, AMRs entering P-518W should be submitted fourteen days prior to the date of the mission.

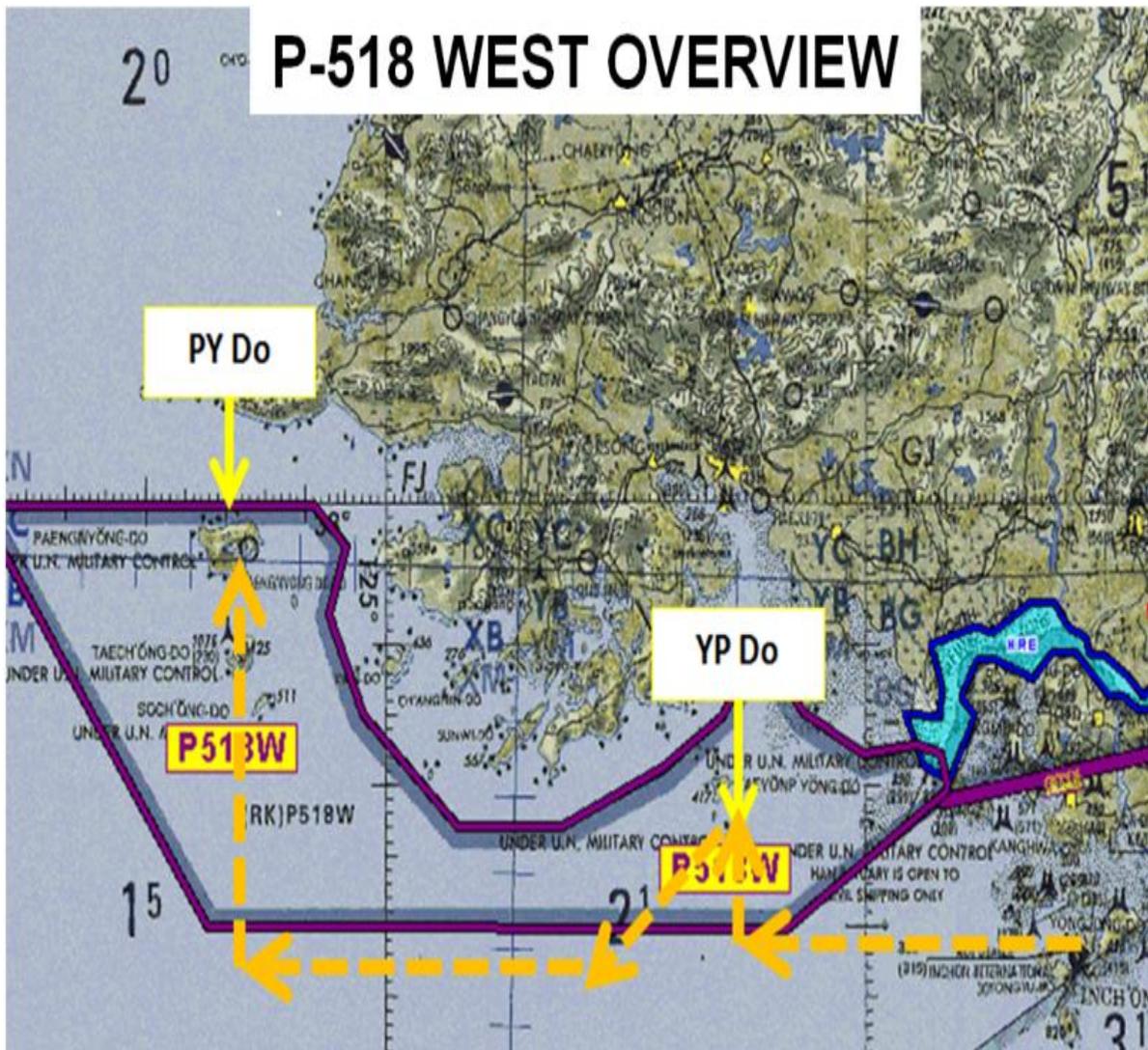


Figure 2-2. P-518 West Overview

c. H-264. The Yongsan heliport will be used for all Medical Evacuation (MEDEVAC) missions going to the Brian Allgood Army Community Hospital. Refer to the current DOD Flight Information Publications (FLIP) Visual Flight Rules, Arrival/Departure Routes Korea, for proper arrival/departure instructions. Utilization of H-264 for Rotary Wing Executive Transport flights are limited to supporting military personnel in pay grades O-7 or civilian equivalents (DV Code 6) and higher, Division or higher Command Sergeants Major and each USFK service component's senior most enlisted leader, and others as directed by the Eighth Army CoS. Aircraft larger than H-60 size must use Echo Pad (Lombardo Field). Dual aircraft missions, which are defined as two aircraft on the same flight plan and supporting the same DV, into and out of H-264, are authorized only to support US and ROK O-9 (DV Code 4) or above and their civilian equivalents. All other flights shall be single aircraft flights. The USFK CoS is the approval authority for a waiver for the policies above. H264 will be used IAW all the policies listed in the H-264 Airfield Operations Manual maintained by Yongsan Garrison. Direct questions about H-264, including H-264 Echo Pad, contact H-264 Operations at 736-4710 or Eighth Army G3 Aviation Flight Operations at 723-4992.

d. Rotary wing flights to Incheon International Airport are governed by USFK Regulation 1-23, and must comply with DOD and service policy guidance. This regulation only allows flights for DV Codes 1 and 2. Exceptions may be granted in the cases of sensitive logistical cargo or when exceptional circumstances are involved. The Commander USFK or his designee is the approval authority for any exceptions to this policy.

2-5. 2ID Support to USFK and Eighth Army

The following levels of support to USFK units, Eighth Army units, and Distinguished Visitors (DV) to the ROK can be expected on a continuous basis. During exceptional circumstances, such as Code 1 or 2, additional assets will be allocated proportionate to the required level of support.

a. COMHAWK. Eighth Army provides three aircraft per day to support the USFK Commander.

(1) COMHAWK missions are coordinated directly between the USFK commander and supporting COMHAWK flight crew.

(2) The USFK Commander may authorize other staff and senior officials to use COMHAWK. These flights must comply with PACOM and service policies. Other users cannot coordinate missions in the same way as the designated users of COMHAWK since they do not have the same relationship with the flight crews. Other Senior Leaders will coordinate COMHAWK support as follows:

(a) Eighth Army G3 AVN will coordinate COMHAWK missions when it is not used by the Commander designated in USFK Reg 95-4.

(b) The minimum processing time for a COMHAWK AMR is two working days prior to the requested flight. The two working day minimum processing time does not guarantee sufficient time to process AMRs requiring legal reviews or exceptions to policy, specifically those that require approval at levels higher than Eighth Army or USFK. AMRs requiring approval authority should continue to be submitted within the timeframe specified in USFK Reg 95-4 to guarantee aviation support.

(c) AMRs requesting aircraft other than COMHAWK are not affected by this policy and will require submission no later than ten working days prior to the requested flight in accordance with USFK Reg 95-4 para 3-1.

b. Eighth Army provides additional aircraft to support USFK and external units' missions in the ROK. These aircraft are available subject to the approval of the Eighth Army Commander. These are in addition to the COMHAWK aircraft in paragraph 2-5a. The Eighth Army Chief of Staff will prioritize if mission requests exceed the daily allotted assets.

Chapter 3 Mission Request Procedures

3-1. Mission Request Procedures

Missions executed by Eighth Army assets fall into three major categories: Operational Use, Special Use, and Operational Support Airlift (OSA). The category of air mission must be known to ensure the request is properly prepared and conforms to applicable regulations.

a. Operational Use Missions: The complete definition of this mission can be found in paragraph 3-3 of AR 95-1. Operational Use Missions typically conducted by Eighth Army are real-

world missions to support the Armistice, tactical military training, or to exercise command and control regardless of current defense conditions (DEFCON).

(1) The Aviation unit supporting this type of mission could be tasked with an AMR Form, an Operations Order, or a Fragmentary Order. The decision of how to task the supporting unit will be made based on the complexity and duration of the mission as well as the level of planning required to execute the mission. Depending on the complexity of the mission, the requestor could be asked to conduct an Air Mission Coordination Meeting rather than an AMR in order to collect the information necessary to execute.

(2) Training Missions requiring minimal prior planning such as sling load hook-up training, cold/hot load training, or troop movements without a tactical scenario may be supported with an AMR submitted 14 days prior to the date of execution. All other training missions must be submitted sixty days prior to the date of execution.

b. Special Use Missions: The complete definition of special use mission can be found in paragraph 3-4 of AR 95-1. Public Affairs missions are the primary special use missions executed by Eighth Army. Included are performances by DOD demonstration teams, flyovers, tactical demonstrations, aerial reviews, static displays not on a military installation. Public Affairs Missions are governed by DOD 4515.13-R, Chapter 3, DODI 5410.19 and AR 360-1 as well as guidance provided by HQ DA Office of the Chief of Public Affairs. A request for a Public Affairs Mission should be initiated ninety days prior to the planned event to ensure that it has adequate time to be routed through the extensive approval process. These requests require the following:

(1) DD Form 2535 must be completed by the requestor.

(a) The POC will sign as the "Event Site Certification" POC.

(b) Representative from the sponsoring organization (hosting the event) signs as the sponsor (usually a representative from G9).

(c) G3 AVN will sign as coordinating official.

(2) Once the legal review is signed and received, both of these documents (DD Form 2535-signed) are then submitted to G3 AVN.

(3) G3 AVN routes them through 2ID for 2ID CDR review and he/she RECOMMENDS approval or disapproval (safety survey required for off-site LZs).

(4) This signed memo is sent to G3 AVN and the packet is pushed through the following routing:

(a) G3 AVN OIC (reviewer).

(b) Eighth Army G3 CoS (reviewer).

(c) CG Eighth Army (approval for forwarding purposes to PACOM - AND signs memo).

(d) Packet forwarded to Chief of PAO for final approval OR PACOM CDR.

c. Operational Support Aircraft (OSA) missions are defined in DODI 4500.43, Glossary, Part II Definitions. As specified by this regulation, OSA is a classification of airlift mission support to

provide for the timely movement of limited numbers of priority personnel or cargo. This travel can be done on aircraft acquired or retained exclusively for OSA missions or on board other DOD owned or controlled aircraft, fixed or rotary wing. Per DODD 4500.56, Para 4, all requests for the use of DOD aircraft must be signed by the senior traveling official. This signature authority cannot be delegated. Travel must be authorized by at least one organizational level above the person traveling except for individuals designated as required use travelers. Personnel must follow service policy regarding approval authority. Commander, USARPAC is the approval authority for missions supporting Eighth Army; Commander, USFK or his designee is the approval authority for missions in support of USFK missions. Rotary-wing aircraft will be used only when the use of ground transportation would have a significant adverse impact on the ability of a senior official to effectively accomplish the purpose of the official travel. This policy applies to all officers and employees of the DOD.

d. Eighth Army G3 AVN will review each AMR to ensure that it complies with all applicable regulations. The processing procedures outlined in this regulation provide procedures to process common AMRs. AMRs that fall outside of these guidelines will be handled on a case by case basis. In addition to legal reviews specified in this regulation, Eighth Army G3 aviation may request a legal review for any mission that could be or appear to be a misuse of government resources.

e. AMRs from HQ, Eighth Army staff sections, USFK staff and subordinate activities, and Eighth Army and major subordinate commands will submit 2ID/2CAB Local AMR Form (or DD Form 2768 if deemed appropriate by Eighth Army G3 AVN) to the Eighth Army G3 Aviation Flight Operations Officer DSN 315-723-4992, email usarmy.yongsan.8-army.list.g3-avn-amr@mail.mil or to Unit #15236, ATTN: EAGC-EA, APO AP 96205-5236, NLT ten business days prior to the date of the mission. The ten day requirement will ensure that the AMR has sufficient time for Eighth Army processing as well as processing required by appropriate higher headquarters. Eighth Army G3 AVN will process General Officer AMRs with a shorter lead time on a case by case basis but NLT five business days prior. The AMR shall include the following information at a minimum: the Date Time Group of the requested mission, mission location, point of contact (POC) information, senior passenger name and grade, mission description, and justification for the use of aircraft. In the event the passenger manifest is incomplete, this must be finalized NLT 24 hrs prior to the scheduled departure time. The Travel Authorizing Official (TAO) for USFK personnel is the USFK CDR or designee; the TAO for Eighth Army personnel is the USARPAC CDR or designee. The Eighth Army Commander reviews all General Officer AMRs once the request paperwork is complete.

f. CFC units will follow procedures outlined in UNC/CFC/USFK Memo 95-1. If aviation support is determined to be reimbursable (i.e., not in the primary interest of DOD), the ROK government will reimburse the US Government for ROK/CFC travel in excess of ROK contributions to the HQ CFC travel budget. USFK J4 will coordinate the agreement for reimbursement prior to approval of the mission.

g. Any required aircrew temporary duty costs will be funded by the supported activity/agency. Supporting aviation unit commander will determine if aircrew will incur TDY costs.

h. Prohibited uses. When the destination is less than one hour ground travel time, one way, air transportation will not be authorized. Flights between points in the P-518 Tactical Zone Exemption area and within the Hwy 100 Beltway are not authorized. See Figure 3-1 for an overview of above referenced locations. Exceptions to this policy may be granted by the CoS USFK.

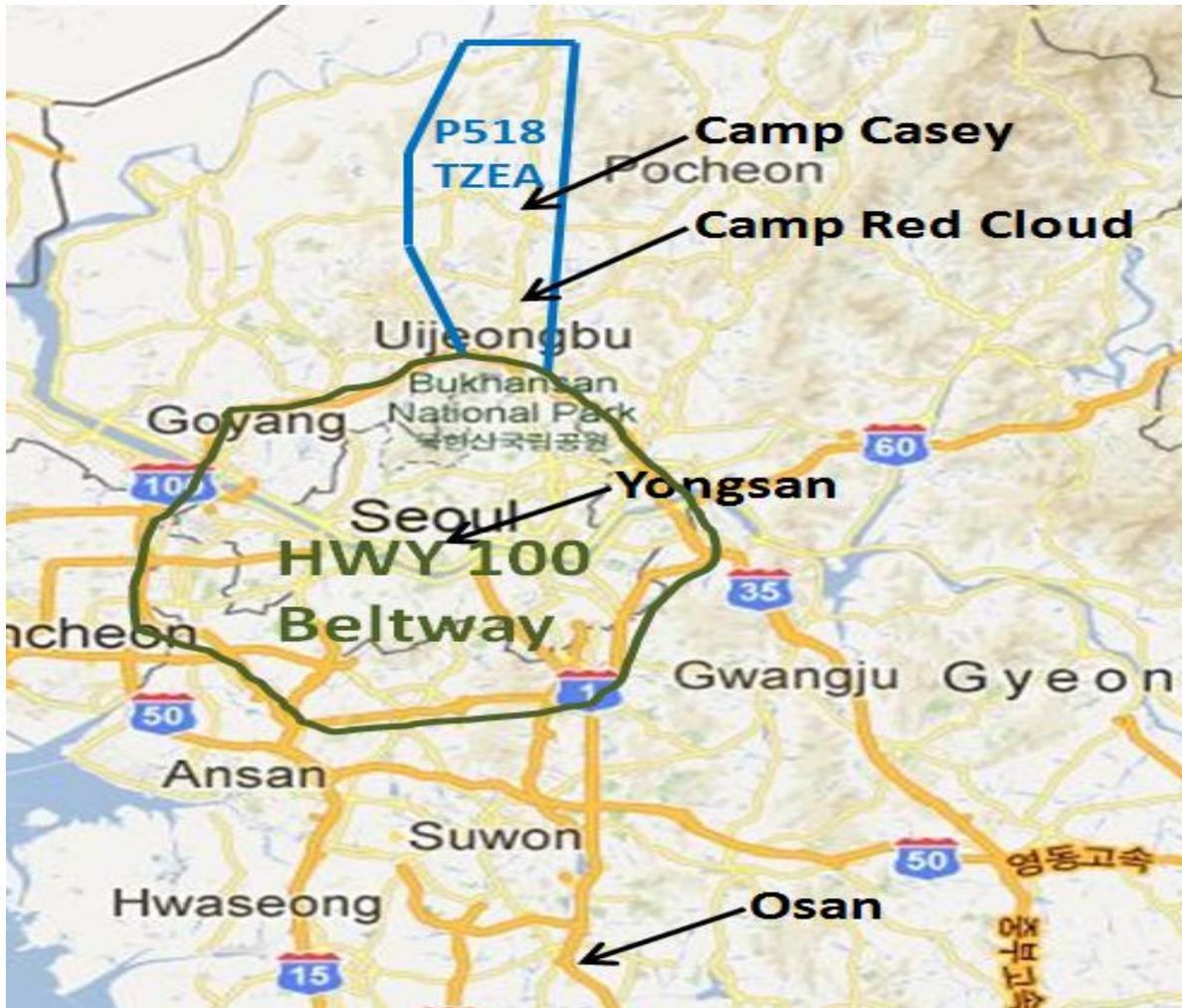


Figure 3-1. HWY 100 Beltway

i. The following policies apply:

(1) The requestor of an air mission must provide justification for the mission so that the priority of each mission can be weighed against others competing for support during the same timeframe. When Eighth Army G3 AVN receives more AMRs than can be supported, the Eighth Army CoS shall decide which missions are supported based on priority. The Eighth Army CoS may delegate this authority to the Eighth Army G3 or the Eighth Army G3 AVN Director. This priority will be based on justification provided by the requestor. The rank of the senior traveler, alone, will not be used as justification for priority.

(2) An approved AMR is an agreement to transport a traveler from a specified pick-up zone to a specified Landing Zone at a designated time. It does not guarantee a specific aircraft type or a dedicated flight. The supporting aviation unit is authorized to consolidate requests for travel and support those requests with the airframe best suited to execute the mission.

(3) Passengers must be on time for scheduled flights. If passengers do not arrive within 20

minutes after the scheduled departure time, the flight will be cancelled except for general officers and equivalent rank. Ground time for intermediate stops by the C-12 will normally not exceed 30 minutes except for general officers or equivalent rank.

(4) All requestors will notify the supporting aviation organization and Eighth Army G3 AVN when scheduled support is no longer required.

(5) AMRs should be submitted in accordance with the deadlines provided in this regulation. Failure to observe these deadlines could result in the mission not being supported. This could be the result of insufficient time for the request to be processed through the required levels of approval or the supporting unit being unable to schedule aircraft and qualified crews.

(6) To ensure military air travel is in the best interest of USFK and the DOD, travelers visiting the USFK AOR must be authorized to use military air travel by one of the following documents:

(a) Invitational Travel Authorization: non DOD federal employees, US and foreign civilians, foreign military.

(b) Travel Orders: military and DOD civilians.

(c) Congressional Travel Orders issued by the Office of Congressional Travel: members of congress and their staff.

3-2. DEFCON 4 Priorities

During DEFCON 4 the priorities shown in Table 3-1 shall be used for aircraft support within the geographical boundaries of the ROK.

Table 3-1
DEFCON 4 Priorities

	Mission
1	Emergency or rescue operations
2	UNC Armistice investigations and missions designated PRIORITY by the Commander, UNC/CFC/USFK
3	Sensitive logistical cargo
4	Aviation training
5	Tactical support missions and field/air assault training
	5 a. Air Assault/Air Ground Integration
	5 b. Sling Load
	5 c. Paratroop/Rappel
	5 d. Air Movement Training
6	Commander, UNC/CFC/USFK other official travel Missions

Table 3-1
DEFCON 4 Priorities - Continued

- 7 Distinguished visitors when approved by CofS, USFK
 - 8 USFK General Officers, according to rank
 - 9 Cost effective movement of personnel not listed above
 - 10 Other operational requirements
-

3-3. Medical Evacuation Requests

a. MEDEVAC Availability. Eighth Army provides continuous area support MEDEVAC coverage to USFK throughout the Republic of Korea during armistice. Armistice area support MEDEVAC coverage is provided from Camp Casey and Camp Humphreys. Additional direct support MEDEVAC coverage is available to USFK units and transitional US military units operating outside the response range of the current MEDEVAC coverage. Direct support MEDEVAC coverage requests are made through Eighth Army G3 Aviation.

b. Eligible Patients. Requests for Medical Evacuation (MEDEVAC) are submitted through the appropriate medical channels to the nearest MEDEVAC support unit in accordance with DOD regulations.

c. Eligibility.

(1) Criteria. The following criteria will be strictly adhered to in determining MEDEVAC eligibility for US civilians and foreign nationals who are not otherwise eligible patients in accordance with DODI 6000.11, Patient Movement, and DOD 4515.13-R, Air Transportation Eligibility.

(a) The patient's illness or injury involves an immediate threat to life, limb, or eyesight.

(b) The patient is located where medical capabilities for adequate diagnosis and treatment, under generally accepted medical standards, are not available. MEDEVAC shall be provided only to the nearest medical facility that can provide the necessary medical capability.

(c) Suitable commercial and ROK government or military MEDEVAC services are not available or inadequate. If the ROK government or military requests the MEDEVAC, the request must contain a statement that the ROK government and military MEDEVAC services are not available or incapable of performing the MEDEVAC mission.

(d) There must be a written commitment on behalf of the patient to reimburse the DOD for MEDEVAC costs, unless the patient's injury or illness is directly related to US Government operations. The commitment must indicate the agency or individuals responsible to reimburse the DOD and provide a specific name and address for direct billing of transportation and enroute medical charges at the applicable tariff rate. In extremely rare cases, the Department of State (DOS) may authorize MEDEVAC services and reimburse the DOD for MEDEVAC costs when the DOS finds that such patient movement is in the national interest.

(2) Procedures.

(a) Requests for MEDEVAC of civilians and foreign nationals must be submitted to the Emergency Operations Center (EOC) at Command Center Seoul using USFK Form 107EK-R-E (MEDEVAC Request Worksheet) or any format which includes all of the information contained in USFK Form 107EK-R-E.

- The MEDEVAC request must state that suitable commercial and ROK government or military MEDEVAC services are not available or inadequate.

- If requested by the ROK government or military, the request must contain a statement that the ROK government and military MEDEVAC services are not available or incapable of performing the MEDEVAC mission.

- If the patient is a foreign national, the request must contain a comment on the behalf of the patient of who will reimburse the DOD for the MEDEVAC costs. The reimbursing official must be identified by name and address for billing of transportation costs.

(b) The EOC will verify whether the MEDEVAC request contains the correct statement and commitment.

(c) EOC will contact the USFK/Eighth Army Surgeon's Office, who will make a preliminary determination on whether the patient is eligible for MEDEVAC. The Eighth Army Watch Team shall be notified for tracking purpose.

(d) If the patient's injury or illness is directly related to US Government operations, J3/7 or CoS, USFK has approval authority for the MEDEVAC request.

(e) If the patient's injury or illness is not directly related to US Government operations, USFK/Eighth Army Surgeon's Office shall contact the Pacific Theater Patient Movement Requirements Center (TPMRC) to request permission to order the MEDEVAC mission for inter-theater patient movement.

(f) If the patient is a US civilian, the Pacific TPMRC has approval authority for inter-theater patient movement.

(g) If the patient is a foreign national, the TPMRC seeks DoS approval for inter-theater patient movement.

(h) Nothing in this regulation should be construed as preventing the Commander, USFK from undertaking prompt relief operations when time is of the essence and when humanitarian considerations make it advisable to do so in response to a disaster in the ROK. Further instructions and definitions are found in DODD 5100.46.

3-4. Civil/Emergency Medical Request Procedures

a. The Command Center Seoul shall--

(1) Accept and evaluate requests for civil emergency aviation support. If the request is for ROK support, Command Center Seoul will refer it to the ROK Army Tactical Operations Center (ROKATOC) through the ROK Joint Chiefs of Staff Duty Director of Operations. ROKATOC will then coordinate with ROK civil and military authorities for support. If ROK civil or military support is unavailable and it is determined that US support may be required, ROKATOC will advise the

Command Center Seoul duty officer. The duty officer will then obtain Commander, USFK approval.

(2) Provide advance notification immediately to the Eighth Army Aviation Officer during duty hours or the Eighth Army Watch duty officer during non-duty hours that an emergency situation is being processed by ROKATOC which may require US Army aviation support.

(3) Obtain the necessary Republic of Korea Tactical Zone (RK) P-73 clearance from the Capital Defense Command through the ROK Duty Director of Operations if the request is for US Army aviation support inside RK P-73.

(4) Pass the approved request for aviation support to the Eighth Army G3 Aviation Officer during duty hours or the Eighth Army Watch duty officer during non-duty hours. The request will include--

- (a) Support requested.
- (b) Location.
- (c) The RK P-73 clearance (if applicable).
- (d) Name and title of requesting officer at Command Center Seoul.

(5) Contact the 7th Air Force Senior Operations Duty Officer at the Tactical Air Control Center to notify US Air Forces, Korea and the Korea Combined Rescue Coordination Center, if--

- (a) Requesting support in excess of Eighth Army aviation capabilities.
- (b) The request is in support of US forces other than the US Army during aircraft accidents.
- (c) The request is in support of civil or military disasters (e.g. flood relief, mass casualty).

(6) Requests for 7th Air Force support will include--

- (a) Name, title, and telephone number of requesting official.
- (b) Location, time of occurrence, and nature of emergency.
- (c) Number and nationality of personnel involved.

(7) Obtain the following information, at a minimum, from the ROK controlling unit at the scene through the ROK liaison officer (LO) when ROK and US assets will be committed simultaneously:

- (a) Identification of controlling unit at the scene.
- (b) Location of the controlling unit.
- (c) Point of contact at the scene.

- (d) All necessary frequencies and call signs being used by the controlling unit.
- (e) The identity of other aircraft committed to the emergency by type, number, and call sign.
- (f) The RK P-73 clearance if required.
- (g) Any special instructions.

b. The Eighth Army Aviation Officer (or designated representative) will--

(1) Determine whether Eighth Army aircraft can support the mission. If the request is for US support, designate the unit that will provide support and inform the ACoS, J3, of the situation.

(2) Alert the selected aviation unit to prepare for the mission but not to dispatch the aircraft until the applicable steps in paragraph 3-4a, are completed and the unit has received the information.

(3) Obtain the identity, call sign, and frequency of the air traffic control agency or unit controlling the aircraft participating in the emergency from Command Center Seoul and inform the supporting aviation unit.

(4) Confirm clearance has been given if operations are to be inside the RK P-73. Provide the supporting unit the frequency and call sign of the controlling agency or the air-to-air frequency and call sign of other participating aviation units.

(5) Inform the Command Center Seoul duty officer of action taken.

(6) Inform the Command Center Seoul duty officer if the request for Eighth Army aviation support is in excess of its capabilities.

3-5. Emergency Requests for Aviation Support

a. Aviation support may be required on short notice to support theater operations. Examples of such requirements include movement of EOD teams to respond to explosive hazards on US installations throughout the Korean peninsula and movement of military police teams in response to a force protection requirement. The following outlines the procedures to support short notice emergencies:

b. 2ID will provide emergency response capability to support EOD emergencies as follows:

(1) For emergency incidents on all installations except Osan AB, Kunsan AB, and installations in the Daegu and Busan areas, 2ID will provide one UH-60 with crew for transportation of one three-soldier team with roughly 350 lbs of equipment to and from the incident. Pickup point for the EOD team is Yongsan (H-264).

(2) For emergency incidents on all installations in the Daegu and Busan areas, 2ID will provide one UH-60 with crew for transportation of one three-soldier team with roughly 350 lbs of equipment from Camp Red Cloud to the K-16 airfield, returning them from K-16 to Camp Red Cloud upon mission completion.

(3) 2ID provides one UH-60 with crew on a two hour standby during normal duty hours and four hour standby after duty hours. Class V requirements for incident response will be transported IAW DA Pamphlet (PAM) 385-64.

(4) Request for 2ID support will be made telephonically through the 2ID Tactical Operations Center (TOC) at DSN 732-8944 or 732-8950.

c. 2nd Combat Aviation Brigade (2 CAB) will provide emergency response aircraft to support the theater as follows:

(1) 2 CAB will provide fixed-wing assets to transport the EOD team and equipment from K-16 to Daegu or Busan and return them to K-16 upon mission completion. If fixed wing assets are unavailable then 2 CAB will provide suitable rotary wing assets to accomplish the mission.

(2) 2 CAB will provide one UH-60 with crew on a two hour standby during normal duty hours and four hour standby after duty hours to support theater short notice requirements.

(3) Requests for 2 CAB support will be made telephonically through flight operations during duty hours to DSN 753-7912. After duty hours the request will go through the Brigade Operations Center (BOC). The BOC primary DSN number is 753-8184. 2 CAB will be prepared to provide backup support requirements in the event that one unit is unable to accomplish the mission.

3-6. On-Scene Controlling Agency

In case of a major emergency when ROK and US assets are committed simultaneously, the controlling agency will be the ROK unit at the scene as designated by the ROK Joint Chiefs of Staff. The US unit designated to support the ROK is authorized to coordinate directly with the controlling unit and exchange liaisons as required.

3-7. After Action Report

The US unit providing aviation support during the civil or military emergency will forward an after action report to the Commander, Eighth Army, ATTN: EACG-EA, Unit #15236, APO AP 96205-5236, within twenty days of completing the mission.

3-8. Surveillance and Photographic Requests

Requests for aircraft to provide surveillance or photographic missions will be submitted to the Chief of Staff, USFK, ATTN: FKJ2-M, Unit #15237, APO AP 96205-5237.

3-9. Helicopter Fire Fighting Assistance

a. Eighth Army will maintain limited aerial fire fighting capability utilizing fire buckets, commonly known as "Bambi buckets", with UH-60 or CH-47 helicopters. Employment of this capability is intended to fight range fires caused by US Army actions. Other employment will be considered on a case-by-case basis. Helicopter fire fighting assistance **SHALL NOT** be used to fight volatile or hazardous material fires or fires in built up areas.

b. Commander, 2CAB will maintain a minimum of two operational 660-gallon fire buckets and qualified aircrews capable of employing these devices (UH-60 capability) and a minimum of three operational 2000-gallon fire buckets and qualified aircrews capable of employing these devices (CH-47 capability).

c. Requests for support for fires in the 2ID Area of Operations (AO), including fires in the NFA, that are a result of US Army actions will be made through fire fighting channels to the 2ID Tactical

Operations Center for tasking with approval from the 2ID CoS. Support for fires outside of the 2ID AO that result from US Army actions will be made through fire fighting channels to Eighth Army G3 Aviation for tasking with approval from the Eighth Army G3 or designated representative. In all cases, notification shall be sent to the Eighth Army Watch Team when Eighth Army aircraft are involved in fire fighting operations. Support for fighting fires caused by US components other than the US Army is made through the appropriate channels to Eighth Army G3 Aviation Division during duty hours and to Command Center Seoul during non-duty hours, for approval by the CJ3 USFK. Approval for ROK government requests is through CJ3 to the CoS, USFK. Reimbursement for fighting fires other than those caused by US Army actions is IAW 10 USC 2350c and the US Army Program Budget Guidance.

3-10. Conflicts

All questions or conflicts concerning air transportation eligibility or approval authority for transportation on DOD-owned and controlled aircraft will be resolved IAW DOD 4515.13-R and 10 USC §2350c. DOD 4515.13-R will have precedence over any inconsistent guidance in this regulation.

Appendix A References

Section I. Required Publications

10 USC §2350c, Cooperative Military Airlift Agreements: Allied Countries.

Army Directive 2007-01, Army Travel Policy.

Army Directive 2010-08, Army Aircraft Use for Public Affairs Missions.

AK Reg 95-1, Army in Korea General Aviation Provisions, Flight Procedures and Training Guidance.

AR 95-1, Flight Regulations.

CFC/USFK Memo 95-1, ROK-US Combined Forces Command and United States Forces Korea Staff Administrative Aviation Support.

DOD 4515.13-R, Air Transportation Eligibility.

DODD 4500.43, Operational Support Airlift.

DODD 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel.

DODD 5100.46, Foreign Disaster Relief.

UNC/CFC/USFK Regulation 95-3, Korean Tactical Zone (RK) P-518 Flight Procedures.

(S)UNC Regulation 525-4, UNC/CFC Rules of Engagement (ROE).

USARPAC Supplement 1 to AR 95-1, Flight Regulations.

USFK Memo, DOD Policy on the use of Government Aircraft and Air Travel-USFK Implementation Instructions.

USFK Regulation 1-23, Distinguished Visitors.

USFK Regulation 55-355, Korea Traffic Management.

USPACOM Instruction 0614.6, Military Airlift Requests.

US-ROK Military Logistics Support Agreement.

Section II. Related Publications

DOD Flight Information Publication (Terminal).

Appendix B Template Descriptions

This appendix contains examples of commonly used memorandums to grant or request exceptions to policy. The most updated versions of these are available digitally at:

<https://8army.korea.army.mil/OMD/avn/admin/default.aspx>.

B-1. Foreign Passenger Exception to Policy

A memorandum must be prepared for the USFK CoS to grant the passenger permission to fly aboard an army aircraft. A legal review, initiated by the requestor, is required to ensure that the requested flight directly benefits the United States. USFK Judge Advocate Office will endorse all legal reviews prior to forwarding the request to USFK CoS for approval. The foreign passengers listed below do not require special approval to fly on army aircraft:

- a. KATUSA.
- b. Officer on the US Officer Exchange Program.
- c. ROK Aide assigned to a US Military General or Flag Officer when traveling on official business to benefit the US Government with his assigned general, when authorized pursuant to a blanket use authorization.

B-2. Foreign Passenger Blanket Exception to Policy

Foreign passengers who travel regularly may be granted a waiver lasting 12 months by the CDR, USFK or his designated representative.

B-3. US Non DOD Civilians

A non DOD Civilian is a United States Citizen who is not employed by the federal government. A memorandum must be prepared for the CDR, USFK or his designee to grant the passenger permission to fly aboard an army aircraft. A legal review, initiated by the requestor, is required to ensure that the requested flight directly benefits the United States. USFK/Eighth Army legal office will endorse all legal reviews prior to forwarding the request to the CDR, USFK or his designee for approval.

B-4. Flight Less Than 1 Hour Ground Travel Distance

Flight where the initial passenger pick-up point is less than a one hour ground travel distance from the final drop-off point is prohibited. CDR, USFK or his designee may waive this prohibition on a case by case basis. This prohibition applies to both mission requirement and other official use travel. Generally speaking, exceptions to policy will only be granted for high priority missions, and for senior officials when it is determined that, under the circumstances, the use of ground transportation would have a significant adverse impact on the ability of a senior official (O-7 or above or SES) to effectively accomplish the purpose of the official travel. Nor does this policy waive the requirement established in USPACOM Instruction 0614.6 para 6b. and DODI 4500.43 para 4a(2) that mission impact is the primary basis used to authorize this travel, not rank or position of the traveler alone. Justification for this waiver must ensure compliance with the above referenced regulations.

B-5. Use of H264

Flight into H264 with a senior traveler below the rank of O-7 is prohibited. This provision may be waived by Eighth Army Chief of Staff.

B-6. Accompanying Spouse Flights

Spouses of a Military Service member may fly on DOD aircraft with their sponsors, on a case-by-case basis, with the approval of the appropriate authority. DOD 4515.13-R specifies that certain 4 Star Generals/Flag Officers may approve travel for their spouses and the spouses of service members within their commands. The following Generals/Flag Officers within the USFK AOR may approve travel for their spouses and the spouses of service members within their Commands: CDR, USFK, COMSEVENTHFLT, CDR USARPAC, CDR MARFORPAC and 7AF/CC. The sponsor must personally sign each request. Upon approval, the spouse will be issued an invitational travel authorization that will accompany the air mission request. Blanket travel orders are not authorized. Strict adherence to accompanying spouse travel criteria as found in DoDD 4500.56, DoD 4515.13-R, Army Directive 2007-01 and other applicable regulations is required.

Appendix C
Air Mission Request Quick Reference Guide

SUBJECT	MINIMUM SUSPENSE for PROCESSING AMR	REQUIRES ETP from REQUESTOR	REQUIRES LEGAL REVIEW from REQUESTOR	APPROVAL
P-518 NFA	14 working days	NO (crew qualification)	Upon Request	G3 (DEFCOON 4) CJ3 (DEFCOON 3,2,1)
H-127	14 working days	NO	Upon Request	G3
H-128	14 working days	NO	Upon Request	CJ3 (DEFCOON 4) <u>CoS</u> USFK (DEFCOON 3,2,1)
H-805	14 working days	NO	Upon Request	USAG-DAEGU CDR
P-73 (A & B)	14 working days	NO (crew qualification)	Upon Request	RK P-73 Clearance (PPR)
H-264	14 working days / PPR	Below O-7 or equivalent	Upon Request	BA <u>CoS</u>
<u>Det-L</u>	14 working days	NO	Upon Request	G3 (DEFCOON 4) CJ3 (DEFCOON 3,2,1)
Warrior Base	14 working days	NO	Upon Request	G3 (DEFCOON 4) CJ3 (DEFCOON 3,2,1)
Flights between Yongsan/Osan and between locations within the P-518 area.	Case-by-Case	YES	Upon Request	USFK <u>CoS</u>
Non-US Military	14 working days	YES	YES	USFK <u>CoS</u>
Non- <u>DoD</u> Civilians	14 working days	YES	YES	USFK <u>CoS</u>
Spouse Flights	14 working days	Memorandum signed by BA CG	YES	USARPAC CDR
Static Displays	90 working days	DD2535 (Request for Military Aerial Support) ref. descriptions in <u>DoD</u> 5410.19 ref approval authorities AR 360-1	YES	Ref AR 360-1 para 7-10
<u>Fly-Overs</u>	90 working days	DD2535 (Request for Military Aerial Support) ref. descriptions in <u>DoD</u> 5410.19	YES	Ref AR 360-1 para 7-10

Glossary Abbreviations

2CAB	2nd Combat Aviation Brigade
2ID	2d Infantry Division
AMR	Air Mission Request
ACofS	Assistant Chief of Staff
CFC	Combined Forces Command
CoS	Chief of Staff
DEFCON	Defense Condition
DOD	Department of Defense
HQ	Headquarters
IAW	In Accordance With
ID	Identification
LO	Liaison Officer
MEDEVAC	Medical Evacuation
RK	Republic of Korea Tactical Zone
ROK	Republic of Korea
ROKATOC	ROK Army Tactical Operations Center
TA	Travel Authorization
TO	Travel Orders
UNC	United Nations Command
US	United States (of America)
USFK	United States Forces Korea