



**DEPARTMENT OF THE AIR FORCE  
8TH FIGHTER WING (PACAF)  
KUNSAN AIR BASE, REPUBLIC OF KOREA**

16 September 2022

MEMORANDUM FOR 8 FW PERSONNEL

FROM: 8 FW/CC

SUBJECT: 8 FW Leave, Travel, Accountability Policy

References: (a) United States Korea Regulation (USFK Reg.) 600-8-10, Leave and Passes,  
19 December 2011  
(b) Kunsan Air Base Community Standards

1. This policy establishes additional travel and accountability procedures for personnel attached or assigned to the 8 FW to further ensure we are prepared to Fight Tonight!
2. Group Commanders<sup>1</sup> will determine what is considered a “unit” within each respective group, pursuant to the following guidelines:
  - a. Ensure grouping does not create a loss of combat capability.
  - b. Optimize group size to create leave opportunities for small units.
3. I AW the intent of USFK Reg. 600-8-10, unit commanders will ensure that **no more than ten (10) percent of military personnel assigned or attached for duty within a unit are on ordinary leave off peninsula at any one time**. Any travel outside of South Korea requires leave. If this leave creates mission impact, unit commanders will inform the 8 FW Commander through the chain of command.
4. Squadron Commanders will ensure their units have the number of personnel capable to Fight Tonight. If a recall is enacted, Airmen and emergency-essential civilians present for duty (PFD) must report as soon as possible and keep their leadership aware of their location during the recall process. Airmen must ensure they have the ability to be contacted.
5. Squadron Commanders will ensure accountability is accomplished for all non-available personnel (i.e., on-peninsula leave, off-peninsula leave, and TDY) and available personnel (available is defined as: # assigned - # on leave - # TDY = # available for duty). On-peninsula leave is subject to commander limitations to ensure OPLAN requirements can be achieved. ALL available personnel must respond to a recall. Airmen are not authorized more than thirty (30) days off-peninsula leave during a one (1) year tour. The first O-6 in an Airman’s chain of

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<sup>1</sup> 8 FW/CV will fulfill the Group Commander responsibilities for the Wing Staff Agencies, to include CPTS

command may waiver this on a case-by-case basis with recommendation from the squadron commander.

- a. Each unit will establish processes to approve and track Airmen outside of the local area.
6. Unit level commanders are approval authority for leave during scheduled wing-wide exercises. Wolf Pack Airmen are expected to be available for exercises.
7. During a recall, each unit will account for the number of personnel assigned to the unit to include members on leave or TDY and the members available for duty. The units will then report their numbers to the Installation Personnel Readiness Office through the Unit Control Centers.
8. This policy will remain in effect until rescinded or superseded by appropriate authority. For any questions please contact the Director of Staff at DSN315-782-9888.

HENRY R. JEFFRESS III, Colonel, USAF  
Commander