

**BY ORDER OF THE COMMANDER  
SEVENTH AIR FORCE**

**SEVENTH AIR FORCE INSTRUCTION  
25-301**



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**Logistics**

**LOGISTICS COST SHARING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 25-3, Acquisition and Cross-Servicing Agreements. This instruction establishes the Logistics Cost Sharing (LCS) program management policies and procedures used in the acquisition of logistics equipment, supplies, and/or services. It provides guidance and outlines the responsibilities for the 51st Fighter Wing Commander (51 FW/CC), 8th Fighter Wing Commander (8 FW/CC), and 607th Air Support Operations Group Commander (607 ASOG/CC). This instruction applies to all personnel and units assigned to Headquarters Seventh Air Force (7 AF). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

**SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include updated responsibilities and added program management procedures.

**1. General:** The LCS program is a portion of the overall Special Measures Agreement (SMA) burden-sharing program between the United States (US) and the Republic of Korea (ROK). This portion of the program is to help offset the logistical costs for stationing US forces in the ROK. In general terms, logistical costs are considered the movement of personnel and assets on the peninsula, Repair and Maintenance services, Facility Sustainment, Line Haul, Trans-Korea Pipeline (TKP) Fuel Support, War Reserve Materiel (WRM) Maintenance, Single Ammunition Logistics System-Korea (SALS-K), Munitions Activities Gained by Negotiation Under US and ROK MOA (MAGNUM), purchase of non-tactical vehicles, and other Korean-manufactured items that are not fixed or real property.

**2. Responsibilities:**

2.1. 7 AF/A4:

2.1.1. Serves as the 7 AF LCS Component Service Manager.

2.1.2. Serves as a voting member, primary advocate and spokesperson for 7 AF LCS projects at the United States Forces Korea (USFK) LCS Joint Working Group (JWG).

2.1.3. Chairs the 7 AF Council of Colonels meetings.

2.1.4. Prioritizes 7 AF LCS requirements. Approval authority for all USAF LCS requirements is the 7 AF/CC.

2.1.5. Appoints a primary and alternate 7 AF LCS Service Manager.

2.2. 7 AF LCS Service Manager:

2.2.1. Consolidates, coordinates, and validates 7 AF LCS requirements.

2.2.2. Provides LCS program training to the 51 FW, 8 FW, and 607 ASOG LCS program managers.

2.2.3. Attends USFK Joint Working Groups.

2.2.4. Chairs 7 AF LCS Working Groups as required.

2.2.5. Approval signature authority for LCS AF Form 9, *Request for Purchase*.

2.2.6. Collects and processes 7 AF generated DD Forms 250, *Material Inspection and Receiving Report*, through USFK/J4 for payment.

2.2.7. Manages the 7 AF LCS Tracker.

2.3. 51 FW/CC, 8 FW/CC, and 607 ASOG/CC:

2.3.1. Responsible for their respective unit's LCS requirements. 51 FW is responsible for the Co-Located Operating Base at Suwon. 8 FW is responsible for the Co-Located Operating Bases at Daegu, Gwangju, Gimhae, and Cheongju Air Bases.

2.3.2. Provide a voting member for 7 AF Council of Colonels meetings.

2.3.3. Will appoint (in writing) primary and alternate LCS managers for their units. Appointees must have more than 6 months of retainability.

2.3.4. Will ensure LCS Managers receive LCS Manager training from the 7 AF LCS Service Manager.

2.4. 51FW, 8FW, and 607ASOG LCS Managers:

2.4.1. Serve as focal point for all LCS projects at their respective bases.

2.4.2. When required, installation program managers will communicate necessary and/or requested changes to installation requirements to the 7 AF LCS Program Managers and their installation LCS Program representative on the Councils of Colonels (CoC).

2.4.3. Attend 7 AF CoC and Working Groups as required.

2.4.4. Will submit procurement documentation for all approved LCS projects to the 7 AF LCS Program Managers in accordance with (IAW) USFKR 715-2, *Contracting for Supplies, Services and Construction*. LCS AF Form 9s will be processed using the contract system(s) acceptable to the 411th Contracting Support Brigade (CSB) and USFK J4. If not available, manual methods can be used or any other means available.

2.4.5. Will process approved LCS projects through the 411th CSB. Send a copy of award contracts/task orders/delivery orders to the 7 AF LCS Program Managers:

2.4.5.1. Ensure all contract packages are processed through the 411th CSB by June 1, and contracts for subsequent calendar year are awarded by end of December of the previous year. (i.e., Calendar Year (CY) 25 contracts are to be awarded from the 411th CSB by the end of Dec 24). Will notify the 7 AF LCS Managers of contracts that cannot be awarded or completed by end of December current CY.

2.4.5.2. Submit DD Forms 250. Collects the completed DD Form 250 and the company's invoice from Contracting Officer Representative (COR)/Receiving Officials. These documents are then submitted to the 7 AF LCS Program Managers. Direct submission of the invoice to USFK/J4 or ROK Ministry of National Defense (MND) by the COR/Receiving Official or appointed LCS Managers is prohibited.

2.4.6. Obtain a Master Vehicle Report (MVR) from Vehicle Fleet Management, Logistics Readiness Squadron to purchase a general-purpose vehicle and it must be included in a complete procurement package which will be submitted to the 7 AF LCS Program Managers.

2.4.7. Obtain a Work Task Number (WTN) and approval from Base Civil Engineer (BCE) if a requirement requires infrastructure changes. Coordinate with requesting activities to include the WTN and an approval letter, email traffic or any other form of approval document from BCE in a complete package. Ensure any facility repair/maintenance type requirements must be approved by BCE before submission to the 7 AF LCS Program Managers.

2.4.8. Ensure to provide a "Contract Implementation Confirmation" letter signed by the contractor that certifies their parts/items are domestic products. This is a ROK MND request starting CY21.

2.4.9. Coordinate with requirement on their installation. Identify and inform the 7 AF LCS Program Managers via email of issues and/or changes to installation requirements.

2.4.10. All contracts must be solicited by 1 December of the year prior to the actual year of execution.

### 3. Program Management:

#### 3.1. 7 AF Council of Colonels:

- 3.1.1. Governing body to prioritize 7 AF LCS projects.
- 3.1.2. Chaired by the 7 AF/A4 Director of Logistics, Engineering and Force Protection.
- 3.1.3. 51 FW, 8 FW and 607 ASOG provide permanent voting members (normally Mission Support Group (MSG) Commanders from each Fighter Wing). 7 AF/A4 can add voting members as required.
- 3.1.4. CoCs will be held as required.

#### 3.2. LCS Data Call.

- 3.2.1. The 7 AF LCS manager will coordinate with local managers for project submission during the annual data call. The timeframe for this process will be determined by USFK and will precede the Council of Colonels.

#### 3.3. LCS Tracker.

- 3.3.1. 7AF Service Manager will develop and use an LCS tracker to track all USAF LCS projects from inception to contract completion.
- 3.3.2. The LCS Trackers will be published bi-weekly on the 7 AF/A4LX SharePoint (<https://usaf.dps.mil/sites/7af/Dir/A4/A4X/Shared%20Documents/Forms/AllItems.aspx>) A4X - Documents - All Documents

DAVID R. IVERSON  
Lieutenant General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 25-3, *Acquisition and Cross-Servicing Agreements*, 18 Feb 2020

USFKR 715-2, *Contracting for Supplies, Services and Construction*, 18 June 2019

***Adopted Forms***

AF Form 9, *Request for Purchase*

DAF Form 847, *Recommendation for Change of Publication*

DD Forms 250, *Material Inspection and Receiving Report*

***Abbreviations and Acronyms***

**DAF**—Department of Air Force

**AFPD**—Air Force Policy Directive

**BCE**—Base Civil Engineers

**CoCs**—Council of Colonels

**CORs**—Contracting Officer Representatives

**CSB**—Contracting Support Brigade

**CY**—Calendar Year

**IAW**—In Accordance With

**JWG**—Joint Working Group

**LCS**—Logistics Cost Sharing

**MAGNUM**—Munitions Activities Gained by Negotiation Under US and ROK MOA

**MND**—Ministry of National Defense

**MVR**—Master Vehicle Report

**OPR**—Office of Primary Responsibility

**ROK**—Republic of Korea

**SALS-K**—Single Ammunition Logistics System-Korea

**SMA**—Special Measures Agreement

**TKP**—Trans-Korea Pipeline

**US**—United States

**USFK**—United States Forces Korea

**WRM**—War Reserve Materiel

**WTN**—Work Task Number

*Office Symbols*

**USFK/J4**—Logistics Readiness

**7AF/A4**—Logistics Readiness

**7AF/CC**—7th Air Force Commander

**7AF/A4LX**—Logistics Plans

**8 FW**—8th Fighter Wing

**51 FW**—51st Fighter Wing

**607 ASOG**—607th Air Support Operations Group

**411th**—411 Engineer Brigade

**MSG**—Mission Support Group