

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION
38-104**



16 JULY 2020

Operations

**MISSION DIRECTIVE FOR 8TH
MISSION SUPPORT GROUP (8 MSG)
UNITS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 8 MSG/CCE

Certified by: 8 MSG/CC
(Colonel Jennifer L. Nevius)

Supersedes: 8FWI10-104, 2 March 2016

Pages: 11

This instruction implements Air Force Policy Directive (AFPD) 38-1, *Manpower and Organization*. This instruction establishes the missions, organization, responsibilities, and command relationships of the 8th Mission Support Group (8 MSG) and its subordinate units, i.e., 8th Force Support Squadron (FSS), 8th Civil Engineer Squadron (8 CES), 8th Security Forces Squadron (8 SFS), 8th Logistics Readiness Squadron (8 LRS) and 8th Communications Squadron (8 CS). It applies to all personnel assigned, attached, or associated units with Kunsan Air Base (AB), Republic of Korea (ROK).

Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. 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 Air Force.

SUMMARY OF CHANGES

This revision updates missions for all Mission Support Group units and removes delegated authorities. Delegated authorities are consolidated in the 8th Fighter Wing Delegation Memo found on the Kunsan SharePoint site.

1. Mission. To support and defend the 8th Fighter Wing (8 FW) and Kunsan Air Base (AB) through effective employment of combat-ready forces and logistics, personnel, communications, services, engineering and security support.

2. Command. The Commander, 8th Mission Support Group is responsible to the Commander, 8th Fighter Wing.

3. 8th Mission Support Group Commander (8 MSG/CC) Responsibilities.

3.1. Provide a rapid-response combat readiness capability in support of higher headquarters tasking and directives in accordance with (IAW) governing guidance, instructions, regulations, and laws.

3.2. Provide force protection to the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations, and laws.

3.3. Provide cyber, computer-communications and information management capability in support of the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations and laws.

3.4. Provide infrastructure maintenance and new construction capability to the 8 FW and Kunsan AB community. Effectively executes construction, maintenance and contractor quality assurance programs, ensuring compliance with Air Force, Pacific Air Forces, Wing and local regulations/codes.

3.5. Provide personnel management and human resources training to the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations, and laws.

3.6. Provide quality of life services to the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations, and laws.

3.7. Provide AF services combat support to the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations, and laws.

3.8. Provide logistics plans, fuels, supply and transportation support to the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations, and laws.

3.9. IAW AFMAN 34-201, *Use of Nonappropriated Funds*, [paragraph 2.7.1.1](#), 8FW/CC has appointed the following individuals as chairperson and voting members for the Kunsan Air Base Nonappropriated Fund (NAF) Council.

Table 1. Chairperson and Voting Members for the Kunsan AB Non-appropriated Fund (NAF) Council.

8 MSG/CC	Chairperson
8 FSS/CC	Voting Member
8 CES/CC	Voting Member
8 CPTS/CC	Voting Member
8 FW/CCC	Voting Member
Company Grade Officers' Council Rep	Voting Member
First Sergeants' Council Rep	Voting Member
5/6 Council Rep	Voting Member
Joint Force Four Rep	Voting Member
8 MDG/CC	Advisor
8 MXG/CC	Advisor
8 OG/CC	Advisor
8 FW/JA	Advisor
USACCK, Kunsan	Advisor
8 FSS/FSR	Recorder

3.10. Serve as the liaison and consumer affairs representative for all services provided to personnel assigned to Kunsan AB by the Defense Commissary Agency and the Army Air Force Exchange Service.

3.11. Serves as the Joint Working Group U.S. Chair. Establishes real property acquisition and transfer requirements ICW their ROK counterpart. Roles and responsibilities will be IAW USFK Reg 405-7, Facilities and Areas (Real Estate) Policies and Procedures in Korea.

4. The 8th Civil Engineer Squadron Commander (8 CES/CC):

4.1. **Mission.** Provide emergency air base repair, AF unit and weapon system beddown, unit security and base denial, operation and maintenance of AF facilities, aircraft rescue and facility fire suppression, and construction management. Renders safe dispositions of explosive ordnance and monitors and protects resources subject to unconventional, conventional, radiological, nuclear, biological, and chemical attack. Conducts operations to protect personnel and environmental resources through hazard reduction and containment. Performs airfield damage repairs to meet mission requirements.

4.2. **Command.** The 8 CES/CC is responsible to the 8 MSG/CC.

4.3. Responsibilities.

4.3.1. Provides contract surveillance for facility maintenance, refuse collection and disposal, grounds maintenance, and other contracts. Ensures all contractors comply with the spirit and intent of published contractual documents.

4.3.2. Provides timely and effective technical expertise, design guidance, and surveillance of all Kunsan AB construction programs IAW AFI 32-1023, *Designing and Constructing Military Construction Projects*, and other applicable instructions, guides, and major command standards.

- 4.3.3. Provides maintenance, repair, and construction of AF real property and Real Property Installed Equipment through the effective and timely execution of in-house work.
- 4.3.4. Provides cost-effective dormitory furniture and appliance management IAW AFI 32-6000, *Housing Management*.
- 4.3.5. Maintains the Base General Plan as a blueprint for long-range planning, development, and facility improvement. Accomplishes a comprehensive update every two years IAW AFI 32-1015, *Integrated Installation Planning*, and local planning initiatives.
- 4.3.6. Provides real property management for base facilities through the execution of real property acquisition, management, and disposition IAW applicable AF guidance, instructions, regulations, and laws. Provides efficient base resource management within budgetary constraints through a balance of contract and in-house work.
- 4.3.7. Provides Fire Emergency Services to the 8 FW and Kunsan AB community IAW response criteria contained in AFI 32-2001, *Fire and Emergency Services (F & ES) Program*.
- 4.3.8. Provides Explosive Ordnance Disposal services to the 8 FW, Kunsan AB community, and peacetime support to Deagu, Kwangju, and Kimhae Air Bases (U.S. Forces Korea (USFK) Area IV). Assists the U.S. Secret Service and Department of State in support of presidential and foreign head-of-state visits. Support Defense Prisoner of War/Missing in Action Accounting Agency on recovery/repatriation missions. Provides range support as requested by ROK.
- 4.3.9. Provides general/specialized Emergency Management all-hazards Threat Response training and contingency/peacetime response services to the 8 FW and Kunsan AB community IAW AFI 10-2501, *Emergency Management Program*, and 8 FW Installation Emergency Management Plan 10-2.
- 4.3.10. Provides asset management capabilities for the installation's real property, including the management of energy, environmental, and unaccompanied housing programs.
- 4.3.11. Provides an array of Geographical Information System-based tools through the Geo-Integration Office to facilitate planning and execution of contingency and peacetime activities.
- 4.3.12. Acts as the Installation Cross Functional Team Chair. Represents management to ensure the development of compliance and pollution preventions requirements using Environmental Action Plans, the implementation and maintenance of the requirements within the Environmental Management System framework, and reflect the direction of the Environment, Safety, and Occupational Health Council. Responsibilities will be IAW AFI 32-7001, *Environmental Management*.

5. The 8th Communications Squadron (8 CS/CC):

5.1. **Mission.** To provide constant combat ready cyber, communications, information and services to Kunsan AB warriors and aircraft.

5.2. **Command.** The 8 CS/CC is responsible to the 8 MSG/CC.

5.3. Responsibilities.

5.3.1. Manages and maintains cyber defense capabilities, personal computer systems, reliable command and control systems, long haul and local data services, secure voice, telephone services, switching, and network systems in support of USFK, the Republic of Korea, the 8 FW, and Kunsan AB associate units IAW equipment technical orders, AFIs, Major Command and Defense Information Systems Agency standards.

5.3.2. Provides information assurance/information protection for the 8 FW and Kunsan AB associate units IAW applicable AF 17-series and 33-series instructions and direction from AFCYBER, 624th Operations Center, and the 561st Network Operations Squadron.

5.3.3. Provides information management services IAW established local, Major Command, and AF directives.

6. The 8th Logistics Readiness Squadron (8 LRS/CC):

6.1. **Mission.** Provide focused logistics plans, supply, transportation, and fuel support to enable the 8 FW in peacetime and combat operations.

6.2. **Command.** The 8 LRS/CC is responsible to the 8 MSG/CC.

6.3. Responsibilities.

6.3.1. Provides transportation services to include movement of distinguished visitors, transient personnel, and base personnel through scheduled bus service or U-Drive It fleet. Provides all personal property and travel actions of 8 FW and tenant personnel. Performs preventive and complete maintenance on assigned vehicle fleet. Manages vehicle fleet and oversees licensing and vehicle control program.

6.3.2. Provides parts and supplies to all 8 FW customers through Standard Base Supply System. Maintains equipment accounts and tracks document control. Resolves maintenance/supply problems, maintains Consumable/In-Place Readiness Spares Packages and operates the Aircraft Parts Store, and associated warehouses in support of flight line operations. .

6.3.3. Provides petroleum, oil, lubricant, and cryogenic service to 8 FW aircraft and vehicles for both daily use and in support of Operations Plan (OPLAN) execution and transient aircraft.

6.3.4. Assesses, coordinates and maintains Base Support Plan (BSP), Installation Deployment/Reception Plan and support agreements. Monitors Time-Phased Force and Deployment Data as well as coordinates for all deployments and receptions. Manages War Reserve Materiel (WRM) program, to include oversight of WRM vehicle maintenance contract. Provides the wing with a single in/out processing point for individual protective equipment. Oversees training for wing mobility functions including cargo preparation/pallet build-up, ramp coordinator and Base Cargo Reception Team courses.

7. The 8th Force Support Squadron (8 FSS/CC):

7.1. **Mission.** Provide proactive, customer-oriented support to civilian and military personnel of the Wolf Pack while improving its war fighting capabilities through programs that promote professional development, education, training, family support, fitness, esprit de corps and quality of life.

7.2. **Command.** The 8 FSS/CC is responsible to the 8 MSG/CC.

7.3. Responsibilities .

7.3.1. Provides personnel accountability systems and programs IAW higher headquarters directives and tasking. Maintains accurate duty status information in support of Operations Plan (OPLAN) execution and the wing focal point for casualty notification to higher headquarters.

7.3.2. Provides for all processing actions in support of military personnel and their management at the local level.

7.3.3. Assesses, develops, provides and maintains education and training programs that foster individual professional and personal development.

7.3.4. Assesses, develops, provides and maintains programs to address the individual and family situational needs of the 8 FW. Ensures ability to evacuate all noncombatants once directed by USFK.

7.3.5. Provides a structured environment to transition first duty station Airmen from a training to mission-oriented environment while reinforcing the military lessons first-term Airmen learn and experience in Basic Military Training and technical training. Provides professional development to noncommissioned and senior noncommissioned officers through timely developmental courses.

7.3.6. Advises commanders at every echelon on civilian personnel management. Conducts training/orientation for supervisors, management officials and employees.

7.3.7. Provides food service support to the 8 FW and Kunsan AB community using fixed-base assets that provide a level of service required by governing AF Services directives while meeting the demands imposed by the Base Support Plan (BSP).

7.3.8. Provides Lodging Service support to the 8 FW and Kunsan AB community using fixed-base assets that provide a level of service required by governing Air Force Services directives while meeting the demands imposed by the BSP.

7.3.9. Manages the operation of mortuary services in support of the 8 FW and Kunsan AB community during peacetime and war and as requested by the U.S. Embassy in Korea relative to the processing of U.S. citizens.

7.3.10. Provides recreational services to the 8 FW and Kunsan AB community. Effectively manages AF-directed recreation programs using established Korean theater, rest, and recreation resources.

7.3.11. Provides fitness support to the 8 FW and Kunsan AB community through the effective implementation and management of intramural sports programs that promote active lifestyles, multiply combat effectiveness and improve quality of life.

7.3.12. Provides Fitness Assessment Cell physical fitness testing services to Air Force personnel.

7.3.13. Provides organizational article/equipment laundry support to the 8 FW and Kunsan AB community.

7.3.14. Provides official and unofficial postal services to the 8 FW and tenant units IAW AF, Department of Defense and United States Postal Service directives.

8. The 8th Security Forces Squadron (8 SFS/CC):

8.1. **Mission.** To defend the base using Integrated Defense and assure joint operations during peacetime and war.

8.2. **Command.** The 8 SFS/CC is responsible to the 8 MSG/CC.

8.3. Responsibilities.

8.3.1. Provides a secure environment by conducting Law Enforcement, Security, and Force Protection/Anti-Terrorism operations that meet all peacetime and combat employment requirements under any physical, military, or civil condition.

8.3.1.1. Serves as the wing's primary liaison with Korean National Police on issues of mutual concern (e.g. force protection, criminal investigations, counter-protest operations).

8.3.1.2. Advises the 8 FW/CC and Group CCs on public safety and security matters, in coordination with Wing Staff Agency (WSA), 8th Operations Support Squadron (8 OSS), 8 CES, Air Force Office of Special Investigations Detachment 613 (AFOSI Det 613), and any other base agency as needed.

8.3.2. Protects air operation and support activities by providing a mobile, rapidly deployable, and sustainable air base defense force that meets all peacetime and combat employment requirements under any physical, military, or civil condition.

8.3.2.1. Serves as the wing's primary liaison with ROKAF, ROK Army, and ROK Special Operations Forces (SOF) personnel aligned to assist the defense of Kunsan AB IAW established 8 FW plans.

8.3.3. Provides pass and identification, privately owned vehicle registration, and ration control support to wing personnel in accordance with all applicable USAF and USFK instructions.

8.3.4. Manages the wing's physical security, electronic security systems, and resource protection program.

8.3.5. Provides Combat Arms Training and Maintenance support to 8 FW agencies and personnel.

9. Direct Communications. The 8 MSG/CC and all squadron commanders are authorized direct communications with agencies assigned to, or supported by the 8 FW. Direct communications are also authorized with Seventh Air Force (7 AF) and Headquarters Pacific Air Forces counterparts and other like functional units that are part of organizations lateral to the 8 FW.

CHRISTOPHER B. HAMMOND, Colonel, USAF
Commander

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

AFPD38-1, *Manpower and Organization*, 2 July 2019
AFI10-2501, *Emergency Management Program*, 10 March 2020
AFI32-1015, *Integrated Installation Planning*, 30 July 2019
AFI32-1023, *Designing and Constructing Military Construction Projects*, 19 Nov 2015
AFI32-2001, *Fire and Emergency Services (F & ES) Program*, 28 September 2018
AFI32-6000, *Housing Management*, 18 March 2020
AFI32-7001, *Environmental Management*, 23 August 2019
AFI33-322, *Records Management and Information Governance Program*, 23 March 2020
AFMAN 34-201, *Use of Nonappropriated Funds (NAFS)*, 28 September 2018
8FW *Installation Emergency Management Plan 10-2*, 20 Jun 2019

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

AB—Air Base
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFOSI Det—Air Force Office of Special Investigations Detachment
AFPD—Air Force Policy Directive
BSP—Base Support Plan
CC—Commander
CES—Civil Engineer Squadron
CS—Communications Squadron
FSS—Force Support Squadron
FW—Fighter Wing
ICW—In Coordination With
IAW—In Accordance With
LRS—Logistics Readiness Squadron

MSG—Mission Support Group

NAF—Nonappropriated Fund

OPLAN—Operations Plan

OSS—Operations Support Squadron

ROK—Republic of Korea

ROKAF—Republic of Korea Air Force

SFS—Security Forces Squadron

SOF—Special Operations Forces

USFK—U.S. Forces Korea

WRM—War Reserve Material

WSA—Wing Staff Agency