

**6 FEBRUARY 2001**



**Maintenance**

**MAINTENANCE RECOVERY TEAMS (MRT)  
FOR OFF-STATION AIRCRAFT REPAIRS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction gives procedures for repair or recovery of off-station aircraft, and applies to all maintenance activities and personnel assigned or attached to the 62d Airlift Wing (62 AW)

**1. References.** AMCIs 21-101 and 21-108.

**2. Responsibilities.** Squadron commanders, 62d Aircraft Generation Squadron Maintenance Supervision (62 AGS/LGG), 62d Maintenance Squadron Maintenance Supervision (62 MXS/LGM), and Maintenance Aircraft Coordination Center (MACC) will ensure compliance with this instruction.

**3. General.** HQ AMC/LGRC is responsible for the dispatch of MRTs. The purpose of an MRT is to repair or recover Air Mobility Command (AMC) aircraft grounded for maintenance at stations lacking support or technical assistance, or experiencing station saturation or work stoppage. MRTs consist of a selected technician or team of technicians with equipment and any necessary replacement parts. MRT personnel must possess an up-to-date International Certificate of Vaccination (PHS Form 731), passport (if required), adequate clothing, and metal identification tags.

**4. Procedures.** HQ AMC/LGRC will refer all requests for off-base support to the MACC. The MACC will coordinate MRT taskings with 62 AGS Production Superintendent. If 62 MXS support is required, contact 62 MXS Production Superintendent. The MACC will notify the Consolidated Command Center duty officer or Traffic Management Flight Passenger Element of the priority requirement to move personnel and (or) equipment.

4.1. The MACC will coordinate between HQ AMC/TACC/LGRC and the appropriate organization for the required number of personnel by Air Force Specialty Code (AFSC), tools, parts, equipment, MRT mode of transportation, and estimated departure time. When possible, the MACC will provide the tasked organization a detailed description of the malfunction and condition of the aircraft.

4.2. The tasked organization will provide the MACC the name of the team chief within one hour, and the names of other team members within two hours of tasking. HQ AMC/LGRC may shorten these times when necessary. The MACC will prepare TDY orders. All team members will be considered Mission Essential Ground Personnel, with "MEGP Authorized" annotated in the remarks section of the TDY orders. The Team Chief will report to the MACC in Building 1172 to receive a briefing on the extent and requirements of the MRT. The MACC Senior Coordinator will brief the Team Chief on responsibilities using AMCI 21-108, and issue the Team Chief an MRT folder. If using military transportation, all MRT members must process through the passenger terminal (PAX).

4.2.1. Maintenance discrepancies involving in-flight emergencies, repeat/recurs, or previous Could Not Duplicate (CND) as the corrective action will have a seven skill-level (or most qualified) technician, familiar with the affected system, as a member of the MRT. In the case of a CND/ repeat/recur discrepancy, MRT members will follow established CND/repeat/recur procedures.

4.3. If using commercial transportation, the team chief must call the Traffic Management Office, Passenger Service Element to obtain reservations or tickets immediately upon notification of TDY. Orders are not required at time of reservation but are required at time of issuance of tickets. After normal duty hours, the MACC will contact the Air Terminal Operations Center (ATOC) to call in the TMO stand-by representative. It is imperative that flight reservations be based on earliest necessary departure, not team member convenience. In all cases, specify the official government rate airfare (YCA) to ticketing personnel. The Government Travel Card number is required for all team members to make reservations and issue an electronic ticket. If traveling after 0730 then reservations and tickets will be issued during normal duty hours. The team chief will provide a complete travel itinerary to the MACC after making travel arrangements. The MACC will coordinate priority return transportation through LGRC, ATOC, and TMO.

4.3.1. Travel Orders must specify whether or not the member has the Government Travel Card (GTC), IAW DOD 7000.14R, Volume 9, Chapter 3. It is imperative that the member and the APC/ Resource Manager have the Government Travel Card activated prior to travel. Sufficient funds must be available on the GTC for member to complete travel.

4.4. The tasked squadron (AGS/MXS) will order parts and obtain necessary tools and equipment for the TDY. 62d Supply Squadron/Flightline Support Element is the designated delivery destination. After receiving the necessary parts, tools, and equipment, the team chief will inspect the items and verify they are exactly the required items to repair the aircraft.

4.5. The team chief will contact the aircraft commander or crew point of contact prior to departure and debrief the malfunction. Do not delay departure, however, if time or circumstances prevent contact. The team chief is responsible for briefing the team and complying with the notification requirements in AMCI 21-108. The team chief will contact the MACC immediately after any update to HQ AMC/LGRC.

4.6. Immediately upon return to home station, the team chief will report to the MACC to brief the results of the TDY and return the MRT folder. The MACC senior coordinator will contact HQ AMC/LGRC and notify them of the team's return. The team chief will brief the current location of all engines and related equipment shipped as part of the MRT, and any known Transportation Control Numbers (TCN). The MACC will relay this information to 62d Logistics Support Squadron Engine Management Section (LGLE) the next duty day.

#### **4.7. Shipment of Equipment:**

4.7.1. If parts or equipment cannot be hand carried, the team chief will ensure five copies of a DD Form 1149, Requisition and Invoice/Shipping Document (See 62d APS Web site <http://www.mcchord.af.mil/aps> then click on TMO) are completed. If shipping an aircraft engine, complete a DD Form 1348-1A, DOD Single Line Item Release/Receipt Document, in four copies and AFTO Form 20, if required. If any items require a Shipper's Declaration for Dangerous Goods, complete it in four copies. The property and all documentation necessary for shipment will be taken to the 62d Aerial Port Squadron, Packing and Crating Element, extension 2-5775, for shipment. Provide all TCNs to the MACC.

4.7.2. The team chief will ensure all required parts and equipment items are on the aircraft prior to departure. The team chief will contact the MACC for follow-up on any missing items.

4.7.3. The MACC senior coordinator will notify 62d APS/ATOC to call in the TMO standby representative for any other parts and equipment that require shipment. The MACC senior coordinator will provide the priority, mission number, departure time, and all documentation necessary to the TMO Packing and Crating Element for shipment during normal duty hours. After duty hours and weekends, the MACC senior coordinator will notify the 62d APS Duty Officer at extension 2-2613 or ATOC at extension 2-2611, who will in turn notify the Traffic Management Flight Standby representative.

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