

**BY ORDER OF THE COMMANDER,  
62D AIRLIFT WING**



**AIR MOBILITY COMMAND  
INSTRUCTION 34-1**

**62D AIRLIFT WING  
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**Services**

**PRIME NIGHT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**This supplements AMCI 34-1, *Prime Knight*, 15 June 2001** and implements AFI 34-246, *Air Force Lodging Program*, Attachment 6 (Aircrew Support), AMCI 10-202 V2, *Command and Control (C2) Responsibilities and Procedures*, and provides specific guidance on the implementation of the AMC Prime Knight (PK) program at McChord AFB.

2.1. Prime Knight is a mandatory service for all AMC, and AMC gained AFRC and ANG aircrews. These will be identified in C2IPS with a mission number identifier beginning with A, F, G, H, J, M, P, X, Z, 6, 8, and 9. McChord will not force nor refuse PK service to any transient aircrew regardless of unit, mission, or branch of service. However, for the PK program to work for Non-AMC transient crews, crew orders must be received or voice confirmation from the crew or their unit requesting PK. Non-AMC crews (i.e. JA/AAT, P-3, F-15 or ANG C-130, etc.) have the option of making billeting or transportation arrangements organically or by their handlers, and do not require PK service.

3.1.2. The Chief, Command Center, is appointed as the PK Manager and is empowered to execute the PK program for McChord AFB.

3.1.5. (Added) WG/CCA will FAX 15 AF/DOM (DSN 837-2287) the completed/signed AF Form 1768, **Staff Summary Sheet (SSS)**, and Tab 1 (AMC Mission Critiques with any required responses) by the 10th of the month. Forward completed package to the PK manager for filing.

3.3.2. Review/coordinate on all base handling and support plans and policies dealing with PK.

3.3.5. Review all aircrew PK critiques. Ensure "NO" responses and/or remarks which are unfavorable are provided to the responsible base agency the next duty day and allow 4 working 1 days to provide a response. Provide a response to the aircraft commander within 10 working days after receipt if a REPLY has been requested.

3.3.6. (Added) Complete monthly. Include AF Form 1768, SSS, and 2 tabs. The summary in the SSS will identify the number of transient crews that were PK during the month, total number of critiques returned, and number of AMC critiques returned. Additionally, provide a summary of negative responses for both

AMC and Non-AMC missions. The first tab will include all AMC mission critiques with any required responses and the second tab will be Non-AMC mission critiques with any required responses. The SSS will be forwarded NLT the 7th day of the month for coordination with WG/DS, and WG/CV, and approved by WG/CC.

3.3.7. (Added) Brief PK results monthly during OG/LG mission review.

3.4. Aircrew Coordinator Function Responsibilities: The on-duty CP duty officer/senior controller will be the Aircrew Coordinator and, as an executive agent for the PK manager, be accountable for ensuring base agencies have all resources ready to provide support during each aircrew's stay at McChord AFB.

3.4.1. If aircrew orders are not available by the time the aircraft is halfway to McChord, contact the originating/previous en-route station and request they fax the crew's orders. If they are unable to comply with this request, get the aircrew breakdown by rank and sex over the phone.

3.4.4. A CP controller, with a minimum final security clearance of SECRET, will act as the responsible person meeting each aircraft requiring PK. However, a certified EA controller with at least a 5-skill level must continuously man the CP. Additionally, during periods of aircraft over-saturation and high tempo operations, crews will pick up PK items at the command center.

3.4.5. Transmit departing aircrew orders and any additional crew members (ACM), "deadhead" crew member, mobility mission observer (MMO), or mission essential ground personnel (MEGP) to the next destination billeting or C2 facility within 30 min after departure or as soon as practical after departure. Transient crews returning to home station do not require PK.

3.5.1. Review transient aircraft log from BOPS and coordinate with CP to determine PK requirements.

3.5.2. Deliver the keys and information packet to the CP prior to the aircrew's arrival for those crews requiring PK.

3.5.3. Deliver all necessary documents and information packet to the CP prior to the aircrew's arrival for those crews requiring PK.

3.5.8. (Added) Review all aircrew PK critiques. For "NO" responses and/or unfavorable remarks, provide a response to the SVS/CC for his/her approval/signature and forward to the PK manager within 4 working days.

3.6.5. (Added) Review all aircrew PK critiques. For "NO" responses and/or unfavorable remarks, provide a response to the SVS/CC for his/her approval/signature and forward to the PK manager within 4 working days.

3.7.5. (Added) Review transient aircraft log from BOPS and coordinate with CP to determine PK requirements.

3.7.6. (Added) Review all aircrew PK critiques. For "NO" responses and/or unfavorable remarks, provide a response to the LGT/CC for his/her approval/signature and forward to the PK manager within 4 working days.

3.8.1.1. (Added) The Command Center (CP) will track all AMC inbound/outbound (I/O) aircraft using C2IPS and transient aircraft log. CP will notify all PK agencies of inbound aircraft requiring/requesting PK. If there is a change in aircraft arrival time, CP will notify all agencies as soon as possible.

3.8.1.2. (Added) BOPS will maintain a transient aircraft log using information received from aircrews/units requesting PPR. This information will be kept current at all times and be accessible over Local Area Network.

3.8.2. CP controllers will receipt classified material using AF Form 12, **Accountable Container Receipt**. CP controllers will not sign for material that has not been sealed by the aircrew. Aircrew will be provided a bag and seal, if required. If controllers receive classified material while PK an aircrew, they are not authorized to make any stops, and will proceed directly back to the CP. Additional storage of classified material may also be provided by BOPS.

3.8.3. BOPS is the central collection location for Aircrew PK Critiques and will ensure all AMC, AMC gained AFRC and ANG aircrews that RON complete a critique prior to accepting aircrew flight plans. The PK manager will collect critiques received from BOPS at the beginning of each duty day.

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Commander