

24 MARCH 1997



Supply

**EXPEDITIOUS MOVEMENT OF AMC MICAP,
VVIP AND FSS ITEMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: A copy of this publication can be found digitally at <http://www.safb.af.mil:80/hqamc/pa/pubs/pubhome2.htm>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AMC/LGSRW
(SMSgt Mary E. A. DeUnger)
Supersedes AMCI 23-102, 3 March 1995

Certified by: HQ AMC/LGSRW
(Colonel VanWiggeren)

Pages: 6
Distribution: F

This instruction implements AFD 23-1, *Requirements and Stockage of Materiel*, and establish policies and procedures for the movement of en route forward supply support (FSS) system, resupply, mission capability (MICAP), and very, very important parts (VVIP) to support the AMC en route mission. It applies to maintenance activities, forward supply locations (FSL), primary supply points (PSP), AMC base supply stock record accounts, command and control centers (CCC), air terminal activities, AMC traffic management offices (TMO), HQ AMC Logistics Readiness Branch (HQ AMC LGR) and aircrew personnel. It does not apply to United States Air Force Reserve or Air National Guard units.

SUMMARY OF REVISIONS

This revision generally revises the text.

1. General. This instruction establishes guidelines for shipment of AMC MICAP, VVIP, FSS, and deployed Mobility Readiness Spares Package (MRSP) resupply and retrograde items.

- 1.1. An AMC MICAP VVIP is an item that will return an AMC en route strategic airlift aircraft (project code 196 PACER HAUL) to an operational condition.
- 1.2. AMC MICAP and other VVIP processing applies to special items to support the overall mission.
 - 1.2.1. MRSP resupply and retrograde.
 - 1.2.2. HQ AMC/ LGR (formerly TACC/LOC) designated items.
 - 1.2.3. FSS resupply and retrograde.
 - 1.2.4. Spare aircraft engines at AMC en route locations.
 - 1.2.5. Auxiliary power units at AMC en route locations.

1.3. AMC MICAP, VVIP, and FSS shipping documentation, such as DD Forms 1348-1 and 1348-1A, DoD Single Line Item Release/Receipt Document; AMC Form 281, AMC MICAP VVIP/FSS Special Handling, etc., will show the aircraft type and tail number or the engine type and serial number and item nomenclature. This documentation is the primary identification used to set up the AMC MICAP or other VVIP shipment priority.

2. HQ AMC/LGR AMC MICAP VVIP Support:

2.1. Coordinates with supply, maintenance, CCC, Aerial Port Control Center (APCC), and TMO to expedite AMC MICAP VVIP shipments, using the mode of transportation that permits the earliest arrival of the item at the destination.

2.2. Monitor and flight-follow all en route airlift AMC MICAP VVIP shipments to support recovery actions.

2.3. Determine when to hold related shipments of AMC MICAP VVIP items for shipment to the same location via the same mode of transportation.

3. Aerial Port Control Center AMC MICAP and other VVIP Support:

3.1. The APCC will:

3.1.1. Coordinate with the air terminal operations center (ATOC) to determine the aircraft loading information and mission on which the AMC MICAP or VVIP items will move.

3.1.2. Coordinate with the ATOC to decide the fastest mode of shipment.

4. Air Terminal Activities AMC MICAP and other VVIP Support:

4.1. The squadron or port operations officer, AMC station manager, or their representative at each AMC base, detachment, contracted air terminal operation (CATO), or operating location will:

4.1.1. Receive and handle all AMC MICAP or VVIP shipments which originate, transit, or terminate at their station. Expedite these shipments to their destinations.

4.1.2. Designate the air freight and aircraft services special handling function to expedite all AMC MICAP or VVIP shipments through the air terminal. This function will be available 24 hours a day, 7 days a week (or as specified per contract for CATOs), and will promptly complete AMC MICAP or VVIP tasks.

4.1.3. Establish an AMC MICAP and VVIP holding area in the air terminal. Separate all AMC MICAP and VVIP shipments from other cargo.

4.1.4. Ensure telephone communications exist between the ATOC and the special handling cargo section.

4.1.5. Ensure a manifest with a loadmaster signature becomes the station file copy and send it to the ATOC for inclusion in AMC Form 77, Aircraft Ground Handling Record.

4.2. The air freight and aircraft services special handling function will:

4.2.1. Receipt for and inspect all air shipments and documentation for proper packing, marking and labeling. Process all MICAP and VVIP shipments as they occur and maintain control of the

items through the air terminal. *NOTE:* Do not hold these shipments unless told to do so by the ATOC.

4.2.2. As soon as the support aircraft departs, enter the following data on either AMC Form 36, Originating AMC MICAP VVIP Control Log, AMC Form 35, Terminating AMC MICAP VVIP Control Log, or automated equivalent:

Type aircraft

Mission number

Tail number

Name of loadmaster or equivalent aircrew member

4.2.3. Ensure the trailer card for all AMC MICAP and VVIP shipments accurately shows the nomenclature, aircraft type, and tail number for NMC aircraft.

4.2.4. Brief the ATOC duty officer on AMC MICAP and VVIP shipment data and ask for shipment disposition instructions.

4.2.5. Load AMC MICAP and VVIP items as the last items in the forward luggage compartment when commercial contract passenger flights are the mode of transportation.

4.2.6. Inform the aircraft commander or aircrew member of the exact location of AMC MICAP or VVIP items when military aircraft are the mode of transportation.

4.2.7. Meet aircraft carrying AMC MICAP or VVIP shipments, sign the manifest to receipt for shipments, and offload and move the shipments to the special handling cargo section inbound processing area. Then notify the ATOC of receipt.

4.2.8. Notify supply or TMO as soon as possible, but not later than 15 minutes after receipt. Supply or TMO, as appropriate, will provide a 24-hour contact point for inbound shipments.

4.3. ATOC will:

4.3.1. Appoint the duty officer as the unit AMC MICAP and VVIP representative to personally monitor all movement phases of AMC MICAP and VVIP shipments.

4.3.2. Require the duty officer to receive AMC MICAP and VVIP data from the air freight special handling section. The duty officer will maintain an AMC MICAP status board or automated equivalent contained in the Aerial Port Automated Command and Control System (APACCS).

4.3.3. Coordinate with the base CCC to find the fastest means to move AMC MICAP or VVIP shipments to their destination. *NOTE:* This may not necessarily be on the first available aircraft.

4.3.4. Give the special handling cargo section, the document control center, and the air freight ramp services all the necessary details of the support mission for use in moving AMC MICAP and VVIP cargo.

4.3.5. Verify the loading of AMC MICAP or VVIP shipments on the aircraft, manifest separately from the rest of the cargo, and mark manifest "AMC MICAP VVIP" with 1-inch characters. Provide enough copies of the manifest for use as signature transfer receipts and at least two additional copies of the manifest for each scheduled en route stop.

4.3.6. Annotate the MICAP data in Part II of the aircraft load message (AM-9). Telephone AMC MICAP or VVIP shipment data to the next destination if the flying time is faster than the TWX communications.

4.3.7. Verify the receipt of inbound shipments with the special handling section.

4.3.8. Ensure the ATOC ramp coordinator meets all aircraft with AMC MICAP or VVIP items on board, assists the special handling AMC MICAP and VVIP monitor, and confirms the status of any of these intransit shipments, including proper movement and aircraft load message reporting.

4.3.9. Monitor the movement of all AMC MICAP and VVIP shipments.

4.4. The TMO on AMC bases will:

4.4.1. Ensure all AMC MICAP, VVIP and FSS resupply/retrograde shipments are advanced into the CMOS/CAPS II system. Use cargo space block procedures for all FSS cargo, both resupply and retrograde.

4.4.2. Ensure the packing and crating section promptly processes all AMC FSS shipments and notifies the supply pickup and delivery section as soon as the shipment is ready for delivery to the air freight terminal. Enter pieces, weights, and cubes on AMC Form 281.

4.4.3. Provide expedited processing and shipment for all AMC MICAP and VVIP cargo on a 7-day week, 24-hour per day basis.

4.4.4. Provide assistance as necessary for moving AMC MICAP and VVIP shipments by commercial means.

4.4.5. At locations without fixed air terminal activities, TMO is responsible for accomplishing actions necessary for controlling, manifesting, aircrew briefing, aircraft loading and offloading, and disposing of AMC MICAP or VVIP shipments.

5. Operations AMC MICAP and other VVIP Support:

5.1. The CCC will:

5.1.1. Pass inbound AMC MICAP or VVIP shipment information from the aircraft commander to the ATOC.

5.2. Airlift squadrons will:

5.2.1. Brief all aircrews on this instruction to ensure proper handling of all AMC MICAP and VVIP cargo.

5.2.2. Instruct loadmasters to use the specific AMC MICAP and VVIP manifest to accomplish signature transfer and item accountability. Loadmasters will release AMC MICAP and VVIP shipments only to another loadmaster (for crew-to-crew change) or to local air terminal representatives. If there is no air terminal function, release the shipment directly to maintenance personnel at the destination. Use cargo manifest, when transferring accountability.

5.3. Commanders of aircraft that are not-mission-capable (NMC) at off-line locations (an area of extremely limited maintenance or supply capability) are responsible for:

5.3.1. Advising the CCC of their best estimate of the spares and personnel required to repair the aircraft to include technical order, figure, and index, and part numbers of the required spares.

- 5.3.2. Receiving serviceable spares if repair is within the capability of the aircrew.
- 5.3.3. Safeguarding and expeditiously returning unserviceable items and all supply documentation accompanying the materiel to the agency providing the support or the nearest FSL.

6. Supply AMC MICAP, FSS Resupply, and other VVIP Support:

- 6.1. Upon receiving notification from the TMO/Air Freight, the Pick Up and Delivery Section will expedite all cargo movement to its required destination.
- 6.2. A combination of required delivery date (RDD), project code, and special handling forms identify the categories of AMC MICAP, VVIP, and FSS resupply as shown below:

Identification of AMC MICAP, VVIP, and FSS

Category	RDD	Project Code	Identifying Form
AMC MICAP	999	196	AMC Form 281
VVIP	999	196	AMC Form 281
FSS	777	196	AMC Form 281

- 6.3. For AMC MICAP and other VVIP conditions FSL personnel will:
 - 6.3.1. Ask HQ AMC/LGR to make an area search when a valid en route MICAP condition exists, and no local source can satisfy the requirement.
 - 6.3.2. Establish a 24-hour contact point for inbound shipments. Send personnel to pick up AMC MICAP or VVIP items from the air terminal special handling cargo section or TMO within 30 minutes after notification of the arrival of parts.
 - 6.3.3. On receipt of AMC MICAP or VVIP items, notify LGR and the maintenance job control function.
- 6.4. For all MICAP and VVIP conditions the shipping AMC FSL will:
 - 6.4.1. Open the container and visually inspect items for proper identification and any obvious damage, except where other directives prohibit.
 - 6.4.2. Process all AMC MICAP and VVIP assets as a functional check when capability exists unless LGR waives this requirement.
 - 6.4.3. Prepare the documents to begin movement of AMC MICAP or VVIP items. Coordinate with the local packing and crating section to ensure expeditious processing is accomplished.
 - 6.4.4. Prepare AMC Form 281 as outlined below. Use rubber stamps or felt marking pens; legibility is of prime importance.
 - 6.4.4.1. Destination. Enter the 3-digit station identifier (DoD Regulation 4500-32, volume I, appendix B, section XIV, Air Terminal Identifier Codes) of the activity destined to receive the shipment.
 - 6.4.4.2. Enter the transportation control number (TCN).

6.4.5. When notified by packing and crating, expedite the pick up and delivery of items to the air freight and aircraft services special handling function.

6.4.6. Provide LGR the date and time AMC transportation received the AMC MICAP or VVIP shipment.

- 7. Forms Prescribed:** AMC Form 35, Terminating AMC MICAP VVIP Control Log
AMC Form 36, Originating AMC MICAP VVIP Control Log
AMC Form 281, AMC MICAP VVIP/FSS Special Handling

GERALD F. FLANAGAN, JR, Colonel, USAF
Deputy Director of Logistics