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Maintenance

**MAINTENANCE RECOVERY TEAM
LOCAL PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Pope Air Force Base instruction establishes procedures and responsibilities of various agencies and provides a framework concerning C-130 Maintenance Recovery Teams. This instruction is not inclusive of all possible scenarios, but should be used as a guide. **Records Disposition:** Documentation created by this publication will be maintained and disposed of IAW AFMAN 37-123, *Management of Records* and AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. General.

1.1. AMC LGRC requires AMC unit level support whenever an aircraft on an AMC mission is NMC off-station. LGRC will be the sole AMC logistics-tasking agency to various AMC units for MRTs, MICAPs and/or equipment.

2. Responsibilities of LGRC:

2.1. LGRC specific responsibilities are identified in AMCI 21-108.

NOTE: Upon request of the MOC, LGRC may coordinate with other Major Commands as required for movement of squibs and other munitions items.

3. Responsibilities of the 43 MXG/CD:

3.1. Determine which squadron or combination of squadrons will provide personnel for the MRT tasking.

- 3.2. Direct the squadron or combination of squadrons to generate the MRT.
- 3.3. Direct the tasked squadron to prepare the 43d Airlift Wing shortfall letter if tasking cannot be supported.
 - 3.3.1. Units that are unable to provide assistance to the primary unit will provide shortfall information for their unit to the tasked squadron.

4. Responsibilities of the Maintenance Operations Center:

- 4.1. Act as the single point of contact for MRT support.
- 4.2. Act as liaison between LGRC and 43 AMXS to determine aircraft status when Pope aircraft MRTs are supported by non-Pope personnel.
- 4.3. Receive tasking from LGRC and record information on the MOC MRT check sheet. If tasked by LGRC to CANN items, 43 MXG/CD or alternate must be contacted for coordination.
- 4.4. Determine, through LGRC, if qualified maintenance personnel stationed at or near the location of the NMC aircraft will be available to receive, install, ops check the part(s), comply with In-Progress-Inspections and sign off the "inspected by" block of the red X discrepancy. (Not necessary if qualified 43d Airlift Wing personnel are on board the aircraft).
- 4.5. Inform the 43 MXG/CD of initial tasking.
- 4.6. Update 43 MXG/CD on tasked MRT/MICAP/Equipment progress.
- 4.7. Inform the tasked squadrons of the tasking as determined by the 43 MXG/CD. Pass LGRC tasked requirements and information to the tasked squadron.
- 4.8. Act as the liaison between LGRC and the tasked squadron.
- 4.9. Brief MRT Chief in accordance with AMCI 21-108, *Logistics Support Operations*.
- 4.10. Monitor and up-channel all information and potential problems to LGRC.
- 4.11. Receive and record name, rank, social security number, security clearance, specialty and skill level of each MRT member and team chief as identified by the tasked squadron point of contact for MRTs.
- 4.12. Provide cargo load times and boarding times of military air to the tasked squadron when military air is the travel mode of the MRT.
- 4.13. Generate travel orders in accordance with AFI 65-103, *Temporary Duty Orders* for LGRC directed MRT taskings.
- 4.14. Coordinate travel itinerary for MRT when commercial air is the mode of travel. **NOTE:** Provide a copy of the travel orders and itinerary to LGRC when commercial air is used.
- 4.15. Arrive aircraft at MRT location in GO81.
- 4.16. Create a job in GO81 against the NMC aircraft and update aircraft status.
- 4.17. Issue the Command, Control, Communications, and Computers, (C4) kit as directed by LGRC. Conduct training session on the C4 Kit for the MRT team chief if this kit is required. See [Attachment 2](#) of this instruction.

- 4.18. Inventory the C4 Kit prior to issue and annotate Pope Form 524, **Tool Room Inventory**.
- 4.19. Contact Maintenance 3 when LGRC tasking requires an engine or engine parts to be cannibalized from a spare engine.
- 4.20. Contact TMO through vehicle ops 4- 6906, during swing shift and mid-shift hours for standby personnel. Vehicle ops will contact the TMO standby.

5. Responsibilities of the Tasked Squadron/Unit:

- 5.1. Appoint a primary point of contact within the squadron who is responsible for LGRC recovery taskings as directed by the 43 MXG/CD.
- 5.2. Ensure a primary point of contact for LGRC taskings is available 24 hours per day, including holidays.
- 5.3. Provide an up-to-date letter for supporting LGRC off-station aircraft recovery taskings with points of contact to the MOC. The letter will include the primary/alternate points of contact, full name, duty telephone, duty position, home telephone number, cellular telephone number and pager.

6. Responsibilities of the Tasked Squadron's Primary Point of Contact.

- 6.1. When notified of a NMC condition on a 43d AW aircraft, the tasked squadron will analyze the aircraft discrepancy, and determine if wing personnel are qualified to clear red X discrepancies and/or IPI on the aircraft systems causing the NMCM condition.
- 6.2. Determine whom, if anyone, aboard the NMC aircraft is qualified to install, ops check, comply with IPI, and sign off the discrepancy creating the NMC condition.
- 6.3. Determine if the tasked aircraft recovery actions can be supported with personnel, and/or parts, and/or support equipment.
- 6.4. If the tasked aircraft recovery actions can be supported, identify MRT personnel and ensure the MRT chief is aware of parts and equipment requirements.
- 6.5. If the tasked aircraft recovery actions cannot be supported, he/she will inform the MOC, and the MOC will inform the 43 MXG/CD. The 43 MXG/CD may reassign responsibility for the MRT to another squadron, task a combination of squadrons, or direct the tasked squadron to initiate a maintenance shortfall message with input from the squadron commander.
- 6.6. Contact the MOC for host base support issues such as crane or forklift availability, and telephone numbers of the flight crew.
- 6.7. Advise the MOC when additional support personnel, support equipment, or parts are warranted to repair and properly sign off the NMC condition in the aircraft AFTO Form 781 series.
- 6.8. Keep the MOC informed on the progress of cannibalizations and/or any issues, which could affect the timely departure of the team tasked with aircraft recovery actions.
- 6.9. Contact the MOC to ensure the MOC is also aware of the NMC condition.

7. Tasked Squadron's Primary Point of Contact in Support of Personnel and/or Parts and/or Support Equipment.

- 7.1. Verify all parts and/or equipment will be issued to the MRT chief to hand-carry to the deployment site.
- 7.2. Order and receive all parts as required. LGRC may direct CANN action if part(s) are not available locally; process parts through supply MICAP section and move them with MRT.
- 7.3. Retrieve the support equipment necessary to install and ops check the parts on the NMC aircraft, and inform MOC of necessary equipment to be sourced from other units.
 - 7.3.1. Deliver all oversized parts and/or equipment (items too large to hand carry) to TMO Packing and Crating for shipment and prepare required shipping documents DD Form 1149, **Requisition and Invoice/Shipping Document**.
 - 7.3.2. Items exceeding 72 inches in any dimension will be delivered directly to the 3 APS Checkpoint. TMO will process these items at the 3 APS Checkpoint.
 - 7.3.3. Verify all equipment sourced from other units has been delivered to TMO or 3 APS Checkpoint and processed by the tasked squadron.
- 7.4. Record all TCNs and provide a copy of the completed DD Form 1149 to the MOC.
- 7.5. Ensure the MRT chief (usually the ranking member of the MRT) reports to the MOC for a mandatory MRT briefing before departing Pope AFB. MRT chief must ensure a team member periodically contacts MOC to brief progress or changes in aircraft status at a minimum of once per day.
- 7.6. Procure ground transportation when surface transportation is the mode of travel.

8. Tasked Squadron's Primary Point of Contact Responsibilities in Support of Equipment only Aircraft Recovery Actions.

- 8.1. Assemble required support equipment, prepare shipping documents DD Form 1149 and deliver to TMO Packing and Crating for shipment.
 - 8.1.1. Provide MOC with completed copy of DD Form 1149.
 - 8.1.2. Provide TMO with all hazardous certification paperwork for items being shipped.

9. Tasked Squadron's Primary Point of Contact Responsibilities in Support of Parts only MICAP Aircraft Recovery Tasking.

- 9.1. Parts available in local supply and an Air Force Supply facility exists at or near the location of the NMC aircraft. LGRC will normally move the required parts directly through the Air Force Supply system unless unforeseen logistical difficulties cause this mode of shipment to consume an unreasonable amount of time.
- 9.2. Parts not available in local supply and an Air Force supply facility exists at or near the location of the NMC aircraft. LGRC may direct CANN action for items not available locally. Turn the CANN'd parts into supply Aircraft Parts Store section.
- 9.3. Parts available in local supply and no Air Force supply facility exists at or near the location of the NMC aircraft. LGRC, through HQ AMC/RSS, Air Force's regional MICAP location, will requisition required parts and ship them directly to the recovery location through TMO, marked for the aircraft commander.

9.4. Parts not available in local supply and no Air Force Supply facility exists at or near the location of the NMC aircraft. LGRC may direct CANN action for items not available locally. Turn the CANN'd parts into supply Aircraft Parts Store section.

10. Tasked Squadron's Primary Point of Contact Responsibilities in Support of Parts only MICAP Aircraft Recoveries for Home Station Aircraft when an MRT is already deployed.

10.1. Parts available in local supply. Requisition supply for required parts and ship them directly to the recovery location, marked for the aircraft commander.

10.1.1. Prepare shipping documents DD Form 1149 and deliver to TMO Packing and Crating for shipment.

10.1.2. Provide MOC with a copy of completed DD Form 1149.

10.2. Parts not available in local supply. LGRC may direct CANN action for items not available locally. Requisition parts for NMC aircraft. CANN parts and ship directly, via TMO, to the recovery location, marked for the aircraft commander. Do not turn parts into supply for shipment.

10.2.1. Prepare shipping documents DD Form 1149 and deliver to TMO Packing and Crating for shipment.

10.2.2. Provide MOC with a copy of completed DD Form 1149.

10.3. Retain the TCN number from these shipments to ensure the DIFM parts track back into the supply system and equipment tracks back to home station.

10.4. When munitions items (e.g. squibs) are required, order them through the appropriate host munitions activity. The munitions activity will prepare all munitions for shipment IAW Support Agreement FB4488-0087-110, *23d Fighter Group Host/Tenant Agreement*, AFI 21-201, *Maintenance and Management of Non-Nuclear Munitions*, POPEI 21-107, *Conventional Munitions Supply Customer Procedures* and local MOA.

10.4.1. When LGRC directs CANN action for a munitions item, the MOC will task the appropriate squadron to CANN the item and deliver it to appropriate host munitions activity for shipment. The MOC will assist in coordinating transportation issues with LGRC and the appropriate host munitions activity.

11. Responsibilities of 43d Maintenance Squadron:

11.1. 43 MXS Production Superintendent (Maint 3), is the POC for all maintenance squadron MRT parts and/or equipment taskings.

11.2. Engine assets in support of an aircraft recovery tasking.

11.2.1. Propulsion Flight personnel will prepare engine assets under their control for LGRC aircraft recovery tasking and coordinate with TMO and deliver the assets to the 3 APS Checkpoint.

11.3. AGE responsibilities will be coordinated through Maintenance 3.

11.3.1. AGE equipment must be processed through AGE Flight Production Control Section. The MRT Chief will assume custodial responsibility for all AGE assets deployed in support of aircraft recovery equipment taskings.

11.3.2. The AGE Flight personnel will prepare all powered/non-powered AGE for shipping and complete the associated paperwork for all equipment tasked. This includes all shipper declarations and DD form 1149's IAW AFMAN 23-110, *USAF Supply Manual*.

11.3.3. AGE personnel will deliver the assets to TMO and Check Point prior to their scheduled aircraft loading.

12. Responsibilities of 43d Logistics Readiness Squadron, Supply:

12.1. Supply may be tasked by LGRC or the Wing Senior Maintenance Representative to provide parts for a MICAP only in support of an LGRC aircraft recovery tasking or tasked to assist a squadron supporting an MRT.

13. 43d Logistics Readiness Squadron responsibilities in support of a MICAP only aircraft recovery tasking.

13.1. Parts available in local supply and an Air Force supply facility exists at or near the location of the NMC aircraft. LGRC will normally direct movement of the required part(s) directly through the Air Force Supply system unless unforeseen logistical difficulties cause this mode of shipment to consume an unreasonable amount of time.

13.1.1. Supply will coordinate shipment to the recovery location Chief of Supply.

13.1.2. Supply will deliver the parts, with all paperwork to TMO for shipment.

13.2. Parts available in local supply and no Air Force supply facility exists at or near the location of the NMC aircraft. LGRC, through HQ AMC/RSS, the Air Force's regional MICAP, will requisition supply for required parts.

13.2.1. Supply will coordinate shipment directly to the recovery location, marked for the aircraft commander.

13.2.2. Supply will take the parts from the warehouse and deliver the parts, with all paperwork to TMO for shipment.

13.2.3. Supply will retain the TCN from these shipments to ensure the DIFM parts track back into the supply system.

13.2.4. Provide MOC with a copy of completed DD Form 1149.

13.3. Parts not available in local supply and an Air Force supply facility exists at or near the location of the NMC aircraft. LGRC may direct CANN action for items not available locally. The squadron supporting the MRT will CANN the parts and deliver to supply.

13.3.1. Supply will process the parts through the Aircraft Parts Store section issue/shipment, replacement order, and turn-in.

13.3.2. Supply will comply with the "mark for" action in GO81.

13.3.3. Supply will coordinate shipment to the recovery location Chief of Supply.

13.3.4. Supply will take the parts with all paperwork to TMO for shipment.

13.4. Parts not available in local supply and **no** Air Force supply facility exists at or near the location of the NMCM aircraft. LGRC may direct CANN action for items not available locally. The squadron supporting the MRT will CANN the parts and deliver to supply.

13.4.1. Supply will process parts through Aircraft Parts Store section issue/shipment, replacement order, and turn-in.

13.4.2. Supply will comply with the "mark for" action in GO81.

13.4.3. Supply will coordinate shipment directly to the aircraft commander.

13.4.4. Supply will take the parts with all paperwork to TMO for shipment.

13.4.5. Supply will retain the TCN from these shipments to ensure the DIFM parts track back into the supply system.

13.5. Inform the MOC when tasked to move parts to a NMC 43d Airlift Wing aircraft directly through the supply system.

13.6. 43 LRS responsibilities to assist a tasked squadron, tasked with an MRT.

13.6.1. Parts available in local supply.

13.6.1.1. Tasked squadron will requisition required parts.

13.6.1.2. Supply will issue the parts directly to the tasked squadron.

13.6.2. Parts not available in local supply.

13.6.2.1. Any squadron tasked to CANN parts in support of an LGRC tasked aircraft recovery will deliver parts to supply.

13.6.2.2. Supply will process parts through Aircraft Parts Store section issue/shipment, replacement order, and turn-in.

13.6.2.3. Supply will comply with the "mark for" action in GO81.

13.6.2.4. Supply will issue the parts to the squadron tasked with the MRT.

13.7. All cargo, parts and equipment leaving Pope AFB in support of off-station AMC tasked aircraft recoveries will be processed through 43d Transportation Traffic Management Office.

13.8. Assist all personnel involved in the aircraft recovery actions with the necessary shipping documents including DD Form 1348, **Single Line Release/Receipt Movement Document**, DD Form 1149 **Requisition and Invoice/Shipping Document**, and TCMD. Provide this assistance at location of equipment and parts being shipped if required.

13.9. Assign a TCN and tasked units are responsible for providing all hazardous certification.

13.10. Contact carriers and process all LGRC tasked cargo and perform all loading requirements for POV/GOV/COM transportation, including cargo moving through vehicle operations for coordination.

13.11. Process all LGRC tasked cargo on a truck manifest for POV/GOV/COM transportation.

13.12. Process all LGRC tasked cargo for aircraft transportation.

14. Responsibilities of 3d Aerial Port Squadron, Checkpoint:

- 14.1. Process the LGRC tasked cargo for load planning and load cargo onto the aircraft. LGRC tasked cargo should be delivered to the 3 APS Checkpoint as soon as possible (standard is 8 hours prior to the aircraft scheduled departure time).
- 14.2. Provide technical expertise and assist tasked unit to palletize parts/equipment as required and as 3 APS mission allows. Preparing cargo for airlift is the primary responsibility of the tasked unit.
- 14.3. Notify the MOC when cargo is ready for upload and verify transportation arrangements.

WINFIELD W. SCOTT III, Brigadier General, USAF
Commander

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

AMCI 21-108, *Logistics Support Operations*

AFI 65-103, *Temporary Duty Orders*

AFI 21-201, *Maintenance and Management of Non-Nuclear Munitions*

AFMAN 23-110, *USAF Supply Manual*

POPEI 21-107, *Conventional Munitions Supply Customer Procedures*

Support Agreement FB4488-0087-110, *23d Fighter Group Host/Tenant Agreement*

Abbreviations and Acronyms

AFB—Air Force Base

AFMAN—Air Force Manual

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

AMC—Air Mobility Command

AMCI—Air Mobility Command Instruction

APS—Aerial Port Squadron

AS—Airlift Squadron

AW—Airlift Wing

CANN—Cannibalization

CA/CRL—Custodian Authorization Custody Receipt Listing

COM—Commercial

C4—Command, Control, Communications and Computers

DD Form—Department of Defense Form

DIFM—Due-In From Maintenance

FMC—Fully Mission Capable

GOV—Government

HQ—Headquarters

IAW—In Accordance With

IPI—In-Process Inspections

LGRC—Logistics Readiness Control

LGLOR—LOGNET Office

LMR—Land Mobile Radio

MOS—Maintenance Operations Squadron

MICAP—Mission Impaired Capability Awaiting Parts

MOA—Memorandum of Agreement

MOC—Maintenance Operations Center

MRT—Maintenance Recovery Team

MXG—Maintenance Group

NLT—Not Later Than

NMC—Not-Mission Capable

NMCM—Not-Mission Capable-Maintenance

POC—Point of Contact

POV—Privately Owned Vehicle

RSS—Regional Supply Squadron

TCMD—Transportation Control & Movement Document

TCN—Transportation Control Number

TMO—Traffic Management Office

Attachment 2

COMMAND, CONTROL, COMMUNICATION AND COMPUTER (C-4) KIT

NOTE: The C4 Kits which consist of the IMARSAT and the Iridium phones will only be issued by the direction of LGRC. LGRC must be informed of the whereabouts of this equipment at all times.

A2.1. The C4 Kits will be initially issued to the 43d LOGNET. The 43d LOGNET will fully inspect the kits to insure they are complete and serviceable. The kits will then be issued to the MOC. The 43d LOGNET will train MOC Supervision, shift supervisors and the training manager on assembly, testing and use of the C4 Kits upon initial issue.

A2.2. The training manager will include C4 Kit training in the Senior Coordinator training guide and enter required items on all MOC personnel Air Force Form 797s, **Job Qualification Standard Continuation/Command JQS** within their training records.

A2.3. The Senior Coordinator on duty will instruct the MRT Chief in the proper use, handling and safeguarding of the C4 Kit prior to issuing the kit.

A2.3.1. The Senior Coordinator on duty will issue the kits. The kit will be completely inspected and inventoried at the time of issue. This will be documented on a Pope AFB Form 524. The MRT Chief will complete an Air Force Form 1297, **Temporary Issue Receipt** listing all contents of the kit accepting full responsibility for the kit. The original AF Form 1297 will be kept on file in the MOC until the kit is returned.

A2.3.2. The MRT Chief will return the kit to the MOC NLT 24 hours after returning to home station.

A2.4. The C4 Kits will be maintained by the 43d LOGNET. The MOC will inspect, assemble and test the kits when it has returned from an MRT.

A2.5. The MOC will coordinate with the 43d LOGNET to have repairs made. The unit returning the kit will be responsible for missing or damaged equipment. The MOC will notify LGRC when a kit is no longer serviceable. The 43d LOGNET will keep the MOC informed of kit status until it is returned to serviceable status.

A2.6. The C4 Kits will be stored within the MOC. Access to the kits will be limited to supervision, equipment custodian, training manager and the on duty Senior Coordinator.