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Supply

PROCESSING TERMINATING MICAP CARGO

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This instruction implements AFD 23-2, *Supplies and Materiel Management*. It establishes policies and procedures for identifying and expediting movement of all Mission Capability (MICAP) cargo terminating at Travis AFB. This instruction is applicable to the 60th Aerial Port Squadron (60 APS) and 60th Logistics Readiness Squadron (60 LRS).

SUMMARY OF REVISIONS

Paragraph **3.3**. Change: Special off-base MICAP cargo pick-ups. Paragraph **4.1.2**. Change: Notification of MICAP cargo. Paragraph **4.2.1**. Change: Responsibility for pick-up of MICAP cargo. Paragraph **4.2.2**. Change: Request for cargo pickup. Paragraph **4.2.3**. Change: Location. **A bar (|) indicates a change since the last edition.**

1. General.

1.1. MICAP items are requisitioned by the 60th Logistics Readiness Squadron (FB4427) from depots, lateral support bases, and commercial vendors. These items are in direct support of 60 AMW airlift mission, so the expeditious handling and movement of MICAP cargo is absolutely essential. Containers are normally marked/identified as MICAP cargo and addressed to Base Supply, FB4427. Cargo not labeled MICAP but identified by Supply for mission support will be coordinated with 60 APS to give these items the same priority as MICAP cargo.

2. Reference.

2.1. AMCI 23-102, *Expeditious Movement of AMC MICAP, VVIP and FSS Items*.

3. Responsibilities

- 3.1. 60 APS will expeditiously process all terminating MICAP cargo received by air.
- 3.2. 60 LRS will pick-up all MICAP cargo from Air Freight Terminal.
- 3.3. 60 LRS will make special off-base MICAP cargo pick-ups from local sources and commercial airports.

4. Procedures.

4.1. 60 APS will:

4.1.1. Process terminating 999 and MICAP cargo as quickly as possible after aircraft/truck arrival accordingly.

4.1.2. Cargo Processing, Building 977, will notify 60 LRS/Receipt Team or After-Hours Support, for pick-up of MICAP cargo as it is in-checked. Cargo Processing, Building 977, will be the single point of pick-up for MICAP terminating cargo. **NOTE:** This pick-up point is not to be confused with AMC MICAP pick-up point.

4.2. 60th LRS will:

4.2.1. Within one hour of notification, pick-up MICAP cargo from Cargo Processing in Air Freight Terminal, Building 977. This will be done by 60 LRS/Receipt Team or After-Hours Support. When transporting AMC MICAP to or from Special Handling Section, the delivery driver will check Cargo Processing in the Air Freight Terminal, Building 977.

4.2.2. Request LGRV dispatcher arrange for pick-up of inbound MICAP cargo at local area points such as Sacramento/Bay Area airports and commercial vendors. The Mission Support Section will normally make this request.

4.2.3. LGRV will expeditiously dispatch a vehicle to pick-up inbound MICAP cargo in accordance with paragraph 4.2.2. and deliver to Receipt Team in Building 549, Cube C. Always obtain a signature from Receipt Team personnel for all MICAPs delivered.

4.2.4. The 60 LRS/Receipt Team on a regular schedule, Monday through Friday, not later than 1000 hours will pick-up all inbound mail and packages from the post office.

JEFFREY N. LEKNES, Lt Col, USAF
Director of Wing Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

1. AFD 23-2, *Supplies and Materiel Management*
2. AMCI 23-102, *Expeditious Movement of AMC MICAP, VVIP and FSS Items*