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Supply

**MOBILITY EQUIPMENT MANAGEMENT,
ACCOUNTABILITY, AND SECURITY**

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This instruction implements AFD 10-4, *Mobility for AMC Forces Planning*. The purpose of this instruction delineates the management, accountability, and security of mobility gear at Travis AFB. It also provides instruction on handling of mobility gear that is receipted for by individuals who are involved in mobility deployment. It is applicable to all active duty organizations and 349 AMW assigned to Travis AFB. The Mobility Element of the 60th Logistics Readiness Squadron (60 LRS/LGRDDY) is the installation focal point for management, accountability, and security of mobility bags and gear for active duty organizations. The term “mobility bags and gear” is referred to as “mobility gear” throughout this instruction. Reports of Survey (ROS) Approving Authority (60 AMW/DS) is the installation focal point for ROS. 60 AMW/FM is responsible for coordinating refunding transfer actions for active duty and reserve organizations.

SUMMARY OF REVISIONS

Paragraph **3.1.1**. Change: C bag authorizations. Paragraph **3.1.3**. Change: A and B bags authorizations. Paragraph **3.2.1**. Change: Mobility gear pick-up times. Paragraph 3.5.6. Change: Program name. Paragraph **4.3**. Change: Individual responsibility for gear. Paragraph **5.1**. Deleted. Paragraph **6.1**. Change individual accountability procedures. Paragraph **6.2**. Added to explain funds processing. Paragraph **6.3**. Change organizational accountability procedures. Paragraph **7.2.1**. Change: ROS Program Manager responsibilities. **A bar (|) indicates a change since the last edition.**

1. References.

- 1.1. AFMAN 23-220, *Reports of Survey for Air Force Property*.
- 1.2. AFMAN 23-110, Volume 1, Part One, Chapter 10, *Lost, Damaged, or Destroyed Property*.
- 1.3. AMCI 10-403, *Air Mobility Command (AMC) Force Deployment*.

2. Issue Procedures.

- 2.1. Mobility Bags and Gear are defined as:
- 2.2. A Bag - Field gear.
- 2.3. B Bag - Extreme cold weather gear (**only for CAT III location**).
- 2.4. C Bag - Chemical warfare defense equipment (CWDE).
- 2.5. E Bag - Desert gear (**only for U.S. Central Command AOR**).

3. Issue Procedures to Units:

3.1. **UNITS** : Personnel assigned to the following units are authorized to receive mobility gear upon assignment to Travis AFB, and are allowed to keep such gear until PCS, PCA, retirement, separation or removal from a mobility position:

- 3.1.1. C Bags: 6 ARS, 9 ARS, 21 AS, and 22 AS.
- 3.1.2. A, B, C, and E Bags: 615 AMS, 615 AMOS, 715 AMS, and 815 AMS.
- 3.1.3. A and B Bags: 60 OSS, 15 AF, 6 ARS, 9 ARS, 21 AS, 22 AS, 60 CES, 60 SVS, and 60 SFS (if on current flying status).

3.2. **INDIVIDUALS** : Individuals will be issued mobility gear under one of the following conditions: During exercises and contingency operations, when tasked to perform a temporary duty assignment, or when assigned to units that are authorized to maintain and store their own mobility gear.

3.2.1. Personnel are authorized to pick up mobility gear from Monday through Friday during 0800-1600. After-hours support will be provided on an as-needed basis. Mobility gear will be returned during normal duty hours. All personnel (except aircrew) will have an authorization letter signed by the Personnel Readiness Unit (PRU), Military Personnel Flight, Squadron Commander and/or TDY orders for issuance of mobility gear. This letter should specify types of mobility gear required. Type "B" bags will only be issued when required for specific locations and extreme cold weather gear will be issued according to allowance standard (AS) 016. Contingency issue of mobility gear will be issued in accordance with the wing deployment schedule of events.

3.2.2. All active duty and reserve personnel must have a DD Form 2, **Geneva Convention Identification Card**, and can be in either civilian clothing or duty uniform when returning mobility gear.

3.2.3. Report to Building P-1, Mobility Processing Center, with either an authorization letter or TDY orders for mobility gear issues.

3.3. **HAND RECEIPTS REQUIRED FOR MOBILITY GEAR:** All items issued will be accounted for on Travis Forms 250, **Supply Mobility Issue Document**. Travis AFB Form 250 is a locally produced hand receipt, listing all mobility bags and gear available for issue (except for gas masks and weapons). The form is broken down into A, B, C, and E Bags. All entries on Travis AFB Form 250 will be neat, legible, and validated by the Mobility Element in the 60th Logistics Readiness Squadron.

3.3.1. The first column on Travis Form 250 is entitled "Equipment Issued" and lists all items assigned to each bag by nomenclature. Also included in this column is an asterisk "*". The asterisk signifies items that need not be returned when used or consumed. **NOTE:** All items will be

returned and mobility element personnel will determine which consumables the member may keep based on usage. (Items that are considered "consumables" are not consumed in-use. They are items that have been used or worn. Examples are insect repellent, uniforms, and boots).

3.3.2. The final column is the Quantity Returned. The Mobility Element will write in a quantity to account for items returned. The purpose of this column is to ensure all items have been returned and to account for missing nonconsumable items.

3.3.3. Three additional blocks are found on Travis AFB Form 250: Personal Data Block, Acknowledgment Block, and Bag Build/Inspection Block. The Personal Data Block must be neat and legible. The Acknowledgment Block outlines the responsibilities of individuals receiving mobility gear. The Mobility Element member who issued the mobility gear will initial the Bag Build/Inspection Block.

3.3.4. Members and the Mobility Element representative will sign Travis AFB Form 250 indicating receipt of the mobility gear. At this time, the mobility representative will brief the individual receiving mobility gear on the members' responsibilities for safeguarding government property in their possession.

3.3.5. Signing Travis AFB Form 250 means the signers acknowledge receipt of all items marked on the form.

3.3.6. Mobility Element will make entries into the Mobility Inventory Control and Accountability System (MICAS) with information from the completed Travis AFB Form 250 to record accountability. Also, a data file will be created at this time. The file is in alphabetical sequence using individual's last name and is filed by squadron.

3.3.7. Travis AFB Form 250 will be pulled from the file and an inventory of issued mobility gear will be conducted upon return from deployment. A copy of the signed Travis AFB Form 250 will be given by the Mobility staff to the member as proof that all accountable mobility gear was returned. The member will be advised to keep the copy of receipt until member clears through P-1 when PCSing, being discharged, or returning.

4. Management of Mobility Gear.

4.1. MOBILITY ELEMENT IN THE LOGISTICS READINESS SQUADRON: The Mobility Element of 60th LRS will be responsible for storage and issue of all personal use mobility gear. The contents of these bags will be in accordance with Headquarters AMC standards.

4.1.1. Mobility Element will replace all expired mobility gear and will determine if replacement assets will be issued out based on fair wear and tear only. Desert uniform replacements will not be given for the reason of an individual gaining or losing weight.

4.2. USING ORGANIZATIONS: Using organization commanders or their designated representatives are responsible for ensuring effective management of all mobility gear. These responsibilities include the following:

4.2.1. Provide secure storage for mobility gear maintained in the organizations.

4.2.2. Ensure serviceability/availability of all issued items by establishing a shelf-life control, functional inspection and inventory program on a semiannual basis.

4.2.3. Appoint primary and alternate custodians at the squadron level to oversee each squadron's mobility gear program.

4.2.4. Brief all personnel of their responsibilities in maintaining and making mobility gear available for usage.

4.2.5. Ensure members assigned mobility gear return these assets to the Mobility Element upon PCSing, reassignment (PCA), separation or retirement.

4.3. **INDIVIDUALS/AIRCREWS:** All personnel, including aircrew members, are responsible for safeguarding mobility gear assigned. Also, ensure the mobility gear is secured at all times (i.e., locked wall locker or locked storage area). Mobility gear left unattended in POVs, government vehicles or buildings will be considered unsecured, unless it is the approved storage location identified by the controlling authority.

5. Identification/Security of Mobility Gear.

5.1. **SECURE STORAGE AREAS:** A secure storage area is defined as any area that can be locked and has the capability of providing limited access.

5.2. **OFF-BASE STORAGE OF MOBILITY GEAR:** Off-base storage of mobility gear is allowed for those members assigned to operational locations off base. The member will take all prudent steps necessary to ensure they are secured at all times. Mobility gear is considered unsecured if left in POVs for other than transport between the member's duty section and residence.

6. Accountability.

6.1. **INDIVIDUAL ACCOUNTABILITY:** Individuals should safeguard and take proper care of their assigned mobility gear at all times. Personnel with missing mobility items will not be cleared through 60 LRS when out-processing the base upon PCS, discharge, or retirement until matter is resolved. Damaged or lost items can be paid for by using a DD Form 1131, **Cash Collection Voucher**, if an individual admits liability and voluntarily wants to pay for the lost equipment. If the amount owed is a large amount or will present a financial hardship, the member can be offered repayment options that may ease the financial burden during the repayment period. If a DD Form 200, **Financial Liability Investigation of Property Loss**, was initiated, a copy (with a ROS control number assigned by the ROS Program Manager) must be provided to the Mobility Element before a replacement is issued out or an individual will be cleared through 60 LRS to out-process. There will be no exceptions to this policy.

6.2. **PROCESSING OF FUNDS COLLECTED:** In order to collect money from an individual, either DD Form 1131 or DD Form 362, **Statement of Charges for Government Property, Lost, Damaged, or Destroyed**, may be used. If the member is separating, the entire amount will be deducted from their final pay before they are separated. Any money collected by DFAS is transmitted to Treasury account 573019 (General Fund (Miscellaneous) Receipts, Recoveries for Government Property Lost or Damaged). If a member is separated prior to completion of the ROS and collection was not effected, normal collection procedures, as defined by AFM 23-220, will be followed. If member retired, and normal collection procedures do not resolve the case, then the case file is forwarded, via the FSO, to DFAS Denver for further processing.

6.3. **ORGANIZATIONAL ACCOUNTABILITY:** If the individual member does not admit liability, the organizational commander is required to initiate a DD Form 200 that will, when completed,

determine whether or not the individual will be held liable for the lost equipment. If the ROS approving authority makes a determination to not hold the individual responsible, the liability defaults to the member's parent organization to refund 60 LRS for the amount of the lost equipment. This is accomplished through the execution of a Standard Form 1080, **Voucher for Transfers Between Appropriations and/or Funds**. In some cases, the unit may purchase replacement items with their unit funds and provide the items to the Mobility Element. Unit custodians will be informed of any changes directed by HQ AMC.

7. **Withdrawal of Unit Funds for Loss/Damage of Mobility Gear.**

7.1. Units reporting lost, damaged or destroyed mobility gear may be required to reimburse the appropriate accountable officers' account for the cost of mobility gear under their purview. This process will not include mobility gear for which a finding of financial liability has been determined against an individual, and the individual has been assessed. Authority for reimbursement is contained in AFMAN 23-220, Chapter 2, Para 2.3.5. *Reports of Survey for Air Force Property*.

7.2. If a unit is found to be liable, refunding of funds will be accomplished in the following manner:

7.2.1. A staff summary sheet, with attachments (Standard Form 1080 and a copy of the pertinent DD Form 200), will be forwarded by the ROS Program Manager to the unit commander of the paying unit who will place appropriate accounting data on the form.

7.2.2. The receiving unit, 60 LRS/LGRSR, will place the appropriate accounting data on the form.

7.2.3. The form will be forwarded to 60 CPTS/FMFL (via the ROS Program Manager) for actual transfer of funds.

7.2.4. Upon completion of final action by 60 CPTS/FMFL, the file will be forwarded to 60 AMW/FMA (ROS Program Manager) for filing with the original case file.

7.2.5. 60 AMW/FMA will ensure that both the paying unit and receiving unit receive a complete copy of the refunding documents for their records.

8. **Notification of Security Forces Squadron or Office of Special Investigations (OSI), Det 303.**

8.1. Any suspicions of possible routine theft should be reported to Security Forces Squadron immediately. Any suspicions of any recurring theft, abuse, or fraud is subject to OSI review in accordance with AFMAN 23-220.

9. **Prescribed Forms. Travis AFB Forms 250, Supply Mobility Issue Document.**

10. Adopted Forms. DD Form 2, Geneva Convention Identification Card, DD Form 200, Financial Liability Investigation of Property Loss, DD Form 1131, Cash Collection Voucher, Standard Form 1080, Voucher for Transfers Between Appropriations and/or Funds, and DD Form 362, Statement of Charges for Government Property, Lost, Damaged, or Destroyed.

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Director of Wing Staff

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

AFPD 10-4, *Mobility for AMC Forces Planning*

AFMAN 23-220, *Report of Survey for Air Force Property*

AFMAN 23-110, Volume I, Part One, Chapter 10, *Lost, Damaged, or Destroyed Property*

AMCI 10-403, *Air Mobility Command (AMC) Force Deployment*