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AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND
INSTRUCTION 23-102**



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Materiel Management

***EXPEDITIOUS MOVEMENT OF
AMC MICAP/VVIP ASSETS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 23-1, *Requirements and Stockage of Materiel*, and establishes policies and procedures for the movement of Air Mobility Command (AMC) mission capability (MICAP) assets and Very, Very Important Parts (VVIP) to support off station/en route AMC missions. It applies to maintenance activities, forward supply locations (FSL), AMC supply stock record accounts, command and control centers (CCC) (including, but not limited to, command posts, Air Mobility Operations Control Centers (AMOCC) and maintenance operations centers (MOC)), air terminal activities, AMC Traffic Management Flights (TMF), Eighteenth Air Force Tanker Airlift Control Center Logistics Readiness Division (18 AF TACC/XOCL), and aircrew personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

There were several administrative changes to this document without change to content. Previous reference to what the 635 SCMG would do was removed as they now are under AFMC, however they will continue to provide support to 18 AF TACC/XOCL AMC MICAP sourcing for AMC. AMC Form 281, *AMC MICAP/VVIP Special Handling Label* references removed and no longer

required for shipments. Revised paragraph 2.3.4 for clarity of when Project Code 196 is authorized.

1. General. This instruction establishes guidelines for shipment of the following AMC MICAPs (Section 2) and/or VVIP (Section 3) assets to support the overall mission. **Note:** AMC MICAPs and VVIPs are identified and clarified below.

Table 1. Guidelines for AMC MICAPs and VVIPs.

AMC MICAPs are identified as:	Aircraft parts and recovery equipment movements as directed and centrally managed by 18 AF TACC/XOCL.
VVIPs are identified as:	Mobility Readiness Spares Package (MRSP) resupply and retrograde Forward Supply System (FSS) resupply and retrograde Spare aircraft engines at AMC en route locations Auxiliary power units at AMC en route locations

2. AMC MICAP Instructions. AMC MICAP is established as a program within AMC to ensure continuous sustainment of a high velocity global distribution system supporting all Services' movements and combatant commanders (CoCOM) requirements.

2.1. Definition of an AMC MICAP. 18 AF TACC/XOCL directs AMC MICAP shipments providing expeditious logistics supporting recovery actions for AMC, AMC-gained, and operational support airlift (OSA) aircraft that are not mission capable (NMC) or have reported mission essential (ME) discrepancies away from home station. 18 AF TACC/XOCL also directs AMC MICAP shipments of recovery equipment returning to tasked unit upon completion of aircraft recovery. Shipments designated as AMC MICAP will be identified by the project code (PC), PACER HAUL, 196 and required delivery date (RDD) 999.

2.2. Procedures for AMC MICAP. Requests to 18 AF TACC/XOCL are outlined in AMCI 21-108, *Logistics Support Operations*.

2.3. Identification of AMC MICAPs. A combination of RDD, PC, transportation priority (TP) and special handling forms identify the category of AMC MICAPs as follows.

Table 2. Identification of AMC MICAPs.

AMC MICAP Category	RDD	PC	TP	Identifying Form
18 AF TACC/XOCL	999	196	1	AMC Form 281, <i>AMC MICAP/VVIP Special Handling Label</i>

2.3.1. Shipping documentation for AMC MICAPs, such as DD Forms 1348-1 and 1348-1A, *DoD Single Line Item Release/Receipt Document*; AMC Form 281, *AMC MICAP/VVIP Special Handling Label*; AMC IMT 18, *TACC/XOCL MICAP Shipment*, 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 establish the AMC MICAP shipment priority.

2.3.2. MICAP transportation control number (TCN) assignment/identification must conform to DTR 4500.9-R, Part II (Cargo Movement), Appendices L and O. Re-use of TCNs (within 10 year specified limit) is disruptive of in-transit visibility (ITV) and historical tracking purposes. Permanent TCN stenciled to materiel-handling equipment is not authorized.

2.3.3. 18 AF TACC/XOCL, 635 Supply Change Management Group (SCMG)/LGWQM (Quick Response Flight), the FSS network, and the CCCs (as outlined throughout this instruction) may use PC 196, PACER HAUL, to ship items identified in paragraph 2.3 in support of AMC/AMC-gained aircraft.

2.3.4. After verification/coordination with 18 AF TACC/XOCL, theater AMOCCs supporting combatant theaters, such as Pacific Command (PACOM) and European Command (EUCOM), are authorized to use Project Code 196 PACER HAUL to facilitate recovery of any off station assigned/gained air mobility aircraft in active execution of transportation working capital fund (TWCF) and/or 18 AF TACC/XOCL -directed missions. 18 AF TACC/XOCL will coordinate recovery actions as outlined in paragraph 2.4.1. below.

2.4. Responsibilities and Authority. The organizations identified below have the following responsibilities to provide shipment support.

2.4.1. 18 AF TACC/XOCL.

2.4.1.1. Coordinate with supply, maintenance, CCC, 18AF TACC/XOGX Aerial Port Control Center (APCC), XOCG duty officer and TMF to expedite AMC MICAP shipments, using the mode of transportation permitting the earliest arrival of the item at the end destination by a traceable means. Worldwide Express (WWX) services will be utilized to the maximum extent when considering earliest arrivals.

2.4.1.2. Monitor/flight-follow delivery and return air and surface transportation carrying AMC MICAPs to support recovery actions.

2.4.1.3. Determine when to consolidate shipments of items for AMC MICAP requirements to the same location via the same mode of transportation.

2.4.1.4. When 18 AF TACC/XOCL determines 50% or more allowable cabin load (ACL) is required for the support mission transporting MICAP, support mission should be in-system select (ISS), and mission identification changed to reflect the first three characters of the Atlantic and Pacific support mission.

2.4.2. 18AF TACC/XOGX (APCC).

2.4.2.1. Determine if the desired transportation source for AMC MICAPs have conflicting shipments (i.e., explosive) and approve the transportation support request through the Global Decision Support System (GDSS) unless there are conflicting shipments or reasons to otherwise prohibit moving the cargo on the desired transportation support mission. Once approved by the 18AF TACC/XOGX (APCC), the shipment is considered "space-blocked" on the sourced mission.

2.4.2.2. Annotate “AMC MICAP” in addition to the item nomenclature and TCN on the GDSS automated Form 59 screen, *Mission Itinerary*, of the mission aircraft.

2.4.2.3. Immediately notify 18 AF TACC/XOCL when AMC MICAP shipments arrive at the aerial port and when AMC MICAP shipments have not been delivered to the aerial port and the aircraft is within one hour of its scheduled departure.

2.4.3. Air Terminal Activities.

2.4.3.1. 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:

2.4.3.2. Receive and handle all AMC MICAP shipments which originate, transit, or terminate at their station. Expedite these shipments to their next/final destination.

2.4.3.3. Monitor (close watch) aerial port actions related to these shipments. Ensure shipments are available to be released to receiving activity upon aircraft arrival, and coordinate with receiving agency if shipments are not receipted for within 30 minutes of aircraft block in. Immediately notify 18 AF TACC/XOGX (APCC) when AMC MICAP shipments arrive at the aerial port and when AMC MICAP shipments have not been delivered to the aerial port and the aircraft is within one hour of its scheduled departure

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

2.4.3.5. Establish a special item holding area in the air terminal. Separate all AMC MICAP shipments from other cargo.

2.4.4. TMFs on AMC Bases.

2.4.4.1. Ensure all AMC MICAP shipments are advanced into Cargo Movement Operations System (CMOS).

2.4.4.2. Ensure all AMC MICAP shipments are promptly processed and delivered to the Special Handling Section for shipments moving milair. The LRS supply representative will fill in the TMO information on the AMC IMT 18, *TACC/XOCL MICAP Shipment*, and fax it to the 635 SCMG/LGWQM (Quick Response Flight). TMF will ensure all AMC MICAP shipments are released through the automated system using CMOS. This will generate ITV necessary to track the shipment through the system.

2.4.4.3. Provide expedited processing and shipment (case by case basis if on weekend for commercial movement) for all AMC MICAP on a 24 hours a day, 7 days a week.

2.4.4.4. Determine proper mode/method selection as requested by 18 AF TACC/XOCL for moving AMC MICAP shipments. Mode selected should provide the earliest arrival at the selected destination. When commercial means is determined, contact the commercial carrier for expedited service. Provide the commercial carrier

reference number or tracking number to the 635 SCMG/LGWQM (Quick Response Flight) for tracking purposes.

2.4.4.5. At locations without fixed air terminal activities, TMF is responsible for accomplishing actions necessary for controlling, manifesting, aircrew briefing, aircraft loading and offloading, and handoff of AMC MICAP shipments.

2.4.5. Operations.

2.4.5.1. The CCC will pass inbound AMC MICAP information from the aircraft commander to the ATOC.

2.4.5.2. The theater AMOCCs will:

2.4.5.2.1. Identify applicable cargo and desired transportation source to the 18AF TACC/XOGX (APCC) through the applicable GDSS transportation coordination request process.

2.4.5.2.2. If applicable, direct their supporting supply and transportation services to annotate supply and transportation shipping documents with the following statement: “(AMC MICAP/ PACER HAUL).”

2.4.5.2.3. Use Global Air Transportation Execution System (GATES)/GDSS/global transportation network (GTN) cargo queries as much as possible to review shipment status; however, direct telecom with an AMC port to confirm cargo status is authorized.

2.4.5.2.4. Flight-follow the sourced transportation mission and re-coordinate transportation requests with the 18AF TACC/XOGX (APCC) if the sourced mission no longer meets cargo movement requirements.

2.4.6. Airlift and Air Refueling squadrons.

2.4.6.1. Brief all aircrews on this instruction to ensure proper handling of all AMC MICAP cargo.

2.4.6.2. Instruct loadmasters to use the specific AMC MICAP manifest to accomplish signature transfer and item accountability. Loadmasters will release AMC MICAP 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.

2.4.7. Aircraft Commanders. Aircraft commanders of aircraft that are NMC at off-line locations (an area of extremely limited maintenance or supply capability) are responsible for:

2.4.7.1. 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.

2.4.7.2. Receiving serviceable spares if repair is within the capability of the aircrew.

2.4.7.3. Safeguarding and expeditiously returning unserviceable items and all supply documentation accompanying the materiel to the agency providing the support or the nearest FSL.

2.4.8. Supply Support.

2.4.8.1. Requesting AMC Supply Activity.

2.4.8.1.1. Request 18 AF TACC/XOCL support only after ensuring a valid en route MICAP condition exists and no local source can satisfy the requirement.

2.4.8.1.2. Establish a 24-hour contact point for inbound shipments. Send personnel to pick up AMC MICAP from TMF within 30 minutes after notification of the arrival of parts.

2.4.8.1.3. Notify 18 AF TACC/XOCL and the MOC function upon receipt of AMC MICAP. Process all incoming receipts, issue to the customer, and track due-in from maintenance assets until returned.

2.4.8.2. Shipping AMC Supply Activity.

2.4.8.2.1. Open the container and visually inspect items for proper identification and any obvious damage, except where prohibited by other directives.

2.4.8.2.2. Process all AMC MICAP assets as a functional check when capability exists unless 18 AF TACC/XOCL waives this requirement.

2.4.8.2.3. Prepare the documents to begin movement of AMC MICAP. Coordinate with the local packing and crating section to ensure expeditious processing of all AMC MICAPs.

2.4.8.2.4. Fill in the supply portion of the AMC IMT 18, *TACC/XOCL MICAP Shipment*, and give it to TMO with the property.

2.4.8.2.5. Prepare AMC Form 281, *AMC MICAP/VVIP Handling Label*, as outlined below:

2.4.8.2.5.1. Destination. Enter the 3-digit station identifier outlined in DOD 4500.9-R, *Defense Transportation Regulation*, Part II, Appendix CC, of the activity destined to receive the shipment.

2.4.8.2.5.2. Enter the TCN.

2.4.8.2.6. Provide 18 AF TACC/XOCL the date and time AMC transportation received the AMC MICAP shipment.

2.4.8.3. Material Movement. Upon receiving notification from Air Freight, the supporting section responsible for intra-base material movement (i.e., Vehicle Operations, Pick-up and Delivery, etc.) will expedite all cargo movement to its required destination.

3. VVIP Instructions. VVIP is established as a program within AMC to ensure continuous sustainment of high velocity global distribution to supported Services and CoCOMs.

3.1. Definition of VVIP. VVIP are high priority parts, spares, and support equipment identified by RDD, and PC moving within the AMC supply and transportation priorities, but requiring high visibility to ensure AMC support to the CoCOMs.

3.2. Procedures for VVIP. Specific maintenance, support and base transportation procedures are outlined in the appropriate AFMAN series: 21 (Maintenance), 23 (Supply), and AFI 24 (Transportation).

3.3. Identification of VVIP. A combination of RDD, PC, TP and special handling forms identify the categories of VVIPs as shown below:

Table 3. Identification of VVIP.

VVIPs Category	RDD	PC	TP	Identifying Form
FSS/MRSP resupply/retrograde	777	196	1	AMC Form 281, <i>AMC MICAP/VVIP Handling Label</i>
Auxiliary Power Units	777	196	1	AMC Form 281, <i>AMC MICAP/VVIP Handling Label</i>
Spare Aircraft Engines	Date	196	1	AMC Form 281, <i>AMC MICAP/VVIP Handling Label</i>

3.3.1. Shipping documentation for VVIPs, such as: DD Forms 1348-1 and 1348-1A, *DOD Single Line Item Release/Receipt Document*, AMC Form 281, *AMC MICAP/VVIP Handling Label*; AMC IMT 18, *TACC/XOCL MICAP Shipment*, etc., will show the aircraft type and tail number or the engine type and serial number and item nomenclature if applicable. FSS/MRSP re-supply and retrograde will not have aircraft types and tail numbers. This documentation is the primary identification used to identify the VVIPs shipment priority.

3.4. Responsibilities and Authority. The organizations identified below have defined the following responsibilities to provide shipment support.

3.4.1. Air Terminal Activities.

3.4.1.1. The squadron or port operations officer, AMC station manager, or their representative at each AMC base, detachment, CATO, or operating location will:

3.4.1.2. Receive and handle all VVIP shipments which originate, transit, or terminate at their station. Expedite these shipments to their next/final destination.

3.4.1.3. Designate the air freight and aircraft services function to expedite all VVIP shipments through the air terminal.

3.4.1.4. Establish a holding area in the air terminal. Separate all VVIP shipments from other cargo.

3.4.2. Air Freight or Aircraft Services Functions.

3.4.2.1. Receipt for and inspect all air shipments and documentation for proper packing, marking and labeling. Enter shipment data into GATES. Process all VVIP

shipments as they occur and maintain positive control of the items through the air terminal.

3.4.3. TMFs on AMC Bases.

3.4.3.1. Ensure all VVIP shipments are advanced into CMOS.

3.4.3.2. As VVIP shipments are resupply and retrograde, the TMF will process these items on the first duty day when the shipment requirement becomes known.

3.4.3.3. Determine proper mode/method selection as necessary for moving VVIP shipments. Mode/method selected should provide the earliest arrival at the selected destination by a traceable means. When commercial means is determined, provide estimated expedited service cost to 635 SCMG who will coordinate premium service movement with the requestor and get name for approval to charge expedited cost to line of accounting (LOA) or transportation account code (TAC). Contact the commercial carrier for expedited service. Provide the commercial carrier reference number or tracking number to the 635 SCMG/LGWQM (Quick Response Flight) for tracking purposes.

3.4.3.4. At locations without fixed air terminal activities, TMF is responsible for accomplishing actions necessary for controlling, manifesting, aircrew briefing, aircraft loading and offloading, and hand off of VVIP shipments.

3.4.3.5. Manually validate FSS retrograde and resupply shipments as TP 1 in CMOS. Due to the 777 RDD FSS resupply may default under program control to TP 2 in CMOS and must be manually validated as a TP 1.

3.4.4. Airlift and Air Refueling squadrons.

3.4.4.1. Brief all aircrews on this instruction to ensure proper handling of all VVIP cargo.

3.4.5. Supply Support.

3.4.5.1. Upon receiving notification from Air Freight, the supporting section responsible for intra-base material movement (i.e., Vehicle Operations, Pick-up and Delivery, etc.) will expedite all cargo movement to its required destination.

3.4.5.2. Establish a 24-hour contact point for inbound shipments. Send personnel to pick up VVIP from TMF within 30 minutes after notification of the arrival of parts.

4.1. **Prescribed Forms.** No forms prescribed.

4.2. **Adopted Forms.** AMC Form 281, *AMCMICAP/VVIP Special Handling*

AMC IMT 18, *TACC/XOCL MICAP Shipment*

AF IMT 847, *Recommendation for Change of Publication*

DD Form 1348-1/1348-1A, *DoD Single Line Item Release/Receipt Document*

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

AFPD 23-1, *Requirements and Stockage of Materiel*

AFMAN 33-363, *Management of Records*

AMCI 21-108, *Logistics Support Operations*

DOD 4500.9-R, *Defense Transportation Regulation*

Abbreviations and Acronyms

ACL—Allowable Cabin Load

ADN—Automated Data Network

AMOCC—Air Mobility Operations Control Center

APCC—Aerial Port Control Center

CATO—Contracted Air Terminal Operation

CCC—Command and Control Centers

CMOS—Cargo Movement Operations System

CoCOM—Combatant Commander

EUCOM—European Command

FSL—Forward Supply Location

FSS—Forward Supply System

GATES—Global Air Transportation Execution System

GDSS—Global Decision Support System

GTN—Global Transportation Network

ISS—In-System Select

ITV—In-Transit Visibility

LOA—Line of Accounting

ME—Mission Essential

MICAP—Mission Capability

NMC—Not Mission Capable

MOC—Maintenance Operations Center

MRSP—Mobility Readiness Spares Package

OPR—Office of Primary Responsibility

OSA—Operational Support Airlift

PACOM—Pacific Command

PC—Priority Code

PDN—Public Data Network

RDD—Required Delivery Date

RDS—Records Disposition Schedule

SCMG—Supply Chain Management Group

TAC—Transportation Account Code

TCN—Transportation Control Number

TMF—Transportation Management Flight

TP—Transportation Priority

TWCF—Transportation Working Capital Fund

VVIP—Very, Very Important Parts

WWX—Worldwide Express