

**BY ORDER OF THE COMMANDER  
PACIFIC AIR FORCES**

**PACIFIC AIR FORCES COMMAND  
INSTRUCTION 23-204**



**16 OCTOBER 2015**

***Materiel Management***

***MOBILITY BAG MANAGEMENT***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Danny P. Johnson)

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This instruction implements Air Force Policy Directive (AFPD) 23-1, *Materiel Management Policy and Procedures*. This instruction provides specific procedures and guidance for control, maintenance, and reporting of the Pacific Air Forces (PACAF) mobility bag program. The instruction applies to all PACAF Logistics Readiness Squadron (LRS) Commanders as well as functional managers who direct and/or establish requirements for PACAF mobility bags. Individual responsibility is further defined in Air Force Instruction (AFI) 23-111, *Management of Government Property in Possession of the Air Force*. Air National Guard (ANG) and Air Force Reserve Command (AFRC) see [paragraph 2.2](#). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363 *Management of Records*, and disposed of IAW Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional's chain of command. This publication may not be supplemented or further implemented/extended. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

## ***SUMMARY OF CHANGES***

This publication has been substantially revised and must be completely reviewed. If guidance is stated in another publication, it was removed from this instruction unless duplication is necessary to clarify a process or procedure. Changes include clarification of Headquarters (HQ) PACAF/A4RME responsibilities as well as Determining Mobility Bag Authorizations, Storage and Accountability of Mobility Bags. Additionally, guidance on Asset Disposal, Protective Masks and Training Gear has been updated. Finally, this instruction was tiered IAW AFI 33-360, *Publications and Forms Management*.

### **1. General.**

1.1. All personnel will deploy in accordance with reporting instructions. If the host LRS Commander cannot provide minimum essential mobility items not otherwise provided for by Expeditionary Theater Distribution Center (ETDC), etc., request for redistribution of assets will be reported to HQ PACAF/A4RME for action.

### **2. Scope.**

2.1. This instruction applies to PACAF functional managers who direct and establish requirements for mobility bags; each PACAF LRS Commander, PACAF units which require mobility bags and activities designated to store and maintain mobility bags. AFI 23-111 further defines individual responsibility for the control of Air Force public property.

2.2. This instruction does not apply to tenant organizations on PACAF bases unless the tenant's deployment requirements are in direct support of PACAF commitments and are funded by PACAF. **Exception:** support for AFRC, ANG, and 25th Air Force tenant units who will determine and fund mobility bag requirements.

### **3. Responsibilities.**

#### **3.1. HQ PACAF/A4RME will:**

3.1.1. Manage all command-wide chemical warfare defense equipment (CWDE) funding requirements. Coordinate shortages, overages, and requirements to the Air Force Civil Engineering Center/Consolidated Mobility Bag Agency (AFCEC/CMBA). **(T-3)**

3.1.2. Maintain visibility and accountability of all PACAF CWDE assets and direct base-level actions to resolve disparities.

3.1.3. Direct redistribution to fill critical deployment shortfalls.

3.1.4. Load all base level authorizations within the Mobility Information Technology (IT) system. **(T-3)**

3.1.5. Approve/disapprove unit Defense Accountability Reutilization and Disposal (DARD) requests.

3.1.6. Approve/disapprove unit training gear procurement requests.

#### **3.2. PACAF LRS and/or Individual Protective Equipment Element (IPEE) will:**

3.2.1. Ensure all official communication with PACAF/A4RME is forwarded to the PACAF CWDE/IPE org box ([pacaf.a4r.mobilitycwdeipe@us.af.mil](mailto:pacaf.a4r.mobilitycwdeipe@us.af.mil)). **(T-3)**

3.2.2. Issue C-1 bags to Air Force emergency responders upon approval by PACAF/A4R. (T-3)

3.2.3. Attend the local Emergency Management Working Group (EMWG). Meeting minutes will be forwarded to the PACAF CWDE/IPE org box ([pacaf.a4r.mobilitycwdeipe@us.af.mil](mailto:pacaf.a4r.mobilitycwdeipe@us.af.mil)) after each meeting. (T-3)

#### 4. Determining Mobility Bag Authorizations.

4.1. Authorizations will be computed IAW AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations* and AFI 10-403, *Deployment Planning and Execution*. Requirements will be validated annually with the EM Flight and the Deployment and Distribution Flight to ensure accuracy. Copies of the validated requirements listing will be forwarded to the PACAF CWDE/IPE org box ([pacaf.a4r.mobilitycwdeipe@us.af.mil](mailto:pacaf.a4r.mobilitycwdeipe@us.af.mil)) no later than 1 March for review if changes are made. (T-3)

4.2. IAW AFI 23-101, *Air Force Materiel Management*, Table 5.1, PACAF elects to authorize additional Individual Protective Equipment (IPE) levels at selected locations. Bases in Korea are authorized to maintain levels up to 100% of the population for all commodities to include Individual First Aid Kit (IFAK), Joint First Aid Kit (JFAK), A-bag, C-bag, and Individual Body Armor (IBA) for authorized personnel. Additional assets will be authorized to support the Contamination Control Area (CCA) & Shelter Management Team (SMT) IAW Seventh Air Force EM plans. Andersen AFB is authorized to maintain an additional 300 sets of each commodity in support of theater security package/continuous bomber presence. (T-3)

#### 5. Storage of Mobility Bags.

5.1. Storage of mobility bag items must satisfy the following minimum requirements: (T-3)

5.1.1. Meet appropriate warehouse, technical data (particularly for climate control), and safety standards IAW applicable guidance. (T-3)

#### 6. Mobility Bag Shop Codes.

6.1. Shop code MK will be used for non-CWDE mobility bag items. Shop code CW will be used for CWDE mobility bag items, to include bulk stored CWDE.

#### 7. Accountability of Mobility Bags.

7.1. Accountability of mobility bag items will be accomplished using the web based Mobility IT system. All operational items must be initially cataloged into the system upon receipt. **Note:** PACAF/A4RME permission is required prior to any type of processing of CWDE/IPE within the Enterprise Solution-Supply (ES-S) asset management system. (T-3)

7.2. IPEE must use the following SharePoint sites to keep up to date with mobility issues, discussions, shelf-life messages, and Mobility IT system database updates of contracts and lot numbers. The SharePoint information tool is open to all members assigned to IPEE who request access. : (T-3)

7.2.1. Mobility Inventory Control Accountability System (MICAS) Web SharePoint at <https://cs3.eis.af.mil/sites/OO-LG-MI-CA/default.aspx>. (T-3)

7.2.2. PACAF LRS/IPE SharePoint at <https://cs3.eis.af.mil/sites/28170/default.aspx>. (T-3)

7.3. All Mobility IT system users will complete computer based training (CBT) modules located at the MICAS Web SharePoint referenced above. Training must be documented in Training Business Area or locally developed product. (T-3)

7.4. IPEE will be the base focal point for all wing mobility bags regardless of storage location.

7.4.1. IPEE will prepare receipts via the mobility IT system for bag components in a minimum of two copies. One copy for the individual issued the bag(s), and the other signed and retained in a suspense file located within IPEE until the bag is returned. (T-3)

7.4.1.1. In the event of degraded operations, use a locally determined product (i.e. hand receipt) to fulfill accountability requirements until system is back online. Once operations return to normal, input data into the mobility IT system and comply with 7.4.1. (T-3)

7.5. IPEE will ensure all issued CWDE/IPE assets are returned prior to signing off the member's out processing checklist. (T-3)

## 8. Asset Disposal.

8.1. Only CWDE assets will be turned in using the DARD request found on the PACAF LRS/IPE SharePoint site depicted above in 7.2.2 (T-3)

8.1.1. All DARD requests must be approved by the PACAF/A4RME office prior to turn-in and shipment. (T-3)

8.2. IPEE will coordinate with Materiel Management leadership prior to inventory adjustments or disposal actions in the Mobility IT system. (T-3)

8.3. The Mobility IT system disposal report will be briefed, filed, and signed with the Inventory Adjustment Document Register (M10) to ensure the Accountable Officer has visibility of asset disposal. (T-3)

## 9. Protective Masks.

9.1. IPEE will ensure all protective masks are accounted for in Mobility IT system. Contact PACAF/A4RME before ordering any mask or mask parts to ensure there are no pending command redistribution actions taking place. IPEE will maintain sufficient quantities of mask repair parts. (T-3)

9.2. IPEE will store, clean, inspect, and document inspections IAW applicable technical orders. (T-3)

## 10. Inspection/Shelf Life.

10.1. The storing activity is responsible for performing visual and shelf-life inspections/extensions IAW applicable technical orders, allowance standard (AS) 016, and as posted on MICAS Web SharePoint as referenced in 7.2.1.

10.1.1. Inspect the components of mobility bags at the time of initial issue, and return.

10.1.2. Ensure shelf-life procedures are followed IAW AFMAN 23-122, *Material Management Procedures*, Para 5.3.6.3.6 and applicable technical orders.

**11. Unserviceable and Training Gear Accountability.**

11.1. Items will not be rendered unserviceable in order to be used as training assets **(T-3)**.

11.2. Unserviceable items may be used for training IAW HAF/PACAF guidance unless they have been modernized (i.e., do not use a Personal Armor System for Ground Troops (PASGT) helmet in lieu of an Advanced Combat Helmet). **(T-3)**

11.3. Training gear will no longer be accounted for in the Mobility IT system as of August 2015 and will not be stored with operational gear IAW AFI 23-101, para 5.3.8.1.3.2.3 **(T-3)**. See [Table 11.1](#) for C-Bag Training Authorizations.

**Table 11.1. C-Bag Training Authorization**

UTC Posture	HTA/MTA	LTA
DP/W/X	100%	60%
<b>Note 1:</b> Authorizations are based on the threat level. PACAF/A4RME may authorize additional equipment upon request and approval.		
<b>Note 2:</b> Levels will be achieved through attrition.		
<b>Note 3:</b> Training gear consists of over garments, over boots, and gloves to include inserts (inserts are not required to be tracked in the CWDE Training Gear accountability tool. All inserts are tracked in MICAS web and therefore, do not require the additional level of tracking).		

11.4. Units will not procure training gear without prior approval from PACAF/A4RME.

11.5. Training gear will be marked IAW AFI 10-2501, Pacific Air Forces Supplement (PACAFSUP), Chap 3, para 3.6.3.3. **(T-3)**

11.6. PACAF/A4R provided each LRS a CWDE Training Gear accountability tool to manage and monitor training gear at each location. The IPEE will manage and monitor physical quantity on a quarterly basis to ensure units are capable of meeting Chemical, Biological, Radiological, Nuclear Equipment (CBRNE) training requirements. **(T-2)**

11.6.1. IPEE will not use the “all stock” report in MICAS web to populate their CWDE Training Gear accountability tool spreadsheet. The spreadsheet will be populated after IPEE has completed a physical inventory to ensure data accuracy. **(T-2)**

11.6.2. The AF IMT 1297 will be matched against the CWDE Training Gear accountability tool to ensure database and physical balance integrity on a monthly basis. **(T-2)**

11.6.3. Shortages must be identified immediately to PACAF/A4RME. **(T-2)**

11.7. IPEE is required to maintain an AF IMT 1297, *Temporary Issue Receipt*, file system to track training gear issuance. AF IMT 1297 can be found in e-publications, [www.e-publishing.af.mil](http://www.e-publishing.af.mil). The AF IMT 1297 will remain on file until the member returns the assets to the IPEE. **(T-2)**

11.7.1. IPEE will retain signed hard copies of the AF IMT 1297 filed in Date Eligible for Return from Overseas (DEROS) or alphabetical (locally determined) sequence by unit. File maintenance must be established and maintained IAW AFRIMS. (T-2)

11.7.2. Training gear status will be briefed at the quarterly EMWG meeting to monitor overall readiness. (T-2)

11.8. IPEE will coordinate with Force Support Squadron (FSS) to ensure IPEE is included on the base out-processing checklist. (T-2)

11.8.1. IPEE will coordinate with FSS to receive a copy of the projected base out-processing report to help determine the IPEE workload. (T-2)

11.8.1.1. IPEE will match the AF IMT 1297 quarterly against the base wide out processing report to verify the individual returned the issued training gear.(T-2)

11.8.1.2. IPEE will properly dispose of the AF IMT 1297 once the training gear has been returned. (T-2)

11.8.1.3. IPEE will contact the PCSing member or the member's organization if the member has not returned the issued gear within two weeks prior to the PCS departure month. Assets will be accounted for IAW AFMAN 23-220, *Reports of Survey for Air Force Property* and will require a Report of Survey anytime the equipment is not accounted. (T-2)

## 12. Stock Level Percentages.

12.1. Deviations to stock level percentages (AFI 23-101, Table 5.1 Individual Protective Equipment Stock Levels) and/or tariff sizing (AFI 23-101, Fig. 5.1) for operational assets must be coordinated and approved via PACAF/A4RME. Bases must justify and document requests. Final approval remains with AFCEC.

EVAN M. MILLER, Brigadier General, USAF  
Director of Logistics Engineering and Force Protection

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

**AFI 10-403**, *Deployment Planning and Execution*, 20 September 2012

**AFI 10-2501**, *Air Force Emergency Management Program Planning and Operations*, 24 January 2007

**AFI 10-2501 PACAFSUP**, *Air Force Emergency Management Program Planning and Operations*, 13 February 2014

**AFI 23-101**, *Air Force Materiel Management*, 8 August 2013

**AFI 23-111**, *Management of Government Property in Possession of the Air Force*, 29 October 2013

**AFI 33-360**, *Publications and Forms Management*, 25 September 2013

**AFMAN 23-122**, *Materiel Management Procedures*, 8 August 2013

**AFMAN 23-220**, *Reports of Survey for Air Force Property*, 1 July 1996

**AFMAN 33-363**, *Management of Records*, 1 March 2008

**AFPD 23-1**, *Materiel Management*, 15 February 2011

***Prescribed Forms***

There are no prescribed forms for this publication.

***Adopted Forms***

**AF Form 847**, *Recommendation for Change of Publication*, 22 September 2009

**AF Form 1297**, *Temporary Issue Receipt*, 1 July 1987

***Abbreviations and Acronyms***

**AFCEC** —Air Force Civil Engineering Center

**AFI** —Air Force Instruction

**AFMAN** —Air Force Manual

**AFPD** —Air Force Policy Directive

**AFRC** —Air Force Reserve Command

**AFRIMS** —Air Force Records Information Management Systems

**ANG** —Air National Guard

**AS** —Allowance Standard

**CBRNE** —Chemical, Biological, Radiological, Nuclear Equipment

**CBT** —Computer Based Training

**CCA** —Contamination Control Area

**CMBA** —Consolidated Mobility Bag Agency  
**CWDE** —Chemical Warfare Defense Equipment  
**DARD** —Defense Accountability, Reutilization and Disposal  
**DEROS** —Date Eligible for Return from Overseas  
**DP** —Deployed In-Place  
**DW** —Deployable  
**DX** —Minimum to maintain base operations  
**EM** —Emergency Management  
**EMWG** —Emergency Management Working Group  
**ES-S** —Enterprise Solution-Supply  
**ETDC** —Expeditionary Theater Distribution Center  
**FSS** —Force Support Squadron  
**HQ** —Headquarters  
**HTA** —High Threat Area  
**IAW** —In Accordance With  
**IBA** —Individual Body Armor  
**IFAK** —Individual First Aid Kit  
**IPE** —Individual Protective Equipment  
**IPEE** —Individual Protective Equipment Element  
**IT** —Information Technology  
**JFAK** —Joint First Aid Kit  
**LRS** —Logistics Readiness Squadron  
**LTA** —Low Threat Area  
**MICAS** —Mobility Inventory Control Accountability System  
**MTA** —Medium Threat Area  
**OPR** —Office of Primary Responsibility  
**PACAF** —Pacific Air Forces  
**PACAFSUP** —Pacific Air Forces Supplement  
**PASGT** —Personal Armor System for Ground Troops  
**RDS** —Records Disposition Schedule  
**SMT** —Shelter Management Team  
**UTC** —Unit Type Code