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AIR FORCE SPECIAL OPERATIONS
COMMAND**

**AIR FORCE SPECIAL OPERATIONS
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Maintenance

COMBAT LOGISTICS OPERATIONS



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This instruction implements DAFFPD 21-1, *Maintenance of Military Materiel*, and references DAFI 21-101_AFSOCSUP, *Aircraft and Equipment Maintenance Management*. It provides guidance and procedures relative to the organization and functions of the Headquarters Air Force Special Operations Command (HQ AFSOC) Operations Center (OC) logistics support operations. It applies to AFSOC active-duty units and AFSOC gained Air Force Reserve Command (AFRC) and Air National Guard (ANG) units associated with AFSOC. This publication does not apply to the U.S. Space Force. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Product*, route DAF Forms 847 from the field through the appropriate functional's chain of command. Subordinate units may supplement this publication, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. 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. Submit requests for waivers through the chain of command to the appropriate tier waiver authority IAW DAFMAN 90-161, *Publishing Processes and Procedures*. Non-tiered compliance items targeted for units above the wing or equivalent, the waiver authority is AFSOC A4/A4M.

SUMMARY OF CHANGES

This publication has been revised and should be completely reviewed. The major change is centered on parts ordering requirements in [paragraph 3.5](#).

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Chapter 1

CONCEPT AND GUIDANCE

1.1. Combat Logistics Operations (CLO) Organizational Structure.

1.1.1. The CLO is the logistics component of the Command and Control (C2) system within the AFSOC Operations Center (OC).

1.1.2. The CLO is functionally aligned under the Logistics Operation Branch, HQ AFSOC/A4MO; it directly supports and is located within the AFSOC OC. It works in unison with the AFSOC/A3, 635th Supply Chain Operations Group (SCOG), 618 Air Operations Center (AOC)/Tanker Airlift Control Center (TACC) and owning AFSOC units to affect the most rapid recovery of non-mission capable (NMC), off-station AFSOC aircraft.

1.2. Primary Objective.

1.2.1. The Combat Logistics Operations (CLO) is a 24-hour operation whose objective is to provide logistics support for AFSOC and AFSOC-gained mission aircraft that are away from home station, NMC or partially mission capable (PMC), and require support beyond the capability of the base or facilities where the aircraft is located. To accomplish this objective, the CLO aggressively supports off-station NMC and PMC aircraft recoveries through tasking of various units for manpower, parts, equipment support, and timely transportation requirements. **Note:** The CLO does not provide support for off-station contract aircraft. That responsibility resides with the CLS contractor. However, the CLO can provide assistance within their capabilities if requested by the owning unit.

1.2.2. The CLO can be reached via phone at (DSN) 579-8925, (commercial) 850-884-8925, (classified) 579-0204, email (unclassified): AFSOCA4.A4MODCLO@us.af.mil, (classified): AFSOC.OC.CLO@socom.smil.mil or toll free at 1-800-451-7705.

1.2.3. The CLO's success in rapidly supporting NMC aircraft in peacetime and wartime depends upon accurate and timely communication from the field units. When recovering aircraft, the telephone (DSN and commercial) is the primary means of relaying information between the recovery site and the CLO.

1.2.4. Unit response is paramount to successful aircraft recovery. When tasked by the CLO to recover an aircraft, field units should provide any assistance necessary, within its capability, to expedite the recovery. The group commander/senior maintenance representative at each base/unit is responsible for accomplishing recovery tasking. The CLO in coordination with the owning unit MXG/CD or equivalent through the Maintenance Operations Center (MOC) is the only authority for dispatching Maintenance Recovery Team (MRT) and recovery resources. If a disagreement exists about a unit's ability to support a recovery tasking, it should be elevated by the MXG/CD or equivalent to the AFSOC/A4MO during normal duty hours or to the AFSOC OC Senior Duty Officer during non-duty hours for resolution.

1.2.4.1. When directed by the CLO, all AFSOC home station, en route and deployed unit resources should be made available for lateral support of AFSOC deployed aircraft, regardless of ownership. **Note:** CLO will attempt to utilize TACC airlift support prior to requesting organic airlift.

1.2.4.2. The CLO considers all geographically assigned assets in the decision process to achieve the most expeditious recovery. If it is determined to be the best course of action, the CLO can request support from other units to provide recovery resources in cases where they possess the timeliest resources or unique capabilities.

1.2.4.3. Recovery of off-station non-mission capable aircraft is a unit function; therefore, the supporting unit will provide all funding for recovery taskings. **(T-3)** If necessary, the supporting units can submit an unfunded request to the command for recovery of funds expended to support recovery of other unit's aircraft during the Budget Execution Review process.

1.2.5. The CLO does not support non-mission capable aircraft in depot or modification facilities, off-equipment items with mission impaired capability awaiting parts (MICAPs), Aerospace Ground Equipment (AGE) MICAPs, or provide replenishment for Mobility Readiness Spares Package (MRSP). **Note:** The CLO provides parts for spare engine MICAP support for aircraft deployed in support of contingencies. They also support broken AGE that is required for the recovery of a broken aircraft off station.

1.3. Personnel Policies. The CLO is composed of Maintenance (2A), Materiel Management (2S), and Transportation (2T) personnel. Personnel assigned to the CLO, as a minimum, are fully qualified to the 7-skill level in their primary Air Force Specialty Code (AFSC) and possess excellent communication skills. Because this organization is not identified on the Air Force Global Wing Organizational Structures, the MAJCOM Functional Area Manager (FAMs), and the HQ AFSOC/A4MO Superintendent coordinate on any manpower restructuring.

1.4. Management of Files. The CLO maintains current regulations, memorandum of agreements and operating instructions needed to perform their duties. The CLO maintains a historical archive for 1 year of all aircraft support requests within the Global Decision Support System (GDSS).

Chapter 2

COMBAT LOGISTICS OPERATION (CLO) RESPONSIBILITIES

2.1. General Responsibilities.

2.1.1. The CLO is AFSOC's single point of contact and directly responsible for timely aircraft recoveries and aggressive management of logistic support requirements for enroute and deployed NMC or PMC aircraft. All CLO controllers have authority from AFSOC/CC, AFSOC/A4, and the OC Senior Duty Officer (SDO) to task/request support from subordinate units for personnel, parts, and equipment via AFSOC Form 9, *Combat Logistics Operations Support Request*. All AFSOC, Reserve and Guard aircraft associated with AFSOC receive full AFSOC/CLO support. The AC or senior maintenance representative is responsible for ensuring CLO is notified of aircraft status while away from home station.

2.1.2. The CLO maintains current logistics and support history for off-station aircraft in the Global Decision Support System 2 (GDSS 2) for the following delay criteria:

2.1.2.1. Current aircraft overall estimated time in commission (ETIC) exceeding the mission time.

2.1.2.2. Aborted or diverted aircraft for maintenance.

2.1.2.3. Maintenance requirements exceeding local capabilities.

2.1.2.4. Supply requirements exceeding local capabilities.

2.1.2.5. Parts Cannibalization (CANN).

2.1.3. The CLO briefs the AFSOC/A4, Director of Logistics, and Staff daily regarding the status of off-station aircraft recoveries, logistics impact of Commanders Critical Information Requirements and BEELINE messages, logistics concerns reported on daily SITREPs/LOGREPs, and feet wide aircraft status.

2.1.4. The CLO performs emergency notification, recall, and other C2 duties as directed by the AFSOC Operations Center SDO.

2.1.5. The CLO is the AFSOC/A4 primary 24-hour logistics support representative for the AFSOC Crisis Action Team (CAT). When directed by the SDO, the AFSOC OC Command Center controllers have the responsibility of contacting the "Regular CAT" including the AFSOC/A4 (CAT L).

2.1.6. The CLO deploys personnel to a designated alternate location for remote operations in preparation for hurricane or other evacuations. The CLO operations transfer, if necessary, to the deployed team for continued off-station aircraft support. **Note:** Due to limited manpower at deployed site, only mission essential support is provided. The CLO also monitors LOGREP items and coordinates support where possible.

2.1.7. The Deployed Forces Logistics Manager (DFLM) (HQ AFSOC/A4MOC) is the focal point for all Logistics Report (LOGREP) issues during normal duty days. The DFLM reviews all LOGREPs daily for MICAP monitoring, serves as logistics liaison, and handles all AOR Support Requests and deployed leadership comments. The CLO is responsible for reviewing LOGREPs for operational awareness and responds to Priority LOGREP requests (to include any deployed leadership comments) during non-duty days. Respectively to duty hours, the DFLM and/or CLO coordinates requests with appropriate AFSOC/Directorate/Wing/Group or Unit agency/representatives to ensure proactive support for all deployed forces. The DFLM coordinates and tracks all Priority LOGREP assets processed for shipment until they reach the deployed location. The DFLM monitors and updates deployed SOTG/SOTU leadership through the SOTG Maintenance NCOIC on all CLO MICAP asset shipments through LOGREP updates until they reach the deployed location.

2.2. Recovery Responsibilities.

2.2.1. When tasked by the CLO, a unit may be required to provide personnel, equipment, and resources for expeditious recovery of NMC or PMC aircraft from other units. If a disagreement exists about a unit's ability to support a recovery tasking, the tasked unit should elevate limiting factors (LIMFACs) to the MXG/CD or equivalent for discussion with the HQ AFSOC/A4M during normal duty hours or to the AFSOC OC Senior Duty Officer during non-duty hours for resolution.

2.2.2. Research/Sourcing. The CLO takes initial support requests from customers via telephone, e-mail, and documents required data to start the recovery process.

2.2.2.1. Verify part numbers, stock numbers, including interchangeable and "suitable substitutes," and technical order references. AFSOC has many MDS specific parts that are not always identified in T.O.'s, FEDLOG, or the Air Force Master Item Identification Database (D043). If inconsistencies arise during the verification process, the customer should resolve them to the fullest extent possible, to determine requirements.

2.2.2.2. Utilize Integrated Logistics System-Supply (ILS-S) to determine availability and location of required part(s). Conduct area supply searches, to include local manufacture capability to find the most expeditious source of supply to fill MICAP requirement based on transportation options available.

2.2.2.3. The CLO contacts 635 SCOG WSMF (436 SCOS) for off- station shipments via phone (C-130 DSN: 779-8280 or CV-22 DSN: 576-1545) or email (C-130 email: 635.SCMG.C130.MICAP@us.af.mil or CV-22 email: 635SCMG.Rotary@us.af.mil) to request shipment from the most expeditious source of supply.

2.2.2.4. If the request is for a non-supply item, the CLO coordinates sourcing actions with the appropriate base MOC or equivalent. When requesting assistance from Air Mobility Command (AMC), Air Combat Command (ACC), Pacific Air Forces (PACAF), or United States Air Forces Europe (USAFE) units, the CLO coordinates with the respective MAJCOM Logistics Operations Control Center, Readiness Center, or equivalent to request such support. The CLO normally tasks an AFSOC unit before requesting assistance from a non-AFSOC unit due to the unique weapon systems requirements.

2.2.2.5. Ensure applicable items being shipped via Air Mobility Command (AMC) are shipped as prescribed in AMCI 23-102, *Expeditious Movement of AMC MICAP/VVIP Assets*, and marked “AMC MICAP” or through World Wide Express (WWX) for items being shipped via commercial carriers. Verify appropriate project codes are used to ensure proper handling.

2.2.2.6. Coordinates with the appropriate logistics readiness squadron (LRS) Deployment Distribution (LGRDD) and aerial ports to ensure proper handling of support items.

2.2.2.7. In the event assets are not available through supply channels, the CLO contacts the customer and appropriate weapons system managers on the HQ AFSOC staff to discuss options and feasibility of CANN action.

2.2.3. CANN actions

2.2.3.1. The CLO coordinates with the appropriate weapon system managers on the AFSOC/A4 staff to determine the best source for the CANN requirement. Upon determination of CANN requirement, the CLO will coordinate with the appropriate unit MOC for the CANN actions.

2.2.3.2. The CLO will normally task CANN action from the owning AFSOC unit, however, another AFSOC unit could be tasked if it can provide the most expedient support to recover the aircraft. The CLO will task the MOC verbally and by e-mail (AFSOC Form 9) for the CANN action. The MOC will in turn task the appropriate Aircraft Maintenance Unit (AMU). **(T-3)** If the unit is unable to support the CANN action, the MXG/CD or equivalent will elevate the issue to AFSOC/A4M or A4MY for resolution. **Note:** CANN of AFRC and ANG aircraft parts is restricted. The CLO will request CANN authorization from HQ AFRC/A4M (hqafrc.a4m.maintenance@us.af.mil) (during normal duty hours), or the HQ AFRC Command Center (DSN 497-0680, COMM 478-327-0680) or the ANG Readiness center. **(T-2)**

2.2.4. Transportation. The CLO, in coordination with the supported unit, will determine the most expedient method to transport people, parts, and equipment to the NMC aircraft.

2.2.4.1. Commercial airlift of personnel is the responsibility of the tasked Unit Deployment Manager (UDM) and is processed using unit fund sites. If an organic airlift mission is generated, the supporting unit’s TDY processing procedures will be used. **(T-3)**

2.2.4.2. Personnel movement on Military Airlift transportation (MILAIR) will be coordinated by the CLO through TACC and Maintenance Recovery Team (MRT) members will be process as “Mission Essential Personnel (MEP) Authorized”, as applicable, to ensure priority movement.

2.2.4.3. Transportation of parts and equipment. The CLO arranges the most expeditious transportation for parts and equipment to the recovery site.

2.2.4.3.1. Commercial carriers should be utilized for premium transportation of MICAP parts and support equipment to support recovery of enroute and deployed NMC aircraft when it is the most expedient. Preferred carrier may be requested; however, the shipping authority lies with the shipping LRS. The packaged cargo must meet the carrier’s shipping requirements, (i.e., size, weight, classification, etc.) and have an acceptable delivery time to meet the recovery aircraft’s mission requirements.

- 2.2.4.3.2. MILAIR. AMC or AFSOC missions should be utilized when they are the fastest and most expedient means to ship parts and equipment to recover enroute and deployed NMC aircraft. The CLO will coordinate a transportation plan through TACC using the VVIP MICAP process.
- 2.2.4.3.3. Military Ground Transportation. When deemed necessary, the CLO requests unit ground transportation to provide timely ground transportation to move parts, equipment, and personnel to support mission requirements.
- 2.2.5. Provide shipping information to the requestor, 635 SCOG and owning unit MOC.
- 2.2.6. Coordinate with appropriate HQ AFSOC/A4 subject matter expert when technical expertise is beyond the capability of the CLO.
- 2.2.7. Advise subordinate units, via the unit's MOC or command post, when aircraft diversion or maintenance requirements are being directed to their station.

2.3. MRT Tasking Responsibilities. The CLO assists/dispatches MRTs as follows:

- 2.3.1. Conduct area searches and generate a request to the nearest supporting unit that can provide the best and most expedient support. **Note:** Before using AFRC and ANG resources, obtain approval from the local logistics representative, or HQ AFRC/A4M (hqafrc.a4m.maintenance@us.af.mil), or the ANG Readiness Center.
- 2.3.2. Notify the tasked unit's MOC of MRT support requirements. Follow-up with written, emailed copy of CLO's AFSOC Form 9 detailing all personnel, equipment, and parts requirements for the recovery.
- 2.3.3. Sync supporting unit with owning unit to prevent unneeded troubleshooting or maintenance and determine full support capability at the aircraft location. Working in conjunction with the off-station aircraft maintenance personnel and the tasked unit, determine specialist(s) support and equipment/special tool requirements.
- 2.3.4. If MILAIR transportation to the recovery site is utilized. The CLO will advise MRT of team travel priority, travel clearance requirements, and the need to have "Mission Essential Personnel (MEP) Authorized", as applicable, on member's travel orders. This enables the MRT to obtain correct travel arrangements from passenger service sections.
- 2.3.5. Monitor and support MRTs while deployed.
- 2.3.6. Coordinate and monitor return of recovery personnel, equipment, and repairable assets to place of origin; priority transportation is authorized for all resources in both directions. The use of the Commercial Travel Office to procure commercial airline tickets is mandatory.

2.4. CLO Limitations. The CLO is limited in authority to direct actions outside of AFSOC. The following are examples of these limitations.

- 2.4.1. Non-AFSOC Unit Tasking: The CLO can NOT task any unit outside of AFSOC for people or equipment in support of AFSOC recoveries. The CLO will always explore all options and request support from outside units if that is the most expedient method of recovery. However, non-AFSOC units can deny the requests.

2.4.2. AMC MILAIR missions: The CLO cannot direct the creation of AMC MILAIR missions. Based on the AFSOC/AMC command to command agreement, AMC will treat AFSOC MICAPs as VVIP cargo IAW their PACER HAUL program, but the CLO can only space block passengers or cargo on existing AMC missions. The CLO creates a transportation plan based on the existing airlift schedule and submits the plan to the 618 AOC/TACC which is the final approval authority. The CLO's transportation plans are sometimes denied based on space requirements, HAZMAT, or other conditions but once a transportation plan is approved, the AFSOC MICAP is not bumped from that mission. The only method of creating an AMC mission is to request a Special Airlift Assignment Mission (SAAM) which requires owning MAJCOM funding and are approved by AFSOC/A3. The CLO can assist in making the SAAM request through the AFSOC Ops Center but is not able to approve such requests.

2.4.3. Organic Airlift Missions: The AFSOC/A3 is the approval authority for tasking AFSOC units to support airlift requirements. The CLO can make a request for organic airlift from AFSOC units through the AFSOC Ops Centers Senior Duty Office (SDO). The SDO will normally first contact and request airlift support through the supporting Special Operations Squadron. If the request is not supported but the SDO determines it is still the best course of action, they will elevate to the AFSOC/A3 who can task the supporting AFSOC unit.

2.4.4. Contract Logistics Supported (CLS) Aircraft: The CLO does not normally support CLS aircraft recoveries. The contracts require the contractor to provide all support needed to recover off station aircraft. However, the CLO can assist by booking cargo on AMC missions if needed. This is most applicable to outsized cargo or HAZMAT cargo that may be going into locations that are not supported by commercial airlift.

2.4.5. AF supply system only: The CLO has visibility of the items within AF supply system. If an item is not within the AF Supply system, it becomes the responsibility of the weapon system managers to determine an alternate source of supply such as production line pulls, CANN actions, or purchasing from commercial vendors. The CLO does not have visibility of other services supply systems nor the ability to request cross service support. The 635 SCOG is the OPR to request those actions.

Chapter 3

UNIT RESPONSIBILITIES

3.1. Maintenance Group Commander/Senior Maintenance Representative. The AFSOC unit MXG/CD or equivalent is responsible for deploying tasked MRTs and equipment to recover aircraft at remote locations. In cases where the tasked unit is a tenant unit, the tasked unit will coordinate with the host unit for support. **(T-3)** Unit resources, including personnel, supplies, and equipment, will be made available as tasked to support enroute aircraft recoveries, regardless of aircraft ownership. **(T-2)** The MXG/CD or equivalent shall consider providing local supplementary MRT guidance in a maintenance operating instruction (MOI). Supplementary guidance should build upon MRT responsibilities, requirements, and Team Chief qualifications covered in this chapter. The MXG/CD or equivalent will:

3.1.1. Elevate LIMFACs or inability to support to HQ AFSOC/A4MO during normal duty hours or to the AFSOC OC SDO during non-duty hours for resolution. **(T-2)**

3.1.2. Ensure individuals selected for MRTs are qualified to perform and complete all anticipated tasks, including In-Process Inspections (IPIs) and Red X authority. Consider the experience level of the individuals selected when the need is identified to troubleshoot repeat/recurring discrepancies, especially those that caused in-flight emergencies or involve safety of flight. Once identified, ensure the MRT Chief is aware of his/her responsibilities IAW [paragraph 3.3](#) of this instruction.

3.1.3. Prior to deployments or planned TDYs, establish a materiel management account, with org and shop code, where there is a Materiel Management Activity prior to deployments or planned TDYs to allow simplified processing of part orders and DIFM turn-ins.

3.2. MOC. The MOC is the focal point for the CLO to affect recovery of AFSOC aircraft. The MOC is responsible for keeping their MXG leadership up to date on the status of recovery efforts and:

3.2.1. Notify CLO when AFSOC and AFSOC-gained aircraft have diverted for maintenance.

3.2.2. Coordinate support information (AFSOC Form 9) to the appropriate AMU to source people, parts, and equipment needed to recover aircraft as directed by the CLO.

3.2.3. Notify the CLO when requested items are turned into LGRDD with DD Form 1149, *Requisition and Invoice/Shipping Document*.

3.2.4. The MOC will coordinate support information to the appropriate AMU to order aircraft part(s) as directed by the CLO. **(T-2)**

3.2.5. If the requested part will be shipping from home-station, MOC will notify CLO when shipment is turned in to supply and ready for shipment.

3.2.6. Coordinate support information to the appropriate AMU to form MRT.

3.2.6.1. Notify the CLO of the name, rank, SSN (when necessary), and AFSC of each MRT member. Also identify the Team Chief. When applicable, provide phone number of deployed cellular phone.

3.2.6.2. Maintain MRT folders that should accompany the MRTs when deployed. As a minimum, the folder should contain:

3.2.6.2.1. A copy of this instruction and its attachments.

3.2.6.2.2. CLO phone numbers and e-mail addresses contained in [paragraph 1.2.2](#) of this instruction.

3.2.6.3. Brief the MRT/Team Chief on the recovery and their responsibilities using [paragraph 3.4](#) and [Attachment 2](#) of this instruction. Ensure that MRT meets all theater requirements for the recovery location, as applicable. If more in-depth information on recovery site is required concerning terrorist threat, medical, and mobility bag requirements, ensure local unit agencies, i.e., intelligence, OSI, Medical Group, and Individual Protective Equipment sections are contacted to provide briefings and equipment prior to MRT departure. Units supplementing this checklist to meet local needs or unique mission capabilities shall incorporate them into an MOI. **(T-3) Note:** If additional information is required, the CLO may either coordinate this information or authorize the MRT to contact the Aircraft Commander/flight engineer/crew chief/senior AFSOC representative for information.

3.2.6.4. Advise local Command Post of requirement to move an MRT to the support location, as required. Ensure travel orders are properly prepared for the MRT. MRT orders should include MEP authority as applicable. Priority transportation is authorized for all resources in both travel directions.

3.2.6.5. Verify with team chief or member of supporting unit that all test and support equipment was inventoried, calibrated, fully operational, and placed in deployed status prior to dispatch, that all parts were visually checked to verify contents match attached documentation, and that all parts are serviceable.

3.2.6.6. Verify with team chief that all items are assigned a transportation control number (TCN) and marked as "AMC MICAP". Include applicable project codes. Small items may be hand-carried by MRT to prevent loss. Do not check hand-carried items as baggage unless absolutely necessary.

3.2.6.7. Notify the CLO of all TCNs for all equipment/tools/parts processed for shipment.

3.2.6.8. Keep MXG/CD or equivalent informed of status of MRT and support equipment. Coordinate with LRS Equipment Accountability Element (EAE) concerning deployment of equipment, ensuring positive accountability of equipment items. Validate that all support equipment is processed for return with the MRT.

3.2.6.9. Advise the applicable base agencies of the requirement to move an MRT and to generate TDY orders for the MRT. MRT orders are the responsibility of the tasked unit. Ensure the following authorization is included on travel orders: "Mission Essential Personnel (MEP) Authorized." This permits the removal of cargo to allow space for the MRT and their equipment (see Air Force Instruction 24-605, Volume 2, *Air Transportation Operations*). MEP enables the MRT to bypass passenger terminal processing. Commercial travel authorization, and variations authorized should be included. Priority transportation is authorized for all resources in both travel directions.

3.2.6.10. Notify the CLO when MRT personnel and include LRS/EAE when deployed equipment returns to home station and verify deployment indicators have been removed from equipment items.

3.3. Production Superintendent (Pro Super). The tasked unit's on duty Pro Super, or senior maintenance representative when no Pro Super is on duty, is critical to the successful recovery of aircraft.

3.3.1. The Pro Super will ensure timely and accurate information concerning a CLO tasking is forwarded to the MOC.

3.3.2. When informed of a CLO tasking, the unit Pro Super will ensure the following requirements are accomplished, as applicable:

3.3.2.1. The Pro Super will ensure all tasked parts and/or equipment are properly sourced and issued to the MRT Chief to hand-carry to the designated site. Items too large or heavy will be coordinated with CLO for movement. Items not available will be coordinated with the CLO for sourcing.

3.3.2.2. If CANN actions are directed, the Pro Super will process all CANN actions IAW **paragraph 5.4**. Notify the CLO when coordination is complete and pass on all TCNs. Notify the CLO when the tasked parts are ready for movement and at LRS Distribution Section (LGRDD).

3.3.2.3. The Pro Super will ensure proper preparation of shipping documents (DD Form 1149) by the maintenance unit for parts and/or equipment not being sent with an MRT. Include off-station point of contact, phone number, and an unclassified shipping address. The DD Form 1149 Web Site is located at url: <https://trackerlite.wpafb.af.mil/dd1149/>

3.3.2.4. Ensure all equipment is placed in "deployed" status, applicable 1149s are uploaded in Defense Property Accountability System, and a copy is sent to the AFSOC/A4RM org box.

3.3.2.5. The Pro Super will ensure prompt delivery of tasked assets to TMO.

3.4. MRT Chief.

3.4.1. The MRT Chief is responsible for the proper execution of pre-deployment, deployment, employment/on-scene recovery, and re-deployment actions. The MRT will coordinate all requirements through the CLO and local Pro Super, as applicable. The MRT Chief is responsible for all parts, equipment, and personnel deployed with MRT to locations.

3.4.2. The MRT Chief will ensure all personnel assigned to the MRT are qualified, prepared, and are aware of their responsibilities during recovery actions.

3.4.3. The MRT Chief will ensure proper technical data is available or carried with the team to complete the task.

3.4.4. The MRT Chief will verify all necessary parts are available and taken with the MRT as directed by the CLO. The MRT chief will open container(s) to ensure the part(s) received from supply are the parts that were ordered and serviceable.

3.4.5. The MRT chief should ensure all test and support equipment is inventoried, calibrated, is fully operational, contains all necessary accessory items (i.e., test leads, adapters, etc.), placed in deployed status, and if applicable, is loaded with the correct software to support the MDS (block and serial number) to be repaired, prior to dispatch.

3.4.6. When transportation is provided by military aircraft, the MRT Chief will coordinate with the aerial port or TMO to ensure all required parts and equipment are assembled, inventoried, and loaded on the support aircraft. The MRT Chief will physically validate the presence and condition of all MRT assets. Small items may be hand-carried by the MRT to prevent loss. If commercial flights are to be used, MRT Chief will verify with the airline's acceptability of size, weight, and hazardous materiel. Do not check hand-carried items as baggage on commercial flights unless required by the Transportation Security Administration.

3.4.7. Coordinate commercial air travel with unit UDM. Notify the CLO of specific travel plans when confirmed. **Note:** Do not self-procure commercial transportation. Travelers that self-procure commercial transportation will not be reimbursed unless they can prove that self-procured transportation was the only way to meet mission requirements. **(T-3)** Contact the CLO for coordination of MILAIR transportation on scheduled AMC mission if required.

3.4.8. The MRT Chief will notify the CLO immediately upon arrival at the recovery site. The MRT Chief will make an initial assessment of aircraft recovery requirements and update the CLO of aircraft status, billeting location, duty hours and contact information.

3.4.9. Supervise all other MRT members during the TDY period. In cases where the MRT is dispatched to a location with AFSOC maintenance support, the MRT is responsible to the senior maintenance representative and reports to the CLO on all progress, status changes, and further support requirements. In cases where no AFSOC maintenance exists, the MRT reports directly to the CLO by the most expedient means.

3.4.10. Establish duty hours for the MRT as prescribed in DAFI 21-101, *Aircraft and Equipment Maintenance Management*, section 1.14. As the senior on-scene supervisor, the MRT Chief is responsible for assessing the conditions at the recovery site and establishing a safe duty schedule.

3.4.11. MRT should start work immediately upon arrival, dependent upon availability of the aircraft, field operating hours, and length of MRT duty day. MRT teams will follow proper rest cycles IAW DAFI 21-101. **Note:** As a minimum, each MRT member is provided the opportunity for 8 hours of uninterrupted sleep, exclusive of transportation to and from the billeting location and time to eat.

3.4.12. Report maintenance progress to the CLO as follows:

3.4.12.1. Make initial assessment of aircraft's condition and establish an ETIC.

3.4.12.2. Contact the CLO for any additional requirements (i.e., parts, equipment, and expertise) as they become known.

3.4.12.3. Provide aircraft status updates every 12 hours. If current ETIC expires, or status changes, update the CLO as soon as possible. **Note:** The CLO may ask for more frequent updates when exceptional circumstances exist.

3.4.13. MRT Termination Procedures:

3.4.13.1. Prior to returning to home station, ensure all equipment, parts, and supplies are accounted for and the return transportation has been coordinated with aircraft mission commander or local LGRDD and the CLO.

3.4.13.2. When parts are sent with the MRT, return the repairable items to the MRT's home station for DIFM processing. If any items were ordered and issued at the recovery site, turn in those repairable items at the recovery site before return to clear DIFM. If the MRT has questions about disposition of any items, the CLO advises them where to return repairable items.

3.4.13.3. Contact the CLO with commercial travel arrangements or for help in arranging MILAIR travel. **Note:** Commercial return transportation is the responsibility of the recovery personnel and must be secured through the commercial ticket office, not self-procured.

3.4.13.4. Report to MOC upon arrival at home station.

3.4.13.5. If applicable, submit parts for materiel deficiency reporting immediately upon return to home station.

3.5. Parts Ordering. Ordering parts while members are TDY/deployed at a location with Air Force supply unit:

3.5.1. Prior to member(s) departing from home station, ensure TDY organization and shop code account have funds available IAW **paragraph 3.1.3** of this instruction. If a MICAP is required, TDY DMS will process an DAF Form 2005, *Issue/Turn-in Request*, or maintenance personnel will proceed to TDY base's Logistics Readiness Squadron, Customer Service section with an AF Form 2005. Establishing the org/shop account and ordering parts at a TDY locations eliminates the possibility of mis-shipment to home station and permits turn in of DIFM assets at the TDY location.

3.5.2. For parts available at the TDY location, the Customer Service representative will process order request and escort member to the designated warehouse to pick up their part. If the part is a DIFM asset, ensure the TDY member takes the DIFM asset to Flight Service Center (FSC) for a credit turn-in.

3.5.3. For parts NOT available at the TDY location, TDY DMS personnel with ILS-S access will process the MICAP. If DMS personnel do not have ILS-S access, TDY personnel will proceed to TDY base's Logistics Readiness Squadron, Customer Service section with a completed DAF Form 2005. Make a note to have the Project Code 196 and TEX Code Z annotated on the document along with a MICAP bullet statement stating "AFSOC MICAP CLO will work" to be input in ILS-S. Once part is ordered, notify the CLO with the MICAP document number, discrepancy, and ETIC.

3.5.4. Aircraft is in-transit at a location with AF Transit Alert (TA)

3.5.5. When aircraft are in-transit at an Air Force installation and need support when there is no AF organization account set up, member will proceed to local TA office to have MICAP order processed. If the part is available at the in-transit location, part will be ordered as a standard order (04/AZ) and pulled from the warehouse. If part is not available at that base, member will need to ensure Project Code 196 and TEX code Z is used by TA while inputting info into ILS-S to prevent auto source. Contact the CLO once order has been placed with all information as well as the Due-Out document number. The CLO will determine fastest sourcing options then call the SCOS to cut the shipment.

3.5.6. TDY/In-transit at location WITHOUT AF Support

3.5.7. When aircraft are at a TDY location without Air Force supply (Materiel Management Activity) support and need MICAP assistance, they will contact the CLO. Provide the information outlined in [paragraph 4.1.3](#) of this instruction. The CLO will determine the fastest source of supply and contact home station unit to establish MICAP.

3.5.8. If parts are sourced from unit home station warehouse, home station LRS will process issue using a home station maintenance organizational and return part to maintenance. Home station maintenance will complete DD Form 1149 for shipment to recovery location (only used if not hand-carrying parts by MRT).

3.5.9. If part is sourced from a location other than home station the procedure is outlined in [paragraph 2.2.2](#) of this instruction.

3.5.10. Once deployed customer receives the required parts, coordination is required with home station DMS to prompt receipt processing to prevent unnecessary MICAP time in the Materiel Management IT system. If the part is DIFM, DMS will update DIFM status code to "AXC" to prevent false accumulation of repair cycle days and to allow Materiel Management to properly track DIFM parts.

Chapter 4

CUSTOMER RESPONSIBILITIES

4.1. Aircraft Commander or Senior Maintenance Representative.

4.1.1. The AC is responsible to ensure the CLO is contacted concerning mission essential discrepancies. If aircraft are transiting an Air Force base, the host transient alert orders all required parts through the LRS IAW [paragraph 3.5.5](#). If TDY at an Air Force base, establish an org/shop code with host base LRS and order through supply customer service IAW [paragraph 3.5.3](#). If not at an Air Force base, contact AFSOC CLO for assistance.

4.1.2. At locations where no maintenance or logistics support is available, the AC or designated representative is responsible for reporting support requirements to the AFSOC CLO. The AC should ensure the crew chief, flight engineer, or crewmember most familiar with the discrepancy is available to brief the CLO.

4.1.3. The following information is essential when contacting the CLO:

4.1.3.1. MDS and aircraft tail number.

4.1.3.2. Current aircraft location.

4.1.3.3. Detailed discrepancy.

4.1.3.4. Work Unit Code (WUC).

4.1.3.5. If any MRT members are required for maintenance. Include specialty, skill level, or any other additional qualifications required.

4.1.3.6. Known maintenance capability at recovery location. If any needed equipment or maintenance support is known to exist on station, determine owner and advise the CLO. When determined necessary by the CLO, the AC or designated representative ensures contractor or host services required to support recovery operations are provided using AF Form 616, *Fund Cite Authorization (FCA)*, or the aircraft's Air Card.

4.1.3.7. Should parts be required, provide the following:

4.1.3.7.1. Name or "nomenclature" of the part(s).

4.1.3.7.2. Quantity, Unit of Issue, advice code of each part.

4.1.3.7.3. Part number for each part.

4.1.3.7.4. National Stock Number (NSN) of each part.

4.1.3.7.5. Technical Order reference--illustrated parts breakdown.

4.1.3.7.6. Job Control Number.

4.1.3.7.7. If available, valid MICAP document number from recovery location's base supply.

4.1.3.7.8. A complete ship-to address.

4.1.3.8. Duty and rest phone numbers for AC and crew chief and projected work schedule.

4.1.4. The AC or designated representative notifies the CLO when requested support (parts, equipment, etc.) has been received and returns any repairable parts to home station when the recovery site has no Air Force Materiel Management account or as instructed by the CLO.

4.1.5. The AC or senior maintenance representative will ensure borrowed support equipment is returned to the base providing the equipment. **(T-2)** If the support equipment must be shipped to the supporting base, the AC or senior maintenance representative ensures the item(s) is prepped and turned into LGRDD or equivalent with proper shipping documentation.

4.1.6. Aircraft operating on classified missions should contact the CLO via secure communications if possible. If secure communications are not possible, contact the CLO, and provide as much of the information listed above as possible within the security constraints of the operation. **Note:** As a minimum, an unclassified delivery location and point of contact is required for support.

4.2. Crew Chief/ Flying Crew Chief (FCC).

4.2.1. When the crew chief/FCC is the senior maintenance representative, he/she is responsible for reporting aircraft status to the CLO as soon as possible after landing and providing updates to the CLO. The crew chief/FCC will provide the CLO with a valid work and rest phone number and provide an accurate address for shipment of parts, if necessary.

4.2.2. If grounding maintenance discrepancies are open on the aircraft, the crew chief/FCC will provide any known parts, special tools, MRT, and/or equipment requirements to CLO. **(T-2)**

4.2.3. Prior to MRT arrival, the crew chief/FCC or designated representative will coordinate with the CLO and local maintenance organization for availability of necessary equipment and parts. **(T-2)**

4.3. Deployed AFSOC Maintenance Units.

4.3.1. Upon arrival at the deployed location, the senior maintenance representative (maintenance officer, production superintendent, MOC, etc.) will contact the CLO and inform them of the duty phone number(s), status of all aircraft, expected duty hours/shifts, duty location (including shipping address,) rest phone number, and rest location. **(T-2)**

4.3.2. The senior maintenance representative will ensure delayed or potentially delayed AFSOC aircraft are expeditiously reported to CLO. **(T-2)**

4.3.3. Prior to departure from the deployed location, the senior maintenance representative will notify the CLO of the planned re-deployment. **(T-2)**

4.3.4. For deployments for which aircraft MRSP kits are deployed, maintenance personnel should follow guidance from home unit on issuing parts from the kits.

Chapter 5

MATERIEL MANAGEMENT PROCEDURES AND RESPONSIBILITIES

5.1. LRS Materiel Management Flight will:

5.1.1. Ensure that there is an established after-hours support to assist unit DMS with off-station MICAPs.

5.1.2. Ensure storage activities are available to perform stock checks to satisfy area searches when notified by the 635 SCOG.

5.1.3. Ensure the Materiel Management technician/ limited inspector verifies the documentation. Technician will check the contents of the container/box and verify that the stock number and part number match the documentation. If Materiel Management personnel are unable to identify the asset, consult a chief inspector or qualified maintenance technician before shipping. Storage activity will prepare assets for shipment following AMC Form 18, *MAF Transient MICAP Shipment*, guidance provided by the 635 SCOG.

5.1.4. Ensure completed AMC Form 18 is sent to 635 SCOG and courtesy copy AFSOC/A4 CLO distro (**Note: AFSOCA4.A4MODCLO@us.af.mil**).

5.2. Transportation Management Office will:

5.2.1. Ensure all items shipped by commercial carriers are marked with “First available delivery” and identify them as “AMC MICAP”.

5.2.2. Mark shipments required to support off-station aircraft coordinated by the CLO with project code 196 and required delivery date “999.”

5.3. Flight Service Center. When the CANN is a due-in-from-maintenance (DIFM) part, it is mandatory to process the part at the home station FSC as a serviceable asset with turn in TIN TEX Code “8” within 24 hours. **(T-2)** This allows shipment of the part under the MICAP requisition number and the unit to obtain DIFM credit for the part. FSC will notify 635 SCOG when item is turned in and ready for shipment. This allows In-Transit Visibility of all parts within the transportation system.

5.4. Munitions Requirements. When munitions items (e.g., squibs) are required to support aircraft recovery, order them through the appropriate host munitions activity. The munitions activity will prepare all munitions for shipment under an “FV” prefix TCN. **(T-2)** Under no circumstances should local maintenance requisition the items and arrange for shipment on their own. If a host munitions activity is not available, contact the CLO for assistance.

Chapter 6

AIRCRAFT STATUS REPORTING

6.1. Aircraft Maintenance Status Reporting. All AFSOC units and AFSOC gained units are required to provide daily aircraft status to the CLO. The CLO compiles the fleet status and provides a brief to the AFSOC/CC, AFSOC/A4, and to other Command Staff as requested. Aircraft status information is used by the HQ staff to generate required reports to United States Special Operations Command.

6.1.1. MOC will notify CLO immediately of known status changes of off-station aircraft. **(T-2)**

6.1.2. When AFSOC or AFSOC-gained aircraft are deployed in support of contingency operations each deployed location's established MOC will provide daily aircraft status to CLO unless a joint or centralized MOC is established, in which case the joint or centralized MOC will provide daily aircraft status to the CLO. **(T-2)** The CLO must be able to provide the most current aircraft maintenance status to AFSOC/CC/A3/A4, and AFSOC Operations Center as requested so timely receipt of status from the field is imperative. The deployed MOC will keep the CLO informed of known status changes of AFSOC or AFSOC-gained aircraft. **(T-2)**

6.1.3. If a MOC is not established, the deployed senior maintenance representative is responsible for relaying aircraft status to the CLO daily or as requested by the CLO.

JOHN E. BAQUET, Colonel, USAF
Director of Logistics, Engineering, and Force
Protection

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

AFI 33-322, *Records Management and Information Governance Program*, 23 Mar 2020

AMCI 23-102, *Expeditious Movement of AMC MICAP/VVIP Assets*, 21 Feb 2023

DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 20 Dec 2023

DAFI 21-101_AFSOCSUP, *Aircraft and Equipment Maintenance Management*, 7 Aug 2025

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 Oct 2023

DAFPD 21-1, *Maintenance of Military Materiel*, 21 Feb 2024

Prescribed Forms

AFSOC Form 9, *Combat Logistics Operations Support Request*

Adopted Forms

AF Form 616, *Fund Cite Authorization (FCA)*

AMC Form 18, *MAF Transient MICAP Shipment*

DAF Form 2005, *Issue/Turn-In Request*

DAF Form 847, *Recommendation for Change of Product*

DD Form 1149, *Requisition and Invoice/Shipping Document*

Abbreviations and Acronyms

AGE—Aerospace Ground Equipment

ACC—Air Combat Command

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AMCI—Air Materiel Command Instruction

ANG—Air National Guard

AMC—Air Mobility Command

AOC—Air Operations Center

AMU—Aircraft Maintenance Unit

AOR—Area of Responsibility

CANN—Cannibalization

CAT—Crisis Action Team

CLO—Combat Logistics Operations

C2—Command and Control
CLS—Contract Logistics Supported
DMS—Decentralized Materiel Support
DAFI—Department of the Air Force Instruction
DFLM—Deployed Forces Logistics Manager
DIFM—Due-In-From Maintenance
EAE—Equipment Accountability Element
ETD—Estimated Time of Departure
ETIC—Estimated Time in Commission
FSC—Flight Service Center
FCC—Flying Crew Chief
FAM—Functional Area Manager
GDSS—Global Decision Support System
HAZMAT—Hazardous Materials
HQ—Headquarters
ILS-S—Integrated Logistics System-Supply
LIMFACs—limiting factors
LRS—Logistics Readiness Squadron
LOGREP—Logistics Report
LGRDD—LRS Distribution Section
MOC—Maintenance Operations Center
MOI—Maintenance Operating Instruction
MRT—Maintenance Recovery Team
MILAIR—Military Airlift
MDS—Mission Design Series
MEP—Mission Essential Personnel
MICAP—Mission Impaired Capability Awaiting Parts
MRSP—Mobility Readiness Spares Package
NSN—National Stock Number
NMC—Non-Mission Capable
OC—Operations Center
OSI—Office of Special Investigations

PACAF—Pacific Air Forces
PMC—Partially Mission Capable
SDO—Senior Duty Officer
SAAM—Special Airlift Assignment Mission
SOTG—Special Operation Task Group
SOTU—Special Operations Task Unit
SCOG—Supply Chain Operations Group
SCOS—Supply Chain Operations Squadron
TACC—Tanker Airlift Control Center
TDY—Temporary Duty
TCN—Transportation Control Number
TMO—Transportation Management Office
UDM—Unit Deployment Manager
USAFE—United States Air Forces Europe
VVIP—Very Very Important Parts
WUC—Work Unit Code
WWX—Worldwide Express

Office Symbols

436 SCOS—436th Supply Chain Operations Squadron
618 AOC/TACC—618th Air Operations Center/Tanker Airlift Control Center
635 SCOG/WSMF—635th Supply Chain Operations Group/Weapon System Management Flight
AFSOC/A3—AFSOC Operations
AFSOC/A4M—AFSOC Aircraft Maintenance Division
AFSOC/A4MO—AFSOC Logistic Operations Branch
AFSOC/A4MY—AFSOC Aircraft Maintenance Weapons System Branch
AFSOC/A4RMP—AFSOC Logistics Readiness Policy and Procedures Branch
MXG/CC—Maintenance Group Commander
MXG/CD—Deputy Maintenance Group Commander
SOAMXS—Special Operations Aircraft Maintenance Squadron

Attachment 2

MRT CHIEF TASKING CHECKLIST

Figure A2.1. MRT Chief Tasking Checklist.

1.	Team Chief: Name_____Rank_____AFSC_____
2.	Other Personnel: Name_____Rank_____AFSC_____
3.	Recovery Location:_____
4.	Aircraft Type:_____
5.	Tail Number:_____
6.	Mission Number:_____
7.	Mission Commander:_____ Room/Phone:_____
8.	Senior Rep/Maintenance Supervisor:_____ Room/Phone:_____
9.	Communications at Recovery Site:_____
10.	Specific Discrepancies:_____
11.	Equipment Required: Item: TCN:_____
12.	Part(s) Required: NSN: TCN:_____ Nomenclature:_____ Have required parts been bench checked before packing? Y / N / NA
13.	Tool Kits Required: _____ Kit Number:_____ TCN:_____
14.	Support Aircraft Tail No:_____
15.	Mission Number:_____
16.	Show Time:_____
17.	Orders Prepared? Y / N.
18.	ETD:_____
19.	Passport/Visa required? Y / N.
20.	Required Clothing/Money/Shot Records/etc.
21.	Military Travel Request (MTR) Prepared? Y / N.

Attachment 3

RECOVERY SUPPORT FLOW CHART

A3.1. Aircraft Off-Station Requires Part(s)/Equip Not Available at Location.

Figure A3.1. Recovery Support Request Flow Chart.

