This instruction implements Air Force Policy Directive (AFPD) 21-1, Air and Space Maintenance. It provides policy 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. 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 Air Force Instruction (AFI) 33-360, Publications and Forms Management, Table 1.1., for a description of the authorities associated with the Tier numbers. Waiver authority for this instruction is AFSOC/A4. 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. This publication may not be supplemented or further implemented/extended. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional’s chain of command.
SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. AFSOC guidance and policy has been updated. This document has been revised to reflect appropriate tier waiver authority in accordance with AFI 33-360, *Publications and Forms Management*, Table 1.1., Tier Waiver Authorities.

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Chapter 1

CONCEPT AND POLICY


1.1.1. The CLO is the logistics component of the Command and Control (C2) system within the AFSOC Operations Center (OC). 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 & 735th Supply Chain Operations Groups (SCOG), 618 AOC (TACC), and owning AFSOC units to affect the most rapid recovery of non-mission capable, 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, not mission capable (NMC) or partially mission capable (PMC), and require support beyond the capability of the base or facilities where the aircraft is located. CLO is primarily concerned with mission aircraft that cannot meet their scheduled departure time for the assigned mission due to logistical reasons. To accomplish this objective, the CLO is a functional part of the AFSOC Operations Center Command and Control (C2) System. 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 owning unit.

1.2.2. The CLO is the focal point for aircraft logistics matters affecting current operations in the AFSOC Operations Center C2 system. The CLO can be reached via phone at (DSN) 579-8925, (commercial) 850-884-8925, 1-800-451-7705; e-mail (unclassified): AFSOF.AOC.CLO@hurlburt.af.mil, (classified): AFSOC.A4CLO@afsoc.af.smil.mil; FAX (DSN) 579-5360, (commercial) 850-884-5360.

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. When normal telephone communication is not available, some of the following can be used to communicate maintenance and supply actions to the CLO: Satellite Communications (SATCOM), E-mail: (Non-secure Internet Protocol Router (NIPR) and Secure Internet Protocol Router (SIPR), and Global Decision Support System 2 (GDSS 2).

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/CC through the Maintenance Operations Center (MOC) is the only authority for dispatching Maintenance Readiness Team (MRTs) and recovery resources. If a disagreement exists about a unit’s ability to support a recovery
tasking, it should be elevated by the MXG/CC to the AFSOC/A4M 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 assets 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 tasking the unit to provide it.

1.2.4.2. The CLO considers all geographically assigned assets in the decision process to achieve the most expeditious recovery. If it’s determined to be the best course of action, the CLO can task other units to provide recovery resources in cases where they possess the most timely 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-2). If necessary, the supporting units can submit an unfunded requested (UFR) to the command for recovery of funds expended to support recovery of other unit’s aircraft during the Budget Execution Review (BER) process.

1.2.5. The CLO does not support non-mission capable aircraft in depot or modification facilities, off-equipment mission capable (MICAPs), Aerospace Ground Equipment (AGE) MICAPs, or provide replenishment for Mobility Readiness Spares Package (MRSP). The CLO provides spare engine MICAP support for aircraft deployed in support of contingencies.

1.2.6. The CLO utilizes MRTs for Crash Damage or Disabled Aircraft Recovery (CDDAR) of AFSOC assets where en route capability is limited or does not exist. The CLO will coordinate with weapon system functional managers and maintenance units to determine MRT composition and equipment requirements.

1.2.6.1. Home stations must be prepared to rapidly deploy crash recovery equipment and personnel for their Mission Design Series (MDS) when tasked by the CLO to recover AFSOC assets. (T-2).

1.3. Personnel Policies.

1.3.1. The CLO is composed of Maintenance (2A), Material Management (2S), and Transportation (2T) personnel on an around-the-clock basis. 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.

1.4.1. The CLO maintains a historical archive for 1 year of all aircraft support requests.
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 en route 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 subordinate units for personnel, parts, and equipment.

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, daily regarding the status of off-station aircraft recoveries, logistics impact of HOMELINE and BEELINE messages, logistics concerns reported on daily SITREPs/LOGREPs, and when requested the status of all AFSOC home station aircraft.

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 NMC MICAP support is provided. The CLO also monitors LOGREP items and coordinate support where possible.

2.1.7. The CLO reviews all LOGREPs on a daily basis for logistics issues. During normal duty hours, the Deployment Force Manager (HQ AFSOC/A4MOC) remains the focal point for LOGREP issues. The CLO responds to Priority LOGREP requests to include any deployed leadership comments during non-duty days. The CLO coordinates requests with appropriate AFSOC/Directorate/Wing/Group or unit agency/representative to ensure proactive support for deployed forces. The CLO tracks all Priority LOGREP assets processed for shipment until they reach deployed location.
2.2. Recovery Responsibilities.

2.2.1. When tasked by the CLO, the owning unit may request 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, it should be elevated by the MXG/CC (or SOMXS/CC for SOG units) to 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, fax, e-mail, and documents required data to start the recovery process.

2.2.2.1. Conduct area supply searches, to include local manufacture capability.

2.2.2.2. 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.

2.2.2.3. Utilize Enterprise Supply Solution (ESS) to determine availability and location of required part(s). The CLO contacts 635 SCOG QRF (435 SCOS/GWJ) for off-station shipments with the exception of parts that are zero balance worldwide. The CLO contacts 635 SCOG WSMF (436 SCOCS) for support of zero balance worldwide assets. **Note:** Before using AFRC or ANG resources, the CLO obtains approval from the supporting unit logistics representative.

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 to support mission 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 VVIP*, and marked “AMC MICAP” or through World Wide Express (WWX) for items being shipped via commercial carriers. Use project codes as prescribed to ensure proper handling.

2.2.2.6. Coordinates with the appropriate Logistics Readiness Squadron (LRS) Distribution Section (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 cannibalization (CANN) action.
2.2.3. CANN action. The CLO has the authority to task CANN actions of aircraft parts in support of off-station NMC aircraft. The CLO coordinates with the appropriate weapon system managers on the AFSOC/A4 staff to determine the best source for the CANN requirement.

2.2.3.1. Upon determination of CANN requirement, the CLO will coordinate with the appropriate unit MOC (or Battle Staff, if activated) for the CANN actions. 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/Battle Staff verbally and by e-mail (Form 9) request for the CANN action. The MOC/Battle Staff will in turn task the appropriate Aircraft Maintenance Unit (AMU). (T-2). If the unit is unable to support the CANN action MXG/CC or equivalent approval is required. Note: CANN of AFRC and ANG aircraft parts is restricted. The CLO will request CANN authorization from HQ AFRC/A4M (afrc.a4m@us.af.mil) (during normal duty hours), or the HQ AFRC Command Center (DSN 497-0686, COMM 478-327-0686)(after duty hours) or the ANG Readiness center prior to the CANN action. The CLO will request CANN authorization from HQ AFRC/A4M (afrc.a4m@us.af.mil) (during normal duty hours), or the HQ AFRC Command Center (DSN 497-0686, COMM 478-327-0686)(after duty hours) or the ANG Readiness center prior to the CANN action. AFRC and ANG Aircraft Commanders may not authorize CANN actions. (T-2).

2.2.3.2. When the CLO tasks the CANN of an aircraft due-in-from-maintenance (DIFM) part, it is mandatory to process the part at the home station LRS Customer Service as a serviceable asset with turn in TIN TEX Code “8”. (T-2). This allows shipment of the part under the requisition number from the deployed logistics function or 635 SCOG, whichever applies, and for the unit to obtain DIFM credit for the part. Notify 635 SCOG when item is turned in and ready for shipment.

2.2.3.3. When CANN action is done for an aircraft expendable (XB3) part and deployed location does not have a ship to address or DODAAC, maintenance personnel will turn-in the part to the LRS Distribution Section (LGRDD) with DD Form 1149, Requisition and Invoice/Shipping Document. (T-2). In locations where turn-in is not possible at the deployed location, the part will be turned in upon return to home station. (T-2).

2.2.3.4. After the part is turned in to the local LRS Customer Service section, or the LRS Distribution Section, the MOC/Battle Staff should immediately notify the CLO when and where the part was turned in. In order to achieve Total Asset Visibility (TAV), all parts requiring commercial or government transportation should transit through the base level distribution section.

2.2.4. Transportation.

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 units TDY processing procedures will be used. (T-2). If a unit is to be tasked to provide airlift the CLO will submit a Form 9 to owning unit’s MOC and notify the Battlestaff.
2.2.4.2. Transportation of parts and equipment. The CLO arranges the most expeditious transportation for parts and equipment to the recovery site.

2.2.4.2.1. WWX carriers should be utilized for premium transportation of MICAP parts and support equipment to support recovery of en route and deployed NMC aircraft. 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.

2.2.4.2.2. Military Air Transportation. AMC or AFSOC missions should be utilized when they are the fastest and most expedient means to ship parts, equipment, and personnel to recover en route and deployed NMC aircraft.

2.2.4.2.3. Commercial Ground Transportation. The CLO coordinates with the supporting LRS Distribution Section (LGRDD) for all commercial ground transportation requirements.

2.2.4.2.4. Military Ground Transportation. When deemed necessary, the CLO requests unit vehicle operations 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 (SME) when technical expertise is beyond the capability of the CLO.

2.2.7. Advise subordinate units, via the unit’s MOC/Battle Staff 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 (afrc.a4m@us.af.mil), or the ANG Readiness Center.

2.3.2. Notify the tasked unit’s MOC/Battle Staff of MRT support requirements. Follow-up with written, emailed or faxed copy of CLO’s Support Information Checklist detailing all personnel, equipment, and parts requirements for the recovery.

2.3.3. Request a history or background information from 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. Determine/direct MRT mil-air transportation to the recovery site. Advise MRT of team travel priority, travel clearance requirements, and the need to have “Mission Route Support (MRS) Authorized” and/or “Mission Essential Ground Personnel (MEGP) Authorized”, as applicable, on member’s travel orders. This enables the MRT to obtain correct travel arrangements from passenger service sections. Note: Airlift for personnel via commercial airline to and from recovery locations is the responsibility of the tasked unit.

2.3.5. Monitor and direct 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 (CTO) to procure commercial airline tickets is mandatory.
Chapter 3

UNIT RESPONSIBILITIES

3.1. Maintenance Group Commander/Senior Maintenance Representative. The AFSOC unit Maintenance Group Commander (MXG/CC) or senior maintenance representative (SOMXS/CC for overseas SOG units) is responsible for deploying tasked MRTs and equipment to recover aircraft at remote locations, as directed by CLO. In cases where the tasked unit is a tenant unit, the tasked unit will coordinate with the host unit for support. (T-2). Unit resources, including personnel, supplies, and equipment, will be made available as tasked to support en route aircraft recoveries, regardless of aircraft ownership. (T-2). The MXG/CC or senior maintenance representative 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/CC or senior maintenance representative will:

3.1.1. If a tasked unit is unable to provide the requested support, the MXG/CC or senior maintenance representative will validate the shortfall and relay that information to the CLO to reclama the tasking. (T-2). Reclama’s must come from the MXG/CC or CD (SOMXS/CC for overseas SOG units). If no other support options are available to the CLO, the reclama is referred to HQ AFSOC/A4M during normal duty hours or to the AFSOC OC Senior Duty Officer during non-duty hours for resolution depending on the urgency of the required support.

3.1.2. Ensure individuals selected for MRTs are qualified to perform and complete all anticipated tasks, including In-Process Inspections (IPI) and Red X sign-offs. 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.

3.1.2.1. 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, consider establishing a Material Management account at the deployed location or, alternatively, the unit resource advisor provides an AF Form 616, Fund Cite Authorization (FCA), to the senior maintenance representative, material management representative, or Aircraft Commander to establish a supply account at the deployed location if possible.

3.2. MOC/Battle Staff. The MOC/Battle Staff is the focal point for the CLO to affect recovery of AFSOC aircraft. The MOC/Battle staff 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 meet any of the following criteria:

3.2.1.1. Aircraft departure exceeds scheduled time.
3.2.1.2. Current aircraft overall ETIC exceeds scheduled departure time.
3.2.1.3. Aircraft has aborted or diverted for maintenance.
3.2.1.4. Maintenance requirements exceed local capabilities.

3.2.1.5. Logistics requirements exceed local capabilities.

3.2.2. Coordinate support information to the appropriate AMU to procure support equipment and non-supply items as directed by the CLO.

3.2.2.1. Notify the CLO when requested items are turned into LRS Distribution Section (LGRDD) with DD Form 1149.

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

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

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

3.2.4.1. 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.

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

3.2.4.2.1. A copy of this instruction and its attachments.

3.2.4.2.2. CLO phone numbers and e-mail addresses contained in paragraph 1.2.2., this instruction.

3.2.4.3. Brief the MRT/Team Chief on the recovery and their responsibilities using Attachment 2 and Attachment 3, to 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-2). 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.

3.2.4.4. 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 MRS authority or MEGP authority as applicable. Priority transportation is authorized for all resources in both travel directions.

3.2.4.5. Ensures required supplies are ordered or manufactured as necessary and prepared for shipment. Items available at the supporting unit location are ordered or obtained locally by the MRT and moved with the MRT. Items not available are referred to the CLO for CANN action determination or procurement and shipment from another station to the recovery site. Process parts through the host LRS (issue/shipment, replacement order, and turn-in) and move them with the MRT whenever possible. Repairable items shipped to the recovery site where an Air Force supply activity exists
must be received and issued to maintenance to account for the parts. The repairable item
must be turned in at recovery site to clear DIFM details. If asset has repair capability
back at home station, have the local logistics function force shipment back to home
station. If no Air Force logistics system exists or parts were not issued at the recovery
site, return the repairable parts to the issuing base to clear the DIFM records and to
account for parts charges.

3.2.4.6. Verbally verify and document with team chief or member of supporting unit that
all test and support equipment was inventoried, calibrated, and fully operational prior to
dispatch, that all Material Management issues were visually checked to verify contents
match attached documentation, and that all system function/bench checks were
accomplished on aircraft parts.

3.2.4.7. Ensure 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.

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

3.2.4.9. Validate with the CLO that all support equipment is processed for return with
the MRT and keep MXG/CC informed of status of MRT and support equipment.
Coordinate with LRS Equipment Accountability Office concerning deployment of
equipment, ensuring positive accountability of equipment items.

3.2.4.10. 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 authorizations are included: Mission Route Support (MRS) and
MEGP. MRS permits the removal of cargo to allow space for the MRT and their
equipment (see Air Material Command Instruction (AMCI) 24-101, Volume 14, Military
Airlift-Passenger Service). MEGP 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.

3.2.4.11. Notify the CLO when MRT personnel and deployed equipment return to home
station.

3.3. MRT Chief.

3.3.1. Is responsible for expeditious aircraft recovery and control of all deployed parts,
equipment, and personnel.

3.3.2. 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.), and
if applicable, is loaded with the correct software to support the MDS (block and serial
number) to be repaired, prior to dispatch. The MRT chief should also ensure proper
technical data is available or carried with the team to complete the task.

3.3.3. When transportation is provided by military aircraft, coordinate with port operations
to ensure all required supplies and equipment are assembled, inventoried, properly
manifested, and loaded on the support aircraft. The MRT chief physically validates the presence and condition of assets when possible.

3.3.4. When directed by the CLO, coordinate traveling arrangements with the host LRS Distribution Section (LGRDD). 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).

3.3.5. Notify the CLO upon arrival at the recovery site and inform the CLO of duty phone, duty location (to include shipping address), rest location, and rest phone.

3.3.6. 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 directly to the CLO through the host MOC 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.

3.3.7. Establish duty hours for the MRT as prescribed in AFI 21-101, section 1.17., and section 14.18.7., *Aerospace Equipment Maintenance Management*. 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.

**3.3.7.1.** MRT should start work immediately upon arrival, dependent upon availability of the aircraft, field operating hours, and length of MRT duty day. **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.

**3.3.7.2.** Proper rest is essential to safe maintenance operations. The 16-hour maximum duty period may be exceeded only when individuals are en-route to recovery site. After 16-hour initial duty period, the MRT is only required to:

- **3.3.7.2.1.** Contact the AC, local MOC, MXG/CC/senior maintenance representative, and flight line production superintendent, and CLO as applicable.
- **3.3.7.2.2.** Provide billeting location and phone number to the CLO, local MOC, and A/C.

3.3.8. Report maintenance progress to the CLO as follows:

- **3.3.8.1.** Make initial assessment of aircraft’s condition and establish an ETIC.
- **3.3.8.2.** Contact the CLO for any additional requirements (i.e., parts, equipment, and expertise) as they become known.
- **3.3.8.3.** 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.
- **3.3.8.4.** Start time of work, shift changes, all work stoppages (to include end of shift status), or job completion.

3.3.9. Ensure the local MOC coordinates with the CLO prior to assigning the MRT work on aircraft not supported by the CLO. The CLO is the releasing agent for the MRT.
3.3.10. MRT Termination Procedures:

3.3.10.1. 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 LRS Distribution Section (LGRDD) and the CLO.

3.3.10.2. 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. If the MRT has questions about disposition of any items, the CLO advises them where to return repairable items.

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

3.3.10.4. Report to MOC upon arrival at home station.

3.3.10.5. If applicable, submit parts for material deficiency reporting (MDR) immediately upon return to home station.

3.4. Cannibalization Procedures. If parts cannot be provided by other sources, the CLO requests CANN action. Cannibalization procedures are as follows (if a unit is tasked with a CANN action and the CANN action is not feasible, elevate the issue through the MXG to the CLO for resolution):

3.4.1. The MOC should record the following details provided by the CLO upon receipt of a CANN action: Aircraft MDS and tail number, location, parts requirements, technical order, figure, and index, part number, national stock number, nomenclature.

3.4.2. The MOC contacts the applicable production superintendent and passes the CLO tasking to them to select donor aircraft or engine and initiate CANN action. The production superintendent will coordinate disposition of parts per CLO direction. (T-2).

3.4.3. 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). Immediately notify CLO in the event of difficulties with the tasking.

3.5. Procurement.

3.5.1. In cases in which transient aircraft requiring support are at a location where no Transient Alert (TA) or Air Force supply activity exists or cannot be established, CLO sources the required part(s) from home-station, home-station maintenance will be required to order the requested part(s) and turn into LRS Distribution Section (LGRDD) with DD Form 1149, Requisition and Invoice/Shipping Document, as directed by the CLO. (T-2). Note: Emphasizing Positive Inventory Control efforts, the use of DD Form 1149 for non-expendable parts should be an exception not the rule.

3.5.2. If the part is not available at home-station or the CLO determines procurement from another base will be quicker, home-station maintenance will establish a due-out document number in Enterprise Solution Supply (ES-S) with text code “Z” and provide that number to
CLO to use to procure and ship the part(s), (T-2). The CLO in turn contacts 635 SCOG (435 SCOS/GWJ) to process shipments/requisition when home station created the DUO.
Chapter 4
CUSTOMER RESPONSIBILITIES

4.1. Aircraft Commander (AC).

4.1.1. At locations where no AFSOC maintenance exists, the AC is responsible to ensure the CLO is contacted concerning mission essential discrepancies. If at an Air Force base and the aircraft are just transiting, the host transient alert orders all required parts through the LRS. If the host transient alert cannot support, establish an organizational code using AF Form 616, *Fund Cite Authorization*, and order through LRS. If parts are not available at the transient base, contact AFSOC CLO for lateral support of MICAP items.

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. Mission essential maintenance conditions including detailed discrepancy, system or subsystem affected, extent of damage, etc.

4.1.3.4. Work Unit Code (WUC).

4.1.3.5. When discrepancy was discovered including flight conditions, equipment in use, etc.

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 the Aircraft Air Card, *United States Air Force Invoice*, or AF Form 616, *Fund Cite Authorization*.

4.1.3.7. Parts requirements, if known, to include item, nomenclature, position, part number, stock number, and Technical Order number, figure, and index.

4.1.3.8. If applicable, duty and rest phone numbers for AC and crew chief.

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 Material 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 LRS Distribution Section (LGRDD) or equivalent with proper shipping documentation.
4.1.6. A complete ship-to address will be required by the CLO to ship any parts or equipment to the location.

4.1.7. 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 at least every 8 hours.

   4.2.1.1. The crew chief/FCC will provide the CLO with a valid work and rest phone number and also provide an accurate address for shipment of parts, if necessary. (T-2). From the time of initial notification, the crew chief/FCC should be in on-call status and keeps CLO advised of a current contact phone number.

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. If a deployed MOC is established, it is responsible for relaying all information to the CLO from the senior maintenance representative.

4.3.5. The senior maintenance representative or MOC is responsible for relaying aircraft maintenance status to CLO per AFI 21-101, AFSCSUP.

4.3.6. 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  
MATERIAL MANAGEMENT PROCEDURES AND RESPONSIBILITIES

5.1. Material Management Procedures and Responsibilities are as follows:

5.1.1. LRS/CC should ensure CLO directed requisitions and shipments for both CONUS and OCONUS bases receive required manual intervention, prompt response, and close oversight.

5.1.2. Perform stock checks to satisfy area searches when notified by the CLO.

5.1.3. Ensure the Material Management technician/chief inspector verifies the documentation. Also ensure they check the contents of the container/box and verify that the stock number and part number match the documentation. If Material Management personnel are unable to identify the asset, consult a qualified maintenance technician before shipping. For additional guidance, reference AFH 23-123, Chapter 5, Materiel Management Procedures and AMCI 23-102, Chapter 7, Expedious Movement of AMC VVIP. Prepare assets for shipment following guidance provided by the 635 SCOG.

5.1.4. Coordinate with the host LRS Distribution Section (LGRRDD) as required.

5.1.4.1. Mark all items shipped by commercial carriers with “First available delivery”, and identify them as “MICAP, or aircraft on ground (AOG).”

5.1.4.2. Mark parts shipments required to support any aircraft supported by the CLO with the appropriate project code and required delivery date “999.” Note: Use project code “196” as directed by CLO.

5.1.5. Process DIFM assets recovered from the CLO coordinated recoveries. The CLO informs the AC, FCC, or MRT chief on proper turn-in procedures of the part(s), as coordinated with 635 SCOG. (T-2).

5.1.6. Ensure Material Management personnel notify the CLO when MICAP parts are delivered to the appropriate transportation section. Include the date, time, and name of the transportation specialist who received the part(s).

5.2. Logistics actions for transient aircraft at location where local Air Force logistics activity exists (Attachment 6).

5.2.1. The recovery location LRS/CC (or equivalent) will provide support (T-2). The required parts should be ordered through the host LRS (usually by Transient Alert). If not available locally, the senior maintenance/material management representative with the aircraft or the AC should contact the CLO for support. The CLO locates required parts and contacts the 635 SCOG (435 SCOS/GWJ) for off-station support and availability of worldwide assets. The senior maintenance/material management representative will turn-in all repairable parts to the host LRS for processing. (T-2). Deployed personnel should coordinate with the deployed LRS prior to re-deployment to ensure all DIFM assets have been turned-in and are accounted for.

5.2.2. Munitions Requirements: See paragraph 6.2., this instruction.

5.3. Logistics actions for transient aircraft at locations where no Air Force logistics activity exists (Attachment 7).
5.3.1. The senior material management/maintenance representative with the aircraft or AC will contact CLO with the national stock number (NSN), part number, technical order data (illustrated parts breakdown figure and index), and maintenance discrepancy. The CLO sources the required part(s).

5.3.2. If the aircraft’s home station is the best source of supply, the CLO contacts the home station MOC. The home station MOC will direct the appropriate AMU to establish maintenance-to-maintenance issue and pull part from LRS stock. The AMU will take possession of the part, prepare DD Form 1149, and take part to LRS Distribution Section (LGRDD) with DD Form 1149 for shipment. For DIFM parts, the AMU will contact LRS after shipping the part to ensure processing of DIFM status code “AXC” to prevent false accumulation of repair cycle days and to allow Material Management to properly track DIFM parts. The aircraft commander should ensure all repairable parts shipped to him/her are returned to the aircraft’s home station for maintenance/LRS processing.

5.3.3. If the best source of supply is another Air Force base, the CLO contacts the home station MOC. The home station MOC will direct the appropriate AMU to establish a memo (TEX Z) MICAP due-out for the applicable NSN. Use TEX Z to prevent on-hand assets from releasing to the due-out (exception: do not use TEX Z in cases of cannibalization from another home station aircraft). The CLO contacts the 635 SCOG (435 SCOS/GWJ) to relay desired mode of shipment and obtain a requisition number for lateral shipment from the desired base. The 635 SCOG (435 SCOS/GWJ) should instruct the LRS to ship the required part directly to the aircraft location with a supplementary address marked for the aircraft commander. The aircraft commander ensures repairable items are returned to the aircraft’s home station for material management processing. Receipts and Due-out-release (DORs) will be processed at home station, immediately upon confirmation of parts arrival at aircraft location.
Chapter 6

MAINTENANCE RECOVERY RESPONSIBILITIES

6.1. Standard Recovery Procedures:

6.1.1. There are many variations as to how aircraft recovery should flow. The following are basic guidelines to cover a routine support request. Deployed/transient units will exhaust local/host base capabilities prior to contacting the CLO. (T-2). Attachments 6 & Attachment 7 are flow charts outlining routine support requests.

6.1.2. Prior to all deployments/temporary duty stations (TDYs), units should get with their resource advisor and establish a Material Management account at the deployed location to be used to order aircraft parts, if possible. As a minimum, the senior maintenance representative traveling with the aircraft or Aircraft Commander should obtain an AF Form 616, Fund Cite Authorization, from the unit resource advisor to be used to establish a material management account at the transient location if necessary.

6.1.3. Requests for support fall into two fundamental categories: (1) The aircraft is at an Air Force Base (AFB) using that base material management system, (2) The aircraft is not at an AFB or is not using an Air Force Material Management system, whether at an AFB or not.

6.1.3.1. Transient. The simplest type of support occurs when the aircraft is at an AFB and is in transient status. Transient usually means the aircraft is just passing through or diverted in to that particular base. This usually allows the use of the local base Transient Alert (TA) for ordering the required parts. If the item is available through the transient base’s LRS, it should issue to the transient maintenance or aircrew. If the part is DIFM controlled, the repairable should be turned back in to the local LRS under the issuing document number and should not have to be hand carried back to the aircraft’s home unit for turn in. If not available, it must be backordered through the local LRS or MICAP section. (T-2). The CLO assumes lateral support duties from the LRS and pass to 635 SCOG to source and ship the part. If TA cannot support, establish an organization code and order part through the normal ES-S channels IAW AFH 23-123 and AFMAN 23-101 Chapter 2, paragraph 2.3.4.27.

6.1.3.1.1. An aircraft that is at an AFB and performing missions (exercise, contingency, or training) from that base is not usually considered transient, but rather "deployed," and most TA’s cannot support these aircraft. The best way for the CLO to support this scenario is for the deployed unit to establish an aircraft organization code (using AF Form 616, Fund Cite Authorization, obtained from the unit resource advisor prior to departing home station) with the local LRS. The type support would then be identical to the one above and DIFM parts ordered and received using this account could be turned in to the local LRS.

6.1.3.2. If the aircraft is deployed and TA does not exist or cannot support, or if not capable of setting up an organization code, then the aircraft and support will be deployed IAW AFH 23-123. (T-2). In this case, the AC or senior maintenance representative contacts the CLO with all pertinent information and the CLO sources the required parts. The CLO determines the best source of support based on asset availability and available transportation.
6.1.3.2.1. If the CLO opts to pull the part from the aircraft’s home-station, the CLO, through home-station MOC/BattleStaff, ensures the home-station maintenance unit orders the part. Home-station maintenance representative will ensure the part is taken to LRS Distribution Section (LGRDD) with DD Form 1149 for shipment (T-2). The CLO coordinates shipment to the deployed/transient location. The deployed/transient maintenance representative will notify the CLO when the item is received. (T-2). Deployed/transient personnel must ensure the repairable is returned to home-station to clear DIFM accountability. (T-2). Note: Emphasizing Positive Inventory Control efforts, the use of DD Form 1149 for non-expendable parts should be an exception, not the rule.

6.1.3.2.2. If the CLO opts to pull the part from another location other than the aircraft’s home station, the CLO, through home-station MOC/BattleStaff, ensures home-station maintenance establishes a due-out document number through ES-S. The CLO in turn contacts 635 SCOG (435 SCOS/GWJ) to process shipments/requisition when home station created the DUO. The deployed/transient maintenance representative will notify the CLO when the item is received and the CLO notifies the home-station LRS to process receipt of the item. (T-2). Deployed/transient personnel must ensure the repairable is returned to home-station to clear DIFM accountability. (T-2).

6.1.4. MRT. If an MRT is to deploy from home station to recover a NMC aircraft, the MRT will order all required parts while at the home unit and accompanies the items to the recovery site. (T-2). Since the MRT Chief is responsible for all DIFM parts, hand-carrying is an acceptable mode of transportation.

6.1.4.1. Parts required by the MRT after arrivals are ordered through local LRS, if it exists, at the recovery location through TA or using a separate aircraft organization code for that aircraft. Any parts required for recovery, but not available at the supporting unit's location are referred to the CLO after back-ordering through the local LRS. The MICAP request is passed on to 635 SCOG (435 SCOS/GWJ) who sources the required parts and ships them to the recovery location.

6.1.4.2. If the aircraft is not able to use the local TA or no Air Force material management account exists at the recovery location for the aircraft, the MRT will contact the CLO to request the required parts. (T-2). The CLO sources and request shipment of parts as in paragraph 2.2., this instruction. The MRT should ensure all repairable parts and equipment sent to support them are returned to the supporting base. The MRT Chief will contact the CLO with disposition instructions for the repairable parts and equipment. (T-2).

6.2. 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.
6.3. Transportation Procedures:

6.3.1. Transportation of parts/equipment/MRTs is different in every situation dependent upon location of recovery aircraft; size, weight, dimensions, and location of parts required; mission requirements; transportation availability; and costs.

   6.3.1.1. The CLO can coordinate special requirements for asset delivery, such as diverting an aircraft, delaying scheduled departure, tasking AFSOC units to provide additional missions to support recoveries, tasking local LRS vehicle dispatch, working with LRS Distribution Section (LGRDD) for WWX carriers, and commercial trucking.

   6.3.2. Commercial transportation should be used when military airlift is not available or is untimely. The CLO coordinates through the host LRS Distribution Section (LGRDD) to arrange for commercial transportation based on the size, weight, dimensions, and destination of the parts and equipment.

6.4. CLO Support for Reserve and Guard Aircraft. 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.

   6.4.1. CANN from AFRC/ANG aircraft is restricted. See Paragraph 2.2.3.1. for procedures to CANN from AFRC/ANG aircraft.

   6.4.2. Aircraft commanders cannot authorize CANN.

6.5. Aircraft Maintenance Status Reporting. The CLO is responsible for obtaining daily aircraft maintenance status of AFSOC’s fleet from each home and deployed unit MOC/BattleStaff. Off-station aircraft status is briefed daily to the AFSOC/CC, and AFSOC/A4, Director of Logistics, and to other Command Staff as requested. A daily aircraft status report is provided to United States Special Operations Command (USSOCOM).

   6.5.1. Unit MOC/BattleStaff will notify CLO immediately of known status changes of off-station aircraft. (T-2).

   6.5.2. CLO immediately notifies the appropriate unit MOC/BattleStaff of known status changes of its off-station aircraft.

   6.5.3. If a deployed MOC is established, it will be responsible for relaying aircraft status to CLO every 8 hours or as requested by CLO. (T-2)

   6.5.4. 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.

   6.5.4.1. The deployed MOC will keep the CLO informed of known status changes of AFSOC or AFSOC-gained aircraft. (T-2).

   6.5.4.2. If a MOC is not established, the deployed senior maintenance representative is responsible for relaying aircraft status to the CLO every 8 hours or as requested by the CLO.
JOSEPH J. RUSHLAU, Colonel, USAF
Director of Logistics
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFPD 21-1, Maintenance of Military Materiel, 01 Aug 2018
AFI 21-101 AFSOCSUP, Aircraft and Equipment Maintenance Management, 25 Sep 2018
AFI 33-360, Publications and Forms Management, 01 Dec 2015
AFMAN 33-363, Management of Records, 1 Mar 2008
AFH 23-123 Materiel Management, 7 Aug 2013
AMCI 23-102, Expeditious Movement of AMC VVIP, 28 Jun 2009
635 SCOW OI-1, Supply Chain Operations, 26 Apr 2010

Foreign Clearance Guide

Prescribed Forms
No forms are prescribed in this publication.

Adopted Forms
AF Form 847, Recommendation for Change of Publication
AF Form 616, Fund Cite Authorization
DD Form 1149, Requisition and Invoice/Shipping Document

Abbreviations and Acronyms
AC—Aircraft Commander
ACC—Air Combat Command
AF—Air Force
AFB—Air Force Base
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Specialty Code
AFSOC—Air Force Special Operations Command
AFSOF—Air Force Special Operations Forces
AGE—Aerospace Ground Equipment
AMC—Air Mobility Command
AMU—Aircraft Maintenance Unit
ANG—Air National Guard
AOC—Air Operations Center
AOG—Air-on-ground
AOR—Area of Responsibility
CAT—Crisis Action Team
CAT-L—Crisis Action Team Logistics
C2—Command and Control
CANN—Cannibalization
CC—Commander
CDDAR—Crash Damage or Disabled Aircraft Recovery
CLO—Combat Logistics Operations
COD—Combat Operations Division
CTO—Commercial Travel Office
DIFM—Due-In—From Maintenance
DOR—Due—Out Release
DTS—Defense Travel System
ETD—Estimated Time of Departure
ES-S—Enterprise Supply—Solution
ETIC—Estimated Time in Commission
FCC—Flying Crew Chief
FAM—Functional Area Manager
GDSS—Global Decision Support System
GTR—Government Travel Request
HQ—Headquarters
LG—Logistics Group
LGRDD—LRS Distribution Section
LGX—Logistics Plans, Programs, and Integration Division
LRS—Logistics Readiness Squadron
MAF—Mobility Air Forces
MASS—MICAP Asset Sourcing System
MOC—Maintenance Operations Center
MDR—Material Deficiency Report
MDS—Mission Design Series
MEGP—Mission Essential Ground Personnel
MICAP—Mission Capable
MOI—Maintenance Operating Instruction
MRS—Mission Route Support
MRSP—Mobility Readiness Spares Package
MRT—Maintenance Recovery Team
NIPR—Non-secure Internet Protocol Router
NMC—Not Mission Capable
NMCS—Not Mission Capable Supply
NSN—National Stock Number
OPR—Office of Primary Responsibility
OSI—Office of Special Investigations
RDS—Records Disposition Schedule
PMC—Partially Mission Capable
PACAF—Pacific Air Forces
SATCOM—Satellite Communications
SCMG—Supply Chain Management Group
SDO—Senior Duty Officer
SIPR—Secure Internet Protocol Router
SPR—Special Requisition
TA—Transient Alert
TAV—Total Asset Visibility
TDY—Temporary Duty
TCN—Transportation Control Number
USAFE—United States Air Forces Europe
VVIP—Very Very Important Parts
WUC—Work Unit Code
WWX—Worldwide Express
Attachment 2

MOC/BATTLE STAFF AIRCRAFT RECOVERY CHECKLIST

A2.1. MRT Tasking. The MOC/Battle Staff will: (T-2). Note: Upon receiving a tasking from the CLO, follow the procedures in the applicable section to assemble the best possible support package.

A2.1.1. Record the following details provided by CLO: (T-2).

A2.1.1.1. Aircraft MDS and tail number.
A2.1.1.2. Location.
A2.1.1.3. Point of contact and phone number.
A2.1.1.4. All discrepancies requiring support.
A2.1.1.5. Type of and desired skill level of needed technician.
A2.1.1.6. Parts requirements.
A2.1.1.7. Equipment requirements (including tools, testers, etc.)
A2.1.1.8. Mode of transportation and projected date/time of departure. CLO will evaluate capabilities and determine the best mode of transportation (AMC airlift, AFSOC mission, commercial, or government vehicle). If commercial transportation is selected, see paragraph A2.4., this checklist.
A2.1.1.9. Passport/Visa/Immunization requirements for personnel.
A2.1.1.10. Country clearance requirements as required from Foreign Clearance guide and processed via APACS listed in checklist.

A2.1.2. Contact the applicable maintenance supervisor to review requirements and task the responsible units to assemble an MRT.

A2.1.3. Brief MRT personnel concerning the following duties and responsibilities to include the passport/visa/immunization/terrorist/criminal/intelligence threat requirements at recovery site. If necessary, contact local agencies, i.e., intelligence, medical group, and OSI, to gather required briefing information. Ensure the MRT team chief understands his/her responsibilities and has a copy of AFSOCI 21-108, Attachment 3, MRT Chief Responsibilities, as well as AFSOCI 21-108, Attachment 4, MRT Chief Tasking Checklist. Emphasize the following:

A2.1.3.1. The MRT Chief is required to call the CLO upon arrival to coordinate work hours and provide cell (if available), work and rest phone numbers and e-mail address where they can be contacted. (T-2).
A2.1.3.2. The MRT Chief is responsible for all equipment and parts. Return of all items must be coordinated with the CLO. The MRT will: (T-2).

A2.1.3.2.1. MRT chief and squadron senior maintenance representative verifies necessary parts are available. Open each container to ensure the right part is in the box prior to departure. (T-2).
A2.1.3.2.2. Check special tools, support and test equipment for serviceability and calibration prior to departure. (T-2).

A2.1.4. Generate TDY orders for MRT. Consider the following authorizations and provide as required: (T-2).

A2.1.4.1. Mission Route Support (MRS) or Mission Essential Ground Personnel (MEGP).

A2.1.4.1.1. MRS Passengers holding orders citing MRS authority may request TWCF cargo be downloaded up to 2 hours and 20 minutes prior to aircraft block time to provide additional seats when they cannot be accommodated through the normal first-come, first-serve passenger priority system established by DTR, Part I. When cargo is downloaded, MRS passengers shall be accommodated ahead of other duty passengers competing for the additional seats, since they directly support the AMC airlift mission. Approval authority for MRS on organic missions rests with the senior transportation official at HQ AMC, 618 AOC (TACC), or en route Air Mobility Operations Wing.

A2.1.4.1.2. MEGP travelers should process through the passenger terminal as Space-R passengers. Exception: When actively performing their duties, maintenance, command and control flight program, MRT, DMT and PHOENIX RAVEN personnel on organic aircraft are not required to process through the passenger terminal and placed on the flight authorization (IAW AMCI 34-101 Vol. 14)

A2.1.4.2. Advance per diem.
A2.1.4.3. Commercial travel.
A2.1.4.4. Rental car.
A2.1.4.5. Variations.

A2.1.5. Direct the squadron senior maintenance representative to order the required parts and select the required equipment items. If requirements are not known, make contact with the POC to determine what items are required. All parts will be issued to the MRT Chief to hand-carry to the deployment site.

A2.1.5.1. Items too large or heavy to be carried will be coordinated with CLO and processed by squadron senior maintenance representative and given to the LRS Distribution Section (LGRDD) for shipment. (T-2). Note: The Packing and Crating section at each station maintains a block of TCNs and assigns them as required for property being shipped. Note: LRS Distribution Section will not issue TCN numbers for MILSTRIP assets. (T-2). For shipment by AMC airlift, equipment items and parts are coordinated with Packing and Crating section. In this case, the parts are considered “maintenance property” and not “supply parts”. Equipment and parts being shipped commercially are coordinated with LRS Distribution Section. The squadron senior maintenance representative will: (T-2).

A2.1.5.1.1. Prepare shipping documents, DD Form 1149 using the SAF/ILGD directed system at https://Isotools.wpafb.mil/dd1149. Include POC and phone number plus an in the clear address to include building number, street address and US or host nation zip code.
A2.1.5.1.2. Deliver resources to Packing and Crating section.
A2.1.5.1.3. Inform of shipping requirements, destination, and mode of transportation.
A2.1.5.1.4. Record the TCNs.
A2.1.5.2. If parts are unavailable, coordinate with CLO for resolution, i.e. lateral support or CANN action.
A2.1.6. Notify the CLO when coordination is complete, or immediately in the event of difficulty. Provide the following:
A2.1.6.1. MRT names, rank, SSN, name of team chief, Air Force specialty and skill level of MRT personnel, and whether MEGP authorization is being utilized.
A2.1.6.2. TCNs for parts and equipment processed for shipment.

A2.2. Equipment Items (MRT not required). The MOC/Battle Staff will: (T-2).
A2.2.1. Record all details provided by CLO to include:
A2.2.1.1. Aircraft MDS and tail number.
A2.2.1.2. Location.
A2.2.1.3. Equipment requirements.
A2.2.1.4. Mode of transportation and projected departure date/time. The CLO will coordinate with LGRDD to evaluate capabilities and determine the best mode of transportation (AMC airlift, AFSOC mission, commercial, or government vehicle). If commercial transportation is selected, see A2.4., this checklist.
A2.2.2. Direct the squadron senior maintenance representative to select the equipment items, prepare them for shipment, and coordinate with Packing and Crating section of LGRDD. The squadron senior maintenance representative will: (T-2).
A2.2.2.1. Prepare shipping documents, DD Form 1149. Include POC and phone number plus an in the clear address to include building number, street address and US or host nation zip code.
A2.2.2.2. Deliver equipment to Packing and Crating section.
A2.2.2.3. Brief on shipping requirements, destination, and mode of transportation.
A2.2.2.4. Record the TCNs.
A2.2.3. Notify the CLO when coordination is complete, or immediately in the event of difficulties. Provide TCNs.

A2.3. Part(s) (MRT not required). When local LRS does not have the required parts in stock to support a non-mission capable aircraft, all possible maintenance sources must be evaluated. The MOC/Battle Staff will: (T-2)
A2.3.1. Record all details provided by the CLO to include:
A2.3.1.1. Aircraft MDS and tail number.
A2.3.1.2. Location.
A2.3.1.3. Parts requirements.
   A2.3.1.3.1. Tech order, figure, and index.
   A2.3.1.3.2. Part number.
   A2.3.1.3.3. National stock number.
   A2.3.1.3.4. Nomenclature.
   A2.3.1.3.5. TCNs.

A2.3.1.4. Mode of transportation and date/time of projected departure. The CLO will coordinate with LRS Distribution Section (LGRDD) to evaluate capabilities and determine the best mode of transportation (AMC airlift, AFSOC mission, commercial, or government vehicle). If commercial transportation is selected, see A2.4., this checklist.

A2.3.2. Search all possible maintenance sources for required parts.
   A2.3.2.1. In-shop supply points.
   A2.3.2.2. CANN action. If parts cannot be provided by other sources, coordinate with the CLO for resolution, i.e. lateral support or CANN action.

A2.3.3. Coordinate ordering of parts with the appropriate home-station maintenance unit as requested by the CLO when the aircraft is transient/deployed to a location that does not have a transient alert or Air Force stock record account established. In this case, the aircraft’s home-station maintenance unit must either order the part or establish a MICAP due-out document number (see flow chart in Attachment 7, this instruction).

A2.3.4. Coordinate the turn-in of parts to LRS Distribution Section (LGRDD) for shipment to recovery site, as applicable. If the CLO sources or directs a CANN from the aircraft’s home station and the recovery site is not supported by an Air Force Material Management account, the home station senior maintenance representative will prepare DD Form 1149 and take part to LRS Distribution Section (LGRDD) to ship the part directly to the AC. (T-2).

Note: Emphasizing Positive Inventory Control efforts, the use of DD Form 1149 for non-expendable parts is prohibited.

A2.3.5. Notify the CLO when coordination is complete, or immediately in the event of difficulties. CLO will coordinate with LRS to ship by the most direct means.

A2.4. Commercial Transportation. Commercial transportation of a MRT and equipment is, in many cases, the most expeditious method. CLO will advise when this is necessary. The MOC/Battle Staff will: (T-2).

A2.4.1. Coordinate with the CLO and local LRS Distribution Section (LGRDD) to determine the best mode of transportation and scheduled itinerary. Consider the following:
   A2.4.1.1. Airline.
   A2.4.1.2. Surface (bus, rail, limousine, truck).
   A2.4.1.3. Air Express Small Package Service.

A2.4.2. Coordinate transportation requirements with LRS Distribution Section (LGRDD). Review the following:
A2.4.2.1. Destination, support of AMC aircraft, and priority.

A2.4.2.2. Names of MRT personnel and nomenclature of equipment items and parts.

A2.4.2.3. Authorization for excess baggage allowance if necessary.

A2.4.2.4. Record TCNs, government bills of lading, and any applicable billing or shipment numbers.

A2.4.2.5. Shipment of large or heavy items by commercial airline mandates prior coordination with airline personnel by LRS Passenger Movement Element Passenger Movement Element (LGRDAP) and the CTO. Parts/equipment must be hand-carried or checked as baggage to maintain control. If an item is not accepted as carry-on luggage it must go as checked baggage. Advance coordination with the airline is the key to a successful movement without unnecessary delays.

A2.4.3. Maintain contact with the MRT or the unit responsible for the parts/equipment shipment to ensure that all resources arrive in time to make the scheduled departure.

A2.4.4. Notify the CLO when coordination is complete. Notify the CLO immediately in the event of difficulties.
Attachment 3

MRT CHIEF RESPONSIBILITIES

A3.1. Prior to Departure: The MRT chief will: (T-2).

A3.1.1. Receive complete briefing from production support using the MRT chief checklist.
A3.1.2. Read and understand all MRT chief responsibilities.
A3.1.3. Ensure all personnel on the MRT are prepared and aware of their part in recovery actions.
A3.1.4. Ensure all equipment/parts/tool kits are properly prepared for shipment.
   A3.1.4.1. Verify necessary parts are available. Open containers to ensure the right part(s) are in the box.
   A3.1.4.2. Check special tools, support and test equipment for serviceability.

A3.2. Upon Arrival: The MRT chief will: (T-2).

A3.2.1. Call the CLO, DSN 579-8925; toll free, (800) 451-7705, or commercial collect, if necessary, at (850) 884-8925. CLO can be contacted by secure VoSIP at 579-0206.
A3.2.2. Report to the mission commander and MOC.
A3.2.3. If possible, debrief crew.
A3.2.4. Make initial determination of discrepancy.
A3.2.5. Compute MRT duty day:
   A3.2.5.1. Emphasize safety.
   A3.2.5.2. Your initial duty day begins at the time you reported to work prior to MRT tasking. The total duty day (home station duty, travel, and recovery site duty) should not exceed 16 hours for any team member. Note: Exception, requirements listed in section 3.3.7.2, of this instruction.
   A3.2.5.3. MRT work starts immediately upon arrival unless duty day has expired en route.
   A3.2.5.4. Normal work/rest period at recovery site is 12 hours of work, followed by 12 hours of rest. The 12-hour work period may be extended with concurrence of the MXG/CC (home station) or Aircraft Commander/Detachment CC (deployed/travel status) IAW AFI 21-101, paragraph 1.14.2., and paragraph 1.14.4. Do not overwork your team and compromise safety. You are responsible for their care.
   A3.2.5.5. If any questions arise consult the AC, group commander, senior maintenance representative, or contact CLO.
A3.2.6. Report to CLO via the MOC or directly with the following information.
   A3.2.6.1. Specific discrepancies.
   A3.2.6.2. Estimated time in-commission (ETIC).
   A3.2.6.3. Billeting room/phone (if applicable).
A3.2.6.4. Expiration time of MRT duty day.

**A3.3. During recovery, report to the CLO according to the following schedule:**

A3.3.1. Upon initial assessment of actual discrepancy.

A3.3.2. After every 8 hours of work or if ETIC changes.

A3.3.3. If maintenance/supply status changes.

A3.3.4. As additional requirements become known (parts, equipment, expertise, etc.).

A3.3.5. At the end of shift or upon job completion.

**A3.4. Upon completion of recovery.** The MRT chief will: (T-2).

A3.4.1. Assemble all parts/equipment/tools and prepare them for return shipment. Repairable assets brought with you or shipped to you from your home unit must be returned to your unit. Repairable assets shipped directly to the AC must be returned to aircraft home station. Repairable assets issued at the recovery location will require turn-in at the recovery location. If in doubt about disposition, contact the CLO.

A3.4.2. Coordinate return transportation with the CLO.

**A3.5. Upon return to home station.** The MRT chief will notify MOC of return. (T-2). The MOC will contact the CLO to confirm your return. (T-2).
## MRT CHIEF TASKING CHECKLIST

### TABLE A4.1. MRT CHIEF TASKING CHECKLIST

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Chief:</td>
<td>Name_________________ Rank_________________ AFSC________</td>
</tr>
<tr>
<td>2</td>
<td>Other Personnel:</td>
<td>Name_________________ Rank_________________ AFSC______</td>
</tr>
<tr>
<td>3</td>
<td>Recovery Location:</td>
<td>____________________________________________</td>
</tr>
<tr>
<td>4</td>
<td>Aircraft Type:</td>
<td>___________</td>
</tr>
<tr>
<td>5</td>
<td>Tail Number:</td>
<td>___________</td>
</tr>
<tr>
<td>6</td>
<td>Mission Number:</td>
<td>___________</td>
</tr>
<tr>
<td>7</td>
<td>Mission Commander:</td>
<td>____________________</td>
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<tr>
<td></td>
<td>Room/Phone:</td>
<td>____________________</td>
</tr>
<tr>
<td>8</td>
<td>Senior Rep/Maintenance Supervisor:</td>
<td>____________________</td>
</tr>
<tr>
<td></td>
<td>Room/Phone:</td>
<td>____________________</td>
</tr>
<tr>
<td>9</td>
<td>Communications at Recovery Site:</td>
<td>____________________</td>
</tr>
<tr>
<td>10</td>
<td>Specific Discrepancies:</td>
<td>____________________________________________</td>
</tr>
<tr>
<td>11</td>
<td>Equipment Required: Item: TCN:</td>
<td>____________________</td>
</tr>
<tr>
<td>12</td>
<td>Part(s) Required: NSN: TCN:</td>
<td>____________________</td>
</tr>
<tr>
<td></td>
<td>Nomenclature:</td>
<td>____________________</td>
</tr>
<tr>
<td></td>
<td>Have required parts been bench checked before packing? Y / N / NA</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Tool Kits Required:</td>
<td>______ Kit Number:___________ TCN:___________</td>
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<tr>
<td>14.</td>
<td>Support Aircraft Tail No:__________</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Mission Number:_____________________</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Show Time:_________________________</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Orders Prepared? Y / N.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>ETD:______________________________</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Passport/Visa required? Y / N.</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Required Clothing/Money/Shot Records/etc.</td>
<td></td>
</tr>
</tbody>
</table>
Attachment 5

MRT HELPFUL HINTS

A5.1. Travel Arrangements. Your MOC has responsibility to coordinate your team travel to the recovery site. Your orders should contain fund cites to allow for travel on military aircraft as MEGP, as Mission Route Support, or on civilian aircraft if necessary. To accommodate travel on civilian aircraft you should submit a travel request in the Defense Travel System (DTS). If you require assistance contact your resource advisor. MRS authority distinguishes you as essential for airlift mission support. If you have trouble at military terminals securing space on the aircraft for your team or equipment, contact the terminal supervisor and advise them that you need to invoke MRS authority. Contact the CLO and advise them of your problem. MRS or MEGP authority does not apply to civilian aircraft.

A5.2. Getting Parts. Most of the parts required for recovery should have been sent with you. If you require additional supplies after arrival contact one of the following, in the order listed:

A5.2.1. MOC at the recovery site.
A5.2.2. Transient Alert at the recovery site.
A5.2.3. CLO. Any parts supplied by the MOC or Transient Alert should have DIFM accountability at that base, so turn in repairables there. All parts brought with you and parts shipped to you by the CLO have DIFM accountability back at your home station so return them with your team. If DIFM accountability is not as explained above, the CLO should advise you of proper disposition instructions.

A5.3. Use of Equipment. Hopefully you will have all needed equipment with you. If use of equipment at the recovery location has been pre-coordinated, you will have been briefed as such by your MOC. If after arrival you decide that you require the use of additional equipment, check with local maintenance facilities for availability. If the equipment is available from a US Department of Defense agency and they will allow its use, simply advise the CLO of its use on your next call. If the equipment is available from any other source (e.g., civilian contractor, allied military unit, etc.), contact the CLO. To alleviate any billing conflicts, CLO will ensure that usage is approved. The AC is authorized to contract for needed equipment using the Aircraft Air Card. Any equipment that is not available will be provided to you by the CLO. (T-2).

A5.4. Communication. Upon arrival at the recovery location, call the CLO at DSN 579-8925, toll free, (800) 451-7705, or commercial collect, if necessary, at (850) 884-8925 and notify the local MOC. You are required to maintain contact with the CLO at all times during your travel. All contacts with the CLO are mission essential and you are authorized to use IMMEDIATE precedence. Advise the operator of your precedence and request their assistance in placing the call. Use phones at one of the following:

A5.4.1. MOC.
A5.4.2. Transient alert.
A5.4.3. Base operations.
A5.4.4. Senior maintenance representative at recovery site.
A5.4.5. Allied military organizations.

A5.4.6. Commercial telephones (call collect if necessary), (850) 884-8925 or 1-800-451-7705. Telephone services are often difficult to arrange at off-line recovery sites. Use the most convenient, expeditious method available. The AC is responsible to assist you in communications if necessary. Remember that HQ AFSOC constantly monitors recovery of aircraft. Up-to-date information is necessary, so report at the required intervals. If you have difficulty contacting the CLO directly, call your home station MOC to relay information.

A5.5. Responsibility to CLO. While assigned to the MRT you are responsible directly to the CLO and should contact them for resolution of any problems. You are the expert; do not take maintenance instructions from any agency without first coordinating with the CLO. If the recovery is at another base with AFSOC units, coordinate with the CLO and the local MOC; if at a base without AFSOC units or non-USAF location, coordinate with the CLO and either the on-station TA or the AC.

A5.6. Signing Off Discrepancies. If you should need a discrepancy cleared on a system for which no one on the team is qualified, call the CLO. The CLO will contact the group commander at the aircraft’s home station and coordinate approval for the flight engineer to clear the discrepancy. (T-2).
Attachment 6

RECOVERY SUPPORT FLOW CHART

A6.1. Aircraft at location with transient alert or AF Material Management

FIGURE A6.1. Recovery Support Flow Chart

* For non-supply or equipment support (including engines), check with the local maintenance activity for asset availability. Contact CLO if not available locally.

** Emphasizing positive inventory control efforts, use of DD Form 1149 for non-expendable parts is an exception not the rule.
A7.1. Aircraft at location with no Transient Alert or LRS

FIGURE A7.1. Recovery Support Flow Chart

- Contact CLO with NSN, part number, T.O., figure, index, and discrepancy
- CLO sources part (closest available to deployed location)

If part will not ship from home station:
- CLO will pass information to home-station MOC
  - MOC will pass information to the appropriate unit to order part
  - Unit establishes MICAP due-out document number and notifies CLO
- CLO contacts 635 SCOG for processing of lateral shipment
  - Notify CLO when part is received
- CLO will notify home-station LRS to process receipt
  - DIFM is returned to home-station or as directed by CLO

If part will ship from home-station:
- CLO will pass information to MOC via form 9
  - MOC will task the owning unit to order part
  - Unit orders part (DIFM location code used with DIFM status code AXC)
  - Unit takes part to LRS (LGRDD) with DD Form 1149 for shipment**
    - CLO coordinates shipment with TMO (premium transportation letter forwarded if required)
- CLO will track parts from origin to destination
  - Notify CLO when parts received
  - DIFM cleared at home station when part returns

* For non-supply or equipment support (including engines), check with the local maintenance activity for asset availability. Contact CLO if not available locally.

** Emphasizing positive inventory control efforts, use of DD Form 1149 for non-expendable parts should be an exception not the rule.