

**BY ORDER OF THE COMMANDER  
AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND  
INSTRUCTION 23-102**



**21 FEBRUARY 2023**

***Materiel Management***

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AMC/A4RM

Certified by: HQ AMC/A4R  
(Colonel Rayna Lowery)

Supersedes: AMCI23-102, 29 January 2019

Pages: 9

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This instruction implements AAFP 23-1, *Supply Chain Materiel Management*, and establishes policies and procedures for the movement of AMC Mission Impaired Capability Awaiting Part (MICAP) assets and Very, Very Important Parts (VVIP) to support off station/en route AMC missions. It applies to maintenance activities, forward supply locations (FSL), AMC supply stock record accounts, command and control centers (CCC) (including, but not limited to, command posts, Air Mobility Operations Control Centers (AMOCC) and maintenance operations centers (MOC)), air terminal activities, AMC Traffic Management Flights (TMF), Eighteenth Air Force Tanker Airlift Control Center Logistics Readiness Division (618 AOC/GADM), and aircrew personnel. This publication does not apply to the Air Force Reserves, Air National Guard, or US Space Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with DAFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule 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 Publication*; route DAF Form 847s from the field through the appropriate functional chain of command. 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 DAFMAN 90-161, *Publishing Processes and Procedures*, Table A10.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. See [Attachment 1](#) for a glossary of references and supporting information. This publication may not be supplemented.

## ***SUMMARY OF CHANGES***

There were several administrative changes to this document without change to content. Previous reference to what the Supply Chain Operations Group (635 SCOG) would do was removed as they now are under AFMC, however they will continue to provide support to 618 AOC/GADM AMC MICAP sourcing for AMC.

**1. General.** This instruction establishes guidelines for shipment of AMC MICAPs and/or VVIP assets, as identified in **Table 1**, below to support the overall mission. **Note:** AMC MICAPs and VVIPs are identified and clarified below.

**Table 1. Guidelines for AMC MICAPs and VVIPs.**

AMC MICAPs are identified as:	Aircraft parts and recovery equipment movements as directed and centrally managed by 618 AOC/GADM.
VVIPs are identified as:	Mobility Readiness Spares Package (MRSP) resupply and retrograde Forward Supply System (FSS) resupply and retrograde Spare aircraft engines at AMC en route locations Auxiliary power units at AMC en route locations

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

2.1. Definition of an AMC MICAP. 618 AOC/GADM directs AMC MICAP shipments providing expeditious logistics supporting recovery actions for AMC, AMC-gained, and operational support airlift (OSA) aircraft that are not mission capable (NMC) or have reported mission essential (ME) discrepancies away from home station. 618 AOC/GADM also directs AMC MICAP shipments of recovery equipment returning to tasked unit upon completion of aircraft recovery. Shipments designated as AMC MICAP will be identified by the project code (PC), PACER HAUL, 196 and required delivery date (RDD) 999.

2.1.1. Shipping documentation for AMC MICAPs, such as DD Forms 1348-1 and 1348-1A, *DoD Single Line-Item Release/Receipt Document*; AMC Form 281, *AMC MICAP/VVIP/FSS Special Handling Label*; AMC Form 18, *MAF Transient MICAP Shipment*, etc., will show the aircraft type and tail number or the engine type and serial number and item nomenclature. This documentation is the primary identification used to establish the AMC MICAP shipment priority.

2.1.2. MICAP transportation control number (TCN) assignment/identification must conform to DTR 4500.9-R, Part II (Cargo Movement), Appendices L and O. Re-use of TCNs (within 10 years specified limit) is disruptive of in-transit visibility (ITV) and historical tracking purposes. Permanent TCN stenciled to material-handling equipment is not authorized (**T-2**).

2.1.3. 618 AOC/GADM, 635 Supply Change Operations Group (SCOG) respective Weapons Systems Management Flights, the FSS network, and the CCCs (as outlined

throughout this instruction) may use PC 196, PACER HAUL, to ship items identified in **paragraph 2.3** in support of AMC/AMC-gained aircraft.

2.1.4. Theater AMOCCs supporting combatant theaters, such as Pacific Command (PACOM) and European Command (EUCOM), are authorized to use Project Code 196 PACER HAUL to facilitate recovery of any off station assigned/gained air mobility aircraft in active execution of transportation working capital fund (TWCF) and/or 618 AOC/GADM -directed missions.

2.1.5. Procedures for AMC MICAP. Requests to 618 AOC/GADM are outlined in AMCI 21-108, *Logistics Support Operations*.

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

**Table 2. Identification of AMC MICAPs.**

AMC MICAP Category	RDD	PC	TP	Identifying Form
618 AOC/GADM	999	196	1	AMC Form 281, <i>AMC MICAP/VVIP Special Handling Label</i>

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

**2.2.1. 618 AOC/GADM.**

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

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

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

2.2.1.4. When 618 AOC/GADM determines 50% or more allowable cabin load (ACL) is required for the support mission transporting MICAP, support mission should be in-system select (ISS), and mission identification changed to reflect the first three characters of the Atlantic and Pacific support mission.

**2.2.2. 18 AF TACC/XOGX (APCC).**

2.2.2.1. Determine if the desired transportation source for AMC MICAPs have conflicting shipments (i.e., explosive) and approve the transportation support request through the Global Decision Support System (GDSS) unless there are conflicting shipments or reasons to otherwise prohibit moving the cargo on the desired

transportation support mission. Once approved by the 18 AF TACC/XOGX (APCC), the shipment is considered “space-blocked” on the sourced mission.

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

2.2.2.3. Immediately notify 618 AOC/GADM when AMC MICAP shipments arrive at the aerial port and when AMC MICAP shipments have not been delivered to the aerial port and the aircraft is within one hour of its scheduled departure.

### 2.2.3. Air Terminal Activities.

2.2.3.1. The squadron or port operations officer, AMC station manager, or their representative at each AMC base, detachment, contracted air terminal operation (CATO), or operating location will:

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

2.2.3.3. Monitor (close watch) aerial port actions related to these shipments. Ensure shipments are available to be released to receiving activity upon aircraft arrival, and coordinate with receiving agency if shipments are not receipted for within 30 minutes of aircraft block in. Immediately notify 618 AOC/ XOGX (APCC) when AMC MICAP shipments arrive at the aerial port and when AMC MICAP shipments have not been delivered to the aerial port and the aircraft is within one hour of its scheduled departure.

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

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

### 2.2.4. For Traffic Management functions see DAFI 24-602 V2 for Operations .

### 2.2.5. Operations.

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

2.2.5.2. The theater AMOCCs will:

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

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

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

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

#### **2.2.6. Airlift and Air Refueling squadrons.**

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

2.2.6.2. Instruct loadmasters to use the specific AMC MICAP manifest to accomplish signature transfer and item accountability. Loadmasters will release AMC MICAP shipments only to another loadmaster (for crew-to-crew change) or to local air terminal representatives. If there is no air terminal function, release the shipment directly to maintenance personnel at the destination. Use cargo manifest, when transferring accountability.

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

2.2.7.1. Advising the CCC of their best estimate of the spares and personnel required to repair the aircraft to include technical order, figure and index, and part numbers of the required spares.

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

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

#### **2.2.8. Supply Support.**

2.2.8.1. Requesting AMC Supply Activity.

2.2.8.1.1. Request 618 AOC/GADM support only after ensuring a valid enroute MICAP condition exists, and no local source can satisfy the requirement.

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

2.2.8.1.3. Notify 618 AOC/GADM and the MOC function upon receipt of AMC MICAP. Process all incoming receipts, issue to the customer, and track due-in from maintenance assets until returned.

2.2.8.2. Shipping AMC Supply Activity.

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

2.2.8.2.2. Process all AMC MICAP assets as a functional check when capability exists unless 618 AOC/GADM waives this requirement.

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

AMC MICAPs.

2.2.8.2.4. Fill in the supply portion of the AMC Form 18 and give it to TMO with the property.

2.2.8.2.5. Prepare AMC Form 281 as outlined below:

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

2.2.8.3. Enter the TCN.

2.2.8.3.1. Provide 618 AOC/GADM the date and time AMC transportation received the AMC MICAP shipment.

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

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

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

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

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

**Table 3. Identification of VVIP.**

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

3.3.1. Shipping documentation for VVIPs, such as: DD Forms 1348-1 and 1348-1A, *DOD Single Line-Item Release/Receipt Document*, AMC Form 281; AMC Form 18, etc., will

show the aircraft type and tail number or the engine type and serial number and item nomenclature if applicable. FSS/MRSP re-supply and retrograde will not have aircraft types and tail numbers. This documentation is the primary identification used to identify the VVIPs shipment priority.

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

**3.4.1. Air Terminal Activities.**

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

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

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

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

**3.4.2. Air Freight or Aircraft Services Functions.**

3.4.2.1. Receipt for and inspect all air shipments and documentation for proper packing, marking, and labeling. Enter shipment data into GATES. Process all VVIP shipments as they occur and maintain positive control of the items through the air terminal.

**3.4.3. For Traffic Management functions see DAFI 24-602 V2 for operations.**

**3.4.4. Airlift and Air Refueling squadrons.**

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

**3.4.5. Supply Support.**

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

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

DAVID J. SANDFORD, Major General, USAF  
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Protection

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

AFI 33-322, *Management of Records*, 23 March 2020

AFPD 23-1, *Supply Chain Material Management*, 07 September 2018

AMCI 21-108, *Logistics Support Operations*, 29 January 2019

DTR 4500.9-R, *Defense Transportation Regulation*, 20 May 2018

***Prescribed Forms***

AMC Form 18, *TACC/GADM MICAP Shipment*

***Adopted Forms:***

AMC Form 281, *AMCMICAP/VVIP Special Handling*

DAF 847, *Recommendation for Change of Publication*

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

***Abbreviations and Acronyms***

**ACL**—Allowable Cabin Load

**ADN**—Automated Data Network

**AMOCC**—Air Mobility Operations Control Center

**APCC**—Aerial Port Control Center

**CATO**—Contracted Air Terminal Operation

**CCC**—Command and Control Centers

**CMOS**—Cargo Movement Operations System

**CoCOM**—Combatant Commander

**EUCOM**—European Command

**FSL**—Forward Supply Location

**FSS**—Forward Supply System

**GATES**—Global Air Transportation Execution System

**GDSS**—Global Decision Support System

**GTN**—Global Transportation Network

**ISS**—In System Select

**ITV**—In Transit Visibility

**LOA**—Line of Accounting



**ME**—Mission Essential  
**MICAP**—Mission Impaired Capability Awaiting Parts  
**MOC**—Maintenance Operations Center  
**MRSP**—Mobility Readiness Spares Package  
**NGDS**—Next Generation Delivery Service  
**NMC**—Not Mission Capable  
**OPR**—Office of Primary Responsibility  
**OSA**—Operational Support Airlift  
**PACOM**—Pacific Command  
**PC**—Priority Code  
**PDN**—Public Data Network  
**RDD**—Required Delivery Date  
**RDS**—Records Disposition Schedule  
**SCOG**—Supply Chain Operations Group  
**TAC**—Transportation Account Code  
**TCN**—Transportation Control Number  
**TMF**—Transportation Management Flight  
**TP**—Transportation Priority  
**TWCF**—Transportation Working Capital Fund  
**VVIP**—Very, Very Important Parts  
**WWX**—Worldwide Express

*Office Symbols*

**AF/JA**—Air Force Judge Advocate