

**BY ORDER OF THE COMMANDER  
MCCONNELL AIR FORCE BASE (AMC)**



**MCCONELL AIR FORCE BASE  
INSTRUCTION**

**20-100**

**3 JANUARY 2024**

**Logistics**

**LOGISTICS READINESS AFTER  
HOURS SUPPORT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes responsibilities, requirements and procedures within the 22d Logistics Readiness Squadron (22 LRS) for providing after-hours logistics support at McConnell Air Force Base (AFB) and implements Air Force Policy Directive (AFPD) 23-1, *Materiel Management* and Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Process and Procedures*. The provisions and requirements of this instruction apply to all personnel assigned to the 22d Air Refueling Wing (22 ARW) and violations of this instruction by Air Force civilian employees may result in disciplinary action without regard to criminal liability. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-322, *Records Management and Information Governance Program*, and disposed of IAW with the Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

**SUMMARY OF CHANGES**

This revision includes the following changes: Paragraphs **1, 2 and 3**, tasks transferred to Decentralized Materiel Support (DMS); **Paragraph 3**, Cargo Movement Support, “Vehicle Operations” changed to “Ground Transportation”; 3.2.1., MICAP delivery process; 3.3. Weekend

Inbound Procedures; 3.3.1., General Cargo; 4.5., change in delivery time for MICAP/REDBALL requests.

## **1. Roles and Responsibilities.**

1.1. **Air National Guard and Reserve Personnel.** Air National Guard and Air Force Reserve personnel are not affected by instruction.

1.2. **After-Hours.** The term After-Hours, as used in this document, includes the hours between 1600 hours (local time) and 0700 hours (local time) on normal duty days, or when otherwise specified. Weekends, holidays, down days, goal days and family days, are also considered after-hours under the guidance of this operating instruction.

**2. Decentralized Materiel Support (DMS).** The primary point of contact for supply support during after-hours is the DMS of the Materiel Management Flight (LGRM). This element will be manned 24 hours a day, 7 days a week. This section will stop all operations when provided direction by Maintenance Operations Center (MOC) that all maintenance action will cease (i.e. weather, declared by the 22 ARW Commander). In the event of personal emergency or unavoidable absence from the duty section, after-hours personnel must notify 22 LRS/LGRM flight leadership using the current 22 LRS recall roster or 22d Maintenance Group (22 MXG) MOC, which can be contacted at DSN 759-4000.

2.1. **Mission Impaired Capability Awaiting Parts (MICAP) Requests.** DMS will monitor and track all MICAP requests for assigned aircraft and will prepare a product conveying the most current MICAP statuses for the daily Wing Maintenance Execution Meeting (Monday through Friday). Once completed, the MICAP product will be sent to the MOC.

2.2. **Emergency Requests for Hazardous Material (HAZMAT) Items.** DMS will receive all priority requests and after-hours calls from personnel authorized to order HAZMAT items. After-hours personnel will then contact the base supply center (Envision Xpress) store manager to issue the requested material.

**3. Cargo Movement Support.** The Cargo Movement Element (CME) of the Deployment and Distribution Flight (LGRD) will process MICAP and high priority shipments as directed by Air Mobility Command (AMC) or other Higher Headquarters.

3.1. **After-Hour Standby (1630 hours to 0730 hours, Monday through Friday and 1630 hours on Friday to 0730 hours on Monday for weekends).** CME will appoint personnel to perform after-hour standby duties and will notify LGRM and the Fuels Service Center by forwarding a copy of the duty roster.

3.2. **Holidays, goal days and family days.** CME will be manned to support all MICAP and high priority shipments except for federally approved holidays. CME personnel will contact the customer organization for delivery of MICAP and high priority shipments using the shop code list.

3.2.1. If the organization is available for shipment delivery, CME will coordinate pickup and delivery with the Ground Transportation Element of LGRD.

3.2.2. If the organization is unavailable or unable to be contacted, DMS will contact the associated Aircraft Maintenance Unit (BLACK, BLUE or GREEN) on the shop code list.

3.2.3. If the organization is contacted and there is a non-delivery request of a MICAP until the next available documented cargo delivery sweep, which are conducted Monday through Friday at 0800, 1100 and 1400 hours, or no personnel are available from the production shops, CME will contact DMS standby personnel at 316-213-0416 for pick-up and holding for the customer organization.

3.3. **Weekend Inbound Cargo Procedures:** The CME member on standby will accept inbound commercial express carrier deliveries once notified via the CME standby phone at, 316-619-9701. If MICAP requirements are received, CME personnel will follow procedures outlined in section 3.2. of this instruction.

3.3.1. General Cargo: Shipments will be picked up by CME personnel on the next scheduled duty day. When accepting cargo, a copy of the invoice will be signed and retained by the Inbound Cargo work center.

#### 3.4. **After-Hours Outbound Cargo Shipments.**

3.4.1. Military Standard Requisitioning and Issue Procedures (MILSTRIP) MICAPs: Same Day Service (SDS) or Expedited Service Guidelines are provided in DAFI 24-602V2, *Cargo Movement*.

3.4.2. Non-MILSTRIP MICAPs: Shippers utilizing the DD Form 1149, *Requisition and Invoice/Shipping Document*, will follow the instructions for completing the form, IAW DAFI 24-602V2, *Cargo Movement*.

#### 4. **Ground Transportation Support.**

4.1. **Day Shift.** Duty hours for day shift personnel are from 0645 hours to 1600 hours.

4.2. **Swing Shift.** Duty hours for swing shift personnel are from 1445 hours to 2400 hours.

4.3. **Mid Shift.** Duty hours for mid-shift personnel are from 2245 hours to 0700 hours.

4.4. **Weekend Shift.** Duty hours for weekend shift personnel are from 0700 hours to 1600 hours. After-Hours Standby personnel will be available to provide aircrew support if required. A copy of the After-Hour Standby Duty Roster will be forwarded to 22 ARW Command Post (CP). After-hours standby personnel may be contacted at 316-619-7041.

4.5. **Ground Transportation Standby Hours.** 2300 hours Friday to 0700 hours Saturday and Sunday 1600 hours to 2400 hours.

4.6. **MICAP/REDBALL.** All MICAP/Priority 02/03 issue requests supporting RED STREAK/REDBALL maintenance, must be delivered to Tanker Dispatch within 60 minutes of request. After-Hours standby personnel will be available to deliver parts if required. Customers may pick up RED STREAK/REDBALL requests from LGRM's Aircrafts Parts Store during Ground Transportation standby hours.

5. **Personal Property/Passenger Travel Support.** Personal Property/Passenger Travel standby personnel will assist with problems involving household shipments and passenger travel emergencies during After-Hours. Personal Property/Passenger Travel standby personnel can be contacted at 316-650-0551 and the personnel who responds will document all pertinent information, including caller's name and phone number.

**5.1. Government Travel Card (GTC) Procedures.** If a member's GTC is declined due to insufficient funds, inactivity, etc., the member will contact Citi Card services and/or their unit GTC program manager. After GTC information is verified and the card is reinstated, members are required to call the Commercial Travel Office (CTO) at 1-855-794-4302. This is to ensure necessary changes for stateside travel is achieved (to meet connecting rotator flights or port calls).

**6. Fuels Service Center (FSC) Support.** The FSC provides 24-hour fuel support to 22 ARW and transient customers. FSC is available to provide After-Hours communication for the LRS. On occasions when the MOC, flight line and transient alert closes, the FSC will transition to standby operations. FSC standby personnel can be contacted at 316-644-3093. The FSC will contact the appropriate flight chief/commander or standby personnel in all contingencies where ready-access to supply areas are not available to After-Hours support personnel.

**7. Installation Deployment Officer (IDO) Support.** The IDO provides on-call support to 22 ARW personnel, tenant units and transient customers. The IDO standby phone number is 316-755-6189. If the IDO is unavailable, call the alternate phone at 316-650-0512 or 316-650-0574. If the Deployment Control Center or Installation Reception Center is required to be activated, the IDO will coordinate all required actions. The 22 LRS Passenger Travel and Air Terminal Operations will support inbound and outbound air passenger and air cargo mission After-Hours.

**8. Air Terminal Function (ATF) Support.** The ATF will appoint personnel to accomplish standby duty requirements. The ATF NCOIC will forward a copy of the Duty Standby Roster to 22 ARW/CP, 22 LRS/Ground Transportation Element and 22 SFS/Base Defense Operations Center. The ATF standby personnel must be contacted NLT one hour prior to aircraft arrival at 316-619-4771.

**9. Individual Protective Equipment (IPE) Support.** Duty hours for IPE personnel are from 0730 hours to 1630 hours Monday through Friday. For weapon issue/turn-in during After-Hours, contact IPE standby personnel at 316-650-5837 at least one hour prior to arrival.

**10. Vehicle Management Flight (LGRV).** LGRV provides on-call vehicle repair support to 22 ARW during non-duty hours. Users are required to contact either the Fuel Service Center at 759-4141 or Ground Transportation Dispatch at 759-4050, who will in-turn contact LGRV's standby personnel. Customers will be contacted by standby personnel to arrange repairs.

GEORGE N. VOGEL, Colonel, USAF  
Commander

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

**AFMAN 33-322**, *Records Management and Information Governance Program*, 27 July 2021

**AFPD 23-1**, *Materiel Management*, 6 September 2018

**DAFI 24-602V2**, *Cargo Movement*, 11 June 2019

**DAFMAN, 90-161**, *Publishing Process and Procedures*, 14 April 2022

***Prescribed Forms***

**DD Form 1149**, *Requisition and Invoice/Shipping Document*, 1 January 2016

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AMC**—Air Mobility Command

**ARW**—Air Refueling Wing

**ATF**—Air Terminal Function

**CME**—Cargo Movement Element

**CP**—Command Post

**CTO**—Commercial Travel Office

**DAFI**—Department of the Air Force Instruction

**DAFMAN**—Department of the Air Force Manual

**DMS**—Decentralized Materiel Support

**FSC**—Fuels Service Center

**GTC**—Government Travel Card

**HAZMAT**—Hazardous Material

**IAW**—In Accordance With

**IDO**—Installation Deployment Officer

**IPE**—Individual Protective Equipment

**LGRD**—Deployment and Distribution Flight

**LGRM**—Materiel Management Flight

**LGRV**—Vehicle Management Flight

**LRS**—Logistic Readiness Squadron

**MICAP**—Mission Impaired Capability Awaiting Parts

**MILSTRIP**—Military Standard Requisitioning and Issue Procedures

**MSG**—Mission Support Group

**MOC**—Maintenance Operations Center

**MXG**—Maintenance Group

**NLT**—No Later Than

**SDS**—Same Day Service

**SFS**—Security Force Squadron