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Supply

MOBILITY BAG PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 23-2, *Supplies and Materiel Management*. It establishes local procedures and guidelines for maintaining type A, B, and operational C mobility bags and applies to all 911th Airlift Wing organizations authorized mobility bags.

SUMMARY OF REVISIONS

This revision of updates and streamlines previous guidance.

1. Organization Responsibilities: Using organizations are responsible for the management of the entire contents of the A & B bags and chemical warfare masks from the C bag to include the following:

- 1.1. Order, assemble, update contents, and insure security for all bags authorized.
- 1.2. Identify funding requirements for shortages, replacements, and increases to the budget office.
- 1.3. Identify excess items due to decreases in authorization to the Special Assets Section of base supply for possible redistribution to other organizations.
- 1.4. Monitor shelf life items and replace as needed ensuring bags are in operational status at all times. (Exception: Shelf life items for the first aid kit are managed and monitored by the 911th Aeromed Staging Squadron.)
- 1.5. Maintain an inventory of all assets using the Mobility Automated Inventory Tracking System (MAITS), a personal computer program provided by base supply.
- 1.6. Provide quarterly MAITS data to base supply (LGSDX) no later than the end of the months of March, June, September, and December.
- 1.7. Coordinate with the Special Assets Section of base supply before requesting access to mobility bags for inventories, deployments, exercises, etc.

1.8. C Bag requirements for small contingencies: Units will notify the Special Assets Section of the names, sizes for gloves and ensembles, and the dates required.

2. Base Supply Responsibilities:

2.1. Provide courtesy storage when requested and if available. Since bags will be stored with bags from other organizations, recommend using anti-pilferage seals (5340-00-081-3381) or a steel cable to interlock bags for security purposes.

2.2. Provide the MAITS program.

2.3. Provide guidance/training on maintenance of bags and the MAITS program when requested.

2.4. The Special Assets Section maintains all C Bag assets with the exception of chemical warfare masks.

2.4.1. Bags will be ready for issue no later than eight hours after notice of development.

3. Deployment Responsibilities:

3.1. The Special Assets Section will arrange distribution of C bags upon notification.

3.2. Using organizations will arrange distribution of A and B bags and palletizing of all bags in the event of a deployment, exercise, etc. If manpower is available, base supply will provide assistance.

3.3. In case of an emergency and bags are stored in base supply, units should contact base security for the after hours supply point of contact.

3.4. Shelf life items in the first aid kit are the responsibility of the 911th Aeromed Staging Squadron and distributed through the marshaling line.

4. Plans (XP) Responsibilities:

4.1. Coordinate any bag shortages needed for a deploying unit by redistributing assets from a non-deploying unit.

4.2. Provide a list and any updates of the organization Mobility Officers and NCOIC's to LGSDX.

5. Organizational Distribution/Return of chemical warfare bags for major exercises and deployments:

5.1. Personnel will enter the rear of building 320. See [Attachment 1](#).

5.2. Upon entering the mobility processing line, individuals will receive AF Form 1297 (Temporary Issue Receipt).

5.3. Civilians will augment the processing line and distribute assets and annotate AF Form 1297.

5.4. After processing through the line, the individual deploying will sign the AF Form 1297. The Special Assets Section will retain the original copy and the second copy will be retained by the individual.

Upon completion of deployments/exercises, C bags will be returned to the Special Assets Section for inventory, any missing items will be identified to the organizational commanders in writing. A unit representative is encouraged to be present during the inventory of bags.

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Commander

Attachment 1

DISTRIBUTION/RETURN OF CHEMICAL WARFARE BAGS

