

28 August 1996



Supply

**PILOT PICK-UP OF LATERAL SUPPORT
ITEMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: 913 LG/LGSM (Douglas Huey)
Supersedes 913 AWI 23-203, 17 February 1995

Certified by: 913 LG/LGS (Joseph L. Baker)
Pages: 3
Distribution: F

This instruction implements AFPD 23-2. It establishes procedures to ensure expeditious action is taken on all Mission Capability (MICAP) parts/material when it has been determined pilot pick-up is feasible for incoming/outgoing lateral support. It applies to Base Supply, Maintenance, Civil Engineers, the Command Post, and Operations.

SUMMARY OF REVISIONS

This revision deletes reference to AFR 65-110.

1. Procedures for Incoming Parts/Materiel (Pick-up by Unit Aircraft):

1.1. Base Supply:

1.1.1. The MICAP monitor will check with the Command Post (X1029) to see if pilot pick-up would be possible (availability of aircraft vs schedule) and check destination of aircraft to make the pick-up as convenient as possible for all involved.

1.1.2. Utilize lateral support procedures to locate not mission capable (NMCS) items or, on occasion, anticipated NMCS items.

1.1.3. Should parts be located, contact the Command Post and request pilot pick-up. Inform them of the base location from which the parts are to be obtained.

1.1.4. Upon notification by the Command Post that pilot pick-up has been arranged, contact the lateral support base, providing the following information is obtained from the Command Post:

1.1.4.1. Aircraft tail number and call sign.

1.1.4.2. Estimated time of departure (ETD).

1.1.4.3. Estimated time of arrival (ETA).

1.1.4.4. Name of the aircraft commander.

1.1.5. Inform the Command Post of the location of the part(s), i.e., Operations, Transportation terminal, "Follow Me" truck, etc. Also provide the name and telephone number of person(s) to contact in case the part is not at the assigned pick-up point upon arrival of our aircraft. During normal duty hours parts will be received in accordance with established procedures.

1.1.6. Should the pick-up aircraft return to the home station after normal duty hours, the MICAP monitor will contact the Command Post within the first work hour of the next normal duty day to ascertain if pilot pick-up was effective. If so, the MICAP monitor will ask the Command Post for the aircraft location and part location on the aircraft.

1.1.6.1. Prepare a post-post receipt/due-out release (REC/DOR) and give to Pick-Up and Delivery with instructions on delivery destination and personnel to receive property in order to obtain appropriate signature.

1.1.6.2. Notify Maintenance Control of the part availability and NMCS termination time of the DOR. This will provide simultaneous close-out of Supply and Maintenance MICAP reporting.

1.2. Command Post:

1.2.1. Request pilot pick-up from Operations after receiving information from the MICAP Element.

1.2.2. Inform the MICAP Element if pilot pick-up can be effected and provide them the information in paragraphs 1.1.4.

1.2.3. Notify the MICAP Element when aircraft has returned to the home station for release and delivery of required item to the using organization. Base Supply telephone numbers to call are X1092, 1038, and 1079.

1.3. Operations:

1.3.1. Brief the aircraft loadmaster to receipt for property and retain two (2) copies of the DD Form 1348-1/1A (DOD Single Line Item Release/Receipt Document), if provided, and return it to the home station with the property.

1.3.2. Have the loadmaster attach or leave one copy of the DD Form 1348-1/1A with the property. The second copy will be given to the aircraft commander for delivery to Operations for submission to Supply.

1.4. Materiel Storage and Distribution. Pickup and Delivery will pick-up the property from the aircraft and deliver it directly to the responsible Maintenance activity at which time the individual receiving the property will sign the post-post DOR and retain the last copy. Remaining copies of the DOR and shipping (SHP) documents will be returned to the MICAP Element to complete processing of required paperwork.

2. Procedures for Outgoing Parts/Materiel (Pick-up by Other Units at Wil low Grove ARS):

2.1. Base Supply:

2.1.1. The MICAP monitor will prepare and pre-post SHP document, suspense a copy to Document Control, and forward to Materiel Storage and Distribution. Include all pertinent information necessary for pilot pick-up.

2.1.2. Inform Operations and Command Post of pilot pick-up providing the following:

2.1.2.1. Aircraft tail number and call sign.

2.1.2.2. Estimated time of arrival.

2.1.2.3. Name of aircraft commander.

2.1.3. The Storage and Issue Element will select parts/material from the warehouse and forward with documentation to the Packing Section or Civil Engineers for packaging/crating of materials. They will in turn forward the documentation to Transportation for the preparation of the cargo manifest.

2.2. Maintenance. The organizational Maintenance Chief will be responsible to obtain signature from the organizational commander and return original (one copy) to Document Control. Secondary responsibility will be performed by Operations if Maintenance personnel are not available.

RICHARD R. MOSS, Colonel, USAFR
Commander