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Supply

MOBILITY BAG MANAGEMENT

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This instruction implements Air Force Policy Directive (AFPD) 23-2, *Supplies and Material Management*. It establishes procedures for the management, control and reporting of Type A (general purpose) excluding the Medical First Aid Kit and Type B (cold weather) mobility bag assets only. The management and storage of the Type C-1 Chemical Warfare Defense Equipment (CWDE) mobility bags and the first aid kits will be the responsibility of the Base Operation Services (BOS) contractor. The management of the A and B mobility bag assets, to include ordering, issuing of assets, storage, receipt and Mobility Inventory Control Accountability System (MICAS) reporting is the responsibility of Wing units. It applies to all units assigned or attached to Westover ARB.

SUMMARY OF REVISIONS

This revision deletes the management of funding program element code (PEC) 55166 of CWDE (paragraph **5.1.**); changes the responsibilities of Financial Management (paragraph **6.**); and updates gas mask management (paragraph **10.**). A bar (|) indicates a revision from the previous edition.

1. Installation Commander (439 AW/CC) Responsibilities. 439 AW/CC will ensure that Wing units implement and meet the requirements of this instruction to effectively manage the A and B mobility bag management program.

2. Logistics Readiness (439 LRS/LGRR) Responsibilities.

2.1. Determine mobility asset requirements based on the Air Force Wide Unit Type Code (UTC) Summary (AFWUS) and publish the requirements at least annually or when there is a change of 10 percent or greater.

2.2. Provide requirements to each unit with information copy to Base Supply (439 LRS/LGRD) and the Supply Accountable Officer (439 LRS/LGSAO).

2.3. Ensure an annual 10 percent inventory of A and B mobility bag assets, signed by the unit commanders, is accomplished and a written report provided to 439 LRS/LGRR by each unit during the month of December.

2.4. Provide oversight of the requirements of A and B mobility bag assets.

3. Unit Commanders Responsibilities.

3.1. Appoint primary and alternate mobility bag/MICAS monitors to ensure compliance with this instruction and Deployment Operating Plan 17 (DOP17) of the 439AW Deployment Plan. Provide appointment letters delegating primary and alternate mobility bag/MICAS monitors to 439 LRS/LGRD and update as necessary.

3.2. Ensure assigned monitors manage A and B mobility bag assets using the MICAS system and that monitors receive adequate training from Base Supply for MICAS operation.

3.3. Ensure A and B mobility bag 10 percent inventories are completed on an annual basis and results of the inventory are signed by unit commander and forwarded to 439 LRS/LGRR.

3.4. Budget for increases and maintenance of A and B mobility bag assets.

3.5. Provide adequate secured storage for unit A and B mobility bag assets.

4. Unit Mobility Bag/MICAS Monitors.

4.1. Comply with the items listed in the requirements section of this instruction and DOP17 of the 439AW Deployment Plan.

4.2. The owning unit is responsible for the management of the A and B mobility bags. This includes the issuing, receiving, storage and building of bags. Build kit configurations in accordance with AFI 10-403/AMC Supplement 1, *Deployment Planning and Execution*. Utilize the MICAS system for managing the unit's A and B mobility bag program. All mobility bags will have a MICAS inventory list or hand receipt affixed to each bag.

4.3. The MICAS handbook/manual, mobility regulations and supplements are available on the MICAS home page. Contact Base Supply (439 LRS/LGS) to set up additional MICAS training.

4.4. New personnel assigned to a unit mobility position will report to the unit mobility bag/MICAS monitor for sizing of chemical gear and input into MICAS using 439 AW Form 1, **Unit Disaster Preparedness In Processing Checklist**. Unit monitors will input the correct size information into MICAS.

4.5. The unit monitor will take action to input A and B mobility bag inventory information in MICAS and to order all shortages upon completion of bag assignment. Shortages will be documented on AF IMT 2005, **Issue/Turn-In Receipt**, for each item and forwarded to 439 LRS/LGRR for coordination of A and B bag assets prior to the creation of a due-out by 439 LRS/LGRD. All backorder information to include document numbers will be input into MICAS by the unit.

4.6. The unit monitor will perform a 10 percent inventory of all A and B mobility bags at least annually, or as required by 439 LRS/LGRR. Forward a written report signed by the unit commander, documenting the results and findings to 439 LRS/LGRR no later than 31 December annually.

4.7. A and B mobility bags and spare assets will be stored and secured by the owning unit. The mobility bags will be stored in a built up configuration for each individual assigned to a mobility position. (If storage space does not exist, request courtesy storage in Base Supply.) Units have the option of sealing the bags to ensure security and integrity.

4.8. Document the receipt of new items into the MICAS program.

4.9. Document the issue and return of mobility assets in the MICAS system and use hand receipts for deploying assets.

5. Readiness Office (439 MSG/CEX).

5.1. Conduct initial and refresher NBC Defense training.

5.2. Provide training in the proper procedures for maintenance and inspection of the individual gas masks.

5.3. Ensure the contractor and 439 LRS/LGSAO are aware of CWDE updates and serviceability bulletins.

5.4. Perform staff assistance visits every 12 months with the mobility bag/MICAS monitor.

6. Financial Management.

6.1. HQ AFRC will control NBC program funding. MICAS and the Operation's Aircrew Life Support Equipment and Records Tracking System (ALERTS) will be monitored by the appropriate functional managers. Users of these systems must ensure requirements are updated as soon as shortages are recognized.

6.2. Provide funding for A and B Mobility Bag assets in accordance with the Obligation Plan and Financial management Board approval. Load funds for A and B bag assets into the appropriate unit organization code.

6.3. Ensure that mobility bag requirements are considered during Mid Year UFR cycle and end of year money disbursement.

7. 439 LRS/LGSAO.

7.1. Distribute information received from various higher headquarter sources to the BOS contractor and unit monitors.

7.2. Ensure that serviceability bulletins and messages have the widest dissemination.

8. 439 LRS/LGRD (Contractor). The contractor will manage C-1 Chemical Warfare Defense Equipment Mobility Bags and Medical First Aid Kits in accordance with terms of the BOS contract.

9. Bioenvironmental Engineering Services (439 MSG/SGPB). Performs mask fit testing for all personnel requiring a gas mask by means of a quantitative fit test using the M41 fit test unit.

10. Gas Mask Management. Gas masks will be hand receipted in bulk from 439 LRS/LGRD to the unit. The unit will assign the masks to an individual in the MICAS system and provide storage for the masks. Unit monitors will have visibility of the masks in MICAS. Each mask must be built in MICAS as a kit for

tracking purposes. 439 LRS/LGRD will notify the unit monitors when inspections are due. Monitors will ensure the MCU 2A/P gas masks are inspected in accordance with T.O. 14P4-15-1, *Chemical-Biological Mask Type MCU-2/P, MCU-2A/P*, every six months. M45 land warrior masks are inspected every six months in accordance with TM 3-4240-348-20, *M45 Land Warrior Gas Mask*. Updated inspection dates for the masks will be input by the unit mobility bag/MICAS monitor. The unit monitor will be responsible for ordering the deployable spare mask parts kits. All kits will be loaded into the MICAS system.

11. Issue and Deployment of Mobility Bag Assets. Unit personnel deploying with A and B mobility bags and a gas mask will sign for the assets and maintain a copy of the hand receipt for accountability. Upon return, the unit mobility bag/MICAS monitor will inventory the bags, provide updated material as needed, put the bags back into storage and update MICAS accordingly.

WALLACE W. FARRIS, JR., Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-403 AMC Supplement 1, *Deployment Planning and Execution*

AFRCI 10-405, *Mobility Bag/Equipment Management for AFRC Units*

T.O. 14P4-15-1, *Chemical-Biological Mask Type MCU-2/P, MCU-2A/P*

T.O. 3-4240-348-20, *M45 Land Warrior Gas Mask*