

**BY ORDER OF THE COMMANDER
MISAWA AIR BASE**

MISAWA AIR BASE INSTRUCTION 24-203

14 MAY 2014

Transportation

CARGO MOVEMENT OPERATIONS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no release restrictions on this publication

OPR: 35 LRS/LGRDDC

Certified by: 35 MSG/CC
(Col Danny P. Johnson)

Supersedes: 35 FWI 24-203,
10 November 2008

Pages: 26

This instruction implements Air Force Policy Directive (AFPD) 24-2, *Preparation and Movement of Air Force Materiel* and Air Force Instruction (AFI) 24-203, *Preparation and Movement of Air Force Cargo*. The purpose of this instruction is to outline responsibilities for: (1) processing, safeguarding and maintaining accountability while transporting Arms, Ammunition and Explosives (AA&E), classified cargo, Nuclear War Related Materiel (NWRM), sensitive cargo, and Test, Measurement and Diagnostic Equipment (TMDE); (2) the installation Reusable Container Program (RCP); and (3) aircraft engines. This instruction provides guidance for all units of the 35th Fighter Wing (35 FW) and for Misawa Air Base and for non-Air Force tenant units that require use of the 35th Logistics Readiness Squadron (35 LRS) transportation services. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command."

SUMMARY OF CHANGES

This instruction is updated to reflect changes in guidance and it is substantially revised, reformatted and must be completely reviewed. Major changes include, appoints primary and alternate Unit Reusable Container Monitors (Chapter 2); instructions for completing the AF Form 451, *Request for Packaging Service* (Chapter 2); remove all extraneous marking from

containers except for munitions containers (Chapter 2); 35th Fighter Wing Weapons Safety will publish munitions movements routes (Chapter 3); 35 LRS/LGRDDC will upon receipt of a Report of Shipment advise 35 MXS Munitions Control (Chapter 3); Inbound drivers will advise the base gate guard to notify 35 LRS/LGRDDC for an escort/inspector (Chapter 3);35 LRS/LGRDDC escort will conduct a joint vehicle inspection with 35 SFS Vehicle Inspector (Chapter 3); After vehicle inspection 35 LRS/LGRDDC in coordination with 35 MXS Munitions Flight will escort carrier representative, (Chapter 3); 35 MXS Munitions will complete top portion of AF Form 4387, *Outbound Transportation Protective Service Material Worksheet* (Chapter 6); (Chapter 3); for all weapons and munitions movements on and off Misawa Air Base, the escorts will be supplied by the owner/user units (Chapter 3); 35MXG/MXOM Engine Management Section will prepare shipping documents (Chapter 5);35MXS/MXMD will assign transportation control numbers using on-line system (Chapter 6); 35LRS/LGRDDC will not accept property without proper container (Chapter 6).

	1.	General Scope And Responsibilities	2
	2.	Reusable Container Program (RCP)	3
	3.	Arms, Ammunition and Explosive (AA&E)	5
Table	1.	Contact Information	7
	4.	Classified Shipments	10
	5.	Aircraft Engine Shipments	14
	6.	Test, Measurement and Diagnostic Equipment (TMDE)	14
	7.	Nuclear War Related Materiel (NWRM)	15
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION			18
Attachment 2—PROCEDURES FOR COMPLETING AF FORM 451			24
Attachment 3—AF FORM 2519, REUSABLE CONTAINER PROGRAM (RCP) STORAGE AREA INSPECTION CHECKLIST			26

1. General Scope And Responsibilities

1.1. **Score.** This instruction describes the local procedures for all personnel involved with processing, packaging, handling and transporting AA&E, RCP, classified cargo, NWRM, sensitive cargo, aircraft engines and TMDE.

1.2. **Commanders’ Responsibilities.** Commanders will ensure all unit personnel assigned to 35 FW and tenant units on Misawa Air Base who handle, process, receipt and ship AA&E, classified cargo, NWRM, sensitive cargo, aircraft engines and TMDE are properly trained and certified in accordance with applicable Career Field Education and Training Plan (CFETP)/AF Form 797, *Job Qualification Standard Continuation/Command JQS*, and other applicable service and local training standards.

1.3. **Commanders will.** Appoint, in writing, personnel authorized to process, ship and receive AA&E, classified cargo, NWRM, aircraft engines, TMDE and sensitive cargo. Personnel who are trained and have the appropriate security clearance will be authorized to handle these assets. **Note:** Only the Joint Personnel Adjudication System (JPAS) will be used to verify Security Clearance Eligibility, Investigation Status and Access Levels. Units must provide the 35th Logistics Readiness Squadron Cargo Movement Section (35 LRS/LGRDDC) an update immediately if an individual's clearance eligibility and/or access level is downgraded or changed.

1.4. **Other Personnel Responsibilities.** It is the responsibility of all personnel involved with the processing, packaging, handling and transporting AA&E, classified cargo, sensitive cargo, NWRM, aircraft engines and TMDE to comply with the procedures contained in this instruction. Failure to comply may result in a formal investigation.

1.4.1. All units/personnel that offer for shipment AA&E, classified, NWRM, sensitive, aircraft engines and TMDE will ensure the asset is properly identified on the shipping documents (DD Form 1348-1A, Issue Release/Receipt Document, and/or DD Form 1149, Requisition and Invoice/Shipping Document). Additionally, ensure each DD Form 1348-1A/DD Form 1149 issued for the shipment of classified, sensitive and some controlled items are identified by the degree of classification such as "CLASSIFIED," "SENSITIVE," "SECRET," "CONFIDENTIAL" or "Controlled Cryptographic Items (CCI)" followed by the applicable Controlled Inventory Item Codes/Security Risk Code (CIIC/SRC).

1.4.2. There will be **no** smoking within 50 feet of AA&E at any time. Authorized Personal Protective Equipment (PPE), IAW applicable AF instructions, will be worn at all times while loading and unloading munitions. Items will include, but are not limited to, work gloves and safety toe shoes. Additional safety items will be determined based on mission requirements. Smoking is not permitted during loading and unloading operations. Compatibility of munitions items will be in accordance with AFMAN 91-201, *Explosive Safety Standards*.

2. Reusable Container Program (RCP)

2.1. **Scope.** The chapter applies to all units that use reusable shipping containers in accordance with 35 FWI 24-204, *Preparation and Movement of Air Force Cargo Reusable Container Program (RCP) Management*, that must be stored, fabricated and/or maintained for future shipping between Misawa Air Base and other worldwide locations to include source of repair.

2.2. **The 35th Fighter Wing Commander shall.** Appoint, in writing, a senior logistics officer as the base Reusable Container Manager and ensure all unit container monitors have container monitor and document training in accordance with 35 FWI 24-204, paragraph 2.1.

2.3. 35 LRS/LGRDDC will.

2.3.1. Conduct a semiannual on-site inspection of reusable container storage areas in each unit to ensure proper storage and maintenance of reusable containers covered by the program letter and provide all units a semiannual reusable container analysis report upon request. Use the AF Form 2519, *All Purpose Checklist*, (Attachment 3) when conducting inspections of the reusable container program.

2.3.2. Convene a reusable container working group meeting annually or as required. The working group will consist of representatives from the major base shipping activities who initiate at least three shipments a quarter through 35 LRS/LGRDDC or units which generate container replacement requests for stored items. The objective of this working group will be to minimize unnecessary expenditures of Department of Defense (DoD) funds to replace containers.

2.3.3. Provide staff assistance and training to units upon request from the unit commander and unit container monitor.

2.3.4. Provide recommendations for the proper disposition of excess reusable containers and associated materials and will process and monitor fund recoument for replacement containers through finance.

2.4. **Unit Responsibilities.** Units that request more than three Special Packaging Instruction (SPI) shipments per quarter or generate container replacement requests for stored items, i.e., War Reserve Materiel (WRM) asset(s), will perform the following:

2.4.1. Appoint a primary and alternate Unit/Flight Reusable Container Monitor (units may have multiple alternates appointed) to represent the unit/flight on all matters pertaining to the base RCP. The unit/flight program monitor must be in the grade of E-5 or above and appointed in writing by the Flight Commander/Flight Chief.

2.4.2. Forward an updated reusable container monitor appointment letter, signed by the unit commander, to 35 LRS/LGRDDC within 10 days of any changes.

2.4.3. Ensure that all cargo received is in the proper container or have this discrepancy annotated on the issue document and maintained with the property.

2.4.4. Ensure all cargo turned into 35 LRS/LGRDDC is in the proper container or has an AF Form 451, *Request for Packaging Service*, (original plus two copies) attached with the paperwork for the item. **Unit/Flight Container Monitors are the only personnel authorized to sign AF Form 451 for the shipping unit.**

2.4.5. Identify and maintain an active reusable container storage area. Excess containers obtained through initial issue may be redistributed to other organizations that need them to preclude buying/building containers unnecessarily.

2.4.6. Report packaging improvements to the base Reusable Container Monitor that will increase the efficiency of the RCP.

2.4.7. Protect all containers and packaging materials to prevent deterioration during storage.

2.4.8. Provide adequate facilities, equipment and materials to maintain containers for reuse.

2.4.9. Train unit personnel on the importance of reusing containers and packaging materials and document training.

2.4.10. Attend Base Container Monitor-directed reusable container program meeting and training sessions.

2.4.11. Document unit training and appoint unit container monitors on use and preparation of AF Form 451.

2.4.12. Monitor and establish effective metrics to account for and control reusable containers and materials.

2.5. **Procedures.** 35 LRS/LGRDDC will ensure that items received are not separated from their respective containers. If an item is received without its proper container, a Supply Discrepancy Report (SDR) will be accomplished and maintained with the property.

2.5.1. 35 LRS Storage and Issue Element (35 LRS/LGRMSS) will ensure the original container remains with the issued item. When property requiring a Special Packaging Instruction (SPI) is issued without the SPI container, 35 LRS/LGRMSS will annotate the accompanying DD Form 1348-1A, to indicate whether or not the property was issued in a reusable container. The using agency will retain the annotated DD Form 1348-1A, and SDR if applicable, to validate future turn-in shipments of reparable assets without the proper container.

2.5.2. 35 LRS Flight Service Center (35 LRS/LGRMMF) will not accept an item for turn in that needs a reusable container unless the item is accompanied by an AF Form 451 or proof that the item was issued to the unit without the correct container (i.e. - a copy of the DD Form 1348-1A, or Report of Discrepancy/SDR if applicable, signed and stamped when the item was originally issued. If an item was issued without a container, base Flight Service Center will initiate the AF Form 451.

2.5.3. When an item is received in a container that is contractor packed, every effort should be made to return the item, or its authorized substitute, in the original container. Do not obliterate any markings on that container or any other container (i.e., ID, serviceable tag, packaging labels, etc.). **Exception:** Container markings on munitions shipping containers must be IAW T.O. 11A-1-60.

2.5.4. Other units on the installation must ensure that all items requiring shipment are in the required container. Items received from 35 LRS Base Supply will stay in their containers until such time as required for bench stock or inspection.

2.5.5. All units should ensure that when an asset is removed from the container and put in use that the asset being replaced is immediately put in the same container for turn-in. If the container is not immediately reused, when the item is removed, it will be kept in the appropriate storage area. Ensure all internal blocking, bracing and cushioning materials are placed in the container.

3. Arms, Ammunition and Explosive (AA&E)

3.1. **Scope.** This chapter applies to all personnel whose duties involve receiving, processing, packaging, handling and shipping of AA&E, including non-nuclear munitions.

3.2. **Movement Routes.** The primary entry to the base for commercial trucks is the Apple Gate. If the Apple Gate is closed during normal duty hours (0700-1400 hours, Monday-Friday), contact 35 SFS to allow entry. All commercial vehicles will be escorted to/from the area in which they are loaded/unloaded. The Wing Weapons Safety office will publish munitions movement routes to and from the Hot Cargo Pad, the Apple Gate and to other points on the installation.

3.3. Vehicle Inspection. The Apple Gate is designated as the base's vehicle inspection station. If the Apple Gate is closed, 35 SFS will identify an alternate gate to use until normal operations resume.

3.4. Suspect or Suspicious Vehicle Holding Area. Suspect or suspicious vehicles will be directed to a parking area designated by the base explosive site plans in accordance with AFMAN 91-201, paragraphs 8.15.4. and 12.63. If any vehicle is suspicious, contact 35 SFS at 226-3077.

3.5. The 35th Maintenance Squadron (35 MXS) Munitions Flight will. Provide 35 LRS/LGRDDC with an annually (or as significant changes occur) updated list of individuals authorized to receipt for AA&E consigned to Misawa Air Base. The list will contain name, rank, security clearance, signature and Date Eligible for Return from Overseas (DEROS). Only explosive qualified personnel will handle explosives. Personnel unloading, loading or handling munitions items will be kept to an absolute minimum.

3.6. 35 LRS/LGRDDC Receiving Requirements for All Modes. Shipments are normally received during the following duty hours: 0730-1500, Monday-Friday. For Shipment arrivals after hours, contact the Command Post for 35 LRS/LGRDDC standby personnel. An AF Form 4388, *Inbound Transportation Protective Service Material Checklist*, will be initiated per AFI 24-203, paragraph 5.1.8. 35 LRS/LGRDDC will, upon receipt of a Report of Shipment (REPSHIP), advise the 35 MXS Munitions Flight (DSN 226-3015) of the shipment quantity, type, Transportation Control Number (TCN) and estimated time and/or date of arrival.

3.7. Inbound Shipments via Surface. All munitions movements, except for US Navy, originating from off base will be coordinated by the 35 MXS Munitions Flight with the 35 SFS Control Center (35 SFS/SFCC) a minimum of 3 hours prior to its estimated time of arrival to Misawa Air Base. All incoming munitions laden trucks, regardless of explosive class, are to enter through the Misawa Apple Gate. Drivers will advise the gate guard to notify 35 LRS/LGRDDC and/or 35 MXS Munitions Flight for an escort/inspector.

3.7.1. The gate guard will in-turn notify the SFCC and 35 LRS/LGRDDC of the truck's arrival and instruct the driver to standby at the vehicle staging area for arrival of the escort(s).

3.7.2. Upon arrival of the escort(s), the driver will be directed for processing through the vehicle search area. The 35 LRS/LGRDDC escort will conduct a joint inspection with the 35 SFS Vehicle Inspector of all seals on cargo containers and of the vehicle using 17 ASG Form 709, *Drive Away Inspection Report*, before allowing the vehicle on base. Once the vehicle has passed the initial inspection, a visual inspection of the external condition of the cargo may be accomplished in the munitions storage area. 35 LRS/LGRDDC personnel will release the shipment to 35 MXS Munitions Flight after the inspection is completed.

3.7.3. After the vehicle inspection, 35 LRS/LGRDDC in coordination with 35 MXS Munitions Flight will escort the carrier representative to the explosives offload area via the designated movement route. The escort will maintain responsibility for commercial truck drivers throughout the downloading process. In the event an accident occurs during the course of operations contact the appropriate offices below:

Table 1. Contact Information

Emergency/Non-Emergency Contacts	Phone Number
For emergencies (from duty phone or housing)	911
For emergencies (from cell phone)	011-81-176-53-1911
For non-emergencies, contact the Distribution Flight-Traffic Manager	226-4029
For all incidents contact Munitions Control	226-3015/3019
Explosive Ordinance Disposal (EOD)	226-3956
Security Forces (SF)	226-3600
Fire Department	226-3218/4055
Hazardous Materials Pharmacy (HAZMART)	226-9729
Wing Safety	226-2710

3.8. **Outbound Shipments.** 35 MXS Munitions Flight will coordinate transportation requirements with 35 LRS/LGRDDC using DD Form 1348-1A. All munitions assets will be properly packed, marked and inspected ready for shipment prior to requesting transportation. 35 MXS Munitions Flight will complete the top portion of AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, Packaging/Preparation, to include signing “Packed By” block in accordance with AFI 24-203, paragraph 5.1.7., and submit it to 35 LRS/ LGRDDC when offering an item for shipment.

3.8.1. 35 LRS/LGRDDC will provide 35 MXS Munitions Flight an annually (or as significant changes occur) updated list of individuals authorized to handle AA&E, including classified items, which are being released to 35 LRS/LGRDDC for shipment. The list will contain name, rank, security clearance, DEROS and signature for each authorized individual.

3.8.2. Building 1334 is NOT licensed to temporarily store munitions and/or explosives of any type.

3.8.3. 35 LRS/LGRDDC will verify shipment documents, to include AF Form 4387 and DD Form 1348-1A, contain the required information and are correctly accomplished in accordance with DoD and Federal directives.

3.8.4. 35 LRS/LGRDDC will contact the 35 MXS Munitions Flight NLT 5 duty days after documents are signed to coordinate a date and time to inspect and label the cargo offered for movement. On the mutually agreed date, 35 LRS/LGRDDC personnel will report to the 35 MXS Munitions Flight storage areas to inspect the cargo.

3.8.5. All cargo will be inspected to verify proper markings (DoD Identification Code number, United Nations number and proper shipping name) and to ensure proper packaging for movement. The marking and labelling requirements vary with the type of

asset and shipment method. Each container must identify its contents and possess the correct Department of Transportation (DOT) markings. Also, a check must be made to determine if a DOT-Special Permits (DOT-SP) or Certificate of Equivalent (COE) is required. Items with incorrect documentation, packing, labelling and markings will not be accepted by 35 LRS/LGRDDC for shipment. After documentation, packing, labelling and marking requirements are met the documents will be processed by 35 LRS/LGRDDC.

3.8.6. 35 LRS/LGRDDC will determine the proper mode/method of shipment in accordance with Defense Transportation Regulations (DTR) 4500.9-R, Part II, *Cargo Movement*. 35 LRS/LGRDDC will also ensure shipments entering the Defense Transportation System (DTS) Air Mobility Command (AMC)/Military Sealift Command (MSC)/Surface Deployment and Distribution Command (SDDC) are cleared through the appropriate Shipper Service Office. An export traffic release is required for MSC-routed shipments.

3.8.7. For all weapons and munitions movements on and off Misawa Air Base, the escorts will be supplied by the owner/user units. Security Forces will not be used as an escort unless recommended due to current threat analysis.

3.9. **Vessel Procedures.** 35 LRS/LGRDDC personnel who inspected and labelled cargo will prepare a Transportation Control Movement Document (TCMD) and forward it to the Water Port Logistics Office (WPLO) for booking. 35 LRS/LGRDDC will coordinate with the transportation service provider to set up vehicles to transport munitions to the water port and will provide 35 MXS Munitions Flight with the date the munitions will depart station.

3.10. **Commercial/Government Truck Movements.** 35 LRS/LGRDDC will coordinate with transportation service providers to schedule vehicles for transport. Once arranged, 35 LRS/LGRDDC will notify 35 MXS Munitions Flight of the movement date to coordinate loading of outbound munitions.

3.10.1. Vehicles utilized to move AA&E must have inspections performed using 17 ASG Form 1750EJ, *Motor Vehicle Inspection Transporting Hazardous Materials*, and 17 ASG Form 1751EJ, *Special Instruction for Motor Vehicle Drivers*, prior to the loading of munitions. A DD Form 1907 is required to accomplish the truck manifest.

3.10.2. Placards will be used as directed IAW Japanese law (law # 149, 4 May 1950). Use DD Form 626 to inspect carrier vehicle IAW DTR 4500.9-R, <http://www.dtic.mil/whs/directives/corres/pub1.html>. For government vehicles transporting AA&E, use DD Form 836, Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles. The inspection can be conducted at any mutually convenient location. When unsatisfactory items are found on the transport vehicle, the company (or driver) involved will be allowed to make minor corrections before being rejected. Repairs will not be made on commercial vehicles at government expense. Once inspection is complete, both the driver and 35 LRS/LGRDDC personnel will sign and date the DD Form 626 or DD Form 836 when applicable, and ensure that four (4) placards are attached to the vehicle with one at the front of the truck, one at the back and one on each side.

3.10.3. After the AA&E shipment has been loaded, 35 LRS/LGRDDC will ensure proper blocking and bracing in accordance with Technical Order (TO) 11A-1-61-1, *Storage and Outloading Instructions*. **WARNING:** Use only non-sparking hammers when securing the load.

3.10.4. When blocking and bracing is completed, 35 LRS/LGRDDC personnel will ensure all doors are closed and appropriate seals are attached if applicable. The driver will sign all pertinent documentation to include: the Cargo Movement Operations System (CMOS) Generated Truck Manifest, the DD Form 626 and/or DD Form 836, and the DD Form 1907, *Signature and Tally Record* (when necessary).

3.10.5. IAW 35 FWI 31-101, *Integrated Defense Plan*, Appendix 3, Tab F, Exhibit 3, For all weapons and munitions movements on and off Misawa Air Base, the escorts will be supplied by the owner/user units. Security Forces will not be used as an escort unless recommended due to current threat analysis.

3.11. Outbound Shipments via AMC/Air. Aircraft load/download will be at the designated explosive “hot cargo” area. For Misawa Air Base the “hot cargo” pad is located next to building 106 at the far end of the flight-line adjacent to the Munitions Storage Area (MSA).

3.11.1. 35 MXS Munitions Flight will provide three copies of the DD Form 1348-1A and four copies of the shipper’s declaration for dangerous goods. Note for each shipment (one copy will also be required for each individual piece on a multi-piece shipment) offered for movement to 35 LRS/ LGRDDC.

3.11.2. 35 LRS/LGRDDC will review each DD Form 1348-1A and shipper’s declaration for accuracy. If correct, 35 LRS/LGRDDC will retain one copy and provide 35 MXS Munitions Flight with one signed copy of the DD Form 1348-1A.

3.11.3. If the DD Form 1348-1A or shippers declaration for dangerous goods contains errors, 35 LRS/LGRDDC will annotate the shipment(s) as “frustrated” and will ensure 35 MXS Munitions Flight make the appropriate correction(s) prior to releasing the shipment(s) from “frustrated” status.

3.11.4. Once the shipment(s) have been properly received, 35 LRS/LGRDDC will in-check them into CMOS (Cargo Movement Operations System) and prepare all shipping labels. 35 LRS/LGRDDC will contact the 35 MXS Munitions Flight NLT 2 duty days after shipment(s) are in-checked into CMOS to coordinate on a date/time to inspect and label the cargo offered for movement. On an agreed date, 35 LRS/ LGRDDC personnel, along with AMC Joint Inspection (JI) personnel, will coordinate with the 35 MXS Munitions Flight to ensure cargo matches prepared shipping documentation and inspect for transportability. Shipment documentation will then be turned over to the 35 LRS/LGRDDC to coordinate movement via AMC.

3.11.5. 35 LRS/LGRDDC will then manifest the shipment(s) through CMOS to advance the shipment(s) using the Financial and Air Clearance Transportation System (FACTS) into the DTS (Defense Transportation System). 35 LRS/LGRDDC will request air clearance with contracted AMC/Special Handling, and provide them with the original plus one copy of the shipper’s declaration for dangerous goods, Military Shipment Label and, if classified, one copy of DD Form 1387-2. The 35 LRS/LGRDDC will suspense

documentation while awaiting air clearance. Based on related hazard(s) of the shipment(s), contracted AMC/Special Handling will notify 35 LRS/LGRDDC with a determination on which shipments can be moved into their vault prior to clearance. All other shipments must remain in the munitions storage area until ready for transporting.

3.11.6. Upon notification of air clearance approval, 35 LRS/LGRDDC will relay movement information to 35 MXS Munitions Flight which is then responsible to provide transportation of the cargo to the appropriate location (contracted AMC/ Special Handling or hot cargo pad) on the specified date/time. On the specified date/time, the Outbound Cargo Section will meet with Special Handling and the 35 MXS Munitions Flight to review the manifest and cargo (Special Handling will have the final approval on shippers declarations certification.). If accurate, Special Handling will sign receipt for cargo on the manifest and sign the DD Form 1907, Signature and Tally Record associated with the movement. 35 MXS Munitions Flight personnel will not depart until all cargo is turned over.

3.11.7. 35 LRS/LGRDDC will provide the 35 MXS Munitions Flight with the date/time the munitions departed station.

3.11.8. A REPSHIP will be created, disseminated and suspended for all AA&E shipments as prescribed in DTR 4500.9-R, Part II. 35 LRS/LGRDDC will complete the AF Form 4387 and maintain the form with the shipment files. 35 LRS/LGRDDC will verify delivery 24 hours after the Required Delivery Date (RDD).

4. Classified Shipments

4.1. **Scope.** This chapter applies to all 35 FW personnel involved with the processing, packaging and shipment of classified, controlled and sensitive assets. Classified, controlled and sensitive cargo will always be routed via AMC or other USTRANSCOM approved routing (i.e., signature service).

4.2. **Outbound Procedures.** All units/personnel that offer classified material for outbound shipment will ensure assets are properly identified on the shipping documents (DD Form 1348-1A and/or DD Form 1149). This will include the applicable CIIC/SRC (Controlled Inventory Item Codes/Security Risk Code) and must be marked with words that clearly identify the degree of classification. **Note:** Shipments classified above the "Secret" level are not authorized to be processed through 35 LRS/LGRDDC. 35 LRS/LGRDDC will establish drop-off times with the shipper. Classified shipments will be received and processed Mondays and Thursday between 0800-1100 hours or by a prearranged appointment. Classified Mission Capable (MICAP) shipments may be received 24 hours a day, with coordination from the shipper and 35 LRS/LGRDDC.

4.2.1. 35 LRS/LGRDDC will designate qualified personnel to receipt for classified material.

4.2.2. 35 LRS/LGRDDC will initiate and use AF Form 4387 for processing classified material in accordance with AFI 24-203, paragraph 5.1.7.

4.2.3. 35 LRS/LGRDDC will ensure all classified shipments are safeguarded during the receiving, packing, and handling process. Shipments will be handled, packed, processed and then logged into the classified storage area in building 1334, Vault 3 as necessary.

Classified shipments will not be left unattended/unprotected. A qualified person will secure the shipment until it can be turned over to AMC or other appropriate driver (i.e., 35 LRS Vehicle Operations (35 LRS/LGRDDO)).

4.2.4. 35 LRS/LGRDDC will ensure the DD Form 1348-1A and/or DD Form 1149, has the applicable CIIC/SRC and is marked with the degree of classification.

4.2.5. 35 LRS/LGRDDC will use the Enterprise Solution Supply (ESS)/Asset Management System (AMS) electronic signature as required. Personnel will notify the 35 LRS/LGRDDC supervisor if a discrepancy is detected which cannot be resolved on-the-spot. A hand-to-hand receipt of control will be generated in accordance with AFI 24-203, paragraph 5.1.3.

4.2.6. 35 LRS/LGRDDC will ensure each asset is enclosed in two opaque sealed containers or similar wrapping. If the classified material is an internal component of an item of equipment, the outside shell or body of the item may be considered to be a sufficient enclosure if it does not reveal classified information. Specialized shipping containers including closed cargo transporters may also be considered as the outer wrapping or cover.

4.2.7. 35 LRS/LGRDDC will ensure all previous markings on exterior shipping container are obliterated. No new markings on the exterior container will contain any information indicating the piece is of a classified nature, e.g., security classification marking or Transportation Protective Service (TPS) required. However, when a shipment goes by military airlift, the DD Form 1387-2 must show the TPS required in Block 6. See DTR 4500.9R, Part II, Chapter 205, paragraph I.2, for DD Form 1387-2 preparation and distribution instructions. **Note:** Maintenance TOs may require a nomenclature marking on the exterior of the shipping container.

4.2.8. 35 LRS/LGRDDC will ensure all copies of the shipping documents are enclosed inside the inner-most shipping container and ensure all seams/openings are taped.

4.2.9. 35 LRS/LGRDDC will enter required information into CMOS and affix a military shipping label to the cargo. Paper labels, other than pressure-sensitive labels, will be securely affixed with a water resistant label adhesive or PPP-T-60 waterproof, pressure sensitive tape. PPP-T-60 tape will be placed over the entire surface of the label. The DD Form 1348-1A and/or DD Form 1149 shipment planning worksheet must be complete and accurate.

4.3. **Required Documentation.** 35 LRS/LGRDDC will initiate and use AF Form 4387 for processing/shipping ALL classified material in accordance with AFI 24-203, paragraph 5.1.7.

4.3.1. 35 LRS/LGRDDC will match the DD Forms 1149 or DD Forms 1348-1A against the shipment to verify proper labelling and prepare the shipping documentation using proper tenders, routing instruction notes and Transportation Facility Guide (TFG) instructions.

4.3.2. 35 LRS/LGRDDC will provide hand-to-hand receipt control for classified, sensitive and controlled shipments. The DD Form 1907 may be used for all receipt transactions. The Transportation Officer (TO) may use the DD Form 1907 for internal control as a hand-to-hand receipt of classified and/or sensitive items. Equivalent carrier-

furnished forms may be used as described in the DTR 4500.9R, Part II. The air/truck manifest may be used for military shipments if they adequately control the materiel being transferred.

4.4. Consignee Responsibilities. 35 LRS/LGRDDC will prepare and forward a REPSHIP to the consignee per DTR 4500.9-R, Chapter 205, paragraph L. If a fax or email cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with the name of person talked to, DSN number called, date and time called.

4.4.1. If the consignee does not acknowledge receipt of REPSHIP within 24 hours, 35 LRS/LGRDDC will initiate a Transportation Discrepancy Report (TDR). If the consignee does not acknowledge receipt of cargo within 24 hours of RDD, 35 LRS/LGRDDC will initiate a tracer action. Security officers may be notified at origin and destination once a tracer action has been initiated.

4.4.2. For intra-theater shipments, 35 LRS/LGRDDC will follow up with the consignor within 12 hours after shipment departure time.

4.5. Classified Receipt Listing. Only personnel that are cleared and listed on the Classified Receipt Listing are authorized to receipt and/or process classified shipments. Cargo will be constantly monitored or stored in the classified vault located in building 1334 Vault 3. Upon identification of a classified asset, 35 LRS/LGRDDC personnel will initiate and use the AF Form 4388. Classified cargo may be turned over to the consignee after verifying they are authorized to receive the asset based on the classification. Additionally, the customer must sign the DD Form 1907 to show the change of custody. A copy of the DD Form 1907 will be filed and maintained by 35 LRS/LGRDDC personnel with all other applicable paperwork regarding the shipment.

4.6. On-Base Movement of Classified Materials. 35 LRS/LGRDDC will work with the 35 LRS Materiel Management Flight (35 LRS/LGRM) and/or 35 LRS/ LGRDDC to ensure the Classified Receipt Listing identifies only those vehicle operators (2T1s) authorized to receive, handle and transport classified assets. 35 LRS/LGRM and 35 LRS/LGRDDC will be notified within 24 hours or the next duty day when a vehicle operator's clearance eligibility and/or access level is downgraded or changed (loss of clearance, change in name, etc.) as designated by the unit commander or proper authority (e.g., SFS or Unit Security Manager).

4.7. Vehicle Operations Classified Receipt Listing Certification. Vehicle Operations will produce a memorandum listing the names of assigned personnel authorized to receive, handle and transport classified assets. This listing will include the names of personnel on the Classified Receipt Listing but will also contain all personnel on the list who have received annual Information Security training, date of training and DEROS.

4.7.1. A statement certifying all personnel have read this instruction and 35 FWI 24-301, *Official Use of Government Motor Vehicles*, is mandated when handling and moving classified assets. This statement will be included on the Classified Receipt Listing.

4.7.2. Pre-movement procedures. Prior to dispatching a vehicle operator to move classified materiel/assets, the vehicle operations dispatcher will refer to the Classified Receipt Listing and ensure the operator is certified to move classified material. The

vehicle dispatcher will follow local dispatching procedures and brief the operator regarding classified movement in accordance with this instruction.

4.7.3. Vehicle Operations will ensure the vehicle operator has an updated Classified Receipt Listing prior to dispatching the operator for a classified movement.

4.8. **Movement Procedures.** Vehicle operators will check all documentation to verify the classification of the asset/materiel prior to handling the item. The vehicle operator will also ensure the paperwork is properly marked in accordance with the classification of the item. The vehicle operator assumes full responsibility for the security of the classified asset and must maintain positive control upon pickup. At no time will the vehicle operator leave the item unattended or out of sight. The vehicle operator will make phone contact with the customer prior to proceeding to the drop off point with the package to ensure someone is available to receive the cargo.

4.9. **Customer Delivery Procedures.** Vehicle operators will ensure assets are delivered to the correct organization as identified by 35 LRS/LGRDDC with supporting documentation. Upon delivery, the vehicle operator will use the Classified Receipt Listing to verify the person receiving the package is authorized to sign/receive classified material.

4.9.1. The vehicle operator will contact the Vehicle Operations dispatcher immediately if the receiver is not on the Classified Receipt Listing or if the authority to receive classified materiel cannot be verified. **At no time will the operator leave the package with someone other than the designated individual annotated on the Classified Receipt Listing.**

4.9.2. The Vehicle Operator will annotate the name, rank, duty phone and organization/office symbol of the person signing for the classified material and report that information to the dispatcher upon returning to 35 LRS/LGRDDO.

4.9.3. A copy of the paperwork with the receiver's signature will be retained for deliveries where paperwork is available (e.g., DD Form 1348-1A or DD Form 1149) and provided to 35 LRS/LGRDDC.

4.9.4. When delivering classified cargo, vehicle operators will carry the Classified Receipt Listing at all times, and ensure the Classified Receipt Listing is the most current listing available.

4.10. **Inbound Procedures.** Classified secret or confidential, sensitive, NWRM and controlled shipments arriving to Misawa will arrive via AMC or USTRANSCOM approved routing options (i.e., signature service). The US Postal Service, Worldwide Express (WWX) or other commercial carriers will NOT be used to move classified or controlled items.

4.10.1. All classified and sensitive assets will be in-checked immediately upon receipt by 35 LRS/LGRDDC personnel and inspected to ensure seals are intact and there is no evidence of damage or tampering with the container. Only personnel authorized to handle classified or sensitive items will process the cargo.

4.10.2. If no discrepancies are detected, 35 LRS/LGRDDC personnel will legibly print name and sign, (block letters: Last, FI, MI, Duty Phone and Organization) date and complete the AF Form 4388. If discrepancies are detected or the shipment is not received

by the RDD, a TDR will immediately be initiated by the 35 LRS/LGRDDC receiving activity.

4.10.3. 35 LRS/LGRDDC will notify the origin of receipt within 4 hours of shipment arrival via telephone, facsimile or E-mail.

5. Aircraft Engine Shipments

5.1. **Scope.** This chapter applies to all personnel involved with the processing, packaging, handling, shipment and receipt of aircraft engines shipped into or out of Misawa Air Base. This section complements 35 FWI 21-106, *Engine Management Procedures*.

5.2. **Inbound Engine Shipment.** Shipment receiving of aircraft engines from commercial carrier is as follows: 35 LRS/LGRDDC will in-check/receipt for engines in accordance with directives. The aircraft engines will be downloaded from the carrier's transport equipment. To limit the safety risk, aircraft engines will be downloaded at building 1334 using the on-/offload ramp dock levelers, warehouse tug or other appropriate aircraft tow vehicles. 35 LRS/LGRDDC will notify 35 MXS Engine Shop to establish formal receipt and a date/time for pickup. For aircraft engines arriving via AMC, 35 LRS/LGRDDC personnel will have an individual from the 35 MXS Engine Shop meet them at building 946 to sign for the cargo. If contact is not made in a timely manner the aircraft engine will stay at AMC and await customer pickup.

5.3. **Outbound Engine Shipment.** 35 MXS Engine Shop will notify 35 LRS/LGRDDC of any pending engine movement requirement. The 35 MXG/MXOM Engine Management Section will prepare the shipping document(s) using the automated DD Form 1348-1A, and will provide a copy to 35 LRS/LGRDDC to prepare the truck manifest for shipment. The 35 MXS Engine Shop will purge, drain, preserve, wrap and certify engines for shipment and complete the AFTO 20, *Caution and Inspection Record*, and the DD Form 1348-1A with a signed statement that the engine has been prepared for shipment in accordance with T.O. 00-85-20, *Engine Shipping Instructions*. The engine will be delivered to 35 LRS/LGRDDC for further processing, labeling, weighing and loading on carrier equipment for line haul movement to depot. 35 LRS/LGRDDC will expedite movement in accordance with the established priority/RDD as required.

5.4. 35 MXS Engine Shop will.

5.5.1. Attach a completed DD Form 1387-2 stating "Surface via air ride vehicle required in accordance with T.O. 00-85-20." 35 LRS/LGRDDC will verify the form is attached before releasing shipment for movement.

5.5.2. Be responsible for transporting the aircraft engine to/from AMC.

6. Test, Measurement and Diagnostic Equipment (TMDE)

6.1. **Scope.** This chapter applies to all personnel involved with the receipt, processing, packaging, handling and shipment of TMDE.

6.2. **Procedures.** An appointment letter will be provided to 35 LRS/LGRDDC authorizing individuals to handle and receipt for TMDE pieces.

6.2.1. Inbound. 35 LRS/LGRDDC will in-check/receipt TMDE for 35 MXS/MXMD in accordance with applicable unit and AF Directives. 35 LRS/LGRDDC personnel will

contact the 35 MXS/MXMD Point of Contact (POC) within 2 hours of cargo acceptance. 35 MXS/MXMD personnel will pick up and sign for equipment from building 1334, Inbound/Receiving Section, within 12 duty hours of notification of shipment arrival.

6.2.2. Outbound. 35 MXS/MXMD will generate a DD Form 1149 for outbound shipments. The DD Form 1149 may be created using the shipper's pre-established automated management system. 35 LRS/LGRDDC will assign a TCN from CMOS or 35 MXS/MXMD will be provided a web-generated TCN from their pre-established automated account. 35 MXS/MXMD will ensure equipment is packed according to classification and identified by appropriate TMDE Shipping Labels. TMDE shipments will normally require the use of Project Code 571. Equipment requiring an SPI will not be accepted by 35 LRS/LGRDDC without a proper container or signed AF Form 451.

6.3. **35 LRS/LGRDDC will.** Verify equipment has the appropriate SPI container, or AF Form 451 signed by Unit Container Manager on file. 35 LRS/LGRDDC will verify the National Stock Number (NSN), nomenclature, quantity, valid Transportation Account Classification (TAC) and Department of Defense Activity Address Code (DODAAC), name and authorized signature. After verification of paperwork and equipment, 35 LRS/LGRDDC will process the equipment for movement.

6.4. **35 MXS/CC will.** Provide 35 LRS/LGRDDC a justification letter to expedite TMDE cargo. 35 LRS/LGRDDC will maintain the letter on file. As long as a letter is on file, all TMDE assets will be treated as "999" priority and shipped within the 24-hour time standard identified in AFI 24-203, Table 3.2.

7. Nuclear War Related Materiel (NWRM)

7.1. **Scope.** NWRM is a separately defined materiel classification. The successful application of these procedures requires the full cooperation of all 35 FW personnel associated with the handling and shipment of NWRM assets. NWRM is not typically shipped to/from or transitioned through Misawa Air Base, Japan.

7.2. **Responsibilities.** All personnel assigned to Misawa that may be required to process, package, handle and/or transport NWRM will abide by guidance set forth in AFI 21-203, *Nuclear Accountability Procedures*, as well as any other applicable AFIs that may govern NWRM.

7.2.1. 35 FW Group Commanders/Directors ensure all individuals and organizations which physically control, possess, store and maintain nuclear weapons account for these resources while in their custody in accordance with T.O. 11N-100-3150, *Joint Reporting Structure Nuclear Weapons Reports*.

7.2.2. 35 LRS Commander, 35 MXS Commander and other applicable unit commanders will appoint, in writing, personnel who are authorized to process, ship and receive NWRM materiel. Only personnel who are trained and have the appropriate security clearance will be authorized to handle this type of asset. **Note:** JPAS will be used to verify Security Clearance Eligibility, Investigation Status and Access Levels; therefore, units must provide the 35 LRS/LGRDDC an update immediately if an individual's clearance eligibility and/or access level is downgraded or changed.

7.2.3. It is the responsibility of all personnel involved with handling, movement, shipment and storage of NWRM to comply with the procedures contained in this instruction, public law, policy, agreements and applicable international, federal and military directives incorporated or referenced in this publication.

7.3. General NWRM Discrepancy Reporting. Any individual who suspects they have discovered an NWRM discrepancy shall immediately notify the applicable Accountable Officer (AO) appointed. All potential NWRM discrepancies require immediate notification.

7.4. Commanders Responsibilities. The NWRM AO/Munitions Accountable Systems Officer (MASO)/local LRS Commander/Director will notify the Air Force Global Logistics Support Center (AFGLSC) and the MAJCOM NWRM POC within 12 hours of a potential NWRM discrepancy and complete the NWRM Discrepancy Notification template located on the NWRM SharePoint site at the following address: <https://cs.eis.af.mil/afnuclearmunitions/NWRM/Incident/default.aspx>. The AFGLSC NWRM Transaction Control Cell (NTCC) can be contacted at DSN 312-576-4633 (Commercial 618-256-4633) 24 hours a day, 7 days a week, or at 635scow.ntcc@scott.af.mil. (*Mandatory information fields are identified with a red asterisk on the NWRM Discrepancy Notification template.*)

7.5. Shipment Information. The shipment originator will be responsible for annotating correct NWRM data on the DD Form 1348-1A. All NWRM will be handled and shipped according to their respective CIIC.

7.5.1. The shipment originator will provide a printed serial number list along with the shipping document(s). A separate serial numbers listing is not required when all serial numbers are printed on the DD Form 1348-1A.

7.5.2. The DD Form 1348-1A **MUST** be stamped with the following statement in red ink: "Classified NWRM Item."

7.5.3. Nuclear weapons and NWRM will be shipped and documented in accordance with AFI 21-203 and AFI 24-203.

7.5.4. In the event the appropriate supply system is not available, request a one-time authorization in writing from the NWRM AO to process a manual DD Form 1348-1A. The manual 1348-1A will include all applicable data as the automated version, to include SPI data. Once the applicable system is available, the shipment transaction data will be loaded immediately.

7.6. DD Form 1149 Requirements. The DD Form 1149 is not authorized for shipping NWRM except when necessary to meet requirements indicated below.

7.6.1. When a DD Form 1149 and Truck Manifest is directed to use secure ground transportation, the shipment originator is responsible for accomplishing the DD Form 1149 and providing the appropriate data in Block 4 and the quantity (Block 4(d)) of the total number of items under one TCN/requisition number. The shipment originator will stamp the DD Form 1149 with the statement "Classified NWRM Item" in red ink.

7.6.2. The shipment originator will present the DD Form 1149 to 35 LRS/LGRDDC who will enter the data into CMOS to produce a truck manifest and verify the total quantities on the DD Form 1149 and piece totals on the truck manifest match. This is accomplished

for each TCN/requisition number. 35 LRS/LGRDDC will accomplish other shipping documentation (e.g., REPSHIP, DD Form 1907).

7.7. Shipment Preparation. The shipment originator ensures NWRM is properly packaged and marked in accordance with proper SPIs. On-base movements of NWRM for organic consolidation which do not transfer accountability follow instructions issued by the installation NWRM AO.

STEPHEN C. WILLIAMS, Colonel, USAF
Commander

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

- AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 27 April 2011
- AFI 21-203, *Nuclear Accountability Procedures*, 23 November 2009
- AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 November 2010
- AFI 24-301, *Vehicle Operations*, 1 November 2008
- AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 6 March 2013
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011
- DTR 4500.9-R, *Defense Transportation Regulations (DTR), Part II, Cargo Movement*, June 2008
- T.O. 00-85-20, *Engine Shipping Instructions*, 15 October 2003/Change 6, 15 April 2008
- T.O. 11A-1-60, *General Instruction Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to, or Containing Explosives*, 15 Jan 2007
- T.O. 11A-1-61-1, *Storage and Outloading Instructions*, 7 May 2008
- T.O. 11N-45-51, Series, *Transportation of Nuclear Weapons Materiel*
- T.O. 11N-100-1, *Supply Management of Nuclear Weapons Materiel*
- T.O. 11N-100-2, *Supply Management of Limited Life Components*
- T.O. 11N-100-4, *Custody, Accountability, and Control of Nuclear Weapons and Nuclear Material*
- T.O. 11N-100-3150, *Joint Reporting Structure Nuclear Weapons Reports*
- 35 FWI 21-106, *Engine Management Procedures*, 25 May 2010
- 35 FWI 24-203, *Shipping and Receiving Explosives*, 10 November 2008
- 35 FWI 24-204, *Preparation and Movement of Air Force Cargo Reusable Container Program (RCP) Management*, 18 December 2008
- 35 FWI 24-205, *Requisition and Invoice/Shipping Document*, 3 November 2009
- 35 FWI 24-301, *Official Use of Government Motor Vehicles*, 12 November 2008
- 35 FWI 31-101, *Integrated Defense Plan*, 13 August 2012
- 35 FWI 90-821, *Hazard Communication Program*, 6 January 2010

Adopted Forms

- AF Form 451, *Request for Packaging Service (NOT LRA)*, 1 February 2004
- AF Form 797, *Job Qualification Standard Continuation/Command JQS*, 1 August 2002

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 2519, *All Purpose Checklist*, 1 November 1991

AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, 11 May 2011

AF Form 4388, *Inbound Transportation Protective Service Materiel Checklist*, 2 November 2010

AFTO Form 20, *Caution and Inspection Record*, 1 February 1968

DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*, October 2011

DD Form 836, *Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles*, December 2007

DD Form 1149, *Requisition and Invoice/Shipping Document*, July 2006

DD Form 1348-1A, *Issue Release/Receipt Document*, 1 July 1991

DD Form 1387, *Shipping Label, Military*, July 1999

DD Form 1387-2, *Special Handling Data/Certification*, November 2004

DD Form 1907, *Signature and Tally Record*, October 2010

17 ASG Form 1751EJ, *Special Instruction for Motor Vehicle Drivers*

17 ASG Form 709, *Drive Away Inspection Report*

Abbreviations and Acronyms

AA&E—Arms, Ammunition, and Explosives

AFGLSC—Air Force Global Logistics Support Center

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AMC—Air Mobility Command

AMS—Asset Management System

AO—Accountable Officer

CAA—Competent Authority Approvals

CCI—Controlled Cryptographic Item

CFETP—Career Field Education and Training Plan

CFR—Code of Federal Regulation

CIIC/SRC—Controlled Inventory Item Codes/Security Risk Code

CMOS—Cargo Movement Operations System

COE—Certification of Equivalency

DEROS—Date Eligible for Return from Overseas
DIFM—Due In From Maintenance
DOD—Department of Defense
DODAAC—Department of Defense Activity Address Code
DOT—Department of Transportation
DOT—SP —Department of Transportation-Special Permits
DSN—Defense Switched Network
DTR—Defense Transportation Regulation
DTS—Defense Transportation System
EOD—Explosive Ordnance Disposal
ESS—Enterprise Solution Supply
FACTS—Financial Air Clearance Transportation System
FW—Fighter Wing
HAZMAT—Hazardous Material
HAZMART—Hazardous Materials Pharmacy
JI—AMC Joint Inspection
JPAS—Joint Personnel Adjudication System
LRS—Logistics Readiness Squadron
MAJCOM—Major Command
MASO—Munitions Accountable Systems Officer
MICAP—Mission Capable
MSA—Munitions Storage Area
MSC—Military Sealift Command
MXS—Maintenance Squadron
N/A—not applicable
NLT—no later than
NOCM—Nuclear Ordnance Controlled Material
NSN—National Stock Number
NTCC—Nuclear War Related Materiel Transaction Control Cell
NWRM—Nuclear War Related Materiel
OPR—Office of Primary Responsibility
POC—Point of Contact

PPE—Personal Protective Equipment
RCP—Reusable Container Program
RDD—Required Delivery Date
RDS—Records Distribution Schedule
REPSHIP—Report of Shipment
ROD—Report of Discrepancy
SFS—Security Forces Squadron
SDDC—Surface Deployment and Distribution Command
SDR—Supply Discrepancy Report
SPI—Special Packaging Instruction
TAC—Transportation Account Classification
TCMD—Transportation Control Movement Document
TCN—Transportation Control Number
TFG—Transportation Facility Guide
TDR—Transportation Discrepancy Report
TMDE—test, measurement, and diagnostic equipment
T.O.—Technical Order
TPS—Transportation Protective Service
UN—United Nations
WPLO—Water Port Logistics Office
WRM—War Reserve Materiel
WWX—Worldwide Express

Terms

Certification of Equivalency (COE)—COE is an approval that proposed packaging for shipment of hazardous material either equals or exceeds the requirements of Title 49, CFR.

Classified Receipt Listing—A listing maintained by 35 LRS Materiel Management Flight's listing installation personnel authorized to receive or otherwise handle classified materials and supplies.

CONFIDENTIAL—Information or material of which the unauthorized disclosure reasonably could reasonably be expected to cause damage to national security.

Controlled Cryptographic Item (CCI)—Secure telecommunications or information-handling equipment, associated cryptographic component or other hardware item which performs a critical COMSEC function.

Department of Transportation—Special Permits (DOT-SP)—DOT-SP waives Title 49, CFR requirements on the basis of equivalent levels of safety. DOT-SP for packaging is valid for domestic transportation of hazardous materials. International shipments of hazardous materials are covered by CAA.

Explosive—Defined as all ammunition, munitions fillers, demolition material, solid rocket motors, liquid propellants, cartridges, pyrotechnics, mines, bombs, grenades, warheads of all types, explosives elements of ejection and aircrew egress systems, air-launched missiles and those explosive components of missile systems and space systems, and assembled kits and devices containing explosive material. Explosives, explosives weight, net weight and other like terms also refer to the fillers of an explosive item. Fillers may be explosive mixtures, propellants, pyrotechnics, and other toxic substances. This term does not include liquid fuels and oxidizers that are not used with missiles, rockets and other such weapons or explosive items.

Explosive United Nations (UN) Classification System—The UN classes of division numbers have the following meaning:

Class 1	Meaning
Division 1.1	Explosive with a mass detonation hazard
Division 1.2	Explosive with a fragmentation hazard
Division 1.3	Explosive with a predominate fire hazard
Division 1.4	Explosive with no significant blast hazard

Hazardous Material (HAZMAT)—A substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce.

Nuclear Ordnance Controlled Material (NOCM)—Base and Military Spares used on or with any nuclear weapon, which must be specifically controlled because of design, security, or quality control requirements.

Risk Protection Category

Risk Category Code	Risk Protection
Code I	Very High Risk
Code II	High Risk
Code III	Med Risk
Code IV	Low Risk

SECRET—Information or material of which unauthorized disclosure reasonably is expected to cause serious damage to national security

Secure Holding Area—DOD facility that meets the AA&E shipping and receiving criteria are required to assist commercial carriers transporting AA&E, classified materials and CCI by

providing secure holding areas in the interest of public safety and national security. Carriers may seek secure holding during emergencies or other circumstances beyond the carrier's control, for delivery or awaiting shipment loading, or while in transit.

Secure Explosives Holding Area for Motor Vehicles Transporting Ammunition, Explosives and Secret Material—An area designated for the temporary parking of commercial carrier's motor vehicles transporting DOD-owned AA&E and SECRET material.

Secure Non-Explosives Holding Area—An area designated for the temporary parking of carriers' motor vehicles transporting Categorized DOD arms, Classified CONFIDENTIAL and CCI materials.

Sensitive Cargo—Arms, ammunition and explosives that are definite threats to public safety and can be used by militant, revolutionary, criminal or other elements for civil disturbances, domestic unrest or criminal actions.

TOP SECRET—Information or material of which unauthorized disclosure reasonably could be expected to cause exceptionally grave damage to national security.

Transportation Protective Service (TPS)—A commercial carrier service performed according to DOD standards that provides in-transit physical security for shipments of SECRET, CONFIDENTIAL and Sensitive cargo.

Container—Any receptacle used to enclose and afford maximum protection to government property during storage and shipment.

Reusable Container—A specially designed container which is engineered for repeated use without impairment of its protective function. The reusable container is intended to be used, saved and reused as a complete system, excluding the wrap or barrier material. These containers are marked "Reusable Container ... Do Not Destroy."

Category I Container—Container usually made of metal, plastic, synthetic or composted materials fabricated to ensure a minimum of 100 trips.

Category II Container—Container usually made of plywood, wood or fiberboard. It can be identified by military or federal specification number. It is constructed to withstand a minimum of 10 trips.

Discrete SPI Container—This container is a specially designed reusable container for a particular commodity. This will be identified on the exterior of the container by an SPI number; i.e., SPI 080-6214.

Fast Pack—A family of standard size reusable containers whose design permits shipment of a large variety of items within certain limits of size, weight and fragility.

Standard Pack—A pack for which the packaging components including the shipping container, have been standardized as to material and size. The cushioning in the Standard Pack is not bonded to the interior container walls.

Attachment 2

PROCEDURES FOR COMPLETING AF FORM 451

Figure A2.1. Procedures for Completing AF Form 451

Date. Enter the date that you initiate the form.

Priority. Enter the supply priority and RDD assigned to the shipping document. If the request is not for a shipment, enter the date that you need the service.

Request Number. [Leave Blank]

To. Enter the organization symbol or name of the packaging and crating activity, i.e., 35 LRS/LGRD.

From. Enter the organization symbol or name of the activity initiating the request. If you prepare the form during the supply turn-in process, enter the office symbol or name of the activity turning in the item. Do not enter the office symbol or name of the supply activity unless you are shipping the item (or packaging it for storage) from supply stock. Enter the name and phone number of the person to contact for information on the request.

Shipping Document Number. Enter the TCN from accompanying documents. If the documents have no number, enter N/A.

Issue Document Number. Enter the supply document number from accompanying documents. If the documents have no number, enter N/A.

Reason for Request. Check the applicable block:

Container destroyed by user. Check this block when the user has disposed of a reusable container according to local procedures, and local reusable container program resources have no replacement. You may check this block for containers needed to replace containers that have deteriorated in storage.

Item issued without proper container. When turning in an unserviceable repairable item, check this block when the correct SPI container was not issued with the serviceable replacement item. If the serviceable item came in another service's pack, a contractor's reusable pack, or a pack marked with a deviation number in the lower right corner of the container, you may use the pack for shipment or storage.

Item due-out replacement not received. Check this block for Credit Due-In-From-Maintenance (DIFM) turn-ins when the supply or reusable container program resources do not have the SPI pack. If you check this block, write "turn-in" in Item 16 (Remarks).

Initial requirement. Check this block when units turn in items, you cannot get the containers, and replacement items came in a different SPI pack.

Other. Check this block and specify the reason for the request when none of the blocks above cover the circumstances. Examples: Containers not available through supply, blocking and bracing or pallet repair needed.

Item requested. Check the applicable block to indicate the type of container required.

Specifications. Enter the applicable information in the blocks. When you need additional room to describe the requested service, attach sufficient detail to the original AF Form 451 and write "Details attached" in the remarks block.

Quantity. Enter the number of units required.

Unit. Enter "each," "pieces" "bags" or any other descriptive unit of issue.

Spec/TPO Number. Enter the specification number or SPI number. If you don't know the SPI number, enter the item's NSN. (The packaging activity determines the SPI number required for the item and enters the number.) If the specification or SPI does not cover the required service, enter N/A.

NSN. Enter the part number when you have no NSN. You may leave this block blank if you put an SPI number on the Spec/TPO number line.

Nomenclature. Enter the name of the requested item or service if you checked none of the blocks in Item 9.

Length, Width and Depth. Enter the measurements of the item requested in this order.

Purpose. Check the applicable block to indicate the item destinations. You need not check these blocks when you provide a complete shipping document.

Building Number. Enter the building number of the requesting activity if you want the container or item when complete.

Phone Number. Enter the phone number of the person to contact for information on the request or to alert for pickup when the item is complete.

Signature of Requester. The unit container monitor is the only one authorized to sign.

Costs. To be computed by Packing and Crating personnel only.

Remarks. Enter unit's Fund Cite.

Attachment 3

AF FORM 2519, REUSABLE CONTAINER PROGRAM (RCP) STORAGE AREA INSPECTION CHECKLIST

AF Form 2519, Reusable Container Program (RCP) Storage Area Inspection Checklist

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Reusable Container Program (RCP) Storage Area Inspection Checklist IAW AFI 24-203, Chapter 9.		OPR 35 LRS/ LGRDDC	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>			
1	Is an updated letter on file appointing a primary and alternate Unit Reusable Container Monitor (URCM)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have URCM received documented training on their duties by Cargo Movement Section personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are reusable containers stored in a secured area with internal packaging and cushioning materials intact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are reusable containers properly identified and categorized by national stock number (NSN)/special packaging instruction (SPI)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are reusable containers free from protruding dangerous object?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are reusable containers stored under cover?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are reusable container storage areas clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Has the URCM designated selected individuals responsible for signing AF Form 451?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Does the URCM or designated individual prepare an AF Form 451 with required information when required reusable container is not available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTES :				
Unit Reusable Container Monitor (Print Name/Rank) : _____				
Signature: _____ Date: _____				
RCP Inspector (Print Name/Rank): _____				
Signature: _____ Date: _____				