

**BY ORDER OF THE COMMANDER
OF THE 51ST FIGHTER WING**

51ST FIGHTER WING INSTRUCTION 24-203

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Transportation

**TRANSPORTATION TRAFFIC
MANAGEMENT**

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This instruction implements Air Force Policy Directive (AFPD) 24-2, *Preparation and Movement of Air Force Material*. Its purpose is to ensure correct, safe and proper receipt and accountability for Arms, Ammunition, and Explosives (AA&E), classified property, Nuclear Weapons Related Material (NWRM), demurrage and detention charges, aircraft engine shipments, Precision Measurement Equipment Laboratory (PMEL) assets, and the reusable container program. It applies to all units assigned to the 51 FW. 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 Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Additional operating procedures, updates and modifications are included in the preparation and shipment of AA&E shipments, classified shipments, NWRM, demurrage and detention, aircraft engine shipments, PMEL, and the base reusable container program. References to RDS web address is changed to <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm> in opening para. Updates; explosives

will never be delivered to Building 824 in para 2.4.1.4. & 2.4.1.8. SSN no longer required on AA&E receipt letter in para 2.4.1.2. & 2.4.2.2. References to AFI 24-203, Attachment 6 & 7 have been removed completely. Appointment times for classified shipments are now Mon-Fri 0800-1100 in para 3.2.2.1. Enterprise Solution Supply/Asset Management System (ESS/AMS) has replaced the Standard Asset Tracking System (SATS) in para 3.2.2.6. Engines arriving via AMC will now be receipted for at Building 632 unless contact cannot be made in a timely manner in para 6.3.1. DD Form 1387-2, *Special Handling Data/Certification*, is now required on engine shipments in para 6.3.3. Precision Measurement Equipment Laboratory (PMEL) procedures have been added to Chapter 7 and the Reusable Container Program is now Chapter 8. Reusable Container Program on-site inspections are conducted semi-annually versus quarterly in para 8.1.1.4. Unit Container Monitor is the only one who can sign AF Forms 451, *Request for Packaging Service*, in para 8.2.4. & A3.14. Receiving will accomplish a Report of Discrepancy/Supply Discrepancy Report when an item is received without its proper container in para 8.3.1.1. Class 1 and Risk Code Category Tables have been moved to proper location under Terms.

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Chapter 1

GENERAL SCOPE & RESPONSIBILITIES

1.1. Scope. This instruction applies to all personnel involved in the processing, packaging, handling and transporting AA&E, classified, NWRM, sensitive, aircraft engines and PMEL.

1.2. Commanders' Responsibilities. Commanders will ensure all unit personnel who handle, process, receipt, and ship AA&E, classified, NWRM, sensitive, aircraft engines and PMEL 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 local training standards.

1.2.1. Commanders will appoint, in writing, personnel authorized to process, ship and receive AA&E, classified, NWRM, and sensitive cargo. 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 will be used to verify Security Clearance Eligibility, Investigation Status, and Access Levels. Units must provide the 51 LRS an update immediately if an individual's clearance eligibility and/or access level is downgraded or changed).

1.3. Other Personnel Responsibilities. It is the responsibility of all personnel involved with the processing, packaging, handling and transporting AA&E, classified, NWRM, sensitive, aircraft engines and PMEL to comply with the procedures contained in this wing instruction. Failure to comply may result in a security incident and formal investigation, followed by disciplinary action if investigation results warrant.

1.3.1. All units/personnel that offer for shipment AA&E, classified, NWRM, sensitive, aircraft engines and PMEL 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, NWRM, 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).

Chapter 2

ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

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

2.2. Location of Operations.

2.2.1. Aircraft. Load/download will be at the designated explosive “hot cargo” area. For Osan AB the “hot cargo” pad is located at the far end of the flight line adjacent to the Munitions Storage Area (MSA).

2.2.2. Trucks. Load/download in accordance with base explosive site plans. Osan AB’s explosive load/download area for trucks is located in the Alpha/Delta Munitions Storage Areas.

2.3. Movement Routes.

2.3.1. The primary entry to the base for delivery trucks is the Morin Gate. If the Morin Gate is closed during normal duty hours, contact 51 SFS to allow delivery trucks entry. All commercial vehicles will be escorted to/from the area in which they are loaded/unloaded.

2.3.2. Vehicle Inspection. The Morin Gate is designated as the base’s vehicle inspection station. If the Morin Gate is closed, 51 SFS will identify an alternate gate to use until normal operations resume.

2.3.3. Suspect or Suspicious Vehicle Holding Area. Suspect or suspicious vehicles will be directed to a parking area designated by the base explosive site plans IAW AFMAN 91-201, *Explosives Safety Standards*, Paragraph 8.15.4. and 12.63. If any vehicle is suspicious, contact 51 SFS at 784-5515.

2.4. Procedures.

2.4.1. Receiving Requirements.

2.4.1.1. Shipments are normally accepted during the following hours: 0800-1500, Monday-Friday. AF Form 4388, *Inbound Transportation Protective Service Material Checklist*, will be initiated per AFI 24-203, Para 5.1.8.

2.4.1.2. 51 MUNS/MASO will provide 51 LRS/LGRDDC an updated list of individuals authorized to receipt for AA&E consigned to this activity and delivered by commercial motor carriers. The list will contain name, rank, security clearance, signature and DEROS.

2.4.1.3. 51 LRS/LGRDDC will, upon receipt of a Report of Shipment (REPSHIP) for Class 1.1, 1.2 or 1.3 shipments, advise Munitions Control (784-4344) of the shipment and furnish quantity, Transportation Control Number (TCN), and estimated time and/or date of arrival.

2.4.1.4. 51 SFS will notify 51 LRS/LGRDDC on all commercial carriers delivering explosives through the Morin Gate. Explosives will never be delivered to Building 824.

2.4.1.5. 51 LRS/LGRDDC will use the DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*, to physically check exterior and interior of the carrier's vehicle for damage and tampering prior to allowing entry in the installation.

2.4.1.6. After the vehicle inspection, as appropriate, 51 LRS or 51 MUNS representatives will escort the carrier representative to the explosives offload area via the designated movement route. In the event an accident occurs during the course of operations contact the appropriate offices below:

Table 2.1. Contact Information

Emergency/Non-Emergency Contacts	Phone Number
For emergencies (from duty phone or housing)	911
For emergencies (from cell phone)	031-661-9111
For non-emergencies, contact the Distribution Flight-Traffic Manager	784-5856
For all incidents contact Munitions Control	784-4344 / Cell 031-661-4344

2.4.1.7. 51 LRS/LGRDDC will maintain responsibility for truck shipments until downloading commences.

2.4.1.8. 51 MUNS/MXWCC supervision will direct the download location for munitions not received at Building 824. Additionally, non-nuclear munitions will be directly delivered to the Alpha/Delta Munitions Storage Areas as required.

2.4.1.9. 51 LRS/LGRDDC will complete the receiving checklist IAW AFI 24-203.

2.4.2. Outbound Shipping Requirements:

2.4.2.1. 51 MUNS/MASO will coordinate transportation requirements with 51 LRS/LGRDDC using DD Form 1348-1A. All munitions assets will be properly packed, marked, and inspected ready for shipment prior to requesting transportation. 51 MUNS/MXWCB will complete the top portion of AF Form 4387, *Outbound Transportation Protective Service Material Worksheet*, Packaging/Preparation, to include signing "Packed By" block and submit it to 51 LRS/LGRDDC when offering an item for shipment.

2.4.2.2. 51 LRS/LGRDDC will provide the 51 MUNS/MASO an updated list of individuals authorized to receipt for AA&E, including classified items, which are being released to 51 LRS/LGRDDC for shipment. The list will contain name, rank, security clearance, DEROS and signature for each authorized individual. Update the list as changes occur, and re-accomplish annually.

2.4.2.3. Building 635 is NOT licensed to temporarily storage any type of munitions and/or explosives.

2.4.2.4. 51 LRS/LGRDDC will notify Munitions Control at Defense Switched Network (DSN) 784-4344 to coordinate and schedule loading of outbound munitions stored at the MSA.

2.4.3. 51 LRS/LGRDDC, Packing and Crating will:

2.4.3.1. Verify shipment documents, to include DD Form 1348-1A, contain the required information and are correctly accomplished IAW DOD and Federal directives. Verify 51 MUNS has completed the top portion of AF Form 4387, Packing/Preparation, and signed the "Packed by" block.

2.4.3.2. Inspect/verify explosives which have been packaged and/or placed in containers IAW current Department of Transportation (DOT), Republic of Korea Armed Forces and United States Forces Korea Regulation (USFKR) 55-355, *Korea Traffic Management*. Incorrectly packaged items will not be accepted for shipment.

2.4.3.3. Inspect/verify proper marking and labeling requirements are met. The marking and labeling requirements vary with the type of asset and shipment method. Each container must identify its contents and the correct DOT markings. Also, a check must be made to determine if a Department of Transportation-Special Permits (DOT-SP) or Certificate of Equivalent (COE) is required. Items with incorrect documentation, packing, labeling and markings will not be accepted for shipment. After documentation, packing, labeling and marking requirements are met, turn over the shipment documents to Outbound Freight.

2.4.3.4. Use the Delta explosives pad in the Munitions Storage Area to receive, process and secure class division 1.4 C, D, G & S explosive shipments. Contact 51 MUNS Control at 784-4344 prior to processing to coordinate reception efforts.

2.4.3.4.1. Call the Fire Department (784-4710) any time explosives are being removed from commercial or government vehicles. Post the proper fire symbol signs accordingly.

2.4.3.4.2. After the shipment has been loaded, ensure proper blocking and bracing IAW TO 11A-1-61-1, *Storage and Outloading Instructions*. (Use only non-sparking hammers in securing the load.)

2.4.4. 51 LRS/LGRDDC, Outbound Freight will:

2.4.4.1. Verify the information on the DD Form 1348-1A, proper hazard classification, hazard class/division, storage compatibility group, labeling and marking data and will determine if a DOT-SP or COE is required.

2.4.4.2. Determine the proper mode/method of shipment.

2.4.4.3. Ensure shipments entering the Defense Transportation System (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.

2.4.4.4. Use DD Form 626 to inspect carrier vehicle IAW DTR 4500.9-R, *Defense Transportation Regulations (DTR)*, Part II, *Cargo Movement*. <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, the company (or driver) involved will be allowed to make corrections before being rejected. Repairs will not be made on

commercial vehicles at government expense. Once inspection is complete, sign and date 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.

2.4.4.5. When the load is completed:

2.4.4.5.1. Attach seals to cargo door.

2.4.4.5.2. Have driver sign:

2.4.4.5.2.1. Cargo Movement Operations System (CMOS) Generated Truck Manifest.

2.4.4.5.2.2. DD Form 626, DD Form 836.

2.4.4.5.2.3. DD Form 1907, *Signature and Tally Record*. (when necessary).

2.4.4.6. A REPSHIP will be made for all shipments of Class 1.1, 1.2 and 1.3 explosives using the format prescribed in DTR 4500.9-R, Part II. Complete AF Form 4387 and maintain with shipment files. Verify delivery 24 hours after Required Delivery Date (RDD).

Chapter 3

CLASSIFIED SHIPMENTS

3.1. Scope. This chapter applies to all personnel involved with the processing, packaging, and shipment of classified, controlled, NWRM, and sensitive assets.

3.2. Procedures.

3.2.1. All units/personnel that offer classified material for 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 code and must be marked with the words identify the degree of classification. NOTE: "TOP SECRET" shipments are not authorized to be processed through Cargo Movement section.

3.2.2. Packing and Crating will:

3.2.2.1. Establish delivery receipt times with the shipper. Classified shipments will be received and processed between 0800-1100 hours Mon-Fri.

3.2.2.2. Designate qualified personnel to receipt for classified material.

3.2.2.3. Initiate and use AF Form 4387 for processing classified material IAW AFI 24-203, Para 5.1.7.

3.2.2.4. 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 635, Room 147 (vault) as necessary. Classified shipments will not be left unattended/unprotected. All classified shipments not in the vault are eyes-on until the shipment leaves this location.

3.2.2.5. Ensure the DD Form 1348-1A and/or DD Form 1149, has the applicable CIIC/SRC and is marked with the degree of classification.

3.2.2.6. Use Enterprise Solution Supply (ESS)/Asset Management System (AMS) electronic signature as required. Notify the section supervisor if a discrepancy is detected which cannot be resolved on-the-spot. Provide hand-to-hand receipt control IAW AFI 24-203, Para 5.1.3.

3.2.2.7. 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 the outer wrapping or cover.

3.2.2.8. 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, DD Form 1387-2, *Special Handling Data/Certification*, must show the TPS required in Block 6. See DTR, Part II, Ch 205, Par I.2, for 1387-2 preparation and distribution. Note: Maintenance Technical Orders (T.O.'s) may require a nomenclature marking on exterior.

3.2.2.9. Ensure all copies of the shipping documents are enclosed inside the inner-most shipping container.

3.2.2.10. Ensure all seams/openings are taped.

3.2.2.11. Enter required information into CMOS and affix DD Form 1387, *Shipping Label, Military*, to cargo. Paper labels other than pressure-sensitive 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.

3.2.2.12. Ensure DD Form 1348-1A/DD Form 1149 shipment planning worksheet is complete and accurate.

3.2.3. Outbound Surface Freight will:

3.2.3.1. Initiate and use AF Form 4387 for processing classified material IAW AFI 24-203, Para 5.1.7.

3.2.3.2. Match DD Forms 1149/DD Forms 1348-1A against shipment to verify proper labeling.

3.2.3.3. Prepare the shipping documentation using proper tenders, routing instruction notes and Transportation Facility Guide instructions.

3.2.3.4. Provide hand-to-hand receipt control for classified, sensitive, and controlled shipments. The DD Form 1907 may be used for all receipt transactions. The TO may use the DD Form 1907 for internal control as a hand-to-hand receipt of classified or sensitive items. Equivalent carrier-furnished forms may be used as described in the DTR, Part II. The air/truck manifest may be used for military shipments if they adequately control the materiel being transferred.

3.2.3.5. Prepare and forward a REPSHIP to consignee after the shipment departs per DTR 4500.9-R, Chapter 205, Para. L. If a fax or e-mail cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with name of person talked to, DSN number called, date and time called.

3.2.3.6. If Consignee does not acknowledge receipt of REPSHIP within 24 hours, Outbound Freight will initiate a Transportation Discrepancy Report (TDR). If Consignee does not acknowledge receipt of cargo within 24 hours of RDD, Outbound Freight will initiate tracer action. Security officers will be notified and tracer action will be initiated at origin and destination when notified shipment is overdue at destination.

3.2.4. Inbound Receiving will:

3.2.4.1. Direct consignment of logistical materiel into 51 LRS Receiving, Building 824. In-checkers must handle all items delivered via truck (i.e. Kunsan Vehicle Operators) as classified material. An indication that a small parcel package may be classified is by the receipt of a REPSHIP for that item or the absence of a packing envelope on the outside of the container. The driver will provide a DD Form 1907 for all other classified shipments.

3.2.4.2. Only personnel that are cleared and listed on the Classified Receipt Listing are authorized to receipt and/or process small package carrier deliveries. Packages will be constantly monitored or stored in the classified vault located in Bldg 824/Receiving

Section. Upon identification of a classified asset, Inbound Receiving personnel will initiate and use the AF Form 4388.

3.2.4.3. 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.

Chapter 4

ON-BASE MOVEMENT OF CLASSIFIED MATERIAL

4.1. Scope. This chapter applies to all Distribution personnel whose duties involve receiving, processing, handling and transportation of classified material.

4.2. Procedures.

4.2.1. Classified Receipt Listing. The Vehicle Operations Element will work with the Materiel Management Flight (MMF) to ensure the Classified Receipt Listing identifies only those vehicle operators (2T1s) authorized to receive, handle, and transport classified assets. The MMF 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., Security Forces Squadron or Unit Security Manager).

4.2.2. Vehicle Operations Classified Receipt Listing Certification. The Vehicle Operations Element 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 MMF Classified Receipt Listing but will also contain the following information:

4.2.2.1. A statement certifying and listing the names of all personnel on the list have received annual Information Security training, date of training and DEROS.

4.2.2.2. A statement certifying all personnel have read this wing instruction and AFI 24-301, *Vehicle Operations*, mandates Documented Cargo operating instructions be used when the handling and movement procedures for classified assets.

4.2.3. Pre-movement procedures. Prior to dispatching an operator to move classified materials/assets, the dispatcher will refer to the Vehicle Operations Classified Receipt Listing and ensure the operator is certified to move classified materials, and the following:

4.2.3.1. Follow local dispatching procedures and brief the operator regarding classified movement in accordance with this wing instruction.

4.2.3.2. Ensure the operator has an updated Classified Receipt Listing prior to dispatching the operator for a classified movement.

4.2.4. Movement procedures. Operators will check all documentation to verify the classification of the asset/material prior to handling the item. The operator will also ensure the paperwork is properly marked IAW the classification of the item. The operator assumes full responsibility for the security of the classified asset and must maintain positive control upon pickup. At no time will the operator leave the item unattended or out of sight. The 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.

4.2.5. Delivery procedures. Operators will ensure assets are delivered to the correct organization as identified by the originator. Upon delivery, the operator will:

- 4.2.5.1. Use the MMF Classified Receipt Listing to verify the person receiving the package is authorized to sign/receive classified materials.
 - 4.2.5.2. Will contact the Vehicle Operations dispatcher immediately if the receiver is not on the Classified Receipt Listing or the authority to receive classified material cannot be verified, the operator. At no time will the operator leave the package with someone other than the receiver designated by the originator, unless instructed to do so by the originator or the dispatcher. In either case, the new receiver's authority to receive classified will also be verified using the MMF Classified Receipt Listing.
 - 4.2.5.3. 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 Vehicle Operations.
 - 4.2.5.4. 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 LGRDDC.
- 4.2.6. Documented Cargo. When performing Documented Cargo operations, operators will:
- 4.2.6.1. Carry the Classified Receipt Listing at all times, regardless of whether or not the ESS/AMS is used.
 - 4.2.6.2. Ensure the Classified Receipt Listing is the most current listing available for the Documented Cargo supervisor, who will coordinate with the MMF.
 - 4.2.6.3. The Documented Cargo AFI 24-301 and mandated operating instruction will reference this wing instruction.

Chapter 5

DEMURRAGE AND DETENTION CHARGES

5.1. Scope. The chapter outlines the responsibilities and procedures for maintenance and operation of the Demurrage Charge and Detention program at Osan Air Base. This instruction applies to all units assigned to 51 FW.

5.2. Responsibilities. Distribution Flight is responsible for railhead operations and control of seavans at Osan Air Base. Organizations (consignee) receiving shipments too large to physically process through base supply are responsible for ensuring that:

5.2.1. Seavans and railcars are offloaded in timely manner.

5.2.2. Cargo is removed from the railhead as soon as possible.

5.3. Concepts.

5.3.1. After the Korean railcars are spotted in an offloading area designated by 51 LRS/LGRDDC representative, six hours are allowed for off loading before demurrage charges begin. This charge can often be avoided and actual costs minimized by pre-planning. U.S. Army railcars are not subject to demurrage, but are in short supply and require the same timely handling as Korean National Railway railcars.

5.3.2. When seavans are offered to the consignee, unloading must be completed within 72 hours of delivery date or detention charges will begin to accrue.

5.3.3. In circumstances where railcars or seavans are received by the consignee under demurrage/detention or the consignee has less than the allotted time to offload cargo, 51 LRS/LGRDDC will notify the consignee of demurrage/detention charges.

5.4. Procedures.

5.4.1. 51 LRS/LGRDDC will notify the consignee of arrival time of trains/seavans and an off load area will be jointly determined at that time by the consignee and 51 LRS/LGRDDC.

5.4.2. 51 LRS/LGRDDC representative will escort the train/seavan carrier to the predetermined offloading area upon cargo arrival.

5.4.3. Consignee is responsible for cargo offloading. When railcars/seavans cannot be unloaded in the allotted time (6 hours for railcars, 72 hours for seavans), the consignee must request an extension from 51 LRS/LGRDDC. Any further extension must be coordinated through the 51 MSG/CC.

5.4.4. 51 LRS, 51 CES, and/or 51 AMXS/51 MXS may be tasked to loan material handling equipment (MHE) to organizations that do not possess MHE. Receiving organizations are responsible for satisfying requirements for off load and will provide or arrange for qualified operators/drivers.

5.4.5. Cargo will not be stored at the railhead under any conditions. Temporary storage not to exceed 24 hours after unloading must be coordinated with 51 LRS/LGRDDC. If temporary storage is required the consignee will receipt for the cargo immediately upon unloading and is responsible for its security thereafter.

5.5. After Offloading. It is the responsibility of the consignee to remove and dispose of all dunnage from the empty railcars/seavans. Reusable cargo securing devices such as cables, turnbuckles, cable clamps and chains will be delivered by the consignee to 51 LRS/LGRDDC (the offload work area must be cleared of all debris).

5.5.1. Location of operations:

5.5.1.1. Trucks: Load/download operations will be at Building 635 or Building 824.

5.5.1.2. Movement routes.

5.5.1.2.1. Primary Entry. The primary entry to the base for delivery trucks is the Morin Gate. In the event the gate is closed during normal duty hours, an alternate entry for the base will be designated by 51 SFS. 51 LRS/LGRDDC will escort commercial vehicles to/from the area in which they are loaded/unloaded.

5.5.1.2.2. Vehicle Inspection. The Morin Gate is designated as the base's vehicle inspection station. An alternate vehicle inspection area will be established by 51 SFS in the event the Morin Gate is closed.

5.5.1.2.3. Suspect or Suspicious Vehicle Holding Area. Suspect or suspicious vehicles will be directed where to report by 51 SFS personnel until cleared. If vehicle is suspect or suspicious, contact Security Forces at 784-5515.

Chapter 6

AIRCRAFT ENGINE SHIPMENTS

6.1. Scope. This chapter applies to all personnel involved with the processing, packaging, handling, shipment and receipt of the aircraft engines between Osan AB and source of repair.

6.2. Movement Routes.

6.2.1. The primary entry to the base for delivery trucks is the Morin Gate. In the event this gate is closed during normal duty hours, an alternate entry for the base will be established by 51 SFS. All commercial vehicles will be escorted to/from the area in which they are loaded/unloaded.

6.2.2. Vehicle Inspection. The Morin Gate is designated as the base's vehicle inspection station. If required, an alternate vehicle inspection area will be established by 51 SFS in the event the Morin Gate is closed.

6.2.3. Suspect or Suspicious Vehicle Holding Area. Suspect or suspicious vehicles will be directed to the parking area designated by the 51 SFS until cleared. If vehicle is suspect or suspicious, contact Security Forces at 784-5515.

6.3. Procedures.

6.3.1. Shipment Receiving of engines from carrier. 51 LRS/LGRDDC will in-check/receipt for engines in accordance with directives. The engines will be downloaded from the carrier's equipment. To limit the safety risk, engines will be downloaded at Building 635 using the on-/offload ramp dock levelers and warehouse tug. 51 LRS/LGRDDC will notify 51 MOS/MXOOE to establish formal receipt and a date/time for pick up. For engines arriving via AMC, personnel will have a individual(s) from the respective engine shop meet them at Building 632 to sign for the cargo. If contact is not made in a timely manner the engine will be transported to Building 824 to await customer pick up.

6.3.2. Outbound Shipment of Engines. 51 MOS/MXOOE notifies 51 LRS/LGRDDC of any pending engine movement requirement. The 51 MXS/MXMT prepares the shipping document(s), using the automated DD Form 1348-1A, and provides a copy to 51 LRS/LGRDDC to prepare the truck manifest for shipment. The 51 MXS/MXMT purges, drains, preserves, wraps and certifies 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 is delivered to 51 LRS/LGRDDC for further processing, labeling, and loading on carrier equipment for line haul movement to depot. Outbound Freight will expedite movement in accordance with the established priority/RDD as required.

6.3.3. 51 MXS/MXMT will attach a completed DD Form 1387-2, *Special Handling Data/Certification*, stating "Surface via air ride vehicle required in accordance with T.O. 00-85-20." 51 LRS/LGRDDC will verify form is attached before releasing shipment for movement.

Chapter 7

PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL)

7.1. Scope. This chapter applies to all personnel involved with the receipt, processing, packaging, handling, and shipment of Precision Measurement Equipment.

7.2. Procedures.

7.2.1. Shipment Receiving of PMEL.

7.2.1.1. 51 LRS/LGRDDC will in-check/receipt for test, measurement, and diagnostic equipment (TMDE) for PMEL in accordance with directives. Receiving personnel will contact the PMEL POC within 2 hours of acceptance.

7.2.1.2. 51 MXS/MXMD will pick up and sign for equipment from Building 824, Receiving, within 12 hours of notification of shipment arrival. An appointment letter will be provided to 51 LRS/LGRDDC authorizing individuals to handle and receipt for PMEL/TMDE pieces.

7.2.2. Outbound Shipment of PMEL.

7.2.2.1. 51 MXS/MXMD will generate a DD Form 1149 and furnish to 51 LRS/LGRDDC for outbound shipments. DD Form 1149 may be created using the shippers pre-established automated management system and 51 LRS/LGRDDC will assign TCN from CMOS. PMEL items do not require DD Form 1149 checklist. 51 MXS/MXMD will ensure equipment is packed according to classification and identified by appropriate PMEL Shipping Labels. TMDE shipments require use of Project Code 571. Equipment requiring Special Packaging Instructions (SPI) will not be accepted by cargo personnel without proper container or signed AF Form 451, *Request for Packaging Service (NOT LRA)*. An appointment letter will be provided to 51 LRS/LGRDDC authorizing individuals to handle PMEL/TMDE pieces.

7.2.2.2. 51 LRS/LGRDDC Cargo Movements Section will verify equipment has the appropriate SPI container, or AF Form 451 signed by Unit Container Manager on file. Cargo personnel will verify National Stock Number (NSN) on items and paperwork, nomenclature, quantity, valid TAC and DODAAC, name and authorized signature. After verification of paperwork and equipment, cargo personnel will process for movement.

7.2.3. 51 MXS/MXMD will provide 51 LRS/LGRDDC a justification letter to expedite PMEL cargo. Letter will be updated to reflect current Commander's signature. 51 LRS/LGRDDC will maintain letter on file. As long as letter is on file, all PMEL assets will be treated as "999" priority and shipped within the 24 hour time standard identified in AFI 24-203, Table 3.2.

Chapter 8

REUSABLE CONTAINER PROGRAM

8.1. Scope. This chapter applies to all units that utilize shipping containers that must be stored, fabricated and/or maintained for future shipping between Osan AB and source of repair.

8.1.1. 51 LRS will:

8.1.1.1. Appoint the Traffic Management Officer as the base Reusable Container Manager.

8.1.1.2. Train all unit container monitors and document training.

8.1.1.3. Provide all units a semi-annual reusable container analysis report.

8.1.1.4. Conduct semi-annual on-site inspection of reusable container storage areas in each unit. ([Attachment 2](#)).

8.1.1.5. 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 over three shipments through 51 LRS/LGRDDC each year (or generate container replacement requests for stored items), i.e., supply, maintenance, fighter squadrons, and some tenant organizations. The objective of this working group will be to minimize unnecessary expenditures of Department of Defense (DoD) funds necessary to replace containers.

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

8.1.1.7. Monitor all reusable containers on the base for redistribution to units that need them, eliminating the need to buy reusable containers unnecessarily.

8.1.1.8. Provide recommendations for the proper disposition of excess reusable containers and associated materials.

8.1.1.9. Process and monitor fund recoupment for replacement containers through finance.

8.2. Unit Responsibilities (for units that utilize more than three SPI shipments, or generate container replacement requests for stored items, i. e., WRM assets) will ensure the following:

8.2.1. Appoint a primary and alternate Unit Reusable Container Monitor (units may have multiple alternates appointed) to represent the unit on all matters pertaining to the base Reusable Container Program. The unit program monitor must be in the grade of E-5 or above.

8.2.2. Forward an updated reusable container monitor appointment letter, signed by the unit commander, to 51 LRS/LGRDDC within ten days of any changes.

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

8.2.4. Ensure all cargo turned in to 51LRS/LGRM or 51 LRS/LGRDDC is in the proper container or has an AF Form 451 (original plus two copies) attached with the paperwork for the item. See [Attachment 3](#) for directions on completing the form. UCM's are the only personnel authorized to sign AF Form 451.

8.2.5. 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.

8.2.6. Report packaging improvements to the base Reusable Container Monitor that will increase the efficiency of the Reusable Container Program.

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

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

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

8.2.10. Attend Base Container Monitor directed reusable container program meetings and training sessions.

8.2.11. Train (document training) and appoint unit container monitors on use and preparation of AF Form 451s ([Attachment 3](#)).

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

8.3. Procedures.

8.3.1. 51 LRS.

8.3.1.1. Receiving will make sure that items received are not separated from their respective containers. If an item is received without its proper container a ROD/SDR will be accomplished and maintained with the property.

8.3.1.2. Storage and Issue will ensure the original container remains with the issued item. When property requiring a SPI is issued without the SPI container, supply 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 ROD/SDR if applicable, to validate future turn-in shipments of reparable assets without the proper container.

8.3.1.3. Flight Service Center 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. Proof is a copy of the DD Form 1348-1A, or ROD/SDR if applicable, signed and stamped when the item was originally issued. If an item was issued without a container, base supply personnel will initiate the AF Form 451.

8.3.1.4. 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.).

8.3.2. Other Units will:

8.3.2.1. Make sure the item is in the required container on receipt of an asset from base supply. Items received will stay in their containers until such time as required for bench stock or inspection.

8.3.2.2. Make sure the change-out reparable is immediately put in the same container for turn-in when an asset is removed from the container and put in use. If the item is removed and the container is not immediately reused, it will be stored in an appropriate storage area. Ensure all internal blocking, bracing and cushioning materials are placed in the container.

PATRICK T. McKENZIE, Colonel, USAF
Commander

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

AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 27 Apr 2011
AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 November 2010
AFI 24-301, *Vehicle Operations*, 1 November 2008
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/Ch 6, 15 April 2008.
T.O. 11A-1-61-1, *Storage and Outloading Instructions*, 7 May 2008.
USFKR 55-355, *Korea Traffic Management*, 8 July 2005

Adopted Forms

AF Forms 451, *Request for Packaging Service (NOT LRA)*
AF Form 797, *Job Qualification Standard Continuation/Command JQS*
AF Form 847, *Recommendation for Change of Publication*
AF Form 2519, *Reusable Container Inspection Checklist*
AF Form 4387, *Outbound Transportation Protective Service Material Worksheet*
AF Form 4388, *Inbound Transportation Protective Service Material Checklist*
AFTO 20, *Caution and Inspection Record*
DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Material)*
DD Form 836, *Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles*
DD Form 1149, *Requisition and Invoice/Shipping Document*
DD Form 1348-1A, *Issue Release/Receipt Document*
DD Form 1387, *Shipping Label, Military*
DD Form 1387-2, *Special Handling Data/Certification*
DD Form 1907, *Signature and Tally Record*

Abbreviations and Acronyms

AA&E—Arms, Ammunition, and Explosives
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System
AMC—Air Mobility Command
AMS—Asset Management System
CCI—Controlled Cryptographic Item
CFETP—Career Field Education and Training Plan
CIIC/SRC—Controlled Inventory Item Codes/Security Risk Code
CMOS—Cargo Movement Operations System
COE—Certification of Equivalency
DOD—Department of Defense
DOT—Department of Transportation
DOT—SP—Department of Transportation-Special Permits
DSN—Defense Switched Network
DTR—Defense Transportation Regulation
ESS—Enterprise Solution Supply
LRS—Logistics Readiness Squadron
MAJCOM—Major Command
MHE—Material Handling Equipment
MMF—Materiel Management Flight
MSA—Munitions Storage Area
MSC—Military Sealift Command
N/A—not applicable
NSN—National stock number
NWRM—Nuclear Weapons Related Material
OPR—Office of Primary Responsibility
PMEL—Precision Measurement Equipment Laboratory
RDD—Required Delivery Date
RDS—Records Distribution Schedule
REPSHIP—Report of Shipment
ROD—Report of Discrepancy
SDDC—Surface Deployment and Distribution Command
SDR—Supply Discrepancy Report
SPI—Special Packaging Instruction

TCN—Transportation Control Number

TDR—Transportation Discrepancy Report

TMDE—test, measurement, and diagnostic equipment

T.O.—Technical Order

TPS—Transportation Protective Service

USFKR—United States Forces Korea Regulation

Terms

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

Classified Receipt Listing—A listing maintained by the LRS's MMF listing installation personnel authorized to receive or otherwise handle classified material 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 material are covered by Competent Authority Approvals (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—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 Controlled Cryptographic Items (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.

Attachment 2

REUSABLE CONTAINER INSPECTION CHECKLIST

Figure A2.1. Reusable container Inspection Checklist

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Reusable Container Program Storage Area Inspection Checklist Unit/Office Symbol:		OPR	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
1	Is an updated letter on file appointing a primary and alternate Unit Container Monitor (UCM)? (AFI 24-203, Para. 1.8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have UCM received documented training on their duties by BCM? (AFI 24-203, Para. 9.10.1.3.3) Training Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the storage areas clearly identified and only used for storing reusable containers? (AFI 24-203, Para. 9.10.1.4.2.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are reusable containers stored in a secured area with internal packaging and cushioning materials intact? (AFI 24-203, para 9.10.1.3.3.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are reusable containers in a covered, clean, dry space to protect containers and packaging materials from inclement weather during storage? (AFI 24-203, Para. 9.41.1.3.10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are reusable containers properly identified and categorized by NSN/SPI? (AFI 24-203, Para. 9.10.1.3.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Does the UCM prepare an AF Form 451 with required information when required reusable container is not available? (AFI 24-203, Para. 9.10.1.1.5.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	UCM(s) present during inspection: REMARKS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 3**PROCEDURES FOR COMPLETING AF FORM 451**

A3.1. Date. Enter the date that you initiate the form.

A3.2. 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.

A3.3. Request Number.

A3.4. To. Enter the organization symbol or name of the packaging and crating activity, i.e., 51 LRS/LGRD.

A3.5. 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.

A3.6. Shipping Document Number. Enter the TCN from accompanying documents. If the documents have no number, enter not applicable (N/A).

A3.7. Issue Document Number. Enter the supply document number from accompanying documents. If the documents have no number, enter N/A.

A3.8. Reason for Request. Check the applicable block:

A3.8.1. 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.

A3.8.2. 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 an ALC deviation number in the lower right corner of the container, you may use the pack for shipment or storage.

A3.8.3. Item due-out replacement not received. Check this block for Credit Due-In from Maintenance turn-ins when the supply or reusable container program resources don't have the SPI pack. If you check this block, write "turn-in" in item 16 (Remarks).

A3.8.4. Initial requirement. Check this block when units turn in items, you can't get the containers, and replacement items came in a different SPI pack.

A3.8.5. 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.

A3.9. Item requested. Check the applicable block to indicate the type of container required. Note: TPO pack is now SPI pack.

A3.10. 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.

A3.10.1. Quantity. Enter the number of units required.

A3.10.2. Unit. Enter "each," "pieces," "bags," or any other descriptive unit of issue.

A3.10.3. 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.

A3.10.4. 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.

A3.10.5. Nomenclature. Enter the name of the requested item or service if you checked none of the blocks in item 9.

A3.10.6. Length, Width, and Depth. Enter the measurements of the item requested in this order.

A3.11. Purpose. Check the applicable block to indicate the item destinations. You need not check these blocks when you provide a complete shipping document.

A3.12. Building Number. Enter the building number of the requesting activity if you want the container or item when complete.

A3.13. Phone Number. Enter the phone number of the person to contact for information on the request or to alert for pick-up when the item is complete.

A3.14. Signature of Requester. The unit container monitor is the only one authorized to sign.

A3.15. Costs. To be computed by Packing and Crating personnel only.

A3.16. Remarks. Enter unit's Fund Cite.

Attachment 4

EXPLANATION OF TERMS

A4.1. Container. Any receptacle used to enclose and afford maximum protection to government property during storage and shipment.

A4.2. 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."

A4.3. Category I Container. Container usually made of metal, plastic, synthetic, or composted materials fabricated to ensure a minimum of 100 trips.

A4.4. 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.

A4.5. 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.

A4.6. 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.

A4.7. 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.