

**BY ORDER OF THE COMMANDER
90TH MISSILE WING**



AIR FORCE INSTRUCTION 24-203

**90TH MISSILE WING
Supplement**

28 APRIL 2015

Transportation

**PREPARATION AND MOVEMENT OF AIR
FORCE CARGO**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements the installation's policies depicted in AFI 24-203, *Preparation and Movement of Air Force Cargo*, and outlines the responsibilities and procedures for the management and operation of Transportation Protective Service (TPS) shipments and Reusable Container Program (RCP) at Francis E. Warren Air Force Base, Wyoming. This instruction applies to all base customers and security personnel assigned, attached and tenants to the 90th Missile Wing. It also applies to any U.S. Air Force Reserve, Air National Guard, U.S. Army, or U.S. Navy member residing on Francis E. Warren Air Force Base. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Comply with AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, for documents containing Privacy Act Information. Comply with DoDM 5200.01-V2, DoD, *Information Security Program* and AFI 31-401, *Information Security Program Management* for documents containing For Official Use Only information. 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 the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Changes were made to reflect current guidance provided in AFI24-203, *Preparation and Movement of Air Force Cargo*. Changes were made in the following areas: training, coordination and responsibilities required by 90 LRS Cargo Movement Section for shipment and receiving of all Sensitive, Classified, Arm, Ammunition & Explosive (AA&E) and unclassified and classified Nuclear Weapons Related Materiel (NWRM) items by 90th Missile Wing and tenant unit customers. Significantly updated Chapter 5, Classified, Protected, Sensitive and Controlled Cryptographic Cargo and Arms, Ammunition, and Explosives (AA&E) and NWRM, expanding on NWRM packaging, handling, storage and transportation procedures, and use of AF Forms 4387 and 4388 (outbound and inbound Transportation Protective Service (TPS) checklists). REPSHIP and Defense Transportation Tracking System (DTTS) procedures have been expanded. Other significant changes are within Chapter 9, Air Force Reusable Container Program. Changes include primary and alternate Unit Reusable Container Manager (UCM) procedures and responsibilities.

1.4.5. Training procedures for Sensitive, Classified, Arm, Ammunition & Explosive (AA&E) and unclassified and classified Nuclear Weapons Related Materiel (NWRM) shipments for 90th Missile Wing (MW) and tenant units.

1.4.5.1. **(Added)** Coordination for training on proper procedures for outbound/inbound shipments will be between all shipping/receiving customers, 90 Security Forces Squadron (SFS) personnel and 90th Logistics Readiness Squadron (LRS), Deployment & Distribution Flight's (LGRD) Cargo Movement Section.

1.4.5.2. **(Added)** Training will consist of the preparation, handling, receipt and documentation, shipment, and deliver of sensitive, classified, AA&E and NWRM shipments.

(Added) NOTE: ALL THESE ASSETS MUST BE SHIPPED OUT THROUGH THE 90th LOGISTICS READINESS SQUADRON, DEPLOYMENT & DISTRIBUTION FLIGHT'S CARGO MOVEMENT SECTION.

1.4.5.3. **(Added)** In-class training will be taught by cargo movement personnel. Plan of Instructions are provided to every unit as reference and will be updated as needed. After training session(s), personnel will be appointed in writing by their Squadron Commander and provided a copy of the letter to cargo movement section.

1.4.5.4. **(Added)** Shipping customers will provide Material Safety Data Sheet(s) (MSDS) to cargo movement section when shipping asset(s) requiring hazardous material certification.

1.4.5.5. **(Added)** For asset(s) requiring serial number(s) validation, the shipping customers will schedule a time for asset(s) to be inspected and validated. Validation will consist of cargo movement personnel, the shipping customer, and/or supply personnel with proper forms.

1.4.5.5.1. **(Added)** When assets are required to be deemed as packed by owner (PBO), the shipping customer is responsible for the completion of Section I of the Outbound Transportation Protective Service Material Worksheet (TPS), AF Form 4387, IAW AFI 24-203 and DTR 4500.9R. PBO will package the asset to prevent all movement and damage to the asset while in transit to the destination.

1.4.5.6. **(Added)** Carrier's entry onto the F. E. Warren AFB will be conducted with cargo movement personnel and SFS personnel for carrier verification and escort to the respective area, hot cargo pad or cargo movement parking lot.

1.4.5.6.1. **(Added)** Shipping of outbound AA&E shipment(s), cargo movement personnel will coordinate with shipping customer for date/time of shipping. On the day of shipping, cargo movement personnel will meet the commercial/government carrier and SFS personnel at the designated gate. Cargo movement personnel will complete Motor Vehicle Inspection (DD Form 626) prior to the carrier entering the installation. Once completed, SFS personnel will escort the carrier to the hot cargo pad. Upon arrival at the hot cargo pad, shipping customers will conduct the required crew briefing prior to any transfer of assets. Cargo movement personnel will re-validate shipment against the Commercial Bill of Lading (CBL), Motor Vehicle Inspection (DD Form 626), DD Form 1907, Hazardous certification, Emergency Response Guidebook (ERG) pages/Code of Federal Regulation (CFR) 49 requirements, and Outbound Transportation Protective Service Material Worksheet (AF Form 4387/AFGSC Form 4387). Cargo movement personnel and shipping customer will complete the transfer of cargo accountability by utilizing the DD Form 1907 prior to unloading the vehicle. Cargo movement personnel will block/brace, place seals, placard truck, and complete remainder of paperwork with carrier representative/driver. Shipping customers will remain at hot cargo pad until carrier/driver is ready for departure and is escorted to the gate by cargo movement personnel and/or SFS personnel.

1.4.5.6.2. **(Added)** Receiving of inbound AA&E shipment(s), cargo movement section will advise receiving customers on a firm timeframe to meet at the hot cargo pad to offload the shipment onto the customer's vehicle. When Transportation Protective Service Material is received, Cargo movement personnel will meet the carrier and SFS personnel at the designated gate and complete the Transportation Protective Worksheets (AF Form 4388/AFGSC Form 4388) prior to commercial/government truck entering the installation. Once worksheets are complete, SFS personnel will escort the carrier to the hot cargo pad. Upon arrival at the hot cargo pad, receiving customers will conduct the required crew briefing prior to any transfer of assets. Cargo movement personnel will validate the inbound shipment against the CBL, DD Form 626, DD Form 1907, Hazardous certification, ERG pages/CFR49 requirements, provided by the carrier from the origin base. Cargo movement personnel will then remove seals, remove blocking and bracing, unload and then complete remainder of paperwork with carrier representative/driver. The carrier, cargo movement personnel, and customer will complete the transfer of cargo accountability by utilizing the DD Form 1907 prior to loading the customer's vehicle. Receiving customers will remain at hot cargo pad until transfer is complete and carrier/driver is ready for departure and is escorted to the gate by cargo movement personnel and/or SFS personnel.

5.11.1. Cargo Movement Personnel are required to complete and send a Report of Shipment (REPSHIP). Transportation Protective Services (TPS) & NWRM CONUS REPSHIP notifications will be made within two hours of shipment. TPS & NWRM OCONUS will be made within eight hours of delivery. When Satellite Motor Surveillance (SMS) shipment REPSHIPS are made through the Defense Transportation Tracking System (DTTS), the shipper must verify the shipment information is resident in DTTS and a REPSHIP was transmitted. Access the Intelligent Road/Rail Information Server (IRRIS) website's Bill Of Lading (BOL) screen within 20 minutes after releasing the shipment (from your shipper system) to confirm.

You must release the shipment prior to carrier transmitting their departure message to DTTS. A Transportation Discrepancy Report (TDR) will be issued when the receiving activity does not acknowledge receipt of the shipment when requested by the origin within 24 hours.

5.11.2. For SMS shipments, personnel must confirm receipt of the shipment (using IRRIS website).

5.11.3. If acknowledgement is not received, a tracer action will be initiated and a TDR is accomplished. Cargo movement inbound personnel will accomplish the following for inbound shipment(s):

5.11.3.1. Must handle all Domestic Express Small Package Service (DESPS)/Blanket Purchase Agreement (BPA) carrier deliveries to final customer as classified shipments until it is verified that the shipment is unclassified.

5.11.3.2. Once shipment is confirmed classified, AF Form 4388 and AFGSC Form 4388 must be completed. After processing, the shipment will be secured in the appropriated secured cage.

5.11.3.3. **(Added)** Must ensure only designated and cleared personnel are authorized to receipt and/or process DESPS/BPA carrier deliveries.

5.11.3.4. **(Added)** Classified shipments may be turned over to consignee without additional documentation, aside from that normally used as long as the individual accepting the shipment is authorized to receipt for classified shipments. (i.e. base classified listing)

5.11.3.5. **(Added)** Issue a TDR when REPSHIPs are not received prior to receipt of shipment.

5.11.3.6. **(Added)** The destination must immediately inform their security officer and the origin shipping office if the shipment is not received by the REPSHIP estimated time of arrival (ETA) date. Help origin with track and trace procedures.

5.13. Movement of AA&E and NWRM Shipments via Blanket Purchase Agreement (BPA) DoD Domestic Express Small Package Service (DESPS) Carriers.

(Added) NOTE: ALL THESE ASSETS SHOULD BE SHIPPED OUT THROUGH CARGO MOVEMENT SECTION. 90 MW units should not use Government Purchase Card (GPC) or Unit FedEx account to ship any of these assets, unless arrangements have been made with the Transportation Officer. Authorized carriers can be found at website: <https://private.amc.af.mil/A4/domexpress/spsindex.html>. All records are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm/>. The Paperwork Reduction Act of 1974 as amended in 1996 affects this instruction. 90th Logistics Readiness Squadron (LRS), Deployment & Distribution Flight's (LGRD), Cargo movement Section will not be responsible for any damages or Transportation Discrepancy Report (TDR) of that asset(s). The following must be applied to shipments.

5.13.1. Cargo movement outbound personnel will accomplish the following for outbound shipment(s):

5.13.1.1. The following are prohibited under the DoD BPA:

5.13.1.1.1. **(Added)** DO NOT USE THIS MODE/METHOD TO MOVE CLASSIFIED SHIPMENTS OR ANY (classified/unclassified) NWRM SHIPMENTS TO THE AIR

MOBILITY COMMAND AERIAL PORT OF EMBARCATION (AMC APOE) FOR CHANNEL AIRLIFT.

5.13.1.1.2. **(Added)** Any shipment(s) that are both Classified and Hazardous i.e. NWRM/Small Arms Ammunition.

5.13.1.1.3. **(Added)** Hazardous Code (HC)/Division (Div) (1.1, 1.2, 1.3) A&E must not be shipped under the DoD BPA/DESPPS contract. HC/Div 1.4 explosives not considered small arms and ammunition (e.g., detonators/blasting caps, fuses, signaling devices, smoke grenades).

5.13.1.2. Must ensure only designated and cleared personnel are authorized to receipt and/or process DESPPS/BPA carrier deliveries.

5.13.1.3. Must complete AF Form 4387 and AFGSC Form 4387.

5.13.1.4. If Cargo Movement personnel pack the asset, he/she will ensure the package's wrapping, marking, and addressing are in compliance with directives. Otherwise the shipper is responsible for the integrity of the shipment. The carrier's package may be used as the outer wrapper. Classification markings, packing list, and classified document receipt will be located on the inner container.

5.13.2. The classified shipments must be within the DoD BPA Transportation Support Provider (TSP) standard small package size and weight limits.

5.13.2.1. Classified shipments will be double wrapped. No classified labels, markings, seals or bands will be placed on the outside of the TSP's package that would identify the classification of the shipment.

9.10.1.2.9. **(Added)** Primary and alternate Unit Reusable Container Managers (UCM) (organizational flights/units may have multiple alternates appointed) will be appointed in writing by their unit commander to represent the squadron on all matters pertaining to the Base Reusable Container Program.

9.10.1.2.10. **(Added)** UCM can train an appointed alternate UCM on the use and preparation of AF Form 451s. Units should appoint their own personnel to provide this training and develop a training plan tailored to the unit's shipping practices. Training documentation will be maintained so that it can be presented to Base Reusable Container Program Manager(s) upon request.

9.10.1.2.11. **(Added)** UCM will train alternate personnel on the importance of document training, reusing containers, and packaging materials.

9.10.1.2.12. **(Added)** UCM will forward an updated Reusable Container Manager appointment letter, signed by the unit commander, to the 90th Logistics Readiness Squadron, Deployment & Distribution Flight, (90 LRS/LGRD), Reusable Container Monitors (RCM) within ten days of any changes.

9.10.1.2.13. Attend BCM yearly Reusable Container working group meetings and training sessions.

9.10.1.2.14. Identify and maintain an active reusable container storage area by protecting serviceable containers against natural and induced environments and physical damage by

9.10.1.2.15. The UCM will ensure the original container remains with the issued item. When property issued without a Special Packaging Instructions (SPI), Supply will annotate the

accompanying DD Form 1348-1A, Issue Release/Receipt Document or ES-S label (or attached SDR), to indicate whether or not the property was issued in a reusable container. The organizational flights/units will retain the annotated DD Form 1348-1A or Standard Discrepancy Report (SDR) to validate future turn-in shipments of reparable assets without the proper container.

9.10.1.2.16. The UCM will ensure all cargo received is in the proper container or have the discrepancy annotated on the issued document, i.e., Issue Release/Receipt document (DD Form 1348-1a) and/or SDR. This is maintained with the reusable container.

9.10.1.2.17. **(Added)** When cargo is turned into the responsible Supply section, UCM has to make sure shipment is in the proper container or has an AF Form 451 attached with the paperwork for the item and/or SDR. The AF Form 451 should only be signed by the UCM, alternate, or the unit commander, and will contain a chargeable unit fund cite.

9.10.1.2.18. **(Added)** UCM will report packaging improvements to the RCM that will increase the efficiency of the Base Reusable Container Program.

9.10.1.2.19. **(Added)** Monitor and submit monthly inventory by establishing effective metrics to account for and control reusable containers and materials.

9.10.1.3.11. The 90 LRS/LGRD, Cargo Movement Section will not accept an item for shipment needing a reusable container unless the item is accompanied by an AF Form 451 to the item if it was received on base without the proper container.

9.10.1.3.12. **(Added)** When an item is received in a container that is contractor packed, every effort should be made to return that item or its authorized substitute in the original container. Do not obliterate any markings on that container or any other container (i.e., identifications, serviceable tag, packaging labels, etc.).

9.10.1.3.13. On receipt of an item from Supply, make sure that the item is in the required container. Items received will stay in their containers for bench stock or inspection.

9.10.1.3.14. When an item is removed from its container and put in use, the reusable container will be stored in the storage area along with the documentation identifying what item that container is for. Ensure all internal blocking, bracing and cushioning materials stay with the container.

9.10.1.4.1.1. The 90th Logistic Readiness Squadron Reusable Container Monitors will train appointed Unit Reusable Container Managers (UCM) and document training.

9.10.1.4.1.2. Provide staff assistance and additional training to organizational flights/units upon request from the unit commander or UCM.

9.10.1.4.1.3. Track reusable container usage/non-usage by organizational flights/units.

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

9.10.1.4.2.

5. Reusable Container Program (RCP) Compliance

9.10.1.4.2.5.1. Perform semi-annual inspections of organizational flights/units reusable container storage areas

9.10.1.4.2.5.2. Arrange a reusable container working group meeting at least annually. The working group will consist of a representatives from each organizational flights/units who initiate over ten shipments through the Deployment & Distribution Flight, Cargo Movement section each year (or generate container replacement requests for stored items), i.e., supply, maintenance and security forces. The objective of this working group will be to minimize unnecessary expenditures of Department of Defense funds necessary to replace containers.

9.10.1.4.2.5.3. Process and monitor fund recoupment for replacement containers through finance and LRS Resource Advisor.

9.10.1.4.2.5.4. Enforce Reusable Container rate standard of 90 percent. If the monthly return rate is below 90 percent, a letter signed by the BCM and will be forwarded to the applicable unit commander for corrective action. This letter will summarize data collected from AF Form 451s, Request for Packing Service, and is geared to assist the organization flights/units in initiating corrective actions.

TRACEY L. HAYES, Colonel, USAF
Commander, 90th Missile Wing

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

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 02 November 2010

AFI 24-203_AFGSC Sup, *Preparation and Movement of Air Force Cargo*, 18 September 2012

Prescribed and Adopted Forms:

Prescribed Forms: There are no forms prescribed by this publication.

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

AF Form 4387, *Outbound Transportation Protective Service Material Worksheet*

AFGSC Form 4387, *Outbound Transportation Protective Service Material Worksheet*

AF Form 4388, *Inbound Transportation Protective Service Material Checklist*

AFGSC Form 4388, *Receiving Transportation Protective Services Material Worksheet*

DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Material)*

DD Form 1907, *Signature and Tally Record*

AF Form 451, *Request for Packaging Service (NOT LRA)*

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

AF IMT 2519, *All Purpose Checklist*

SF 364, *Report of Discrepancy (ROD)*

Attachment 2
Figure A2.1. Reusable Container Semi-Annual Inspection Checklist

ALL PURPOSE CHECKLIST		PAGE	OF	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA REUSABLE CONTAINER SEMI-ANNUAL INSPECTION CHECKLIST		OPR 90 LRS/ LGRDDC	DATE	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
	Unit Inspected: Bldg. #: Phone #:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Unit Container Monitor: Signature:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inspector: Signature:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.	Are letters of appointment current and updated annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is Unit Container Monitor training conducted and documented upon their appointment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are AFI 24-203 and 90 MWI 24-203 supplements accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does Unit Container Monitor prepare an AF Form 451 with required information when the reusable container is not available for the item being turned in for shipment or storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are reusable containers being inventoried and copies sent to 90 LRS/LGRDDC monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is the unit providing the Base Reusable Container Monitor with an updated unit appointment letter within 10 days of changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Has the Unit Reusable Container Monitor provided unit personnel training on the importance of reusing containers and packaging materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Has the Unit Reusable Container Monitor trained and appointed key unit personnel on using and preparing the AF Form 451?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are reusable containers free from protruding dangerous objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are reusable containers stored under cover and protected against damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are reusable container storage areas clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Has care been taken when opening containers to prevent damage to container and internal materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are reusable containers stored in a secure area with internal packaging and cushioning material intact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Were any internal packaging materials (polyurethane foam, sponge rubber, molded dunnage, bolts, etc.) found without containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are reusable containers properly identified and categorized by NSN/SPI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	RATING: Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Satisfactory (reinspect in 15 days)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Unsatisfactory (reinspect in 30 days)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rating is as follows: 0 discrepancies receives an Excellent rating. 1 discrepancy receives a Satisfactory rating. 2 or more discrepancies receives an Unsatisfactory rating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	REMARKS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>