BY ORDER OF THE COMMANDER
934TH AIRLIFT WING

934 AIRLIFT WING INSTRUCTION 24-203

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Transportation

REUSEABLE CONTAINER PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col Michael Ochs)

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This instruction implements the information and requirements set forth in AFI 24-203, Chapter 9. It establishes guidelines for maintenance and operation of the Reusable Container Program at the 934th Airlift Wing. It designates the Base Container Monitor (BCM) and establishes a wing goal for maximum return and reuse of containers. It outlines procedures for reimbursement of materials used to replace lost, destroyed or discarded reusable containers. This instruction applies to all 934th Airlift Wing units that use, manage, and approve reusable containers. 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 Disposition Schedule (RDS) located at **https://www.my.af.mil/gcssaf61/afrims/afrims**/. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s to 934 CS/SCOK, at Minneapolis St Paul Air Reserve Station, MN 55450-2100.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed by the key members of the program. Major changes include designation of Base Container Monitor (BCM) and Unit Container Monitors (UCM). Specific guidance of the responsibilities by LRS Traffic Management and Base Supply personnel including the tracking of container usage using Cargo Movement Operating System (CMOS).

Included in Attachment 2 is a 'Sample Reimbursement Letter' for units who have lost or damaged reusable containers.

1. Responsibilities:

1.1. The Base Transportation Officer (TO) will appoint a Base Container Monitor (BCM).

1.2. The BCM will:

1.2.1. Provide and document training for all UCMs.

1.2.2. Track reusable container usage/non-usage by squadron using CMOS.

1.2.3. Conduct an initial on-site inspection of reusable container storage areas and additional inspections when deemed necessary.

1.2.4. Maintain a file of appointed UCMs.

1.2.5. Convene a reusable container working group to meet on an annual basis. The working group will consist of the unit UCMs and their Resource Advisors (RA). The objective of the working group will be to eliminate unnecessary expenditures of Department of Defense funds needed to replace containers. FM should be a member of this working group since funds are being addressed and the Resource Advisors (RAs) are involved.

1.2.6. Provide staff assistance visits semi-annually. Conduct follow on training to units who request them.

1.2.7. Monitor reusable containers on base for possible redistribution to eliminate the need to buy replacements unnecessarily.

1.2.8. Provide recommendations for proper disposition of excess reusable containers.

1.2.9. If required, process and monitor material reimbursement for replacement containers through the RA.

1.2.10. Enforce maximum return of containers for reuse.

1.3. Unit Commander Responsibilities:

1.3.1. The Unit Commanders will appoint primary and alternate Unit Container Monitors (UCM) to represent the unit on all matters pertaining to the Base Reusable Container Program.

1.3.2. Forward an updated UCM appointment letter to the BCM within 30 days of any changes.

1.3.3. Ensure all cargo received is in the proper container prior to acceptance or obtain a SF 364 Report of Discrepancy from the issuing activity.

1.3.4. Provide for approved storage areas for reusable containers.

1.4. Unit Container Monitors will:

1.4.1. Ensure all cargo turned into the 934 LRS/LGRDDC is in the proper container or has an AF Form 451, Request for Packaging Service attached with the paperwork for the item. Items without the proper container will not be accepted for turn in without this form. Note: If the item was issued without the proper container evident by a SF 364, the unit will not be charged. The AF Form 451can only be signed by the primary/alternate

UCM, RA or unit commander. Procedures for completing the AF Form 451 can be found in AFI 24-203, Attachment 5.

1.4.2. Identify and maintain an active reusable storage area. The storage area must be a covered, clean, dry space to protect reusable containers and packing materials from inclement weather. The UCMs will identify the storage locations in writing to the BCM. The locations will include building number and room location within the building. A map indicating the storage locations is sufficient.

1.4.3. Provide the BCM with an updated listing of all excess containers on a semi-annual basis. Excess containers through initial issue may be turned over to the BCM to be redistributed to other organizations to preclude unnecessary purchase or construction.

1.4.4. Report packaging improvements that will increase efficiency of the program to the BCM.

1.4.5. Protect all containers and packaging materials to maintain containers for reuse. Note: consolidation of locations is authorized (reference AFI 21-101, Aircraft and Equipment Maintenance Management, Para. 11.28 and 11.32.9.

1.4.6. Train unit personnel on the importance of reusing containers and packaging materials. Training will be documented on AF Form 797, Job Qualification Standard Continuation/Command (JQS) or similar automated product.

1.4.7. Attend Reusable Container meetings and training sessions as directed by the BCM.

2. Procedures:

2.1. 934 LRS/LGRDDC

2.1.1. The Receiving Section will make sure items received are not separated from their respective containers. If an item is received without the proper container, a SF 364 will be accomplished and distributed accordingly.

2.1.2. Storage and Issue will ensure the applicable items are issued in the original container. Property received without the required Special Packaging Instruction (SPI) container should be accompanied by a SF 364 noting the discrepancy. The SF 364 will be used to support requests for packaging. If the item is going into storage, the BCM will arrange for the proper container.

2.2. All Other Units:

2.2.1. On receipt from 934 LRS/LGRDDC, the individual signing for the item will verify the item is in the proper container. Items received will stay in their containers until such time as required for use or inspection.

2.2.2. Units will not accept an item needing a reusable container for turn in unless the item in accompanied by an AF Form 451 or SF 364 stating the item was received on base or issued to the unit without the correct container.

2.2.3. When an item is received in a contractor supplied container (packed), every effort should be made to return the item or its authorized substitute in the original container.

Contractor containers are authorized reusable containers and should be treated in the same manner.

2.2.4. When an item is removed from the container and put into use, ensure the repairable is immediately placed in the same container for turn in to Supply. If the item is removed and the container not immediately reused, it will be stored in the appropriate designated storage areas. Ensure all internal blocking, bracing, and cushioning materials are stored in the container. A reusable container must have all components included to be considered complete. Any containers missing components will require an AF Form 451 to replace them.

2.3. Reimbursement process:

2.3.1. When an item is turned in without the proper container and no supporting documentation (either an AF Form 451 or SF 364) the unit turning the item in may be responsible for the cost of the replacement container. If it is determined that the unit is responsible for payment, the BCM will turn over the AF Form 451 including all costs incurred to the LRS RA, (LRS/LGL) who will send out a Reusable Container Reimbursement Letter (attachment 2).

2.3.2. The LRS RA will forward the AF Form 451 and request for reimbursement to the respective unit RA. The unit RA will then reimburse the LGRDD account.

2.4. Excess Reusable Containers:

2.4.1. Excess is defined when an activity generates a local excess over current or projected requirements. So identify, segregate and inspect the condition of containers. Additional details as follows:

2.4.2. Containers identified as excess will be coordinated through the BCM for disposition instructions. The BCM will inspect unit storage areas to validate the necessity for redistribution.

2.4.3. If a reusable container is turned in as excess and not redistributed, it will become part of the base excess. These containers will be made available for use by other units if/when required. Note: This will not be considered courtesy storage and the containers may be shipped, reissued, or reused at the discretion of the BCM.

2.4.4. The BCM will post excess containers on the RECON World-Wide Warehouse website to ensure maximal utilization throughout the Defense Transportation System.

DARREL G. YOUNG, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 24-203, *Preparation and Movement of Air Force Cargo, incorporating Change 1*, 11 May 2011

AFI 33-360, *Publications and Forms Management*, 18 MAY 2006

AFJI 24-210, *Packaging of Hazardous Material*, 22 OCT 2007

AFMAN 24-206_IP, *Packaging of Material*, 12 JAN 2004

AFMAN 33-363, *Management of Records*, 01 MAR 2008

AFPAM (I) 24-237, *Packaging of Material, Preservation*, 01 DEC 1999

Adopted Forms

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF IMT 451, *Request for Packaging Service*

AF IMT 847, *Recommendation for Change of Publication*

SF 364, *Report of Discrepancy*

Abbreviations and Acronyms

BCM—Base Container Monitor

CMOS—Cargo Movement Operations System

JQS—Job Qualification Standard

LRS—Logistics Readiness Squadron

RA—Resource Advisor

TO—Transportation Officer

UCM—Unit Container Manager

Terms

Cargo Movement Operations System (CMOS)—CMOS is a combat support system that provides automated base level processing for cargo movement during peacetime and both deployment cargo and passenger movement during contingencies for the Air Expeditionary Forces. CMOS USE IS MANDATORY for all Air Force deployment and distribution freight functions. System and process updates, technical data and on-line training are available at the CMOS program office website: **https://www.gunter.af.mil/il/ilr/ilrc**/.

Reusable Container Worldwide Warehouse System (RECON)—(https: //recon.wpafb.af.mil/). RECON is a web-enabled system used to cross-level excess reusable containers and/or packaging material from base to base, provide worldwide visibility and match

war fighters' needs. This system is intended to cost effectively expedite the re-use and delivery of reusable containers and packaging materiel.

Attachment 2

SAMPLE REIMBURSMENT LETTER

MEMORANDUM FOR 934 XXX/XX

FROM: 934 LRS/LGRDD

SUBJECT: Reusable Container Program Reimbursement Letter

1. Our records indicate during the months of _____thru _____, the requirement for 934 LRS/LGRDD to provide _____new reusable containers totaling_____.

2. The attached SPI/Job Expense Record outlines in detail what charges are being applied and how they were calculated.

3. Please ensure the expeditious credit of our account to cover the charges outlined in this memo. Transfer funds to_____.

4. If there are any questions regarding this matter, please contact 934 LRS/LGRDD at 713-1519.

//signed//
Base Container Manager

Attachments:

Special Package Expense Record
Reusable Container Report