

**BY ORDER OF THE COMMANDER  
2 BOMB WING**



**AIR FORCE INSTRUCTION 24-203  
BARKSDALE AIR FORCE BASE  
Supplement**

**25 MAY 2012**

**Transportation**

**PREPARATION AND MOVEMENT OF AIR  
FORCE CARGO**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Susanna L. Harris)

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AFI 24-203, *Preparation and Movement of Air Force Cargo*, 13 April 2007, is supplemented as follows: The purpose of this Wing Supplement is to outline responsibilities for processing, safeguarding and maintaining accountability while in transportation for Arms, Ammunition and Explosives (AA&E), classified, Nuclear War Related Materiel (NWRM), Nuclear Ordnance Commodities Management (NOCM) assets, and aircraft engine shipments. This supplement provides guidance for the delivery of classified logistical material transported via DoD Domestic Express Small Package Service (DESPS) carriers, and refers shippers to the Department of State Embargoed Countries List to provide guidance on shipments to restricted countries. It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC). 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/gcss-af61a/afirms/afirms/>. Contact supporting records managers as required for approval. 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.

1.5.6. **(Added)** Appoint in writing unit personnel authorized to handle, ship and receive classified and sensitive materials and NWRM.

1.5.7. **(Added)** Ensure all unit personnel who handle, process, receive and ship AA&E, classified and sensitive materials, and NWRM are properly trained and certified in accordance with the applicable Career Field Education Training Plan (CFETP), directives and the explosive safety requirements prescribed in AFMAN 91-201, *Explosive Safety Standards*.

1.5.8. **(Added)** At a minimum, 2 LRS 2S0XX/2T0XX/2T1XX technicians must be trained and certified in accordance with the respective Job Qualification Standard Continuation/Command JQS, AF Form 797. See Attachment 5.1 (Added).

1.5.9. **(Added)** To prevent DoD shipments to restricted countries, shippers, are to reference the Department of State Embargoed Countries List at: [http://www.pmddtc.state.gov/embargoed\\_countries/index.html](http://www.pmddtc.state.gov/embargoed_countries/index.html) to avoid misrouting and consignment of government shipments.

2.4.1.1. **(Added)** MICAP/999 expedited cargo shipments are accepted for processing, preparation and shipment 24 hours a day. Commercial express service from the Bossier City/Shreveport area is not available after 2000 hours daily, Monday-Friday, and 1200 hours on Saturday. Cargo must be released from the shipper to traffic management duty standby NLT 1830 hours, Monday-Friday, and 0900 hours on Saturday to be transported by an express carrier.

2.4.1.2. **(Added)** Federal Express (FedEx) Custom Critical provides Sunday and holiday services upon calling a toll-free number. Using this service, FedEx will dispatch a truck from the nearest location (i.e., Houston, TX; Dallas/Fort Worth, TX; or Memphis, TN) to pick up the shipment. This is the only carrier that provides emergency expedited service within this area.

2.4.1.3. **(Added)** Deputy Under Secretary of Defense for Logistics and Materiel Readiness Memorandum, dated 17 February 2009, directs “shippers” to the Department of State Embargoed Countries List as their reference for identifying restricted countries. DoD shipments must be consigned and routed only to destinations that are authorized to receive government shipments to prevent misrouting into restricted countries.

3.1.2.4. **(Added)** DD Form 1149, **Requisition and Invoice/Shipment Document**, is used for non-MILSTRIP shipments. Shippers using the DD Form 1149 will be required to process the DD Form 1149 Checklist, Attachment 2.1 (Added), through 2 LRS Equipment Accountability Office (EAO) for preapproval. For those items exempted from the accountability requirement by the EAO representative, completion of the checklist is not required (see Table 3.1.2.4 (Added)) To ensure standardization and accountability, the DD Form 1149, procedural process and checklist will be used for all shipments. If the shipment is exempt, the checklist will be stamped “Exempt” and signed by the EAO representative. The shipper will be instructed to take the completed shipping documentation (i.e., DD Form 1149 and Checklist) with a copy of the unit commander’s authorization letter to LGRDDC with the property for receipt and shipment. The LGRDDC representative will verify that the shipment data matches the documentation. The DD Form 1149 must contain the following statement inserted and initialed by the shipper: “This shipment does not contain any classified, sensitive, protective or hazardous material.” Shippers not authorized to use local O&M funding must provide a valid LOA and SDN with fund cite that is obligated for movement charges. Upon shipment, a copy of the DD Form 1149, Checklist, and a copy of the signed Unit Commander’s authorization letter will be retained and maintained in the outbound shipping files.

3.1.2.5. Table 1.1 EXCEPTIONS

<b>Exception</b>
Fuel
Oil
Soil
Medical Samples
Documents/Papers
Test Samples
PMEL (Yulista Management Services, Inc.)
2 CS Computer Assets to DRMS (after cleared from Comm ADPE)
AGM Missiles
Aircraft Engines
463L Cargo Pallets to Depot Repair
Redeployment of exercise assets not loaded on Barksdale SBSS records, (e.g., Green Flag East and TDY assets from other bases/services)

3.10.1. **(Added)** 2 LRS, Building 4845, is the designated Central Receiving location for all DODACC, FB/FE 4608, and Non-MILSTRIP consigned logistical material shipments transported by DOD Domestic Express Small Package Service (DESPS) and commercial common carriers.

3.10.1.2. **(Added)** The Vehicle Operations dispatcher will refer to the classified receipt listing and ensure the operators dispatched to move classified material are certified to move the material. Vehicle Operations will work with Material Management Flight to ensure availability of updated classified receipt listings used for verification and accountability of classified material delivered to the consigned organization.

3.12.1.1. **(Added)** Memorandum of Agreement (MOA) between 2 LRS, Traffic Management Officer (TO), and Base Engine Manager (BEM), outlines the guidance regarding the receipt and movement procedures for the TF33-103 Engines for the RE21 Program Initiative between Barksdale AFB and Tinker AFB. The purpose of the MOA is to describe the interaction with the BEM to process and move an engine to the repair facility. Guidance is essential for effective traffic management decisions, such as carrier arrangements, expedited processing and handling, and control of costs associated with transportation services. See MOA template at Attachment 3.1 (Added).

3.12.2.1. **(Added)** Munitions Inbound/Outbound shipment and reconciliation procedures are outlined in a joint munitions/transportation policy letter. Weapons Convoy Routes and Receipt Procedures for Commercial Deliveries and In-Transit Shipments are addressed in BAFBI 91-1, *Weapons Convoy Routes and Receipt Procedures for Commercial Deliveries and In-Transit Shipments*.

5.6.1.1. **(Added)** Authorized LGRDDC representative verifies content of shipments by matching the stock number/part number to the DD Form 1348-1A and condition tag. Classified items packed by shipper in a sealed container require the shipper's certification of content accurately reflected on the shipping document. Classified NWRM and/or NOCM received for shipment within a sealed container requires the shipping document to be over stamped by the

supply/munitions inspector with certification that the item has the correct quantity, description and condition classification.

5.9.1 (Added) Base entry, escort requirements, secure holding, movement routes, and designated vehicle inspection station for commercial carriers transporting AA&E have been established by the Base Security Council in accordance with BAFBI 91-1, .

5.12.2.1.1. **(Added)** After receipt of a REPSHIP notification, the AF Form 4388, Receiving Arms, Ammunition and Explosives (AA&E), Classified (Secret or Confidential), Nuclear War Related Materiel (NWRM), Sensitive and Controlled Items Checklist will be used for DESPS delivered shipments determine to be classified. AF Form 4388 will also be initiated at the time of the delivery when the shipment container is absent of markings or a packing list on the outside of the container. Only personnel authorized to receive classified property will receive/process DESPS carrier deliveries. Central Receiving will open each package as part of the receiving process. Packages will be under constant surveillance until stored in the classified security vault.

5.12.3.1.1 (Added) Requirements for the receipt and/or movement of official mail like matter via DOD Domestic Express Package Service (DESPS) carriers through the United States Postal System (USPS) is prescribed within DOD4525.8/BARKSUP 1. Reference paragraph 3.10.1 (added) for delivery of logistical material via DESPS carriers.

5.14.2.1 (Added) Barksdale AFB is not a designated Secure Holding installation for AA&E carriers. The Installation Transportation Facility Guide provides all DoD shippers with the special shipping instructions regarding delivery hours, secure holding and receiving capabilities.

16.3.2 (Added) Explosive Safety Training will be conducted in accordance with the requirement prescribed in AFMAN 91-201. As a minimum, operational, functional and procedural training for personnel processing, handling, packaging, transporting, shipping and/or receiving AA&E, and/or classified material will include the Job Qualification Standard Continuation/Command JQS, AF Form 797, at Attachment 5.1 (Added).

16.3.3. **(Added)** Shipping Container Reuse and Marking Obliteration training requirements will be administered in accordance with Attachment 16.1 (Added), Training Plan.

19.19 (Added) Board Foot Calculator:

[http://www.sawdustandshavings.com/wood\\_information/board\\_foot\\_calculator.asp](http://www.sawdustandshavings.com/wood_information/board_foot_calculator.asp)

19.1. **(Added)** Adopted Forms:

AF Form 797, Job Qualification Standard

DD Form 1149, Requisition and Invoices/Shipping Document

AF Form 4387, Outbound Transportation Protective Service Material Checklist

AF Form 4388, Receiving Arms, Ammunition and Explosives (AA&E), Classified (Secret or Confidential), Nuclear War Related Materiel (NWRM), Sensitive and Controlled Items Checklist

STEVEN L. BASHAM, Colonel, USAF  
Commander, 2d Bomb Wing

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

DOD4525.8, AF Supplement 1, DoD Official Mail Manual, 11 August 2006

AFMAN90-901, Operational Risk Management, 01 April 2010

AFMAN91-201, Explosive Safety Standards, 12 January 2011

AFMAN91-201\_AFGSCSUP\_I, Explosive Safety Standards, 20 October 2011

Attachment 2 (ADDED)

DD FORM 1149 CHECKLIST

TCN \_\_\_\_\_

DD FORM 1149, REQUISITION AND INVOICE/SHIPMENT DOCUMENT, CHECKLIST					
NO	ITEM	Yes	No	N/A	TM Use Only
1	Does a valid national stock number, part number and nomenclature exist for the item? Note: If yes, verify the material is not on accountable/custodial records requiring update prior to shipment (i.e. the Standard Base Supply System, COMSEC Material Control System, etc)				
*7** 2	Is this item classified, COMSEC, serialized controlled and/or nuclear weapon-related materiel? Note: These items are managed on custodial accounts. Contact the LRS Customer Support Section or your wing COMSEC program manager prior to transfer, deployment, or shipment. The COMSEC program manager approval is required only for COMSEC items not on LRS database records.				
*3	Has the initiator queried the supply database or federal logistics record (FEDLOG) to confirm the item is NOT accountable equipment? If the expendability recoverability reparability cost designator (ERRCD) is ND*, NF*, or XD* (SPRAM), contact the LRS Customer Service Section for guidance. Temporary loan of in-use equipment (e.g., lateral support to restore lost maintenance repair capability) between units may be allowed with written approval from the Command Equipment Management Office and applicable MAJCOM Functional Area Managers. (DD Form 1149 must NOT be used to transfer/ship accountable equipment, as it bypasses supply accountability).				
4	Is this item a small arms/weapons asset? These items are managed on LRS custodial accounts and must be shipped or transferred via the Standard Base Supply System (SBSS) database. Contact the LRS Equipment Liaison Office for shipping guidance.				
*5	Is the ERRCD an XD* or XF* due-in from maintenance (DIFM) items. If yes, contact the LRS Flight Service Center to determine the correct method of shipment.				
6	Has DD Form 1149, Requisition and Invoice/Shipping Document been completed online <a href="https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lo/">https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lo/</a> and in accordance with AFI 24-203 Attachment 2, to include a complete description of items being shipped? (Annotate assigned TCN to checklist).				
7	Does the proposed shipment contain Test, Measurement, and Diagnostic Equipment (TMDE)-related assets? Note: TMDE is required to be shipped using DD Form 1149 IAW AFI 21-101, TO 00-20-14 and other applicable publications.				
8	For classified and sensitive items, has DD Form 1149 been marked CCI, CLASSIFIED, or SENSITIVE, followed by the applicable Controlled Item Identification Codes (CIIC) under the block 4 (b), <i>Federal Stock Number, Description, and Coding of Materiel and/or Services</i> ?				
9	Are all hazardous material shipments clearly documented on DD Form 1149 to reflect the proper shipping name?				
10	For all other shipments, has DD Form 1149 been annotated with the following statement? "I certify this shipment does not contain any classified, sensitive, protective or hazardous material."				
11	Is the accountable person who authorized shipment and signed in block 10 of DD Form 1149 authorized on letter by the squadron commander?				

The following agencies are only required to sign if applicable, denoted by the \*

Print Initiator Name/Sign/Phone Number/Date: \_\_\_\_\_

\*LRS Customer Spt Rep Name/Sign/Phone Number/Date: \_\_\_\_\_

\*\*Base COMSEC Mgr Name/Sign/Phone Number/Date: \_\_\_\_\_

ATTACHMENT 3 (ADDED)  
 TEMPLATE  
 MEMORANDUM OF AGREEMENT

Between Traffic Management Officer (2d Logistics Readiness Squadron) and Base Engine Manager

This Memorandum of Agreement (MOA) is made between the Traffic Management Officer (TO), 2d Logistics Readiness Squadron (2 LRS) and the Base Engine Manager (BEO), regarding the receipt and movement procedures for the TF 33-103 Engines for the RE21 Program Initiative between Barksdale AFB and Tinker AFB.

1. **PURPOSE:** The purpose of this MOA is to describe the interaction with the BEM to process and move an engine to the repair facility. Guidance is essential for effective traffic management decisions, such as carrier arrangements, expedited processing and handling, and control of costs associated with transportation services.

2. **AUTHORITY:** Authority to execute this agreement is vested in the TO and BEO in accordance with referenced directives.

3. **REFERENCE:**

(a) AFI 24-203, *Preparation and Movement of Air Force Cargo*, paragraph 3.12.1, requires the TO and BEM to develop local procedures to ensure engine shipment/receipt meets mission requirements.

(b) T.O.00-85-20, *Engine Shipment Instructions*, prescribes the specific shipment instructions for aircraft engines.

4. **SCOPE:** RE21- Enterprise aircraft maintenance concept; repair accomplished by a network of Depot and CIRF facilities. Intermediate (1-level) maintenance will be removed from base level activities. For Barksdale AFB, the designated repair facility is located at Tinker AFB. Barksdale AFB has TF33-103–Turbofan Jet Engines, which power the B-52H aircraft.

5. **RESPONSIBILITIES:**

A. Shipment of Engines:

(1) BEM, notifies Transportation Traffic Management, Shipment Distribution Center (SDC) of any pending engine movement requirement. BEM prepares the shipping document, using the logistics support office's automated DD Form 1149, and provides a copy to SDC. SDC plans the movement, prepares the bill of lading and tenders the shipment to a commercial carrier. Specific pick up date and time is confirmed as requested by the engine manager. The engine shop purges, drains, preserves, wraps and certifies the AFTO 20 and/or the DD Form 1149 with a signed statement that the engine has been prepared for shipment in accordance with TO00-85-20. The engine is delivered to SDC for further processing, labeling, and loading on carrier's equipment for line haul movement to depot. BEM establishes priority/RDD for engine shipment in accordance with AFI 24-203, Table 3.2. TO will expedite movement in accordance with the established priority/RDD, as required.

(2) Transportation Traffic Management receipts for the engine from BEM. TO verifies the serial number and shipping data with repairable/serviceable tag, and inspects for external leaks and proper wrapping/packaging of the engine. TO ensures the DD Form 1149 and/or AFTO 20 is certified that the engine has been drained and purged in accordance with technical order requirements. Transportation, Traffic Management will arrange commercial movement to meet the RDD using carriers with air-ride tractor/trailers. TMF will prepare all necessary commercial

shipping documentation. They will load, block, brace and supervise the securing of the engine to the carriers equipment in accordance with TO shipping instructions.

B. Receipt of Engines from Carrier: Transportation, Traffic Management will in-check/receipt for engine in accordance with directives. If, there are no discrepancies, the engine will be downloaded from the carrier's equipment. To limit the safety risk, engines will be downloaded at building 4845 using the on/off load ramp dock levelers and warehouse tug. TMF will notify the BEM to establish formal receipt and a date/time pick up in accordance with AFI 24-203, Table 3.3.

7. FUNDING: Base O&M funds will be used for transport of the TF33-103 engines.

8. EFFECTIVE DATE AND TERMINATION: This MOA is effective as of date of signature by both parties and will remain in effect until the property is removed, until amended by mutual agreement, or terminated. This MOA may be terminated by either party upon 60 days written notice.

9. APPROVAL: All parties identified below certify that they are authorized to commit their respective organizations to these actions and agree to the provisions and terms of this MOA.

APPROVED:

---

Larry N. Campbell, DAFC

Traffic Manager

Base Engine Manager

Date: \_\_\_\_\_

ATTACHMENT 4 (ADDED)

AFSC 2T1XX AF FORM797

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS
<input checked="" type="checkbox"/>	1	Reviewed and understands Wing Instruction 24-203--Processing, Transporting and Safeguarding Procedures for Shipping Arms, Ammunition, and Explosives (AA&E), Classified and Engines. TR: Wing Instruction 24-203				
<input checked="" type="checkbox"/>	2	Documented Cargo Operating Instruction (OI), Handling of Classified Material. TR: AFI 24-301, Local Documented Cargo Operating Instruction				
<input checked="" type="checkbox"/>	3	Classified Receipt Listing: (1) Purpose (2) List Administration (OPR, updates, distribution, control, etc.) (3) Use TR: AFMAN 23-110; AFI 24-301; Wing Instruction 24-203				
<input checked="" type="checkbox"/>	4	Vehicle Operations Classified Receipt Listing: (1) Purpose (2) List Administration (OPR, updates, distribution, control, etc.) (3) Use TR: Wing Instruction 24-203				
<input checked="" type="checkbox"/>	5	Carry Classified Receipt Listing on all Documented Cargo trips and on all classified movements. TR: AFI 24-301; AFMAN 23-110; Wing Instruction 24-203; Documented Cargo OI				
<input checked="" type="checkbox"/>	6	Pre-movement Procedures: Verify material/asset is classified with customer/originator. TR: Wing Instruction 24-203				
<input checked="" type="checkbox"/>	6.1	Check operator authorization to move classified material using the Vehicle Operations Classified Receipt Listing. TR: Wing Instruction 24-203				
<input checked="" type="checkbox"/>	6.2	Brief operator concerning material/asset classification (e.g., SECRET, CONFIDENTIAL). TR: AFI 31-401; Wing Instruction 24-203				
<input checked="" type="checkbox"/>	7	Movement Procedures: Receive briefing from Vehicle Operations dispatcher regarding classified movement. TR: AFI 24-301; Wing Instruction 24-203				
<input checked="" type="checkbox"/>	7.1	Obtain current Classified Receipt Listing prior to departing for pickup. TR: AFI 24-301; Wing Instruction 24-203; Documented Cargo OI				
<input checked="" type="checkbox"/>	7.2	Check material/asset documentation for classification [e.g., 1348-1A (Blocks 9 & 17), DD Form 1149 (Block 4b)] TR: AFI 31-401; AFI 24-203; AFMAN 23-110-v2-Part 2-Chapter 15; Wing Instruction 24-203				
<input checked="" type="checkbox"/>	7.3	Maintain control of the classified material/asset during transit. TR: AFI 31-401; Wing Instruction 24-203; Documented Cargo OI				
TRAINEE NAME				CFETP/JQS NUMBER		PAGE NO.
AF IMT 797, 20020801, V3				ACC21JQS-001		1 of 2

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS
<input checked="" type="checkbox"/>	8	Delivery Procedures: Ensure classified item is delivered to the correct organization, as designated by the originator. TR: Wing Instruction 24-203; Documented Cargo OI				
<input checked="" type="checkbox"/>	8.1	Verify receiver's authority to sign for classified material/asset using Materiel Management Flight's Classified Receipt Listing. TR: AFI 24-301; AFMAN 23-110; Wing Instruction 24-203; Documented Cargo OI				
<input checked="" type="checkbox"/>	8.2	Resolve conflicts when receiver is not on Classified Receipt Listing. TR: AFI 24-301; AFMAN 23-110; Wing Instruction 24-203; Documented Cargo OI				
<input checked="" type="checkbox"/>	8.3	Obtain receiver information and provide it to dispatcher upon return to Vehicle Operations. TR: Wing Instruction 24-203; Documented Cargo OI				
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
TRAINEE NAME			CFETP/JQS NUMBER		PAGE NO.	
AF IMT 797, 20020801, V3			ACC2T1JQS-001		2 of 2	

(REVERSE) PREVIOUS EDITIONS ARE OBSOLETE

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
<input type="checkbox"/>	1	Classified/Sensitive & Arms Ammunition & Explosive (AA&E) shipments procedures TR: AFI 24-203; DOD 4500.9R, Part II; MIL STD 129; Wing OI					
<input checked="" type="checkbox"/>	1.1	Local Wing Instruction / Unit Specific Policy TR: Local Wing Instruction / Unit Specific Policy					
<input checked="" type="checkbox"/>	1.2	Use, completion and distribution of AA&E and Classified Shipment Checklist TR: AFI 24-203 Atch 6					
<input checked="" type="checkbox"/>	1.3	DD Form 1149 Shipments TR: AFI 24-203.					
<input checked="" type="checkbox"/>	1.4	Incheck and receipt procedures for outbound AA&E, Classified & Sensitive material TR: AFI 24-203; DTR, Part II;					
<input checked="" type="checkbox"/>	1.5	Packaging, marking and labeling of AA&E, Classified & Sensitive material TR: AFI 24-203; DOD 4500.9R, Part II; MIL STD 129					
<input checked="" type="checkbox"/>	1.6	Shipment planning of AA&E, Classified & Sensitive Items TR: AFI 24-203; DOD 4500.9R, Part II					
<input checked="" type="checkbox"/>	1.7	Use of DOD Domestic Express Small Package Service (DESPS) for shipment of AA&E, Classified & Sensitive Items. TR: AFI 24-203; DOD 4500.9R, Part II					
<input checked="" type="checkbox"/>	1.8	Defense Transportation Tracking Service (DTTS). TR: AFI 24-203; DOD 4500.9R, Part II; CMOS					
<input checked="" type="checkbox"/>	1.9	Inbound and Outbound REPSHIP process TR: AFI 24-203; DOD 4500.9R, Part II; CMOS					
<input checked="" type="checkbox"/>	1.10	Inbound receiving of AA&E, Classified & Sensitive Items TR: AFI 24-203; DOD 4500.9R, Part II					
<input checked="" type="checkbox"/>	1.11	Specific procedures relating to Inbound receiving of items tendered to DESPS carries. TR: AFI 24-203; DOD 4500.9R, Part II					
TRAINEE NAME			CFETP/JQS NUMBER		PAGE NO.		
AF IMT 797, 20020801, V3			ACCT00JQS-001		1 of 2		

PREVIOUS EDITIONS ARE OBSOLETE

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS							
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION				
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
<input checked="" type="checkbox"/>	1.12	AA&E Classified Shipment Checklist Certifier Responsibilities. TR: AFI 24-203 (ACC Policy MEMO)					
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
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<input type="checkbox"/>							
TRAINEE NAME			CFETP/JQS NUMBER		PAGE NO.		
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AF IMT 797, 20020801, V3 (REVERSE) PREVIOUS EDITIONS ARE OBSOLETE

ATTACHMENT 5 (ADDED)  
United States Air Force Training Template

On Container Reuse and Marking Obliteration

**FORWARD**

**A5.1.** This template is approved for use by the Department of the Air Force.

**A5.2.** This template is a GUIDE only for container reuse and military marking obliteration.

**A5.3.** Comments, suggestions, or questions on this document should be addressed to Chief, Cargo Management Section, Distribution Flight, 401 Supply Chain Management Squadron, Air Force Global Logistics Support Center (AFGLSC), ATTN: 401 SCMS/GUMAA, 4375 Chidlaw Rd, Wright-Patterson AFB, OH 45433.

## **INTRODUCTION**

**A5.4.** The Air Force supply chain has many different modes of transportation, handling systems and storage equipment. Many packaged items are lost, mislabeled or frustrated because of illegible, inadequate or improper markings. Marking and labeling requirements are the same for all military shipments, but their application may vary depending on the type of container and where or how it is being shipped. This training template reemphasizes applicable policy/guidance on reusable container reuse and marking obliteration to avoid misdirected, improperly marked or lost shipments.

## **METHODOLOGY**

**A5.5.** This template was prepared as a GUIDE for military, civilian or contractor Traffic Management Flight (TMF) personnel to train personnel performing packaging functions related to inspection, and shipment and storage operations. The information contained in this template is derived from DOD and Air Force packaging documents and industry specifications. Use this template to develop local training tailored to container use/reuse and marking obliteration. Trainers should ensure that personnel are familiar with the information contained in the template. Additional information related to packaging and marking may be added at the trainer's discretion. This training will be documented as part of the On-The-Job Training (OJT) Record; AF IMT 797, Job Qualification Standard/Command (JQS) as part of the AF 623 and AF 971 Briefs. The template is broken down into the following main areas:

A5.5.1. Policy/Guidance Sources for Military Marking and Packaging

A5.5.2. Reuse of Containers

A5.5.3. Marking and Labeling Containers

A5.5.4. Exceptional Requirements  
A5.5.5. Additional Information

## **A5.6. POLICY/GUIDANCE SOURCES FOR MILITARY MARKING AND PACKAGING**

### **A5.6.1. Marking policy/guidance document**

A5.6.1.1. MIL-STD-129, Military Marking for Shipment and Storage - Marking and labeling requirements are specified in MIL-STD-129. This standard provides the minimum requirements for uniform military marking and procedures for their application. All unit, intermediate and exterior packs shall be marked IAW MIL-STD-129 and additional marking requirements as

specified by the acquisition activity. This document will be readily available to all packaging operations.

#### **A5.6.2. Packaging policy/guidance documents.**

A5.6.2.1. DOD 4140.1-R, DOD Supply Chain Materiel Management Regulation – This regulation establishes requirements and procedures for DOD materiel managers and others who work within or with the DOD supply system. Additionally, this regulation specifies the charter for the Defense Packaging Policy Group (DPPG).

A5.6.2.2. DOD 4140.27, Shelf Life Item Management – This publication provides policy and basic procedures for the management of both non-consumable and consumable shelflife items that may be hazardous material (HAZMAT) or non-hazardous material, spanning all classes of supply and stored at all levels of the Federal Supply System.

A5.6.2.3. DOD 4500.9-R, Defense Transportation Regulation, Part II, Cargo Movement - This regulation prescribes procedures and guidance and assigns responsibilities for performing traffic management functions initiated or sponsored by Department of Defense (DOD) activities, to include the transportation and movement of materiel.

A5.6.2.4. MIL-STD-2073-1, Standard Practice for Military Packaging – This document outlines standard processes for the development and documentation of military packaging.

A5.6.2.5. AFMAN 24-206(I), Packaging of Materiel – This document establishes joint policies for all DOD components in developing uniform requirements for packaging of materiel and lead service activities for testing and evaluation (T&E) of packaging materials.

A5.6.2.6. AFMAN 24-204(I), Preparing Hazardous Materials for Military Air Shipment – This document provides guidance and procedures for preparing hazardous materials for shipment by military aircraft to ensure that such materials are packaged, marked, labeled, and prepared properly for transportation.

A5.6.2.7. AFI 24-203, Preparation and Movement of Air Force Cargo – This document provides guidance and procedures on the planning, documentation and packaging requirements associated with preparation and movement of Air Force cargo. Additionally, provides guidance on implementing the Air Force Reusable Container Program.

A5.6.2.8. DOT 49 CFR, Part 178 – Specifications for Packaging - This part prescribes the manufacturing and testing specifications for packaging and containers used for the transportation of hazardous materials in commerce.

#### **A5.6.3. Information Security Policy/Guidance**

A5.6.3.1. DOD 5200.1-R, Information Security Program – This document establishes proper and effective classification and protection of official information requiring protection in the interest of the national security.

#### **A5.6.4. Packaging Policy/Guidance Order of Precedence**

A5.6.4.1. Special Packaging Instruction (SPI)

A5.6.4.2. Technical Order (T.O.)

A5.6.4.3. General packaging instructions (MIL-STD-2073-1, AFI 24-203, AFMAN 24-204(I))

Note: Contract specifications, T.O.s or SPI drawings may also contain special marking requirements and apply as specified. Nothing in this guide, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

### **A5.7. REUSE OF CONTAINERS**

**A5.7.1. To be serviceable, reusable containers must meet all of the following requirements : (AFI 24-203)**

A5.7.1.1. Be capable of providing the original level of protection.

A5.7.1.2. Protect serviceable items against natural and induced environments and physical damage.

A5.7.1.3. Protect unserviceable items against further deterioration during return to the Air Logistics Center (ALC) or Technology Repair Center (TRC).

A5.7.1.4. Be opened and closed without impairing the container's ability to provide its original level of protection.

A5.7.1.5. Have all its components and in good repair.

A5.7.1.6. Endure the shipping, handling and storage environment for the number of trips required.

**Table A5.1. Requirements for Container Reuse.**

TYPE OF CONTAINER	VISUAL EXAMINATION
<b>METAL DRUMS</b>	<p><b>Perform external visual inspection for drum condition and serviceability.</b></p> <p><b>Inspect lid and drum for significant dents, corrosion at chime and seams.</b></p> <p><b>Gasket or other type of sealing elements must be used for all removable tops.</b></p> <p><b>Bolted locking rings must close tightly; not loose on drum lid.</b></p> <p><b>Drums must be free of rust, dirt, oil, solvents and moisture.</b></p>
<b>FIBER DRUMS</b>	<p><b>Drums must be free of dirt, oil, solvents and moisture.</b></p> <p><b>Must not have any breaks, dents, punctures, or cuts in the top, bottom, exterior or interior surface.</b></p> <p><b>Must not have any separation at top or bottom seams.</b></p> <p><b>Metal lever locking rings and chimes must be free of rust, fit snug around drum and not loose.</b></p> <p><b>Drum surface should not be unglued, delaminated or show any signs of material separation.</b></p>

<b>CLEATED WOODEN BOXES</b>	<p><b>Lumber must be serviceable, free of grease, oil and moisture.</b></p> <p><b>All cleats must be attached.</b></p> <p><b>Nails must not protrude from lumber.</b></p> <p><b>Damaged, broken, torn lumber must be replaced.</b></p>
<b>FIBERBOARD BOXES</b>	<p><b>No existing cuts, holes, pierces, punctures, separation or de-lamination of fiberboard flutes from facing of container.</b></p> <p><b>No separation of manufacturer's lap joint (e.g. joint made by overlapping two flaps and joining them together) from container. (May be taped or glued).</b></p> <p><b>In good rigid condition with all flaps intact.</b></p> <p><b>Fiberboard boxes will not be crushed.</b></p> <p><b>Fiberboard boxes will not have evidence of water or moisture damage.</b></p>
<b>PLASTIC CONTAINERS</b>	<p><b>Inspect structural members (top and bottom, sides, ends, corners and corner fittings) which affect the structural integrity of the container.</b></p> <p><b>No holes, tears, fractures, major cracks.</b></p> <p><b>No loose or missing fasteners or brackets.</b></p> <p><b>No broken or improper operation of top and bottom, lid and base, locking mechanism, handles, handle retainers or hinges.</b></p> <p><b>Must not have leaking, torn or distorted gaskets/seals which would prevent watertight sealing of container.</b></p> <p><b>No apparent damage to the interior, internal fixtures or fitments.</b></p> <p><b>No apparent damage to special features (energy absorbing systems, temperature control systems and permanent shock mitigation systems, etc.)</b></p>

Note: Direct any questions on testing the reusability of packaging materials to the Air Force Packaging Engineering and Technology Facility (AFPTEF). Contact information is listed in Section V.

**A5.7.2. Optimizing Container Reuse . (AFI 24-203)**

A5.7.2.1. Carefully open and unpack material to prevent damage to fiberboard containers and components.

A5.7.2.2. Do not strip old tapes and labels from fiberboard containers; it can delaminate (peel the layers off) the container and reduce serviceable life.

A5.7.2.3. Prevent obliteration of essential stenciled information on SPI containers (e.g. SPI No., NSN, Dimensions, Reusable Container Do Not Destroy, etc.) that identifies the box. For protected cargo, refer to Section IV.

A5.7.2.4. Carefully cut open the flaps by shallowly cutting along the tape line.

A5.7.2.5. Cut off loose ends of existing tape.

A5.7.2.6. Carefully remove all protruding nails, staples, metal strapping and other sharp metal objects.

A5.7.2.7. Put all container components inside or attach them to the container so they do not get lost.

A5.7.2.8. Container surfaces will be free of loose soil, oil or grease prior to application of tape.

A5.7.2.9. Tape over the original tapes.

A5.7.2.10. Obliterate old shipping labels prior to placing new shipping labels over old shipping labels.

A5.7.2.11. Obliterate unnecessary labels not applicable (i.e. 999, MICAP, 777, etc.).

A5.7.2.12. Container must not exceed container gross weight limitation.

A5.7.2.13. Operate an active reclamation program to allow maximum availability and reuse of Special Packaging Instruction (SPI) containers and other reusable containers and packaging material.

A5.7.2.14. Emphasize proper storage (off of ground/floor, under shelter/roof for weather protection) of reusable containers to minimize potential damage.

A5.7.2.15. Ensure reusable containers are separated from refuse (trash) and supply pickup points.

A5.7.2.16. Do not discard reusable containers (SPI wooden crates, fiberboard boxes and other reusable containers) in refuse (trash) bins.

A5.7.2.17. Establish reclamation area(s) and supply pickup points schedule.

A5.7.2.18. The Reusable Container Worldwide Warehouse (RECON) will be used to improve excess reusable container visibility, reuse and redistribution. The RECON web site address is <https://recon.wpafb.af.mil>.

**A5.7.3. Disposal of Unserviceable Containers.**

A5.7.3.1. If reusable containers do not meet all of the serviceability requirements above, follow local disposal procedures to recycle, scrap, or condemn depending on the type of container and contents.

## **A5.8. MARKING AND LABELING CONTAINERS**

### **A5.8.1. Rules for Applying Markings and Labels . (MIL-STD-129)**

A5.8.1.1. Mark and label containers according to the SPI, drawing, transportation modal regulation, and MIL-STD-129.

A5.8.1.2. Marking colors shall be legible and contrasting.

A5.8.1.3. Marking surfaces shall be clean and dry.

A5.8.1.4. Marking surfaces shall be in a condition so that markings remain permanent, legible and nonfading. (MIL-STD-129, Para 5.1.5)

A5.8.1.5. All markings not applicable to the shipment shall be obliterated. (MIL-STD-129, Para. 5.1.5)

A5.8.1.6. Use approved marking materials.

A5.8.1.7. Do **not** handscribe.

A5.8.1.8. When marking, closing and reinforcing, ensure the markings and labels are not covered by strapping or closure tape.

A5.8.1.9. Application of markings may be accomplished with brush or spray. Stenciling is the preferred method for most applications.

### **A5.8.2. Rules for Obliterating Markings and Labels . (MIL-STD-129)**

A5.8.2.1. Completely obliterate (blank out, cover with paint, stencil ink, etc.) old/previous markings and labels not applicable to the shipment before re-using any packaging except those that identify the container.

8.2.2. Any quick-drying, opaque lacquer, ink, enamel or paint that approximates the color of the container shall be used for the obliteration of markings.

8.2.3. Obliterate old markings on fiberboard or wood containers by using tan spray paint.

8.2.4. Hold spray can 8-12 inches from the surface to be painted to avoid excessive build-up or saturation of paint. Apply as many medium coats as needed to cover the area. Each coat should appear uniform.

8.2.5. For fiberboard containers, do not peel, strip or tear off old labels. Obliterate and apply new labels over the old labels.

8.2.6. For fiberboard containers, do not use box cutters to remove old labels. This destroys the fiberboard flutes and reduces serviceable life.

8.2.7. For metal, plastic and wood containers, remove (peel, strip or tear) or obliterate old labels and apply new labels over the old labels.

8.2.8. Containers that have excess labels and/or obliteration paint shall be evaluated for reuse. If excess labels and obliteration paint will cause misidentification issues, then replace the container. For additional assistance to determine replacement, contact the depot packaging office.

8.2.9. When obliterating Chemical Agent Resistant Coating (CARC) painted markings on metal reusable containers, paint conforming to MIL-DTL-64159, MIL-C-46168 or MIL-C-53039, paint

chip color Green-383 or Tan-686 of FED-STD-595, shall be used. Green shall be used on green or green camouflage and tan shall be used on tan or desert sand camouflage colored containers.

## **A5.9. EXCEPTIONAL REQUIREMENTS**

### **A5.9.1. Rules for Protected Cargo (Classified, Sensitive, Controlled and Pilferable) Markings.**

A5.9.1.1. For CLASSIFIED shipments, markings which indicate the classified nature of the materiel and its security classification shall not appear on the exterior of each container. (MIL-STD-129, Para 5.3.3.)

A5.9.1.2. CLASSIFIED material shall be prepared for shipment, packaged and sealed in ways to minimize risk of accidental exposure or undetected deliberate compromise. (DOD 5200.1-R and AFI 24-203)

A5.9.1.3. Do not include item description (nomenclature) or any information that indicate the nature of the contents on the exterior of protected cargo. The container shall not bear any classification markings or other unusual marks that might invite special attention to the fact that the contents are classified or protected cargo. (DOD 4500.9-R, DOD 5200.1-R and AFI 24-203).

### **A5.9.2. Rules for Hazardous Materials**

A5.9.2.1. Exceptional commodities, especially dangerous articles (hazardous materials), may require better container material, construction, serviceability and reuse requirements than are covered by this guide. Follow the Federal, agency, or departmental documents governing the transportation of the particular articles or materials being packed (i.e. AFMAN 24-204(I), 49 CFR, ICAO/IATA, etc.).

A5.9.2.2. 49 CFR, PART 178, Specifications for Packaging applies to containers fabricated to Department of Transportation (DOT) specifications and United Nations (UN) standards. This applies to containers fabricated within the United States. There are numerous types of containers that can be utilized to ship hazardous cargo and the following paragraphs specify standards for each type of container:

A5.9.2.3. 49 CFR, Subpart C, 178.35-178.178.75, Specification for Cylinders, provides mandatory standards for manufacturing, testing and usage of cylinders.

A5.9.2.4. 49 CFR, Subpart K, 178.350-178.360-4, Specification for Packaging for Class 7 (Radioactive) Material, provides mandatory standards for design and construction of shipping containers for the movement of radioactive material

A5.9.2.5. 49 CFR, Subpart L, 178.500-178.523, Non-Bulk Performance Oriented Packaging Standards, provides comprehensive standards for drums (metal, aluminum, plywood, and fiber, plastic), boxes (fiberboard, wooden, plywood, plastic), bags (plastic, film, and textile, paper), wooden barrels and standards for composite packagings with plastic, glass, and porcelain or stoneware receptacles.

A5.9.2.6. 49 CFR, Subpart M, 178-600-178.609, Testing of Non-Bulk Packaging and Packages, contains the minimum test procedures and variances for packages containing hazardous materials can withstand normal conditions of transportation.

## **A5.10. ADDITIONAL INFORMATION**

### **A5.10.1. Air Force Reusable Container Program.**

A5.10.1.1. The Air Force maintains a Reusable Container Program. The program was established to (1) reduce packaging and packing cost, (2) increase the reuse and availability of containers, (3) improve asset protection, and (4) increase resource conservation. It is important that attention be given to the reclamation, reuse and conservation of wooden containers, fiberboard boxes and other reusable containers. Each Air Force installation shall operate an active container reclamation program to allow the maximum availability and reuse of SPI containers and other reusable containers (Fast Packs and Standard Packs) and packaging materials used to package repairable and recoverable items. In the interest of conservation it is just good practice to reuse packaging material for the shipment of Air Force assets as long as the packaging materials meet the requirements of serviceability identified above and presents no safety hazard to personnel required to transport, handle, or store assets. Negligence in discarding SPI containers in refuse (trash) receptacles results in unnecessary procurement, unnecessary fabrication of the same SPI container, unnecessary reimbursable actions to repack and premature disposal of containers. Container losses slow down the flow of aircraft parts. Additional policy/guidance on this program can be found in AFI 24-203.

### **A5.10.2. Packaging Training.**

A5.10.2.1. **School of Military Packaging Technology (SMPT).** SMPT, U.S. Army Defense Ammunition Center (USADAC), McAlistier, OK, provides military packaging training. Training is available for Air Force military, civilian and contractor personnel. Resident training courses cover basic preservation and packing, unitization, hazardous materials, packaging design and packaging management. Correspondence courses are available for those personnel unable to attend a resident or on-site training course. For a complete listing of courses, visit their web site at <http://smpt.apg.army.mil>.

A5.10.2.2. **Defense Acquisition University (DAU).** DAU has numerous Acquisition, Technology & Logistics (AT&L) Continuous Learning Modules (CLM). The DOD Packaging Module, CLL013, will allow personnel involved in the Packaging, Handling, Storage and Transportation (PHS&T) process to obtain sufficient knowledge of the value of PHS&T throughout its lifecycle. Visit the DAU web site at: <https://learn.test.dau.mil>.

A5.10.2.3. **Hazardous Materials Training.** AFMAN 24-204(I), Attachment 25, identifies training requirements for all levels of hazardous materials workers who may affect the safety and security of hazardous materials in transportation. Training requirements are based on functional groups and the minimum training for handlers, packers, inspectors, technical specialist and preparers are listed in the attachment.

A5.10.2.4. **Hazardous Materials Computer Based Training (CBT).** The CBT program was developed by a joint cooperation between the US Navy and the Defense Logistics Agency (DLA). The CBT program provides an overview of hazardous packaging to include duties, regulatory documents and procedures to package hazardous materials. Website is listed in AFMAN 24-204(I), Attachment 25. Training can be found at: <http://www.dtc.dla.mil/HAZMAT/index.html>

### **A5.10.3. AF Global Logistics Support Center (AFGLSC) Packaging Points of Contact.**

A5.10.3.1. 401 SCMS/GUMA (AFGLSC), Wright-Patterson AFB OH, DSN 787-8062 - Develops and recommends policy proposals to the Air Staff in all areas of transportation, packaging (preservation and packing) and hazardous materials.

A5.10.3.2. 403 SCMS/GUEB (AFGLSC), Wright-Patterson AFB OH, DSN 787-3362 - Air Force Packaging Technology & Engineering Facility (AFPTEF) provides container engineering, design, fabrication, packaging materials reusability testing and procurement support capabilities to a wide variety of customers. Additional information on AFPTEF capabilities can be found at: <http://packweb.wpafb.af.mil/>

A5.10.3.3. 406 SCMS/GUMA (AFGLSC), Robins AFB GA, DSN 468-2771 – Develops transportation, packaging design and testing requirements for WR-ALC managed weapon systems, subsystems and commodities.

A5.10.3.4. 418 SCMS/GULA (AFGLSC), Hill AFB UT, DSN 777-4995 - Develops transportation, packaging design and testing requirements for OO-ALC managed weapon systems, subsystems and commodities and all Air Force munitions.

A5.10.3.5. 420 SCMS/GUMA (AFGLSC), Tinker AFB OK, DSN 339-2121 – Develops transportation, packaging design and testing requirements for OC-ALC managed weapon systems, subsystems and commodities