

**BY ORDER OF THE COMMANDER
BEALE AIR FORCE BASE**



AIR FORCE INSTRUCTION 24-203

**AIR COMBAT COMMAND
Supplement**

**BEALE AIR FORCE BASE
Supplement**

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**Transportation
PREPARATION AND MOVEMENT
OF AIR FORCE CARGO**

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This publication supplements Air Force Instruction (AFI) 24-203, *Preparation and Movement of Air Force Cargo*. This supplement applies to personnel assigned to the Materiel Management Branch in the Support Division. This publication does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. 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). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command.

3.13.1. The following procedures have been established to ensure engine shipment receipt and a thorough visual inspection process meets mission requirements.

3.13.1.1. **(Added)** Outbound Freight will ensure engine shop personnel bring a Department of Defense (DD) Form 1348-1A, *Issue Release/Receipt Document*, for all engine shipments.

3.13.1.2. **(Added)** Outbound Freight will check the DD Form 1348-1A for consignee/destination to determine mode of shipment. Outbound Freight will also ensure the document contains the following statement "THIS ENGINE HAS BEEN PREPARED AND PACKAGED FOR AIR/SURFACE SHIPMENT in accordance with IAW T.O. 00-85-20, *Engine Shipping Instructions*.

3.13.1.3. **(Added)** For unserviceable engine shipments local funds will be used. For international engine shipments determine which Transportation Account Code applies.

3.13.1.4. **(Added)** Outbound Freight will determine weights and dimensions. If the shipment is for an international destination make sure all Air Clearance Authority markings are calculated and marked on the cargo with the Forward Axle Weight, Rear Axle Weight, Center Balance and Gross Vehicle Weight.

3.13.1.5. **(Added)** Process cargo in Cargo Movement Operating System (CMOS) IAW AFI 24-203. Ensure equipment type is AZ for Air Ride tractor trailer. Ensure length of trailer is coded 1-3 as required. Ensure Routing Instruction Note (RIN) is 504 and the National Motor Freight Classification is 999901 or 999902.

3.13.1.6. **(Added)** Call carrier to request Air Ride equipment, to include enough chains, binders, and tarps (if required) for the movement of an aircraft engine. When the carrier arrives inspect equipment for Air Ride equipment and serviceability of trailer deck.

3.13.1.7. **(Added)** Load engine, begin blocking, bracing and chaining of engine IAW T.O. 00-85-20, *Engine Shipping Instructions*. Sign off Commercial Bill of Lading (CBL) RIN 504 after completion of blocking, bracing, and inspection.

3.13.3. **(Added)** The following procedures have been established for the processing of Precision Measurement Equipment Laboratory (PMEL) assets.

3.13.3.1. **(Added)** Outbound Freight will review all documentation and cargo provided by PMEL for accuracy to include the DD Form 1149 priority letter, and AF Form 451, *Request for Packaging Service* (if required).

3.13.3.2. **(Added)** Check the DD Form 1149 for Transportation Control Number (TCN), national stock number, part number, proper consignee, destination location, required project code, signatures and funding.

3.13.3.3. **(Added)** PMEL will identify items that have been recently repaired or calibrated with a stamp on the DD Form 1149 with the Transportation Account Code F8TM and project code 571 if applicable.

3.13.3.4. **(Added)** Process cargo in CMOS IAW AFI 24-203 to begin In-Transit Visibility. When the carrier arrives release cargo for transportation to destination.

3.15.1. At the beginning of each day Outbound Freight will inventory all classified, AA&E, and Nuclear Weapon Related Material (NWRM) cargo. TCN's, date received and date inventoried will be annotated on a locally developed spreadsheet.

3.15.3. All special handling cargo and 999/NMCS/MICAP/Agile Logistics/2LM/RPM/SOR cargo will be inventoried daily by Outbound Freight. TCN's, date received and date inventoried will be annotated on a locally developed spreadsheet.

3.15.4. All materiel awaiting receipt, release to the warehouse or Documented Cargo will be inventoried at the end of each duty day by Inbound Freight. Inbound Freight will utilize the DD Form 1348-1A's and the Items Not Put Away/Not Received by Customer listings.

5.1.3. Outbound Freight will (for classified shipments up to 150 pounds):

5.1.3.1. Accept property from the Aircraft Parts Store or Inbound Freight by signing for the item in Asset Management or on a DD Form 1907, *Signature and Tally Sheet*.

5.1.3.2. **(Added)** Ensure all classified shipments are safeguarded during the receiving, packing, and handling process. Shipments will be packed and processed then logged into the classified storage area (warehouse O1C), as necessary. Classified shipments will not be left unattended/unprotected.

5.1.3.3. **(Added)** Process CONFIDENTIAL/SECRET shipments tendered to a DoD Domestic Express Small Package Service (DESPS) contract carrier(s) in accordance with, AFI 24-203 Para 5-12. For SECRET shipments, Outbound Freight will ensure proper packaging has been accomplished and prepare for movement IAW this wing instruction. **NOTE:** This mode/method will not be used for movement of classified, sensitive, controlled cryptographic to an Air Mobility Command (AMC) aerial port of embarkation for onward movement airlift or when the item also contains hazardous materials.

5.1.3.4. **(Added)** The DESPS carrier(s) will be used only when next-day delivery can be provided. This mode WILL NOT be used on Friday unless "Saturday Delivery" has been coordinated with consignee.

5.1.3.5. **(Added)** Enter required information into the CMOS and affix a label formatted under CMOS to the cargo. Paper labels other than pressure-sensitive shall 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.

5.1.3.6. **(Added)** Verify the shipment against the manifest/pickup record before physically removing the item from the classified vault and ensure the sign-in/sign-out log has been properly signed.

5.1.3.7. **(Added)** A "Domestic Route Order" is required from the Surface Deployment and Distribution Command for all secret shipments and all confidential shipments over 150 pounds for movement to the port or next day delivery not available destinations.

5.1.3.8. **(Added)** Prepare and forward a Report of Shipment (REPSHIP) to consignee prior to or immediately after shipment's departure per DoD 4500.9-R, *Defense Transportation Regulation, Cargo Movement, Chapter 205, Paragraph. L*. If a fax or email cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with name of person talked to, Defense Switched Network (DSN) number called, date and time called. If consignee does not acknowledge receipt of REPSHIP, Outbound Freight will contact the consignee after 2 duty days, in an attempt to gain confirmation. Record REPSHIP data in appropriate file on the N: Drive.

5.1.3.9. **(Added)** Match DD Form 1149 /DD Form 1348-1A against shipment to verify proper labeling.

5.1.3.10. **(Added)** Prepare the CBL using proper tenders, routing instruction notes and Transportation Facility Guide instructions.

5.1.3.11. **(Added)** Ensure shipping documents, CBL, DD Form 1907, and any other applicable forms are signed after verifying the driver's license(s) and carrier/DoD authorization to carry classified material.

5.1.3.12. **(Added)** Within 24 hours of Required Delivery Date (RDD), Outbound Freight will contact the consignee for verification of receipt of cargo. If consignee is unable to confirm receipt of cargo on RDD, Outbound Freight will contact consignee again following 2 duty days. If consignee does not confirm receipt of cargo by RDD + 2 duty days, Outbound Freight will initiate a Transportation Discrepancy Report. If consignee does not respond, then verification may be made through the carrier's electronic signature service via the Defense Transportation Tracking System or the carrier's automated tracking system.

5.1.3.13. **(Added)** File signed checklist with CBL.

5.9.1. **(Added) Aircraft: Load/Off-Load of Arms, Ammunition, and Explosives, (AA&E).**

5.9.1.1. **(Added)** Load/Off-load of AA&E will take place at taxiway F which is designated the "hot cargo" area for Beale Air Force Base (AFB).

5.9.2. **(Added) Aircraft: Load/Off-Load of Classified Material.**

5.9.2.1. **(Added)** Load/Off-load of classified material will take place at the Cargo Deployment Facility (CDF).

5.9.3. **(Added) Aircraft: Base Surface Movements for AA&E.**

5.9.3.1. **(Added)** Escort procedures for the movement of ammunition (Hazard Classes 1.4S to 1.6 only) from 9 Munitions (MUNS) to the CDF will be done IAW the Installation Deployment Plan (IDP) 10-403, Chapter 12, *Cargo Process DOP:9: Hot Cargo Operation Procedures*.

5.9.3.1.2. **(Added)** Units with ammunition and explosive cargo will comply with the preparation and movement guidelines as stated in the IDP 10-403, Chapter 12, *DOP:9:* for unit deployment.

5.9.3.2. **(Added)** Escort procedures for movement explosive cargo (Hazard Classes 1.4S to 1.6 only) from the unit to the hot cargo area will be done IAW IDP 10-403, Chapter 12, *Cargo Process DOP:9: Hot Cargo Operation Procedures*.

5.9.4. **(Added) Aircraft: Base Surface Movements for Classified Material.**

5.9.4.1. **(Added)** According to references IDP 10-403, Chapter 3, units will assign classified cargo couriers and follow escort procedures to take/deliver classified material to and from the CDF.

5.9.4.1.1. **(Added)** Units will ensure transportation is provided for classified cargo from the unit assembly area to the CDF for processing.

5.9.4.1.2. **(Added)** Units without any means of transportation will coordinate with the Support Division (SD) Deployment Control Center (DCC) representative to request transportation assistance.

5.9.4.1.3. **(Added)** When the CDF processes classified material they will notify the SD DCC representative to ensure a classified courier is assigned to the chalk. If selection of a classified courier has not been accomplished the SD DCC representative will notify the Unit Deployment Manager to identify classified couriers.

5.9.4.2. **(Added)** Unit classified couriers will be present during uploading and downloading activities.

5.9.5. (Added) Trucks: Loading of Arms & Explosives (A&E).

5.9.5.1. **(Added)** 9 MUNS/MASO or MASO delegate will coordinate transportation requirements with 9 MSG/SDSMM using DD Form 1348-1A. All A&E assets will be properly packed, marked, inspected and ready for shipment prior to requesting transportation. 9 MUNS will complete AF Form 4387, *Outbound Transportation Protective Service Material Worksheet*, Packaging/Preparation section including signing “Packed By” and “Certified By” blocks when offering an item for shipment.

5.9.5.2. **(Added)** 9 MSG/SDSMM will provide the 9 MUNS/MASO an updated list of individuals authorized to receipt for A&E. Update the list as changes occur and re-accomplish annually.

5.9.5.3. **(Added)** 9 MSG/SDSMM will use the holding area to receive, process and secure class division 1.4 with protective service of 7 or less (not to exceed 100 LBS N.E.W.) For A&E that exceed holding area capability follow the same procedures as higher class 1 hazards or contact 9 MUNS Control at 634-9050.

5.9.5.4. **(Added)** 9 MSG/SDSMM will notify Stockpile Surveillance at 634-4867 to coordinate and schedule loading of outbound A&E not stored in Bldg. 1023.

5.9.5.5. **(Added)** 9 MSG/SDSMM will verify the shipment document contains the required information and is correctly accomplished IAW DoD and Federal directives. Incorrect shipping documentation will not be accepted.

5.9.5.6. **(Added)** 9 MSG/SDSMM, in coordination with munitions inspectors, will verify A&E have been packaged and/or placed in containers IAW current Department of Transportation (DOT) regulations. CFR 49 177.848, *Department of Transportation (DOT) Regulation*, provides segregation and compatibility tables on how hazards should be grouped together according to class and compatibility group. Incorrectly packaged items will not be accepted for shipment.

5.9.5.7. **(Added)** 9 MSG/SDSMM, in coordination with munitions inspectors, will verify proper marking and labeling requirements are met. The marking and labeling requirements vary with the type of item and method of shipment.

5.9.5.8. **(Added)** Shipments will be logged in/out of holding area utilizing an inventory control log. The inventory log will be formatted with appropriate data entries to maintain audit trail accountability. Report any unusual or suspect problems to the Material Movement Element supervisor.

5.9.5.9. **(Added)** Call the Fire Department at 634-8675 any time A&E are stored or removed from the holding area. Post the proper fire symbol signs accordingly.

5.9.5.10. **(Added)** 9 MSG/SDSMM will verify the information on the DD Form 1348-1A verify the proper hazard classification, hazard class/division, storage compatibility group, labeling and marking data and will determine if a DOT-SP or Certification of Equivalency is required.

5.9.5.11. **(Added)** 9 MSG/SDSMM will determine the proper mode/method of shipment.

5.9.5.12. **(Added)** 9 MSG/SDSMM will ensure shipments entering the Defense Transportation System (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.

5.9.5.13. **(Added)** A “Domestic Route Order” is required from SDDC for Class 1.1, 1.2, 1.3 and certain 1.4 explosives.

5.9.5.14. **(Added)** After receipt of route order and before the shipment is tendered to a motor carrier:

5.9.5.14.1. **(Added)** Order the truck best suited for the shipment.

5.9.5.14.2. **(Added)** Verify the carrier’s operating certification contains specific authority to transport explosives. (This function is accomplished at SDDC)

5.9.5.14.3. **(Added)** Use DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*, to inspect carrier vehicle IAW DoD 4500.9-R, *Defense Transportation Regulations, Cargo Movement, Part II*. 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 the inspection has been completed, sign and date the DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*.

5.9.5.14.4. **(Added)** After the shipment has been loaded, ensure proper blocking and bracing IAW T.O. 11A-1-61-1, *Air Force Munitions Facilities Standards Guide*. USE ONLY NON-SPARKING HAMMERS IN SECURING THE LOAD.

5.9.5.14.5. **(Added)** Ensure that four (4) placards are attached to the vehicle, if applicable, one on each side of the container or vehicle.

5.9.5.14.6. **(Added)** When the load is completed attach seals to cargo door.

5.9.5.15. **(Added)** Have driver sign:

5.9.5.15.1. **(Added)** CBL.

5.9.5.15.2. **(Added)** DD Form 626.

5.9.5.15.3. **(Added)** DD Form 1907.

5.9.5.16. **(Added)** 9 MSG/SDSMM will provide daily notification to 9 MUNS Accountability Section at 634-9075 of all munitions that have been shipped.

5.9.6. (Added) Trucks: Off-load of (A&E).

5.9.6.1. **(Added)** Off-load of A&E will take place at the 9 MUNS storage facility located at 19100 Alert Drive, Bldg. 1322 or other appropriate storage locations within the munitions compound, e.g. Bldg. 1311, 1313, or 1315. Class 1.1, 1.2, and 1.3 explosives will never be brought to Material Movement Element, Bldg. 1023.

5.9.7. (Added) Trucks. Loading of Arms. On-load of Arms will take place at 19300 Lockheed Drive, Bldg. 1023, Outbound Freight dock. The on-load of A&E will take place at the 9 MUNS storage facility located at 19100 Alert Drive, Bldg. 1322 or other appropriate storage

locations within the munitions compound, e.g. Bldg. 1311, 1313, or 1315. Class 1.1, 1.2, and 1.3 explosives will never be brought to Bldg. 1023.

5.9.8. (Added) Trucks. Off-Loading of Arms.

5.9.8.1. (Added) Off-load of Arms will take place at the Inbound Freight dock, located at 19300 Lockheed Drive, Bldg. 1023.

5.9.9. (Added) **Trucks. Loading of Classified Material.** On-load of classified cargo will take place at 19300 Lockheed Drive, Bldg. 1023, Outbound Freight dock or at alternate locations if feasible. For oversize/heavy classified cargo the carrier will be loaded on site.

5.9.10. (Added) Trucks. Off-load of Classified Material.

5.9.10.1. (Added) Off-load of classified will take place at the Inbound Freight dock, located at 19300 Lockheed Drive, Bldg. 1023.

5.9.11. (Added) Base Entry for A&E Deliveries.

5.9.11.1. (Added) The primary entry to the base for delivery trucks is the Wheatland Gate. In the event that the Wheatland Gate is closed the alternate entry for the base is the Main Gate.

5.9.11.2. (Added) Vehicle Inspection: The Wheatland Gate is designated as the base's vehicle inspection station. The Main Gate will be used as an alternate inspection station only in the event the Wheatland Gate is closed.

5.9.11.3. (Added) 9 Security Forces Squadron (SFS) will stop all commercial carriers delivering A&E at the inspection station and notify 9 MSG/SDSMM, 634-8131, to perform vehicle inspection at the designated vehicle inspection station.

5.9.11.4. (Added) 9 MSG/SDSMM will report to the vehicle inspection station with the REPSHIP book that includes; copies of open REPSHIPS, blank copies of DD Form 626, DD Form 1907, AF Form 4388, *Inbound Transportation Protective Service Material Checklist*, and a copy of the letter provided by 9 MUNS listing all personnel authorized to sign for munitions.

5.9.11.5. (Added) At the designated inspection station, 9 MSG/SDSMM will check the carrier's vehicle for obvious exterior damage and examine the seals for tampering. If there is no apparent damage or tampering, then proceed with the vehicle inspection using the DD Form 626. Once inside the vehicle use the DD Form 1907 to verify the TCN of the material. Complete the required areas on both forms before releasing the vehicle. NOTE: The vehicle driver should have completed forms already in their possession that you should use. If not, a blank form must be filled out in its entirety.

5.9.12. (Added) Base Entry of Arms.

5.9.12.1. (Added) Base entry of Arms is not usually controlled. Arms arrive via numerous carriers, most of which are not stopped at the Wheatland Gate inspection station. Carriers such as Federal Express (FEDEX) and United Parcel Service (UPS) aren't aware they have Arms being delivered. However, if a carrier is aware they have Arms and they notify the Wheatland Gate inspection station, 9 MSG/SDSMM personnel will follow the steps in paragraphs 5.9.11.3. through 5.9.11.5.

5.9.13. (Added) Base Entry of Classified Material from Vendors.

5.9.13.1. **(Added)** Base entry of classified material is not usually controlled. Classified material arrives via numerous carriers, most of which are not stopped at the Wheatland Gate inspection station. Carriers such as FEDEX and UPS aren't aware they have classified property being delivered. However, if a carrier is aware they have classified material and they notify the Wheatland Gate inspection station, 9 MSG/SDSMM personnel will follow the steps in paragraphs 5.9.11.3. through 5.9.11.5.

5.9.14. **(Added) On-Base Movement/Escort of A&E.**

5.9.14.1. **(Added)** After the vehicle inspection the carrier vehicle, WITH escort from 9 SFS and followed by 9 MSG/SDSMM, will take the designated movement route to the explosives off-load area. In the event an accident or incident occurs during the course of operation, contact the appropriate offices below:

- For emergencies (from duty phone or housing).....911
- For emergencies (from cell phone).....(530) 634-2131
- For non-emergencies, contact the Materiel Management Branch.....(530) 634-8123
- Off base, follow Emergency Response Guide on the CBL
- For all incidents contact Munitions Control.....(530) 634-9050/Cell (530) 755-6403

5.9.14.2. **(Added)** 9 MUNS will assume responsibility for commercial trucks at the munitions storage area (MSA) entry control point (ECP). 9 MUNS will relinquish responsibility at the MSA ECP after up/downloading is complete.

5.9.14.3. **(Added)** 9 MUNS storage plans will direct the download location for munitions not received at Bldg. 1322.

5.9.14.4. **(Added)** 9 MSG/SDSMM will verify the individual from 9 MUNS accepting the A&E is listed on the authorization letter. 9 MUNS will sign their portion of the DD Form 626, and DD Form 1907. 9 MSG/SDSMM will ensure a copy of each form is given back to them IMMEDIATELY after signatures are completed.

5.9.14.5. **(Added)** 9 MUNS Stockpile Surveillance Element will provide 9 MSG/SDSMM with signed copies of the bills of lading, carrier delivery receipt, and other shipment documents within one duty day of receipt.

5.9.15. **(Added) On-Base Movement of Arms.**

5.9.15.1. **(Added)** Base movement of Arms is not usually controlled. Arms arrive via numerous carriers, most of which are not stopped at the Wheatland Gate inspection station. Carriers such as FEDEX and UPS aren't aware they have Arms being delivered. However, if a carrier is aware they have Arms and they notify the Wheatland Gate inspection station, 9 MSG/SDSMM personnel will follow the steps in paragraphs 5.9.11.3. through 5.9.11.5. 9 MSG/SDSMM will then escort the carrier to Bldg. 1023 for overload.

5.9.16. **(Added) On-Base Movement/Escort of Classified Material from Vendors.**

5.9.16.1. **(Added)** Base movement of classified material is not usually controlled. Classified material arrives via numerous carriers, most of which are not stopped at the Wheatland Gate inspection station. Carriers such as FEDEX and UPS aren't aware they have classified property being delivered. However, if a carrier is aware they have classified material and they notify the

Wheatland Gate inspection station, 9 MSG/SDSMM personnel will follow the steps in paragraphs 5.9.11.3. through 5.9.11.5. 9 MSG/SDSMM will then escort the carrier to Bldg. 1023 for overload.

5.11.2.2. **(Added)** 9 MSG/SDSMM upon receipt of a REPSHIP in CMOS or by email will:

5.11.2.2.1. **(Added)** Load the REPSHIP on the REPSHIP spreadsheet located in the “N” drive.

5.11.2.2.2. **(Added)** Print a copy of the REPSHIP and file it in the REPSHIP book.

5.11.2.2.3. **(Added)** Advise 9 MUNS Stockpile Surveillance, 634-4867, of the shipment of A&E and furnish quantity, TCN and estimated time and/or date of arrival.

5.11.9. **(Added)** REPSHIP Inbound Freight Requirements:

5.11.9.1. **(Added)** Shipments are normally accepted Monday-Friday, 0700-1600.

5.11.9.2. **(Added)** 9 MSG/SDSMM, upon returning from 9 MUNS for Class 1.1, 1.2, 1.3, or 1.4 shipments will:

5.11.9.2.1. **(Added)** Complete AF Form 4388.

5.11.9.2.2. **(Added)** Provide the completed AF Form 4388, the DD Form 626, and the DD Form 1907, and all other documentation to the REPSHIP monitor for their action.

5.11.9.2.3. **(Added)** The REPSHIP monitor will review all paperwork for accuracy, notify the shipper of receipt of shipment, update CMOS (when applicable), update Defense Transportation Tracking System (DTTS) (when applicable) and update the REPSHIP database on “N” drive.

5.11.9.2.4. **(Added)** The REPSHIP monitor will forward all documentation to the 9 MSG/SDSMM supervisor for review and filing.

5.11.9.3. **(Added)** 9 MSG/SDSMM, upon receipt of Secret, Confidential, Crypto, NWRM, or weapons will:

5.11.9.3.1. **(Added)** Complete AF Form 4388.

5.11.9.3.2. **(Added)** Complete DD Form 1907. One should be with the property however if one can't be found a new one MUST be completed.

5.11.9.3.3. **(Added)** Ensure someone from the Aircraft Parts Store or the customer signs the DD Form 1907 accepting responsibility of the asset.

5.11.9.3.4. **(Added)** Provide the completed AF Form 4388, the DD Form 1907, and all other documentation to the REPSHIP monitor for their action.

5.11.9.4. **(Added)** The REPSHIP monitor will review all paperwork for accuracy, notify the shipper of receipt of shipment, update CMOS (when applicable), update DTTS (when applicable) and update the REPSHIP database on the “N” drive.

5.11.9.5. **(Added)** The REPSHIP monitor will forward all documentation to the 9 MSG/SDSMM supervisor for review and filing.

9.10.1.3.1. During the annual meetings and inspections squadrons are briefed to turn over any overstock containers or reusable materials to the Base Container Manager (BCM). 9 MSG/SDSMM has also been instructed to turn over any excess packing materials or containers to the BCM.

9.10.1.3.2. The BCM uses the Reusable Container Worldwide Warehouse to advertise any overstock and acquire additional fast packs or other containers and packing materials for reuse. The BCM uses <http://www.dispositionservices.dla.mil/> and works closely with local District Service Representatives from Stockton to acquire additional tri-walls, packing materials, pallets, etc. The BCM has established a screening program with 9 CE/CEAN and Unit Container Manager's (UCM) so that no reusable containers are discarded through the base recycle program.

9.10.1.3.3. The BCM has created training slides which are presented at the annual meeting and emailed to UCM's. This program has incorporated WPM slides for information/familiarity purposes.

9.10.1.3.4. 9 MSG/SDSMM and 9 MSG/SDSMP personnel have been trained to request AF Form 451, for any items turned in without their proper container.

9.10.1.3.5. Construction for shipping by 9 Reconnaissance Wing (RW) organizations will be provided. Any 9 RW organizations determined to be abusing Reusable Container Program assets will be reported to their respective Commander. All tenant organizations will be required to provide AF Form 616, *Fund Cite Authorization*, for incurred costs.

9.10.1.3.8. A Semi-Annual Program Evaluation and Efficiency Report is sent to the Transportation Officer for distribution to Unit Commanders.

9.10.1.3.9. Expenditures for purchasing replacement containers and packing materials are tracked along with a current inventory of these assets to ensure program is operating efficiently.

9.10.1.3.10. Attachment 2 is used to conduct the semi-annual inspection of Unit Storage Areas.

18.4.2.6. **(Added)** The following procedures have established to receive, store, and maintain Radio Frequency Identification (RFID) tags received at origin.

18.4.2.6.1. **(Added)** Inbound Freight will detach tags from cargo containing RFID tags and bring them to Outbound Freight. Outbound Freight will receipt cargo using CMOS and Savi docking station.

18.4.2.6.2. **(Added)** Air Transportation personnel will detach RFID tags from inbound cargo arriving via military airlift and will receipt for cargo using CMOS and Savi docking station.

18.4.2.6.3. **(Added)** RFID tags will be stored in a secure climate controlled room in Bldg. 1013 and 1023, with batteries reversed.

18.4.2.6.4. **(Added)** Outbound Freight and Air Transportation personnel will maintain no less than 3-months average volume before re-ordering tags from 403 SCMS/GUEA.

18.9.2. During normal duty hours the designated base passenger facility for passenger manifesting, prohibited items and anti-hijack processing is the Air Passenger Terminal (APT), located in Bldg. 1023. 9 MSG/SDSMM will retain overall responsibility for manifesting all passengers to include collection of emergency contact data for all aircraft departing Beale AFB. The Air Trans personnel will ensure all DD Forms 2131, *Passenger Manifest*, are completed and filed appropriately.

18.9.2.1. After-duty hours (Monday-Friday 1600-0630, 24 hours Saturday, Sunday, and holidays). The Beale Command Post (BCP) will contact the Support Division Transit Alert (TA) call back person or the TA Branch Chief by calling the cell phone numbers that were previously provided to the BCP. The TA call back person will contact the 9 MSG/SDSM call back person

listed on the "After Hours and Weekend Call Back" letter in the event of an after hour diversion. Support Division Transit Alert will obtain copies of any terminating or through-load passenger manifests received upon aircraft arrival in the absence of Air Trans personnel. Copies of the passenger manifest will be given to Support Division Air Trans personnel for filing. In the event that Air Trans personnel are required to be present they will have primary responsibility for obtaining the passenger manifest. Air Trans personnel will generate outbound manifests as needed.

18.9.2.2. 9 OSS/OSAA shall advise 9 MSG/SDSMM of transient arrival upon issuance of Prior Permission Required authorizations and add bealeatoc@us.af.mil to the daily transient arrival email distribution box.

18.9.2.3. **(Added)** 9 RW/Protocol will coordinate reporting procedures with 9 MSG/SDSMM Passenger Terminal Representative at DSN 368-9176 or ext. 5832 for all distinguished visitor passengers (0-6 thru 0-10/Execs/Aides civilian equivalents) for both normal and after-duty hours.

DOUGLAS J. LEE, Colonel, USAF
Commander, 9th Reconnaissance Wing

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

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 November 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

T.O. 11A-1-61-1, *Air Force Munitions Facilities Standards Guide*, 31 May 2004

T.O. 00-85-20, *Engine Shipping Instructions*, 15 October 2003

(IDP) 10-403, *Installation Deployment Plan*

OI 91-3, *Transporting and Handling Procedures for Munitions and Explosives Mishap (Dropped) Procedures*, 1 February 2010

CFR 49 177.848, *Department of Transportation (DOT) regulations* 12 September 2011

DoD 4500.9-R, *Defense Transportation Regulation, Cargo Movement, Chapter 205, Paragraph. L*, May 2014

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Prescribed Forms

There are no forms prescribed in this publication.

Adopted Forms

AF Form 451, *Request for Packaging Service*, 1 February 2004

AF Form 616, *Fund Cite Authorization*, 1 April 1989

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

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

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

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

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

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

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

DD Form 2131, *Passenger Manifest*, September 2005

Abbreviations and Acronyms

AA&E—Arms, Ammunition and Explosives

A&E—Arms and Explosives

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System
AFRC—Air Force Reserve Command
AMC—Air Mobility Command
ANG—Air National Guard
ATOC—Air Terminal Operations Center
BCM—Base Container Manager
BCP—Beale Command Post
CDF—Cargo Deployment Facility
CBL—Certified Bill of Lading
CMOS—Cargo Movement Operating System
DD—Department of Defense
DESPS—Domestic Express Small Package Service
DOT—Department of Transportation
DCC—Deployment Control Center
DSN—Defense Switched Network
DTTS—Defense Transportation Tracking System
ECP—Entry Control Point
FEDEX—Federal Express
IAW—In Accordance With
IDP—Installation Deployment Plan
MSA—Munitions Storage Area
MSC—Military Sealift Command
NWRM—Nuclear Weapon Related Material
OI—Operating Instruction
OPR—Office of Primary Responsibility
MUNS—Munitions
PMEL—Precision Measurement Equipment Laboratory
RDD—Required Delivery Date
RDS—Records Disposition Schedule
REPSHIP—Report of Shipment

RFID—Radio Frequency Identification

RIN—Routing Instruction Note

RW—Reconnaissance Wing

SD—Support Division

SDDC—Surface Deployment and Distribution Command

SFS—Security Forces Squadron

TA—Transit Alert

T.O.—Technical Order

TCN—Transportation Control Number

UCN—Unit Container Manager

UPS—United Parcel Service

Attachment 2
INSPECTION REPORT

Table A2.1. Inspection Report

ALL PURPOSE CHECKLIST	PAGE 1	OF	
REUSABLE CONTAINER INSPECTION CHECKLIST	OPR		
	9SD/SDSMM		
	YES	NO	N/A
1. Are reusable containers stored in a secure area with internal packaging and cushioning materials in tact?			
2. Is the unit providing adequate facilities, equipment and materials to maintain containers?			
3. Are reusable containers free from protruding dangerous objects?			
4. Are reusable containers stored under cover and clearly identified?			
5. Does the Unit Reusable Container Monitor prepare an AF Form 451 when container is not available?			
6. Is the unit providing the Base Reusable Container Monitor with updated letters within 10 days of changes?			
7. Has the Unit Reusable Container Monitor provided training to unit personnel on the importance of reutilizing containers and packing materials?			
8. Are reusable containers properly categorized and marked by applicable NSN or SPI?			