

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE (AFSOC)**

AIR FORCE INSTRUCTION 24-203



Supplement

10 JUNE 2014

Transportation

**PREPARATION AND MOVEMENT OF
AIR FORCE CARGO**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Breanna D. Fulton)

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This supplement implements and extends guidance of AFI 24-203, *Preparation and Movement of Air Force Cargo*, 02 November 2010. AFI 24-203 must be read in conjunction with this supplement. The purpose of this supplement is to ensure correct, safe and proper receipt and shipment procedures and governs responsibilities for processing, safeguarding, and maintaining accountability for Arms, Ammunition, and Explosives (AA&E), Classified Property, Aircraft Engines, and Hazardous Material transportation. It also provides guidance for implementation of the Reusable Container Program and preparation and movement of Air Force cargo as it applies to Cannon Air Force Base. This supplement establishes the Movement of Explosive and Hazmat Security Plan for Cannon AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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 Forms 847 through local publications/forms managers.

AFI 24-203, 02 November 2010, is supplemented as follows:

3.13.1.1. **(Added)** Receipt of Aircraft Engines from Commercial Carriers.

3.13.1.1.1. **(Added)** 27th Special Operations Logistics Readiness Squadron Cargo Movement Operations Section (27 SOLRS/LGRDDC) personnel will immediately inspect all aircraft engines for visual damage prior to removing blocking and bracing materials. If no damage is noted, the aircraft engine will be downloaded and 27th Special Operations Maintenance Operations Squadron Engine Management Section (27 SOMOS/MXOOE) will be notified of the aircraft engine arrival. If damage is found, an annotation will be made on the commercial carrier's bill of lading and Engine Management will be immediately notified. 27 SOLRS/LGRDDC will request that a functional expert report to Building 206 for an immediate inspection. 27 SOLRS/LGRDDC will prepare a DD Form 361, *Transportation Discrepancy Form*, if required.

3.13.1.2. **(Added)** Outbound Shipment of Aircraft Engines.

3.13.1.2.1. **(Added)** Requesting units are responsible for ensuring that all documentation (DD Form 1348-1A, *Issue Release/Receipt*, or DD Form 1149, *Requisition and Invoice/Shipping Document*, and any required maintenance tags/labels) are complete and accurate.

3.13.1.2.1.1. **(Added)** The requesting unit is responsible for ensuring that aircraft engines are purged, drained, preserved, wrapped and certified on the AFTO Form 20, *Caution and Inspection Record*, IAW TO 00-85-20, *Engine Shipping Instructions*.

3.13.1.2.1.2. **(Added)** 27 SOLRS/LGRDDC will receipt for the engine from the requesting unit and verify the serial number and shipping data with repairable/serviceable tag. 27 SOLRS/LGRDDC will inspect for external leaks and proper wrapping/packaging of the engine. 27 SOLRS/LGRDDC will load the engine onto the carrier's equipment. After all documentation is received, 27 SOLRS/LGRDDC will prepare a Commercial Bill of Lading (CBL) or truck manifest and ensure all necessary shipping and block/bracing requirements are met.

3.13.1.2.2. **(Added)** For Temporary Duty (TDY)/Deployed Units: It is the responsibility of the TDY unit to ensure that engines are properly prepared for shipment. Additionally, TDY/deployed personnel are responsible for the proper loading and blocking/bracing of the aircraft engine on the commercial carrier's equipment.

3.13.2.1. **(Added)** Explosives Receiving and Shipping Requirements:

3.13.2.2. **(Added)** Refer to the Transportation Facility Guide (TFG) located online at <https://etca.sddc.army.mil> for ammunition receiving/shipping hours of operation, secure holding area information, and pertinent contact information. A user name and password may be required for access to some modules. Information required to obtain a user name and password are located on the aforementioned website.

3.13.2.2.1. **(Added)** The 27th Special Operations Maintenance Squadron Commander (27 SOMXS/CC) will provide 27 SOLRS/LGRDDC a letter of individuals authorized to receipt for AA&E consigned to this activity delivered by commercial motor carriers. The letter will contain the name, rank, last six digits of SSN, and security clearance. 27 SOLRS/LGRDDC will provide a letter containing the same information to 27th Special Operations Maintenance Squadron Munitions Control Section (27 SOMXS/MXMWC).

3.13.2.2.2. **(Added)** 27th Special Operations Security Forces Squadron (27 SOSFS) will direct commercial carriers delivering explosives outside of normal duty hours to the suspect vehicle area located outside the Munitions Storage Area (MSA) for secure holding until the resumption

of normal operating hours outlined in the TFG. Class 1.1, 1.2, 1.3, and 1.4 will *never* be brought to the 27 SOLRS/LGRDDC, Building 206 (exception: class 1.4 may be brought to 27 SOLRS/LGRDDC for same day transport only. Upon receipt of 1.4 for same day transport, 27 SOLRS/LGRDDC will contact the base fire department to alert them of class 1.4 being present in the building, then again when the cargo has departed). Note: See attachment for all Safe Haven/Secure Holding shipments.

3.13.2.2.3. **(Added)** 27 SOLRS/LGRDDC will notify Munitions Storage Section personnel of the arrival of munitions at the South (Portales) Gate during normal duty hours prior to delivery.

3.13.2.2.4. **(Added)** 27 SOLRS/LGRDDC will inspect all vehicles transporting explosives IAW Title 49, Code of Federal Regulations, *Federal Motor Carrier Safety Regulation*, and DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*.

3.13.2.2.4.1. **(Added)** If any vehicle is found to be in an unsafe condition, the following steps will be taken:

3.13.2.2.4.1.1. **(Added)** South (Portales) gate will be closed until the condition is corrected (if the vehicle is still in the inspection area)

3.13.2.2.4.1.2. **(Added)** If determined safe to move, the vehicles will be escorted, during normal duty hours by 27 SOLRS/LGRDDC to the MSA, or outside normal duty hours by 27 SOSFS personnel to the suspect vehicle holding area and parked.

3.13.2.2.4.1.3. **(Added)** A detailed inspection will be performed by 27 SOLRS/LGRDDC personnel during normal duty hours. Any deficiency must be corrected at the suspect vehicle holding area prior to entrance into the MSA. The driver will be allowed to make corrections before the vehicle is rejected. After that point, deficiencies will be noted on the DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*, and will be reported to the Surface Deployment and Distribution Command (SDDC). No repairs will be made on commercial vehicles at government expense. Once the inspection is complete, 27 SOLRS/LGRDDC personnel will sign and date the DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*.

3.13.2.2.5. **(Added)** After vehicles delivering/receiving munitions consigned to/from Cannon AFB have passed inspection, 27 SOLRS/LGRDDC personnel will, during normal duty hours, escort the vehicle to the MSA entry control point. The escort will collect the operators ID cards in order to obtain a visitor's badge for entry into the MSA and await further direction to bring the vehicle into the MSA. Commercial carriers and 27 SOLRS/LGRDDC personnel must be accompanied by an approved 27 SOMXS escort at all times while inside the MSA.

3.13.2.2.6. **(Added)** All requests for ammunition shipments will be on a DD 1348-1A, *Issue Release/Receipt*, and will be sent to the Outbound Cargo Movement Operations section for routing. The requests may be delivered by email, fax, or hard copy. 27 SOLRS/LGRDDC will check the DD 1348-1A, *Issue Release/Receipt*, to ensure it contains all information required for shipment. Once a pick up date has been established with a commercial carrier, 27 SOLRS/LGRDDC personnel will notify the shipment requestor of the actual movement date.

3.13.2.2.6.1. **(Added)** The shipment requestor will ensure that the item is properly packaged and marked/labeled prior to submitting a request for shipment. Incorrect/incomplete cargo will not be accepted for shipment.

3.13.2.2.6.2. **(Added)** Upon receipt of a DD Form 1348-1A, *Issue Release/Receipt*, 27 SOLRS/LGRDDC personnel will initiate the AA&E and Classified Processing Checklist (AFI 24-203, *Preparation and Movement of Air Force Cargo*, Attachment 6). Incorrect or incomplete shipping documentation will not be accepted. 27 SOLRS/LGRDDC will determine the proper mode and method of shipment and ensure shipments entering the Defense Transportation System (Air Mobility Command (AMC)/Military Sealift Command (MSC)/SDDC) are cleared through the appropriate Shipper Service Office. An export traffic release is required for MSC-routed shipments.

3.13.2.2.6.2.1. **(Added)** A Domestic Route Order is required from SDDC for Explosive Classes 1.1, 1.2, and 1.3. After receipt of the route order and before the shipment is tendered to a motor carrier, 27 SOLRS/LGRDDC will order the truck best suited for the shipment.

3.13.2.2.7. **(Added)** Commercial vehicles within the MSA will be loaded and unloaded by qualified ammunition personnel. The ammunition team chief will ensure that only qualified personnel are performing loading/unloading duties. Blocking and bracing (or removal of blocking and bracing materials) will be performed by qualified Cargo Movement Operations personnel. The NCOIC of Cargo Movement Operations will ensure that only qualified personnel perform blocking and bracing (or removal of blocking and bracing material) duties.

3.13.2.2.8. **(Added)** Requirements outlined in AFMAN 91-201, *Explosives Safety Standards*, will be adhered to during all on/offload operations. All personnel will receive explosive handling training from a qualified trainer prior to handling/transporting explosives. This training will be documented in the individual training record and an AF Form 483, *Competency Card*, will be issued.

3.13.2.2.9. **(Added)** Releasing AA&E shipments to commercial carriers.

3.13.2.2.9.1. **(Added)** For outbound shipments only, seals will be applied to the commercial vehicle by 27 SOLRS/LGRDDC personnel after the shipment is properly blocked and braced. 27 SOLRS/LGRDDC personnel will annotate the seal numbers on the CBL and DD Form 1907, *Signature and Tally Record*.

3.13.2.2.9.2. **(Added)** 27 SOLRS/LGRDDC personnel will ensure the carrier places four proper placards on the transport vehicle, with one on the front of the truck, one at the back, and one on each side (if required).

3.13.2.2.9.3. **(Added)** After all other outbound requirements are met, 27 SOLRS/LGRDDC personnel will ensure the driver (and/or second driver if required) signs the CBL, DD Form 1907, *Signature and Tally Record*, and DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*.

3.13.2.2.10. **(Added)** All 27 SOW units will contact 27 SOLRS/LGRDDC prior to transporting any munitions or explosives onto public roads. 27 SOLRS/LGRDDC will determine if a DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*, or DD Form 836, *Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles*, are required.

3.13.2.2.11. **(Added)** For on base explosives transportation routes, refer to the Cannon Air Force Base Integrated Defense Plan. This publication is FOUO and is only accessible by visiting the 27 SOW SharePoint page click the Cannon AFB Plans Library link, then 27SOSFS/S5X.

3.13.3.1. **(Added)** Test, Measurement, and Diagnostic Equipment (TMDE) shipments that are prepacked are acceptable for shipment. 27 SOLRS/LGRDDC personnel should strive for 100% percent inspection of all cargo, but some items due to their sensitive nature may arrive prepacked. TMDE items that require special packing should identify a National Stock Number or Special Packaging Instruction (SPI) number on the DD Form 1149, *Requisition and Invoice/Shipping Document*. All other TMDE items will be packed following normal cargo procedures.

4.2.1.1. **(Added)** Building 206 is a temporary holding facility only for hazardous materials with the exception of the work centers authorized hazardous materials located in the flammable locker.

4.2.1.1.2. **(Added)** At no time is hazardous waste authorized in Building 206.

4.2.2. **(Added)** During non-duty hours Building 206 will be secured to ensure that no hazardous materials can be pilfered. If, during a daily inventory, hazardous materials are deemed to be missing, the 27 SOLRS commander will immediately report the incident to all appropriate authorities, including the Department of Transportation (DOT), the Department of Homeland Security, and the appropriate MAJCOM officials.

4.2.3. **(Added)** For hazardous materials handling procedures during increased Force Protection Conditions, refer to AFJI 31-102, *Physical Security*.

4.2.4. **(Added)** All pickups and deliveries should be scheduled to ensure that adequate time is given for material inspection, blocking and bracing, and documentation completion.

4.2.5. **(Added)** 27 SOLRS/LGRDDC must receive a copy of the hazardous materials preparer/technical specialist letter prior to accepting a shipment with pre-accomplished Shipper's Declaration Dangerous Goods.

5.13.3.1. **(Added)** All classified shipments that arrive on Cannon AFB through direct delivery to the customer must be accounted for by 27 SOLRS/LGRDDC.

5.13.3.1.1. **(Added)** 27 SOLRS/LGRDDC personnel should make every attempt to track all inbound sensitive shipments. The primary means of notification for inbound sensitive shipments is through a Report of Shipment (REPSHIP). REPSHIPS will be utilized by 27 SOLRS/LGRDDC personnel to verify direct and non-direct shipments. In the event that direct delivery shipments are not able to be tracked by means of a REPSHIP, customers with known sensitive shipment deliveries should contact the Receiving Element (784-7333), and report the direct delivery. This applies to deliveries from a small package carrier (Federal Express, US Postal Service, United Parcel Service, etc.) or from a freight forwarding company (Yellow Freight, RAC Transport, Menlo Logistics, etc.).

6.4.13. **(Added)** Accountable and payable Government Bills of Ladings are not utilized by 27 SOLRS/LGRDDC except for clearing customs on Republic of Korea shipments. No external audit is necessary.

9.10.1.1.1.1. **(Added)** 27 SOLRS/LGRDDC personnel designated in writing as the Reusable Container Monitor (RCM) by the Base Container Monitor (BCM) will ensure that all organizations utilizing reusable containers store them in approved areas. Due to the cost of reusable containers, RCMs must inspect the area prior to utilization to ensure that the reusable containers will not be damaged during short/long term storage. Units that do not have reusable

container storage capability should contact the RCMs at (784-2488) to arrange for an alternate storage location. Prior to disposing of reusable containers, Unit Container Monitors (UCMs) should contact the RCMs to ensure that the container is not disposed of prematurely.

9.10.1.1.4.1. **(Added)** Once UCMs are appointed, they must be trained by the RCMs. Initial training is accomplished upon appointment. Refresher training is conducted annually by the base RCMs.

9.10.1.1.5.1. **(Added)** All AF Forms 451, *Request for Packaging Service*, are to be completed by personnel designated in writing by their unit commander. A copy of this appointment letter must be on file with the RCMs. Units that utilize three or less reusable containers per year may ask the BCM for an AF Form 451, *Request for Packaging Service*, exemption.

9.10.1.1.8.1. **(Added)** All AF Forms 451, *Request for Packaging Service*, are to be compiled semiannually by the RCMs and submitted to the 27th Special Operations Wing Commander for approval.

TONY D. BAUERNFEIND, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFJI 31-102, *Physical Security*, 17 Jun 10

AFMAN 91-201, *Explosives Safety Standards*, 12 Jan 11

TO 00-85-20, *Engine Shipping Instructions*, 15 Apr 08

27 SOW *Integrated Defense Plan*, 30 Apr 12

Abbreviations and Acronyms

BCM- Base Container Monitor

CDL- Commercial Driver's License

MSA- Munitions Storage Area

NCOIC- Noncommissioned Officer in Charge

RCM- Reusable Container Monitor

TDY- Temporary Duty

UCM- Unit Container Monitor

Attachment 7 (Added)

CONVENTIONAL ARMS, AMMUNITION, AND EXPLOSIVES (AA&E) GUIDANCE

Figure A7.1. AA&E Safe Haven and Secure Hold Guidance Clarification Memo



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

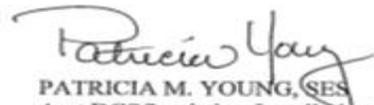
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MEMORANDUM FOR ALMAJCOM/CV

FROM: HQ USAF/A4/7
1030 Air Force Pentagon, Room 4E154
Washington, DC 20330-1030

SUBJECT: Conventional Arms, Ammunition, and Explosives (AA&E) Safe Haven and Secure Hold Guidance Clarification

1. Department of Defense Instruction (DoDI) 5100.76, *Safeguarding Sensitive Conventional Arms, Ammunition, and Explosives*, Enclosure 3, reference 1.b., requires DoD installations to "accept AA&E shipments for safe haven or secure hold regardless of arrival time or final destination."
2. Safe haven is defined as, "On-installation parking for emergency situations such as, but not limited to, vehicle breakdown, driver illness, terrorist or criminal suspicious activity, civil disturbance, or natural disaster." Secure hold is defined as, "On-installation parking for after-hours AA&E arrivals during non-emergency circumstances."
3. AFI 31-101, *Integrated Defense*, paragraph 8.4.2.27., echoes the requirement for DOD installations to accept safe haven AA&E shipments; however, secure hold requirements/procedures are not referenced.
4. All installations are now required to accept AA&E shipments during all safe haven/secure hold situations. AA&E shipments in safe haven/secure hold status require constant surveillance IAW DoDM 5100.76-M. This can be accomplished by physical presence of the shipment driver, Security Forces, or through the use of closed circuit television (CCTV). If safe haven or secure hold cannot be provided by the installation, the installation will "provide, in coordination with civil law enforcement authorities, assistance and escort to a suitable location. Protection of shipment will be commensurate with the sensitivity of the AA&E."
5. This guidance clarification will be documented in future changes to AFI 31-101 and AFI 24-203, *Preparation and Movement of Air Force Cargo*. POCs are MSgt Richard Prior, AF/A7SO, DSN: 260-0469, and MSgt Julie Johnson, HQ AF/A4LM, DSN: 612-4200.


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