

**BY ORDER OF THE COMMANDER
DAVIS-MONTHAN AIR FORCE BASE**



AIR FORCE INSTRUCTION 24-203

**DAVIS MONTHAN AIR FORCE BASE
Supplement**

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Transportation

**PREPARATION AND MOVEMENT OF AIR
FORCE CARGO**

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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 base supplement is to ensure safe and proper receipt and shipment procedures to govern responsibilities for processing, safeguarding and maintaining accountability for Arms, Ammunition, and Explosives (AA&E), classified property, and Missile Guidance Systems (MGS) and engines. All agencies/organizations will use these procedures when entering United States government supplies and equipment into the cargo movement system. These procedures apply to all organizations authorized traffic management cargo movement support. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication does not apply to the Air Force Reserve Command and Air National Guard units and members. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and dispose of in accordance with Air Force Records Disposition Schedule located in Air Force Records Information Management Systems (AFRIMS) at Air Force (AF) Portal: <https://www.my.af.mil/gcss-af61a/afirms/afirms>. Contact supporting records managers as required. 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*, through 355 LRS/LGLOC, 5165 East Kachina Street, Davis-Monthan AFB, AZ 85707.

SUMMARY OF CHANGES

355th Logistics Readiness Squadron revised this instruction in its entirety to reflect changes mandated by HQ, USAF in the shipment and receipt of classified property, AA&E, MGS and engines. This document contains significant changes and must be completely reviewed.

1.7.3. Commander Responsibilities: Commanders will ensure proper training and certification IAW applicable Career Field Education and Training Plans and local training standards of all unit personnel who handle, process, and ship AA&E, classified and sensitive material.

1.7.3.1. **(Added)** Commanders will appoint personnel authorized to process, ship, and receive classified and sensitive material by letter. Only authorized and trained personnel who have the appropriate security clearance will handle classified and sensitive assets. *(Note: Use only the Joint Personnel Adjudication System (JPAS) to verify security clearance eligibility, investigation status, and access levels. Units will provide the 355th Logistics Readiness Squadron (LRS) an immediate update if an individual's clearance eligibility and/or access level downgrades or changes).*

1.8.1. Forward an updated Reusable Container Program (RCP) monitor appointment letter signed by the unit commander to the Deployment and Distribution Flight, within 10 days of any changes.

1.8.3. **(Added)** Ensure all cargo received is in the proper container prior to acceptance or obtain a SF 364, *Report of Discrepancy*, from the issuing activity.

1.8.4. **(Added)** Other Personnel Responsibilities: It is the responsibility of all personnel involved with the processing, packaging, handling, and transporting of AA&E, classified and sensitive material to comply with the procedures contained in this supplement. Failure to comply with this supplement may result in a security incident and a formal investigation followed by a swift and decisive disciplinary action if the investigation results warrant such actions.

1.8.4.1. **(Added)** All units/personnel that offer for shipment of AA&E, classified and sensitive material will ensure to properly identify the asset on the shipping documents, DD Form 1348-1A, *Issue Release/Receipt Document*, and/or DD Form 1149, *Requisition and Invoice/Shipping Document*. Additionally, for classified assets, the DD Form 1348-1A/DD Form 1149 will include applicable Controlled Inventory Item Code (CIIC)/Serialized Report Code (SRC) and must be marked in RED identifying the degree of classification, such as "SECRET," "CONFIDENTIAL," or "Controlled Cryptographic Item (CCI)" to ensure easy identification.

3.12.1. **(Added)** The Base Engine Manager will schedule shipment of aircraft engines with the supervisor of the Cargo Movement Element (355 LRS/LGRDDC) prior to delivery. 355 LRS/LGRDDC and Base Engine Manager will ship and receive engines IAW their priority.

3.12.1.1. **(Added)** Movement Routes: The primary entry to the base for delivery trucks is the Swan Gate for non AA&E deliveries. In the event that the Swan Gate closes during normal duty hours, the alternate entry for the base is the Craycroft Gate. 355 LRS/LGRDDC will escort commercial vehicles to/from the area in which they are loaded/ unloaded.

3.12.1.1.1. **(Added)** Vehicle Inspection: The designated base vehicle inspection station is the Swan Gate. The alternate vehicle inspection area is the Craycroft

Gate in the event the Swan Gate is closed.

3.12.1.1.2. **(Added)** Suspect or Suspicious Vehicle Holding Area: Report all suspect or suspicious vehicles to 355th Security Forces Squadron (SFS) at 228-3200/5131.

3.12.1.2. **(Added)** Shipment Receipt of Engines from Carrier: 355 LRS/LGRDDC will in-check/receipt for engine in accordance with directives. If there are no discrepancies, download the engine from the carrier's equipment. To limit the safety risk, engines will be downloaded at the Freight Services Bldg. 5029 using the on-/off-load ramp dock levelers and warehouse tug. 355 LRS/LGRDDC will notify 355th Maintenance Operation Squadron (MOS)/MXOOE to establish formal receipt and a date/time for pick up in accordance with AFI 24-203, Table 3.3.

3.12.1.3. **(Added)** Outbound Shipment of Engines:

3.12.1.3.1. **(Added)** 355 MOS/MXOOE notifies 355 LRS/LGRDDC of any pending engine movement requirement. 355 MOS/MXOOE prepares the shipping documents, using the automated DD Form 1348-1A, and provides a copy to 355 LRS/LGRDDC, who prepares the truck manifest for shipments moving on government conveyance or creates the bill of lading for commercial carriers. The engine manager confirms specific pick up date and time as requested. 355 MOS/MXOOE purges, drains, preserves, wraps and certifies the AFTO 20, *Caution and Inspection Record*, and the DD Form 1348-1A with a signed statement that the engine has been prepared for shipment in accordance with Technical Order (T.O.) 00-85-20, *Engine Shipping Instructions*. Deliver the engine to 355 LRS/LGRDDC for further processing, labeling, and loading on carrier equipment for line haul movement to depot or designated destination. 355 MOS/MXOOE establishes priority/Required Delivery Date (RDD) for engine shipment in accordance with AFI 24-203, Table 3.2. The Installation Transportation Officer will expedite movement IAW the established priority/RDD, as required.

3.12.1.3.2. **(Added)** For Temporary Duty (TDY)/Deployed Units: It is the responsibility of the TDY unit to ensure that engines are properly prepared for shipment and will coordinate with the Base Engine Manager for preparation of shipping documents. Additionally, TDY/deployed personnel will provide familiarity training to personnel at the TDY/deployed location on specific engine shipping instructions to ensure damage does not occur.

3.12.1.3.3. **(Added)** 355 LRS/LGRDDC will receipt for the engine from 355 MOS/MXOOE and verify the serial number and shipping data with repairable/serviceable tag. 355 LRS/LGRDDC will inspect for external leaks and proper wrapping/packaging of the engine. 355 LRS/LGRDDC will ensure the DD Form 1348-1A and AFTO 20 are certified and that the engine has been drained and purged IAW T.O. requirements. 355 LRS/LGRDDC will arrange commercial movement to meet the RDD using carriers with air-ride tractor/trailers. 355 LRS/LGRDDC will prepare all necessary commercial shipping documentation and will load, block, brace and supervise the securing of the engine to the carrier's equipment IAW T.O. shipping instructions.

3.12.2. 355th Equipment Maintenance Squadron (EMS) Munitions Flight will submit DD Form 1348-1A, computer-generated facsimiles or emailed attachments to the packaging supervisor for Military Standard Requisitioning and Issue Procedures (MILSTRIP) shipments. For Non-MILSTRIP shipments, prepare and submit a typed DD Form 1149 in three copies.

4.10.1. Maintain a list of personnel authorized by their commanders to certify hazardous cargo for surface and air shipments.

5.1.9. Scope. This paragraph applies to all personnel involved with the processing, packaging, and shipment of classified, controlled, and sensitive material.

5.1.9.1. Procedures.

5.1.9.1.2. **(Added)** All units/personnel that offer for shipment classified material will ensure proper identification of the asset on the shipping documents (DD Form 1348-1A and/or DD Form 1149). Additionally, the DD Form 1348-1A/DD Form 1149 will include the applicable CIIC/SRC code and must be marked in RED to identify the degree of classification, (i.e., SECRET, CONFIDENTIAL, or CCI). *Note:* 355 LRS/LGRDDC has no authorization to process “TOP SECRET” shipments.

5.1.10. **(Added)** For classified shipments up to 150 pounds, Packing and Crating will:

5.1.10.1. **(Added)** Establish delivery receipt times with the shipper. Outbound Shipping and Packaging normally receives and processes classified shipments between 0800–1500 hours Monday-Friday. Prior to delivery, coordinate classified cargo and weapons in advance by calling 228-3270/4819.

5.1.10.2. **(Added)** Designate qualified personnel to receipt for classified material.

5.1.10.3. **(Added)** Initiate and use the established checklist (AFI 24-203, Attachment 6) for processing classified material.

5.1.10.4. **(Added)** Safeguard all classified shipments during the receiving, packing, and handling process. Handle, pack, process, and log classified shipments in or out of the classified storage area vault located in Bldg 5029. Do not leave classified shipments unattended or unprotected.

5.1.10.5. **(Added)** Ensure the DD Form 1348-1A and/or DD Form 1149, has the applicable CIIC/SRC and is marked, in RED, to reflect the degree of classification, (i.e., SECRET, CONFIDENTIAL, or CCI).

5.1.10.6. **(Added)** Use Standard Asset Tracking System (SATS) electronic signature as required. Escalate discrepancies to the section supervisor if there is no immediate solution for on the spot discrepancies.

5.1.10.7. **(Added)** Enclose each item in two opaque sealed containers or similar wrappings. If the classified material is an internal component of an item of equipment, the outside shell or body of the item may be sufficient enclosure if it does not reveal classified information. 355 LRS/LGRDDC may consider specialized shipping containers including closed cargo transporters, the outer wrapping or cover.

- 5.1.10.8. **(Added)** Obliterate all previous markings on exterior shipping container. No new markings on the exterior container will contain any information indicating the piece is of a classified nature, e.g., security classification marking or Transportation Protective Service (TPS) required. *Note:* Maintenance T.O.s may require a nomenclature marking on exterior.
- 5.1.10.9. **(Added)** Enclose all copies of the shipping documents inside the exterior container.
- 5.1.10.10. **(Added)** Tape all seams/openings.
- 5.1.10.11. **(Added)** Enter required information into the Cargo Movement Operations System (CMOS) and affix DD Form 1387, *Military Shipment Label* to cargo. Securely affix paper labels with a water resistant label adhesive or PPP-T-60 waterproof, pressure sensitive tape. Place PPP-T-60 tape over the entire surface of the label.
- 5.1.10.12. **(Added)** Ensure DD Form 1348-1A/DD Form 1149 shipment planning worksheet is complete and accurate, (i.e., pieces, weight, cube, etc.)
- 5.1.10.13. **(Added)** Process confidential/SECRET shipments tendered to a DOD Domestic Express Small Package Service (DESPS) contract carriers in accordance with, AFI 24-203, Para 5.1.10.13.1. **(Added)** Only when next day delivery is available, use the DESPS carriers. Do not use this mode on Friday unless “Saturday Delivery” has been coordinated with consignee.
- 5.1.10.13.2. **(Added)** Freight or packing personnel must verify the shipment against the manifest/pickup record before physically removing the item from the security cage. Ensure to properly sign-in/sign-out on the log.
- 5.1.10.13.3. **(Added)** Hand all associated documentation to designated personnel in Outbound Shipping and Packaging who will prepare and forward a Report of Shipment (REPSHIP) to consignee prior to or immediately after shipment’s departure per Defense Transportation Regulation (DTR) 4500.9-R, Part II Cargo Movement, Chapter 205, Paragraph L. Accomplish a telephone REPSHIP with the consignee if you cannot transmit a fax or email. Document the time, date, Defense Switched Network (DSN) phone number, and name of the person you spoke with. Suspend shipment and confirm delivery using the carriers automated tracking system for confirmation and complete the remainder of Attachment 6.
- 5.1.11. **(Added)** Outbound Shipping and Packaging will (for classified shipments over 150 pounds):
- 5.1.11.1. **(Added)** Initiate and use the checklist for processing classified material (AFI 24-203, Attachment 6).
- 5.1.11.2. **(Added)** Match DD Form 1348-1A and DD Form 1149 against shipment to verify proper labeling.
- 5.1.11.3. **(Added)** A “Domestic Route Order” is required from Surface Deployment and Distribution Command (SDDC) for all Secret shipments and all confidential shipments over 150 pounds.

- 5.1.11.4. **(Added)** Prepare the bill of lading using proper tenders, routing instruction notes and Transportation Facility Guide instructions.
- 5.1.11.5. **(Added)** Release property to the carrier. Check the driver's license and carrier/DOD authorization to handle classified material. Ensure proper signatures are on shipping documents, Commercial Bill of Lading (CBL)/DD Form 1907, *Signature and Tally Record*.
- 5.1.11.6. **(Added)** Prepare and forward a REPSHIP to consignee prior to or immediately after shipment's departure per DTR 4500.9-R, Part II Cargo Movement, Chapter 205, Appendix L. Accomplish a telephone REPSHIP with the consignee if you cannot transmit a fax or email. Document the time, date, DSN phone number, and name of the person you spoke with. If consignee does not acknowledge receipt of REPSHIP, Outbound Shipping and Packaging will contact the consignee within the following 2 duty days, in an attempt to gain confirmation.
- 5.1.11.7. **(Added)** Within 24 hours of RDD, Outbound Shipping and Packaging will contact the consignee for verification of receipt of cargo. If consignee is unable to confirm receipt of cargo on RDD, Outbound Shipping and Packaging will contact consignee again following 2 duty days. If consignee does not confirm receipt of cargo by RDD + 2 duty days, Outbound Shipping and Packaging will initiate a Transportation Discrepancy Report. If consignee does not respond, make verification through the carrier's electronic signature service via the Defense Transportation Tracking System, or the carrier's automated tracking system.
- 5.1.11.8. **(Added)** File signed checklist along with DD Form 1348-1 or DD Form 1149 and REPSHIP in REPSHIP folder or with CBL for commercial truck movement.
- 5.1.12. **(Added)** Receiving will:
- 5.1.12.1. **(Added)** Davis Monthan AFB Transportation Facility Guide directs consignment of logistical material into the base supply central receiving section, for Department of Defense Activity Address Code (DODAAC) FB/FE4877, 5165 E Kachina St., Bldg. 5111. Exception: Deliver DODAACs FY2609, FY2610, and FY2611 directly to their designated satellite warehouse and FB/FE2373 to Aerospace Maintenance and Regeneration Group (AMARG) receiving. In-checkers must handle all small package carrier deliveries as classified material. An indication that a small package is/may be classified is receipt of a REPSHIP and the absence of a packing envelope on the outside of the container. For a classified shipment other than a small package, the driver will provide a DD Form 1907.
- 5.1.12.2. **(Added)** Only personnel that are cleared and listed on the Classified Receipt Listing or letter signed by the commander are authorized to receipt and/or process small package carrier deliveries (*Note:* Only the JPAS will be used to verify Security Clearance Eligibility, Investigation Status, and Access Levels; therefore units must provide 355 LRS an update immediately if an individual's Security Clearance Eligibility and/or Access Level is downgraded or changed). Secure packages by constant monitoring or classified storage until turned over to the customer. Supply personnel will open each package as part of the receiving process.

Upon identification of classified item, receiving personnel will initiate and use the receiving checklist for classified material (AFI 24-203, Attachment 7). Satellite warehouses and AMARG personnel are responsible to prepare the classified checklist and forward it daily to the receiving NCOIC for certification. Attach the checklist and copy of DD Form 1907 to the REPSHIP and file for DESPS carriers in the REPSHIP folder or with CBL and DD Form 1907 in CBL corresponding last two digits CBL folders.

5.1.12.3. **(Added)** After verification of consignee on the classified list and documentation of the transaction on DD Form 1907, turn over cargo to the consignee.

5.5.10. Pack arms, ammunition and explosives at their respective sited areas such as Site 5, the railhead, or armory and when applicable as directed by the NCOIC of Outbound Shipping and Packaging.

5.8.1. **(Added)** Scope. This paragraph applies to all personnel whose duties involve receiving, processing, packaging, handling, and shipping of AA&E on Davis-Monthan AFB.

5.8.2. **(Added)** Location of Operations.

5.8.2.1. **(Added)** Aircraft: Load/download will be at the designated explosive "hot cargo" area. The designated inspection location for all inbound and outbound explosives shipments by air is the Hot Cargo Pad at Taxiway Foxtrot. This approved area is for a maximum of 30,000 pounds Net Explosive Weight (NEW) of HC/D 1.1, 25,000 pounds NEW of HC/D 1.2.1 (MCE 450), 250,000 pounds NEW of HC/D 1.2.2/1.2.3, and 500,000 pounds NEW of HC/D 1.3/1.4.

5.8.2.2. **(Added)** Trucks: Deliver and spot all explosive laden vehicles consigned to FV4877 to the railhead. 355 EMS Munitions Flight personnel will determine if load is to be unloaded at the railhead or inside Site 5. AMARG personnel will escort shipments consigned to AMARG FV2373 upon inspection by 355 LRS/LGRDDC from Gate 29 B or railhead to bldg 7101 for unloading.

5.8.3. **(Added)** Movement Routes.

5.8.3.1. **(Added)** The primary entry to the base for munitions laden delivery trucks is the 29 B Wilmot Gate during normal duty day and after hour. Escort all commercial vehicles to and from the area in which they are loaded/unloaded.

5.8.3.2. **(Added)** Vehicle Inspection: The designated area as the base's munitions laden vehicle inspection station is the 29 B Wilmot Gate. There is no alternate entry gate for AA&E. In the event there is an emergency the wing commander is the only one to authorize and designate an alternate gate for entry.

5.8.3.3. **(Added)** Suspect or Suspicious Vehicle Holding Area: Report all suspect or suspicious vehicles to 355 SFS at 228-3200/5131.

5.8.4. **(Added)** Procedures.

5.8.4.1. **(Added)** Receiving Requirements:

5.8.4.1.1. **(Added)** Receiving will accept shipments during the following hours, 0730-1400, Monday-Thursday and 0730 to 1200 on Friday. A commercial carrier

may request secure holding until formal delivery under the “Secure Holding Program.” The carrier is to remain with the vehicle to provide TPS. Document any suspect of abuse by carriers or shippers of the “Secure Holding Program” privilege and report to the U.S. Army SDDC with an information copy furnished to Air Combat Command (ACC)/A4RE. Initiate receiving checklist per AFI 24-203, Attachment 7, AF Form 4388, *Receiving Transportation Protective Service Material Checklist*.

5.8.4.1.2. **(Added)** 355 EMS/MXMW and 309 AMARG/MXDPBC will provide 355 LRS/LGRDDC an updated list of individuals authorized to receipt for AA&E consigned to this activity delivered by commercial motor carriers. The list will contain name, rank, SSN, security clearance and a signature specimen.

5.8.4.1.3. **(Added)** 355 LRS/LGRDDC will, upon receipt of a REPSHIP for Class 1.1, 1.2 or 1.3 shipments, advise Stockpile Surveillance at DSN 228-8004/8006 or 309 AMARG/MXDPBC at DSN 228-7101, of the shipment and furnish quantity, Transportation Control Number, and estimated time and/or date of arrival.

5.8.4.1.4. **(Added)** 355 SFS will stop all commercial carriers delivering explosives to the Swan or Main entrance gate and direct them to Gate 29 B off of I-10 and Wilmot Rd. Never bring class 1.1 and 1.2 explosives to 355 LRS/LGRDDC, Freight Services Bldg 5029. 355 LRS/LGRDDC, will respond to Gate 29B and perform required vehicle inspections.

5.8.4.1.5. **(Added)** At the designated inspection station, 355 LRS/LGRDDC 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, *Motor Vehicle Inspection (Transporting Hazardous Materials)*.

5.8.4.1.6. **(Added)** After the vehicle inspection, the LRS representative will escort the carrier representative to the designated explosives off-load area. In the event an accident or incident occurs during the course of operation, use Table 1 to determine the appropriate contact actions.

Table 1. (Added) Accident/Incident Contact Actions

CATEGORY	CONTACT POINT	PHONE NUMBER
Emergency (from duty phone or base housing)	Tucson Emergency Dispatch	911
Emergency (from cell phone)	Tucson Emergency Dispatch	117
Non-Emergency	Distribution Flight Traffic Manager	228-5488
Off-base all Categories	Emergency Response Guide on CBL	N/A
All Categories	Munitions Control	228-8708

5.8.4.1.7. **(Added)** 355 LRS/LGRDDC will maintain responsibility for truck shipments until downloading commences.

5.8.4.1.8. **(Added)** 355 EMS/MXMWMB supervision will direct the download location for munitions not received at Site 5. Do not deliver munitions directly to the Weapons Storage Area (WSA) unless directed by Stock Surveillance. Transfer assets to a 355 EMS vehicle if unloaded at the railhead.

5.8.4.1.9. **(Added)** 355 LRS/LGRDDC will complete the receiving checklist at AFI 24-203, Attachment 7.

5.8.4.1.10. **(Added)** 355 EMS/MXMWMB and 309 AMARG/MXDPBC will provide 355 LRS/LGRDDC with signed copies of the bills of lading, carrier delivery receipt, and other shipment documents on the day of receipt.

5.8.4.1.11. **(Added)** Arizona National Guard will handle shipments consigned to them.

5.8.4.2. **(Added)** Outbound Shipping Requirements:

5.8.4.2.1. **(Added)** 355 EMS/MXMWMB and 309 AMARG/MXDPBC will coordinate transportation requirements with 355 LRS/LGRDDC using DD Form 1348-1A. Properly pack, mark, and inspect all munitions ready for shipment prior to requesting transportation. 355 EMS/MXMWMB and 309 AMARG/MXDPBC personnel will initiate AFI 24-203, Attachment 6, AF Form 4387, *Outbound Transportation Protective Service Material Checklist*, Packaging/Preparation section including signing "Packed By" when offering an item for shipment. 355 LRS/LGRDDC will sign the "Certified By" block.

5.8.4.2.2. **(Added)** 355 LRS/LGRDDC will provide the 355 EMS/MXMW and 309 AMARG/MXDPBC an updated list of individuals authorized to receipt for AA&E, including classified items, which are being released to 355 LRS/LGRDDC for shipment. The list will contain name, rank, SSN (last 6-digits), security clearance, and signature specimen for each authorized individual. Update the list as changes occur, and re-accomplish annually.

5.8.4.2.3. **(Added)** Limited quantities of munitions within the limits depicted on the explosive license for Bldg 5028 may be temporarily stored pending transportation at the discretion of 355 LRS/LGRDDC.

5.8.4.2.4. **(Added)** 355 LRS/LGRDDC will notify Stockpile Surveillance at DSN 228-8004 and 309 AMARG/MXDPBC at DSN 228-8301 to coordinate and schedule loading of outbound munitions not stored in Bldg 5028.

5.8.4.3. **(Added)** 355 LRS/LGRDDC, Outbound Shipping and Packaging:

5.8.4.3.1. **(Added)** 355 LRS/LGRDDC, Outbound Shipping and Packaging will verify the shipment document, DD Form 1348-1A, contains the required information and is correctly accomplished IAW DOD and Federal directives. Review AA&E and Classified Processing Checklist (AFI 24-203, Attachment 6) for accuracy. Do not accept incorrect shipping documentation.

5.8.4.3.2. **(Added)** 355 LRS/LGRDDC will verify explosives have been

packaged and/or placed in containers IAW current Department of Transportation (DOT) regulations. Code of Federal Regulation (CFR) 49 provides specifications on how to group together hazards according to type and material. Do not accept incorrectly packaged items for shipment.

5.8.4.3.3. **(Added)** 355 LRS/LGRDDC will verify proper marking and labeling requirements. The marking and labeling requirements vary with the type of item and method of shipment. Each container must identify its content and the correct DOT markings. 355 LRS/LGRDDC will check if container requires a DOT-Special Permit (SP) or Certificate of Equivalency (COE). Items with incorrect documentation, packing, labeling, and markings will not be accepted for shipment. Turn over the shipment documents to Surface Freight Section when documentation, packing, labeling and marking requirements are correct.

5.8.4.3.4. **(Added)** 355 LRS/LGRDDC will use the security vault in Bldg 5028 to secure class division 1.3 C & G (not to exceed 100 LBS NEW) and/or 1.4 C,D,G & S explosive shipments (unlimited NEW) for munitions that exceed holding area capability within the WSA during emergency situations only.

5.8.4.3.4.1. **(Added)** Log shipments in/out of storage vault utilizing an inventory control log. Format inventory log with appropriate data entries to maintain audit trail accountability. Report unusual or suspect problems to the work center supervisor.

5.8.4.3.5. **(Added)** Call the Fire Department at 228-4757, any time explosives are stored or removed from the vault. Post the proper fire symbol signs accordingly.

5.8.4.3.6. **(Added)** After the shipment has been loaded, ensure proper blocking and bracing IAW T.O. 11A-1-61-1, *Storage and Outloading Instruction -- Conventional Ammunition (Truck Loading Drawings)* USE ONLY NON-SPARKING HAMMERS or PASLOAD GAS OPERATED NAIL GUNS IN SECURING THE LOAD.

5.8.4.4. **(Added)** 355 LRS/LGRDDC, Surface Freight Section:

5.8.4.4.1. **(Added)** 355 LRS/LGRDDC 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 COE is required.

5.8.4.4.2. **(Added)** 355 LRS/LGRDDC will determine the proper mode/method of shipment.

5.8.4.4.3. **(Added)** 355 LRS/LGRDDC will ensure shipments clear through the appropriate Shipper Service Office (AMC, Military Sealift Command (MSC), and SDDC) when entering into the Defense Transportation System. An export traffic release is required for MSC-routed shipments.

5.8.4.4.4. **(Added)** A "Domestic Route Order" is required from SDDC for Class 1.1, 1.2 and 1.3 explosives and 1.4 over 1001 lbs.

5.8.4.4.5. **(Added)** After receipt of route order and before tendering shipment to

a motor carrier, follow the procedures below.

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

5.8.4.4.5.2. **(Added)** Verify the carrier's operating certification contains specific authority to transport explosives.

5.8.4.4.5.3. **(Added)** Use DD Form 626 to inspect carrier vehicle IAW DTR 4500.9-R, Part II Cargo Movement, Figure 204-10. Conduct the inspection at any mutually convenient location. When unsatisfactory items are found, the company (or driver) involved will be allowed to make corrections before being rejected. Do not make repairs on commercial vehicles at government expense. After completion of inspection, sign and date DD Form 626.

5.8.4.4.5.4. **(Added)** Attach four (4) placards to the vehicle with one at the front of the truck, one at the back, and one on each side of the vehicle.

5.8.4.4.6. **(Added)** When the load is completed:

5.8.4.4.6.1. **(Added)** Attach seals to cargo door

5.8.4.4.6.2. **(Added)** Instruct the driver (s) to sign:

5.8.4.4.6.2.1. **(Added)** CBL

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

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

5.8.4.4.6.3. **(Added)** 355 LRS/LGRDDC will provide daily notification to 355 EMS/MXMWMB, of all shipped munitions.

5.8.4.4.7. **(Added)** A REPSHIP will be made for all shipments of Class 1.1, 1.2 , 1.3 and 1.4 (over 1001 lbs) explosives and for all shipments requiring a TPS, using the format prescribed in DTR 4500.9-R, Part II Cargo Movement, Figure 204-8. Ensure completion of shipment checklist and maintain with shipment files. Verify delivery 24 hours after RDD.

5.12. For CLASSIFIED shipments, packing and crating will ensure proper packaging has been accomplished, and turned over to Outbound Shipping and Packaging for movement. **DO NOT USE THIS MODE/METHOD TO MOVE CLASSIFIED SENSITIVE CCI TO AN AIR MOBILITY COMMAND AERIAL PORT OF EMBARKATION FOR ONWARD MOVEMENT AIRLIFT OR WHEN THE ITEM ALSO CONTAINS HAZARDOUS MATERIALS.**

5.12.1. **(Added)** Transportation Offices have the authorization to ship classified material via DOD DESPS carriers (FedEx, UPS, and DHL) without documentation that is required by other modes of transportation. Any base organization that accepts deliveries directly from the DESPS carriers must handle these deliveries as classified shipments until verification of the classification is accomplished.

5.17. **(Added)** Scope: This paragraph applies to all Distribution personnel whose duties involve receiving, processing, handling, and transportation of classified material.

5.17.1. **(Added)** Procedures: Classified Receipt Listing. The Vehicle Operations Element will work with the Materiel Management Flight (355 LRS/LGRM) to ensure the Classified Receipt Listing identifies only those vehicle operators (2T1s) authorized to receive, handle, and transport classified assets. 355 LRS/LGRM will be notified within 24 hours or next duty day when a vehicle operator's Clearance Eligibility and/or Access Level is downgraded or changed (loss of clearance, change in name, etc.), as designated by the unit commander or proper authority (e.g., Unit Security Manager).

5.17.2. **(Added)** Vehicle Operations Classified Receipt Listing Certification. The Vehicle Operations Element will produce a memorandum listing the names of assigned personnel authorized to receive, handle, and transport classified assets. This listing will include the names of personnel on the 355 LRS/LGRM Classified Receipt Listing but will also contain the following information:

5.17.2.1. **(Added)** A statement certifying all personnel on the list have received annual Information Security training and the date of training for each member listed.

5.17.2.2. **(Added)** A statement certifying all personnel have read this wing instruction and AFI 24-301, *Vehicle Operations*, mandated Documented Cargo operating instruction detailing the handling instructions and movement procedures for classified items.

5.17.2.3. **(Added)** A statement certifying all personnel on the list have been trained IAW ACC AF Form 797, *Job Qualification Standard Continuation/Command JQS (ACC2TIJQS-001)*.

5.17.3. **(Added)** Pre-movement Procedures. Prior to dispatching an operator to move classified materials/assets, the dispatcher will refer to the Vehicle Operations Classified Receipt Listing and to ensure certification of the operator to move classified materials.

5.17.3.1. **(Added)** The dispatcher will follow local dispatching procedures but will also brief the operator regarding classified movement IAW this wing instruction and the ACC AF Form 797, and the Documented Cargo operating instruction.

5.17.3.2. **(Added)** The dispatcher will ensure the operator has an updated Classified Receipt Listing prior to dispatching the operator for a classified movement.

5.17.4. **(Added)** Movement Procedures. Operators will check all documentation to verify the classification of the asset/material prior to handling the item. The operator will also ensure the paperwork is properly marked IAW the classification of the item.

5.17.4.1. **(Added)** After picking up the item, the operator assumes full responsibility for the security of the classified asset and must maintain 100% positive control. At no time will the operator leave the item unattended or out of sight. The operator will proceed directly to the drop off point for the package.

5.17.5. **(Added)** Delivery Procedures. Operators will ensure the delivery of an item to the correct organization, as identified by the originator. Upon delivery, the operator will use the 355 LRS/LGRM Classified Receipt Listing to verify authorization of the person receiving the package to sign/receive classified materials.

5.17.5.1. **(Added)** If the receiver is not on the Classified Receipt Listing or the operator cannot verify the authority of the receiver to receive classified material, the

operator will contact the Vehicle Operations Control Center (VOCC) dispatcher immediately. At no time will the operator leave the package with someone other than the receiver designated by the originator, unless instructed to do so by the originator or the VOCC dispatcher. In either case, use 355 LRS/LGRM Classified Receipt Listing to verify the new receiver's authority to receive classified.

5.17.5.2. **(Added)** Operators will annotate the name, rank, duty phone, and organization/office symbol of the person signing for the classified material and report that information to the dispatcher upon returning to Vehicle Operations.

5.17.5.3. **(Added)** Retain a copy of the paperwork with the receiver's signature for deliveries where paperwork is available, (e.g., 1348-1A or DD Form 1149).

5.17.6. **(Added)** Documented Cargo. When performing Documented Cargo operations, operators will carry the Classified Receipt Listing at all times, regardless of whether or not SATS is used.

5.17.6.1. **(Added)** The Documented Cargo supervisor will coordinate with 355 LRS/LGRM to ensure the Classified Receipt Listing is the most current listing available.

5.17.6.2. **(Added)** The Documented Cargo AFI 24-301-mandated operating instruction will reference this wing instruction.

5.18. **(Added)** Scope: This paragraph applies to all personnel involved with the processing, packaging, and handling of MGS other than training guidance systems CIIC 7.

5.18.1. **(Added)** Location of Operations:

5.18.1.1. **(Added)** Trucks: Load/download operation is at Bldg 5029 and Site 5.

5.18.2. **(Added)** Movement Routes:

5.18.2.1. **(Added)** The primary entry to the base for delivery trucks is the Swan Gate for non AA&E deliveries. Upon closure of the Swan Gate during normal duty hours, the alternate entry for the base is the Craycroft Gate. 355 LRS/LGRDDC will escort commercial vehicles to/from the area in which they are loaded/ unloaded.

5.18.2.2. **(Added)** Vehicle Inspection: The Swan Gate is the base's vehicle inspection station. The alternate vehicle inspection area is the Craycroft Gate in the event the Swan Gate is closed.

5.18.2.3. **(Added)** Suspect or Suspicious Vehicle Holding Area: Report all suspect or suspicious vehicles to 355 SFS at 228-3200/5131.

5.18.3. **(Added)** Procedures:

5.18.3.1. **(Added)** Shipment Receiving:

5.18.3.1.1. **(Added)** 355 LRS/LGRDDC will complete the receiving checklist in AFI 24-203, Attachment 7. 355 LRS/LGRDDC will have 355 EMSS/MXMWMB sign copies of all documentation on inbound shipments.

5.18.3.1.2. **(Added)** 355 LRS/LGRDDC will provide forklift support for loading/unloading if needed at buildings 5111 or 5029.

5.18.3.2. **(Added)** Outbound Shipping Requirements:

5.18.3.2.1. **(Added)** 355 EMS/MXMWMB will use the DD Form 1348-1A shipping document to coordinate transportation requirements with 355 LRS/LGRDDC. Outbound Shipping and Packaging will process and generate shipping labels. Maintain shipments in the vault at Bldg. 5029 pending shipment. 355 EMS/MMXMWMB will initiate the classified checklist in AFI 24-203, Attachment 6, Packaging/Preparation section, and sign "Packed By" for all MGS shipments. 355 LRS/LGRDDC will sign the "Certified By" section. Items will be packaged, sealed, and marked IAW applicable T.O's. 355 EMS/MXMWMB will submit 1348-1A and 24-203, Attachment 6 to 355 LRS/LGRDDC when offering an item for shipment.

5.18.3.2.2. **(Added)** 355 LRS/LGRDDC will provide forklift support for loading/unloading at Bldg. 5029.

5.18.3.2.3. **(Added)** All pertinent transportation shipping information is obtainable through CMOS and the Global Transportation Network which maintains in-transit visibility.

8.2.1. **(Added)** The NCOIC of Outbound Shipping and Packaging will:

8.2.1.1. **(Added)** Continuously coordinate with freight services to verify the schedule of shipments in route to Outbound Shipping and Packaging.

8.2.1.2. **(Added)** Ensure supplies and equipment are available to sustain the packaging operation.

8.2.1.3. **(Added)** Coordinate with all shipping agencies/organizations to ensure they understand the purpose of shipment flow/control.

8.2.1.4. **(Added)** Coordinate daily with the supervisor of Outbound Shipping and Packaging to ascertain packing and crating capabilities.

9.10.1.1. The Deployment and Distribution Flight Chief will appoint designated representatives within 355 LRS/LGRDDC as base RCP Monitors.

9.10.1.1.8.1. **(Added)** When containers are lost, thrown away, or destroyed, each organization must provide reimbursement for all materials and handling costs. Organizational resource advisors will submit AF Form 406, *Miscellaneous Obligation/Reimbursement Document* (MORD), to 355 LRS to reimburse/transfer funds expended to replace reusable containers.

9.10.1.1.8.2. **(Added)** 355 LRS/RA will create an Accounting MORD to receive reimbursements. AF Forms 451, *Request for Packaging Services*, will be collected and attached to SF 1080, *Voucher for Transfers Between Appropriations and/or Funds*, and forwarded to Defense and Finance Accounting Service Limestone, Maine for processing.

9.10.1.1.8.3. **(Added)** When reimbursements have moved to accrued-expenditures-paid, submit an AF Form 4009, *Government Purchase Card Fund Site Authorization*, to increase LRS funding authority. 355 LRS Government Purchase Card (GPC) cardholder will purchase appropriate

replacement containers and packaging supplies.

9.10.1.1.8.4. **(Added)** All parties will close-out their respective MORDs at the end of the fiscal year.

9.10.1.1.11. **(Added)** 355 LRS/LGRDDC will prepare a monthly Reusable Container Use/Replacement Cost Analysis Report, indicating trends regarding the management of reusable containers. Forward the report to applicable unit commander for information and corrective action.

9.10.1.2.5. Identify and maintain an active reusable container storage area. The storage area must be a covered, clean, dry space to protect reusable containers and packing materials from inclement weather.

9.10.1.2.5.1. **(Added)** Coordinate containers identified as excess through 355 LRS/LGRDDC for disposition instructions. The base RCP monitor must inspect unit storage areas to validate the necessity for redistribution. Reusable containers turned in as excess that are not redistributed become part of the 355 LRS/LGRDDC bench stock. These containers are available for use by unit RCP monitors if/when required. (*Note:* This is not courtesy storage. It is at the discretion of the 355 LRS/LGRDDC to ship, reissue, or reuse any container.)

9.10.1.2.6. Ensure all cargo turned in to 355 LRS is in the proper container or has an AF Form 451, (original plus 1 copy) attached with the paperwork for the item. 355 LRS will not accept items without the proper container for turn-in without this form. Only the primary/alternate unit RCP monitors or the unit commander will sign the AF Form 451. Procedures for filling out the AF Form 451 are located in A5.1.14. below.

9.10.1.2.9. **(Added)** Attend reusable container program meetings and training sessions as directed by the base RCP monitor.

9.10.1.3.4. Central Storage Element will issue the applicable items in the original container. Property received without the required Special Packing Instruction container must have an SF 364 noting the discrepancy. Central Storage Element will use the SF 364 to support requests for packaging. If the item is going into storage, take it to the Outbound Shipping and Packaging for issuance or construction of the proper container.

9.10.1.3.4.1. **(Added)** The Receiving Element will not separate items from their original containers. Receiving Element personnel will accomplish and distribute an SF 364 for items received without the proper container.

9.10.1.3.4.2. **(Added)** Upon receipt of an item from 355 LRS, verify the item is in the required container. Keep items received in their containers until such time as required for use or inspection. When an item from the container is in use, place the repairable in the same original container from which the in use item came from. Turn in the repairable item in its original container to the 355 LRS. If the item from the container is in use and the reuse of the container is not immediate, store it in an appropriate storage area. Ensure all

internal blocking, bracing, and cushioning materials are stored in the container.

9.10.1.3.5. The Flight Service Center Element will not accept an item needing a reusable container for turn in unless the item is accompanied by an AF Form 451 or SF 364 stating the item was received on base or issued to the unit without the correct container.

9.10.1.3.5.1. **(Added)** All users will make every effort to return items or its authorized substitute in the contractor packed container originally received. Do not black out any markings on the container or any other container (i.e., ID, serviceable tag, packaging labels, etc.)

JAMES P. MEGER, Col, USAF
Commander, 355th Fighter Wing

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

AFI 21-201, *Conventional Munitions Maintenance Management*, November 23, 2007

AFI 24-203, *Preparation and Movement of Air Force Cargo*, April 13, 2007

AFI 24-301, *Vehicle Operations*, November 1, 2001

AFI 31-101, *Air Force Installation Security Program*, November 1, 2005

AFI 31-401, *Information Security Program Management*, November 1, 2005

AFMAN 23-110, *United States Air Force Supply Manual*, July 1, 2008

AFMAN 91-201, *Explosive Safety Standards*, October 18, 2001

DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*, August 12, 2000

DOD 5200.1-R, *Information Security Program*, January 1997

DTR 4500.9-R, Part II, *Cargo Movement*, June 2005

IATA *Dangerous Goods Regulation*, current edition

MIL-STD-129P(4), *Military Marking for Shipment and Storage*, September 19, 2007

Title 49, CFR, *Transportation*

T.O. 00-85-2, *Engine Shipment Instructions*

T.O. 2J-1-18, *Preparation for Shipment and Storage of Gas Turbine Engines*

T.O. 11A-1-46, *Fire Fighting Guidance Transport for Storage*

T.O. 11A-1-61-1, *Storage and Out-loading Instructions-Conventional Ammunition*

T.O. 11N, *Entire series*

T.O. 21-LGM-30G-2-33, *Operations for Aerospace Vehicle Equipment*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 451, *Request for Packaging Services*

AF Form 4009, *Government Purchase Card Fund Cite Authorization*

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

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

SF 364, *Report of Discrepancy*

Abbreviations and Acronyms

AA&E—Arms, Ammunition, and Explosives
ACC—Air Combat Command
AMARG—Aerospace Maintenance and Regeneration Group
CBL—Commercial Bill of Lading
CCI—Controlled Cryptographic Items
CFR—Code of Federal Regulation
CIIC—Controlled Inventory Item Code
CMOS—Cargo Movement Operations System
COE—Certification of Equivalency
DESPS—Domestic Express Small Package Service
DOD—Department of Defense
DOT—Department of Transportation
DOTSP—Department of Transportation-Special Permits
DSN—Defense Switched Network
DTR—Defense Transportation Regulation
EMS—Equipment Maintenance Squadron
JPAS—Joint Personnel Adjudication System
LRS—Logistics Readiness Squadron
MGS—Missile Guidance Systems
MILSTRIP—Military Standard Requisitioning and Issue Procedures
MORD—Miscellaneous Obligation/Reimbursement Document
MSC—Military Sealift Command
NEW—Net Explosive Weight
RDD—Required Delivery Date
REPSHIP—Report of Shipment
SATS—Standard Asset Tracking System
SDDC—Surface Deployment and Distribution Command
SFS—Security Forces Squadron
SRC—Serialized Report Code
TDY—Temporary Duty
T.O.—Technical Order

TPS—Transportation Protective Service

VOCC—Vehicle Operations Control Center

WSA—Weapons Storage Area

Terms

Certification of Equivalency (COE)—An approval that proposed packaging for shipment of hazardous material either equals or exceeds the requirements of 49 CFR .

Classified Receipt Listing—A listing maintained by the Materiel Management Flight (355 LRS/LGRM) identifying installation personnel authorized to receive or otherwise handle classified material and supplies.

CONFIDENTIAL—Information or material of which the unauthorized disclosure could reasonably expect to cause damage to national security.

Controlled Cryptographic Item (CCI)—Secure telecommunications or information-handling equipment, associated cryptographic component or other hardware item which performs a critical Communication Security function.

Department of Transportation-Special Permits (DOT-SP)—Waives Title 49, CFR requirements on the basis of equivalent levels of safety. DOT-SP for packaging is valid for domestic transportation of hazardous materials. Competent Authority Approvals covers international shipments of hazardous material.

Explosive—Defined as all ammunition, munitions fillers, demolition material, solid rocket motors, liquid propellants, cartridges, pyrotechnics, mines, bombs, grenades, warheads of all types, explosives elements of ejection and aircrew egress systems, air-launched missiles and those explosive components of missile systems and space systems, and assembled kits and devices containing explosive material. Explosives, explosives weight, net weight, and other like terms also refer to the fillers of an explosive item. Fillers may be explosive mixtures, propellants, pyrotechnics, and other toxic substances. This term does not include liquid fuels and oxidizers not used with missiles, rockets, and other such weapons or explosive items.

SECRET—Information or material of which unauthorized disclosure reasonably is expected to cause serious damage to national security

Secure Holding Area—DOD facility that meets the AA&E shipping and receiving criteria are required to assist commercial carriers transporting AA&E, classified materials and CCI by providing secure holding areas in the interest of public safety and national security. Carriers may seek secure holding during emergencies or other circumstances beyond the carrier's control, for delivery or awaiting shipment loading, or while in transit.

Secure Explosives Holding Area for Motor Vehicles Transporting Ammunition, Explosives, and Secret Material—An area designated for the temporary parking of commercial carrier's motor vehicles transporting DOD-owned AA&E and SECRET material.

Secure Non-Explosives Holding Area—An area designated for the temporary parking of carriers' motor vehicles transporting Categorized DOD arms, Classified CONFIDENTIAL and CCI materials.

Sensitive Cargo—AA&E that are definite threats to public safety and can be used by militant, revolutionary, criminal or other elements for civil disturbances, domestic unrest or criminal actions.

TOP SECRET—Information or material of which unauthorized disclosure reasonably could be expected to cause exceptionally grave damage to national security.

Transportation Protective Service (TPS)—A commercial carrier service performed according to DOD standards that provides in-transit physical security for shipments of SECRET, CONFIDENTIAL, and Sensitive cargo.

Attachment 2**EXPLOSIVE UNITED NATIONS (UN) CLASSIFICATION SYSTEM****Table A2.1. UN Classes of Division Numbers.**

Class 1	Meaning
Division 1.1	Explosive with a mass detonation hazard
Division 1.2	Explosive with a fragmentation hazard
Division 1.3	Explosive with a predominate fire hazard
Division 1.4	Explosive with no significant blast hazard

Attachment 3**HAZARDOUS MATERIAL**

A3.1. A substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce.

Table A3.1. Risk Protection Category.

Risk Category Code	Risk Protection
Code I	Very High Risk
Code II	High Risk
Code III	Medium Risk
Code IV	Low Risk