

**BY ORDER OF THE COMMANDER
354TH FIGHTER WING**

**EIELSON AIR FORCE BASE INSTRUCTION
24-203**



13 NOVEMBER 2014

Transportation

***SHIPMENT AND RECEIPT OF ARMS,
AMMUNITION & EXPLOSIVES,
CLASSIFIED, SENSITIVE, AND NWRM
SHIPMENTS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-publishing website at www.e-publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 354 LRS/LGRD

Certified by: 354 MSG/CC
(Col Larry G. Rice, Jr.)

Supersedes: 354FWI24-203,
17 December 2012

Pages: 18

This instruction implements Air Force Policy Directive (AFPD) 24-2, *Preparation and Movement of Air Force Materiel*. The purpose of this instruction is to ensure the safe and proper shipment, receipt, transport, and accountability of Arms, Ammunition, and Explosives (AA&E), classified property, sensitive, and Nuclear Weapons Related Materiel (NWRM). The provisions of this instruction apply to all wing personnel involved with handling, movement, and protection of AA&E, classified property, sensitive, and NWRM materiel, to include Air National Guard, Air Force Reserve, and any other unit requesting cargo movement services from the 354th Fighter Wing (354 FW), Eielson Air Force Base (EAFB). This publication does not apply to the 168th Air Refueling Wing (168 ARW) operations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*. Route AF IMT 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. 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. See **Attachment 2** for a Glossary of References, Forms, and Acronyms.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include additional operating procedures, updates and modifications in the preparation and shipment of AA&E, classified, sensitive, and NWRM shipments.

Chapter 1

GENERAL SCOPE & RESPONSIBILITIES

1.1. Scope. This instruction applies to all personnel involved in the processing, packaging, handling and transporting of AA&E, classified, sensitive, and NWRM through the 354 FW.

1.2. Commanders' Responsibilities.

1.2.1. Commanders will ensure all unit personnel who handle, process, receipt, and ship AA&E, classified, sensitive, and NWRM are properly trained and certified in accordance with applicable CFETP/AF Form 797, *Job Qualification Standard Continuation/Command JQS*, and any other applicable directives.

1.2.2. Commanders will appoint, in writing, personnel authorized to process, ship and receive AA&E, classified, sensitive, and NWRM cargo. The appointment memorandum must be updated immediately if an individual's clearance eligibility and/or access level is downgraded or changed. Personnel who are trained and have the appropriate security clearance will be authorized to handle these assets. A statement certifying all personnel have read this instruction will be included in the memorandum. Units will forward a copy of the memorandum of appointment to 354 LRS/LGRD.

1.2.3. Commanders will ensure compliance with the Gun Control Act of 1968, Public Law 104-208, (18 U.S.C. § 922(d)(9) and (g)(9)/Lautenberg Amendment). The Gun Control Act prohibits military personnel, civilians, and contractors with a qualifying conviction of a misdemeanor crime of domestic violence from shipping or transporting in interstate or foreign commerce, or possessing in or affecting commerce, any firearm or ammunition; or receiving any firearm or ammunition which has been shipped or transported in interstate or foreign commerce.

1.3. Other Personnel Responsibilities.

1.3.1. All authorized units/personnel that offer for shipment classified, sensitive, and NWRM assets will ensure the item(s) are properly identified on the shipping documents (DD Form 1348-1A, *Issue Release/Receipt Document*, and/or DD Form 1149, *Requisition and Invoice/Shipping Document*). This will include the applicable Controlled Item Inventory Code/Security Risk Code (CIIC/SRC) and must be marked with the words that identify the degree of classification. Additionally, all copies of source documents (DD Form 1348-A1/DD Form 1149) must be stamped in red ink with the appropriate identifier such as "CLASSIFIED ITEM," "SENSITIVE ITEM," "CLASSIFIED NWRM ITEM" or "UNCLASSIFIED NWRM ITEM". Shipments of "TOP SECRET" material are not authorized to be processed through the Cargo Movement section. **Note:** The DD Form 1348-1A, *Issue/Receipt Document* is the only shipment document authorized for shipping NWRM. The DD Form 1149, *Requisition and Invoice/Shipping Document*, is authorized when necessary to meet Department of Energy requirements. All NWRM will be handled and shipped as classified, protected cargo.

1.3.2. No personnel subject to the provisions of this wing instruction will receive AA&E, classified, sensitive, and NWRM cargo directly from a carrier without the written approval of the installation transportation officer.

1.3.3. 354 LRS Customer Support will perform a semiannual revalidation of authorizations to receipt for classified and NWRM property each June and December.

1.3.4. All personnel involved with the processing, packaging, handling, and transporting of AA&E, classified, sensitive, and NWRM will comply with the procedures contained in this instruction.

Chapter 2

ARMS, AMMUNITION, AND EXPLOSIVES

2.1. Scope. This chapter applies to all personnel whose duties involve receiving, processing, packaging, handling and shipping AA&E.

2.2. Responsibilities.

2.2.1. Safety and security of explosive cargo throughout the explosive-handling operation is the responsibility of all personnel involved.

2.2.2. An Explosive Operations Supervisor (EOS) will be on-site during all explosive-handling operations.

2.2.3. The EOS is responsible to ensure:

2.2.3.1. A safety briefing is given to all personnel as outlined in 354 MXS FOI 91-201, *Munitions Flight General Explosives Safety Procedures*.

2.2.3.2. A minimum of one supervisor and one worker is on site.

2.2.3.3. Posted personnel limits are not exceeded.

2.2.3.4. Only sited operating locations will be utilized and posted explosive limits will be adhered to.

2.2.3.5. All explosive operations are carried out in the safest possible manner at all times.

2.2.3.6. All flame or spark producing equipment, such as matches or lighters, are stowed away from the explosive area of operation.

2.2.3.7. Access gates and explosive area of operations are accessible during inclement weather. **Note 1:** Munitions personnel will be the EOS during all ammunition barge operations. **Note 2:** All explosive operations will be designed to ensure compliance with the cardinal rule of explosives safety. The principle states: "Expose the minimum number of people to the minimum amount of explosives for the minimum amount of time."

2.3. General Safety.

2.3.1. Operations will stop when visitors or nonessential personnel are present.

2.3.2. Two serviceable fire extinguishers with a minimum rating of 2A:10BC must be readily available for use at all times during explosive-handling operations.

2.3.3. Personnel will wear required personal protective equipment during explosive-handling operations. All watches, rings and jewelry will be removed prior to beginning any explosive operation.

2.3.4. Hearing protection is mandatory whenever operations require the use of Material Handling Equipment (MHE).

2.3.4.1. Reflective belts are mandatory during the hours of darkness and when adverse weather conditions dictate.

2.3.5. A controlled termination of explosive operations will occur at the issuance of a lightning watch followed by personnel evacuation to Public Transportation Route Distance (PTRD) at the issuance of a lightning warning.

2.3.6. Personnel will not ride in the cargo compartment of a vehicle transporting explosives. No explosives will be placed in the passenger compartment.

2.3.7. Vehicles used to transport explosives will be inspected and fueled prior to loading.

2.3.8. Explosives will not be loaded or off-loaded from a vehicle while the engine is running. Exception: Vehicles with diesel-powered engines may continue to run during loading and off-loading of explosives except when exposed explosives are involved.

2.3.8.1. Parking brakes must be set and the operator must remain in the driver's position or, set brakes, chocks wheels, and remain at the vehicle. Parking brakes will not be set when temperature is below 32 degrees Fahrenheit.

2.3.9. An explosive-laden vehicle will not be left unattended unless parked in a designated area, holding area, or ready munitions area identified by the EOS.

2.3.10. Only operator inspection and maintenance will be performed on explosive-laden vehicles.

2.4. Training.

2.4.1. Any person involved with handling, transport, or storage of explosive material (including their supervisors) must receive explosive safety training annually.

2.4.2. Training will be conducted utilizing computer based training with a minimum of Munitions Explosive Safety Program Training completed.

2.4.3. Additional training will be conducted by your unit's weapon safety representative(s) if required.

2.4.4. Supervisors must ensure all training is annotated in the individual's on-the-job training records located in Training Business Area (TBA) or applicable training platform.

2.4.5. The unit's weapons safety representative will issue personnel an AF Form 483, *Certificate of Competency*, which must be carried at all times. **Exception:** Munitions personnel are exempt IAW AFI 21-201.

2.5. Hours of Operation.

2.5.1. With the exception of ammunition barge moves, the published hours of operation for receiving routine explosives shipments destined to or transiting through EAFB are 0730-1530 hours, Monday through Friday, except for holidays.

2.5.2. Vehicles arriving after duty hours will contact Command Post at (907) 377-1500 who will contact the Cargo Movement stand-by.

2.6. Explosive Handling Procedures.

2.6.1. The owning organization will provide constant surveillance for all explosive shipments terminating at EAFB after-hours, until they can be turned over for storage or shipped via surface to the final destination.

2.6.2. Only trained personnel, under the supervision of an individual who understands the hazards and risks involved during explosive operations will be allowed to handle explosives.

2.6.2.1. Personnel will always use the correct lifting techniques when handling heavy items.

2.6.2.2. Spotters will be used whenever MHE is used to handle explosives.

2.6.2.3. Personnel will not tumble, drag, drop, throw, roll, or walk explosives. However, containers on skids may be pushed or pulled for final positioning.

2.6.2.4. As a minimum, when transporting explosives the “two-person team” concept will be used. In the event of an accident, the second person will provide assistance and contact the appropriate agencies (911, Command Post, etc.) (see Table 2.1).

Table 2.1. Contact Numbers

Security Forces	907-377-5130
Fire Department	907-377-4156
Wing Weapons Safety	907-377-1821
Munitions Control Center	907-377-1297
Cargo Movement (TMO)	907-377-1281

2.6.2.5. All operations will be performed safely. If an unsafe condition arises, all operations will cease.

2.6.2.6. Explosive operations must be stopped when visitors arrive. Operations will not resume until all visiting personnel depart the area.

2.7. Emergency Evacuation Procedures.

2.7.1. 354 MXS FOI 91-201 will be used for the crew briefing and to direct all required emergency actions.

2.7.2. When notified by Munitions EOS, Munitions Control will run the appropriate emergency action checklist as required.

2.8. Transportation of Explosives.

2.8.1. All commercial operations explosive-laden vehicles will enter through the South Gate. Ft. Wainwright personnel will utilize the alternate gate near the main gate for transporting assets to their ranges.

2.8.2. Explosive-laden vehicles will be properly identified with Department of Transportation placards while on EAFB. The vehicle(s) placards will be visible on the front, rear, and both sides, designating the most hazardous munitions being transported. If the tractor/tow-vehicle is disconnected from the trailer/enclosed van, a placard must be placed on the front of the trailer/enclosed van. Placards for hazard classification 1.4 munitions movements under 1000 lbs N.E.W. on-base may be omitted.

2.8.3. A 354 LRS representative will notify 354 SFS of arriving explosive laden vehicles for entry through the south gate.

2.8.3.1. For inbound commercial shipments, 354 LRS and munitions personnel will arrive at the explosives area of operation 45 minutes prior to truck arrival.

- 2.8.3.2. 354 SFS patrol will be posted 15 minutes prior to truck arrival.
- 2.8.3.3. Any office notified of inbound munitions shipments via Reports of Shipment (REPSHIP) or other means is responsible for ensuring coordination is accomplished between all responsible parties.
- 2.8.4. A 354 LRS representative will validate the drivers' carrier and medical clearances.
- 2.8.5. Prior to loading or unloading vehicles, a 354 LRS representative will inspect all vehicles used to transport explosive shipments.
 - 2.8.5.1. A 354 LRS representative will conduct a vehicle inspection at the south gate by completing the DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Material)*
 - 2.8.5.2. A 354 LRS representative will acknowledge receipt of shipment by signing the carrier's Commercial Bill of Lading (CBL) and DD Form 1907, *Signature and Tally Record* after downloading .
 - 2.8.5.2.1. A 354 LRS representative will note any discrepancies associated with the movement on the CBL and initiate a SF Form 361, *Transportation Discrepancy Report*, in the Cargo Movement Operations System (CMOS) if required.
 - 2.8.5.3. The gaining unit will acknowledge receipt of shipment by signing the DD Form 1907, *Signature and Tally Record* from the 354 LRS representative.
- 2.8.6. In the event a suspect vehicle or suspect cargo arrives at the south gate, the vehicle or cargo will remain at the gate, the 354 LRS representative will notify the Wing Weapons Safety Office for further instructions. A suspect vehicle or cargo is one that:
 - 2.8.6.1. Shows evidence of tampering or pilferage.
 - 2.8.6.2. Shows signs of damage or unstable explosives.
 - 2.8.6.3. Is determined to be unsafe for off-loading.
- 2.8.7. Munitions and 354 LRS personnel will determine the vehicle's off-load location and meet the vehicle at that location to download the vehicle.
- 2.8.8. 354 SFS patrol will be released after the shipment is on base. Contact 354 SFS 15 minutes prior to vehicle departure.
- 2.8.9. Avoid contact with mission-essential areas when transporting explosives. Use designated explosives route (refer to 354 FW/SEW Memorandum for Explosive Movement Routes on EAFB).
 - 2.8.9.1. It is the responsibility of the EOS to ensure explosives are transported in the safest possible manner at all times. Prior to transporting explosives, the EOS will ensure:
 - 2.8.9.1.1. The transportation vehicle is inspected to ensure it is in safe working condition.
 - 2.8.9.1.2. Only approved MHE or vehicles will be utilized.
 - 2.8.9.1.3. MHE is available and fully operational.

- 2.8.9.1.4. Two portable fire extinguishers with a minimum rating of 2A:10BC or equivalent must accompany/be attached to each vehicle transporting explosives.
- 2.8.9.2. Only qualified, licensed operators will be utilized.
 - 2.8.9.2.1. Operators must complete safety training and be certified on the safe transport of explosives.
 - 2.8.9.2.2. Operators will carry an AF Form 483, *Certificate of Competency*, in their possession stamped “Explosive Trained” to accompany their military vehicle operator’s license. **Exception:** Not required for munitions personnel IAW AFI 21-201, *Conventional Munitions Maintenance Management*.
- 2.8.9.3. Explosive cargo will be securely fastened to each transport vehicle and inspected by the driver prior to movement.
 - 2.8.9.3.1. Forklifts will not be utilized to transport explosives outside the immediate area of operations (not to exceed distances greater than ¼ mile) or for over-the-road transportation.

2.9. Outbound Explosives.

- 2.9.1. Munitions personnel will provide 354 LRS personnel all DD Form 1348-1As, *Issue Release/Receipt Document*, for shipment of explosives.
 - 2.9.1.1. Explosives documentation for items projected for the spring and fall ammunition barge will be provided to Cargo Movement a minimum of 60 days prior to movement or 2 weeks after notification of barge dates, whichever is earlier, unless otherwise instructed by the Surface Deployment and Distribution Command.
 - 2.9.1.2. All Air Force munitions requiring blocking and bracing material will be funded by 354 FW.

Chapter 3

CLASSIFIED AND SENSITIVE SHIPMENTS

3.1. Scope. This chapter applies to all personnel involved with the processing, packaging, and shipment of classified, controlled, and sensitive assets.

3.2. Procedures.

3.2.1. 354 LRS/LGRDDC Outbound Cargo will:

3.2.1.1. Establish delivery receipt times with the customer. Shipments will be received and processed between 0730-1400 hours Monday thru Wednesday, and 0730-0830 Thursday.

3.2.1.2. Designate qualified personnel to receive classified material.

3.2.1.3. Initiate and use AF Form 4387, *Outbound Transportation Protective Service Material Worksheet* and AF Form 4388, *Inbound Transportation Protective Service Material Checklist* for processing material IAW AFI 24-203, *Preparation and Movement of the Air Force Cargo*, Para 5.1.7.

3.2.1.4. Safeguard all shipments during the receiving, packing, and handling process. Shipments will be handled, packed, processed and then logged into the classified storage vault in building 3426 as necessary. Shipments will not be left unattended/unprotected. All shipments not in the vault will have constant surveillance until the shipment is turned over to the transportation service provider.

3.2.1.5. Ensure the applicable CIIC/SRC is annotated and degree of classification is marked on the DD Form 1348-1A/DD Form 1149.

3.2.1.6. Provide hand-to-hand receipt control IAW AFI 24-203, Para 5.1.3.

3.2.1.7. Enclose each asset in two opaque sealed containers or similar wrapping. If the material is an internal component of a bulky item of equipment, the outside shell or body of the item may be considered to be a sufficient enclosure if it does not reveal classified information.

3.2.1.8. 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 or sensitive nature. However, when a shipment goes by military airlift, DD Form 1387-2, *Special Handling Data/Certification*, must show the Transportation Protective Service (TPS) required in Block 6. See DTR, Part II, Ch 205, Para I.2., for DD Form 1387-2 preparation and distribution.

3.2.1.9. Ensure all copies of the shipping documents are enclosed inside the inner-most shipping container.

3.2.1.10. Ensure all seams/openings are taped.

3.2.1.11. Enter required information into CMOS and affix DD Form 1387, *Shipping Label, Military*, to cargo.

3.2.1.12. Prepare the shipping documentation using proper tenders, routing instruction notes and Transportation Facility Guide instructions.

3.2.1.13. Prepare and forward a REPSHIP to consignee after the shipment departs per DoD 4500.9-R, *Defense Transportation Regulation, Part II, Cargo Movement*, Ch 205, Para L.

3.2.1.14. If destination does not acknowledge receipt of REPSHIP within 24 hours, a Transportation Discrepancy Report (TDR) will be initiated. If destination does not acknowledge receipt of cargo within 24 hours of delivery, the transportation officer will be notified immediately and tracer action initiated. Additionally, the transportation discrepancy reporting procedures in AFI 24-203, Ch 5, Para 5.11.2.1. will be followed.

3.2.2. 354 LRS/LGRDDC Integrated Receipt Process (IRP) will:

3.2.2.1. Direct shipment deliveries to 354 LRS building 3426. In-checkers must handle all items delivered via express carrier (i.e. FEDX, UPS, DHL) as classified material until identified otherwise.

3.2.2.2. Only personnel that are trained and appointed by the commander to receive for classified and sensitive cargo are authorized to incheck and/or process small package carrier deliveries. Upon identification of a classified or sensitive item, IRP personnel will initiate an AF Form 4388. Packages will be provided constant surveillance until stored in the classified vault located in building 3426 as necessary.

3.2.2.3. Classified cargo may be turned over to the customer only after verifying they have been authorized to receive the asset by their unit commander based on the classification. Additionally, the customer must sign the DD Form 1907 to show the change of custody.

Chapter 4

MOVEMENT OF CLASSIFIED AND SENSITIVE MATERIAL

4.1. Scope. This chapter applies to 354 LRS distribution personnel whose duties involve receiving, processing, handling, and transportation of classified and sensitive material.

4.2. Procedures.

4.2.1. Classified Receipt Listing. The Vehicle Operations Control Center (VOCC) will request a copy of the classified receipt listing from the Materiel Management Flight to identify personnel authorized to receive, handle, and transport classified and sensitive assets.

4.2.2. Prior to dispatching an operator to move classified materials/assets, the dispatcher will:

4.2.2.1. Ensure the operator is identified on the classified receipt listing to handle classified materials.

4.2.2.2. Brief the operator regarding classified and sensitive movement in accordance with this wing instruction.

4.2.2.3. Ensure the operator has an updated classified receipt listing prior to dispatching the operator for a classified movement.

4.2.3. Operators will:

4.2.3.1. Check all documentation to verify the classification of the asset/material prior to handling the item.

4.2.3.2. Ensure paperwork is properly marked in accordance with the classification of the item.

4.2.3.3. Assume full responsibility for the security of the classified asset and must maintain positive control upon pickup. At no time will the operator leave the item unattended or out of sight.

4.2.3.4. Make phone contact with the customer prior to proceeding to the drop off point with the package to ensure receiving availability.

4.2.3.5. Carry the classified receipt listing at all times during the delivery run.

4.2.3.6. Ensure assets are delivered to the correct organization as identified by the originator.

4.2.3.7. Use the classified receipt listing to verify the person receiving the package is authorized to sign/receive classified materials.

4.2.3.8. Contact the VOCC immediately if the receiver is not on the classified receipt listing or the authority to receive the material cannot be verified. At no time will the operator leave the package with other than the designated receiver, unless instructed to do so by the originator or the VOCC. In either case, the new receiver's authority to receive receipt for the material will also be verified using the classified receipt listing.

4.2.3.9. Annotate the name, rank, duty phone, and organization/office symbol of the person signing for the material and report that information to the dispatcher upon returning to Vehicle Operations.

4.2.3.10. A copy of the paperwork with the receiver's signature will be provided to 354 LRS Customer Service.

Chapter 5

NUCLEAR WEAPONS RELATED MATERIAL (NWRM) SHIPMENTS

5.1. Shipping and receiving procedures

5.1.1. For all NWRM shipping and receiving processes, procedures, and handling procedures, refer to DoD 4500.9R, Part II, Ch 205, and AFI 24-203, Chapter 5.

Chapter 6

SECURE HOLDING

6.1. Procedures

6.1.1. For secure holding area procedures, refer to the 354 FW Integrated Defense-Antiterrorism Plan (IDATP).

MICHAEL P. WINKLER, Colonel, USAF
Commander

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

354 MXS FOI 91-201, *Munitions Flight General Explosives Safety Procedures*, 3 March 2014
AFI 21-201, *Conventional Munitions Maintenance Management*, 7 March 2012
AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 27 April 2011
AFI 24-203, *Preparation and Movement of the Air Force Cargo*, 2 November 2010
AFI 24-301, *Vehicle Operations*, 1 November 2008
AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 29 June 2012
AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011
AFMAN 23-122, *Material Management Procedures*, 08 August 2013
AFMAN 24-204_IP, *Preparing Hazardous Materials for Military Air Shipments*, 3 Dec 2012
AFMAN 33-363, *Management of Records*, 1 March 2008
AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011
CFR 49, *Transportation*, 8 April 2014
DoD 4500.9-R, *Defense Transportation Regulation, Part II, Cargo Movement*, 11 June 2008

Prescribed Forms

None

Adopted Forms

AF Form 483, *Certificate of Competency*
AF Form 847, *Recommendation for Change of Publication*
AF Form 4387, *Outbound Transportation Protective Service Material Worksheet*
AF Form 4388, *Inbound Transportation Protective Service Material Checklist*
DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Material)*
DD Form 836, *Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles*
DD Form 1149, *Requisition and Invoice/Shipping Document*
DD Form 1348-1A, *Issue Release/Receipt Document*
DD Form 1387, *Shipping Label, Military*
DD Form 1387-2, *Special Handling Data/Certification*
DD Form 1907, *Signature and Tally Record*
SF 361, *Transportation Discrepancy Report*

Abbreviations and Acronyms

AA&E—Arms, Ammunition, and Explosives

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CBL—Commercial Bill of Lading

CFETP—Career Field Education and Training Plan

CIIC—Controlled Item Inventory Code

CMOS—Cargo Movement Operations System

EOS—Explosive Operations Supervisor

IDATP—Integrated Defense-Antiterrorism Plan

IRP—Integrated Receipt Process

MHE—Material Handling Equipment

N.E.W.— Net Explosive Weight

NWRM—Nuclear Weapons Related Material

PTRD—Public Transportation Route Distance

REPSHIP—Reports of Shipment

SRC—Security Risk Code

TPS—Transportation Protective Service

Attachment 2

**PERSONNEL AUTHORIZED TO PROCESS, SHIP, AND RECEIVE AA&E,
CLASSIFIED, SENSITIVE, AND NWRM MATERIAL**

Figure A2.1. Personnel Authorized to Process, Ship, and Receive AA&E, Classified, Sensitive, and NWRM Material

	DEPARTMENT OF THE AIR FORCE PACIFIC AIR FORCES																
	MEMORANDUM FOR 354 LRS/LGRD																
FROM: (Unit)																	
SUBJECT: Authorization to Process, Ship, and Receive Arms, Ammunition & Explosive (AA&E), Classified, Sensitive, and Nuclear Weapons-Related Materiel (NWRM) Cargo																	
1. IAW AFI 24-203, the following personnel are authorized to handle up to and including secret, AA&E, classified, sensitive, and NWRM material as indicated below.																	
<table border="1"> <thead> <tr> <th>NAME</th> <th>QUALIFICATIONS</th> <th>SIGNATURE</th> </tr> </thead> <tbody> <tr> <td>MSgt John Doe</td> <td>Process, Ship, Receive & Certify</td> <td></td> </tr> <tr> <td>TSgt Jane Doe</td> <td>Process, Ship, & Receive</td> <td></td> </tr> <tr> <td>SSgt John Doe</td> <td>Process & Ship</td> <td></td> </tr> <tr> <td>SrA Jane Doe</td> <td>Process & Receive</td> <td></td> </tr> </tbody> </table>	NAME	QUALIFICATIONS	SIGNATURE	MSgt John Doe	Process, Ship, Receive & Certify		TSgt Jane Doe	Process, Ship, & Receive		SSgt John Doe	Process & Ship		SrA Jane Doe	Process & Receive			
NAME	QUALIFICATIONS	SIGNATURE															
MSgt John Doe	Process, Ship, Receive & Certify																
TSgt Jane Doe	Process, Ship, & Receive																
SSgt John Doe	Process & Ship																
SrA Jane Doe	Process & Receive																
2. Listed personnel received training on the proper handling and safeguarding requirements for all AA&E, classified, sensitive, and NWRM cargo IAW DoD 4500.9R.																	
3. All security clearances have been validated by the Unit Security Manager.																	
4. Appointed personnel have read and understand EIELSONAFBI 24-203.																	
5. This letter supersedes all previous, same subject, dated 12 Jan 14. Any questions or concerns can be directed to MSgt Doe at 377-1234.																	
<p align="right">Commander's Signature Block Commander</p>																	