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REUSABLE CONTAINER PROGRAM

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This instruction implements AFPD 24-2, *Preparation and Movement of Air Force Materiel*, and outlines the responsibilities and procedures for maintenance and operation of the Reusable Container Program at RAF Lakenheath, United Kingdom. This instruction applies to all unit personnel assigned and or attached to the 48th Fighter Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, prescribed by AFI 11-215, *USAF Flight Manuals Program*. Route AF Form 847s through appropriate chain of command to Base Publishing Manager. Ensure 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://afrims.amc.af.mil>.

SUMMARY OF CHANGES

This revision changes 48 LGRTC (Cargo Movement Section) to 48 LGRDC (Cargo Movement Section) throughout.

1. Definition of Types of Containers.

- 1.1. Container. Any receptacle used to enclose and afford maximum protection to government property during storage and shipment.
- 1.2. Reusable Container. A specially designed container that is engineered for repeated use without impairment of its protective function. The reusable container is intended to be used, saved and reused as a complete system, excluding the wrap or barrier material. These containers are marked "Reusable Container, Do Not Destroy."

1.2.1. Category I Container. Container is usually made of metal, plastic, synthetic, or composite materials fabricated to ensure a minimum of 100 trips.

1.2.2. Category II Container. Container is usually made of plywood, wood, or fiberboard. It can be identified by military federal specification number. It is constructed to withstand a minimum of 10 trips.

1.2.3. Discrete Special Packaging Instruction Container. This container is a specially designed reusable container for a particular commodity. This will be identified on the exterior of the container by Special Packaging Instruction (SPI) number, i.e. SPI 080-6214.

1.2.4. Fast Pack. Families of standard size reusable containers whose design permits shipment of a large variety of items within certain limits of size, weight, and fragility.

1.2.5. Standard Pack. Packs for which the packaging components including the shipping container, have been standardized as to material and size. The cushioning in the Standard Pack is not bonded to the interior container walls.

2. Reimbursements and Transfers of Funds.

2.1. Due to the high maintenance costs and depleted inventory levels, requirements to provide reusable containers or materials to construct containers, including all packaging costs incurred, are subject to reimbursement or prior transfer of funds to purchase materials before shipment turn-in to 48 LRS/LGRDC (Cargo Movement Section). All associate units and host wing units with unforecasted unique requirements will be required to compensate the Cargo Movement Section for services rendered using information from completed AF Form 451, *Request for Packaging Service*, prescribed by AFI 24-203, *Preparation and Movement of Air Force Cargo* (can be ordered/printed at www.e-publishing.af.mil). Reimbursements will be tracked monthly and reported quarterly for fiscal purposes to accounting and finance and the unit accruing the cost.

3. Reusable Container Program Responsibilities.

3.1. 48th Logistics Readiness Squadron Commander.

3.1.1. Provides guidance and support to Base Reusable Container Program Monitor to ensure program success.

3.1.2. Enforces maximum participation and compliance of units involved.

3.1.3. Monitors quarterly program statistical analysis report to ensure compliance of minimum standard of 90 percent turn-in rate (see [Attachment 2](#)). If turn-in rate is below 90 percent, initiate a letter addressed to the appropriate Unit Commander for corrective action.

3.2. Wing Reusable Container Monitor.

3.2.1. Manages the overall Wing Reusable Container Program. Administration of the program will be accomplished through the NCOIC, Packing and Crating, and his/her designees.

3.2.2. Provides guidance and training to all Unit Reusable Container Monitors as required.

3.2.3. Tracks program's container usage/non-usage by squadron (see [Attachment 3](#)), and recovers costs of packaging materials as appropriate (see [Attachment 4](#)).

- 3.2.4. Conducts quarterly on-site inspection of reusable container storage areas (see [Attachment 5](#)) and provides findings to the Unit Reusable Container Monitor.
- 3.2.5. Provides staff assistance and training to unit upon request from Unit Commander or Unit Reusable Container Monitor.
- 3.2.6. Provides recommendations for proper disposition of excess reusable containers and associated materials.
- 3.2.7. Provides analysis of container usage by unit summarizing the data collected from AF Form 451 (see [Attachment 6](#)).
- 3.3. Unit Commander (for all units that initiate over 10 requests for packaging per year).
 - 3.3.1. Appoints primary and alternate unit reusable container monitors (units may have multiple alternates appointed) to represent the unit on all matters pertaining to the base reusable container program. The unit program monitors must be in the rank of SSgt or above.
 - 3.3.2. Forwards an updated reusable container monitor appointment letter, signed by the unit commander, to Base Reusable Container Program Manager (48 LRS/LGRDC) within 10 days of appointment or any changes.
 - 3.3.3. Requests training for the designated personnel through 48 LRS/LGRDC.
 - 3.3.4. Appoints authorized personnel to sign AF Form 451 ([Attachment 4](#)) and provide a copy of the appointment letter to 48 LRS/LGRDC.
 - 3.3.5. Provides adequate and suitable area and space for storing reusable containers.
- 3.4. Unit Reusable Container Monitors.
 - 3.4.1. Ensure that all cargo received is in the original containers if possible.
 - 3.4.2. Ensure all cargo picked up for shipment is in its original containers or have AF Form 451 (original) attached with the items (see [Attachment 4](#) for directions on completing the form).
 - 3.4.3. Maintain a reusable container storage area in a weatherproof area. Excess containers obtained through initial issue may be redistributed to other organizations that need them to preclude buying/building containers unnecessarily.
 - 3.4.4. Provide the Wing Reusable Container Program Monitor with an updated listing of all excess containers.
 - 3.4.5. Report any improvement that will increase the efficiency of the program to the Wing Reusable Container Program Monitor.
 - 3.4.6. Protect all containers and packaging materials to prevent deterioration during storage.
 - 3.4.7. Provide adequate facilities, equipment, and materials to maintain containers for reuse.
 - 3.4.8. Attend base reusable container monitor meetings and training sessions if requested.

4. Procedures for the Reusable Container Program.

- 4.1. 48th Logistics Readiness Squadron.

4.1.1. The Receiving Element will make sure that items received are not separated from their respective containers.

4.1.2. The Storage and Issue section will ensure the original container remains with the issued item. Items placed in stock will be packed with the proper container.

4.1.3. The Flight Service Center or its equivalent unit will verify that all items turned in for repair are in the correct SPI container. If the items are turned in without containers, then an AF Form 451 must be properly completed and signed by the respective primary or alternate reusable container monitor.

4.1.4. When an item is received in a container that is packed by the contractor, every effort should be made to keep that item with that container.

4.2. Other Units.

4.2.1. On receipt of an item from base supply, make sure the item is in the required container. Every effort should be made to keep all items in their respective containers until the items are turned in for repair.

4.2.2. When items are removed from containers, immediately put in use and containers are not immediately re-used, the unit reusable container monitor should be contacted so that the container can be properly stored. When containers are turned in for unit storage, all internal packaging materials should be maintained with that container.

5. Adopted Forms.

AF Form 451, *Request For Packaging Service*

AF Form 847, *Recommendation for Change of Publication*

JOHN W. HESTERMAN III, Brig. Gen., USAF
Commander, 48th Fighter Wing

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

AFI 24-203, *Preparation And Movement Of Air Force Cargo*, 13 April 2007
AFMAN 24-206, *Packaging of Materiel*, 12 January 2004
AFMAN 33-363, *Management of Records* 1 March 2008
AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 3 September 2003

Abbreviations and Acronyms

LRS—Logistics Readiness Squadron
NCOIC—Non-Commissioned Officer In Charge
NSN—National Stock Number
SPI—Special Packaging Instruction
TCN—Transportation Control Number
TPO—Technical Packaging Order

Terms

Container—Any receptacle used to enclose and afford maximum protection to government property during storage and shipment.

Reusable Container—A specifically designed container that is engineered for repeated use without impairment of its protective function.

Special Packaging Instructions—Detailed Packaging Instruction, accompanied by a 3-D drawing used to construct packages/containers for items requiring special preservation, packaging, and protection.

Attachment 2

SAMPLE REUSABLE CONTAINER PROGRAM STATISTICS

Table A2.1. 48 CMS Reusable Container Program Statistics Oct-Dec 02

48 CMS:	
Items turned in requiring boxes:	2445
Items turned in without boxes:	179
Cost of replacement containers:	\$2400.03
Cost \$1769.89 more than last quarter	
6% decrease in boxes turned in from last quarter	
Above 90% requirement	

Table A2.2. 48 LRS Reusable Container Program Statistics Oct-Dec 02

48 LRS:	
Items turned in requiring boxes:	512
Items turned in without boxes:	115
Cost of replacement containers:	\$2043.98
Saving \$320.65 over last quarter	
10% decrease in boxes turned in from last quarter	
Above 90% requirement	

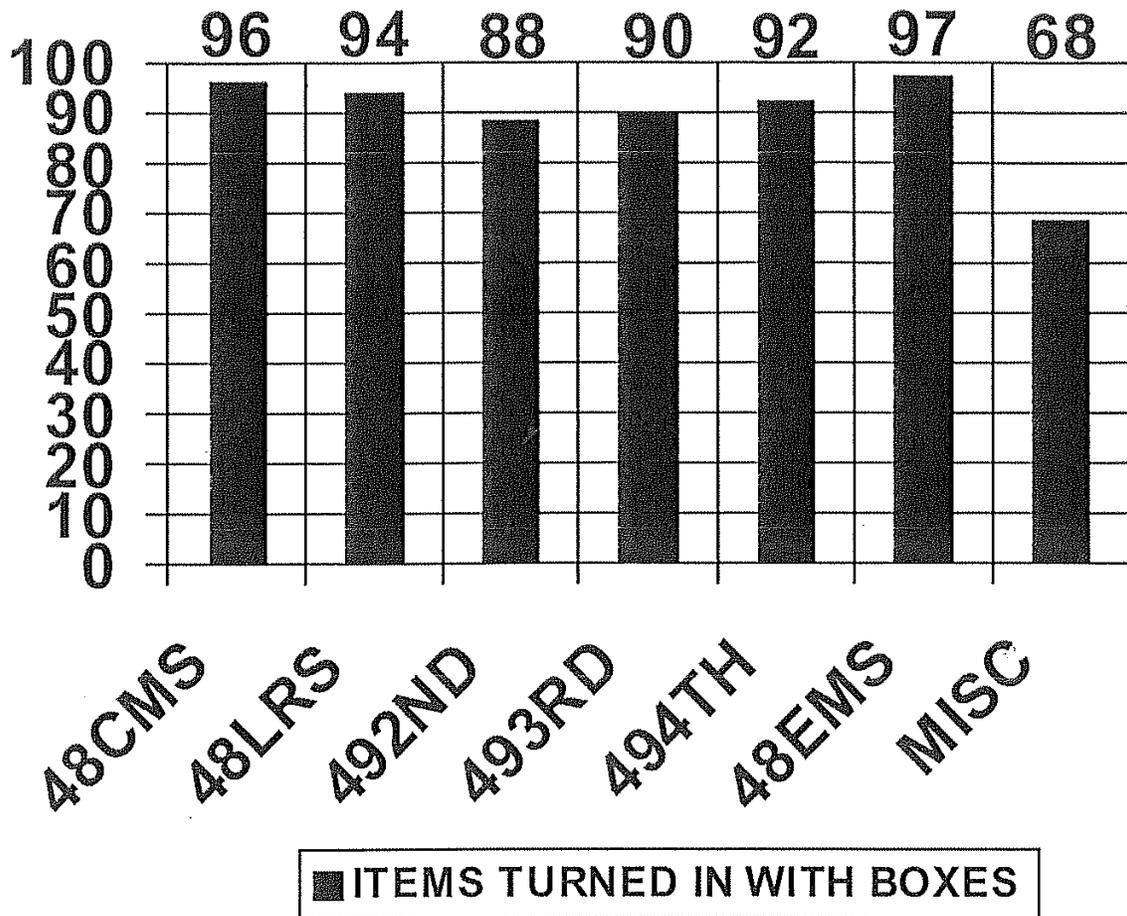
Table A2.3. 492 AMU Reusable Container Program Statistics Oct-Dec 02

492 AMU:	
Items turned in requiring boxes:	17
Items turned in without boxes:	5
Cost of replacement containers:	\$271.45
Cost \$537.82 more than last quarter	
18% increase in boxes turned in from last quarter	
Below 90% requirement	

Attachment 3

SAMPLE REUSABLE CONTAINER PROGRAM ANALYSIS

Figure A3.1. Unit Statistics.



Attachment 4

SAMPLE COST OF PACKAGING MATERIAL

Table A4.1. Cost Sheet.

TOTAL	\$3,691.36	251	\$7,099.05
48 CMS			
SPI NO.	SPI COST	Jul to Dec 02	TOTAL
	EACH	QTY	MATERIAL
			COST
XA1	\$6.88	2	\$13.76
XA2	\$13.63	2	\$27.26
XA3	\$19.14	2	\$38.28
XA4	\$17.73	1	\$17.73
XA6	\$25.31	2	\$50.62
XC1	\$3.31	6	\$19.86
XC5	\$6.75	3	\$20.25
XC7	\$10.52	2	\$21.04
XC9	\$8.51	1	\$8.51
XE1	\$48.47	5	\$242.35
XE3	\$36.82	3	\$110.46
XE4	\$21.23	7	\$148.61
XE5	\$42.75	1	\$42.75
XE6	\$78.68	1	\$78.68
XE7	\$43.33	9	\$389.97
XE9	\$75.32	9	\$677.88
size 53	\$3.25	1	\$3.25
size 84	\$3.25	1	\$3.25
00-138-6163	\$59.69	1	\$59.69
00-365-5519	\$305.25	1	\$305.25
01-035-0276	\$16.78	1	\$16.78
01-063-4638	\$16.73	1	\$16.73
TOTAL	\$863.33	62	\$2,312.96

Attachment 5

SAMPLE AF QUARTERLY INSPECTION CHECKLIST

Figure A5.1. Sample AF Form 2519, All Purpose Checklist.

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
Inspection Guide, Reusable Container Inventories and Storage Areas, AFI 24-202, Para 1.2.4		LGRDC		
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
	Activity Inspected: _____ (Organization/Office Symbol, Building Number)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Person Contacted: _____ (Last/First/M.I., Rank, Ext)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.	Is a reusable container monitor appointment letter of file and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the reusable container monitor knowledgeable of the duties involved administering the unit's reusable container program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the reusable container monitor have a copy of the training guide on hand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is adequate storage space available for the storage of reusable containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are the containers stored in a dry, secure area with all internal packing and cushioning material intact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are reusable containers properly identified by NSN/SPI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are reusable containers free from protruding hazards such as nails, banding, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are any containers in need of repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is the reusable container storage area clearly identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Remarks:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inspection performed by: _____ 48LRS/LGRDC, ext 3323/5404	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment 6

PROCEDURES FOR COMPLETING AF FORM 451, REQUEST FOR PACKAGING SERVICE

A6.1. Instructions for completing AF Form 451. You may fill out AF Form 451 by hand. The guidance in this attachment corresponds to the numbers shown on the sample AF Form 451 in [Figure A6.1](#).

Figure A6.1. AF Form 451, Request for Packaging Service.

REQUEST FOR PACKAGING SERVICE		DATE (1)	PRIORITY (2)	REQUEST NO. (3)
TO (4)		FROM (5)		
SHIPPING DOCUMENT NO. (6)		ISSUE DOCUMENT NO. (7)		
Request for packaging materials is processed under the special items and not to be requested when standard items can be used. I have tried to secure suitable containers as prescribed in AFM 71-9.				
REASON FOR REQUEST (8)		ITEM DESCRIPTION (9)		
<input type="checkbox"/> CONTAINER DESTROYED BY USER <input type="checkbox"/> ITEM LOUSE D-WITHOUT INSUREN CONTAINER <input type="checkbox"/> ITEM DUE DUPT-REPLACEMENT NOT RECEIVED <input type="checkbox"/> INITIAL REQUISITION <input type="checkbox"/> OTHER (Specify)		TYPE PACK BOX/CRATE	GRATING WIDTH	
PURPOSE (11)		QUANTITY	UNIT	SPECIFICATIONS (10)
<input type="checkbox"/> COSMETIC <input type="checkbox"/> EXPORT REPAIRS <input type="checkbox"/> STORAGE		HTN	HOLDING LITERS	
BLOCK NO. (12)		PHONE NO. (13)	SIGNATURE OF REQUESTER (14)	
COSTS (15)		REMARKS (16)		
MANPOWER	\$			
MATERIAL	\$			
TOTAL	\$			

AF FORM 451, 18770201 (A07-17)

- A6.1.1. (Item 1) Date. Enter the date that you initiate the form.
- A6.1.2. (Item 2) Priority. Enter the supply priority and required delivery date assigned to the shipping document. If the request is not for a shipment, enter the date that you need the service.
- A6.1.3. (Item 3) Request No. Leave blank.
- A6.1.4. (Item 4) To. Enter the organization symbol or name of the packaging and crating activity, i.e. 48 LRS/LGRDC.
- A6.1.5. (Item 5) From. Enter the organizational symbol or name or the activity initiating the request. If you prepare the form during the supply turn-in process, enter the office symbol or name of the activity turning in the item. Do not enter the office symbol or name of the supply activity unless you are shipping the item (or packaging it for storage) from supply stock. Enter the name and phone number of the person to contact for information on the request.
- A6.1.6. (Item 6) Shipping Document No. Enter the transportation control number (TCN) from accompanying documents. If the documents have no number, enter N/A.
- A6.1.7. (Item 7) Issue Document No. Enter the supply document number from accompanying documents. If the documents have no number, enter N/A.
- A6.1.8. (Item 8) Reason for Request. Check the applicable block:

A6.1.8.1. Container Destroyed by User. Check this block when the user has disposed of a reusable container according to local procedures, and local reusable container program resources have no replacement. You may check this block for containers needed to replace containers that have deteriorated in storage.

A6.1.8.2. Item Issued Without Proper Container. When turning in an unserviceable repairable item, check this block when the correct SPI container was not issued with the serviceable replacement item. If the serviceable item came in another service's pack, a contractor's reusable pack, or a pack marked with an ALC deviation number in the lower right corner of the container, you may use the pack for shipment or storage.

A6.1.8.3. Item Due-Out Replacement Not Received. Check this block for Credit Due-In from maintenance turn-ins when the supply or reusable container program resources don't have the SPI pack. If you check this block, write "turn-in" in item 16 (Remarks).

A6.1.8.4. Initial Requirement. Check this block when units turn in items, containers are unavailable or replacement items came in a different SPI pack.

A6.1.8.5. Other. Check this block and specify the reason for the request when none of the blocks above cover the circumstances. Examples: Containers not available through supply, blocking and bracing, or pallet repair needed.

A6.1.9. (Item 9) Item Requested. Check this block to indicate the type of container required. **Note: TPO Pack is now SPI Pack.**

A6.1.10. (Item 10) Specifications. Enter the applicable information in the blocks. When you need additional room to describe the requested service, attach sufficient detail to the original AF Form 451 and write, "Details attached" in the remarks block.

A6.1.10.1. Quantity. Enter the number of units required.

A6.1.10.2. Unit. Enter "each," "pieces," "bags," or any other descriptive unit of issue.

A6.1.10.3. Spec/TPO(SPI) No. Enter the specification number or SPI number. If you don't know the SPI number, enter the item's NSN. (*The packaging activity determines the SPI number required for the item and enters the number.*) If the specification or SPI does not cover the required service, enter N/A.

A6.1.10.4. NSN. Enter the part number when you have no NSN. You may leave this block blank if you put an SPI number on the SPEC/SPI No. line.

A6.1.10.5. Nomenclature. Enter the name of the requested item or service if you checked none of the blocks in item 9.

A6.1.11. (Item 11) Purpose. Check the applicable block to indicate the item destinations.

A6.1.12. (Item 12) Building No. Enter the building number of the requesting activity.

A6.1.13. (Item 13) Phone No. Enter the phone number of the person to contact for information on the request or to alert for pick-up when the item is complete.

A6.1.14. (Item 14) Signature of Requester. The Unit Reusable Container Monitor, alternate or unit commander is authorized to initiate AF Forms 451. This must include a printed name.

A6.1.15. (Item 15) Costs. To be computed by Packing and Crating personnel only.

A6.1.16. (Item 16) Remarks. Other necessary information.