

**BY ORDER OF THE COMMANDER  
MOUNTAIN HOME AFB**

**AIR FORCE INSTRUCTION 24-203 MOUNTAIN  
HOME AIR FORCE BASE  
Supplement**



**27 APRIL 2009**

**Transportation**

**PREPARATION AND MOVEMENT OF AIR  
FORCE CARGO**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 24-203, 13 April 2007, *Preparation and Movement of Air Force Cargo*, is supplemented as follows:** The purpose of this publication is to ensure correct safe and proper receipt and shipment procedures and governs responsibilities for processing, safeguarding and maintaining accountability for Arms, Ammunition, and Explosives (AA&E), Classified Property, Propulsion Systems Rocket Engines (PSRE), Missile Guidance Systems (MGS) and Aircraft Engines. It also provides guidance for preparation and movement of Air Force cargo as it applies to Mountain Home Air Force Base (MHAFB). This publication applies to all 366th Fighter Wing (366 FW) personnel, tenant units, and the Air National Guard, but does not apply to the U.S. Air Force Reserve units and members. Maintain records prescribed by processes in this publication according to AFMAN 33-363, *Management of Records*, and dispose of them according to the Air Force (AF) Records Disposition Schedule located at the AF Portal for the AF Records Information Management System. Contact supporting records managers as required. Refer recommended changes and questions regarding this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 through the base publications and forms manager.

***SUMMARY OF CHANGES***

This publication has been completely rewritten and must be reviewed in its entirety. Added procedures and responsibilities governing processing, safeguarding and maintaining AA&E, classified property, PSRE, MGS, and Aircraft Engines as it applies to MHAFB.

1.4.1. MHAFB RCP is designed in accordance with (IAW) AFI 24-203 and is adapted for local use.

1.4.2. 366 LRS/LGRD, (Traffic Management Officer is designated the Base Container Manager (BCM)). 366 LRS/LGRDD (Deployment and Distribution Flight) is the OPR.

1.6.24. **(Added)** Ensure 366 LRS/LGRDDC (Cargo Movement Operations Element) conducts Unit Container Management (UCM) training as required. Initial training and testing is available on the 366 LRS homepage, which identifies all regulations, references and the MHAFB Training Guide. Will provide additional training upon request.

1.8.1.1. **(Added)** Organizational flight commanders will:

1.8.1.1.1. **(Added)** Be familiar with the purpose, goals and importance of the RCP, and provide adequate space within the organization for proper storage of reusable containers.

1.8.1.1.2. **(Added)** Ensure items are not accepted for shipment without the required reusable container, unless accompanied by a completed AF Form 451.

1.8.1.1.3. **(Added)** Appoint a primary and alternate UCM point of contact in writing. Letters are updated annually, or within 10 days as changes occur. Send UCM appointment letters to 366 LRS/LGRDDC and contain the name, grade, sample signature of appointee, duty phone, office symbol, and location of the unit reusable container storage area (e.g., building/room number). Refer to **Attachment 8**, *Sample Letter Format Unit Container Managers Appointment*.

1.8.2. Process items for shipment to DRMO, remove from reusable containers and repackage using sound packing procedures. Turn reusable containers recovered in this manner into the excess container storage area. Contact 366 LRS/LGRDDC for assistance.

5.1.9. **(Added)** This supplement applies to all personnel involved with processing, packaging, handling and transporting AA&E, classified, sensitive, and aircraft engines.

5.1.9.1. **(Added)** Commander Responsibilities. Commanders will ensure all unit personnel handling, processing and shipping AA&E classified, sensitive, and aircraft engines are trained and certified IAW applicable CFETPs and local training standards.

5.1.9.2. **(Added)** Commanders will appoint, in writing, personnel authorized to process, ship and receive classified and sensitive material. Refer to **Attachment 9** *Sample Letter Shipping and Receiving Authorization*. Only trained personnel that have the appropriate security clearance is authorized to handle these type assets. **(Note:** Use Only the Joint Personnel Adjudication System (JPAS) to verify Security Clearance Eligibility, Investigation Status, and Access Levels; therefore units must immediately provide 366 LRS an update if an individual's Clearance Eligibility and/or Access Level is downgraded or changed).

5.1.9.3. **(Added)** Other Personnel Responsibilities: Everyone involved with processing, packaging, handling and transporting AA&E, classified, sensitive, and aircraft engines will comply with these procedures. Failure to comply with this supplement may result in a security incident formally investigated, followed by swift and decisive disciplinary action if results warrant such actions.

5.1.9.4. **(Added)** Units/personnel offering for shipment AA&E, classified, sensitive, and aircraft engines will properly identify the asset on the shipping documents (DD Form 1348-1/1A and/or DD Form 1149. *Additionally, for classified assets, the DD Forms 1348-1As/1149s will include applicable Controlled Inventory Item Code (CIIC)(SRC code and must be marked, in RED identifying the degree of classification, such as "SECRET," "CONFIDENTIAL," or Controlled Cryptographic Item (CCI) to ensure easy identification).*

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

5.1.10.1. **(Added)** Aircraft. Load/download is at the designated explosive "hot cargo" area.

5.1.10.2. **(Added)** Trucks. Download AA&E carriers in the MSA compound or Suspect Vehicle area as determined by Munitions personnel. Load/download IAW base explosive site plans.

5.1.11. **(Added)** Movement Routes.

5.1.11.1. **(Added)** The Grandview Gate is the primary entry to the base for delivery trucks. In the event the Grandview Gate is closed during normal duty hours, the alternate entry is the Main Gate. Escort all explosive laden commercial vehicles to/from the area in which they are loaded/unloaded.

5.1.11.2. **(Added)** Vehicle Inspection: The Grandview Gate is designated as the base's vehicle inspection station. The 366th Security Forces Squadron (366 SFS) will conduct preliminary inspections. After preliminary inspection, direct explosive laden trucks to the Suspect Vehicle/Secure Holding area. In the event the Grandview Gate is closed, the alternate vehicle inspection area is the Main Gate.

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

5.1.12.1.1. **(Added)** Inbound shipments are normally accepted during 0730-1530, Monday-Friday. A commercial carrier may request secure holding until formal delivery under the "Secure Holding Program." Document and report any suspect of abuse to the "Secure Holding" privileges by carriers or shippers to the U.S. Army Surface Deployment and Distribution Command (SDDC), with an information copy to HQ ACC/A4RE. Initiate receiving checklist IAW AFI 24-203, Attachment 7, AF Form 4388.

5.1.12.1.2. **(Added)** The 366 Equipment Maintenance Squadron Commander (366 EMS/CC) will provide 366 LRS/LGRDDC a letter of individuals authorized to receipt for AA&E consigned to this activity delivered by commercial motor carriers. The letter will contain the name, rank, last six digits of SSN, and security clearance.

5.1.12.1.3. **(Added)** 366 LRS/LGRDDC will, upon receipt of a REPSHIP for Class 1.1, 1.2 or 1.3 shipments, advise Munitions Control at DSN 728-6221, of the shipment and furnish the quantity, TCN, and estimated time and/or date of arrival.

5.1.12.5. **(Added)** 366 SFS will direct commercial carriers delivering explosives during normal duty hours to the suspect vehicle area located outside the MSA, and notify both 366 LRS/LGRDDC and MSA of their arrival. Class 1.1 and 1.2 explosives will *never* be brought to the 366 LRS/LGRDDC, Building 1322. If there is a case in which a shipment is not stopped at the Grandview Gate, immediately report the incident to 366 SFS Law Enforcement Desk at 828-2256, and request an escort back to the inspection station.

5.1.12.5.1. **(Added)** Grant explosive shipments consigned to MHAFB arriving during nonduty hours to the Secure Holding (Safe Haven) overnight, and 366 SFS will direct them to the suspect vehicle area located outside MSA.

5.1.12.5.2. **(Added)** Grant explosive shipments *not* consigned to MHAFB arriving during nonduty hours to the Secure Holding (Safe Haven) overnight and 366 SFS will direct them to the suspect vehicle area located outside MSA.

5.1.12.6. **(Added)** At the designated inspection station, 366 LRS/LGRDDC will check carrier's vehicle for obvious exterior damage and examine seals for tampering. If there is no damage or tampering, proceed with the vehicle inspection using the DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*.

5.1.12.7. After the vehicle inspection in the suspect vehicle area the Munitions representative will escort carrier, via designated movement route, to the explosives off-load area in the MSA. In the event an accident or incident occurs during the course of operation, contact the appropriate offices below:

For emergencies while on MHAFB	911
For nonemergencies, contact Distribution Flight Chief/Traffic Manager	828-6959
Off base, follow Emergency Response Guide on the CBL	
For all incidents, contact 366 EMS/MXMWSA (Munitions Control)	828-6221

5.1.12.8. **(Added)** 366 LRS/LGRDDC will maintain responsibility for truck shipments until turned over to 366 EMS/MXMW (Munitions Storage) personnel for unloading in the MSA. 366 LRS/LGRDDC will complete the receiving checklist from AFI 24-203, Attachment 7, as well as DD Form 1907. 366 EMS/MXMW personnel will sign for shipment from 366 LRS/LGRDDC. File paperwork IAW the file plan.

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

5.1.13.1. **(Added)** 366 EMS/MXMW will coordinate transportation requirements with 366 LRS/LGRDDC using DD Form 1348-1A. Properly pack, mark, and inspect munitions assets ready for shipment prior to requesting transportation. 366 EMS/MXMW will complete the AFI 24-203, Attachment 6, *AF Form 4387*, Packaging/Preparation section and sign "Packed By" block and submit it to 366 LRS/LGRDDC when offering an item for shipment. 366 LRS/LGRDDC will accomplish the "Certified By" in the Packaging /Preparation section.

5.1.13.2. **(Added)** To meet 366 EMS/MXMW accountability requirements 366 LRS/CC will provide the 366 EMS/MXMW a letter listing individuals authorized to receipt for AA&E, including classified items, which are being released to 366 LRS/LGRDDC for shipment. The letter will contain name, rank, SSN (last 6-digits), and security clearance for each authorized individual. Update as personnel changes occur, or re-accomplish annually as a minimum.

5.1.13.3. **(Added)** 366 LRS/LGRDDC will notify Munitions Control at DSN 728-6221 to coordinate and schedule loading of outbound munitions.

5.1.14. **(Added)** Packing and Preservation:

5.1.14.1. **(Added)** 366 LRS/LGRDDC, Packing and Preservation Element will verify the shipment document, DD Form 1348-1A contains the required information and is correctly accomplished IAW DoD and Federal directives. Initiate AA&E and Classified Processing Checklist (AFI 24-203, Attachment 6). Incorrect shipping documentation will not be accepted.

5.1.14.2. **(Added)** 366 LRS/LGRDDC will verify explosives have been packaged and/or placed in containers IAW current Department of Transportation (DOT) regulations by 366 EMS/MXMW personnel. CFR 49 provides specifications on how hazards should be grouped together according to type and material. Incorrectly packaged items will not be accepted for shipment.

5.1.14.3. **(Added)** 366 LRS/LGRDDC will verify proper marking and labeling requirements are met by 366 EMS/MXMW personnel. 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. Also, a check must be made to determine if a Department of Transportation-Special Permit (DOT-SP) or a Certificate of Equivalency (COE) is required. Items with incorrect documentation, packing, labeling and markings will not be accepted for shipment. After documentation, packing, labeling and marking requirements are met, turn over the shipment documents to Outbound Surface Freight Element.

5.1.15. **(Added)** Outbound Surface Freight:

5.1.15.1. **(Added)** 366 LRS/LGRDDC will verify the information on the DD Form 1348-1A is correct. 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.

5.1.15.2. **(Added)** 366 LRS/LGRDDC will determine the proper mode/method of shipment and ensure shipments entering the Defense Transportation System (Air Mobility Command (AMC)/Military Sealift Command (MSC)/Surface Deployment and Distribution Command (SDDC)), are cleared through the appropriate Shipper Service Office. An export traffic release is required for MSC-routed shipments.

5.1.15.3. **(Added)** A "Domestic Route Order" is required from SDDC for Class 1.1, 1.2 and 1.3 explosives. After receipt of route order and before the shipment is tendered to a motor carrier, 366 LRS/LGRDDC will order the truck best suited for the shipment.

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

5.1.15.5. **(Added)** Use DD Form 626 to inspect carrier vehicle IAW DoD 4500.0-9-R, Part II. When unsatisfactory items are found, the company (or driver) involved will be allowed to make corrections before being rejected. Repairs will not be made on commercial vehicles at government expense. Once inspection is complete, 366 LRS/LGRDDC will sign and date DD Form 626.

5.1.15.6. **(Added)** When required, 366 LRS/LGRDDC will ensure that four proper placards are attached to the vehicle, with one at the front of the truck, one at the back and on each side.

5.1.15.7. **(Added)** After the shipment has been loaded, ensure proper blocking and bracing IAW T.O. 11A-1-61-1—USE ONLY NONSPARKING HAMMERS IN SECURING THE LOAD.

5.1.15.8. **(Added)** Attach seals to cargo door and annotate seal numbers on the Commercial Bill of Lading (CBL). Have driver sign the CBL, DD Form 1907 and DD Form 626.

5.1.15.9. **(Added)** 366 LRS/LGRDDC will notify 366 EMS/MXWM, of all munitions that have been shipped.

5.1.15.10. **(Added)** 366 LRS/LGRDDC will accomplish a REPSHIP for all shipments of Class 1.1, 1.2 and 1.3 explosives, using the format prescribed in DOD 4500.9R, Part II. Complete shipment checklist to be maintained with shipment files. Verify commercial carrier delivery 24 hours after Required Delivery Date (RDD).

5.1.16. **(Added)** Procedures for Classified Material Less than 150 pounds (*other than AA&E*).

5.1.16.1. **(Added)** All units/personnel that offer for shipment classified material will ensure the asset is properly identified on the shipping documents (DD Form 1348-1 and/or DD Form 1149). *Additionally, AF Forms 1348-1As/1149s will include the applicable CIIC/SRC code and must be marked, in RED, identifying the degree of classification, i.e SECRET, CONFIDENTIAL, or CCI. Note: "TOP SECRET" shipments are not authorized to be processed through 366 LRS/LGRDDC Cargo Movement Element.*

5.1.16.2. **(Added)** Normally, classified shipments are received and processed by 366 LRS/LGRDDC between 0800-1500 hours Monday-Thursday with 24 hour advance notice. Classified shipments on Friday are by exception only, and with 366 LRS/LGRDDC leadership approval.

5.1.16.3. **(Added)** 366 LRS/LGRDDC will initiate and use the established checklist (AFI 24-203, Attachment 6) for processing classified material.

- 5.1.16.4. **(Added)** 366 LRS/LGRDDC will safeguard all classified shipments during the receiving, packing, and handling process. Handle, pack, process shipment and log into the classified storage cage as necessary. Do not leave classified shipments unattended/unprotected.
- 5.1.16.5. **(Added)** 366 LRS/LGRDDC will 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".
- 5.1.16.6. **(Added)** Use Standard Asset Tracking System (SATS) electronic signature as required. If a discrepancy is detected that cannot be resolved on the spot, escalate to the section supervisor.
- 5.1.16.7. **(Added)** Ensure each item is enclosed 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 considered to be a sufficient enclosure if it does not reveal classified information. Specialized shipping containers including closed cargo transporters may also be considered the outer wrapping or cover.
- 5.1.16.8. **(Added)** Ensure all previous markings on exterior shipping container are obliterated. No new markings on the exterior container will contain information indicating the piece is of a classified nature; e.g., security classification marking or Transportation Protective Service required. **Note:** Maintenance Technical Orders (TO) may require a nomenclature marking on the exterior.
- 5.1.16.9. **(Added)** Ensure all copies of the shipping documents are inside the exterior container.
- 5.1.16.10. **(Added)** Tape all seams/openings.
- 5.1.16.11. **(Added)** Enter required information into the Cargo Movement Operations System (CMOS) and affix DD Form 1387 to cargo. Securely affix paper labels other than pressure-sensitive 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.
- 5.1.16.12. **(Added)** Ensure DD Form 1348-1A/DD Form 1149 shipment planning worksheet complete and accurate; i.e., pieces, weight, cube, etc.
- 5.1.16.13. **(Added)** Process confidential/SECRET shipments tendered to a DoD Domestic Express Small Package Service (DESPS) contract carrier(s) IAW, AFI 24-203, paragraph 5.12. For SECRET shipments, packing and crating will accomplish proper packaging has been accomplished, and turn over to Outbound Freight for movement. *THIS MODE/METHOD WILL NOT BE USED FOR MOVEMENT OF CLASSIFIED, SENSITIVE CCI TO AN AMC AERIAL PORT OF EMBARKATION (APOE) FOR ONWARD MOVEMENT AIRLIFT OR WHEN THE ITEM ALSO CONTAINS HAZARDOUS MATERIALS.*
- 5.1.16.13.1. **(Added)** Use the DESPS carrier(s) only when next-day delivery can be provided. This mode *will not* be used on Friday unless "Saturday Delivery" has been coordinated with consignee, and approved by 366 LRS/LGRDDC leadership.
- 5.1.16.13.2. **(Added)** Verify shipment against the manifest/pickup record before physically removing item from the security cage and the sign-in/sign-out log was properly signed.
- 5.1.16.13.3. **(Added)** Prepare and forward a REPSHIP to consignee prior to or immediately after shipment's departure per DoD 4500.9-R, Chapter 205, paragraph L. If a fax or e-mail cannot be transmitted, accomplish a telephone REPSHIP with consignee. Document the name of person talked to, Defense System Network (DSN) telephone number called, date and time called.
- 5.1.16.13.4. **(Added)** Give all associated documentation to designated personnel in Outbound Freight.

5.1.17. **(Added)** 366 LRS/LGRDDC (Outbound Cargo Movement) (for classified shipments over 150 pounds):

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

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

5.1.17.3. **(Added)** A "Domestic Route Order" is required from SDDC for Secret shipments and Confidential shipments over 150 pounds.

5.1.17.4. **(Added)** Prepare the bill of lading using proper tenders, routing instruction notes and Transportation Facility Guide instructions.

5.1.17.5. **(Added)** Release property to the carrier. Ensure shipping documents, CBL/DD Form 1907, are appropriately signed after checking the driver's license(s) and carrier/DoD authorization to carry classified material.

5.1.17.6. **(Added)** Prepare and forward a REPSHIP to consignee prior to or immediately after shipment's departure per DoD 4500.9-R, Chapter 205, paragraph L. If a fax or e-mail cannot be transmitted, accomplish a telephone REPSHIP with consignee. Document the name of the person talked to, DSN number called, date and time called. If consignee does not acknowledge receipt of REPSHIP, Outbound Freight will contact consignee following 2 duty days, in an attempt to gain confirmation.

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

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

5.1.18. **(Added)** Left Blank

5.1.19. **(Added)** 366 LRS/LGRDDC Inbound Receiving:

5.1.19.1. **(Added)** MHAFFB Transportation Facility Guide directs consignment of logistical material into the base supply central receiving section, 1190 Desert Avenue, Building 1322. In-checkers must handle all small package carrier deliveries as classified material until confirmed as either classified or Freight All Kinds (FAK). 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.

5.1.19.2. **(Added)** Only personnel that are listed on the Classified Receipt Listing are authorized to receipt and/or process small package carrier deliveries (**Note:** Only the Joint Personnel Adjudication System (JPAS) will be used to verify Security Clearance Eligibility, Investigation Status, and Access Levels; therefore units must provide the 366 LRS an update immediately if an individual's Clearance Eligibility and/or Access Level is downgraded or changed). Packages will be secured by constant monitoring or classified storage (01T) until turned over to the customer. Supply personnel will open each package as part of the receiving process. Upon identification of a classified item, inbound receiving personnel will initiate and use the receiving checklist for classified material (AFI 24-203, Attachment 7).

5.1.19.3. **(Added)** The classified cargo may be turned over to the consignee after the individual is confirmed on the classified receipt listing with documentation of the transaction on DD Form 1907.

5.1.20. **(Added)** All Distribution personnel whose duties involve receiving, processing, handling and transportation of classified material.

5.1.20.1. **(Added)** Classified Receipt Listing. The Vehicle Operations Element (366 LRS/LGRDDO) will work with the Materiel Management Flight (366 LRS/LGRM) to ensure the Classified Receipt Listing identifies only those vehicle operators (2T1) authorized to receive, handle, and transport classified assets. 366 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., Security Forces Squadron or Unit Security Manager).

5.1.20.1.1. **(Added)** Vehicle Operations Classified Receipt Listing Certification. The Vehicle Operations Element will produce a memorandum listing the names of assigned personnel authorized to handle and transport classified assets. This listing will include the names of personnel on the 366 LRS/LGRM Classified Receipt Listing but will also contain the following information:

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

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

5.1.20.1.4. **(Added)** A statement certifying all personnel on the list have been trained IAW ACC AF Form 797, *Job Qualification Standard Continuation/Command Job Qualification Standard* (JQS) (ACC2T1JQS-001).

5.1.20.2. **(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 ensure the operator is certified to move classified materials.

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

5.1.20.2.2. **(Added)** Dispatcher will ensure operator has an updated Classified Receipt Listing prior to dispatching operator for a classified movement.

5.1.20.3. **(Added)** Movement procedures. Operators will check all documentation to verify classification of the asset/material prior to handling item. Operator will also ensure paperwork is properly marked IAW classification of the item, operator assumes full responsibility for security of the classified asset and will maintain 100% positive control. At no time will operator leave the item unattended or out of sight. Operator will proceed directly to drop off point for the package.

5.1.21. **(Added)** Delivery procedures. Operators will have a current 366 LRS/LGRM Classified Receipt Listing with them prior to commencing delivery. Operators will deliver the item to the correct organization as identified by the originator. Upon delivery, operator will use the 366 LRS/LGRM Classified Receipt Listing to verify the person receiving the package is authorized to sign/receive classified materials.

5.1.21.1. **(Added)** If the receiver is not on the 366 LRS/LGRM Classified Receipt Listing, or the authority to receive classified material cannot be verified, 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 on the 366 LRS/LGRM Classified Receipt Listing. The VOCC dispatcher will contact 366 LRS/LGRM to coordinate return of the asset to secure storage pending further disposition instructions.*

5.1.21.2. **(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.

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

5.1.22. **(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.

5.1.22.1. **(Added)** The Documented Cargo supervisor will coordinate with 366 LRS/LGRM to ensure the Classified Receipt Listing is the most current listing available.

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

5.1.23. **(Added)** Propulsion System Rocket Engines (PSRE). These assets not present at Mountain Home AFB. No guidance required.

5.1.24. **(Added)** Nuclear Ordnance Controlled Material (NOCM). These assets not present at Mountain Home AFB. No guidance required.

5.1.25. **(Added)** Missile Guidance Systems (MGS). These assets not present at MHAFB. No guidance required.

5.1.26. **(Added)** This paragraph applies to all personnel involved with the processing, packaging, handling, shipment and receipt of the aircraft engines between Mountain Home AFB, ID and Source of Repair.

5.1.26.1. **(Added)** Vehicle Inspection: The Grandview Gate is designated as the base's vehicle inspection station. The alternate vehicle inspection area is the Main Gate in the event the Grandview Gate is closed.

5.1.26.2. **(Added)** Receipt of Engines from Carrier: 366 LRS/LGRDDC will in-check/receipt for engine IAW directives. If, there are no discrepancies, the engine will be downloaded from the carrier's equipment. To limit the safety risk, engines will be downloaded at the railhead by 366 CMS/MXMPJ. 366 LRS/LGRDDC will notify 366 CMS/MXMPJ to establish formal receipt and a date/time for pick up IAW AFI 24-203, Table 3.3.

5.1.26.3. **(Added)** Outbound Shipment of Engines: 366 CMS/MXMPJ notifies 366 LRS/LGRDDC of any pending engine movement requirement. 366 CMS/MXMPJ prepares the shipping document(s), using the automated DD Form 1348-1A or DD Form 1149, and provides a copy to 366 LRS/LGRDDC, who prepares the truck manifest and creates the bill of lading for commercial carriers. Specific pick up date and time is confirmed as requested by the engine manager.

5.1.26.4. **(Added)** 366 CMS/MXMPJ purges, drains, preserves, wraps and certifies the AFTO Form 20, *Repair cost and Repairable Value Statement* and the DD Form 1348-1A or DD Form 1149 with a signed statement that the engine has been prepared for shipment IAW TO 00-85-20. 366 LRS LGRDDC will order the truck and notify 366 CMS/MXMPJ when to bring the engine to the railhead for loading on carrier equipment for line haul movement to depot.

5.1.26.5. **(Added)** 366 CMS/MXMPJ establishes priority/RDD for engine shipment IAW AFI 24-203, Table 3.2. The Installation Transportation Officer (TO) will expedite movement IAW the established priority/RDD, as required.

5.1.26.6. **(Added)** 366 LRS/LGRDDC will receipt for the engine from 366 CMS/MXMPJ and verify the serial number and shipping data with repairable/serviceable tag. 366 LRS/LGRDDC will inspect for external leaks and proper wrapping/packaging of the engine. 366 LRS/LGRDDC will ensure the DD Form 1348-1A/DD Form 1149 and AFTO 20 are certified and that the engine has been drained and purged IAW technical order requirements. 366 LRS/LGRDDC will arrange commercial movement to meet the RDD using carriers with air-ride tractor/trailers. 366 CMS/MXMPJ will load the engine onto the carrier's equipment. 366 LRS/LGRDDC will prepare all necessary commercial shipping documentation and will block, brace and supervise the securing of the engine to the carriers equipment IAW TO shipping instructions.

5.1.26.7. **(Added)** For TDY/Deployed Units: It is the responsibility of the TDY unit to ensure that engines are properly prepared for shipment. Additionally, TDY/deployed personnel will provide familiarity training to personnel at the TDY/deployed location on TMS specific engine shipping instructions to ensure damage does not occur due to packaging that does not comply with TMS specific technical data.

9.10.1.2.2. Address areas of concern, provide assistance or advice to other unit monitors, and explain deficiencies within their unit's program.

9.10.1.2.5. Ensure each shop receiving parts in reusable containers designate a covered storage area (if possible) of ample space for the containers after parts have been taken out. Do not use reusable containers for other than their designated purposes. When containers cannot be stored in the shop storage area due to their size and shape, store them in an area designated by 366 LRS/LGRDDC. **Note:** A temporary excess container storage area has been established; contact 366 LRS/LGRDDC for assistance. This program is operated on a "first come-first served basis." Any container placed in this facility is considered "excess" and is "free issue" to the first organization having a need for that container.

9.10.1.2.6. When the appropriate discrete special packaging instruction reusable container cannot be located for shipment of an item, prepare the AF Form 451 in its entirety as appropriate, and fully explain container loss or abuse. The Unit Reusable Container Manager or flight commander must sign the form. Ensure the signatory's name, rank and position are printed on the form. **Note:** Fast Pack containers are stock listed items and are the responsibility of the using agency. They are available through the General Services Administration or locally through the Envisions contractor. Submit an AF Form 451 for Fast Pack containers submitted to 366 LRS/LGRDDC only for tracking/reporting purposes.

9.10.1.2.7. Ensure personnel are trained on reusable container identification markings, and they check all issues and turn-ins for container requirements before accepting them from other units.

21.6.2. **Adopted Forms.**

AF Form 797, *Job Qualification Standard Continuation/Command Job Qualification Standard (JQS)*

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 20, *Repair Cost and Reparable Value Statement*

DD Form 626, *Motor Vehicle Inspection (Transportation Hazardous Material)*

JOHN D. BIRD II, Colonel, USAF  
Commander

**Attachment 1 (Added)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-201, *Conventional Munitions Maintenance Management*  
AFI 24-301, *Vehicle Operations*  
AFMAN 91-201, *Explosive Safety Standards*  
MIL-STD-129P(4), *Military Marking for Shipment and Storage*  
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-1-61-1, *Storage and Out-loading Instructions-Conventional Ammunition*  
T.O. 11N, Entire series  
T.O. 21-LGM-30G-2-33, *Operations for Aerospace Vehicle Equipment*

***Abbreviations and Acronyms***

**AF**—Air Force  
**BCM**—Base Container Manager  
**CC**—Commander  
**CCI**—Controlled Cryptographic Items  
**CIIC**—Controlled Inventory Item Code  
**COMSEC**—Communication Security  
**DESPS**—Domestic Express Small Package Service  
**DOT-SP**—Department of Transportation-Special Permits  
**EMS**—Equipment Maintenance Squadron (366 EMS)  
**FW**—Fighter Wing (366 FW)  
**IAW**—In Accordance With  
**JPAS**—Joint Personnel Adjudication System  
**LGRDD**—Deployment and Distribution Flight (366 LRS/LGRDD)  
**LGRDDC**—Cargo Movement Operations Element (366 LRS/LGRDDC)  
**LGRD**—Traffic Management Officer (366 LRS/LGRD)  
**MGS**—Missile Guidance Systems  
**MHAFB**—Mountain Home AFB  
**MMF**—Materiel Management Flight  
**MXMPJ**—Propulsion Flight, Jet Engines (366 CMS/MXMPJ)  
**MXMWSA**—Munitions Control (366 EMS/MXMWSA)

**MXMW**—Munitions Storage (366 EMS/MXMW)

**NOCM**—Nuclear Ordnance Controllable Material

**PSRE**—Propulsion Systems Rocket Engines

**SATS**—Standard Asset Tracking System

**SFS**—Security Forces Squadron (366 SFS)

**TPS**—Transportation Protective Service

**UCM**—Unit Container Management

**UN**—United Nations

**VOCC**—Vehicle Operations Control Center

**WSA**—Weapons Storage Area

### *Terms*

**Certification of Equivalency (COE)**—COE is an approval that proposed packaging for shipment of hazardous material either equals or exceeds the requirements of 49 CFR (Code of Federal Regulation).

**Classified Receipt Listing**—A listing maintained by the LRS's Materiel Management Flight (MMF) listing installation personnel authorized to receive or otherwise handle classified material and supplies.

**CONFIDENTIAL**—Information or material of which the unauthorized disclosure could reasonably be expected 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 COMSEC function.

**Department of Transportation—Special Permits (DOT-SP)**—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. International shipments of hazardous material are covered by Competent Authority Approvals (CAA).

**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 that are not used with missiles, rockets, and other such weapons or explosive items.

**Explosive United Nations (UN) Classification System**—The UN classes of division numbers have the following meaning:

<b>Class 1</b>	<b>Meaning</b>
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

**Nuclear Ordnance Controlled Material (NOCM)**—Base and Military Spares used on or with any nuclear weapon, which must be specifically controlled because of design, security, or quality control requirements.

<b>Risk Category Code</b>	<b>Risk Protection</b>
Code I	Very High Risk
Code II	High Risk
Code III	Med Risk
Code IV	Low Risk

**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 Controlled Cryptographic Items (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 Nonexplosives Holding Area**—An area designated for the temporary parking of carriers' motor vehicles transporting Categorized DOD arms, Classified CONFIDENTIAL and CCI materials.

**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 Sensitivity.

Attachment 8 (Added)

SAMPLE FORMAT OF UNIT CONTAINER MANAGER'S APPOINTMENT LETTER

*Date*

MEMORANDUM FOR 366 LRS/LGRDDC

FROM: (Organization/Office Symbol)

SUBJECT: Unit Container Managers Appointment Letter

1. The following personnel are designated as Primary or Alternate Unit Container Managers IAW AFI 24-203, *Preservation and Packaging*, and applicable supplements:

PRIMARY: Rank Name Duty Phone Office Symbol Bldg #

(Primary sample signature)\_\_\_\_\_

ALTERNATE: Rank Name Duty Phone Office Symbol Bldg #

(Alternate sample signature)\_\_\_\_\_

2. It is understood that an approved signature on the AF Form 451 may obligate my organizations funding for the cost of the requested SPI container.

3. This letter supersedes letter dated, same subject.

Flight Commander's

Signature block

## Attachment 9 (Added)

## SAMPLE FORMAT OF SHIPPING AND RECEIVING AUTHORIZATION LETTER

MEMORANDUM FOR 366 LRS/LGRDDC

FROM: (ORGANIZATION/CC, DRAFT ON ORGANIZATION LETTERHEAD)

SUBJECT: Shipping and Receiving Authorization

1. The below personnel are authorized to ship and receive assets for my unit IAW AFMAN 23-110, AFI 24-203, HQ ACC/A4R Memo "Guidance Memorandum Use of DD Form 1149, Requisition and Invoice/Shipping Document dated 5 Sep 08 and HQ ACC/A4R "Guidance Memorandum on Handling Arms, Ammunition, and Explosives (AA&E) and Classified Material" dated 24 Sep 08.

2. The following codes apply:

- Code 1 personnel are authorized to request outbound shipment of Mountain Home Air Force Base official cargo on DD Form 1149, Requisition and Invoice/Shipping Document.
- Code 2 personnel are authorized to request "Expedited Service" on DD Form 1149.
- Code 3 personnel are authorized to receipt and ship AA&E
- Code 4 personnel are authorized to receipt and ship Classified material

<u>NAME/RANK</u>	<u>OFFICE SYMBOL</u>	<u>DUTY PHONE</u>	<u>CODE</u>
Doe, John/SSgt	366 XXX/XXXX	8-3456	1, 2
Doe, Jane/SSgt	366 XXX/XXXX	8-3457	1, 2, 3
Smith, James/MSgt	366 XXX/XXXX	8-3458	1, 2, 4

3. Appointment letters must be updated annually and as changes occur. This letter supersedes all previous correspondence (INSERT DATE OF PREVIOUS LETTER)

UNIT COMMANDER SIGNATURE BLOCK