

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

**MOUNTAIN HOME AFB INSTRUCTION**

**24-204**



**14 SEPTEMBER 2011**

**Transportation**

**NON-AUTOMATED SHIPMENTS**

**(VIA DD FORM 1149)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 366 LRS/LGLO

Certified by: 366 LRS/CC  
(Major Jamaal E. Mays)

Supersedes: MHAFBI 24-204, 24  
February 2009

Pages: 8

---

This instruction establishes guidelines for regulating non-automated shipments (using Department of Defense (DD) Form 1149, *Requisition and Invoice/Shipping Document*). These procedures are mandatory for all personnel to include military, civilian, Air National Guard units, and the Air Force Reserve Command, assigned to Mountain Home AFB (MHAFB). OPR determines that no waivers may be granted for any part of the publication. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions regarding this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 through the base publications and forms manager. See **Attachment 1** for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

Clarified what constitutes accountable assets in paragraph 2.. Added deployments and movements, targeting pods and navigation pods, repair and return assets from contract maintenance for Air Force Repair Enhancement Program (AFREP), Royal Singapore Air Force shipments, and Test, Measurement and Diagnostic Equipment as an exemptions in paragraph 3..

Made minor changes to **Attachment 2**, *DD Form 1149 Checklist*; and minor format changes to **Attachment 4**, *Shipping and Receiving Authorization Letter Template*.

**1. Purpose.** To regulate non-automated shipments (shipments via DD Form 1149), and ensure applicable base program managers approve movement of critical commodities off the installation. The DD Form 1149 may be accessed at the Logistics Support Office SharePoint page (<https://lsotools.wpafb.af.mil/dd1149/>). Use of DD Form 1149 Shipment Checklist is mandated.

**2. Prohibited Items.** Use of non-automated shipments (via DD Form 1149) to transfer or ship items maintained on accountable records is strictly prohibited without prior coordination and as applicable, major command (MAJCOM) approval as indicated by the DD Form 1149 Shipment Checklist. Some examples are; Expendability Recoverability Reparability Cost Designator (ERRCD) ND, NF, or XD Special Purpose Recoverables Authorized Maintenance (SPRAM); nuclear weapons-related materiel; Communications Security assets; serialized controlled items; reparable/Due-in From Maintenance (DIFM); and small arms/weapons.

**3. Exemptions.** The following items are exempt and **do not** require completion of the DD Form 1149 Shipment Checklist:

3.1. Documents/papers, test samples (e.g., fuel, oil, soil, medical, etc.).

3.2. Real-world and exercise deployment and redeployment accountable equipment or materiel (e.g., Mobility Readiness Spares Packages (MRSP), contents of Internal Airlift/Helicopter Slingable-Container Unit/mobility containers and 463L pallets). **Note:** Deployment materiel such as MRSP and equipment that is required to be put into deployed status must be reviewed by LRS Equipment Accountability Office prior to shipment. Assets not part of the initial shipment (follow-on or reach back support) must be approved by MAJCOM prior to shipment via DD Form 1149.

3.3. Targeting pod (NSN 1270-01-418-1626) and Navigation pod (NSN 5885-01-435-2772).

3.4. Items on DIFM details awaiting GOLDFLAG (AFREP) return and repair from contract maintenance. Clearly identify AFREP assets on the DD Form 1149.

3.5. Test, Measurement and Diagnostic Equipment (TMDE) is required to be shipped via DD Form 1149. Clearly identify TMDE assets on the DD Form 1149.

3.6. Royal Singapore Air Force assets not on USAF accountable records.

3.7. Shipment requests via DD Form 1149 for personnel on temporary duty here at Mountain Home AFB.

**4. DD Form 1149 Checklist.** The 366th Logistics Readiness Squadron's SharePoint page (<https://mountainhome.eim.acc.af.mil/366fw/msg/lrs/default.aspx>) contains the DD Form 1149 Shipment Checklist under the "Frequently Used Forms" tab. The requester will complete the DD Form 1149 Shipment Checklist and coordinate it through appropriate base agencies as identified on the checklist (refer to **Attachment 2**, *DD Form 1149 Checklist*).

**5. Procedures.** Take the completed DD Form 1149 shipment checklist, DD Form 1149 with authorized signature in block 10, and property to 366 LRS/LGRDDC (Outbound Freight Section) for shipment. Recommend personnel completing a DD Form 1149 refer to AFI 24-203, Attachment 2 for instructions on what should be in each block.

**5.1. Expendability Recoverability Reparability Code.** Submitter must list the applicable Expendability Recoverability Reparability Code next to the nomenclature in block 4(b) of the DD Form 1149 for each item shipped. Also, annotate the equipment/Special Purpose Recoverables Authorized Maintenance detail document number if non-automated method of shipment is approved by MAJCOM managers (refer to **Attachment 3**, *Sample DD Form 1149*).

**5.2. Shipping and Receiving Authorization Letter.** Personnel must be authorized in writing by their squadron commander to sign block 10 of the DD Form 1149 (**Attachment 4**, *Shipping and Receiving Authorization Letter Template*). 366 LRS/LGRDDC maintains the authorization letter.

**5.3. Shipping Justification.** Shippers must provide detailed justification in block 9 of the DD Form 1149 when requesting expedited transportation (TP-1,999, MICAP). If the shipment is in support of a grounded aircraft, the tail number must be included.

RONALD D. BUCKLEY, Colonel, USAF  
Commander

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

AFMAN 33-363, *Management of Records*, 1 March 2008

**Adopted Forms:**

AF Form 847, *Recommendation for Change of Publication*

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

***Abbreviations and Acronyms***

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFREP**—Air Force Repair Enhancement Program

**AFRIMS**—Air Force Records Information Management System

**DD**—Department of Defense

**DIFM**—Due-In From Maintenance

**ERRCD**—Expendability Recoverability Reparability Cost Designator

**IAW**—In Accordance With

**LGRDDC**—Outbound Freight Section (366 LRS/LGRDDC)

**LRS**—Logistics Readiness Squadron (366 LRS)

**MAJCOM**—Major Command

**MHAFB**—Mountain Home Air Force Base

**MRSP**—Mobility Readiness Spares Packages

**RDS**—Records Disposition Schedule

**SPRAM**—Special Purpose Recoverables Authorized Maintenance

**TMDE**—Test, Measurement and Diagnostic Equipment

**Attachment 2**  
**DD FORM 1149 CHECKLIST**

**DD FORM 1149, REQUISITION AND INVOICE/SHIPMENT DOCUMENT, CHECKLIST**

NOTE: Requestors name identified on DD Form 1149 Checklist MUST be the same as requestors name identified in block 11a of DD Form 1149.

REQUESTOR NAME: _____	REQUESTOR SIGNATURE: _____
UNIT: _____	PHONE: _____ DATE: _____ TCN: _____

STEP	ITEM	YES	NO	REQUESTOR INITIALS ONLY	CUST SUPT INITIALS ONLY	FSC INITIALS ONLY	CARGO INITIALS ONLY
1	<b>Requestor;</b> Is item exempt from DD Form 1149 Checklist IAW MHAFBI 24-204, Para 3? NO, proceed to step 2. YES, STOP, DD Form 1149 Checklist not required.						
2	Is item considered Test, Measurement, and Diagnostic Equipment (TMDE)? NO, proceed to step 2b. YES, proceed to step 2a.						
2a	For TMDE items, are all copies of the DD Form 1149 stamped "TMDE" in one-inch letters using red ink. Contain the words "DO NOT POST/PROJECT CODE 571" and "SUPPLY INSPECTION NOT REQUIRED-SHIP BY TRACEABLE MEANS ONLY"; and either "CONTAINS HAZARDOUS MATERIAL" or "CONTAINS NON-HAZARDOUS MATERIAL." in block 4B? NO, annotate required data. YES, proceed to step 2b.						
2b	Is materiel being shipped for deployment and contained in/on ISU 90s or 463L pallets? NO, proceed to step 3. YES, proceed to step 3.						
3	<b>Customer Support;</b> Does a valid national stock number, Part #, and Nomenclature exist for the item? NO, return DD Form 1149 to customer. YES, proceed to step 4.						
4	Has the supply database been queried to determine if the item IS or IS NOT accountable equipment maintained on custodial records. ERRCD ND, NF, or XD SPRAM? NO, query SBSS database. YES, proceed to step 4a.						
4a	Is item accountable equipment maintained on custodial records? NO, proceed to step 5. YES, proceed to step 4b.						
4b	Is equipment for DEPLOYMENT purposes ONLY? NO, proceed to step 4c. YES, process transactions to "deploy" items. Proceed to step 5.						
4c	Has Customer Support processed the necessary transactions via the SBSS to ship/transfer equipment? NO, process required transactions. See step 4d below. YES, STOP DD Form 1149 NOT required.						
4d	If item IS accountable equipment maintained on custodial records, ERRCD ND, NF, or XD SPRAM, and processing transactions via SBSS to ship/transfer equipment is not deemed as the correct method, has WRITTEN approval to process shipment/transfer via DD 1149 been authorized by the CEMO and applicable MAJCOM FAM? NO, request approval. YES, proceed to step 5. (NOTE: TMDE shipped off-base for calibration or Repair & Return only is exempt from approval request and must be shipped via DD Form 1149 IAW AFI 21-101/T.O. 00-20-14, proceed to step 5.)						
5	Is item COMSEC (CIC 9) NOT maintained on custodial records? NO, proceed to step 6. YES, the Base COMSEC manager must sign DD 1149 Checklist then proceed to step 8.						
6	<b>(SPECIAL INTEREST ITEM)</b> Is the item a small arm or weapon? NO, proceed to step 7. YES, these items are managed on custodial accounts and MUST be shipped/transferred via the SBSS database. Return to step 4c above.						
7	Is item NWRM (CIC O)? NO, proceed to step 8. YES, STOP, DO NOT PROCESS, notify LGRM/LGRD flight leadership immediately!						
8	Is the item CLASSIFIED (CIC A, B, C, D, E, F, G, H, K, L, S, T) or CONTROLLED (CIC 7, 9)? NO, proceed to step 9. YES, proceed to step 8a.						
8a	Has NSN, Part #, Serial #, and Nomenclature been annotated in block 4B of the DD Form 1149? NO, enter data. YES, proceed to step 8b						
8b	Has CIC and nomenclature of CIC been annotated in block 4B of the DD Form 1149? NO, enter data. YES, proceed to step 8c						
8c	Has the statement "This shipment contains CLASSIFIED items" or "This shipment contains CONTROLLED items" been annotated in block 4B of the DD Form 1149 and initialed by requestor? NO, enter data. YES, proceed to step 8d. NOTE: Statement is based on CIC code identified in step 8.						
8d	Has the word "CLASSIFIED ITEM" or "CONTROLLED ITEM" been stamped or written in RED ink in block 4B of the DD Form 1149? NO, enter data. YES, proceed to step 9.						

STEP	ITEM	YES	NO	REQUESTOR INITIALS ONLY	CUST SUPT INITIALS ONLY	FSC INITIALS ONLY	CARGO INITIALS ONLY				
9	Is the item SENSITIVE (CIC 1, 2, 3, 4, 5, 6, 8, Q, R, or S)? NO, proceed to step 10. YES, proceed to step 9a.										
9a	Has NSN, Part #, Serial #, and Nomenclature been annotated in block 4B of the DD Form 1149? NO, enter data. YES, proceed to step 9b										
9b	Has CIC and nomenclature of CIC been annotated in block 4B of the DD Form 1149? NO, enter data. YES, proceed to step 9c.										
9c	Has the statement "This shipment contains Sensitive items" been annotated in block 4B of the DD Form 1149 and initialed by requestor? NO, enter data. YES, proceed to step 9d										
9d	Has the word "SENSITIVE ITEM" been stamped or written in RED ink in block 4B of the DD Form 1149? NO, enter data. YES, proceed to step 10.										
10	Is item ERRCD XD or XF DIFM? NO, LRS Customer Support Rep initial off steps 11, 11a, and 11b and sign/date/stamp checklist. Then have requestor proceed to step 12. YES, have requestor proceed to step 11.										
11	<b>Flight Service Center (FSC);</b> Have steps 1 - 10 above been completed? NO, have requestor reaccomplish checklist beginning at step 1. YES, proceed to step 11a										
11a	Flight Service Center has determined correct method of shipment is Turn-in and shipment via SBSS? NO, proceed to step 11b. YES, process TIN/SHP via SBSS. STOP, DD 1149 NOT required.										
11b	Flight Service Center has determined correct method of shipment is via DD Form 1149. NO, return to step 11a. YES, Flight Service Center will get MAJCOM FAM approval to ship via DD 1149. Approval received? No, return to step 11a. Yes, Flight Service Center Rep initial off steps 11, 11a, and 11b and sign/date/stamp checklist and have requestor proceed to step 12.										
12	<b>Cargo;</b> Have steps 1 - 11b above been completed? NO, have requestor reaccomplish checklist beginning at step 1. YES, proceed to step 13.										
13	If step 5 above is checked yes has Base COMSEC manager signed DD 1149 checklist? NO, return DD Form 1149 checklist to requestor for COMSEC manager signature. YES, proceed to step 14.										
14	Has DD Form 1149 been completed online <a href="https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lo/">https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lo/</a> and IAW AFI 24-203, Atch 2, to include a complete description of items being shipped? NO, return DD Form 1149 checklist to requestor until DD Form 1149 is received. YES, proceed to step 15.										
15	Has the Transportation Control Number (TCN) been annotated on DD Form 1149 checklist? NO, return DD Form 1149 Checklist to requestor for annotation of TCN. YES, proceed to step 16.										
16	Are all hazardous materiel shipments clearly documented to reflect the proper shipping name on DD Form 1149 in block 4B? NO, return DD Form 1149 checklist to requestor for proper annotation of shipping name on DD Form 1149. YES, proceed to step 17.										
17	For ALL other shipments, NOT previously identified in steps 2a, 5, 6, 7, 8, 9, and 16 above, has the statement "I certify this shipment does not contain any classified, sensitive, protective or hazardous materiel" been annotated on the DD Form 1149 in block 4B and initialed by requestor? NO, return DD Form 1149 checklist to requestor for proper annotation of statement on DD Form 1149. YES, proceed to step 18.										
18	Is the person who authorized shipment in block 11a and signed in block 10 of the DD Form 1149 authorized on letter by the squadron commander? NO, return DD Form 1149 checklist and DD Form 1149 until proper authorization is obtained in block 10 of the DD Form 1149. YES, Accept DD Form 1149 checklist, DD Form 1149, and item to be shipped. Sign/date checklist.										
<p>BASE COMSEC MANAGER: NAME: _____ SIGNATURE: _____ PHONE: _____ DATE: _____</p>											
<p>LRS CUST SUPT OR FSC REP:</p> <p>NAME: _____ SIGNATURE: _____ PHONE: _____</p> <p>STAMP: _____ DATE: _____</p>											
<p>LRS/LGRDDC CARGO REP: NAME: _____ SIGNATURE: _____ PHONE: _____ DATE: _____</p>											

Attachment 3

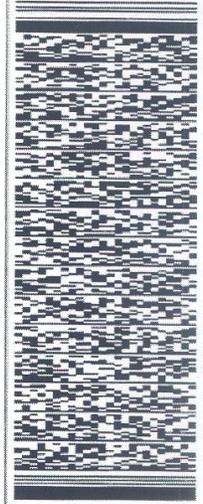
SAMPLE DD FORM 1149

SHIPPING CONTAINER TALLY

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246 Expires Jan 31, 2003	
The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.	
1. FROM (include ZIP Code) 366 LRS 1190Desert Ave Mountain Home, ID 83648	SHEET NO. 1 NO. OF SHEETS 1 5. REQUISITION DATE 6. REQUISITION NUMBER FB48978339X504XXX 8. PRIORITY
2. TO (include ZIP Code) SHIP TO: FB4803 BLDG 1604 676 SWEENEY ST SHAW AFB, SC 29152-5044	7. DATE MATERIAL REQUIRED (YYYYMMDD) 20090101 9. AUTHORITY OR PURPOSE TDY SUPPORT 10. SIGNATURE
3. SHIP TO - MARK FOR CAPT HODSON XXX-XXX-XXXX	11a. VOUCHER NUMBER & DATE (YYYYMMDD) MR. ALLAN WORMSBECKER 20081204 b. 366 LRS 208-828-6157 14. BILL OF LADING NUMBER
4. APPROPRIATIONS DATA To Funds	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.
ITEM NO. (a) 1.	FEDERAL STOCK NUMBER, DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES (b) TOOL SET ERRC NF4 E160M000000723
UNIT OF ISSUE (c) EA	QUANTITY REQUESTED (d) 1
SUPPLY ACTION (e)	SD
TYPE CON. TAINER (f)	SD
CON. TAINER NOS. (g)	(g)
UNIT PRICE (n)	\$2,552.45
TOTAL COST (i)	\$2,552.45
AMOUNT	AMOUNT
This shipment does not contain any classified, sensitive, protective or hazardous material.	
ISSUED BY RECEIVED CHECKED BY TULAMEN PACKED BY	TOTAL CON. TAINERS TYPE CON. TAINER DESCRIPTION TOTAL WEIGHT TOTAL CUBE



Attachment 4

SHIPPING AND RECEIVING AUTHORIZATION LETTER TEMPLATE

SAMPLE LETTER FORMAT SHIPPING AND RECEIVING AUTHORIZATION

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 in accordance with AFMAN 23-110, ACC Supplement to AFMAN 23-110V2PT13, AFI 24-203 with ACC and Mountain Home AFB Supplements and MHAFBI 24-204.

2. This letter does not constitute authority to receipt and/or ship Nuclear Weapons Related Materiel (NWRM). Procedures appointing unit personnel to receipt and/or ship NWRM are outlined in AFI 20-110.

3. The following restrictive 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 Arms, Ammunition and Explosives
- 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>
Capt Jane Doe	366 XXX/XXXX	8-XXXX	1, 2
MSgt Joe Smith	366 XXX/XXXX	8-XXXX	1, 2, 3
SSgt Tom Jones	366 XXX/XXXX	8-XXXX	1, 2, 3, 4

4. This appointment letter will be updated annually or as changes occur. This letter supersedes letter dated (INSERT DATE OF PREVIOUS LETTER).

UNIT COMMANDER SIGNATURE  
Commander