

**BY ORDER OF THE COMMANDER MOUNTAIN HOME AFB INSTRUCTION 24-303
MOUNTAIN HOME AFB**



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Transportation

**INSTALLATION OPERATIONAL 463L SYSTEM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes responsibilities and guidelines for all operational 463L Air Cargo Pallets and Air Cargo Pallet Net assets inspection, disposition, accountability and storage. Each unit pallet and net monitor within the 366th Fighter Wing (366 FW) will comply with this instruction. These assets are critical components of the airlift portion of the Defense Transportation System. Inspection and accountability of such assets require strict management. During contingency situations, their availability at the right place and time can be the determining factor in mission success or failure. 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 Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Contact supporting records managers as required. Refer recommended changes and questions regarding this publication to the office of primary responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*, route AF Forms 847 through the base publications and forms manager.

SUMMARY OF CHANGES

Local repair procedures and responsibility for the 366th Equipment Maintenance Squadron (366 EMS) and the 366th Logistics Readiness Squadron (366 LRS) have been deleted due to the capabilities no longer being available at Mountain Home AFB. Additionally, office symbols and names have been changed to align with reorganization of LRS.

1. 366th Logistics Readiness Squadron (366 LRS) Responsibilities:

1.1. 366 LRS/LGRDAS (Deployment and Distribution Flight), the Installation Pallet and Net Monitor (IPNM) will ensure these procedures are followed by all 366 FW Unit Pallet and Net Monitors (UPNM).

1.2. Submit monthly report via 463L Global Asset Reporting Tool no later than (NLT) the 8th of each month by entering the number of 463L assets on hand or in-use by Mountain Home AFB.

2. UPNM/Users:

2.1. UPNM will control, maintain and report pallets and nets IAW this instruction, Department of Defense Regulation (DODR) 4500-9, *Defense Transportation Regulation*, and referenced Technical Order (TO).

2.2. UPNMs will provide IPNM with an appointment letter for all pallet and net monitors annually IAW DODR 4500-9, Part VI, Appendix G, Paragraph A.2. (i.e., 1 January), or as changes occur (**Attachment 2**, *Pallet and Net Appointment Letter*).

2.3. UPNM/Users Inspection Procedures:

2.3.1. Each unit pallet and net monitor will spot check their 463L pallets and nets monthly to ensure they are being properly maintained, stored, and accounted for. During inspection, check pallets for signs of corrosion, warpage, delamination, damaged rails, and loose or missing hardware. Remove corrosion with wire brush or other suitable means that does not damage pallet. References for inspection of 463L pallets are in TO 35D33-2-2-2, *463L Air Cargo Pallets HCU-6/E, HCU-12/E*, paragraph 2.5.

2.3.2. Provide a monthly status report to the IPNM NLT the last duty day of each month using the Monthly 8701 Report for Pallets and Nets (**Attachment 3**, *Operational 463L Pallet and Nets Monthly Report*).

2.3.3. Units will use the Custodial Logs for Pallets and Nets whenever there is a loss and/or gain of assets (i.e., deployments, redistribution, exercises, etc.)(**Attachment 4**, *Pallet Control Log*, and **Attachment 5**, *Nets Control Log*).

2.3.4. Physically inspect all 463L air cargo nets before using or storing. To inspect nets, lay out each net and check for dry rot, tears, bad stitching and missing or damaged parts. References for inspection of nets are in TO 35D33-2-3-1, *Air Cargo Pallet Nets HCU-7/E, I, Side, HCU-15/C, II, Top, HCU-11/C, III Side, HCU-16/C, IV, Top*.

2.3.5. Divide inspected nets into one of the following categories and handle accordingly; serviceable, unserviceable and repairable, or condemned.

2.3.5.1. Serviceable nets require no repairs. Immediately use or store nets in this category. Package stored nets on racks, in bins, or suitable boxes lined with water-vapor-proof barrier material (i.e., MIL-B-131), or polyethylene cargo pallet bag, National Stock Number 3990-00-930-1480, according to the quantity and size to be stored. Storage devices are unit funded.

2.3.5.2. Unserviceable/repairable nets are nets that are in need of minor repair, (i.e., torn webbing, missing hardware, etc.). Tag nets in this category with a DD Form 1577-2, *Unserviceable/Repairable Tag*, near the damaged net area. If the net has several damaged locations, tag one place and flag all other locations with red tape.

Ensure the remarks section of the attached DD Form 1577-2 is filled out in detail and clearly explains all required repairs. Box nets according to type, condition, and annotate number of nets in each container. Coordinate repair or disposition of unserviceable/repairable nets through IPNM.

2.3.5.3. Condemned nets are nets that are extensively damaged or dry rotted. Tag condemned nets with a DD Form 1577. Coordinate disposition through IPNM.

2.3.6. When pallets are stored outside, utilize a plastic barrier with each stack of 10 nets. Place barrier on top of the bottom dunnage to prevent moisture from penetrating through dunnage to the bottom surface of pallet. Afford proper sloping to palletized loads placed in this type of storage to allow for moisture drainage, by placing elevating material (scrap lumber, etc.) of the same size under one end of dunnage supporting the pallet. All subsequent stacks of 10 will have the barrier between dunnage and top of the tenth pallet. **Note:** Using plastic dunnage does not require additional plastic barriers. References for storage of pallets are in TO 35D33-2-2-2.

2.4. Coordinate pallet repair or a one-for-one exchange with IPNM. Units are responsible for making transportation arrangements to pick up or drop off pallets to the IPNM. IPNM is not responsible for pickup or delivery.

3. Prescribed and Adopted Forms:

3.1. **Prescribed Forms:** No forms prescribed.

3.2. **Adopted Forms:** AF Form 847, *Recommendation for Change of Publication*

DD Form 1577, *Unserviceable/Condemned Tag*

DD Form 1577-2, *Unserviceable/Repairable Tag*

JOHN D. BIRD II, Colonel, USAF
Commander

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

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

DODR 4500-9, *Defense Transportation Regulation*, June 2005

TO 35D33-2-2-2, *46L Air Cargo Pallets HCU-6/E, HCU-12/E*, 15 July 2005

TO 35D33-2-3-1, *Air Cargo Pallet Nets HCU-7/E, I, Side, HCU-15/C, II, Top, HCU-11/C, III, Side, HCU-16/C, IV, Top*, 30 June 1993

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

DODR—Department of Defense Regulation

FW—Fighter Wing (366 FW)

IAW—In Accordance With

IPNM—Installation Pallet and Net Monitor

LGRDAS—Deployment and Distribution Flight

LRS—Logistics Readiness Squadron (366 LRS)

NLT—No Later Than

SMR—Source Maintenance and Recoverability

TO—Technical Order

UPNM—Unit Pallet and Net Monitor

UTC—Unit Type Code

Attachment 2

PALLET AND NET APPOINTMENT LETTER

DEPARTMENT OF THE AIR FORCE

"YOUR UNITS LETTERHEAD"

Date

MEMORANDUM FOR 366 LRS/LGRDAS

FROM: *UNIT NAME*

SUBJECT: Pallet and Net Monitor Appointment Letter

1. The following personnel are appointed as the (squadron) Pallet and Net Monitors:

Name	Rank	Office Symbol	Phone	Position
				Primary
				Alternate

2. If you have any questions, please contact your POC at ext. 8-xxxx.

Attachment 3

OPERATIONAL 463L PALLET AND NETS MONTHLY REPORT

Complete the following and return to the installation pallet and net monitor no later than the last duty day of every month IAW DODR 4500-9, Part VI. Contact 366 FW Installation Pallet and Net Monitor at 828-3980 with any questions.

Date

MEMORANDUM FOR 366 LRS/LGRDAS

FROM: *Squadron/Office Symbol*

SUBJECT: Monthly 8701 Report for Pallet and Nets

1. The following information is provided for the 366th LRS/LGRDAS Installation Pallet and Net Program.

UTC	On Hand			Deployed
	Required	Serviceable	Unserviceable	
Pallets				
Top Nets				
Side Nets				

2. A 100% inspection and inventory was accomplished on DATE. This number reflects the amount required to support the most stringent tasking for the flight's UTC/UTC's according to the Air Force Worldwide UTC Tasking and Availability Summary.

NAME, Rank, USAF

Your Signature Block

Attachment 4

PALLET CONTROL LOG

Attachment 5

NETS CONTROL LOG

Complete the following log whenever there is a gain and/or loss of nets (i.e., deployments, redistribution, exercises, etc.). Maintain logs in UPNM book for a minimum of 2 years. Logs are required to maintain accountability of all operational assets.

NETS CONTROL LOG

INSTALLATION: Mountain Home AFB ID

SQUADRON:

CUSTODIAL LOG: NETS

Date:

Assigned

Side-
Top-

Date	Asset Type	Gain/Loss + / -	Reason for Gain/Loss	Receipt/ Remarks	Return Date	On Hand Total
	Nets	Side Top				Side Top
	Nets	Side Top				Side Top
	Nets	Side Top				Side Top
	Nets	Side Top				Side Top
	Nets	Side Top				Side Top
	Nets	Side Top				Side Top
		Side				Side

Attachment 6

HCU-6/E PALLET PARTS BREAKDOWN

Part No.	Description	Units Per Assy	Usable On Code	SMR Code
HCU-6/E	Pallet Assembly, Cargo	1	A	S
7133043-10	Ring Assembly	22	A	PAFZZN
68-QS-1031-101	Ring Assembly, (Interchangeable With 7133043-10)	22	A	PAFZZN
BOM-R8-8	Rivet, Blind (AP)	66	A	PAFZZN
7031839	Corner Strap (AP)	4	A	PAFZZN
BOM-R8-6	Rivet, Blind (AP)	24	A	PAFZZN
HCU-12/E	Pallet Assembly, Cargo	1	A	P
7133043-10	Ring Assembly	16	A	PAFZZN
68-QS-1031-101	Ring Assembly, (Interchangeable With 7133043-10)	16	A	PAFZZN
BOM-R8-8	Rivet, Blind (AP)	48	A	PAFZZN