

**BY ORDER OF THE COMMANDER
SHAW AFB**



AIR FORCE INSTRUCTION 24-203

**SHAW AIR FORCE BASE
Supplement**

12 NOVEMBER 2015

Transportation

**PREPARATION AND MOVEMENT OF AIR
FORCE CARGO**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 24-203, 2 November 2010, is supplemented as follows: This supplement establishes local procedures to ensure correct, safe, and proper receipt and shipment procedures and governs responsibilities for processing, safeguarding and maintaining accountability for Arms Ammunition & Explosives (AA&E), Nuclear Weapons Related Material (NWRM), classified and sensitive material, and Aircraft Engines. This supplement also establishes local procedures for the use of reusable containers used in redistribution of serviceable and repairable assets to customers and repair facilities. This publication applies to all personnel assigned/attached to Shaw AFB, South Carolina. Ensure that all records created as a result of process prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s to 20 LRS/LGLOC, 321 Cullen St., Shaw AFB, SC 29152-5125; route through your appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Changes include incorporation of Air Combat Command (ACC) supplement procedures, as well as checklists for Inbound/Outbound procedures on receiving classified/sensitive items via Domestic Express Small Package Shipment, Blanket Purchase Agreement (DESPS/BPA carriers/Inbound) and DESPS/BPA shipments (Outbound), responsibly processing items identified as crucial (i.e., critical, sensitive, classified, etc.), and proper documentation of items processed through Cargo Movement.

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1.4.2. The Chief, Distribution and Deployment Flight, 20 LRS/LGRD, is designated as the 20th Fighter Wing's Base Container Manager (BCM)/Working Group Chair person and is the base Reusable Container Program (RCP) Officer of Primary Responsibility (OPR).

1.7.3. Only personnel who are trained and have the appropriate security clearance will be authorized to handle AA&E, classified, NWRM, and sensitive material assets. The customer will provide a copy of the unit commander's authorization letter to Cargo Movement Element, 20 LRS/LGRDDC, upon receipt or shipment of cargo. Note: Only the Joint Personnel Adjudication System (JPAS) will be used to verify security clearance eligibility, investigation status, and access levels.

1.7.3.1. **(Added)** Munitions Control, 20 EMS/MXMWMC, will provide Cargo Movement Element an updated list of individuals authorized to receipt for Arms Ammunitions & Explosives (AA&E) consigned to their activity. The list will contain name, rank, and security clearance.

2.5.2.1. TP-1 and TP-2 shipments not meeting the Air Force Expedited Service criteria, as defined in AFI 24-203, para 2.3., will be moved via Air Mobility Command (AMC) airlift IAW Defense Transportation Regulation (DTR) Part 2. Exception to AMC movement will require a negative critical mission impact statement signed by the Squadron Command and above Staff Director equivalent.

3.1.2.4. **(Added)** DD Form 1149, *Requisition and Invoice/Shipping Document*, is used for Non-Military Standard Requisitioning & Issue Procedures (MILSTRIP) shipments. To ensure standardization and accountability, the DD Form 1149 and corresponding checklist (Attachment 9, this supplement) will be used for shipments not identified in paragraphs 3.1.2.4.1. through 3.1.2.4.12. below. The shipper will take the completed shipments' documentation with a copy of the unit commander's authorization letter (Attachment 8, this supplement) to Cargo Movement Element with the property. Cargo Movement Element will verify the shipment data matches the documentation. The form must contain the following statement initialed by the shipper, "This shipment does not contain any classified, sensitive, protective or hazardous waste." Shippers not authorized to use local Operations & Maintenance (O&M) funding must provide a valid Letter of Agreement (LOA) and Standard Document Number (SDN) that is obligated for movement charges. Upon shipment, a copy of the DD Form 1149 Checklist and a signed copy of the Unit Commander's authorization letter will be retained in the outbound shipping files.

3.1.2.4.1. **(Added)** Items exempt from DD Form 1149 Checklist:

3.1.2.4.1.1. **(Added)** Fuel Samples.

3.1.2.4.1.2. **(Added)** Oil Samples.

3.1.2.4.1.3. **(Added)** Soil Samples.

3.1.2.4.1.4. **(Added)** Medical Samples.

3.1.2.4.1.5. **(Added)** Documents/Papers.

3.1.2.4.1.6. **(Added)** Test Samples.

3.1.2.4.1.7. **(Added)** Precision Measurement Equipment Laboratory (PMEL).

3.1.2.4.1.8. **(Added)** 20 CS Computer Assets to Defense Reutilization and Marketing Service (DRMS) (after cleared from Communications Information Technology Asset Management (ITAM)).

3.1.2.4.1.9. **(Added)** Aircraft Engines.

3.1.2.4.1.10. **(Added)** 436L Cargo Pallets to Depot Repair.

3.1.2.4.1.11. **(Added)** Shaw deployment and redeployment of exercise assets not loaded in Enterprise Solution – Supply (ES-S) records (e.g., Weapons Instructor Course (WIC), Green/Red Flag and Temporary Duty (TDY) assets from other bases/services.

3.1.2.4.1.12. **(Added)** Other exemptions deemed appropriate by the Base Traffic Manager upon approval of a commodity exemption request submitted by the Cargo Movement Element.

3.1.3. **(Added)** Outbound general shipments are accepted Monday – Friday, 0830-1430. Transportation Protection Service (TPS) shipments are accepted Monday – Thursday, 0830-1230. All Mission Capable (MICAP) will be accepted Monday – Friday, 0830-1630, and Saturdays no later than 0915. Inbound shipments are accepted Monday – Friday, 0830-1500.

3.3.13.1. **(Added)** Accountable parcels received via U.S. Postal Service will be held at the Official Mail Center and afforded the appropriate security. The Mail Center will contact Inbound Receiving, 895-1022/1020, for pick up and signature receipt. The Mail Center will deliver all other 20 LRS accountable mail to the 20 LRS Activity Distribution Office, Building 216.

3.3.13.2. **(Added)** Reports of Shipment (REPSHIP) received by Inbound Receiving identifying the USPS as the carrier will be courtesy copied via facsimile or e-mail to the Official Mail Center to assist them with notification and delivery.

3.11.1.2. **(Added)** Local Receiving Procedures:

3.11.1.2.1. **(Added)** Less-than-Truckload (LTL) Shipments Cargo Movement Element will accomplish unloading of delivery vehicles with the least possible delay. Unloading should be completed within two hours after receiving LTL Shipments. Customers will have 12 hours from notification to pick up 999/MICAP/Non-Mission Capable Status (NMCS), two duty days for all other TP1, three duty days for TP2, and five duty days for TP3. All hazardous material will be brought to Bldg 216, Hazardous Storage Area, to await pickup, if needed.

3.11.1.2.2. **(Added)** Truckload Shipments. Any receiving agency will unload with least possible delay and a maximum time limit of two hours after truck is in place.

3.11.1.2.3. **(Added)** In the event truckload unloading is not completed within specified time limits,, due to the fault of the receiving agency, the responsible agency representative will furnish a memo indicating the cause for the delay to

support the payment of detention. Under no circumstances will the receiving agency certify delays on any carrier paperwork.

3.11.1.2.4. **(Added)** Discrepancies in shipment. When containers show evidence of damage or pilferage, designated receiving agency in-checkers will notify the driver and Cargo Movement Element immediately. After release, the receiving agency will segregate damaged items from other items unloaded to ensure that a proper record is made and have the carrier sign the delivery receipt indicating damage or pilferage. All assigned or attached units are responsible for rendering assistance for processing freight loss and damage claims when requested by Cargo Movement Element, or designated traffic management technicians.

3.11.1.2.5. **(Added)** Designated freight in-checkers at any base activity receiving material directly from a carrier will handle all shipments as TPS required, until classification is verified. In-checker will examine and count all containers and pieces received in each shipment. Each item will be checked as it is being unloaded to record any overage, shortage, or damage (OS&D). If OS&D applies, a copy of the paperwork must be furnished to Cargo Movement Element.

3.11.1.2.6. **(Added)** When containers show evidence of damage or pilferage, designated in-checkers let the driver know and notify Cargo Movement Element immediately. After release, the receiving agency will segregate damaged items from other items unloaded to ensure that a proper record is made and have the carrier sign the delivery receipt indicating damage or pilferage.

3.11.1.2.7. **(Added)** Designated receiving personnel will keep a record of count and condition of material when shipment is in-checked. This record will show shipment Transportation Control Number (TCN), specific carrier account code (SCAC), time, date, number of pieces and weight, and in-checker's name. Consignee's copy of bill of lading, a tally sheet, or other approved form will be used for this purpose.

3.11.2.1. **(Added)** Cargo Movement Element will:

3.11.2.1.1. **(Added)** Annotate the following symbols on the carrier's freight bills for containers received intact record the appropriate package count with a check mark. Record item shortages with an 'S.' Identify the shortage with the actual package number, weight, and TCN for the missing item, when known. Record item damages with a 'D'. Identify the damaged item with the actual package number, weight, and TCN. Record over-shipments with an 'O.' Identify the over-shipment with the actual package number, weight, and TCN. In addition, note the origin, stick number, and other pertinent data. Items that are classified will be signed by Cargo Movement Element and immediately turned over to designated agency.

3.13.1.1. **(Added)** Base Engineer Manager (BEM) Notification/Requirement. BEM notifies Cargo Movement Element of any pending engine movement requirements. BEM prepares the shipping document, using the logistics support office's automated DD Form 1348-1A, *Issue Release/Receipt Document*. Cargo Movement Element provides the pre-movement planning, prepares bill of lading and tenders the shipment

to the commercial carrier. The engine shop purges, drains, preserves, wraps the engine and certifies the Air Force Technical Order (AFTO) Form 20, *Caution and Inspection Record*, DD Form 350, *Individual Contracting Action Report*, and/or the DD Form 1348-1A with a signed statement engine has been prepared for shipment IAW Technical Order (T.O.) 00-85-20. BEM will establish required delivery date (RDD) for engine shipments IAW AFI 24-203, Table 3.1. Cargo Movement Element will arrange commercial movement to meet RDD ensuring use of air-ride (air on air) equipment is furnished by the carrier.

3.13.1.2. **(Added)** Shipment of Engines. Cargo Movement Element receipts for engines from BEM at time of pickup. Cargo Movement Element verifies serial numbers and shipping data with repairable/service tag, inspects for external leaks and proper wrapping/packing of engine. Ensures the DD Form 1348-1A and/or AFTO Form 20 and DD Form 350 certifies that the engine has been drained and purged IAW T.O. requirements. Engine Shop will load engine at the on/off loading ramp next to Hangar 1200. Cargo Movement Element will supervise the chaining of engine(s). The Transportation Office will expedite movement IAW the established priority/RDD, as required. (Ref: T.O. 00-85-20). Outbound engine shipments are normally accepted for movement during the following hours, 0830-1130, Monday-Friday.

3.13.1.3. **(Added)** Receipt of Engines from Carrier. To limit risk of damage, all engines will be downloaded by BEM at on/off loading ramp next to Hangar 1200. Cargo Movement Element will train personnel in in-checking/receipts for all engines IAW applicable directives. In-checker will check if engine is properly blocked, braced, tarped/approved engine cover, and ensure tractor trailer is configured with air on air. If there are no discrepancies noted, engine shop will download engine from carrier's equipment and sign bill of lading, including date, and time of receipt. If there is an OS&D or carrier/driver problem, engine shop personnel will immediately stop download and call Cargo Movement Element Receiving Non-Commissioned Officer in Charge (NCOIC) for assistance.

3.13.1.4. **(Added)** Engine Movement Funding. Air Force Materiel Command (AFMC), Second Destination Transportation funding will be used for transporting all aircraft engines destined overseas. Cargo Movement Element will use local O&M funds for all Stock Record Account Numbers (SRAN) FB4803 engines moving domestically. All other aircraft engine shipments moving domestically will require the shipper to provide AF Form 406, *Miscellaneous Obligation/Reimbursement Document*.

3.13.1.5. **(Added)** A commercial carrier may request 'Secure Holding' until formal delivery under the "Secure Holding Program." Limited Secure Holding is in the Commercial Gate inspection area. Drivers are required to stay with their vehicles. The next nearest Secure Holding area is McEntire Joint National Guard Base (JNGB), Eastover, SC. Contact information is maintained in the Surface Deployment and Distribution Center (SDDC) Transportation Facility Guide (TFG). In the event an accident or incident occurs during the course of operation, contact the appropriate offices listed below:

Table 3.4. (Added) Contact Information for Accident or Incident.

For emergencies (from duty home or housing)	911
For emergencies (from cell phone)	(803) 895-3669
For non-emergencies, contact the 20 LRS/LGRD Traffic/Freight Manager	(803) 895-8603/5049
Off base, follow Emergency Response Guide on the Commercial Bill of Lading (CBL)	
For all incidents contact Munitions Control	(803) 895-0260/0262/0264

3.13.3.1. **(Added)** Precision Measurement Equipment Laboratory (PMEL) shipments will normally be delivered to Cargo Movement Element on Wednesdays and Fridays.

3.13.4.1. **(Added)** Centralized Intermediate Repair Facility (CIRF) shipment of AN/ALQ 184 Electronic Countermeasure (ECM) Pods/cradles back and forth to supported units constitutes a Source of Repair (SOR). Pod CIRF will ensure documentation includes a valid DD 1348-1A or DD 1149 with associated DD 1149 Checklist exemption approval. CIRF will forecast recurring movement for six month periods, allowing Cargo Movement Element to establish through SCCD movement route orders (normally for six month periods) for as needed execution. Upon notification of shipment RDD and associated documentation, Cargo Movement Element will order carrier with applicable Time Sensitive Plan (TSP) codes (AN/ALQ 184 Pods require Delivery Duty Paid (DDP)/Satellite Monitoring Service (SMS/Exclusive Use (EXC)). Cargo Movement Element will ensure CIRF initiates AF 4387, DD 1907 and REPSHIP.

5.1.1.1. **(Added)** For classified and Communications Security (COMSEC) Controlled Item (CCI) assets, the applicable Controlled Inventory Item Code (CIIC)/Special Requirement Code (SRC) must be marked, in RED, on the DD Form 1348-1A/DD Form 1149, identifying the degree of classification (i.e., SECRET, CONFIDENTIAL, CCI) to ensure easy identification. Note: TOP SECRET shipments are not authorized to be processed through Cargo Movement Element.

5.6.5.4. **(Added)** Packing and Crating of classified shipments up to 150 lbs.

5.6.5.4.1. **(Added)** Cargo Movement Element will establish delivery receipt times with the shipper. Classified shipments will be received and processed Monday – Thursday, from 0830-1230. Classified shipments are not accepted on Friday unless they are MICAPs. Initiate and use the established checklist (AFI 24-203, Attachment 6) for processing classified material. Ensure DD Form 1348-1A and/or DD Form 1149 have the applicable CIIC/SRC and are marked, in RED, to reflect the degree of classification.

5.6.5.4.2. **(Added)** Use the Asset Management System (AMS) electronic signature as required. If a discrepancy is detected, which cannot be resolved on the spot, elevate to the section supervisor.

5.6.5.4.3. **(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.

5.6.5.4.4. **(Added)** Ensure all previous markings on exterior shipping container are obliterated. No new marking on the exterior container will contain any information indicating the piece is of a classified nature (i.e., security classification marking or TPS required). Note: Maintenance T.O.s may require a nomenclature marking on exterior.

5.6.5.4.5. **(Added)** Ensure all copies of the shipping documents are enclosed inside the exterior container. Ensure all seams/openings are taped. Enter required information into the Cargo Movement Operating System (CMOS) and affix DD Form 1387, *Military Shipment Label*, to cargo. Paper labels other than pressure-sensitive tape. PPP-T-60 tape will be placed over the entire surface of the label. Ensure DD Form 1348-1A/DD Form 1149 shipment planning worksheet is complete and accurate (e.g., pieces, weight, cube, and part serial number).

5.6.5.4.6. **(Added)** Process CONFIDENTIAL/SECRET shipments tendered to a DESPS contract carrier(s) as follows: For SECRET shipments, packing and crating will ensure proper packaging has been accomplished, and turned over to Outbound Freight for movement IAW this supplement. 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.

5.6.5.4.7. **(Added)** The DESPS carrier(s) will be used only when next-day delivery can be provided. This mode will not be used on Friday unless 'Saturday Delivery' has been coordinated with consignee. Ensure all classified shipments are safeguarded during the receiving, packing, and handling process. Shipments will be handled, packed, processed and then logged into the pilferable cage as necessary. Classified shipments will not be left unattended/unprotected in cage overnight. The approved vault for classified shipments that remain overnight is Bldg 1604.

5.6.5.4.8. **(Added)** Verify the shipment against the manifest/pickup record before physically removing the item from the security cage and ensure the sign-in/sign-out log has been properly signed. Prepare and forward a REPSHIP to consignee prior, to or immediately after shipment departure per DTR 4500.9-R, Chap 205, para L. If a fax or e-mail cannot be transmitted, telephone coordination is acceptable and documentation will include name, telephone number, date and time of call.

5.6.5.5. **(Added)** Outbound Shipments, Classified Shipments Over 150 lbs.

5.6.5.5.1. **(Added)** Cargo Movement Element will initiate and use the checklist (AFI 24-203, Attachment 6) for processing classified material. Verify labeling for accuracy. A 'Domestic Route Order' is required from SDDC for all Secret and Confidential shipments requiring a higher level of protection than Constant Surveillance and Custody Service (CIS) or when they do not meet the carrier

weight and dimension criteria.

5.6.5.5.2. **(Added)** Prepare and forward REPSHIP to consignee prior to, or immediately after shipment departure per DTR 4500.9-R, Chapter 205, para L. If a fax or e-mail cannot be transmitted, telephone coordination is acceptable and documentation will include name, telephone number, date and time of call. If consignee does not acknowledge receipt, Outbound Freight will contact consignee after two duty days for receipt confirmation.

5.7.14. **(Added)** Small arms shipments of 15 and fewer will be accepted and processed for same day Continental United States (CONUS) movement by approved TSPs providing CIS IAW the DTR Part II, Ch 205, Sec G, para 8.

5.7.14.1. **(Added)** Equipment Accountability Element (EAE), 20 LRS/LGRMCE, will generate a DD Form 1348-1A for bulk weapons shipment prior to contacting the Cargo Movement Element. The Cargo Movement Element will inspect and verify the weapons and serial numbers to the document(s) with an EAE representative present. Cargo Movement will seal the weapon cases once serial number verification is complete. Weapons will remain in the weapons vault until transportation has been established for pickup.

5.9.1. **(Added)** Commercial or military surface vehicles transporting explosives will enter the Commercial Vehicle Inspection Area (CVIA), Bldg 1970, during normal duty hours. During non-duty hours or emergencies, explosive laden vehicles may enter and exit through the Main or North Gates.

5.9.1.1. **(Added)** Escort Rules. The primary route of travel for munitions escorts from the CVIA to the Munitions Storage Area (MSA) will be north around Patrol Rd. The alternate route will be west to Condor Country Rd. to the MSA. The primary route of travel for munitions escorts from the Main Gate to the MSA will be down Aiken St., to Patrol Rd., right on Houston St., left on Lance Ave. to Patrol Rd. to the MSA. The primary route of travel for munitions escorts from the North Gate to the MSA is left on Patrol Rd. to the MSA. The alternate route will be down Sweeney St., right on Houston St., to Shaw Dr., left on Patrol Rd. to the MSA.

5.9.1.2. **(Added)** Aircraft. Munitions load/download will be at the designated explosive 'Hot Cargo' area. Cargo will be loaded/downloaded in Area 9, the 'Hot Cargo Pad' for all classes/divisions. Areas 5, 6, and 7 are authorized for Class B (100 lbs) and any quantity Class C.

5.9.1.3. **(Added)** Trucks. Munitions load/download IAW base explosive site plans. Trucks will be accepted at the MSA back gate. Munitions personnel will load/download in appropriate areas within the MSA.

5.9.1.4. **(Added)** Suspect/Suspicious Vehicle Holding Area. Suspect/suspicious vehicles will be directed to the parking area inside the Hot Cargo Pad until cleared. Contact Security Forces, 895-3669.

5.14.2. A commercial carrier may request Secure Holding/Safe Haven until formal delivery under the Secure Holding program. Secure Holding/Safe Haven is available at Shaw AFB. Drivers must enter through the commercial gate, which is open from 0400-

2000 hours. During duty hours, carriers may contact Inbound Cargo at the numbers listed in the TFG webpage. After duty hours, carriers must contact Security Forces at 803-895-3669 prior to arrival to arrange availability for personnel to open the commercial gate. Upon entrance, inbound personnel will be available to take the carrier to the designated secure holding/explosives holding area. Drivers are required to stay with their vehicles. Carriers may also use the TFG to contact stand-by personnel and the Shaw AFB Command Post after duty hours.

5.14.2. 1 (Added) TFG directs consignment of logistical material into the Base Supply Central Receiving Section. Domestic small package express classified cargo destined to Shaw AFB should be addressed to Central Receiving Transportation, 676 Sweeney St., Bldg 1604, Shaw AFB, with annotations marked for the destination point of contact. In-checkers must handle all small package carrier deliveries as classified material. The absence of a packing envelope on the outside of the container or receipt of a REPSHIP is an indication that a small package is/may be classified. For a classified shipment other than a small package, the driver will provide a DD Form 1907. Only personnel that are cleared and listed on the Classified Receipt Listing are authorized to receipt and/or process small package carrier deliveries. Note: Units must provide LRS an update immediately if an individual's clearance has changed. Packages will be secured by constant monitoring or stored in the classified vault until turned over to the customer. Receiving 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). The classified cargo will be turned over to the consignee after the individual is confirmed on the classified receipt listing with documentation of the transaction on the DD Form 1907, *Signature and Tally Record*.

9.10.1.1.4.1. (Added) Training will also be provided to personnel handling reusable containers.

9.10.1.1.6.1. (Added) Cargo Movement Element will utilize prior transfer of funds for reusable container expenditures. An AF Form 451, *Request for packing Service (not LRA)*, will be required from the shipper and will be tracked for determining abuse patterns.

9.10.1.1.8.1. (Added) Inbound Receiving is responsible for ensuring an SF 364, *Report of Discrepancy (ROD)*, is prepared and submitted to applicable agencies for each item received in a damaged reusable/non-reusable, or poorly packed container. A copy of this form, along with an AF Form 451, identifying all errors, will be attached to the container prior to issue. Utilize prior transfer of funds for all packaging costs.

9.10.1.1.9.1. (Added) Cargo Movement will provide monthly Reusable Container Replacement Cost Analysis Report to BCM, indicating unfavorable trends regarding the management of reusable containers. If deemed necessary, forward report to the applicable unit commander for information and corrective action.

9.10.1.3.1.1. (Added) Cargo Movement will ensure all units properly safeguard reusable containers against theft, damage and adverse weather

conditions. Cargo Movement will provide technical assistance to LRS and Maintenance activities regarding packing, clearing, and storage of containers, when required.

9.10.1.3.4.1. **(Added)** Materiel Management, 20 LRS/LGRM, will ensure serviceable items are provided to receiving units in the proper condition, ensure assets delivered for shipment are in proper reusable containers or annotate DD Form 1348-1A, 'Issued Without Reusable Container,' and include completed AF Form 451, when applicable.

9.10.1.3.5.1. **(Added)** Using organizations will ensure T.O. requirements are met for cleaning and placing items in container correctly, prior to turn-in to Materiel Management. Restricted items requiring a vacuum seal do not apply. Provide clean and dry storage space for retaining reusable containers and internal packing materials. Wooden boxes and crates placed on pallets and covered with tarpaulin or plastic sheeting, may be stored outside. Ensure property received from LRS in damaged or wrong containers have an AF Form 451 and DD Form 1348-1A attached. Identify problem for resolution. Ensure property returned to Materiel Management for shipment are in proper reusable containers or have an AF Form 451 attached, explaining why a reusable container was not available. Ensure reusable containers, in serviceable condition, and no longer needed by a user or Materiel Management, are reported to Cargo Movement for disposition.

9.10.1.3.6.1. **(Added)** The Reusable Container Working Group will ensure all units make every effort to track and maintain control of reusable containers. Ensure all units are aware of correct storage procedures. Guidance is available from Cargo Movement. Ensure the Base Reusable Container Monitor (RCM) is informed of units who are not in compliance with this program or have repeated discrepancies of abuse or neglect. (OPR: 20 LRS/LGRDDC). Ensure all units initiate an individual unit training program instructing personnel regarding proper management of reusable containers. Base reusable container management training is available through Cargo Movement, 20 LRS/LGRDDC, upon request. (OPR: Individual Unit).

9.10.1.3.6.2. **(Added)** Reusable Container Working Group meeting procedures. A minimum of three voting members must be present to establish a quorum. Recorder will prepare the minutes for the Base RCM review and approval. Minutes will be sent to each unit utilizing reusable containers.

10.9.1.3. **(Added)** Inbound Procedures: Upon receipt of REPSHIP for Class 1.1, 1.2, 1.3, and 1.4 shipments. Cargo Movement will forward information to Munitions Storage,

895-0134/0225/0559, by e-mail, FAX, or phone. Security Forces, 20 SFS, will stop all commercial carriers delivering explosives at the commercial gate and notify the Cargo Movement Element. Cargo Movement Element will escort Carriers transporting Class 1.1, 1.2, and 1.3 explosives to MSA for off-loading. Class 1.1, 1.2, and 1.3 will *never* be brought to any facility except the munitions compound. Cargo Movement will escort the truck to the MSA and MSA back gate and begin inspection

of the vehicle. During vehicle inspections, Cargo Movement Element will utilize AF Form 4388, *Receiving Transportation Protective Service Material Checklist*, and DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*. Cargo personnel will check the carrier's vehicle for obvious exterior cargo damage and examine seals for tampering. 20 LRS cargo personnel will break the seals and complete in-checking and inspection of the cargo. Cargo Movement will maintain responsibility for the truck and cargo and sign the appropriate documentation and turn over the cargo to Munitions, at which point off-loading may begin.

10.9.2.1. **(Added)** Munitions will properly pack, mark and inspect AA&E assets. When cargo is ready for shipment, Munitions Storage will contact Cargo Movement to inspect AA&E assets on DD Form 1348-1A's by 1100 the day prior to pickup. All Confidential and Secret assets will have the words 'Classified Item' in RED on the DD Form 1348-1A. The cargo movement section will inspect the paperwork against the shipment. Any items with incorrect documentation, packing, labeling or markings will not be accepted. Munitions Inspection section, 20 EMS/MXWMB, will complete applicable portions of the AF Form 4387, *Outbound Transportation Protective Service Material Checklist*, by signing the 'Packed by and Certified by' areas in the Packaging/Preparation section and submitting it to Cargo Movement when offering an item for shipment. (See AFI 24-23, Attachment 6)

10.9.2.2. **(Added)** Cargo Movement Element will provide Munitions Control an updated list of individuals authorized to receipt for AA&E, including classified items, released for shipment. The list will contain name, rank, social security number (last six digits), security clearance and signature. The list will be updated as changes occur, and re-accomplished annually.

10.9.2.3. **(Added)** For the carrier (FedEx Ground) documentation will be delivered to Bldg 216 by 20 EMS personnel one day prior to pickup. Upon being accepted, Cargo Movement personnel will process the shipping label and the Hazardous Material (HAZMAT) documentation. On the day of the pickup, a Cargo Movement representative will print the end of day report for the FedEx carrier and proceed to the Munitions Storage Facility with the driver. The maximum explosive limit for in-transit munitions delivered to Bldg 216 is 1000 rounds of 1.4 small arms of .50 caliber or less (to include shotgun shells). Munitions that exceed this limit will be processed at the 20 EMS Storage Facility. Cargo Movement will use the HAZMAT area located immediately adjacent to North side rollup cargo door to receive, process, and ensure proper fire symbol signs are posted at all entry ways and in the operation area. The Fire Department will be notified prior to each offload/upload. Storage of other HAZMAT is not allowed within the immediate operation area. Class 2 A/B/C 10 lb. fire extinguishers will be located within the operation perimeters during the presence of explosives. Normal cargo handling safety rules apply (such as prohibition of jewelry/smoking/cell phone use). LRS and EMS personnel will employ the buddy system during explosive operations. An LRS person will assist an EMS person with offloading property while another LRS person will verify and ensure shipping documentation and property are correct. Discrepancies appearing during delivery will result in cargo being returned to EMS personnel for correction and returned to the EMS Munitions Storage Facility.

10.9.2.3.1. **(Added)** Actions to be taken in the event of an Emergency:

10.9.2.3.1.1. **(Added)** Alarm will be sounded, located on the East wall of Bldg 216 near Flight Service Center.

10.9.2.3.1.2. **(Added)** Call the Fire Department, 911.

10.9.2.3.1.3. **(Added)** Alert all personnel with audio and visual observation to evacuate to normal building evacuation rally points and await Fire Department responders for clearance.

10.9.2.3.2. **(Added)** For those munitions that exceed holding area capability, need coordination, or to schedule loading of outbound munitions. LRS personnel will coordinate a time to conduct a visual inspection of assets and accept the documentation. LRS personnel will verify the piece count and the FedEx driver will sign the report for accountability of munitions shipment(s). For other shipments that have to be routed, and to avoid missing a Required Delivery Date (RDD) and short turn around in acquiring carrier services, it is encouraged to provide a Cargo Movement Team representative with necessary paperwork as soon as it is processed. Munitions Storage Facility may be contacted at the following: 895-0260/0262/0264.

10.9.2.4. **(Added)** After the shipment has been loaded, ensure proper blocking and bracing IAW T.O. 11A-1-61-1. Use only non-sparking hammers in securing the load.

10.9.2.5. **(Added)** Cargo Movement Element will ensure shipments entering the Defense Transportation System (DTS) (AMC/Military Sealift command (MSC/SDDC) are cleared through the appropriate Shipper Service Office. An export traffic release is required for MSC routed shipments. Cargo Movement Element will request a 'Domestic Route Order' from SDDC and before the shipment is tendered to a motor carrier, order the truck best suited for the shipment. Verify the carrier's operating certification contains specific authority to transport explosives.

10.9.2.6. **(Added)** Cargo Movement Element will use DD Form 626 to inspect carrier vehicle (Ref: DTR 4500.9-R, Part II). When unsatisfactory items are found, the company, or driver, involved will be allowed to make on the spot corrections before being rejected. Repairs will not be made on commercial vehicles at government expense. Once inspection is complete, inspector will sign and date.

10.9.2.7. **(Added)** Cargo Movement Element will ensure that four placards are attached to the vehicle, one in front, back, and each side of the truck. When the load is complete, attach seals to the cargo door, if applicable. Have driver sign the CBL, DD Form 626, and DD Form 1907.

Table 10.1. (Added) Disposition of Cargo Movement Documents

FORMS	ORIGIN	CARRIER
Commercial Bill of Lading (CBL)	One Original	Two Copies
DD Form 626	One Copy	One Original
DD Form 1907	One Copy	One Original

10.9.2.8. **(Added)** REPSHIP will be made for all TPS shipments, using the format prescribed in DTR 4500.9-R, Part II, Chapter 205. Complete shipment checklist to be maintained with shipment files. Verify delivery 24 hours after RDD.

STEPHEN F. JOST, Colonel, USAF
Commander

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

DoD 4500.9-R, Part II, *Cargo Movement*, June 2008

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 November 2010

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

T.O. 00-85-20, *Engine Shipping Instructions*, 15 October 2003

Prescribed Forms

No prescribed forms are implemented by this publication.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 451, *Request for Packing Service*

AF Form 4387, *Outbound Transportation Protective Service Materiel Checklist*

AF Form 4388, *Receiving Transportation Protective Service Materiel Checklist*

AFTO 20, *Caution and Inspection Record*

DD 350, *Individual Contracting Action Report*

DD 626, *Motor Vehicle Inspection (Transporting Hazardous Material)*

DD 1149, *Requisition and Invoice/Shipping Document*

DD 1348-1A, *Issue Release/Receipt Document*

DD 1387, *Shipping Label, Military*

DD 1907, *Signature and Tally Record*

SF 364, *Report of Discrepancy (ROD)*

Abbreviations and Acronyms

ACC—Air Combat Command

AFTO—Air Force Technical Order

AMS—Asset Management System

BCM—Base Container Monitor

BEM—Base Engine Manager

CCI—COMCEC Controlled Item

CIRF—Centralized Intermediate Repair Facility

CIS—Constant Surveillance and Custody Service

COMSEC—Communications Security
CVIA—Commercial Vehicle Inspection Area
DDP—Delivery Duty Paid
DESPS—Domestic Express Small Package Service
EAE—Equipment Accountability Element
ECM—Electronic Countermeasure
ES—S – Enterprise Solution-Supply
EXC—Exclusive Use
HAZMAT—Hazardous Material
IAW—In Accordance With
ITAM—Information Technology Asset Management
JNGB—Joint National Guard Base
JPAS—Joint Personnel Adjudication System
LTL—Less Than Truckload
MICAP—Mission Capable
MILSTRIP—Military Standard Requisitioning & Issue Procedures
MSA—Munitions Storage Area
NCOIC—Non-Commissioned Officer In Charge
NWRM—Nuclear Weapons Related Material
OPR—Office of Primary Responsibility
OS&D—Overage, Shortage & Damage
RCM—Reusable Container Monitor
ROD—Report of Discrepancy
SCAC—Special Carrier Account Code
SRAN—Stock Record Account Number
SRC—Special Requirements Code
TDY—Temporary Duty
TPS—Transportation Protection Service
TSP—Time Sensitive Plan
WIC—Weapons Instructor Course

Attachment 9 (Added)

SAMPLE PERSONNEL AUTHORIZED TO SIGN DD FORM 1149

Table A9.1. Memorandum-Appointment of personnel Authorized to Sign DD Form 1149

MEMORANDUM FOR 20 LRS/LGRDDE	<i>(Date)</i>
FROM: <i>(Preparer's Unit Office Symbol)</i>	
SUBJECT: Appointment of Personnel Authorized to sign DD Form 1149	
1. The following individuals are appointed and authorized to sign DD Form 1149, Block 10.	
<u>Name/Rank</u>	<u>Signature</u>
<u>Office Symbol/Phone</u>	
<i>(Print Name, Rank)</i>	_____
2. Signature above confirms appointees will ensure that equipment authorized in-use details (EAID) accountable items are shipped on with documents produced by the Equipment Accountability Office (EAO). Signature also confirms appointees are aware of reference memorandum checklist requirements and have reviewed them prior to completing the DD Form 1149, Blocks 10 and 11.	
3. Please direct queries to <i>(name and phone number of Unit POC providing information)</i>	
<i>(Squadron Commander or AFCENT Division Chief)</i>	
<i>Signature Block</i>	

Attachment 10 (Added)
DD FORM 1149 CHECKLIST

Table A10.1. DD Form 1149 Checklist.

TCN _____					
DD FORM 1149 REQUISITION AND INVOICE/SHIPMENT DOCUMENT CHECKLIST					
NO	ITEM	Yes	No	N/A	TM Use Only
1	Does a valid national stock number, part number and nomenclature exist for the item? Note: If yes, verify the material is not on accountable/custodial records requiring update prior to shipment (i.e., SBSS, COMSEC, Materiel Control System, etc.).				
2	Is this item classified COMSEC, serialized controlled and/or nuclear weapons related material? Note: These items are managed on custodial accounts. Contact LRS Customer Support Section or Wing COMSEC program manager prior to transfer, deployment or shipment. Approval required for COMSEC items not LRS accountable records.				
3	Has the initiator queried SBSS or FEDLOG to confirm the item is <i>not</i> accountable equipment? Contact LRS Customer Support for guidance on ERRC ND, NF*, or XD* (SPRAM) items. Temporary loan of in-use equipment (e.g., lateral support to restore lost maintenance repair capability) between units may be allowed with written approval from Command Equipment Manager and MAJCOM Functional Area Managers (DD Form 1149 must NOT be used to transfer/ship accountable equipment, as it bypasses supply accountability)				
4	Is this item a small arms/weapons asset? These items are managed on LRS custodial accounts and must be shipped or transferred via SBSS database. Contact LRS Equipment Accountability Section for shipping guidance.				
5	Is XD or XF* a DIFM item? If yes, contact the LRS Flight Service Center to determine the correct method of shipment.				
6	Has DD Form 1149 been completed online, via https://www.afmc.mil.wpafb.af.mil/HQ-AFMC/LGL.LGLSO/loI/ IAW AFI 24-203, Attachment 2, to include complete description of items being shipped? (Annotate assigned TCN to checklist)				

7	Does the proposed shipment contain TMDE related assets? Note: TMDE is required to be shipped using DD Form 1149 IAW AFI 21-101, T.O. 00-20-14 and other applicable publications.				
8	Has a DD Form 1149, Block 4 (b) been marked CCI, CLASSIFIED, or SENSITIVE, to include applicable CIIC, for items identified accordingly?				
9	Are all hazardous material shipments properly named and clearly documented on the DD Form 1149?				
10	Does the DD Form 1149 reflect the following statement: "I certify this shipment does not contain any classified, sensitive, protective, or hazardous material" for all other shipments?				
11	Does DD Form 1149, Block 10, accurately reflect individual(s) authorized to receipt for property as identified by the squadron commander?				
Agencies are required to sign as applicable, as denoted by the "*".					
Printed Initiator Name/Sign/Phone Number/Date: _____					
*LRS Customer Spt Rep Name/Sign/Phone Number/Date: _____					
**Base COMSEC Mgr Name/Sign/Phone Number/Date: _____					

Attachment 11 (Added)

**OUTBOUND CARGO PROCEDURES FOR SHIPPING CLASSIFIED/SENSITIVE
ITEMS VIA DESPS/BPA CARRIERS**

TCN: _____		Page: <u>1</u> of <u>3</u> Pages		
OUTBOUND CARGO PROCEDURES FOR DESPS/BPA SHIPMENTS				
NO	<p>ITEM</p> <p>DO NOT USE DESPS/BPA CARRIERS FOR OVERSEAS CLASSIFIED SHIPMENTS OR TO CONUS AMC PORT.</p> <p>- Personnel will utilize this checklist ICW the AF Form 4387 to process classified shipments</p> <p>- Personnel will review DOD 4500.9R, Part, AFI 24-203 and AFI 24-203_SHAWAFBSUP_I</p>			
		YES	NO	N/A
1	Upon receipt of classified cargo, did personnel check the classification on shipping documents (DD Form 1348-1A, block 9/DD Form 1149, Item b)?			
2	Did personnel verify serial number, stock number, quantity, unit of issue and condition codes match asset received?			
2	Did personnel ensure the document is marked with the words "CLASSIFIED", "SENSITIVE", "CCT", "CIC", "CLASSIFIED/UNCLASSIFIED NWRM" in <u>RED INK</u> and level of classification (i.e. SECRET/CONFIDENTIAL).			
4	Did customer sign and initial the shipping document?			
5	Did the TO rep annotate the date and time with signature on the shipping document when asset was received?			
6	Was the asset packed IAW packaging/marketing instructions (to ensure the classified asset is not revealed)? - Did personnel mark the classification of the asset on the innermost packaging?			
7	Did personnel place the remaining shipping documents and any other paperwork in the interior container? - Did personnel ensure ONLY HAZMAT markings are applied to the exterior container? ALL other markings will be obliterated.			
8	Did personnel who completed the "packed by/certified by" of SECTION I include a printed name, signature, date and time of the AF Form 4387?			
9	Did personnel place the classified asset in the security cage and sign the classified security log?			
10	Did personnel input packaging/planning information in CMOS?			
11	Is documentation ready to be given to Surface Freight for CMOS processing and completion of SECTION II of the AF Form 4387?			

12	<p>a) If unable to contact the destination, send an email and wait for confirmation of availability before processing shipment.</p> <p>- If the destination representative cannot be contacted, personnel must store the asset in the vault located at Bldg 1604, complete a DD Form 1907, and obtain a signature from the representative who accepts the asset for storage.</p> <p>- If the destination representative cannot be contacted, personnel must store the asset in the vault located at Bldg 1604, complete a DD Form 1907, and obtain a signature from the representative who accepts the asset for storage.</p>			
13	Did personnel shipment plan classified shipment in CMOS?			
14	Did personnel rate classified shipment for FEDEX or UPS (Must be NEXT DAY SERVICE) and annotate all tracking information on the shipping document?			
15	Did personnel print all shipping labels and place in the upper-left hand corner of the package?			
16	Did personnel thoroughly inspect the package to ensure all markings were obliterated and the box was packaged IAW marking and labeling instructions?			
17	Did a 7-level 2T0/2T2 TSgt or higher do a visual inspection of the classified package and certify the AF Form 4387 (waivers can be approved by LRS/APS commander)			
18	Did personnel who completed the "packed by/certified by" of SECTION II include a legible printed name, signature, date and time of the AF Form 4387?			
19	Did personnel ensure the classified package remained in the security cage until the DESPS carrier arrived?			
20	Did personnel sign the classified shipment out on the classified log?			
21	Did personnel ensure the classified shipment is on the DESPS carrier manifest and ensure the carrier report was released?			
22	<p>Did personnel send a REPSHIP to the destination?</p> <p>- Print the REPSHIP</p>			
23	Did personnel send a copy of the REPSHIP via email to the destination?			
24	Did personnel gather all appropriate documentation (AF Form 4387, checklist, shipping documents, emails and TFG printout) for REPSHIP suspense file?			
25	Did a 7-level 2T0/2T2 TSgt or higher do a visual inspection of the appropriate documentation before being placed in the REPSHIP suspense file?			
26	Has the documentation been placed in the REPSHIP suspense file?			
27	Did personnel fill out the REPSHIP Log?			
28	<p>Did personnel ensure a destination representative acknowledged the REPSHIP within 24 hours?</p> <p>-If no, initiate TDR</p>			
29	Did personnel track the shipment within 2 working days after carrier pickup to ensure delivery to the destination?			
30	Did personnel annotate the destination contact's name, date and time on SECTION III of the AF Form 4387?			

31	<p>If the shipment did not deliver to destination, did personnel initiate tracer action with the carrier?</p> <p>AFTER-HOURS (Mon-Thurs after 1630)</p> <p>1) Regular classified shipments are only accepted Monday-Thursday 0830-1230. Any shipments received after this time will be returned to the shipper until the next available shipping day.</p> <p>2) <i>Classified MICAPS only</i></p> <ul style="list-style-type: none"> - Contact the destination to see if they will be available to receive the shipment (Mon-Thurs only) - If no verbal contact, send an email with inbound shipment information - Shipment Plan the cargo, rate in FEDEX, and follow applicable steps - Contact Vehicle Operations (Standby) for delivery to nearest FEDEX office in Columbia, SC - Complete a DD Form 1907/transfer classified cargo to Vehicle Operations <p>FRIDAY/SATURDAY/SUNDAY/HOLIDAYS</p> <ul style="list-style-type: none"> - Contact the destination to see if they will be available - If no answer, complete a DD Form 1907 and take the shipment to the vault in Bldg 1604 for overnight storage, pickup the next day or for processing the next business day (Monday) - If the destination answers, find out availability for Saturday delivery and process as normal - Standby personnel will come in on Saturday for FEDEX pickup 			
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Attachment 12 (Added)

**INBOUND CARGO PROCEDURES FOR RECEIVING CLASSIFIED/SENSITIVE
ITEMS VIA DESPS/BPA CARRIERS**

TCN:				
INBOUND CARGO PROCEDURES FOR DESPS/BPA SHIPMENTS				
NO.	ITEM - Personnel will utilize this checklist ICW the AF Form 4388 to process classified shipments - Personnel will review DOD 4500.9R, Part, AFI 24-203 and AFI 24-203_SHAWAFBSUP_I	YES	NO	N/A
		1	Did personnel obtain/complete the AF Form 4388, Inbound Transportation Protective Service Material Worksheet? - Upon receipt of classified cargo, did personnel open the item and locate paperwork? - Did personnel ensure the classified shipments are safeguarded during the receiving process?	
2	Did personnel verify the shipping documentation is marked with (DD Form 1348-1A, DD Form 1149) is marked with the words "CLASSIFIED", "SENSITIVE", "CCI", "CIC", "CLASSIFIED/UNCLASSIFIED NWRM" in RED INK and is the level of classification (i.e. Secret/Confidential) annotated on the shipping document?			
3	Did personnel verify the serial number, stock number, quantity, unit of issue and type of classification matches the cargo?			
4	Did personnel assign a "temporary location" (last name initial, C for classified, numbered item) and annotate on the DD Form 1348-1A and shipping container?			
5	Did personnel check for REPSHIP in the 20 LRS/Cargo org box, CMOS, or DTTS?			
6	Did personnel respond to REPSHIP as "Cargo Received"?			
7	If no REPSHIP is available, did personnel initiate TDR action?			
8	Did personnel <u>incheck</u> process the classified shipment in CMOS?			
9	DD Form 1348-1A: Did personnel process the shipment through ES-S to notify the customer (DOR or NTS) that the shipment has arrived/arranged for pickup? <i>DOR = DUE OUT RECEIPT, NTS = NOTICE TO STOCK</i>			
10	If NTS, has the shipment been walked/delivered to the aircraft parts store? - Did personnel verify authorization to receipt for classified shipment?			
11	If DOR (shipment belongs to the 55th, 79th, or 77th- did personnel contact the COSO* to pick-up the item? <i>*Combat Oriented Supply Organization</i>			
12	If the pickup will be more than 15 minutes, did personnel place the cargo in the vault (Bldg 1604) with the DOR? Was a DD Form 1907 accomplished?			
13	Did personnel accompany the COSO to the vault to sign the DOR? - Did personnel verify authorization to receipt for classified cargo?			
14	Did personnel complete the pickup transaction in ES-S?			
15	Does COSO personnel have a PIN to sign for the shipment in ES-S?			
16	For all other customers, did personnel contact the movement team for pickup and delivery to the customer? - Did personnel verify authorization to receipt for classified material?			
17	Did a 7-level 2T0 certify the package and sign the AF Form 4388?			

18	DD Form 1149: Did personnel create a DD Form 1907?			
19	Did personnel contact the customer listed on the DD Form 1149?			
20	Did personnel verify the customer's memorandum indicating their ability to handle the classified shipment?			
21	Did personnel have the customer sign the DD Form 1907?			
22	Did personnel make a copy of the DD Form 1907 and give to customer?			
23	<p>Did personnel file all paperwork?</p> <p>AFTER HOURS (Mon-Fri after 1630)</p> <p>1) <i>Follow normal checklist as stated above</i></p> <ul style="list-style-type: none"> - COSO works 24/hr shifts Mon-Fri (they are always available to receive items) - Contact a 7-level 2T0 to certify package/AF Form 4388 <p>SATURDAY/SUNDAY/CLASSIFIED MICAPS</p> <p>1) <i>Follow normal checklist as stated above</i></p> <ul style="list-style-type: none"> - Customer/COSO may or may not be available - Contact a 7-level 2T0 to certify package/AF Form 4388 <p>2) If customer is not available, place item in the vault, accomplish a DD Form 1907 and contact the customer MONDAY morning at 0730 to advise arrival of classified shipment</p>			