

**BY ORDER OF THE  
509TH BOMB WING COMMANDER  
(AFGSC)**



**AIR FORCE INSTRUCTION 24-203**

**WHITEMAN AIR FORCE BASE  
Supplement**

**19 MARCH 2014  
Incorporating Change 1, 26 OCTOBER 2015**

**Transportation**

**PREPARATION AND MOVEMENT OF  
AIR FORCE CARGO**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**Air Force Instruction (AFI) 24-203, 2 November 2010, is supplemented as follows.** The purpose of this supplement is to establish proper shipment procedures and govern responsibilities for processing, safeguarding and maintaining accountability for Arms, Ammunition, and Explosives (AA&E), Classified Property, Nuclear Ordnance Controllable Material (NOCM) and Aircraft Engines. This publication applies to all 509th Bomb Wing (509 BW), 442d Fighter Wing (442 FW), 131st Bomb Wing (131 BW) units, 394th Combat Training Squadron (394 CTS) and 72d Test and Evaluation Squadron (72 TES). Refer recommended changes regarding this publication to the Office of Primary Responsibility (OPR), using AF Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcssaf61a/afirms/afirms.rims.cfm>.

## ***SUMMARY OF CHANGES***

This interim change revises WAFBSUP to AFI 24-203 by (1) removing incorrect statement for same-day scheduled transport and, (2) authorizing to store 1.3 or 1.4 material overnight. A margin bar (|) indicates newly revised material.

### **1. Squadron/Flight Responsibilities**

1.1. Commander Responsibilities: Commanders will ensure all unit personnel who handle, process and ship Arms, Ammunition and Explosives (AA&E) classified, sensitive, nuclear related material and aircraft engines are properly trained and certified in accordance with applicable Career Field Education and Training Plan (CFETP) and local training standards.

1.1.1. Commanders will appoint in writing authorized personnel to process, ship and receive classified, sensitive and nuclear related material. Only trained personnel who possess the appropriate security clearance will be authorized to handle these type assets.

1.2. 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 509th Logistics Readiness Squadron (509 LRS) an update immediately if an individual's Clearance Eligibility and/or Access Level is downgraded or changed.

1.3. Other Personnel Responsibilities: It is the responsibility of all personnel involved with processing, packaging, handling and transporting AA&E, classified, sensitive, nuclear related shipments and aircraft engines to comply with the procedures contained in this wing supplement. Failure to comply with this wing supplement may result in a security incident and subsequent investigation; should said investigation reveal non-compliance, commanders may execute swift and decisive disciplinary and/or punitive action.

1.3.1. All units/personnel preparing shipments of AA&E, classified, sensitive, nuclear related material and aircraft engines will ensure the asset is properly identified on the shipping documents (DD Form 1348-1A and/or DD Form 1149). Additionally, for classified assets, DD Form 1348-1A, *Issue Release/Receipt Document* and DD Form 1149, *Requisition and Invoice/Shipping Document* will include applicable Controlled Inventory Item Code/Security Risk Code (CIIC/SRC) code and must be marked, in RED identifying the degree of classification, such as "CLASSIFIED Nuclear Weapons Related Material (NWRM) Item, SECRET, CONFIDENTIAL" or "CONTROLLED CRYPTOGRAPHIC Item." (Ref: AFI 24-203, paragraph 5.1.1.)

### **2. Cargo Movement Inbound Receiving**

2.1. This chapter applies to all Cargo Movement personnel involved with receiving, processing, and forwarding shipments of classified, AA&E, controlled, cryptographic, sensitive and nuclear related material. Top Secret shipments are not authorized to be received through Cargo Movement.

2.2. Inbound Receiving cargo receipt times for inbound shipments are 0730-1500 Monday-Thursday and Fridays 0730-1400.

2.2.1. Classified shipments will be processed as-received, 0730-1630 Monday-Friday.

2.2.2. **(Added)** Classified shipments arriving after-hours will be processed by designated standby-personnel.

2.3. Respond to inbound REPSHIPS same-day as receipt, or if received after-hours immediately the following morning.

2.3.1. Maintain REPSHIP log of pending inbound Transportation Protective Service (TPS) shipment.

2.4. Whiteman Air Force Base (AFB) Transportation Facility Guide directs consignment of logistical material into the base supply central receiving section, 727 2nd Street, Bldg 139. In-checkers must handle all small package carrier deliveries as classified material until otherwise determined.

2.4.1. An indication 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 (DESPS), the driver will provide DD Form 1907, *Signature Tally Sheet*.

2.4.2. Packages will be secured by constant monitoring or classified storage (OIT) until released to the customer. Integrated Receipt Process (IRP) personnel will open each package as part of the receiving process. Upon identification of classified item, inbound receiving personnel will initiate and use AF Form 4388, *Inbound Transportation Protective Service Material Checklist*. (Ref: AFI 24-203, [Attachment 7](#))

2.5. Inbound Receiving must acknowledge receipt of shipment within 24 hours of receipt.

2.5.1. For all AA&E, classified, sensitive, protected, and hazardous material shipments: prepare and forward a REPSHIP utilizing electronic means (e-mail, fax, DTTS or via electronic interchange in shipper system) to origin acknowledging shipment receipt.

2.5.2. IAW AFI 24-203, [5.11.3.2](#), "Activities receiving Satellite Monitoring Service (SMS) shipments must confirm receipt of the shipment (using Intelligent Road/Rail Information Server (IRRIS) website) within 2 hours of delivery. Shipping and receiving offices must contact DTTS office at 1-800-826-0794 (24-hour operation) and forward required information if the DTTS website is inaccessible for any reason."

2.6. Classified cargo will only be released to the consignee after receiving individual is confirmed on the Classified Receipt Listing.

2.6.1. Authorized individual with print, sign, date and time acceptance on DD Form 1907 signifying transfer of custody.

2.7. Enter required inbound information into Cargo Movement Operations System (CMOS) and close the shipment.

2.7.1. Process the shipment in Enterprise Solution Supply (ESS) and affix label print-out.

2.7.2. Ensure all documentation is completed/finalized, to include AF Form 4388.

2.7.3. File completed shipment packet.

2.7.4. Frustrated cargo: Shipments containing invalid/incomplete delivery information will be segregated. Research will be conducted to ascertain rightful owner/destination.

### 3. Cargo Movement Packing/Crating and Outbound Procedures

3.1. This chapter applies to all Cargo Movement personnel involved with processing, packaging, and shipment of classified, AA&E, controlled, cryptographic, sensitive and nuclear related material. Top Secret shipments are not authorized to be processed through Cargo Movement.

3.2. Packing and Crating will (for classified shipments up to 150 pounds):

3.2.1. Establish receiving times for outbound shipments with the shipper. Standard shipment acceptance hours are 0730-1500 Monday-Thursday and Fridays 0730-1400.

3.2.1.1. **(Added)** Classified shipments will normally be received and processed between 0730-0900 hours Monday-Thursday.

3.2.1.2. **(Added)** Acceptance of classified shipments outside these hours will be based on priority, shipment method and destination. Classified shipments arriving after-hours will be processed by designated standby-personnel.

3.3. Designate authorized, trained/qualified personnel possessing a current Secret security clearance to receipt for classified material and maintain a current appointment letter authorizing receipt/handling.

3.4. Initiate and use the established AF Form 4387, *Outbound Transportation Protective Service Material Worksheet* for processing AA&E, classified (secret and confidential) Nuclear Weapons-Related Material, sensitive and controlled items.

3.5. Ensure all classified shipments are safeguarded during the receiving, packing, and handling process. Shipments will be handled, packed, processed and then logged into the classified storage areas 01T or 04C, as necessary. Classified shipments will not be left unattended/unprotected.

3.5.1. Ensure 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. "CLASSIFIED NWRM Item, SECRET, CONFIDENTIAL," or "CCI." For DD Form 1149 shipments the requisition and invoice/shipment document checklist will be completed when applicable.

3.5.2. Use the Classified Change Listing (CCL) to verify members are authorized to sign DD Form 1907. If a detected discrepancy cannot be immediately resolved, inform the section supervisor.

3.5.3. 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 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.

3.5.4. Ensure all previous markings on exterior shipping container are obliterated. No new markings on the exterior container will contain any information indicating the piece is of a classified nature, e.g. security classification marking or Transportation Protective Service required. **Note:** Maintenance Technical Orders (TOs) may require a nomenclature marking on exterior.

3.5.5. **(Added)** Ensure all copies of the shipping documents are enclosed inside the exterior container.

3.5.6. **(Added)** Ensure all seams/openings are taped.

3.6. Enter required information into the CMOS and affix DD Form 1387, *Military Shipping Label* to cargo. Paper labels other than pressure-sensitive shall be securely affixed with a water resistant label adhesive or PPP-T-60 waterproof, pressure sensitive tape. PPP-T-60 tape will be placed over the entire surface of the label.

3.6.1. Classified shipments traveling surface to an APOE for onward movement via Air Mobility Command (AMC) require completion of DD Form 1387-2 *Special Handling Data/Certification*. Once completed, affix label to container exterior.

3.6.2. Ensure DD Form 1348-1A/DD Form 1149 shipment planning worksheet are complete and accurate, i.e. pieces, weight, cube, etc.

3.7. Transfer shipment from Shipment Planning to Outbound.

3.8. Outbound Cargo movement will:

3.8.1. Process confidential/SECRET shipments tendered to a DOD Domestic Express Small Package Service (DESPS) contract carrier(s) in accordance with AFI 24-203, Para 5-12. For SECRET shipments, Packing and Crating will ensure proper packaging has been accomplished IAW this wing supplement, paragraph 3.5 and subparagraphs. THIS MODE/METHOD WILL NOT BE USED FOR MOVEMENT OF CLASSIFIED, SENSITIVE CCI TO AN AMC APOE FOR ONWARD MOVEMENT AIRLIFT OR WHEN THE ITEM ALSO CONTAINS HAZARDOUS MATERIALS.

3.8.2. Ensure DESPS carrier(s) are 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.

3.8.2.1. **(Added)** Obtain delivery address, building number, point of contact (POC) name/rank, primary and alternate duty phone and Command Post number in the event POC cannot be reached.

3.8.3. 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.

3.9. Review accuracy on AF Form 4387 from Packing and Crating, then complete Outbound portion.

3.10. Match DD Form 1149 and DD Form 1348-1A against shipment to verify proper labeling.

3.11. Complete/submit a Domestic Route Order from Surface Deployment and Distribution Command (SDDC) for all Secret shipments and all Confidential shipments over 150 pounds.

3.12. Prepare the Commercial Bill of Lading using proper tenders, routing instruction notes and Transportation Facility Guide instructions.

3.13. Upon carrier arrival: Validate carrier and ensure vehicle meets the requirements for shipment.

3.13.1. Check driver credentials to include driver's license(s), and if applicable, carrier/DOD authorization to transport classified material and medical examiners card.

3.13.2. For classified and AA&E shipments over 150lbs and transporting via surface, complete DD Form 1907 and DD Form 626, *Motor Vehicle Inspection*.

3.13.3. Review DD Form 1907 and DD Form 626 in its entirety for accuracy.

3.13.3.1. **(Added)** Consult pages two and three of DD Form 626 for explanations on required checks. The inspection must be conducted prior to the load departing the installation. If 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 the inspections are complete sign and date the form.

3.13.4. **(Added)** If dual-driver is required, obtain both driver signatures on DD Form 1907 and DD Form 626.

3.13.5. **(Added)** Verify seal numbers correspond on DD Form 1907, DD Form 626 and CBL documentation, then affix seals/verify lock on cargo door(s).

3.13.6. **(Added)** Conduct another review to ensure shipping documents, CBL, and if applicable, DD Form 1907 and DD Form 626 are appropriately completed/signed, then release property to the carrier.

3.14. For all AA&E, classified, sensitive, protected, and hazardous material shipments: prepare and forward a REPSHIP utilizing electronic means (e-mail, fax, DTTS or via electronic interchange in shipper system) to consignee immediately after shipment's departure per DoDD 4500.09E, *Transportation and Traffic Management*, Chapter 205, Para L. Manual REPSHIPS will be completed IAW format in figure 205-13 of Chap 205.

3.14.1. **(Added)** Maintain REPSHIP log until pending shipment is confirmed.

3.14.2. **(Added)** IAW AFI 24-203, paragraph **5.11.3**: "For all SMS shipments between CONUS origins and destinations, shippers must use the DTTS website to transmit a REPSHIP to the final destination. To do this, shipping activities must first obtain an IRRIS account and system access. (Visit the IRRIS website <https://www.rris.tea.army.mil/> to get an account). Shipping activities may also register for the REPSHIP Alert function, as this capability is not automatic when gaining an IRRIS account."

3.14.2.1. **(Added)** IAW AFI 24-203, paragraph **5.11.3.2**, Outbound Freight will validate "Activities receiving SMS shipments must confirm receipt of the shipment (using IRRIS website) within 2 hours of delivery. Shipping and receiving offices must contact DTTS office at 1-800-826-0794 (24-hour operation) and forward required information if the DTTS website is inaccessible for any reason."

3.14.3. **(Added)** Air Force destination 509th Logistics Readiness Squadron Traffic Management Flight (509 LRS/LGRD) must acknowledge receipt of shipment within 24 hours of receipt.

3.14.4. **(Added)** If consignee does not acknowledge receipt of REPSHIP, Outbound Freight will attempt to contact the consignee (email, telephone) to gain confirmation. If successful and not already obtained, Outbound Freight will request an electronic confirmation response. If unsuccessful, Outbound Freight will continually attempt and document failed attempts.

3.15. Outbound Freight will issue a Transportation Discrepancy Report (TDR) when destination fails to acknowledge shipment receipt within 24 hours, and initiate immediate tracer actions.

3.16. **(Added)** Upon completion of shipment delivery and all associated documentation/requirements, shipment packet will be filed.

#### **4. 509th Logistics Readiness Squadron Vehicle Operations**

4.1. This chapter applies to all Vehicle Operation personnel whose duties involve receiving, processing, handling and transporting classified, AA&E, controlled, cryptographic, sensitive and nuclear related material.

4.2. Vehicle Operations Classified Receipt Listing Certification: The Vehicle Operations Element will produce a memorandum listing the names of assigned personnel authorized to receive, handle and transport classified, AA&E, controlled, cryptographic, sensitive and nuclear-related material to the 509 LRS/MMF.

4.2.1. A Vehicle Operations representative will notify the 509 LRS/MMF 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).

4.2.2. **(Added)** In addition to specifying authorized personnel, the Classified Receipt Listing will also contain the following information:

4.2.2.1. **(Added)** A statement certifying all personnel on the list have received annual Information Security training and the accomplished training date with each individual.

4.2.2.2. **(Added)** A statement certifying all personnel have read this wing supplement and Chapter 7, *Documented Cargo Operations* of AFI 24-301 detailing handling instructions and movement procedures for classified items.

4.2.2.3. **(Added)** A statement certifying all personnel on the list have been trained IAW the AF Form 797, *Job Qualification Standard Continuation/Command JQS* (AF2T1JQS-001).

4.3. Pre-movement procedures: Prior to dispatching an operator to transport classified materials/assets, the dispatcher will refer to the Vehicle Operations Classified Receipt Listing to verify the operator is certified to transport classified materials.

4.3.1. The dispatcher will follow local dispatching procedures and brief the operator regarding classified movement IAW this wing supplement and the AF Form 797 (AF2T1JQS-001) and Chapter 7 of AFI 24-301.

4.3.2. The dispatcher will ensure the operator has an updated Classified Receipt Listing prior to dispatching the operator for a classified movement.

4.4. Movement procedures: Operators will verify all documentation and classification of the asset/material prior to handling the item. Additionally, the operator will also ensure the paperwork is properly marked IAW the classification of the item.

4.4.1. Prior to transporting, Operator will ensure at least two copies of shipment receipt or change of custody are possessed. This will enable the Operator to retain one copy upon delivery, providing an official trail record and relieving responsibility.

4.4.2. **(Added)** Upon accepting and transporting, the operator assumes full responsibility for the security of the classified asset(s) and must maintain 100% positive control. At no time will the

operator leave the item unattended or beyond line of sight. The operator will proceed directly to the drop-off point for the package.

4.5. Delivery procedures: Operators will ensure the item is delivered to the correct organization, as identified by the originator. Upon delivery, the operator will use the 509 LRS/MMF Classified Receipt Listing to verify the individual receiving the package is authorized to sign/receive classified materials.

4.5.1. If the receiving individual is not on the 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 designated by the originator, unless instructed to do so by the originator or the VOCC dispatcher. In either case, the new receiver's authority to receive classified will be verified using the 509 LRS/MMF Classified Receipt Listing.

4.5.2. After delivery acceptance, a copy of the paperwork (e.g., DD Form 1348-1A, DD Form 1149, DD Form 1907) with the receiver's name, signature and unit will be retained to provide the Operator proof of delivery and relieve responsibility of the asset.

4.6. Documented Cargo. When performing Documented Cargo operations, operators will carry the Classified Receipt Listing at all times regardless if the Asset Management System (AMS) is utilized.

## **5. 509th Security Forces Support, Inbound Location Operations and Movement**

5.1. This chapter applies to personnel whose duties involve operation locations, movement routes, handling and base security of Arms, Ammunition and Explosives (AA&E), including nonnuclear munitions.

5.2. The primary entry to the base for delivery trucks is the Lemay Gate; AA&E shipments are required to process through Gate 14. In the event the Lemay Gate is closed during normal duty hours, the alternate entry for the base is Gate 14. Commercial vehicles will be escorted to/from the area in which they are loaded and unloaded by 509 LRS/LGRDDC.

5.2.1. Base entry for inbound munitions vehicles is Gate 14. In the event of Gate 14 closure, an alternative location will be determined.

5.2.2. Inbound vehicles without proper documentation will be denied entry to the installation.

5.3. Suspect or Suspicious Vehicle Holding Area: If the vehicle or operator is suspicious, the vehicle will not be allowed onto the installation. The vehicle will stand by and local LE support will be requested before allowing any entry.

5.4. Upon arrival of an explosive vehicle at Gate 14, 509 SFS will verify the Commercial Bill of Lading (CBL) and other associated inbound documentation to determine authorized entry. A representative is required to meet the shipment at the ECP to verify and receive delivery.

5.4.1. **(Added)** IAW Defense Travel Regulation (DTR) II, Chap 205-29, guards are responsible for verifying the condition of conveyance seals, as annotated on the CBL, and maintaining proper surveillance of the shipment.

5.4.1.1. **(Added)** 509 SFS has authority to remove seals at entry control points, if deemed necessary. IAW DTR II Chap 205-20, "if installation access control directives deem necessary

to remove seals at the entry control points, the activity security representatives will annotate the reason for removing the seal on the [C]BL.”

5.4.1.2. **(Added)** Seal numbers affixed to the vehicle which do not correspond with the CBL suggest tampering and potential security risk; 509 SFS will deny entry to the installation.

5.4.1.3. **(Added)** Should the CBL/vehicle seals not correspond or if signs of theft, damage or tampering are evident, an immediate inventory will be performed to determine the extent. 509th Logistics Readiness Squadron/Cargo Movement Element (509 LRS/LGRDDC) will perform this inventory.

5.5. All commercial vehicles will be escorted to/from the area in which they are loaded and unloaded by a representative from either 509 LRS, 509 SFS or 509 MUNS/442 MUNS.

5.5.1. Load/download will be in accordance with base explosive site plans.

5.5.1.1. **(Added)** Transient aircraft will be loaded/downloaded at the designated explosives/Hot Cargo area, west of Gate 14.

5.6. Vehicle Inspection: DD Form 626, inspection will be performed prior to unloading any assets or shipments by a 509 LRS/LGRDDC representative.

5.6.1. Should the DD Form 626 inspection reveal deficiencies, the vehicle will not be rejected. Vehicle will still be unloaded and applicable annotations made by a 509 LRS/LGRDDC representative.

## **6. Receiving Procedures/Requirements 509th Munitions Squadron (509 MUNS)/442d Munitions Flight (442 MUNS)**

6.1. This chapter applies to all Munitions personnel whose duties involve receiving, processing, handling and transporting inbound classified, AA&E, controlled, cryptographic, sensitive and nuclear related material.

6.2. Standard shipment acceptance hours are 0730-1500 Monday-Thursday and Fridays 0730-1400 for 509 MUNS and 442 MUNS 0700-1400 Monday-Thursday and no shipments will not be accepted Fridays without prior coordination. A commercial carrier may request secure holding until official delivery under the Secure Holding Program.

6.3. Suspected carrier or shipper abuse with Secure Holding privileges will be documented and reported by 509 LRS/LGRD to U.S. Army SDDC with a courtesy copy furnished to Headquarters Air Force Global Strike Command Traffic Management (HQ AFGSC/A4RE).

6.4. 509 MUNS/442 MUNS will provide 509 LRS/LGRDDC an updated list of individuals authorized to receipt for AA&E and 709 MUNS for NOCM assets consigned to this activity delivered by commercial motor carriers. The list will contain name, rank, security clearance and signature.

6.5. **(Added)** Mass Ordnance Penetrator (MOP): Direct MOP movement from origin MUNS to destination MUNS, foregoing origin Cargo Movement involvement, will be receipted, escorted and processed exclusively by 509 MUNS.

6.5.1. **(Added)** Cargo Movement cannot receipt/process direct MUNS-to-MUNS MOP movement, due to shipment not existing in transportation channels, absence of Cargo Movement shipment documentation, and absence of shipment information in online systems.

6.6. **(Added)** 509 LRS/LGRDDC will, upon receipt of a Report of Shipment (REPSHIP) for Class 1.1, 1.2, 1.3 or 1.4 shipments, advise 509 MUNS Control at 687-8040, 8041, 8042 or 442 MUNS Control at 687-8137 of the incoming shipment and furnish a copy of the REPSHIP.

6.7. **(Added)** All inbound munitions received at Gate 14 (to include class 1.1, 1.2 and 1.3 ): Upon 509 SFS inspection and shipment acceptance/base entry, 509 LRS/LGRDDC will receive the truck at the gate and escort to 509 MUNS/442 MUNS control designated holding pad.

6.7.1. **(Added)** Delivery of class 1.1, 1.2 and 1.3 to alternative locations is strictly forbidden.

6.7.2. **(Added)** In the event a vehicle gained unauthorized entry, immediately report the incident to Security Forces (687-3700) and request escort to the inspection station.

6.8. **(Added)** Shipments arriving to explosive loading/unloading pad (Pad 1153): Escorting unit will notify Cargo Operations of shipment arrival. A 509 LRS/LGRDDC representative will rendezvous with 509 MUNS/442 MUNS personnel and initiate delivery procedures.

6.8.1. **(Added)** A 509 LRS/LGRDDC representative will complete the inbound portion of DD Form 626 and inspect carrier vehicle IAW DoDD 4500.09E, Part II. The inspection must be conducted prior to unloading cargo.

6.8.2. **(Added)** 509 LRS/LGRDDC individual will initiate AF Form 4388 per AFI 24-203, [Attachment 7](#).

6.8.3. **(Added)** 509 LRS/LGRDDC individual will verify seals and all associated inbound shipment documentation for accuracy.

6.8.4. **(Added)** Munitions representative will remove seals, inspect the cargo and annotate minor discrepancies on the CBL.

6.8.5. **(Added)** 509 MUNS/442 MUNS supervision will direct the download location for munitions not received at Bldg 139. Additionally, nonnuclear munitions will not be directly delivered into the Weapons Storage Area (WSA). Assets will be transferred to the munitions vehicle if they require storage in the WSA.

6.8.6. **(Added)** If transportation vehicle is allowed on base after standard acceptance hours stated in para [6.2](#), 509 MUNS/442 MUNS will not be responsible for cargo until 0700 the next duty day.

6.9. **(Added)** In the event an accident or incident occurs during the course of operation, contact the appropriate offices below:

**Table 6.1. (Added) Emergency Numbers**

For emergencies (from duty phone/housing)	911
For emergencies (from cell phone)	687-3700
For non-emergencies contact the Distribution Flight-Transportation Officer	687-4119
Off-base follow the Emergency Response Guide on Commercial Bill of Lading (CBL)	
For 509 MUNS incidents contact Munitions Control	687-8040/8041/8042

For 442 MUNS incidents contact Munitions Control	687-8137
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6.10. **(Added)** 509 MUNS/442 MUNS will provide 509 LRS/LGRDDC with signed copies of the bills of lading, carrier delivery receipt, and other shipment documents the same day as receipt. If shipment receipt is completed after-hours, document turn-in may be accomplished the following duty day morning.

6.11. **(Added)** If the vehicle contains explosives destined for other locales, 509 LRS/LGRDDC must provide/affix new seals and annotate accordingly on the outbound CBL. (Ref: DoDD 4500.09E Part II, Chap 205-16 H)

## 7. Outbound Procedures 509 MUNS/442 MUNS

7.1. This chapter applies to all Munitions personnel whose duties involve, processing, handling and transporting outbound classified, AA&E, controlled, cryptographic, sensitive and nuclear related material.

7.2. Outbound Shipping Requirements: 509 MUNS/442 MUNS will coordinate transportation requirements with 509 LRS/LGRDDC using DD Form 1348-1A/DD Form 1149. All munitions shipments will be properly packed, marked, and inspected prior to requesting transportation.

7.3. Mass Ordnance Penetrator (MOP): MOP shipments coordinated (e.g., vehicle scheduling, shipment documentation, movement route, etc) between MUNS and Boeing, or other commercial contractor/carrier, will be receipted, escorted, processed (509 MUNS will assist in blocking and bracing for MOP shipments but the responsibility remains with LRS) exclusively by 509 MUNS. Dependent on contractual arrangement, carrier may provide and complete blocking/bracing requirements.

7.3.1. Cargo Movement cannot receipt/process contractually-arranged outbound MOP shipments due to pre-determined designated carrier; thereby, pre-established shipment documentation, transportation channels and movement routes.

7.4. 509 LRS/LGRDDC will provide the 509 MUNS/442 MUNS/709 MUNS an annual letter or as changes occur, listing all individuals authorized to receipt for NOCM, classified and AA&E. The list will contain name, rank, security clearance and signature for each authorized individual.

7.5. **(Added)** 509 LRS/LGRDDC will notify 509 MUNS Control at 687-8040 or 442 MUNS Control at 687-8137 to coordinate and schedule loading of outbound munitions in transition at Bldg 139.

7.5.1. **(Added)** For shipments completing at munitions locations, 509 MUNS/MXWCC must immediately notify LGRDDC of departure and provide signed copies of bills of lading same-day. If after-hours, the following morning.

7.6. **(Added)** Serialized assets: Outbound assets containing serial numbers must be verified by a Cargo Movement representative prior to the asset being sealed. Serialized AA&E assets are containerized and marked on the outside of container

7.6.1. **(Added)** 509 LRS/LGRDDC, Packing and Crating section will verify the shipment document, DD Form 1348-1A/DD Form 1149 contains the required information and is correctly accomplished IAW DoD and Federal Directives. Items will be packaged, sealed, and marked

IAW Special Packaging Instructions (SPI) and/or applicable technical orders. Incomplete/incorrect shipping documentation will result in shipment refusal. Upon approval, 509 LRS/LGRD personnel will supply a blank AF Form 4387 to MUNS personnel, if not already possessed.

7.6.1. **(Added)** When initiating a request, 509 MUNS/442 MUNS will complete AF Form 4387, and Packaging/Preparation section (A-G) to include signing "Packed By and Certified By" blocks and submit it to 509 LRS/LGRDDC.

7.6.1.1. **(Added)** AFGSC directive (20 May 13) states AF Form 4387 and Air Force Global Strike Command (AFGSC) Form 4387, *Outbound Transportation Protective Service Material Worksheet* are official forms. Headquarters Air Force Directorate of Logistics (HAF/A4L) is the primary OPR and a digital signature does not exist as a form capability.

7.7. **(Added)** 509 LRS/LGRDDC will verify explosives have been packaged and/or placed in containers IAW current Department of Transportation (DoT) regulations. With multiple explosives, 509 LRS/LGRD personnel will review compatibility and/or segregation requirements IAW Code of Federal Regulations (CFR) 49 directives. Incompatibility and/or incorrect packaging will result in shipment refusal.

7.7.1. **(Added)** 509 LRS/LGRDDC will call the Fire Department at 687-4507, any time explosives are stored or removed from the vault; post proper fire symbol signs accordingly.

7.7.2. **(Added)** 509 LRS/LGRDDC will verify proper marking and labeling requirements, varied with item type and shipment method, are met. Each container must identify content, correct DOT markings and, if applicable, a DOT-SP or Certification of Equivalent is included. Items with incorrect documentation, packing, labeling and/or markings will result in shipment refusal.

7.7.3. **(Added)** 509 LRS/LGRDDC will use the temporary transition Container Express (CONNEX, in bldg 139 to receive, process and secure class 1.3/1.4 explosives (not to exceed 100 lbs NEW). For munitions exceeding the 100 NEW mandate, contact 509 MUNS Control at 687-8040/442 MUNS Control at 687-8137.

7.7.4. **(Added)** 509 LRS/LGRDDC is authorized to store 1.3 or 1.4 material overnight.

7.8. **(Added)** Shipments will be logged in/out of temporary storage CONEX utilizing an inventory control log. Inventory log will be formatted with appropriate data entries to maintain audit trail accountability. Report all unusual or suspect problems to the work center supervisor.

7.9. **(Added)** Ensure upon the approval of shipment acceptance and processing, asset(s) will be forwarded to Outbound Freight. Additionally, Outbound Freight will:

7.9.1. **(Added)** Determine the proper mode/method of shipment.

7.9.2. **(Added)** Ensure shipments entering the Defense Transportation System, Air Mobility Command (AMC), Military Sealift Command (MSC) and SDDC are cleared through the appropriate Shipper Service Office. An export traffic release is required for MSC-routed shipments.

7.9.3. **(Added)** Determine (and complete if applicable) if a Domestic Route Order is required from SDDC for Class 1.1, 1.2 and 1.3 explosives.

7.10. **(Added)** After receipt of route order and before the shipment is tendered to a motor carrier:

7.10.1. **(Added)** Outbound Freight will order the vehicle best suited for the shipment and which meets all requirements. In addition, verify the carrier's operating certification contains specific authority to transport explosives.

7.10.2. **(Added)** Use DD Form 626, to inspect carrier vehicle IAW DoDD 4500.09E, Part II. Consult pages two and three of DD Form 626 for explanations on required checks. The inspection must be conducted prior to the load departing the installation. If 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 the inspections are complete sign and date the form.

7.10.3. **(Added)** Ensure if DD Form 626, dual-driver is required, both signatures are obtained.

7.11. **(Added)** Ensure upon load completion, will:

7.11.1. **(Added)** Ensure four (4) placards are attached to each end and each side of vehicle, if applicable/required.

7.11.2. **(Added)** Ensure proper blocking and bracing IAW TO 11A-1-61-1, *Storage and Outloading Instructions-Conventional Ammunition*. Use only non-sparking hammers in securing the load.

7.11.3. **(Added)** Attach seals to cargo door and verify seal numbers correspond on (if applicable) DD Form 626, DD Form 1907 and CBL documentation.

7.11.4. **(Added)** Obtain driver signature(s) on: CBLs and (if applicable) DD Form 1907 and DD Form 626 (7.4.5.3.).

7.12. **(Added)** Accomplish a REPSHIP on all shipments of Class 1.1, 1.2 and 1.3 explosives, using format prescribed in DoDD 4500.09E, Part II.

7.13. **(Added)** Provide daily notification to 509th Munitions Squadron/Munitions Material Flight (509 MUNS/MXWCC) at 687-8221 concerning shipment status of munitions.

## **8. 509th Maintenance Group Inbound/Outbound Engine Movement**

8.1. This chapter applies to all personnel whose duties involve receiving, processing, handling and transporting inbound and outbound aircraft engines.

8.2. Inbound Receiving receipt times for inbound engines are 0730-1500 Monday-Thursday and Fridays 0730-1400. Shipments arriving after-hours will be processed by designated standby-personnel.

8.3. Receipt of Engines from Carrier: 509 LRS/LGRDDC will in-check/receipt for engine in accordance with directives.

8.3.1. Should the inspection reveal no damage, 509 LRS/LGRD inbound personnel will download from the carrier's equipment at building 139.

8.3.1.1. **(Added)** Should the inspection reveal potential damage in-transit.

8.4. 509 LRS/LGRDDC will notify 509 Maintenance Group Maintenance Operations Center (509 MXG/MXOM) of engine receipt and schedule acceptance in accordance with (IAW) AFI 24-203, **Table 3.3**.

8.5. Outbound Shipment of Engines: 509 MXG/MXOM will notify 509 LRS/LGRDDC of any pending engine movement requirement and request specific date/time of movement.

8.5.1. 509 MXG/MXOM will prepare the shipping document(s) using the automated DD Form 1348-1A; dimensions, pieces, weight and cube will be provided on the DD Form 1348-1A.

8.5.1.1. **(Added)** 509 MXG/MXOM certifies the AFTO Form 20, *Caution and Inspection Record* and the DD Form 1348-1A with a signed statement the engine(s) has been prepared been prepared for shipment in accordance with TO 00-85-20, *Engine Shipment Instructions*. Once completed, 509 MXG/MXOM will provide a copy to 509 LRS/LGRDDC.

8.5.2. Once DD Form 1348-1A is received, 509 LRS/LGRDDC will prepare a Commercial Bill of Lading (CBL).

8.6. 509 LRS/LGRDDC will confirm scheduled transport date and time with 509 MXG/MXOM.

8.7. 509 MXG/MXOM will deliver the engine to 509 LRS/LGRDDC. Cargo representative will receipt for the engine from 509 MXG/MXOM and verify the serial number and shipping data with repairable/serviceable tag. 509 LRS/LGRDDC will ensure the DD Form 1348-1A and AFTO Form 20 are certified and verify the engine(s) has been drained and purged in accordance with T.O. 00-85-20 requirements.

8.8. 509 MXG/MXOM establishes priority/Required Delivery Date (RDD) for engine shipment in accordance with AFI 24-203, **Table 3.2**. The Installation Transportation Officer (TO) will expedite movement in accordance with the established priority/RDD, as required.

8.9. 509 LRS/LGRDDC will arrange commercial movement to meet the RDD using carriers with air-ride tractor/trailers. 509 LRS/LGRDDC will prepare all necessary commercial shipping documentation and will load, block, brace and supervise the securing of the engine to the carriers equipment in accordance with TO 00-85-20 shipping instructions.

## **9. 509th Operations Support Squadron (509 OSS)/394 CTS Classified Receiving**

9.1. This chapter applies to all personnel, whose duties involve direct receiving, processing, and handling of classified material through the DESPS system.

9.2. REPSHIPS will not be transmitted prior to arrival of property due to shipments originating from commercial contractors.

9.3. 509 OSS and 394 CTS will designate authorized, trained/qualified personnel possessing a current Secret security clearance to receipt for classified material and maintain a current appointment letter authorizing receipt/handling.

9.4. Upon receipt of a classified asset(s), the authorized receiving representative will complete the commercial contractor's shipment receipt form and forward it to the company the same-day as receipt. If after hours, receipt form will be sent the following business day.

9.4.1. If there are any discrepancies upon receipt, the receiving unit will contact Cargo Movement for assistance.

GLEN D. VANHERCK  
Brigadier General, USAF  
Commander

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

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 02 Nov 2010

AFMAN 33-363, *Management of Records*, 01 Mar 2008

DoDD 4500.09E, *Transportation and Traffic Management*, 11 Sept 2007

TO 00-85-20, *Engine Shipment Instructions*, 15 Mar 2012

TO 11A-1-61-1, *Storage and Out-loading Instructions-Conventional Ammunition*, 24 Sept 2012

***Prescribed Forms***

No Forms Prescribed

***Adopted Forms***

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

AF Form 847, *Recommendation for Change of Publication*

AF Form 4387, *Outbound Transportation Protective Service Material Worksheet*

AF Form 4388, *Inbound Transportation Protective Service Material Checklist*

AFGSC Form 4387, *Outbound Transportation Protective Service Material Worksheet*

AFTO Form 20, *Caution and Inspection Record*

DD Form 626, *Motor Vehicle Inspection*

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

DD Form 1387, *Military Shipping Label*

DD Form 1387-2, *Special Handling Data/Certification*

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

DD Form 1907, *Signature and Tally Record*

***Abbreviations and Acronyms***

**72 TES** —72nd Test & Evaluation Squadron

**131 BW** —131 Bomb Wing

**394 CTS** —394th Combat Training Squadron

**442 FW** —442d Fighter Wing

**442 MUNS** —442d Munitions Squadron

**509 BW** —509 Bomb Wing

**509 LRS** —509th Logistics Readiness Squadron

**509 LRS/LGRD** —509th Logistics Readiness Squadron Traffic Management Flight

**509 LRS/LGRDDC** —509th Logistics Readiness Squadron/Cargo Movement Element

**509 LRS/MMF** —509th Logistics Readiness Squadron Materiel Management Flight

**509 MUNS** —509th Munitions Squadron

**509 MUNS/MXWCC** —509th Munitions Squadron/Munitions Material Flight

**509 MXG/MXOM** —509 Maintenance Group/Maintenance Operations Center

**509 OSS** —509th Operations Support Squadron

**509 SFS** —509th Security Forces Squadron

**ACC/A4RE** —Air Combat Command/Traffic Management

**AFB** —Air Force Base

**AFGSC** —Air Force Global Strike Command

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

**AMS** —Asset Management System

**CAC** —Common Access Card

**CCL** —Classified Change Listing

**CFETP** —Career Field Education and Training Plan

**CFR** —Code of Federal Regulations

**CIIC/SRC** —Controlled Inventory Item Code/Security Risk Code

**COMSEC** —Communication Security

**CONEX** —Container Express (military shipping container)

**CSC** —Central Security Control

**DTR** —Defense Travel Regulation

**ESS** —Enterprise Solution Supply

**HAF/A4L** —Headquarters Air Force Directorate of Logistics

**IAW** —In Accordance With

**IRP** —Integrated Receipt Process

**IRRIS** —Intelligent Road/Rail Information Server

**JPAS** —Joint Personnel Adjudication System

**MOP** —Mass Ordnance Penetrator

**NOCM** —Nuclear Ordnance Controllable Material

**NWRM** —Nuclear Weapons Related Material

**OPR** —Office of Primary Responsibility

**POC** —Point of Contact

**RDS** —Records Disposition Schedule

**SMS** —Satellite Monitoring Service

**TPS** —Transportation Protective Service

**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 509th Logistics Readiness Squadron Materiel Management Flight (509 LRS/MMF) listing installation personnel authorized to receive or otherwise handle classified material and supplies.

**CONFIDENTIAL** —Information or material of which the unauthorized disclosure reasonably 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 Communications Security (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.

**Risk Protection Category** —Risk Category Code Risk Protection 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 Non—Explosives 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 provide in-transit physical security for shipments of SECRET, CONFIDENTIAL and Sensitive Cargo.