

Administrative Changes to WRIGHTPATTERSONAFBI24-203, *Reusable Container Program*

OPR: 88 LRS/LGRMT

Reference to 88 MSG/LGRT should be changed to 88 LRS/LGRMT in “OPR” line in the top header of publication, and also in Attachment 5.

References to 88 MSG/LGR should be changed to 88 LRS/CL in “Certified by” line in the top header of publication.

Reference to 88 MSG Logistics Readiness Division should be changed to 88<sup>th</sup> Logistics Readiness Squadron in para 1.1., 1.2., and 1.4.

Reference to 88 MSG/LGR TTF should be changed to 88 LRS/LGR DCF in para 1.3.2., and Attachment 4.

15 JULY 2016

**BY ORDER OF THE COMMANDER  
WRIGHT PATTERSON AIR FORCE BASE**

**WRIGHT PATTERSON AIR FORCE  
BASE INSTRUCTION 24-203**



**3 DECEMBER 2009**

**Certified Current 6 July 2012  
Transportation**

**REUSABLE CONTAINER PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 88 MSG/LGR  
(Mr. Richard Henterly)

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This instruction implements guidance in AFI 24-203, Preparation and Movement of Air Force Cargo and outlines the local responsibilities and procedures for compliance, maintenance and operation of the Reusable Container Program. This publication applies to the Air National Guard and the Air Force Reserve Center (ANG/AFRC) units.

Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

Changes include additional responsibilities and procedures for compliance, maintenance, and operation of the Reusable Container Program on Wright-Patterson AFB OH.

**1. Responsibilities:**

1.1. 88 MSG Logistics Readiness Division Transportation Manager will appoint the Traffic Management Flight/Manager as the Base Container Manager (BCM).

1.2. 88 MSG Logistics Readiness Division Traffic Manager, as the BCM, will:

- 1.2.1. Convene a reusable container working group meeting annually (and as needed). The working group will consist of representatives from the major base shipping activities who use more than three (3) Special Packaging Instruction (SPI) containers, excluding Fast packs, each year. The objective of this working group will be to minimize unnecessary expenditures of Department of Defense (DoD) funds necessary to replace containers.
  - 1.2.2. Train all Unit Reusable Container Monitors and document training within 60 days.
  - 1.2.3. Prepare and the use the semiannual report ([Attachment 2](#)).
  - 1.2.4. Conduct an initial and a semiannual inspection of reusable container storage areas ([Attachment 3](#)).
  - 1.2.5. Ensure the Packaging and Preservation section inspects all property shipped, received, and packed by units to ensure proper containers are used according to the current SPI.
  - 1.2.6. Ensure the Packaging and Preservation section repairs reusable containers.
  - 1.2.7. Provide staff assistance and training to units upon request from the unit commander or unit reusable container monitor.
  - 1.2.8. Monitor all reusable containers on the base for redistribution to units that need them, eliminating the need to buy reusable containers unnecessarily.
  - 1.2.9. Provide recommendations for the proper disposition of excess reusable containers and associated materials.
  - 1.2.10. Comply with paragraph 2 of this Instruction regarding Packing and Packaging Reimbursement.
  - 1.2.11. Administer the Reusable Container Worldwide Warehouse (RECON) program (Paragraph 3 of this Instruction).
- 1.3. Using Activities (Host Base/Tenant Units) will:
- 1.3.1. Unit commanders will appoint a primary and alternate unit reusable container monitor (RCM) (units may have multiple alternates) to represent the unit on all matters pertaining to the base reusable container program ([Attachment 4](#)).
  - 1.3.2. Forward an updated reusable container monitor appointment letter to 88 MSG/LGRTTF within ten days of any changes.
  - 1.3.3. Ensure original containers are kept for all cargo received.
  - 1.3.4. Ensure all cargo sent out for shipment is in its original container or has an AF Form 451, Request for Packaging Service, with the cargo ([Attachment 5](#)). The AF Form 451 will be signed by the primary or alternate unit RCM.
  - 1.3.5. Identify and maintain a reusable container storage area in a weatherproof area if possible.
  - 1.3.6. Provide the base RCM with an updated listing of all excess containers as required.
  - 1.3.7. Train unit personnel on the importance of reusing containers and packaging material.

1.3.8. Attend RCM meetings and training sessions.

1.4. 88 MSG Logistics Readiness Division Supply Shipping and Receiving Supervisor will:

1.4.1. Ensure items received are not separated from their containers.

1.4.2. Ensure, to the maximum extent possible, that serviceable items are issued to using activities in the original container. When an issue is made for an item which is not in a reusable container, but which should be (Special Packaging Instruction or SPI number printed on the DD Form 1348-1A), "NO REUSABLE CONTAINER ISSUED" will be stamped or written in block letters in Block 27 of all copies of the issue document.

1.4.2.1. An AF Form 451 will be prepared with reason for request selected as "Item Issued without Proper Container." The completed AF Form 451 will be attached to the property.

1.4.3. Ensure items received without the proper reusable container are afforded proper protection. Items will be stored with an AF Form 451 attached. Base Supply will not designate a reusable container storage area.

1.4.4. Verify that all items turned in are in shipment containers. If the items are turned in without containers, then an AF Form 451 must be with the item. AF Forms 451 will be properly completed and signed by the respective primary or alternate unit RCM.

## **2. Reimbursement Process:**

2.1. Using organizations will reimburse 88 MSG/LGR for all materials and labor used in connection with packaging services.

2.2. The BCM will prepare a monthly summary of packaging service costs and forward to 88 CPTS ([Attachment 5](#)).

## **3. Excess Reusable Containers:**

3.1. The BCM will participate in the Reusable Container Worldwide Warehouse (RECON). RECON is a tool that cross-levels excess reusable containers and/or packaging material from CONUS/OCONUS bases, provides worldwide visibility and matches war fighters' reusable container needs.

3.2. Use RECON to report excess serviceable non-specialized reusable containers (including containers for assets no longer on-hand) when the quantity or economic value justifies the cost of redistributing them. For unserviceable containers that are beyond economical repair, DRMO resell of non-usable excess for recycling is the preferred method of disposal.

3.3. For disposition and redistribution in RECON, appropriate Transportation Account Code (TAC) will be assigned for CONUS/OCONUS (over ocean only) for transportation (shipping and handling) costs.

**4. Prescribed and Adopted Forms.**

## 4.1. Adopted Forms:

AF Form 451, *Request for Packaging Service*

AF Form 847, *Recommendation for Change of Publication*

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

BRADLEY D. SPACY, Colonel, USAF  
Commander, 88th Air Base Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFI24-203, *Preparation and Movement of Air Force Cargo*, 13 April 2007

AFMAN33-363, *Management of Records*, 1 March 2008

*Abbreviations and Acronyms*

**BCM**— Base Container Manager

**CONUS**— Continental United States

**DoD**— Department of Defense

**DRMO**— Defense Reutilization and Marketing Office

**OCONUS**— Outside Continental United States

**RCM**— Reusable Container Monitor

**RECON**— Reusable Container Worldwide Warehouse

**SPI**— Special Packaging Instruction

**TAC**— Transportation Account Code

## Attachment 2

### SEMIANNUAL REUSABLE CONTAINER REPORT

To measure program effectiveness and efficiency, the BCM will perform semiannual inspections of organizational units' reusable container storage areas. Report distribution will include installation, group and applicable unit commanders, primary UCMs, and upon request, appropriate MAJCOM agencies.

The semiannual report will include the following elements:

#### **A2.1. Unit Reusable Container Monitor Training.**

- A2.1.1. Number of UCMs appointed in last six months.
- A2.1.2. Number of UCMs trained within 60 days of appointment.
- A2.1.3. Total number of UCMs appointed.
- A2.1.4. Percent of all UCMs trained.

#### **A2.2. Reusable Container Return Efficiency.**

- A2.2.1. Number of AF Forms 451 submitted in last six months and the associated total cost for supplies and labor to provide/construct reusable containers.
- A2.2.2. Number of AF Forms 451 submitted due to loss/destruction of reusable containers (list unit responsible, item nomenclature and SPI number) and the associated cost to provide/construct reusable containers.

#### **A2.3. Shipping Delays.**

- A2.3.1. The objective of measuring shipping delays is to elevate program awareness by how the loss/destruction of reusable containers can impact the base mission.
- A2.3.2. To measure, AF Forms 451 will be annotated when the item is received and the date the item is packaged. The delay is the total days accrued between these dates.

#### **A2.4. Reusable Container Storage and Conservation.**

- A2.4.1. Number of unit reusable container storage areas inspected the last six months.
- A2.4.2. Percent of required inspections performed the last six months.
- A2.4.3. Unit reusable container storage areas not inspected (list unit and reason for not inspected).
- A2.4.4. Deficiencies identified during inspection (list date identified, category of deficiency, unit and status (open/closed)). Deficiencies will be categorized as Major or Minor.
  - A2.4.4.1. Major deficiencies include: reusable containers discarded in waste/refuse receptacles; reusable containers susceptible to weather damage stored in location exposed to weather; reusable containers stored in manner which could damage reusable containers; evidence of improper opening/closing of reusable containers; reusable container components not stored with container for which designed; reusable containers used for other than intended purpose; reusable containers not stored in designated storage areas.

A2.4.4.2. Minor deficiencies include: storage areas not identified; storage area housekeeping; storage area used for other than storing reusable containers.

**Attachment 3****REUSABLE CONTAINER INSPECTION CHECKLIST**

- A3.1.** Are reusable containers stored in a secure area with internal packaging and cushioning materials intact?
- A3.2.** Are reusable containers readily identifiable as to end item usage?
- A3.3.** Does the unit provide adequate facilities, equipment and material to maintain containers?
- A3.4.** Are reusable containers free of dangerous, protruding objects such as nails?
- A3.5.** Are reusable containers stored in a weatherproof area, if possible?
- A3.6.** Is the reusable container storage area clearly identified?
- A3.7.** Does the Unit Reusable Container Monitor properly fill out the AF Form 451 when the required container is not available?
- A3.8.** Is the Unit Reusable Container Monitor letter current?
- A3.9.** Has the Unit Reusable Container Monitor provided unit personnel training on the importance of reusing containers and packaging materials?

Attachment 4

REUSABLE CONTAINER MONITOR APPOINTMENT LETTER

MEMORANDUM FOR 88 MSG/LGRTTF

FROM:

SUBJECT: Reusable Container Monitor Appointment Letter

1. The following individuals are appointed as the your unit here reusable container monitors:

RANK/NAME	PHONE	UNIT	SIGNATURE
Primary: TSgt John Doe	75555	MSG	_____
Alternate: SSgt Sam Gates	75555	MSG	_____

1. Direct questions to the primary monitor, TSgt Doe, at 75555.
2. This letter supersedes all previous letters, same subject.

UNIT COMMANDER OR EQUIVALENT

## Attachment 5

## MONTHLY SUMMARY OF REIMBURSABLE PACKAGING COSTS

Current Date

MEMORANDUM FOR 88 CPTS/FMAI

FROM: 88 MSG/LGRT

SUBJECT: Reimbursements for Packaging Services

1. The Reimbursable Packaging costs for January 2008 are \$717.28
2. A list of packaging costs/units used is attached.

BCM

Traffic Manager

Attachments:

1. Packaging Listing
2. AF Forms 451

**Note: Packaging Listing can be any type of Excel spreadsheet**