

**BY ORDER OF THE COMMANDER  
36TH WING**



**36TH WING INSTRUCTION 24-203**

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Transportation**

**TRANSPORTATION  
TRAFFIC MANAGEMENT**

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This instruction implements Air Force Policy Directive (AFPD) 24-2, *Preparation and Movement of Air Force Material*, as well as Air Force Instruction 24-203, *Preparation and Movement of Air Force Cargo*, and outlines the responsibilities and procedures to ensure correct, safe and proper receipt and accountability for Arms, Ammunition, and Explosives (AA&E), classified property, demurrage and detention charges, aircraft engine shipments, Precision Measurement Equipment Laboratory (PMEL) assets, and the reusable container program. This instruction applies to all units assigned, attached, and tenant units to 36th Wing, Andersen Air Force Base, Guam, to include the Air National Guard and the Air Force Reserve Command. 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 Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

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## Chapter 1

### GENERAL SCOPE & RESPONSIBILITIES

**1.1. Scope.** This instruction applies to all personnel involved in the processing, packaging, handling and transporting AA&E, classified, sensitive, aircraft engines and PMEL.

**1.2. Commanders' Responsibilities.** Units must provide 36 LRS an immediate update if an individual's clearance eligibility or access level is downgraded or changed.

**1.3. Other Personnel Responsibilities.** It is the responsibility of all personnel involved with the processing, packaging, handling and transporting of AA&E, classified, sensitive, aircraft engines and PMEL to comply with the procedures contained in this wing instruction. Failure to comply may result in a security incident and formal investigation, followed by disciplinary action if investigation results warrant.

1.3.1. All units/personnel that offer for shipment AA&E, classified, sensitive, aircraft engines and PMEL will ensure the asset is properly identified on the shipping documents (DD Form 1348-1A, *Issue Release/Receipt Document*, and/or DD Form 1149, *Requisition and Invoice/Shipping Document*). Additionally, ensure each DD Form 1348-1A/DD Form 1149 issued for the shipment of classified, sensitive, and some controlled items shows the word "CLASSIFIED" or "SENSITIVE" followed by the applicable CIIC/SRC code.

## Chapter 2

### REUSABLE CONTAINER PROGRAM (RCP)

#### 2.1. Responsibilities.

##### 2.1.1. 36th Logistics Readiness Squadron, Traffic Management (36 LRS/LGRD).

2.1.1.1. The Transportation Officer or 36 LRS/CC will be appointed as the Base Container Manager (BCM).

2.1.2. The 36 LRS/LGRD (366-3872/2876/2907) reusable container representative shall process and monitor fund reimbursement for replacement containers through 36 LRS Resource Advisor and 36 Comptroller Squadron.

2.1.3. The LRS reusable container representative shall monitor all reusable containers on the base for redistribution as necessary in order to eliminate the need to buy new reusable containers.

#### 2.2. Base Container Manager

2.2.1. The BCM will follow AFI 24-203, and also ensure the following is accomplished:

2.2.1.1. Track reusable container usage and non-usage by squadron.

2.2.1.2. Conduct an initial on-site inspection of reusable container storage areas and additional inspections utilizing the Inspection Checklist (See [Attachment 3](#)).

#### 2.3. Reusable Container Program Semi-Annual Report.

2.3.1. 36 LRS/LGRD will prepare the Reusable Container Program semi-annual report, as outlined in AFI 24-203, para 9.10.1.4.2., following the template at [Attachment 4](#). The report will be reviewed and signed by the BCM prior to distribution to the installation, group and applicable unit commanders and URCM.

#### 2.4. Unit Responsibilities.

2.5.1. Units maintaining 3 or more reusable contains are required to participate in the Reusable Container Program using the guidelines within AFI 24-203 and local procedures outlined below Units with fewer than 3 containers do not have to participate in the program upon approval of the BCM IAW AFI 24-203, Chapter 9, para 9.10.1.1.2.

2.5.2. The unit commander will appoint a primary and alternate unit reusable container monitor in the grade of E-4 or higher IAW AFI 24-203, para 9.10.1.1.1.2. Forward signed letter to 36 LRS/LGRD (See [Attachment 2](#)).

2.5.3. Units must ensure issued item are not separated from their specified container. If Supply gives an SF 364 (ROD) to the customer it is the unit's responsibility to ensure copies of the SF Form 364 (ROD) and AF Form 451 are kept with the container to verify contents. The BCM will forward all AF Form 451 with all packing costs to the 36 LRS/RA. The 36 LRS/RA will forward to unit RAs. Packaging services costs will be reimbursed to 36 LRS Cargo Movement account.

2.5.4. Units requiring packaging services will complete an AF Form 451 IAW AFI 24-203.

2.5.5. Units will store reusable containers and packing materials IAW AFI 24-203, para 9.10.1.4.2.4.4.1. and the storage area shall be marked "REUSABLE CONTAINER STORAGE AREA".

## Chapter 3

### ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

**3.1. Scope.** This chapter applies to all personnel whose duties involve receiving, processing, packaging, handling and shipping of AA&E, including non-nuclear munitions.

#### **3.2. Location of Operations.**

3.2.1. Aircraft. Load/download will be at the designated explosive “hot cargo” area. For Andersen Air Force Base (AAFB) the “hot cargo” pad is located at the far end of the flight line (South -96, South-97 aircraft parking spots) adjacent to the Munitions Storage Area #2 (MSA).

3.2.2. Trucks. Load/download in accordance with base explosive site plans. AAFB explosive load/download area for trucks is located in the MSA#1, MSA#2, Munitions Storage Area.

#### **3.3. Movement Routes.**

3.3.1. The primary entry location for munitions trucks is Potts Gate off Route 1 (Ritidian Point exit). Potts Gate is closed during normal duty hours and after hours, contact 36 MUNS Control to coordinate entry of all delivery trucks. All vehicles will be escorted to and from the area in which they are loaded and/or unloaded. The secondary entry is the Andersen Main Gate, but is limited to Class 1.4 explosives under 1,000 rounds.

3.3.2. Vehicle Inspection. 36 SFS and 36 LRS/TMO will jointly inspect all vehicles carrying AA&E prior to entry to base. The Andersen Main Gate is designated as the base’s vehicle inspection station for Class 1.4 under 1,000 rounds and all other munitions will be inspected at Potts Gate.

3.3.2.1. 36 LRS/TMO will use the DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*, to physically check exterior and interior of the carrier’s vehicle for damage and tampering prior to allowing entry in the installation.

3.3.2.2. Suspect or suspicious vehicles will be directed to a parking area designated by the base explosive site plans IAW AFMAN 91-201, Paragraph 8.15.4. and 12.63. If any vehicle is suspicious, contact 36 SFS at 366-2910.

3.3.3. After the vehicle inspection, 36 MUNS representatives will escort the carrier representative to the explosives offload area via the designated movement route. In the event an accident occurs during the course of operations contact the appropriate offices below:

**Table 3.1. Contact Offices**

For emergencies (from duty phone or housing)	911
For emergencies (from cell phone)	911
For non-emergencies, contact the Traffic Management Office Manager	366-2175/cell:671-727-3938
For all incidents contact Munitions Control	366-6300

### 3.4. Procedures.

#### 3.4.1. Receiving Requirements.

3.4.1.1. AA&E shipments delivered directly to MUNS are normally accepted during the following hours: 0700-1600, Monday-Friday. After-hour support contact 36 MUNS Control. AF Form 4388, *Inbound Transportation Protective Service Material Checklist*, will be initiated per AFI 24-203, Para 5.1.8.

3.4.1.2. 36 MUNS/MASO will provide 36 LRS/LGRD (366-3872/2876/2907) an updated list of individuals authorized to receipt for AA&E consigned to this activity and delivered by commercial motor carriers. The list will contain name, rank, security clearance, signature and DEROS.

3.4.1.3. 36 LRS/LGRD will, upon receipt of a Report of Shipment (REPSHIP) for Class 1.1, 1.2 or 1.3 shipments, advise 36 Munitions Control (366-6300) of the shipment and furnish quantity, Transportation Control Number (TCN), and estimated time and/or date of arrival.

3.4.1.4. 36 SFS will notify 36 LRS/LGRD on all commercial carriers delivering explosives through the Potts Gate.

3.4.1.5. 36 MUNS will maintain responsibility for truck shipments with-in MSA#1 & MSA#2 areas.

3.4.1.6. 36 MUNS/MXWCC supervision will direct the download location for munitions received at MSA#1/MSA#2. Additionally, munitions will be directly delivered to the MSA#1/MSA#2 Munitions Storage Areas as required.

3.4.1.7. 36 LRS/LGRD will complete the receiving checklist IAW AFI 24-203.

#### 3.4.2. Outbound Shipping Requirements:

3.4.2.1. 36 MUNS/MASO will coordinate transportation requirements with 36 LRS/LGRD using DD Form 1348-1A. All munitions assets will be properly packed, marked, and inspected ready for shipment prior to requesting transportation. If there are no 36 MUNS trained personnel available to complete the hazardous certification form, then the 36 LRS/LGRD will complete the documentation to prevent any shipment or movement delays. 36 MUNS will provide 36 LRS/LGRD an appointment letter identifying all trained personnel IAW AFMAN 24-204 format requirement. 36 MUNS/MXWCB will complete the packaging portion of AF Form 4387, *Outbound Transportation Protective Service Material Checklist*, Packaging/Preparation, to include signing "Packed By" block and submit it to 36 LRS/LGRD when offering an item for shipment.

3.4.2.2. 36 LRS/LGRD will provide the 36 MUNS/MASO an updated list of individuals authorized to receipt for AA&E, including classified items, which are being released to 36 LRS/LGRD for shipment. The list will contain name, rank, security clearance, DEROS and signature for each authorized individual. Update the list as changes occur, and re-accomplish annually.

3.4.2.3. Building 18002 is ONLY authorized to store 9 MM munitions not to exceed 1000 rounds without a license.



3.4.2.4. 36 LRS/LGRD will notify Munitions Control at DSN 366-6300 to coordinate and schedule loading of outbound munitions stored at the MSA.

3.4.3. 36 LRS/LGRD Outbound Freight (TMO) will:

3.4.3.1. Verify shipment documents, to include DD Form 1348-1A, contain the required information and are correctly accomplished IAW DoD and Federal directives. Verify 36 MUNS has completed the packaging portion of AF Form 4387, Packing/Preparation, and signed the "Packed by" block.

3.4.3.2. Inspect and verify explosives which have been packaged and/or placed in containers IAW current Department of Transportation (DOT) requirements. Incorrectly packaged items will not be accepted for shipment.

3.4.3.3. Inspect/verify proper marking and labeling requirements are met. The marking and labeling requirements vary with the type of asset and shipment method. Each container must identify its contents and the correct DOT markings. Also, a check must be made to determine if a Department of Transportation-Special Permits (DOT-SP) or Certification of Equivalency (COE) is required. Items with incorrect documentation, packing, labeling and markings will not be accepted for shipment. After documentation, packing, labeling and marking requirements are met, turn over the shipment documents to Outbound Freight.

3.4.3.4. Use the MSA#1/MSA#2 or designated Hot Pad locations to receive, process and secure explosive shipments. Contact 36 MUNS Control at 366-6300 prior to processing to coordinate reception efforts.

3.4.3.4.1. Call the Fire Department (366-5864) any time explosives are being removed from commercial or government vehicles. Post the proper fire symbol signs accordingly.

3.4.3.4.2. After the shipment has been loaded, ensure proper blocking and bracing IAW TO 11A-1-61-1, *Storage and Outloading Instructions*. (Use only non-sparking hammers in securing the load.)

3.4.4. 36 LRS/LGRD Outbound Freight will:

3.4.4.1. Verify the information on the DD Form 1348-1A, proper hazard classification, hazard class/division, storage compatibility group, labeling and marking data and will determine if a DOT-SP or COE is required.

3.4.4.2. Determine the proper mode/method of shipment.

3.4.4.3. Ensure shipments entering the Defense Transportation System (Air Mobility Command (AMC)/Military Sealift Command (MSC)/Surface Deployment and Distribution Command (SDDC)) are cleared through the appropriate Shipper Service Office. An export traffic release is required for MSC-routed shipments.

3.4.4.4. When the load is complete:

3.4.4.4.1. Attach seals to cargo door.

3.4.4.4.2. Have driver sign:

3.4.4.4.2.1. Cargo Movement Operations System (CMOS) Generated Truck

Manifest.

3.4.4.4.2.2. DD Form 626, DD Form 836.

3.4.4.4.2.3. DD Form 1907, *Signature and Tally Record*. (when necessary).

3.4.4.5. A REPSHIP will be made for all shipments of Class 1.1, 1.2 and 1.3 explosives using the format prescribed in DOD 4500.9-R, Part II. Complete AF Form 4387 and maintain with shipment files. Verify delivery 24 hours after Required Delivery Date (RDD).

### **3.5. Navy Ordnance Function**

3.5.1. Annex 1700, NMCEAD-Unit Guam, Transportation Ordnance function (349-9472) will use DD Form 626 to inspect carrier vehicle IAW DOD 4500-9-R, *Defense Transportation Regulations (DTR)*, Part II, *Cargo Movement*. The inspection can be conducted at any mutually convenient location. When 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 inspection is complete, sign and date DD Form 626, and ensure that four (4) placards are attached to the vehicle with one at the front of the truck, one at the back and one on each side.

## Chapter 4

### CLASSIFIED SHIPMENTS

**4.1. Scope.** This chapter applies to all personnel involved with the processing, packaging, and shipment of classified, controlled, and sensitive assets.

**4.2. Procedures.**

4.2.1. All units/personnel that offer classified material for shipment will ensure assets are properly identified on the shipping documents (DD Form 1348-1A and/or DD Form 1149). This will include the applicable CIIC/SRC code and must be marked IAW AFI 24-203, Para 5.1.1 and 5.1.2. to identify the degree of classification. **Note:** “TOP SECRET” shipments are not authorized to be processed through Cargo Movement section.

4.2.2. 36 LRS/LGRD Packing and Crating (366-3872/2876/2907) will:

4.2.2.1. Establish delivery receipt times with the shipper. Classified shipments will be received and processed between 0800-1300 hours Mon-Fri unless it is a MICAP shipment.

4.2.2.2. Designate qualified personnel to receipt for classified material .

4.2.2.3. Initiate and use AF Form 4387 for processing classified material IAW AFI 24-203, Para 5.1.7.

4.2.2.4. 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 area in Building 18002, as necessary. Classified shipments will not be left unattended or unprotected. All classified shipments not in the classified storage area are eyes-on until the shipment leaves this location.

4.2.2.5. Use Enterprise Solution Supply (ESS)/Asset Management System (AMS) electronic signature as required. Notify the section supervisor if a discrepancy is detected which cannot be resolved on-the-spot. Provide hand-to-hand receipt control IAW AFI 24-203, Para 5.1.3.

4.2.2.6. 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 (TPS) required. However, when a shipment goes by military airlift, DD Form 1387-2, Special Handling Data/Certification, will be prepared IAW DTR, Part II, Ch. 205, Par I.2, for 1387-2 preparation and distribution. Note: Maintenance Technical Orders (T.O.'s) may require a nomenclature marking on exterior.

4.2.2.7. Ensure all seams and openings are taped.

4.2.2.8. Enter required information into CMOS and affix DD Form 1387, Military Shipping Label, to cargo. Paper labels other than pressure-sensitive will 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.

4.2.2.9. Ensure DD Form 1348-1A/DD Form 1149 shipment planning worksheet is complete and accurate.

4.2.3. 36 LRS/LGRD Outbound Surface Freight will:

4.2.3.1. Initiate and use AF Form 4387 for processing classified material IAW AFI 24-203, Para 5.1.7.

4.2.3.2. Match DD Forms 1149/DD Forms 1348-1A against shipment to verify proper labeling.

4.2.3.3. Prepare the shipping documentation using proper tenders, routing instruction notes and Transportation Facility Guide instructions.

4.2.3.4. Provide hand-to-hand receipt control for classified, sensitive, and controlled shipments IAW AFI 24-203, Para 5.1.3. Equivalent carrier-furnished forms may be used as described in the DTR, Part II.

4.2.3.5. Prepare and forward a REPSHIP to consignee after the shipment departs IAW DTR 4500.9-R, Chapter 205, Para. L. to include initiating a Transportation Discrepancy Report (TDR) as prescribed in AFI 24-203, Para. 5.11.2.

4.2.4. 36 LRS/LGRD Inbound Freight (366-3872/2876/2907), Receiving (366-3771/3772) will:

4.2.4.1. Direct consignment of logistical materiel into 36 LRS, Building 18002. In-checkers must handle all items delivered as classified material. An indication that a small parcel package may be classified is by the receipt of a REPSHIP for that item or the absence of a packing envelope on the outside of the container.

4.2.4.2. Only personnel that are cleared and listed on the Classified Receipt Listing are authorized to receipt and/or process small package carrier deliveries. Packages will be constantly monitored or stored in the classified storage area located in Bldg. 18002/Receiving Section. Upon identification of a classified asset, Inbound TMO personnel will initiate and use the AF Form 4388.

4.2.4.3. Classified cargo may be turned over to the consignee after verifying they are authorized to receive the asset based on the classification.

## Chapter 5

### ON-BASE MOVEMENT OF CLASSIFIED MATERIAL

**5.1. Scope.** This chapter applies to 36 LRS/LGRM (366-4164) personnel who support the Documented Cargo Element. Their duties involve receiving, processing, handling and transporting classified material.

#### **5.2. Procedures.**

5.2.1. Classified Receipt Listing. The personnel assigned to 36 LRS/LGRM, Documented Cargo Element needs to identify personnel authorized to receive, handle, and transport classified assets on the Classified Receipt Listing.

5.2.2. Documented Cargo Classified Receipt Listing Certification. The Documented Cargo Element will produce a memorandum listing the names of assigned personnel authorized to receive, handle, and transport classified assets. This listing will include the names of personnel on the Material Management Function (MMF) Classified Receipt Listing but will also contain the following information:

5.2.2.1. A statement certifying and listing the names of all personnel on the list have received annual Information Security training, date of training and DEROS.

5.2.2.2. A statement certifying all personnel have read this wing instruction and AFI 24-301, *Vehicle Operations*.

5.2.3. Pre-movement procedures. Prior to movement of classified materials/assets, Documented Cargo supervisor will refer to the Classified Receipt Listing and ensure the driver is certified to move classified materials, and the following:

5.2.3.1. Ensure the operator has an updated Classified Receipt Listing prior to dispatching the operator for a classified movement.

5.2.4. Movement procedures. Driver(s) will check all documentation to verify the classification of the asset/material prior to handling the item. The driver will also ensure the paperwork is properly marked IAW the classification of the item. The driver assumes full responsibility for the security of the classified asset and must maintain positive control upon pickup. At no time will the driver leave the item unattended or out of sight. The driver will make phone contact with the customer with the customer prior to proceeding to the drop off point with the package to ensure someone is available to receive the cargo.

5.2.5. Delivery procedures. Operators will ensure assets are delivered to the correct organization as identified by the originator. Upon delivery, the operator will:

5.2.5.1. Use the Classified Receipt Listing to verify the person receiving the package is authorized to sign/receive classified materials. Have the authorized person sign the DD form 1348-1. If Asset Management System is used, have the authorized person electronically confirm receipt for the item and release the property.

5.2.5.2. Contact the Documented Cargo supervisor immediately if the receiver is not on the Classified Receipt Listing or the authority to receive classified material cannot be verified. 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 supervisor. In either case, the new receiver's authority to receive classified will be verified using the Classified Receipt Listing.

5.2.5.3. Annotate the name, rank, duty phone, and organization/office symbol of the person signing for the classified material and report that information to the dispatcher upon returning to Documented Cargo.

5.2.5.4. Provide a copy of the paperwork to the customer and the number one signed copy will be retained for deliveries where paperwork is available (e.g., DD Form 1348-1A or DD Form 1149).

5.2.6. Documented Cargo. When performing Documented Cargo operations, operators will:

5.2.6.1. Carry the Classified Receipt Listing at all times, regardless of whether or not the ESS/AMS is used.

5.2.6.2. Ensure the Classified Receipt Listing is the most current listing available for the Documented Cargo supervisor.

## Chapter 6

### DEMURRAGE AND DETENTION CHARGES

**6.1. Scope.** The chapter outlines the responsibilities and procedures for maintenance and operation of the Demurrage Charge and Detention program at Andersen Air Force Base. This instruction applies to all units assigned to 36 WG.

**6.2. Responsibilities.** 36 LRS/LGRD (366-3872/2876/2907) is responsible for control of SEAVANS at Andersen Air Force Base. Organizations (consignee) receiving shipments too large to physically process through base supply are responsible for ensuring that:

6.2.1. SEAVANS are offloaded in timely manner.

**6.3. Concepts.**

6.3.1. When SEAVANS are offered to the consignee, unloading must be completed within 72 hours of delivery date or detention charges will begin to accrue.

6.3.2. In circumstances where SEAVANS are received by the consignee under demurrage/detention or the consignee has less than the allotted time to offload cargo, 36 LRS/LGRP will notify the consignee of demurrage/detention charges.

**6.4. Procedures.**

6.4.1. 36 LRS/LGRD will notify the consignee of arrival time SEAVANS and an off load area will be jointly determined at that time.

6.4.2. 36 LRS/LGRD representative will escort the SEAVAN carrier to the predetermined offloading area upon cargo arrival.

6.4.3. Consignee is responsible for cargo offloading. When SEAVANS cannot be unloaded in the allotted time (72 hours for SEAVANS), the consignee must request an extension from 36 LRS/LGRP.

6.4.4. Units may request material handling equipment (MHE) from 36 LRS if consignee has no MHE assigned. Receiving organizations are responsible for satisfying requirements for off load and will provide or arrange for qualified operators/drivers.

6.4.5. Temporary storage not to exceed 24 hours after unloading must be coordinated with 36 LRS/LGRDDC. If temporary storage is required the consignee will receipt for the cargo immediately upon unloading and is responsible for its security thereafter.

**6.5. After Offloading.** It is the responsibility of the consignee to remove and dispose of all dunnage from the empty SEAVANS. Reusable cargo securing devices such as cables, turnbuckles, cable clamps and chains will be delivered by the consignee to 36 LRS/LGRD (the offload work area must be cleared of all debris).

6.5.1. Location of operations:

6.5.1.1. Trucks: Load/download operations will be at Building 18002 or agreed upon location between TMO and consignee.

6.5.2. Movement routes.

6.5.2.1. Primary Entry. The primary entry to the base for delivery trucks is the Andersen Main Gate. In the event the gate is closed during normal duty hours, an alternate entry for the base will be designated by 36 SFS.

6.5.2.2. Vehicle Inspection. The Andersen Main Gate is designated as the base's vehicle inspection station. An alternate vehicle inspection area will be established by 36 SFS in the event the Andersen Main Gate is closed.

6.5.2.3. Suspect or Suspicious Vehicle Holding Area. Suspect or suspicious vehicles will be directed where to report by 36 SFS personnel until cleared. If vehicle is suspect or suspicious, contact Security Forces at 366-2910.



## Chapter 7

### AIRCRAFT ENGINE SHIPMENTS

**7.1. Scope.** This chapter applies to all personnel involved with the processing, packaging, handling, shipment and receipt of the aircraft engines between Andersen and source of repair.

**7.2. Procedures.**

7.2.1. Inbound Shipment of Engines from carrier: 36 LRS/LGRD (366-3872/2876/2907) will in-check/receipt for engines in accordance with T.O. 00-85-20, DTR 4500-9R, Part II and AFI 24-203. To limit the safety risk, engines will not be downloaded at Building 18002. 36 LRS/LGRD will notify 36 MOS/MXOOE to establish formal receipt and a date/time for pick up. For engines arriving via AMC, personnel will have a individual(s) from the respective engine shop meet them at Building 18013 to sign for the cargo. If contact is not made, the engine will be transported to Building 18002 to await customer pick up.

7.2.2. Outbound Shipment of Engines: 36 MOS/MXOOE notifies 36 LRS/LGRD of any pending engine movement requirement. The 36 MOS/MXOOE prepares the shipping document(s), using the automated DD Form 1348-1A, and provides a copy to 36 LRS/LGRD to prepare for shipment. The 36 MOS/MXOOE purges, drains, preserves, wraps and certifies the AFTO 20, *Caution and Inspection Record*, and the DD Form 1348-1A with a signed statement that the engine has been prepared for shipment in accordance with T.O. 00-85-20, *Engine Shipping Instructions*. The engine is delivered to 36 LRS/LGRDDC for further processing, labeling, and loading on carrier equipment for movement to the designated depot. Outbound Freight will expedite movement in accordance with the established priority/RDD as required.

## Chapter 8

### PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL)

**8.1. Scope.** This chapter applies to all personnel involved with the receipt, processing, packaging, handling, and shipment of Precision Measurement Equipment.

**8.2. Procedures.**

8.2.1. Shipment Receiving of PMEL.

8.2.1.1. 36 LRS/LGRD (366-3872/2876/2907) will in-check/receipt for test, measurement, and diagnostic equipment (TMDE) for PMEL in accordance with DTR 4500.9R, Part II and AFI 24-203. Inbound TMO personnel will contact the PMEL POC immediately upon cargo in-check completion.

8.2.1.2. 36 MXS/MXMD will pick up and sign for equipment from Building 18002, Inbound TMO, within 12 hours of notification of shipment arrival. An appointment letter will be provided to 36 LRS/LGRD authorizing individuals to handle and receipt for PMEL/TMDE pieces.

8.2.2. Outbound Shipment of PMEL.

8.2.2.1. 36 MXS/MXMD will generate a DD Form 1149 and furnish to 36 LRS/Cargo Movements Section for outbound shipments. 36 MXS/MXMD will ensure equipment is packed according to classification and identified by appropriate PMEL Shipping Labels. TMDE shipments require use of Project Code 571. Equipment requiring Special Packaging Instructions (SPI) will not be accepted by cargo personnel without proper shipping container or signed AF Form 451, *Request for Packaging Service*. An appointment letter will be provided to 36 LRS/LGRDD authorizing individuals to handle PMEL/TMDE pieces.

8.2.2.2. 36 LRS/LRGD will verify equipment has the appropriate SPI container, or AF Form 451 signed by Unit Container Manager on file. Cargo personnel will verify NSN on items and paperwork, nomenclature, quantity, valid TAC and DODAAC, name and authorized signature. After verification of paperwork and equipment, cargo personnel will process for movement.

8.2.3. 36 MXS/MXMD will provide 36 LRS/LGRD a justification letter to expedite PMEL cargo IAW AFI 24-203. 36 LRS/Cargo Movements Section will maintain the letter on file in order to ensure all PMEL assets are treated as "999" priority and shipped within the 24 hour time standard defined in AFI 24-203, Table 3.2.

STEVEN D. GARLAND, Brigadier General, USAF  
Commander

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

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 02 November 2010/Ch. 3, 14 May 2012

AFI 24-301, *Vehicle Operations*, 1 November 2008

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

AFMAN 91-201, *Explosives Safety Standards*, 17 November 2008

AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 3 September 2003

DOD 4500-9-R, *Defense Transportation Regulations (DTR)*, Part II, *Cargo Movement*, June 2008

MIL-STD 129, *Military Marking for Shipment and Storage*, 29 October 2004/Ch. 4, 19 September 2007

T.O. 00-85-20, *Engine Shipping Instructions*, 15 October 2003/Ch. 6, 15 April 2008

T.O. 11A-1-61-1, *Storage and Outloading Instructions*, 7 May 2008

***Adopted Forms***

AF Forms 451, *Request for Packaging Service*

AF Form 616, *Fund Cite Authorization*

AF Form 847, *Recommendation for Change of Publication*

AF Form 2519, *Reusable Container Inspection Checklist*

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

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

AFTO 20, *Caution and Inspection Record*

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

DD Form 836, *Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles*

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

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

DD Form 1387, *Military Shipping Label*

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

DD Form 1907, *Signature and Tally Record*

SF Form 364, *Report of Discrepancy (ROD)*

*Abbreviations and Acronyms*

**AA&E**—Arms, Ammunition, and Explosives  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System  
**ALC**—Air Logistics Center  
**AMC**—Air Mobility Command  
**AMS**—Asset Management System  
**BCM**—Base Container Manager  
**CAA**—Competent Authority Approvals  
**CCI**—Controlled Cryptographic Items  
**CFETP**—Career Field Education and Training Plan  
**CIIC**—Controlled Inventory Item Code  
**CMOS**—Cargo Movement Operations System  
**COE**—Certification of Equivalency  
**COMSEC**—Communication Security  
**DOD**—Department of Defense  
**DOT**—Department of Transportation  
**DOT SP**—Department of Transportation-Special Permits  
**DSN**—Defense Switched Network  
**DTR**—Defense Transportation Regulation  
**DTTS**—Defense Transportation Tracking System  
**EEIC**—Element of Expense Investment Code  
**ESS**—Enterprise Solution Supply  
**FSC**—Federal Stock Class  
**IGC**—IDE/GTN Convergence  
**JPAS**—Joint Personnel Adjudication System  
**LRS**—Logistics Readiness Squadron  
**MAJCOM**—Major Command  
**MHE**—Material Handling Equipment  
**MMF**—Materiel Management Functions  
**MSA**—Munitions Storage Area

**MSC**—Military Sealift Command  
**NOCM**—Nuclear Ordinance Controllable Material  
**NSN**—National stock number  
**NWRM**—Nuclear War Related Materiel  
**OPR**—Office of Primary Responsibility  
**POC**—Point of Contact  
**RA**—Resource Advisor  
**RCP**—Reusable Container Program  
**RDD**—Required Delivery Date  
**RDS**—Records Distribution Schedule  
**REPSHIP**—Report of Shipment  
**SPI**—Special Packing Instruction  
**SRC**—Shipment Release Code  
**TDR**—Transportation Discrepancy Report  
**TMF**—Traffic Management Flight  
**TO**—Transportation Officer  
**T.O.**—Technical Order  
**TPS**—Transportation Protective Service  
**TCN**—Transportation Control Number  
**TPO**—Technical Packaging Order  
**UN**—United Nations  
**URCM**—Unit Reusable Container Monitors

### ***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).

**Container.**—Any receptacle used to enclose and afford maximum protection to government property during storage and shipment.

**Category I Container.**—Container usually made of metal, plastic, synthetic, or composted materials fabricated to ensure a minimum of 100 trips.

**Category II Container.**—Container usually made of plywood, wood, or fiberboard. It can be identified by military of federal specification number. It is constructed to withstand a minimum of 10 trips.

**Classified Receipt Listing**—A listing maintained by the LRS's 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 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).

**Discrete SPI Container.** This container is a specially designed reusable container for a particular commodity. This will be identified on the exterior of the container by an SPI number; i.e., SPI 080—6214.

**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

**Fast Pack.**—A family of standard size reusable containers whose design permits shipment of a large variety of items within certain limits of size, weight, and fragility.

**Hazardous Material**—A substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce.

**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:**—

<b>Risk Category Code</b>	<b>Risk Protection</b>
Code I	Very High Risk
Code II	High Risk

Code III  
Code IV

Med Risk  
Low Risk

**Reusable Container.**—A specially designed container which is engineered for repeated use without impairment of its protective function. The reusable container is intended to be used, saved and reused as a complete system, excluding the wrap or barrier material. These containers are marked “Reusable Container...Do Not Destroy.”

**SECRET**—Information or material of which unauthorized disclosure reasonably is expected to cause serious damage to national security

**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 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 Non—Explosives Holding Area**—An area designated for the temporary parking of carriers’ motor vehicles transporting Categorized DOD arms, Classified CONFIDENTIAL and CCI materials.

**Sensitive Cargo**—Arms, ammunition and explosives that are definite threats to public safety and can be used by militant, revolutionary, criminal or other elements for civil disturbances, domestic unrest or criminal actions.

**Standard Pack.**—A pack for which the packaging components including the shipping container, have been standardized as to material and size. The cushioning in the Standard Pack is not bonded to the interior container walls.

**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 provides in-transit physical security for shipments of SECRET, CONFIDENTIAL and Sensitive cargo

## Attachment 2

## SAMPLE OF APPOINTMENT LETTER

Figure A2.1. Sample of Appointment Letter

MEMORANDUM FOR 36 LRS/LGRD

FROM: *Your Unit/Office Symbol*

SUBJECT: Appointment of Unit Reusable Container Monitors (URCM)

1. The following individuals are appointed as Unit Reusable Container Monitors in accordance with AFI 24-203 and 36WI 24-203. The appointed individuals are authorized to sign AF Form 451, *Request for Packing Services*.

POSITION	RANK/NAME	OFF SYM	DEROS	DUTY PHONE
Primary	SSgt Doe, John	MXM	Jun 09	366-1234
Alternate	SSgt Smith, Mary	MXD	Jan 10	366-0123

2. This letter supersedes all previous letters, same subject. The POC for this appointment letter is the MXS Flight Chief (366-0011).

//SIGNED//

JOHN Q. PUBLIC, Maj, USAF  
Commander

**NOTE:** Appointment letters may be accomplished electronically as long as the squadron commander digitally signs the E-mail with this appointment letter and sends the e-mail to 36lrs.lgrp@us.af.mil.



**Attachment 3**

**SEMI-ANNUAL UNIT INSPECTION CHECKLIST**

**A3.1. Organization:**

**A3.2. Unit Reusable Container Monitor (URCM):**

**A3.3. Date of Inspection:**

**A3.4. Storage Location:**

**A3.5. Items:**

A3.5.1. Are reusable containers stored with internal packaging and cushioning materials intact?

A3.5.2. Is the unit providing adequate protection from adverse weather?

A3.5.3. Is the reusable container storage area marked "REUSABLE CONTAINER STORAGE"?

A3.5.4. Does the URCM prepare an AF Form 451 with required information when applicable container is not available?

A3.5.5. Is the unit providing 36 LRS/LGRD with updated unit appointment letters?

A3.5.6. Has the URCM taken steps to ensure maximum reutilization of containers?

**Attachment 4****SEMI-ANNUAL REPORT FORMAT**

- A4.1.** Number of URCMs appointed in last six months.
- A4.2.** Number of URCMs trained within 60-days of appointment.
- A4.3.** Total number of URCMs appointed (primary and alternates).
- A4.4.** Percent of URCMs trained.
- A4.5.** Number of AF Form 451 submitted in last six months and the costs associated (supplies/labor) to provide/construct reusable containers.
- A4.6.** Number of AF Form 451 submitted due to loss/destruction of container(s).
- A4.7.** Number of shipping delay days caused by container construction/procurement.
- A4.8.** Number of unit reusable container storage areas inspected the last six months.
- A4.9.** Percent of unit required inspections performed the last six months.
- A4.10.** Unit reusable container storage areas not inspected (list unit and reason for not inspected).
- A4.11.** Number of major/minor deficiencies open/closed in last six months.