

**BY ORDER OF THE COMMANDER
934TH AIRLIFT WING**

**934th AIRLIFT WING INSTRUCTION
24-202**



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Transportation

**PROCESSING AND SAFEGUARDING
PROCEDURES FOR CLASSIFIED
SHIPMENTS UNDER THE SMALL
PACKAGE EXPRESS (SPE) CARRIERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel Roger R. Stoeckmann)

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The purpose of this Instruction is to establish safe and proper receipt and shipment procedures and governs responsibilities for processing, safeguarding and maintaining accountability for Classified Property moved under the Small Package Express (SPE) contract. Refer any recommended changes to this publication directly to the Office of Primary Responsibility (OPR) at the 934 LRS/LGRDD, Minneapolis-St. Paul IAP ARS, MN using the AF Form 847, *Recommendation for Change of Publication*. Official records created as a result of this publication shall be maintained in accordance with Air Force Manual 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rds/rds> series.cfm.

1. CLASSIFIED SHIPMENTS.

1.1. Scope: This AWI applies to all personnel involved with the processing, in-checking, and handling of classified shipments moved under the Small Package Express (SPE) carrier's contract.

2. DEFINITIONS.

2.1. TOP SECRET- Information or material of which unauthorized disclosure could be expected to cause exceptionally grave damage to national security. Note: 934 LRS/LGRD is not authorized to ship TOP SECRET shipments SPE carriers.

2.2. SECRET - Information or material of which unauthorized disclosure is expected to cause serious damage to national security.

2.3. CONFIDENTIAL - Information or material of which the unauthorized disclosure could reasonably be expected to cause damage to national security.

2.4. Controlled Cryptographic Item (CCI) - Secure telecommunications or information handling equipment, associated cryptographic component or other hardware item which performs a critical COMSEC function.

3. RESPONSIBILITIES.

3.1. It is the responsibility of all personnel involved with the processing, in-checking, and handling of classified shipments to comply with the procedures contained in this instruction. Failure to comply may lead to a security investigation that could result in disciplinary action

3.2. Security Forces Squadron Commander.

3.2.1. All commercial delivery vehicles will be accepted through the 934 Air Wing Commercial Vehicle Inspection Gate where they will be searched.

3.2.2. All courier drivers will be vetted by 934 Visitor Control Center Personnel. If the courier driver requires routine access, they will be issued a Defense Biometric Identification System (DBIDS) card good for one year and will be granted unescorted entry. If the courier is new to the installation and only requires temporary access, 934 Logistics Readiness Squadron personnel will be contacted and will be responsible for escort duties regarding the delivery.

4. Logistics Readiness Squadron/LGRDD.

4.1. Will establish a delivery time with the shipper via the REPSHIP response process. Normally, classified shipments will be received and processed between 0800–1430 hours Monday-Friday.

4.2. Will designate in writing, qualified personnel to receipt for classified material.

4.3. Will monitor automated systems (i.e.: fax and 934LRS/TMO Org box email), for notification of Report of Shipment (REPSHIP) signifying that classified material is being shipped to the 934 AW.

4.4. Will ensure all classified shipments are safeguarded during the receiving and handling process. Classified shipments will not be left unattended/unprotected.

4.5. In-checkers must handle all small package carrier deliveries as classified. An indication that 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.

4.6. Once classified material has been processed in the applicable automated system (CMOS/ILS-S/DTTS) and turned over to supply personnel for processing, LGRDD

personnel will respond accordingly to consignor/shipper IAW the REPSHIP process. LGRDD personnel will finalize receipt of classified material using the established checklist (AF Form 4388). Checklist will be maintained according to the file plan.

CHRISTOPHER T. LAY, Colonel, USAF
Commander, 934th Airlift Wing

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

AFI 24-602V2, *Cargo Movement*, 12 Jun 2019

AFM 33-322, *Records Management and Information Governance Program*, 23 Mar 2020

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 4388, *Classified (sensitive/controlled) Checklist*

Abbreviations and Acronyms

CCI—Controlled Cryptographic Item

CMOS—Cargo Movement Operations System

SPE—Small Package Express (SPE)

DTTS—Defense Transportation Tracking System

EAL—Entry Authorization List

ILS-S—Integrated Logistics System-Supply

RESHIP—Report of Shipment