COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Department of the Air Force Policy Directive (DAFPD) 24-6, *Distribution and Traffic Management*. It applies to all civilian employees and uniformed members of the Regular Air Force, Space Force, Air Force Reserve, Air National Guard and contractor personnel. NOTE: All Contractor requirements contained within this DAFI 24-602V2 must be contained within the contract/grant/agreement Foreign country laws and Enhanced Defense Cooperation Agreements (EDCA)/Status of Forces Agreements (SOFA) may limit or slightly modify the application of this instruction. This instruction empowers and provides guidance to Transportation Officers (TO), Logistics Readiness Squadron Commanders (LRS/CC)/Aerial Port Squadron Commanders (APS/CC) and Small Air Terminal Operations Managers to meet the cargo movement needs of customers. If a conflict exists between the DTR 4500.9-R, *Defense Transportation Regulation*, and information contained in this instruction, the DTR will take precedence. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF 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. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures,* for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with Air Force Records Disposition

Schedule, which is located in the Air Force Records Information Management System. Disposition Schedule located in the Air Force Records Information Management System outlined in the Paperwork Reduction Act and Department of Defense (DoD) policy. Ensure that reports information collections that are collected are compiled and transmitted from the general public are cleared and licensed by the Office of Management and Budget prior to collection. Information that is collected from other DoD components or federal agencies must be approved by DoD and licensed with a report control symbol. Refer to **Attachment 1** for a glossary of references and supporting information. This publication may not be supplemented or further implemented or extended. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Additionally, it contains updated guidance to Intermodal ISO Container Management and accountability, N1A MICAP shipment requirements and movement of F-35 parts. Finally, this rewrite codifies procedures for cargo in-check to support receipt and acceptance of transportation services.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Directorate of Logistics, Logistics Readiness Division (AF/A4LR):

1.1.1. Promulgates Air Force (AF) cargo movement and packaging policy, providing oversight and assistance as required.

1.1.2. Collaborates with the Joint Deployment and Distribution Enterprise Community of Interest to:

1.1.2.1. Identify distribution-related process improvements, including changes to doctrine, procedures, policy, and systems. This includes the DTR, Part II, *Cargo Movement*; Part III, *Mobility*; Part V, *DoD Customs and Border Clearance Policies and Procedures*; and Part VI, *Management and Control of Intermodal Containers and System 463L Equipment*.

1.1.2.2. Implement DoD approved distribution-related process improvements.

1.1.3. Represents AF packaging, handling and transportation interests in DoD component and interagency working groups.

1.1.4. Collaborates with the Metrics, Analysis, and Sustainment Strategy Branch (TCJ4-LM) and represent AF interests in the review of *Time Definite Delivery* (TDD) standards and Operational Need Goals.

1.1.5. Serves as AF focal point for *In-Transit Visibility* (ITV).

1.1.6. Serves as functional manager for the *Cargo Movement Operations System* (CMOS).

1.1.7. Ensures a training workshop or seminar is conducted for the Traffic Management Air Force Specialty at least every two-years; Air Force Installation and Mission Support Center (AFIMSC) will host and coordinate the event.

1.2. Major Commands (MAJCOMs):

1.2.1. Establish and maintain relationships with Air Force Installation and Mission Support (AFIMSC) to collaborate on concepts, requirements, and procedures for movement of cargo and materials through the Defense Transportation System (DTS) and supply chain.

1.3. Component Major Commands and Component Numbered Air Forces with AF Forces logistics responsibilities:

1.3.1. Provide support for theater unique humanitarian aid and disaster relief and intra-theater contingency requirements, and enforce governing laws, directives, regulations, and instructions.

1.4. Air Reserve Components (ARC) Air Force Reserves/Air National Guard (AFR/ANG):

1.4.1. Direct subordinate activities in packaging and traffic management, develop instructions based on policy directives, DAFIs, public law, international agreements, mission requirements and provide guidance as necessary.

1.4.2. Ensure personnel assigned under the Transportation Officer (TO) have sufficient training, resources, and guidance available to meet mission requirements.

1.4.3. Perform staff assistance visits and review staff assistance reports for trends and/or problems requiring attention.

1.4.4. Enforce command compliance and monitoring of Wood Packaging Material (WPM) standards and measures. Review, approve and reject WPM audits. Provide assistance, as required, to base level units in WPM administration, remediation, and enforcement.

1.4.4.1. Monitors and reports on command compliance with WPM standards.

1.4.4.2. Approves Installation Auditors and Custodians.

1.4.4.3. Directs annual installation audit.

1.4.4.4. Periodically audits WPM locations toolset to identify negative trends and address issues with installations. Reports training deficiencies to AF/A4LR and AFMC/A4R.

1.4.5. Enforce command compliance and monitoring of Joint Container Management (JCM) through the Container Control Officer (CCO).

1.4.6. Ensure installations establish and implement an effective Reusable Container Program (RCP).

1.4.7. Manage the ARC Transportation Discrepancy Report (TDR) program and monitor Traffic Management sponsored packaging and shipping related Supply Discrepancy Report (SDR). Provide quarterly TDR and SDR analysis to AF/A4LR and Air Force Material Command/Transportation and Packaging Policy Branch (AFMC/A4RT).

1.5. Air Force Materiel Command (AFMC).

1.5.1. Transportation and Packaging Policy Branch (AFMC/A4RT):

1.5.1.1. Develops proposals and provide recommendations to AF/A4LR on AF policy and guidance for cargo movement, packaging, and funding.

1.5.1.1.1. Represents the Logistics Tool Suite (LTS) on the CMOS Functional Review Board and identifies requirements affecting the interface to the CMOS Functional Manager (A4/A4LR).

1.5.1.2. Serves as OPR for developing and drafting the following AF manuals and pamphlets for the packaging and movement of material:

1.5.1.2.1. AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*.

1.5.1.2.2. AFMAN 24-206, *Packaging of Materiel*.

1.5.1.2.3. DAFMAN 24-210, *Packaging of Hazardous Material*.

1.5.1.2.4. AFPAM 24-237, *Packaging of Materiel Preservation*.

1.5.1.3. Serves as AF OPR for reviewing DoD packaging and marking directives, to include:

1.5.1.3.1. MIL-STD-129, *Military Marking for Shipment and Storage*.

1.5.1.3.2. MIL-STD-2073-1, *Standard Practice for Military Packaging*.

1.5.1.4. Serves as AF focal point for Hazardous Materials (HAZMAT) packaging.

1.5.1.4.1. Manages Department of Transportation Special Permits (DOT SP), Competent Authority Approvals (CAAs) and Certifications of Equivalency (COEs).

1.5.1.4.2. Receives activity HAZMAT DOT SP and CAA reports and prepares a consolidated quarterly report for HQ Surface Deployment and Distribution Command (SDDC).

1.5.1.4.3. Represents AF on the Hazardous Materials Packaging Working Group (HMPWG).

1.5.1.4.4. Liaises with the Federal Aviation Administration (FAA) on matters concerning HAZMAT shipments.

1.5.1.4.5. Provides input to external organizations (e.g., North Atlantic Treaty Organization (NATO) on matters concerning packaging of military HAZMAT shipments.

1.5.1.5. Serves as AF WPM Component Manager.

1.5.1.6. Represents AF on the Defense Packaging Policy Group (DPPG).

1.5.1.7. Serves as the Functional Manager for the packaging and transportation data segment to the AF Stock Control System (D035T).

1.5.1.8. Recommends transportation and packaging policy regarding logistics acquisition and sustainment for programs in *Research, Development, Test and Evaluation*.

1.5.1.9. Manages the AF Intermodal ISO Container Management Program and represents the AF on the Joint Intermodal Working Group.

1.5.1.9.1. The AF Container Manager will maintain general oversight of the AF Container Management program and coordinate with AFIMSC and MAJCOMs to ensure CCOs properly account for, manage requirements, and maintain shipping containers. **Note:** The Air Force Container Manager does not manage funding or forecast unit requirements.

1.5.1.9.1.1. Represents the AF on the Joint Intermodal Working Group.

1.5.1.9.1.2. Manages the AF DoD Biennial ISO Container Inventory.

1.5.1.9.1.3. Participates in biweekly 1st Theater Sustainment Command, Container Management Working Groups (CMWG).

1.5.1.9.1.4. Provides Container management training materiel and instructions on how to register for the Convention for Safe Container (CSC) re-inspection course on AF Intermodal Container Management SharePoint.

1.5.1.9.1.5. Monitors CCO appointment letters.

1.5.1.10. Manages the AF Logistics Tool Suite (LTS) program.

1.5.1.11. Serves as AF Third Party Payment System (TPPS) Program Manager, Systems Administrator and represent the AF on the TPPS Oversight Council.

1.5.1.12. Serves as AF Transportation Account Code (TAC) Coordinator.

1.5.1.13. Serves as AF Committee Chairperson on the Government Cargo Recovery Effort (GOCARE) Program.

1.5.1.14. Manages the AF TDR program; monitors Traffic Management sponsored packaging and shipping related SDRs. Provides quarterly TDR and SDR reports to AF/A4LR and Air Force Installation and Mission Support Center, Traffic Management Branch (AFIMSC/IZDT).

1.5.1.15. On behalf of Air Force Material Command (AFMC/A4), serves as the airlift mode transportability agent in accordance with the requirements of Department of Defense Instruction 4540.07, *Operation of the DoD Engineering for Transportability and Deployability Program.*

1.5.1.16. When requested by AF/A4L provides analytical data to all managed programs.

1.5.2. Air Force Installation and Mission Support Center, Traffic Management Branch AFIMSC/IZDT:

1.5.2.1. Serves as the single intermediate-level headquarters, providing Installation and mission Support (I&MS) capabilities to eight major commands, two direct reporting units, and all Air and Space Force installations.

1.5.2.1.1. Oversees the overall effectiveness, efficiency, and alignment of AF-wide (except ARC and Air Forces Central Command (AFCENT)) Distribution and Traffic Management for cargo movement.

1.5.2.1.2. Directly consults, coordinates and advises subordinate and MAJCOM subordinate activities and installations performing cargo movement and packaging functions.

1.5.2.1.3. Has Direct Liaison of Authority (DIRLAUTH) to AF/A4LR and AF units (e.g., flights, squadrons, wings) (except ARC) to assist in day-to-day management and execution of cargo movement functions; likewise, units are authorized DIRLAUTH to work with AFIMSC.

1.5.2.1.4. Ensures shipping activities are in compliance with cargo movement standards.

1.5.2.1.5. Coordinates with United States Transportation Command (USTRANSCOM), subordinate AF commanders and TOs, and other agencies as required.

1.5.2.1.6. Serves as the AF focal point and gatekeeper and coordinates with the SDDC on Service-related Transportation Management Advisories and Customer Advisories submissions for cargo movement issues.

1.5.2.2. Serves as MAJCOM managers and oversees execution of the WPM program (except ARC and AFCENT).

1.5.2.2.1. Monitors and reports on command compliance with WPM standards.

1.5.2.2.2. Approves Installation Auditors and Custodians.

1.5.2.2.3. Reviews and approves base WPM audits and assists bases in WPM administration, remediation, and enforcement.

1.5.2.2.4. Periodically audits WPM locations toolset to identify negative trends and address issues with installations. Reports training deficiencies to AF/A4LR and AFMC/A4RT.

1.5.2.3. Oversees installation management (except ARC and AFCENT) of AF Intermodal Container Management Program and provides assistance as necessary. Biennially, collaborate with AFMC/A4RT for installation notification on DoD Biennial inventory requirements.

1.5.2.4. Receives, evaluates, and forwards packaging design and redesign requests to both the Air Force Packaging Technology and Engineering Facility (AFPTEF), The Air Force Life Cycle Management Center (AFLCMC/EZPAA), and the managing Air Force Sustainment Center (AFSC) Packaging Office. Refer to **Attachment 7** of this instruction.

1.5.2.5. Oversees and analyzes Regular Air Force (RegAF) installation discrepancy reports (SDR and TDR).

1.5.2.5.1. Actively monitors SDR/TDRs for classified, sensitive, HAZMAT, and Arms, Ammunitions and Explosive (AA&E) shipments.

1.5.2.5.2. Actively monitors shipping and packaging related SDRs within Cargo Movement and assists TOs in resolving those issues as required.

1.5.2.5.3. Analyzes quarterly SDR reports, identifies trends, engages installations and/or MAJCOM Materiel Management Staff on discrepancies and provides AF/A4LR and AFMC/A4RT with purposed corrective action recommendations for AF-wide implementation.

1.5.2.6. Represents the AF on the CMOS Joint Functional Review Board (FRB) and identify new requirements to the CMOS Functional Manager (AF/A4LR).

1.5.2.6.1. Evaluates issues and requirements from DAF activities prior to presentation to functional manager and FRB.

1.5.2.6.2. Updates AF shipping activities on FRB results.

1.5.2.7. Develops installation performance indicators, establishes metrics, analyzes performance measurement data, and provides this information to AF/A4LR, appropriate MAJCOM Inspector General (IG) or AFIMSC IG, and TOs for review and action.

1.5.2.8. Ensures installations establish an effective RCP.

1.5.2.9. Liaises with AFMC/A4RT to identify trends and to ensure compliance with the Air Force TPPS program.

1.5.2.10. Facilitates and executes an annual and biennial Traffic Management training workshop or seminar as directed by AF/A4LR.

1.5.2.11. Provides functional advocacy for *Logistics Readiness* requirements regarding Planning, Programming, Budgeting and Execution support for Supply Logistics (PE **540F). This PE includes funding for transportation requirements (commercial shipping and Traffic Management).

1.5.2.12. Participates in Distribution Performance Reviews (DPR) with USTRANSCOM and engages ITOs to ensure Time Definite Delivery (TDD) goals are met.

1.5.3. Air Force Life Cycle Management Center (AFLCMC)

1.5.3.1. AFPTEF (AFLCMC/EZPAA) establishes programs for packaging engineering, fabrication and testing IAW AFMAN 24-206 to support Air Force activities and other DoD agencies on a cost reimbursable basis.

1.5.3.2. Air Transportability Test Loading Activity (ATTLA) (AFLCMC/EZFC) serves as the office for certifying problem cargo in accordance with the requirements of Department of Defense Instruction (DoDI) 4540.07, *Operation of the DoD Engineering for Transportability and Deployability Program*.

1.5.4. 635th Supply Chain Operations Wing (SCOW):

1.5.4.1. Operates the AF CONUS Airlift Clearance Authority (ACA) and manage Air Force support for the Logistics Tool Suite/ACA (LTS).

1.5.4.2. Provides MAJCOMS with pipeline performance data, to include the Fastest Most Reliable Carrier program listing is located on the 635 SCOW Air Clearance Authority SharePoint.

1.5.4.3. Manages forecasting, budgeting, and execution of the AF Second Destination Transportation (SDT) Centrally Managed Account (CMA).

1.5.4.4. May provide data and recommendations on TDD standards and AF Operational Need Goals when requested by AF/A4LR, the Distribution and Transportation Branch.

1.6. Installation/Wing Commanders:

1.6.1. Installation and/or Wing Commander (or delegated representative, no lower than Installation CD/Deputy/Vice) will appoint a military member or civilian employee (not a contractor) as the Installation Transportation Officer (TO) to oversee and execute the movement of personnel, household goods and freight from one location to another by a Transportation Service Provider (TSP). The employee must be assigned the position as a transportation officer under the Office of Personnel Management classification series GS- or NH 2130, and fully trained and qualified to perform duties IAW Title 41, Code of Federal Regulations, Part **102-117**, *Transportation Management*, current edition and the DTR, Individual Missions, Roles, and Responsibilities. **(T-0) Note**: 1. Delegation can be Installation CD or civilian equivalent. 2. For ANG units the United States Property and Fiscal Officer (USPFO) is appointed as the TO IAW NGR130-6/ANGI 36-2, *United States Property and Fiscal Officer Appointment, Duties, and Responsibilities*, therefore ANG units will not have an appointment from the Installation and/or Wing Commander (or delegated representative).

1.6.1.1. For unity of effort and continuity of operations, installations have been provided a civilian Traffic Management Series, 2130 position. This position is vital to the oversight, coordination and synchronization of installation distribution and Traffic Management processes and the gatekeeper who ensures materiel is properly entered into the Defense Transportation System (DTS). The Installation or Wing Commander will ensure the TO utilizes Transportation and Traffic Management processes to achieve responsive transportation for all phases of military operations. **(T-1)**

1.6.1.2. The Installation and/or Wing Commander must be made aware the TO is subject to criminal penalties and fines IAW 41 CFR Part 102-117 and Title 49, Code of Federal Regulations, **Part 171**, *General Information, Regulations, and Definitions*. In order to

ensure appropriate experience for this critical position, a hiring panel (three members) is recommended to hire all civilian TOs or Deployment and Distribution Flight Chiefs if they also hold the position of TO. The hiring panel will consist of a chair (the LRS/APS Commander or delegated representative), an AFIMSC or MAJCOM Traffic Manager and a third member left to the discretion of the LRS/APS Commander. **(T-1)** The Installation Transportation Officer Appointment Checklist (refer to **Attachment 6**) must be used and provided to AFIMSC/IZDT. **(T-2)** The checklist may be used as the foundation for both the hiring matrix and to develop interview questions. **Exception:** At contracted locations where no qualified civilian or military personnel are available, the Contracting Officer Representative (COR) may be appointed. **Note**: If a 2T071 MSgt with promotion line number to SMSgt is filling a 2T091 Manpower Document position (Duty AFSC) they may be appointed as the TO during civilian vacancies.

1.6.1.3. Due to the fiduciary and statutory responsibilities levied on an Installation Transportation Officer, maintaining the integrity of appointment is central to the effectiveness of the Traffic Management program. In the absence of a civilian with a job series GS-2130-9/11/12 or a minimum military 2T0 9-skill level, the LRS/APS Commander/Director will be appointed on a Special Order (cannot be delegated) by the Installation commander. **(T-0)** This appointment should be a temporary measure to fill the gap (no more than 180 days) until a permanent appointment can be made with the required grade & and job series. AFIMSC Traffic Management may approve an extension beyond 180 days on a case-by-case basis when the installation, area, or activity commander staffs a formal extension request. A waiver template is available at the AFIMSC Traffic Management SharePoint®. **Note:** CAFSC 2T071 MSgts can be appointed as the TO by the deployed Wing Commander (Wing/CC) or delegated Mission Support Group Commander. **(T-1)**

1.6.1.4. IAW the DTR, Individual Missions, Roles, and Responsibilities, the appointment of the TO will be accomplished by special order. **(T-0)** Refer to **attachment 2** and visit the AFIMSC Traffic Management SharePoint® for additional guidance.

1.6.1.5. Rescission of Special Order. The Installation Commander (or designated individual) must rescind the Special Order when the incumbent vacates the position (e.g., change in duty position, assignment, retirement/separation) The statement "This Special Order rescinds Special Order M XX dated XX" must be documented and provided to AFIMSC/IZDT upon the incumbent vacancy.

1.6.1.6. When multiple Service components and/or DoD Agencies (e.g., Joint Base) share a common base of operations, the commander having Base Operating Support-Integrator (BOS-I) authority should appoint the Transportation Officer (TO).

1.6.2. Installation commanders should issue an installation or joint base publication to codify unique Traffic Management procedures specific to the installation and designate the TO as the OPR for the publication.

1.6.3. Installation commanders (or delegated representative no lower than Installation CD/Deputy/Vice), must appoint an installation CCO to act as installation SME for container management. Refer to DTR, Part VI and (MRR) **NOTE:** ITO may be appointed as CCO using the ITO Special Order. In this instance, the ITO Special Order will include a CCO statement. If not, a separate appointment letter must be made identifying the installation CCO. **(T-0)**

1.7. Logistics Readiness Squadron (LRS) and Aerial Port Squadron (APS) Commanders will:

1.7.1. Evaluate TO candidates to ensure they are fully qualified IAW the DTR, Individual Missions, Roles, and Responsibilities. **(T-0)**

1.7.2. Ensures **Attachment 2** (Installation Transportation Officer (ITO) Appointment Assessment) is completed and routed with Special Order (SO). **(T-1) Note:** Due to the ITO's fiduciary and statutory responsibilities, to the maximum extent possible the ITO should be aligned under the Squadron leadership.

1.7.3. Plan, program, budget, and procure resources necessary and incidental to Packaging, Handling, Storage and Transportation (PHS&T). **(T-1)**

1.7.4. Ensure personnel trained in AF cargo movement and packaging methods and procedures.

1.7.5. Appoint in writing a primary and alternate WPM Site Custodian and a primary and alternate WPM Site Auditor. Do not appoint personnel under the supervisory control of the TO as WPM Site Auditor. **Exception:** Unless individual is a COR or are in host LRS/APS units appointed to audit WPM sites outside the LRS/APS (e.g., Munitions units, tenant units, etc.). **(T-1)** The completed annual WPM Audit Checklist will be reviewed and submitted to AFIMSC TM via SharePoint. ARC and AFCENT units will submit their reports to their respective headquarters, as requested. Refer to DoDM 4140.65, *Issue, Use, and Disposal of Wood Packaging Material (WPM)*.

1.7.6. Appoint in writing personnel trained and authorized to package, ship, and receive classified, protected, and AA&E cargo. If required, commanders will also include persons qualified and authorized to package, prepare, process, receive and ship Nuclear Weapons-Related Materiel (NWRM) items. Ensure all classified training tasks are completed and documented in the Career Field Education Training Plan (CFETP) IAW DAFI 36-2689, *Training Program.* **(T-1)**

1.7.7. Appoint preparers in writing as certifying officials to complete Hazardous Materials/Dangerous Goods Certification. **(T-0)** Refer to DTR, Part II, Chapter 204, Hazardous Material, and *AFMAN 24-604, Preparing Hazardous Materials for Military Air Shipments, Chapter 1.*

1.7.8. Publish Installation and/or Operating Instructions (OI) IAW DAFI 90-160, *Publications and Forms Management,* to codify local Traffic Management, procedures specific to the installation and designate the TO as the OPR. **(T-1)** Visit the AFIMSC Traffic Management SharePoint® for an OI template. Refer to **Attachment 10** for further guidance.

1.7.9. Appoint a CMOS System Administrator/Site Manager. **(T-1)** The Commander may delegate this authority to the ITO/TO or COR for contracted sites. Consult the CMOS Account Management Plan (AMP) for additional guidance.

1.7.10. Make available all mandatory administrative documents (e.g., special orders, base procedures, memoranda, etc.) for review and assessment via specified electronic means (e.g., SharePoint®, MICT, other) when directed by AF/A4LR, AFIMSC/IZDT or the IG. **(T-1)** Documents must be current IAW federal, DoD, and/or Air Force guidance. **(T-1)**

1.7.11. Enforce a 24-month rotational training plan for assigned military within all Traffic Management disciplines (except for those under contract) to ensure a mission-oriented pool of qualified personnel capable of meeting in-garrison and expeditionary mission requirements. **(T-2)** Refer to *DAFI 36-2689*.

1.7.12. Budget for certification courses, training workshops and seminars, and ensure Traffic Management personnel attend events. **(T-1)**

1.8. Installation Transportation Officer (ITO):

1.8.1. Executes prudent traffic management operations; this is the efficient and synchronized movement of materiel and assets using the DTS to meet national security objectives. Operations should leverage the efficiencies of cross-docking to reduce dock-to-dock time. This excludes items processed for turn-in or transferred by individual units or Materiel Management to Defense Logistics Agency (DLA) Disposition Services (DLADS) originating from Materiel Management or a Performing Activity (PA). **NOTE:** The ITO may assist the shipper or PA upon official request. **(T-0)**

1.8.2. Will serve as the single distribution and transportation manager for the installation/Area of Responsibility (AOR) (including supported tenants) who provides efficient, responsive, and quality transportation services within their assigned AOR and ensures compliance with governing laws, directives, systems or programs, and regulations for cargo, passenger, personal property, and unit moves. **(T-0)** Where multiple components (Regular Air Force, AFR and/or ANG units) are located on an Air Force installation, Traffic Management responsibilities will be consolidated to the maximum extent possible. **(T-1) Note:** Installations with collocated DLA wholesale shipping activities will retain cargo movement and shipping responsibilities unless specifically outlined in written Memorandum of Agreement or Understanding. A TO must be appointed by the Installation CC (or designee IAW **para 1.6.1**) to oversee and execute all retained Traffic Management cargo movement responsibilities not specifically outlined in written agreements. **(T-1)** Refer to **paragraph 1.6.1.5** for Joint Base operations.

1.8.3. Appoints one or more military members or civilian employees as a Transportation Agent (TA) to assist the TO in their responsibilities. The TO should designate the scope of TA's authority in writing. Refer to the DTR, Individual Missions, Roles, and Responsibilities.

1.8.3.1. For ANG units, the United States Property and Fiscal Officer, (USPFO) is the TO and may appoint TAs IAW National Guard Regulation, *NGR130-6/ANGI 36-2*, National Guard Regulation/Air National Guard Instruction.

1.8.3.2. In cases where ANG units reside on a regular component installation and no inter-service or intra-agency support agreement exists, the TO and USPFO will establish a functional area Memorandum of Understanding (MOU) to document ANG TA roles and responsibilities related to Traffic Management, safety, security and force protection while on the installation; the MOU will publish IAW *AFI 25-201*, *Intra-service, Intra-agency, and Inter-agency Support Agreements Procedures*. **(T-1)**

1.8.4. Is accountable to the Installation Commander for all transportation services within the assigned AOR. **(T-0)** In cases where shipping activities other than the host (e.g., contracted operations, Defense Commissary Agency, DLA etc.) coexist on the installation, the TO is not absolved of responsibility to develop local procedures and ensure compliance with governing laws, directives, instructions, and manuals. **(T-1) Exception:** Those specific TO

responsibilities that have transferred to a third party in an official intra-service, intra-agency, or inter-agency support agreement; or the Installation or Wing Commander has deemed outside the TO's AOR and has appointed a second TO for that specific activity.

1.8.5. Will inform base populace on changes and updates relating to Traffic Management procedures through Public Affairs avenues (available marketing or social media methods). **(T-2)**

1.8.6. Will serve as the Commercial Bill of Lading (CBL) Tracking Officer to account for each CBL issued under their area of responsibility. **(T-0)** Refer to *DTR, Part II, Chapter 206*, Bills of Lading (BLs).

1.8.7. Will serve as the Installation Reusable Container Program Manager (RCPM). **(T-1) Note:** At Air Logistics Complex (ALC) locations, packaging management office personnel will serve as the Installation RCPM. **(T-1)**

1.8.8. Will ensure information in the installation Transportation Facilities Guide (TFG) is updated IAW DTR, Part II, Chapter 201. **(T-0)** TOs will coordinate any SDDC Advisories with AFIMSC/IZDT, NGB/A4RD, AFRC/A4RF, or AFCENT/A4RAT staff, respectively, to notify the DoD shipping community of capabilities limitations impacting the enterprise. **Exception:** When imminent emergencies are expected, it is acceptable to courtesy copy the offices when submitting advisories to SDDC.

1.8.9. Will ensure CMOS is used to in-check, process, ship and document cargo arriving and departing the installation. **(T-1)**

1.8.10. Will ensure CMOS database integrity and auditability by ensuring System Administrators are executing duties and responsibilities IAW the most current CMOS Account Management Plan (AMP). **(T-1)**

1.8.11. Will ensure movement of cargo is only by DoD-certified freight carriers having an active Tender of Freight Services on file and is approved by SDDC or USTRANSCOM. **(T-0)** Refer to DTR, Part II, Chapter 202.

1.8.12. Will ensure Special Packaging Instructions Retrieval and Exchange System (SPIRES) is used to verify an item's current Special Packaging Instruction (SPI). **(T-1)**

1.8.13. Will comply with TPPS management. **(T-1)** Refer to **Chapter 6**.

1.8.14. Will ensure Traffic Management personnel have accounts and access to all applicable systems to perform their duties. **(T-1)**

1.8.15. Will ensure all activities that receive, store, issue, or ship government materiel preserve and pack all items to prevent damage and deterioration during storage. **(T-0)** Refer to DoDM 4140.01-V9, DoD *Supply Chain Materiel Management Procedures: Materiel Programs* and DTR, Part II, Chapter 208.

1.8.16. Will ensure supply discrepancies, inclusive of item, packaging, and documentation errors, discovered during cargo movement operations and attributable to the responsibility of the shipper are reported (submitted) IAW this policy and official SDR guidance contained in DLM 4000.25, Defense Logistics Management System, (DLMS), Volume 2, Chapter 17, Supply Discrepancy Reporting. **(T-0)** TOs will also coordinate with Customer Support Liaison Elements to ensure they have immediate knowledge of any cargo movement-related SDRs, as

they are received, and to facilitate prompt closure of applicable SDRs (e.g., Type W-In-transit). **(T-1)**

1.8.17. Will ensure radioactive waste is packaged, marked, and labeled IAW Title 49, Code of Federal Regulations, **Part 172**, *Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, Training Requirements, and Security Plans* and AFMAN 40-201, *Radioactive Materials Management*. **(T-0)** Refer to DTR, Part II, Chapter 204.

1.8.18. Will ensure Traffic Managers are trained to safely handle, package, ship, load, transport, unload, receive, and store hazardous, classified, NWRM, and protected materiel. **(T-0)** Refer to DTR, Part II. The TO will ensure all personnel, both military and civilian, complete the Special Handling Assets Course - Transportation located in myLearning via the AF Portal. **(T-1)**

1.8.19. Will ensure Traffic Management personnel only operate those Government Motor Vehicles (GMVs) they are licensed and qualified on IAW AFI 24-301, *Ground Transportation*, and AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*. **(T-1)**

1.8.20. Will ensure HAZMAT is packaged and shipped IAW prescribing regulations for mode of transport and that current regulations and publications are purchased and available for use. **(T-0)**

1.8.21. Will ensure procedures are in place to track the use of HAZMAT DOT SPs and CAAs used by their activity and submitted via the "LTS Reports" tool within the Logistic Tool Suite; activity reports are due prior to the 15th day of the month following the end of each quarter. **(T-1)**

1.8.22. Will ensure the GOCARE report is submitted to AFMC/A4RT via the LTS Reports tool within the Logistics Tool Suite; not later than the 15th day of the month following the end of each quarter. **(T-1)**

1.8.23. Assist the shipper in obtaining an ATTLA certification when requested. Refer to DTR, Part II, Chapters 202 and 208.

1.8.24. Will identify to the LRS/APS CC resource and training requirements for the packaging, crating, handling, and transportation of DoD materiel for the Planning, Programming, Budgeting, and Execution process. **(T-2)**

1.8.25. Will apportion local O&M funds for the procurement of automated data processing equipment (e.g., laptops, tablets, label printers, laser printers, radio frequency identification (RFID) tags, hand held terminals (HHTs) or other electronic mobile devices); publications, (e.g., 49 CFR, International Air Transport Association Dangerous Goods Regulations (IATA DGR), International Maritime Dangerous Goods (IMDG) Code, *Emergency Response Guidebook* (ERG) and ASTM International Standards (formerly known as American Society for Testing and Materials) and career field specialized training (e.g., HAZMAT, Packing and Preservation). **(T-2) Note:** A new IATA DGR is required for shipment certification effective January 1st of each year. A current revision must be purchased prior to the mandatory use date (i.e., ready for purchase October each calendar year.) **Note**: Failure to certify materiel with the correct calendar year edition may result in penalties assessed by the Federal Aviation Administration (FAA).

1.8.26. Appoints Primary and Alternate TPPS certifying officials using DD Form 577, *Appointment/Termination Record - Authorized Signature*, and ensure required training is completed. **(T-0)** Refer to DTR, Part II, Chapter 212, Payment System. **Note:** The United States Property and Fiscal Officer (USPFO) will appoint the TPPS certifying official for ANG. **(T-1)** The certifying official cannot be the Commercial Bill of Lading (CBL) preparer.

1.8.27. Will coordinate with Contracting Squadron on providing local Government Purchase Card (GPC) training for requirements and procedures when using the GPC to order transportation services. **(T-0)** DTR, Part II, Chapter 202.

1.8.28. Advises generating activities (generators) of their responsibilities for the movement and disposal of excess DoD property and scrap IAW DoDM 4160.21-V1. **(T-1)**

1.8.29. Only approves installation small package Transportation Service Provider (TSP) accounts for units who have a valid and documented need to ship official government freight and materiels; justification must clearly state why LRS/APS services are not adequate. **(T-2)**

    1.8.29.1. If accounts are approved, training and approval is documented using the template on AFIMSC Traffic Management SharePoint®. **(T-2)**

    1.8.29.2. The TO will train units and activities on; tracing, reporting discrepancies, movement of classified, hazardous and sensitive materiel, customs requirements, and other unique host nation restrictions. **(T-3)**

    1.8.29.3. A biennial review of approved small package TSP accounts will be conducted no later than 30 June of each even year to ensure the intent of account establishment is valid. **(T-2)**

1.8.30. Advise and assist contracting offices on packaging and transportation requirements for contracts and GPC program procurement. To ensure the efficient and economical movement of materiel from vendor sources of supply to the destination. **(T-1)**

1.8.31. Has primary responsibility for the distribution of intermodal and modular containers on and off the installation and/or activity. **(T-0)**

1.8.32. Establishes notification and reporting protocols for any incident involving the release of a hazardous substance in a quantity equal to or exceeding the reportable quantity found in 49 CFR Appendix A to Part 172 IAW Title 40, Code of Federal Regulations, **Part 302**, *Designation, Reportable Quantities, and Notification* and 49 CFR Part 171. **(T-0)**

1.8.33. Maintains visibility and accountability of in-transit assets as part of an integrated capability and capture transportation arrival and in-check in CMOS within 24 hours to meet ITV, accountability, status, and location requirements. **(T-0)** Reference DoDM 4140.01-V5, *DoD Supply Chain Materiel Management Procedures: Delivery of Materiel*. Delivery to locations or activities outside the LRS/APS is only authorized when it optimizes end-to-end distribution and is approved in writing. **(T-1)**

1.8.34. Nominates Traffic Managers to the LRS Chief Inspector for limited inspector training; upon qualification, Limited Inspector(s) will be appointed in writing. **(T-3)** Refer to **paragraph A9.3.2.2** for Traffic Management Limited Inspector duties.

1.8.35. Appoints, in writing, individuals with a minimum 5 skill level as Reject Monitors to monitor and work rejects within Inbound Cargo. **(T-3)**

1.8.36. Uploads published documents, memorandums, etc. to applicable documentation storage system(s) upon request of AF/A4L, IG or when requested by AFIMSC/IZDT. **(T-2)**

1.8.37. Will collaborate with the Engine Manager, Installation Deployment Officer (IDO), Nuclear Weapons-Related Materiel Accountable Officer (NWRMAO)/Munitions Accountable Systems Officer (MASO), Precision Measurement Equipment Laboratory (PMEL) and Radiation Safety Officer (RSO) to develop local procedures that address unique Traffic Management operations for the movement of cargo: receipt, handling, preparation, shipment, documentation, delivery, and accountability. **(T-1)**

1.8.38. Will review applicable Traffic Management manpower standards (designator 42C) and process-oriented description maps to ensure personnel are following procedures IAW DoD and AF policy; establish a relationship with local manpower office to ensure all workload not identified in the manpower standard is captured and submit variances as required. **(T-1)**

1.8.39. Will review applicable Support Agreements to understand their roles and responsibilities for providing tenant Traffic Management support. **(T-2)**

1.8.40. TO will participate in a degraded operations exercise in conjunction with the ILS-S degraded exercise once per calendar year and ensure CMOS recovery reports are pulled to conduct shipment analysis. Report results and analysis assessment will be made available to Inspection Teams or HHQ upon request. **(T-1)**

1.9. Commanders or Equivalent, Other than LRS/CC or APS/CC:

1.9.1. Will ensure serviceable and reparable items are packaged in the SPIRES directed reusable containers. **(T-1)** Refer to **paragraph 8.8** for packing waiver.

1.9.2. Will ensure engines, fuel control devices, aircraft, aircraft ground equipment and vehicles, offered for transport (air and surface), are properly drained, purged, prepared and certified, by qualified personnel IAW Technical Orders Data (TOD), 21 series, Maintenance, publications and 49 CFR Part 173. **(T-0)**

1.9.3. Will appoint in writing a primary and alternate WPM Site Custodians at locations with a designated WPM Site outside of the LRS/APS (e.g., munitions or contracted locations). WPM Auditors of these sites will be appointed IAW **paragraph 1.7.3** and will be a Traffic Manager wherever possible. **(T-1)** Functional Area Commanders have leverage to consider selecting contractors as the WPM Auditor, as long as the language is clearly outlined and validated in their base maintenance contract to perform those duties. Refer to **paragraph 1.7.8** and *DoDM 4140.65*.

1.9.4. Ensure individuals trained and authorized to coordinate, ship, and receive AA&E, classified, protected, and sensitive materiel's are appointed in writing on an Official Memorandum. **(T-1)** Commanders will ensure the memorandum is provided to the local TO, and it is updated as changes occur (at least annually). **(T-1)** If required, commanders will also include persons qualified and authorized to package, prepare, process, receive and ship NWRM items. **(T-1)** Refer to *DAFMAN 21-201*, Munitions Management, Chapter 2 and *DAFI 23-101*, Air Force Materiel Management, **Chapter 5**.

1.9.5. Will appoint, in writing, a primary and alternate Unit Reusable Container Monitor (URCM) responsible for maintaining a viable RCP for the organization IAW **paragraph 10.15** and must provide the letter of appointment to the LRS/APS Cargo Movement Section on an

official memorandum. **(T-1)** The URCMs will be in the rank of SSgt or above, or civilian equivalent. **(T-2)** The memorandum of appointment will be updated annually at the start of the fiscal year (FY) or as changes occur. **(T-1)** The official memorandum will contain the primary and alternate URCMs' full name, duty phone number and specimen signature for verification against the signed DAF Form 451, Request for Packaging Service. **(T-1)**

1.9.6. Will appoint in writing, trained HAZMAT preparers who serve as certifying officials, authorized to accomplish the Shipper's Declaration for Dangerous Goods for military airlift of hazardous materials within the DTS. **(T-0)** Refer to *AFMAN 24-604*, 1.2.6.2 and A25.3

1.9.7. Will obtain written approval from the TO prior to establishing a small package TSP account and provide a detailed analysis on official memorandum explaining how the local LRS/APS Cargo Movement Section is unable to meet the organization's mission requirements. **(T-1)** Organizational or individual convenience will not serve as a valid justification to establish an account **(T-2)** Ensure account holders comply with all DTR requirements and route shipments IAW *DTR, Part II, Chapter 202*. **(T-0)**

1.9.8. Will ensure all organizational and unit owned assets are picked-up, signed for and removed from Inbound Cargo within timeframes prescribed in **Table 3.2**. **(T-1)** Ensure GPC Approving Officials and Cardholders receive training from the TO on proper shipment consignment, comply with DAFI 64-117, and prevent delivery of GPC assets to LRS/APS Inbound Cargo. **(T-1)**

1.9.9. Will ensure the unit or organization provides licensed and qualified personnel for loading and unloading specialized GMVs and equipment that exceed the licensed capability of Cargo Movement personnel. **(T-1)** Refer to *AFI 24-301* and *AFMAN 24-306*.

1.9.10. Will appoint a primary and alternate unit CCO if they own, manage and/or maintain ISO containers.

Chapter 2

CARGO ROUTING AND MOVEMENT

2.1. Introduction.

2.1.1. AF shippers will use DTR, Parts II, III, V, and VI as the primary authority to direct organization's shipping activities IAW DoDI 4500.57, T*ransportation and Traffic Management*. **(T-0)**

2.1.2. CMOS is the mandatory Transportation Management System (TMS) for all Air Force Deployment and Distribution, Cargo Movement operations. Automatic Identification Technology (AIT) is a suite of tools (i.e., bar codes, radio frequency tags) for facilitating total asset visibility (TAV) that will be implemented when possible. **(T-1)** AIT integration with CMOS is essential to the DoD TAV effort and supports the joint deployment and distribution environment. Refer to **Chapter 15** of this instruction and DoDD 4500.09E, *Transportation and Traffic Management.*

2.1.3. Only official government assets may be processed via CMOS at the Air Force LRS/APS.

2.1.4. If CMOS is inoperable, refer to **paragraph 6.2.1** and the CMOS Emergency Manual Shipping Procedures folder located at the CMOS website: **https://intelshare.intelink.gov/sites/cmos/_layouts/15/start.aspx**#/.

2.2. Processing Materiel for Shipment. The installation LRS/APS processes two types of shipments; Military Standard Requisitioning and Issue Procedures (MILSTRIP) and non-MILSTRIP.

2.2.1. MILSTRIP shipments are processed on a DD Form 1348-1A, *Issue Release/Receipt Document (IRRD)*. The MILSTRIP Document may be produced from Defense Property Accountability (DPAS), ILS-S, etc.

2.2.1.1. Piece count is not required unless the materiel is Expedited Handling Signal or Required Delivery Date (RDD) 999, Mission Impaired Capability Awaiting Parts (MICAP), Not mission Capable Supply (NMCS), classified, and protected, or it is obvious the count differs from source document.

2.2.1.2. The shipping activity in-checkers may accept materiel for base originating shipments as documented. The in-checker will digitally sign for all retail MILSTRIP shipments in ILS-S **(T-1)**

2.2.1.3. Do not make or accept any pen-and-ink changes to the block entries on the DD Form 1348-1A. If there is a discrepancy that requires corrective action, contact the LRS Customer Support Section or Flight Service Center prior to accepting the shipment for movement. Notify AFMC/A4RT of packaging and transportation data discrepancies. Exception: When a TAC is not system-generated on DD Form 1348-1A, it is acceptable for shippers to pen-and-ink the applicable shipment TAC on the document. Refer to this DAFI, para. 5.7.

2.2.2. Non-MILSTRIP shipments are processed on a DD Form 1149 and are not processed through or accounted for in the base level retail supply system. The in-checker will document acceptance of materiel by physically signing the DD Form 1149 in block 18, "Checked By."

2.2.3. Shippers must use the DD Form 1149 application hosted within LTS. **(T-1) Note:** The manual DD Form 1149 may be used when LTS inoperable. The supervisor should contact the LTS help desk or base communication focal point and confirm there is a connectivity issue.

2.2.4. Shippers are responsible for delivering the materiel to the shipping activity unless other arrangements are made.

2.2.5. The shipping activity in-checker has the authority to inspect all shipments for safety, unauthorized items, confirm characteristics and to validate serial numbers when accessible or visible.

2.2.6. The shipping activity will in-check MILSTRIP and Non-MILSTRIP shipments in CMOS to validate cargo has been offered for movement and transportation services are required. **(T-1)**

2.2.7. DLADS Shipments. The generating activity (not Traffic Management) is responsible for preparing documentation and coordinating for the disposal of excess DoD property and scrap IAW DoDM 4160.21-V1.

2.3. Shipment Planning. Shipment planners determine best value mode and method and select the TSP to move the materiel to destination consistent with the delivery requirement. The shipment planner considers the following:

2.3.1. Shipment characteristics (e.g., size, weight, type pack, classification).

2.3.2. Transportation Priority (TP), refer to **Table 2.1**. 999/NMCS/MICAP must be packed, labeled and documented before other priorities. **(T-0)**

2.3.3. Consignee location and receiving capability. Consult the TFG within the Global Freight Management (GFM) application at the SDDC website. If the consignee does not have an assigned Department of Defense Activity Address Code (DoDAAC), use the non-specific DoDAAC F00000 (F plus five zeroes). For Foreign Military Sales (FMS) shipments, if the consignee does not have an assigned Military Assistance Program Address Code (MAPAC), contact the Air Force Security Assistance and Cooperation Directorate, Transportation Office for assistance. AF MAPACs begin with the letter "D." For specific MAPAC information visit the DLA website.

2.3.4. Mode and Method. Shipment planners must comply with **paragraph 2.5**. **(T-2)**

2.3.5. Classified, Protected and AA&E Shipments. Refer to **Chapter 4** of this instruction.

2.3.6. National Motor Freight Classification (NMFC) and Type Cargo Code (TCC). The NMFC in Block 6 and TCC in Block 8 of the DD Form 1348-1A are used for shipment planning purposes. **Note:** If the NMFC or TCC on the DD Form 1348-1A is erroneous, incomplete, or missing, contact the LRS Customer Support Section in the Materiel Management Flight or 406 SCMS/GULAA PR Coordination <**wralc.lgmtt.pr@us.af.mil**> for updates and corrections. Contact the D035T Functional Manager, AFMC/A4RT for unresolved system issues at **afmc.a4rt.@us.af.mil**. Refer to AFH 23-123V2PT2, *Integrated Logistics*

System-Supply (ILS-S), Standard Base Supply System Operations, Chapter 8 and the Military Freight Traffic Unified Rules Publication-1 (MFTURP-1) at the SDDC website.

2.3.7. Cargo requires clearance into an air or water terminal for onward movement within the DTS. Refer to **paragraph 2.7** and DTR, Part II, Chapter 202 for additional guidance.

2.3.8. International Shipments. For information on US export documentation requirements and Electronic Export Information (EEI), refer to DTR, Part V.

2.3.8.1. "Customs Only" GBL for shipments to Korea. This does not apply to FMS shipments. Refer to DTR, Part V, Chapter 511, USINDOPACOM.

2.3.8.2. Shipments to Canada. Items on the United States Munitions List (USML) will be shipped IAW DTR, Part V, Chapter 514, USNORTHCOM. **(T-0)**

2.3.8.3. Shipments to European Economic Union (EEU) and Africa. Items are shipped IAW DTR, Part V, Chapter 510, USEUCOM and **Chapter 515**, USAFRICOM to meet customs requirements and avoid detention.

2.3.8.4. OCONUS to CONUS shipments using unit or base Operation and Maintenance (O&M) funds. OCONUS shipping activities must complete an advanced DD Form 1384, Transportation Control and Movement Document (ATCMD), to include all miscellaneous trailer data record (T_9) with the Standard Document Number (SDN) or MORD. **(T-1)** Refer to **Chapter 5** for additional information on obtaining a unit TAC for movement provided by Air Mobility Command/Surface Deployment and Distribution Command) AMC/SDDC (airlift/sealift). AMC CONUS aerial ports use the SDN or MORD for onward CONUS movement using the CBL payment process under TPPS. On the first T_9 line, enter the letters "SDN" followed by the data. Use as many T_9s as necessary. Enter a sequence number beginning with one for each T_9 entry. **(T-2)**

2.3.9. Movement by United States Postal Service (USPS). Follow guidelines into **DoDI 4525.09_DAFI 36-3804, Postal Operations and Official Mail, 23 May 2023**

2.3.10. Ensure a Transportation Control Number (TCN) is assigned to every shipment. Refer to DTR, Part II, Appendix L, TCN. **Note**: (1) If automated means is not available, maintain a manual TCN log as shown in the example in **Figure 2.1** (2) OCONUS small package contract TSP services shipments must reflect the international foreign postal code (ZIP) and clear text address of the consignee. **(T-1)** (3) For FMS shipments use DTR, Part II, Appendix E, Foreign Military Sales, to assign FMS TCNs. Contact the AFLCMC/WFALC, Transportation Office for additional assistance. Refer to **paragraph 11.7.9**.

Figure 2.1. Sample Manual TCN Log.

Julian Date	TCN Locally Assigned	RDD	From (Shipper)	To (Consignee)
6125	FB48776125X501XXX	777	943rd AMXS	FB4852

Wt.	Cube	Mode	Notes and annotations	
85	4	J	Maj Chase N. Cooper/ACC/3900	

2.3.11. Shipment Consolidation. Consolidate shipments to the maximum extent possible having compatible line items, the same consignee and destination, project code, and TAC or

fund citation; do not commingle different DEMIL codes, or serviceable and unserviceable materiel. **(T-0)** 999/NMCS/MICAP may be consolidated as long as ITV is maintained for each line item and does not cause delay in transportation. ***Refer to DTR, Part II, Chapter 203.***

2.3.11.1. FMS Consolidations. Shipments must have the same U.S. Service Code, Recipient country, Mark-for, ship-to, freight forwarder location, FMS case designator, and Delivery Term Code (DTC). **(T-0)** Refer to ***DTR, Part II, Appendix E***.

2.3.12. Increased Liability Coverage and Excess Valuation. TO's are authorized to request excess valuation to support mission requirements. **Note**: Declared Valuation is the value of goods, generally used for customs purposes and is different from Excess Valuation. Refer to ***DTR, Part II, Chapter 202*** and DTR Definitions for additional guidance.

2.4. Transportation Priorities. Determine TP by the Priority Designator (PD) on the DD Form 1348-1A (positions 60-61), or the priority identified in Block 8 of the DD Form 1149. Refer to **Table 2.1**.

Table 2.1. Transportation Priorities.

Form	Priority Designator/Customer Requirement	Trans Priority	PPS Goal
DD Form 1348-1A	PD 01-03, all RDDs, including N_, 999 or Blank	1 – Air Eligible	1 day or <
	PD 04-15, RDD is 444, 555, 777, N_, E_, **or** RDD > 2 days but ≤ 8 days (CONUS customer) **or** RDD > 5 days but ≤ 21 days (OCONUS customer) from requisition date	2 – Air Eligible	2 days or <
	PD 04-15, RDD is blank **or** RDD > 8 days (CONUS customer) **or** RDD > 21days (OCONUS customer) from requisition date	3 – Surface	5 days or <
DD Form 1149	RDD ≤ 2 days away (Intra-theater (CONUS)) **or** RDD ≤ 5 days away (Intra-theater (OCONUS))	1 – Air Eligible	1 day or <
	RDD > 2 days but ≤ 8 days (Intra-theater (CONUS)) **or** RDD > 5 days but ≤ 21 days (Intra-theater (OCONUS)) from requisition date	2 – Air Eligible	2 days or <
	RDD > 8 days (Intra-theater (CONUS)) **or** RDD > 21 days (Intra-theater (OCONUS)) from requisition date	3 – Surface	5 days or <

2.4.1. For Non-MILSTRIP shipments, shippers must provide written justification when requesting expedited transportation. **(T-2)** Justification will be submitted on an official memorandum signed by the competent authority Squadron Commander (e.g., SQ/CC or equivalent) and attached to the shipping document. **(T-1)** The TO may waive this requirement, in writing, for repetitive customers or other justifiable situations.

2.4.1.1. N1A MICAPs: Shipments with "N1A" as a Required Delivery Date are deemed by the Service as mission critical assets and cost should not be a factor when selecting the

mode/method of transportation. To the maximum extent possible N1A MICAPs should be moved by next day air or the fastest most reliable method, see the Fastest Most Reliable Carrier Listing located on 635 SCOW Air Clearance Authority Sharepoint. All N1A MICAPs must be accompanied by a DD Form 1348-1A and have a valid TAC.

2.4.2. Air and Space Force installation shipping activities will move all TP-1 cargo within 24 hours at a Pick, Pack and Ship (PPS) standard rate of 85% or higher to assure high priority government materiel is available at the time of need. **(T-1)** TOs should use the most efficient means to meet PPS goals in **Table 2.1**. TDD standards are available at TCJ4-LM: Metrics, Analysis & Sustainment Strategy SharePoint®, **https://transcom.deps.mil/org/tcj5j4/J4L/J4LM/TCJ4LM%20Document%20Library/Forms/AllItems.aspx**

2.5. Selecting Mode and Method. Mode is a category of movement (e.g., air or surface), and method is a means of movement within a mode (e.g., motor, rail, channel, small package air TSP, or intermodal container). For shipment planning, TOs will select the mode and method based on delivery requirements and physical characteristics of the cargo being moved and comply with DTR, Part II, Chapter 202, and Chapter 205, TPS Shipments, for Transportation Protective Services (TPS) and Force Protection Condition (FPCON) requirements. **(T-0)**

2.5.1. Air Eligible Shipments.

2.5.1.1. Small package carrier contracts must be used if a shipment requires commercial express, time definite, door-to-door delivery to a small package carrier location and falls within the limitations specified in the small package carrier contracts. **(T-0)** Refer to DTR, Part II, Chapter 202.

2.5.1.2. Use USTRANSCOM approved commercial tenders for shipments requiring time definite door-to-door delivery (e.g., TP-1 shipments coded 999/NMCS/MICAP) weighing more than 300 pounds OCONUS (150 pounds CONUS) or pay commercial air rates if no tender is available. When USTRANSCOM approved tenders are not available over a specific channel, the TO documents a critical mission impact to use a onetime only rate IAW DTR, Part II, Chapter 202.

2.5.1.3. Channels are used when the commercial TSP express service tenders or contracts exclude movement service for a specific shipment unit (e.g., classified, or hazardous) or when host nation customs clearance requirements do not permit entry by a commercial method. TOs will consider channel airlift if cost is favorable, or channel performance exceeds commercial TSP performance. **(T-1)** TP-3 shipments are not air eligible except for items with short expiration dates to include, but not limited to, whole blood, perishable subsistence, batteries, biological, radioactive, required refrigeration, and like items. In this situation, shippers must ensure the ATCMD properly identifies these exceptional characteristics of the TP-3 shipment, to justify air eligibility. **(T-2)**

2.5.1.4. Deferred Airfreight (TP-4) via AMC is a possible alternative to surface movement, depending on space considerations. TOs should maximize use of deferred airfreight for movement of eligible TP-3 cargo. Refer to DTR, Part II, Chapter 203.

2.5.2. Surface Shipments.

2.5.2.1. Sealift is the normal mode for over ocean movement of TP-3. Refer to DTR Part II, Chapter 202.

2.5.2.2. Within the CONUS, use express TSP ground service for eligible non 999/NMCS/MICAP TP-1 and TP-2 shipments when this method is more cost effective than standard overnight service and meets TDD standards. For destinations within 500 miles of the origin, TOs should consider express ground vs air service to maximize cost savings while maintaining delivery within Uniform Materiel Movement and Issue Priority System time standards. Refer to DoDM 4140.01-V8, *DoD Supply Chain Materiel Management Procedures: Materiel Data Management and Exchange*.

2.5.2.3. Within CONUS, TP-2, TP-3, and all other cargo requiring surface movement due to physical characteristics will move on trucks. **(T-1)** Consider commercial air or expedited ground service when the cost is equal to, or less than, the normal truck cost.

2.5.2.4. OCONUS ground will be done IAW Combatant Command (COCOM) guidance as long as DTR, Part II, Chapter 202 requirements are met. **(T-0)**

2.6. Selecting a TSP. TOs apply best value criteria when making the TSP selection. Refer to **Attachment 1** and DTR, Part II, Definitions, for additional best value guidance. TSPs, other than USPS, must have a contract or approved tender of service on file with USTRANSCOM, General Services Administration (GSA), or SDDC. **(T-0)** The TO must be aware of contracts supporting movement from their installation and ensure compliance with the terms of the contract (e.g., mandatory use). **(T-1)**

2.6.1. When routing less than truckload (LTL) shipments through the CMOS Automation of Transportation Request (ATR), challenge any excessively high rates. Validate rates in the GFM Rate Quotation application or by contacting the SDDC Domestic Freight Services Branch.

2.7. Shipment Clearance Requirements.

2.7.1. CONUS Clearance Requirements. The TO must clear shipments moving on military owned or arranged airlift and sealift through the appropriate clearance agency prior to release to TSP for movement to the aerial or water port of embarkation (APOE or WPOE). **(T-0)** Refer to **Chapter 7** for further instruction and refer to DTR Part II, for the appropriate air and water clearance authorities. AF cargo movement activities will use CMOS or LTS ACA (ATCMD) to request and clear shipments. **(T-2)**

2.7.2. Air Clearance. The TO requests ACA clearance of cargo planned for channel airlift prior to cargo release to the APOE. To request a clearance, shippers must submit the ATCMD data the sponsoring service ACA via CMOS or LTS ACA (ATCMD). Shippers must access CMOS ATCMD Status or LTS ACA Status to correct/edit challenges and to minimize delays in the clearance process. The appropriate AF ACA clears or challenges the request for air movement. The shipping TO will hold the shipment pending the challenge decision by the ACA IAW DTR, Part II, Chapter 202. **(T-0)** In the event airlift clearance request is denied, the TO will divert the shipment to surface movement IAW DTR, Part II, Chapter 202. **(T-0)** TOs can access the most current airlift eligibility and challenge procedures at the 635 Supply Chain Operations Wing (SCOW), refer to **paragraph 7.2** or by contacting the local OCONUS ACA. The following specialized cargo requires the shipper consult with the ACA prior to releasing the shipment. Refer to the DTR, Part II, Appendix R for additional guidance on clearance

authority. Refer DTR, Part II, Chapter 203 and to **paragraph 2.9** and **paragraph 2.10** of this instruction Green Sheet and Purple Sheet guidance.

2.7.2.1. Explosives. Shipments of explosives require an explosive clearance number, which the ACA must obtain for the shipper prior to release of shipment. **(T-1)** Shipping activities will follow instructions provided in the TFG and by ACA/In-transit Munitions personnel once shipment is cleared.

2.7.2.2. Military Working Dogs (MWD) (with handler). The ATCMD will include the dog's name, ID tag number, type of dog (e.g., drug, explosive, patrol), and handler's name and rank. **(T-2)** Indicate on the trailer records how the dog and handler will arrive at the aerial port (commercial flight number, date, and time). **(T-1)** MWDs must be space blocked through AMC by the shipping activity. **(T-1)** For CMOS users, enter the mission number on a T_9 line.

2.7.2.3. Courier shipments. Include name and rank of courier(s).

2.7.2.4. Ration shipments include icing and other special handling requirements.

2.7.2.5. Advance notification for blood and medical emergency shipments should be e-mailed to the ACA. To determine applicable ACA, refer to DTR, Part II, Appendix R, ACA/WCA.

2.7.3. Water Clearance. For CONUS export sealift, send the ATCMD to SDDC Operations. For OCONUS sealift requirements, send to the appropriate Theater Commander (CDR) designated Water Clearance Authority (WCA). Use SDDC Integrated Booking System software or submit on a DD Form 1086, Export Traffic Release Request. Refer to DTR, Part II, Appendix R.

2.7.4. Clearance of Shipments into CONUS Designated Water Terminals. The TO requests WCA clearance of cargo planned for direct delivery to a WPOE prior to movement of the materiel. WCA clears cargo offered for export from the CONUS ports. Refer to DTR, Part II, Appendix R for procedures for shipment clearance into water terminals.

2.7.4.1. When sealift eligible cargo is insufficient for container or flat rack loading at origin, send the cargo to a Consolidation and Containerization Point (CCP), for those shipments that qualify. These shipments are exempt from the normal sealift clearance process.

2.7.4.2. DLA operates CCPs on the East and West Coast of the United States. The East Coast CCPs are the Defense Distribution Depot Susquehanna, New Cumberland, PA, (DDSP, DoDAAC: W25N14) and Norfolk Intermodal Hub, DLA Distribution Norfolk, VA (NIMH, DoDAAC: N45631). The West Coast CCP is co-located with the Defense Distribution Depot San Joaquin, Tracy, CA, (DDJC, DoDAAC: W62N2A). Refer to DTR, Part II, Chapter 203, for CCP procedures.

2.7.5. Clearance of Shipments into OCONUS Military Air Terminals. The TO requests ACA clearance IAW COCOM directives on all cargo planned for movement from, or within, an overseas area via AMC prior to release of the materiel to the port.

2.7.6. Clearance of Shipments into OCONUS Designated Water Terminals. The TO requests WCA or Ocean Cargo Clearance Authority (OCCA) clearance IAW COCOM directives on all

cargo planned for movement from or within an overseas area via MSC. Refer to DTR, Part II, Chapter 202, for clearance procedures.

2.8. Exception Processing.

2.8.1. Space Blocking. With the exception of AMC FSL project code 196 or MICAP cargo directly supporting air mobility forces under the command and control of the 603 AOC, 613 AOC or 618 AOC and MWDs with handlers, cargo will not be space blocked on channel missions. **(T-1)** Space blocking of cargo moved aboard SAAM airlift by the 603 AOC, 613 AOC and 618 AOC requires permission and approval from the user paying for the SAAM as coordinated through the 618 AOC/APCC. In all instances, space blocking of cargo by the 603 AOC, 613 AOC and 618 AOC will be coordinated with the 618 AOC/APCC. **(T-1)** Customers may change cargo movement precedence on channels through green and purple sheet procedures described in paragraphs **2.9 and 2.10** of this chapter.

2.8.2. Movement on Opportune USAF Airlift. TOs may use USAF airlift to move cargo when standard commercial or channels do not meet mission requirements. Cargo movement must be coordinated and approved by the aircraft commander providing the opportune airlift and cannot impact the aircrew's and aircraft's primary tasked mission. **(T-1)**

2.8.2.1. The TO initiates and documents the requirement for movement by opportune or organic airlift with the aircraft's operational support authority (e.g., 618th Tanker Airlift Control Center (TACC)) or the respective theater Air Operations Center Air Mobility Division (AOC/AMD).

2.8.2.1.1. The documentation will accompany the DD Form 1348-1A or DD Form 1149 and will identify the appropriate working capital fund (WCF) or SDT CMA TAC to use for any required commercial or channel movement IAW DTR, Part II, Appendix V5. **(T-0)**

2.8.2.1.2. Do not use local funds to support any movement to position, deposition, or forward cargo identified for organic airlift support. If a CMA or WCF TAC is not printed on the DD Form 1348, the TO will utilize base O&M MORD or TAC to the shipment. **(T-1)** Upon CMOS validation, should a CMA or WCF TAC apply, the validation process provides a notification.

2.8.2.2. If eligible cargo must move commercially from origin to another location to meet opportune or organic lift, the origin TO will use the appropriate TAC to process the shipment using the best value TSP that meets the RDD IAW DTR, Part II, Chapter 202. **(T-0)** Shipment will be marked for the TO at the in-transit node and transshipped in CMOS. **(T-1) Note:** The origin TO will provide 618 TACC, AOC/AMD, and AFSC /635 Supply Chain Operations Wing (SCOW/LG-ACA) the shipment details (TCN, piece/weight/cube (P/W/C), Standard Carrier Alpha Code (SCAC) and Estimated Time of Arrival upon request. **(T-1)**

2.8.2.3. The TO will use CMOS to manifest eligible cargo moved on organic air. **(T-1)** TOs will also generate a new manifest if cargo is trans-loaded to another opportune or organic air mission. **(T-2)**

2.8.2.4. If the opportune or organic airlift movement is disrupted (e.g., the eligible cargo misses mission departure time, the mission diverts, etc.), the TO at the location with the

cargo will process the shipment for onward movement IAW local procedures. **(T-2)** Cargo will be in-checked and trans-shipped in CMOS. **(T-1)**

2.8.3. Other exception processing (e.g., Same Day Service, Saturday Delivery).

2.8.3.1. All non-MILSTRIP requests for exception processing must be in writing and signed by the requesting unit's commander. A digitally signed e-mail will suffice. **(T-1)** The TO will ensure the request contains all necessary information to support timely delivery (e.g., organizational POC for requested Saturday delivery). **(T-1)** TOs will not process exception requests for shipments that do not contain sufficient information to ensure successful delivery or whereby the downline station is not available to receive the shipment on the intended day. **(T-2)** The SCOW and subordinate Supply Chain organizations can request MILSTRIP movement or delivery exceptions by printing or stamping the requested action on the DD 1348-1A, such as, "Saturday Delivery Requested", etc. TOs will accommodate these requests wherever possible using the fastest-most reliable means and noting that MICAPs always move by the most expeditious means (i.e., within 24 hrs per TDD PPS standards). **(T-1)**

2.8.3.2. The TO approves or disapproves requests for movement of small package carrier eligible cargo that require use of Same Day Service or movement outside the small package carrier contracts.

2.8.3.3. TOs process shipments after-hours that are air eligible 999/NMCS/MICAP. Cargo moving commercially is booked for the TSP's next scheduled pick-up.

2.9. Green Sheet Procedures. Green Sheet is a process where specifically identified cargo in the AMC system may gain movement precedence over other priority cargo of the sponsoring Service, including 999/NMCS/MICAP shipments. Use it when expedited movement of specific shipments is in the national interest and the ACA certifies that it is an operational necessity. Green Sheet applies through the final destination APOD. Refer to DTR, Part II, Chapter 203.

2.9.1. The ACA is the only activity authorized to levy Green Sheet action with the aerial port. Blanket application is not authorized for Green Sheet action.

2.9.2. Green Sheet requests must include TCN, P/W/C, consignee DoDAAC, APOE/APOD and valid reason for Green Sheet action (e.g., aircraft Not Mission Capable (NMC), work stoppage). **(T-2)** Vague statements such as "urgently required" are not sufficient to warrant Green Sheet action. Units (shipper) requesting Green Sheet action must be specific regarding their urgency of need, and an O-6 or above (or equivalent) from the requesting unit's chain of command must sign the Green Sheet request memorandum. **(T-1)**

2.9.3. Upon approval, the CONUS ACA will send the approved Green Sheet Request to the Customer Support Branch (CSB) at the CONUS aerial ports**,** "At OCONUS aerial ports, the responsible ACA will provide the completed green sheet approval to the Air Terminal Operations Center (ATOC). **(T-1)**

2.10. Purple Sheet Procedures. COCOMs require the ability to prioritize sustainment cargo during Lines of Communication (LOC) stress, or during shifts of contingency or combat operations. The intent is to outline a process for the supported COCOM to prioritize sustainment cargo already on hand at an APOE, for subsequent flow into the COCOM AOR. The COCOM utilizes Purple Sheet action to expedite movement of specific shipment(s) of national interest and

operational necessity. It authorizes specifically identified cargo in the DTS in transit to the COCOM AOR to gain movement precedence over other priority cargo in transit to the COCOM AOR, including 999/NMCS/MICAP and Green Sheet shipments, regardless of service lane or arrival date at the APOE. Purple Sheet applies from initial identification to the shipment's final destination APOD. Refer to DTR, Part II, Chapter 203.

2.10.1. The COCOM J4 approves Purple Sheet requests and forwards them to the COCOM's Deployment Distribution Operations Center (DDOC).

2.10.2. After COCOM J4 approval, the DDOC will forward the Purple Sheet request to the USTC DDOC IAW DTR, Part II, Chapter 203. **(T-0)**

2.10.3. The DDOC tasks 618 TACC which, in turn, tasks the applicable APOE. The APOE will info copy the service ACA. **(T-2) Note:** No blanket shipment or planeload Purple Sheet request will be approved. **(T-1)**

2.11. Same Day Service Criteria. Prior to utilizing Same Day Service, all other movement methods required for expedited movement will be explored. **(T-1)** Same Day Service is not a normal means for movement and is considered only as an exception to next day service. Use Same Day Service only in dire circumstances (e.g., mission failure). Same Day Service moves via scheduled commercial air TSPs and does not include guaranteed arrival time. Weight and size limits and other restrictions (e.g., authorized destination, additional charges, etc.), may vary per TSP and be verified and agreed upon prior to pick up. **Note:** The TO is the only official authorized to approve the use of Same Day Service. **(T-2)** Refer to **paragraph 2.8.3.2** of this instruction.

2.11.1. Shippers will provide a destination contact name, commercial and/or Defense Switch Network (DSN) contact number and an in the clear address for the consignee before the shipment is accepted by the TO's shipping activity for transport. **(T-1)**

2.11.2. Use of Same Day Service requires the consignee must be available at the time of delivery to accept the shipment. **(T-2)**

2.11.3. Use of Same Day Service does not preclude the TSP from having an approved USTRANSCOM tender on file or USTRANSCOM approval for a one-time rate quote. Refer to DTR, Part II, for exceptions.

2.11.4. Conditional requirements before the TO makes a final decision on the use of Same Day Service:

2.11.4.1. The shipment must have an Agile Logistics Project Code or an RDD of 999, N_ or E_. **(T-1)**

2.11.4.2. Same Day Service will not be used if actual use of the item being shipped will not occur before normal next day delivery service. **(T-1) Exception:** AMC MICAPs or Green and Purple Sheet Shipments to be delivered to an aerial port that have a scheduled airlift mission approved by the 618th Air Space Operations Center (AOC)/Aerial Port Control Center (APCC).

2.11.4.3. The shipper requesting Same Day Service must provide the origin TO written or e-mailed justification endorsed by an O-6 (or equivalent) or above, to verify the urgency of movement. **(T-1) Exception:** AMC MICAPs or Green and Purple Sheet Shipments to be delivered to an aerial port that have a scheduled airlift mission approved by the 618th AOC/APCC. Supporting documentation will include a brief justification, name consignee

and contact details, RDD, and signature block. **(T-1)** The TO will maintain one copy of the justification with the shipping document and one copy will be included with the shipment packing list. **(T-1) Note:** Blanket Same Day Service requests are not authorized.

2.11.4.4. The TO or TA must certify that all services were performed and retain the delivery confirmation with the shipping documentation. **(T-2)**

2.12. Express TSP Shipment Documentation. For Air Force CMOS sites, Express TSP is required to process Small Package Express shipments Carrier web sites are not permitted to be utilized under any circumstances unless there is a degraded Ops situation.

2.12.1. The TCN on the TSP waybill alerts the TSP tracking system to forward shipment information to DoD in-transit visibility systems and allows for TCN tracking using the commercial TSP's tracking system. The TCN links express TSP and shipper information systems and provides data for pipeline analysis.

2.12.2. For non-CMOS/Carrier invoiced SPE transactions, enter the TCN in the first 17 positions of the field, enter one space, and then enter the TAC in positions 19-22. Spaces, other than the one between the TCN and TAC or additional characters not part of the TCN or TAC should not be included. Data must be entered in this order by either using TSP provided software or filling out the air waybill manually. **(T-1)** Refer to the example at **Figure 2.2**.

Figure 2.2. Entering the Transportation Control Number.

FB483382120189XXX_F2RS
(Verify there is *one* blank space after "XXX" and before the TAC.)

2.12.3. For Third Party Small Parcel Express Shipments, enter the Third Party Billing (TPB) account number in CMOS Express and local O&M funding in Shipment Planning Detail. For Non-CMOS shipments, include the TPB account number on the air waybill where required.

2.13. Export and Import of Goods.

2.13.1. US Import. Requirements for commercial air shipments to ensure cargo flows through US Customs and OCONUS shipping offices:

2.13.1.1. Airway Bill. The first line of the shipper block must identify the DoD component as the shipper followed by the shipper unit. **(T-1)** The consignee block must start with United States (sponsoring military service), followed by the recipient's name. **(T-1)** Providing the sponsoring component command is critical on shipments consigned to commercial contractors and vendors.

2.13.1.2. Commercial Invoice. The commercial invoice must be printed on Air Force letterhead. **(T-1)** Shipper and consignee information must reflect the sponsoring component command, and include a clear detailed description of the item, item value, and a statement of ownership, (e.g., Property of the United States Government). **(T-1)** Print the American Goods Returned statement on the commercial invoice. Refer to Title 19, Code of Federal Regulations, **Part 10**, *Articles Conditionally Free, Subject To A Reduced Rate, Etc* and Title 22, Code of Federal Regulations, **Part 126**, *General Policies and Provisions.*

2.13.2. US Export. To comply with host nation customs clearance and routing requirements, refer to DTR, Part V. Access DTR, DoDD 4500.54E, *DoD Foreign Clearance Program (FCP)*, CFR Titles and Customs Bulletins at the USTRANSCOM.

2.13.2.1. Accurate cargo descriptions and complete addresses are essential requirements for all international shipments of DoD cargo, especially when commercial transportation is used.

2.13.2.1.1. Use of non-specific terms such as Consolidated Cargo, General Merchandise, Not Otherwise Specified (NOS), Said to Contain (STC), Freight All Kinds (FAK), or No Description (Blank) is not acceptable for customs clearance purposes. Similarly, avoid generic descriptions such as "aircraft part," which may also cause delays in the customs clearance process.

2.13.2.1.2. Use the Harmonized Code to determine the best descriptive nomenclature based on National Stock Number (NSN), NMFC, part number and other data presented by the supply activity or vendor.

2.13.2.1.3. Use the AF DoDAAC Web Management System to determine the correct consignee address for shipments to DoD activities. Use in the clear name of the consignee, as well as the required DoDAAC address.

2.13.2.2. IAW 22 CFR Chap. 1, Subchapter M - International Traffic in Arms Regulations (ITAR), Part 120, *Purpose and Definitions.,* The Department of State regulates the export of articles covered by the USML, except as indicated otherwise in the subchapter. If the item is on the USML, it requires an Electronic Export Declaration (EEI), formerly Shipper's Export Declaration (SED) for export. If the item is not on the USML (e.g., a general commodity), then no EEI is required IAW 15 CFR Part 30, *Foreign Trade Regulations*. Refer to DTR, Part V, Chapter 508.

2.14. Preventing DoD Shipments to Restricted Countries.

2.14.1. Consign and route DoD shipments to authorized destinations. All shipping activities will maintain the most current list of embargoed countries from the Department of State Embargoed Countries List at the Directorate of Defense Trade Controls website IAW DTR, Part II, Chapter 201. **(T-0)**

2.14.2. Follow the provision of DTR Part II, Chapter 201 and have a program in place in order to ensure the appropriate level reviews and approves the release of shipments to restricted countries.

2.15. Commercial Bill of Lading (CBL). A CMOS produced CBL designates the receipt of goods shipped on board a tendered or contracted commercial transportation conveyance (e.g., truck, rail, ship, airplane) and signed by the TSP (or TSP's agent) who contracts to carry and deliver the freight. The CBL states the terms on which the goods are carried. Follow guidance in the DTR, Part II, Chapter 206, regarding the accountability, application, issuance, preparation and distribution of freight CBLs, and for instructions for the procurement of transportation from commercial TSPs.

2.15.1. Republic of Korea. With regard to specific customs requirements, Korea is the only country that requires a GBL. Refer to DTR, Part V, Chapter 511. To enable these shipments to move on a GBL and still allow payment in the TPPS (Syncada), the following guidance applies.

2.15.1.1. For TPPS TSPs – In the "Bill Charges To" block, show the address: US Bank, 601 Second Ave South, Minneapolis, MN 55402. Place one copy of the GBL in the Packing List on the outside of the number 1 piece and give one copy to the TSP.

2.15.1.2. For non TPPS TSPs – In the "Bill Charges To" block, show the address: AFMC/A4RT, 4375 Chidlaw Rd, Bldg 262, Rm C117, WPAFB, OH 45433 5066.

2.15.2. CMOS users will process a "Customs Only" GBL through CMOS SPE, and IAW **paragraph 2.12** of this chapter. For Korea shipments, the CMOS SPE interface with GFM will automatically print the GBL when users print the commercial invoice and will accompany the shipment for customs clearance. GBLs have no fund cite listed and are marked, "Not for pay purposes." and are therefore, not accountable forms.

2.15.2.1. Prepare a GBL in CMOS and release the GBL from CMOS. **Note:** Do not use duplicate GBL numbers for customs clearance into the Republic of Korea. There have been occurrences of delays because of duplicate GBL numbers.

2.16. Other Shipment Requirements.

2.16.1. Shipment and Receipt of Aircraft Engines and Built-Up Propellers (BUPs). TOs must process documentation on aircraft engines and BUPs for movement according to Technical Order (T.O.) 00-85-20, Engine Shipment Instructions, for engine movements. **(T-1)** Unless exempted by the applicable T.O., unless exempted by the applicable T.O., commercial vehicles moving aircraft engines and BUPs must have both an air ride tractor and trailer in operating and serviceable condition. **(T-1)** At a minimum, Routing Instruction Notes (RINs) 111, 343, and 367 will be printed on the Bill of Lading (BL). **(T-1)** The TO and Base Engine Manager will develop and publish local written procedures to ensure rapid engine shipment receipt and release, and a thorough visual inspection process that meets mission requirements. **(T-1)** Due to the various number of TACs used to support the shipment of aircraft engines, it is vital that the TO ensures the proper funding source is cited. **Note:** Aircraft engine shipments to a Centralized Repair Facility (CRF) are funded by the installation shipping the engine (for CONUS movements only). Refer to DAFMAN 65-605V1, *Budget Guidance and Technical Procedures* and the SDT CMA TAC Memorandum.

2.16.2. Munitions Shipment and Receipt. TOs coordinate with installation munitions and safety personnel to develop local written procedures to ensure proper documentation, movement and receipt handling instructions are available for munitions shipments. **Note:** Refer to DAFMAN 21-201 for additional guidance on munitions transportation.

2.16.3. Test, Measurement and Diagnostic Equipment (TMDE). TMDE are Non-MILSTRIP shipments, usually assigned project code 571. Normally, TMDE shipments are consigned to the destination TO, with PMEL as the ultimate consignee. Shippers will prepare a DD Form 1149 and each package should have the appropriate PMEL Shipping Label attached. **(T-1)** For transportation funding, refer to **Chapter 5** of this instruction.

2.16.4. Source of Repair (SOR) Shipment and Receipt. TOs at installations with a SOR will coordinate with SOR personnel to develop local procedures to ensure proper documentation, movement, receipt handling instructions are available, and components are packed and stored IAW the prescribed packaging for SOR cargo. **(T-2)**

2.16.5. Aircraft Wreckage Recovery and Investigative Evidence. TOs coordinate with safety personnel and support aircraft wreckage recovery efforts according to DAFI 91-204, Safety Investigations and Reports. TOs will ship investigative evidence as TP-1 by the nearest DoD shipping activity using Air Force organizations and equipment to the maximum extent possible. **(T-1) Note:** TOs must ship time critical investigative evidence such as data recorders (e.g., black boxes), or suspect mishap components, by the fastest means available. **(T-2)**

2.16.6. Hazardous Materials. HAZMAT policy is located in the DTR Part II, Chapter 204. All personnel should be aware of the possibility of undeclared or hidden HAZMAT and refer any potential undeclared shipments to HAZMAT preparer qualified personnel. Refer to AFMAN 24-604 for indicators of hidden HAZMAT.

2.16.6.1. Shipper Certification. International, federal, and military regulations require the shipper to certify that hazardous materiels are properly identified, described, packaged, marked, labeled, and in proper condition for transportation.

2.16.6.2. Preparers certify that hazardous materials are properly classified, described, packaged, marked and labeled, and in proper condition according to the applicable regulations. Preparers include Technical Specialists. These individuals are qualified based on their training in handling and preparing hazardous material in the performance of their duties.

2.16.6.2.1. Technical specialists may only certify items they are technically qualified to maintain and prepare for shipment for mobility purposes and as indicated in DTR Part II, Chapter 204, Paragraph D.1.c., for transportation of HAZMAT.

2.16.6.2.2. When Traffic Management personnel are required to certify item(s) that require special preparation (e.g., munitions, engines, etc.), the item "Technical Specialist" or preparing activity will provide documentation indicating the item is prepared properly for shipment IAW applicable T.O.s, DoD guidance, and 49 CFR. **(T-1)**

2.16.6.3. Preparing Fuel Devices for Shipment. Drain and purge aerospace ground equipment (AGE), aircraft, and vehicle fuel devices and equipment IAW the applicable T.O. procedures prior to shipment. Generally, purging of fuel devices occurs only at facilities with depot level maintenance. Field units will ship fuel devices which may contain trapped residual fuel as UN3363, "dangerous goods in apparatus" or "dangerous goods in machinery" as appropriate and should be offered as drained but not purged. **(T-1)** AGE, aircraft, and vehicle "wetted fuel" items will not be accepted (inducted) into the Material Management or Deployment and Distribution Flight without documented proof (e.g., AFTO Form 20, *Caution Tag*, or other locally produced documentation), certifying the equipment has been properly drained and purged or that the item has been drained only. The shipper is responsible for completing and providing the AFTO Form 20. **(T-1)** Ensure the following conditions are met before offering AGE, aircraft, vehicle, and fuel devices for commercial and military transportation (air or surface).

2.16.6.3.1. Ensure strict compliance with Technical Order procedures for draining and purging the fuel parts. When purging cannot be accomplished, ship devices as fully regulated hazardous materials or dangerous goods and comply with the appropriate

modal regulations. Remove all excess purging fluid as required and ensure the part is completely cleaned.

2.16.6.3.2. The AFTO Form 20 (or other documentation) must be signed (to include printed full name) in the appropriate block or with the inspection stamp by personnel accomplishing the draining and purging procedures. **(T-1)** Annotate the documentation "drained and purged" or "drained and not purged." Include residual fuel type (e.g., JP8) with the volume remaining. Securely affix to outer container and when possible, place a copy inside the container.

2.16.6.3.3. Do not cover plates on openings until the documentation is completed. Then properly cap and seal drain openings, open lines and fittings as specified in the item Technical Order.

2.16.6.3.4. The TO must ensure documentation is attached to the item(s), checked for completeness, and signed (certifying the condition of the item), prior to acceptance. **(T-2)** If additional hazards are suspected, frustrate the shipment, and coordinate with the appropriate fuels, maintenance, or vehicle technician to resolve. Only qualified maintenance technicians will perform the required procedures to prepare the equipment for shipment. **(T-1)**

2.16.6.3.5. If the T.O. data covering the parts or equipment does not require drain or purge procedures prior to shipping, then these parts do not require documented proof. This includes, but is not limited to, AGE and aircraft parts containing hydraulic fluids, oils and lubricants (fluids nonhazardous for transportation). Certain aircraft parts received from Materiel Management have fluid in them and are ready for installation on the aircraft. These fluids are essential for parts to operate.

2.16.6.3.6. Package any item containing residual fluid (fuel) in a greaseproof, waterproof sealed bag (MIL-DTL-117) according to the SPI. Use of a proper barrier bag prevents contact of residual fuel with the outer container and reduce petroleum odors. When reusing packaging, inspect for presence of residue or stains. Do not reuse any packaging stained from a petroleum product.

2.16.6.3.7. Mark each outer container with the type of material and flash point for the purging fluid. This helps identify that odors are from a non-regulated purging fluid and not from a hazardous material (flammable liquid).

2.16.6.4. Inert Certification. IAW T.O. 11A-1-60, *General Instructions Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to, or Containing Explosives*, a certifying official inspects and completes a certificate of clearance prior to offering the cargo for movement. The certificate identifies the item(s) inspected and states they are 100% inert and free of explosive related materials. The certificate must accompany the item(s) at all times while in distribution. **(T-1)** Cargo Movement has the authority to validate inspection or request re-inspection any item. When possible, place a copy of the technical document inside the shipping container.

2.16.6.5. AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*

2.16.6.6. Radioactive Waste. Handle, document, ship and dispose of radioactive or mixed waste in accordance with the appropriate modal directive listed in AFMAN 40-201. Do not

ship any radioactive or mixed waste until it is cleared and has a control number issued by the Air Force Radioactive Recycling and Disposal Office (AFRRAD). Contact AFRRAD at: Headquarters Air Base Wing/ Civil Engineering, Installation Decision Management(88ABW/CEIEC), 1450 Littrell Road, WPAFB, OH 45433-5209; e-mail: **AFRRAD@us.af.mil**. Additional information may be found on the AFRRAD SharePoint®.

2.16.6.7. Reshipment and Transshipment Procedures. When preparing materiel for shipment using multiple modes (e.g., airlift, sealift, and line-haul) of transportation, package materiel to ensure the integrity of the package is sustainable during handling and transferring between modes. Ensure the package is prepared in compliance with all the applicable regulations for the modes the package will travel, (e.g., if shipping materiel to or from multiple zones globally, ensure all documents are included to support all modes). Shipments certified to the ICAO, IATA, or 49 CFR for shipment by air may use the same Shipper's Declaration for Dangerous Goods for both the commercial and military segments of air transport. Shipments prepared for surface movement, must be packaged, marked, labeled, and certified to ICAO, IATA, or 49 CFR for shipment by air, or to this document prior to onward air movement.

2.16.7. Loading TSP's conveyance. Lifting and Tiedown Procedures. Proper tiedown, lifting, and loading procedures will be used to ensure cargo is delivered on time and without damage. **(T-0)** SDDC Transportation Engineering Agency (TEA) publications provide guidance on tiedown, lifting, and loading procedures for surface movement. Refer to DTR, Part II, Chapter 202. Shippers must comply with ATTLA certification requirements and supply required shoring. **(T-1)**

2.17. Personal Property Shipments in the DTS. The DTR, Part II and Part IV, *Joint Travel Regulations (JTR)*, and AFI 24-602V4, *Personal Property*, provide procedures, circumstances, and conditions for movement of household goods, unaccompanied baggage, and privately owned vehicles at U.S. Government expense. Controls similar to cargo apply when personal effects are moving in the DTS.

2.17.1. Excess baggage (e.g., issued weapons, personal effects, issued Individual Protective Equipment (IPE)) incidental to a deployment will not be shipped through the shipping activity unless authorized and funded by the respective MAJCOM/A4. **(T-1)** Deployers/Shippers must adhere to the shipment of Small Arms/Light Weapons (SA/LW) IAW DAFI 23-101 Para. 5.3.9.5. and must also refer to Combatant Command Geographic Combatant Command (COCOM/GCC) reporting instructions for more details.

2.18. Outbound Cargo Accountability. TOs must implement security measures to prevent or reduce the potential for theft of DoD materiel. **(T-2)** Physically account for materiel on-hand awaiting movement by recording the document number or TCN, piece count and consignee information. Establish and maintain procedures to report and rectify adverse findings.

2.18.1. TPS required items. Perform 100 percent physical verification by conducting a tally at the end of each shift. At the start of each shift perform a physical examination and compare the on-hand balance to the previous shift's listing to determine if any theft or pilferage has occurred. **(T-3)**

2.18.2. TPS not required items. Perform 100 percent physical verification by conducting a tally at the end of the established workweek. At the start of a new workweek perform a physical examination and compare the on-hand balance to the previous week's listing to determine if any theft or pilferage has occurred. **(T-3)**

2.19. Releasing Freight.

2.19.1. Report of Shipment (REPSHIP). Refer to **paragraph 4.5** of this instruction.

2.19.2. RFID. Refer to **Chapter 15** of this instruction.

2.19.3. Billing and Transportation Payment. Refer to **Chapter 5** and **Chapter 6** of this instruction.

2.20. Outbound Discrepancies. Refer to **Chapter 11** of this instruction.

2.21. Degraded Operations. When CMOS is not available, ensure all documentation is retained and all backlog is inputted for accountability. Cargo movement manpower is calculated using the workload factors pulled from CMOS and ILS-S. Not in-checking cargo and processing shipments and receipts once the systems are restored could cause a loss in earned manpower.

2.22. Outbound Cargo Documentation Files. TOs will maintain outbound documentation files that substantiates proof of shipment and the release of cargo from their installation. **(T-1)** This includes, but is not limited to, bills of lading, funding documents, REPSHIPs, TCMDs and truck manifests with supporting documentation. File documents IAW AFI 33-322, *Records Management Program, and Air Force Records Information Management System* (AFRIMS), Table 24-01, Transportation.

2.23. Movement of F-35 Parts.

2.23.1. Transportation.

2.23.1.1. The ITO oversees and executes all cargo movement responsibilities on the installation unless otherwise excepted in this DAFI.

2.23.1.2. Within the DTS. F-35 shipments moving within the DTS will follow the provisions of the DTR, SSUG and this DAFI. **(T-0)** In the absence of guidance within the SSUG and **para 2.23**., Shipment and Receipt of F-35 Parts, refer to legacy procedures within this DAFI.

2.23.1.3. Outside the DTS. F-35 shipments moving outside of the DTS will follow approved F-35 Joint Program Office (JPO) guidance. **(T-0)**

2.23.1.4. Shipment records will be maintained for 48 months IAW F-35 Sustainment User Guide (SSUG) Volume 1, paragraph 3.5.6.

2.23.2. Materiel Processing. F-35 parts and materiel will be processed in the Autonomic Logistics Information System (ALIS) IAW the current SSUG Vol 2. **(T-1)** Shipments that are processed in ALIS do not require input into CMOS.

2.23.2.1. The SSUG is available within ALIS.

2.23.2.2. Traffic Managers may contact the F-35 Lightning Sustainment Center for any issues with shipments that cannot be resolved at the installation level by the Field Service Representative (FSR).

2.24. Shipment of F-35 Parts.

2.24.1. Package and label any program-required shipments in compliance with appropriate MIL-STD requirements. Ship unserviceable (repairable) materials and equipment as directed by F-35 Sustainment, positioning required documentation appropriately on and inside the container.

2.24.2. Ensure hazardous materials are packaged, certified, and shipped according to International Air Transport Associated Standards (IATA).

2.24.3. Handle and ship classified materials according to service/country requirements.

2.24.4. Coordinate with Munitions personnel on explosive material (CAD/PAD) deliveries, notifying them of expected shipments and receiving confirmation of arrival before completing the receipt in ALIS Supply Chain Module.

2.24.5. All customs export/import compliance is the responsibility of the Air System Contractor (ASC), Propulsion System Contractor (PSC) or DLA prior to shipment departure IAW F-35 SSUG, Volume 1, Paragraph 3.3.5.

2.24.6. Aircraft Maintenance Equipment (AME) and Manual Travelers (MTs) that cannot be processed in ALIS will be offered for shipment utilizing a DD Form 1149 as the source document. AME and MT shipments will be processed in CMOS and will meet all other requirements for non-MILSTRIP shipments including those entering the DTS. MTs will be offered for shipment accompanied by the Manual Traveler Worksheet and DD Form 1149 from the customer offering the asset for shipment.

2.25. Receipt of F-35 Parts.

2.25.1. Receive items into ALIS SCM within designated priority timelines. See SSUG Volume 2,

2.25.2. Receive all F-35 items against the ALIS SCM purchase order (PO), part number, or per receiving instructions (if applicable). Enter required data in ALIS SCM for received parts, including expiration dates for any parts with shelf life (including chemicals).2.23.4.3. Verify that incoming shipment quantities are correct according to the BOL and inspect for external physical damage. Match shipment documentation details against package labels and ALIS SCM Advance Shipment Notifications (ASN), including serial numbers, and investigate any discrepancies. For some discrepancies, you may be able to match the part received to an open purchase order.

2.25.3. Submit receipt related Action Request (AR) no later than 12 hours after discovery of a problem to address potential carrier or supplier discrepancies.

2.25.4. Manual shipment turn-over records are not required for assets that are processed in ALIS and offered to NGDS carriers.

2.26. Deployment and Off-Station Support.

2.26.1. Transportation requirements needed at forward operating locations must be pre-coordinated with the supporting ITO to ensure the host installation has the logistical support capabilities. Pre-deployment planning should include confirmation of the availability of ALIS qualified 2T0X1 personnel at the FOL. In the event qualified 2T0X1s are not available, the

deployed units 2S0X1s may perform 2T0X1s ALIS functions. The 2S0X1 personnel will be trained and certified in IAW 2T0X1_F-35 Job Qualification Standard (JQS).

2.26.2. ALIS procedures for offline conditions are in F-35 SSUG, Appendix A - ALIS SCM Off-line Procedures.

Chapter 3

RECEIVER REQUIREMENTS AND PROCEDURES

3.1. General. Inbound Cargo receives all MILSTRIP and Non-MILSTRIP shipments consigned to the host installation and executes transportation functions IAW DTR, Part II, Chapter 203. Inbound Cargo is responsible for receipting accountable property into the ILS-S or DPAS for new FE7050 equipment items and materiel addressed to the host installation's Stock Record Account Number (SRAN) and destined for the supply activity, refer to **Attachment 9** of this instruction.

3.1.1. Property marked for the local supply (FB) or equipment (FE) SRAN must be processed promptly. **(T-2)** All TPS shipments must be handled (offloaded, in-checked and secured) as the first priority. **(T-2)** Priority shipments (e.g., 999/NMCS/MICAP) must be receipted ahead of all other shipments. **(T-2)** Inbound Cargo will maintain the capability to receive 999/NMCS/MICAP shipments 24 hours a day, 7 days a week. **(T-0)** Refer to DTR, Part II, Chapter 203.

3.1.2. MILSTRIP and Non-MILSTRIP shipments must be handled and processed with care to ensure protection against environmentally induced corrosion and deterioration, physical and mechanical damage, and other forms of degradation while in the DTS. **(T-1)**

3.1.3. Inbound Cargo functions (2T0) performed at AMC strategic aerial ports can be located at the APS, LRS or both.

3.1.4. For contractor activities operating on an AF installation, program managers and requiring activities must ensure that the requirements of this AFI are met in the Performance Work Statement (PWS), Statement of Work (SOW) or equivalent. **(T-1)**

3.2. Shipment In-check Processes.

3.2.1. All shipments, to include in-transit cargo, will be in-checked into CMOS immediately upon arrival. **(T-1)** This supports acknowledgment of transportation services rendered and transportation financial auditability (TFA). The movement document (government issued commercial bill of lading or organic truck manifest, or in the case of NGDS shipments, the TSP manifest, airway bill (AWB) documenting the shipment) will be used to in-check cargo in CMOS. **(T-1) Note:** In-checking cargo in GATES does not meet the TFA or Financial Improvement and Audit Readiness (FIAR) requirements. GATES may be used to plan onward organic air movement and generate air manifests.

3.2.1.1. When deemed appropriate by the TO, certain shipments (e.g., bulk deliveries) may be received or offloaded at the point of use or the ultimate consignee's facility, refer to **Attachment 9** of this instruction for additional guidance. Inbound Cargo should assist the ultimate consignee in servicing commercial TSPs, annotating discrepancies, completing required documentation, and required action to avoid detention charges.

3.2.1.2. External organizations or units that receive government materiel directly must be trained by the trained by the TO on Outbound and Inbound Cargo procedures. **(T-2)** All trained units will be identified in local procedures. **(T-1)** Transportation documentation signed by trained units will be turned over to Inbound Cargo within 7 GBDs of receipt. **(T-1)**

3.2.2. Handling Inbound Logistics:

3.2.2.1. TOs will ensure all shipments are verified and checked for discrepancies, offloaded, and segregated, and in-checked into CMOS for ITV. **(T-1) Note:** All cargo will be inspected for damage prior to offloading from the TSP conveyance. If damage is identified, photos will be taken of materiel prior to offload.

3.2.2.2. TOs will ensure Traffic Managers handle all small package TSP deliveries as TPS cargo until security classification is determined and protective services are no longer required. **(T-1)**

3.2.2.3. TOs will ensure Traffic Managers conduct a piece count to verify that the identification and condition of items documented on the government issued document (e.g., bill of lading or organic truck manifest) or in the case of NGDS the TSP's delivery receipt that physically matches the property received. **(T-2)**

3.2.2.3.1. TOs will ensure the date/time of in-check and ensure legible printed name and signature, any discrepancies, to include overage, shortage or damage (OS&D), is annotated on all copies of the delivery receipt (movement document). **(T-0)** Traffic Managers verify all equipment and transportation services requested, as identified on the movement document, has been rendered or provided by the TSP.

3.2.2.3.2. TOs will ensure TSP representative acknowledges all annotations made to the delivery receipt by legibly printing and signing their full name. **(T-1)**

3.2.2.4. Cargo will be segregated by security classification, hazard class and transportation priority. **(T-1)**

3.2.3. Misdirected shipments will be reported IAW DLM 4000.25, Vol 2, Chapter 17. **(T-1)** Materiel will be forwarded to the appropriate consignee using source documentation and funding. **(T-1)**

3.2.4. In-checking shipments of FAA managed assets (e.g., KC-46).

3.2.4.1. Traffic Managers verify applicable documents (e.g., FAA Form 8130-3, *Authorized Release Certificate, Airworthiness Approval Tag*, European Aviation Safety Agency (EASA) Form 1, *Authorized Release Certificate*, Joint Aviation Authority (JAA) Form 1, *Authorized Release Certificate*, Transport Canada Civil Aviation (TCCA) Form 1, *Authorized Release Certificate*, etc.) accompany the shipment when in-checking.

3.2.4.2. Receipt of FAA managed items will be accomplished with the guidelines outlined in **Attachment 9**. **(T-1)**

3.2.5. In-checking of Classified and TPS shipments will be accomplished IAW DTR, Part II, Chapter 205, and **Chapter 4**. **(T-0)** DAF Form 4388, Inbound Transportation Protective Service Materiel Worksheet, will be used in conjunction with receiving classified and TPS shipments. **(T-1)**

3.3. Materiel Receipt Process.

3.3.1. Traffic Managers will follow procedures in **Attachment 9** to process materiel receipts. **(T-1)**

3.3.2. Property destined for the supply activity must first be in-checked into CMOS before recording (processing) the materiel receipt in ILS-S. **(T-1)**

3.3.3. Inbound Cargo will open all shipping containers of controlled materiel to physically verify the item identification against the receipt (source) documentation. **(T-3)** This may include opening sealed unit packs (the interior packaging) unless opening the packaging compromises the materiel (e.g., items packed by a technical specialist). Only open ESD interior packaging at an approved workstation and only when damage to the shipping container is present, otherwise unit packs of Electrostatic Discharge Sensitive (ESDS) items will not to be opened within Inbound Cargo. **(T-3)**

3.3.4. Materiel will be segregated and processed by priority IAW **Table 3.1**. **(T-3)**

Table 3.1. Receipt Processing Time Goals.

PRIORITY	PROCESS TIME (Hours)
999/MICAP/NMCS	Within 4 hours from when materiel was received
Issue Priority Group (IPG) I	Within 24 hours from when materiel was received
IPG II	Within 48 hours from when materiel was received
IPG III	Within 72 hours from when materiel was received

3.4. Documentation. Traffic Managers are responsible for maintaining inbound documentation files that substantiate delivery and receipt of cargo at their installation. Inbound documentation files include but are not limited to, bills of lading, freight warrants, truck manifests, CMOS Surface Freight Inbound Turnover Records, materiel receipt source documents, inspection reports and any supporting documentation deemed appropriate by the TO.

3.4.1. Key Supporting Documents (KSDs). TOs will ensure the original source document that prompted the materiel receipt transaction in ILS-S is provided to the Customer Support Liaison Element (LGRMCC) so personnel can clear the document control record (DCR). **(T-1) Note:** For materiel requiring TPS, TOs will maintain a copy of the KSD with the DAF Form 4388.

3.4.2. Documentation will be filed IAW AFI 33-322 and AFRIMS, Table 24 - 01. **(T-1)**

3.5. Customer Pick-up. Traffic Managers will use the CMOS Surface Freight Inbound Turnover Records capability to release and document chain of custody of unit or organizational cargo, misdirected cargo and other shipment not recorded in ILS-S. **(T-2)** During degraded CMOS operations, maintain a log as shown in **Figure 3.1** to record assets turned over to customers.

3.5.1. The TO will ensure all base customers, tenant units and Geographically Separated Units (GSUs) are aware of consignee pick-up time standards in **Table 3.2** and routinely publish (e.g., roll calls, newsletters, etc.) requirements to assure compliance. **(T-2)** The TO must establish written procedures to return to sender, or otherwise resolve these articles of unclaimed freight. **(T-2)**

Figure 3.1. Turnover Record Log.

Movement Document #	Assigned TCN	Date Picked Up	Time
856612347900	FB48776069X501XX	31 Dec 2016	1400

Unit/Org	Contact Phone #	Printed Name (First Last)	Signature
420th TSR	210-123-0690	Chase N. Cooper	Payroll signature

Table 3.2. Consignee Pick-up Time Standards.

PRIORITY	PICKUP TIME (Hours/Days)
999/MICAP/NMCS	Within 12 hours of Consignee notification
TP-1	Within 1 Government Business Day (GBD) of Consignee notification
TP-2	Within 2 GBDs of Consignee notification
TP-3	Within 3 GBDs of Consignee notification

3.6. Security of Inbound Materiel. TOs must establish physical security and implement measures to reduce the potential for theft, fraud, sabotage and abuse of DoD materiel, and to prevent and deter unauthorized access IAW DoDM 4140.01-V5. **(T-0)** Record materiel on-hand awaiting receipt, put-away and delivery. Develop and maintain procedures to report and resolve unauthorized entry and occurrences of theft.

3.6.1. Classified and sensitive items awaiting materiel receipt. Record TCN, TP, piece count and consignor information on the MSL at the end of each shift. At the start of the next shift, perform a physical examination and compare the on-hand inventory to the previous shift's listing to determine if any theft or pilferage has occurred. **(T-3)**

3.6.2. A Notice-to-Stock or Due-out Release (DOR) will not remain in the Inbound Cargo area beyond the end of the duty day. **(T-2)** In cases where items are not removed, cargo may be accounted for as follows:

3.6.2.1. Items awaiting put-away by the Asset Management Section (LGRMS). At the end of each shift, use the ILS-S Items Not Put Away Report to identify and record items waiting to be picked-up for put-away. Personnel should perform a physical examination at the start of the next shift to determine if any theft or pilferage has occurred.

3.6.2.2. Items awaiting delivery to customers. At the end of each shift, use the ILS-S Items Not Received Report to identify and record items waiting delivery by Documented Cargo Operations (DCO). Personnel should perform a physical examination at the start of the next shift to determine if any theft or pilferage has occurred.

3.7. Degraded Operations.

3.7.1. CMOS. Ensure all transportation documentation is retained and input into the system once CMOS is operational to ensure ITV and accountability.

3.7.2. ILS-S. Coordinate with Materiel Management or Degraded Control Team Chief on degraded operations. Additional ILS-S Degraded instructions can be found in **Attachment 9**. Process materiel receipts based on a case-by-case basis (normally based on mission impact and TP priority). Refer to DAFMAN 23-122, *Materiel Management Procedures*, for overall degraded requirements.

3.7.3. **Discrepancy Reports and Tracing Procedures.** Refer to **Chapter 11** and **Attachment 9**.

Chapter 4

TRANSPORTATION PROTECTIVE SERVICE (TPS) AND HAZARDOUS MATERIAL

4.1. General. Special procedures are necessary to prevent the loss and damage of classified (which includes all Nuclear Weapons-Related Materiel (NWRM)), protected and AA&E shipments during transportation within the DTS. TOs must comply with the procedures prescribed in this chapter and those set forth within the publications listed below. **(T-1)**

4.1.1. DLM 4000.25, Volume 2, *Supply Standards and Procedures*, Chapter 17, Supply Discrepancy Reporting.

4.1.2. DTR, Part II.

4.1.3. DoDI4525.09_DAFI36-3804, Postal Operations and Official Mail, 23 May 2023

4.1.4. DoDM 5200.01, *Information Security Program*.

4.1.5. DoDI 5220.22, *National Industrial Security Program*/AFI 31-601, *Industrial Security Program Management*.

4.1.6. DSCA 5105.38-M, *Security Assistance Management Manual (SAMM)*.

4.1.7. MIL-STD-129, *Military Marking for Shipment and Storage*.

4.1.8. AFI 20-110, *Nuclear Weapons Related Materiel Management*.

4.1.9. AFMAN 17-1302-O, *Communications Security Operations*.

4.2. Transportation Officer Compliance Requirement:

4.2.1. TOs will ensure LRS, and other installation organizations have authorized personnel to receive, and process protected materiel. **(T-1)** A written list of personnel will be maintained for reference. **(T-1)** Refer to **Chapter 1** for further guidance.

4.2.2. TOs will develop written procedures covering the preparation, handling, receipt, documentation, and delivery of classified shipments that are otherwise not specified on the DAF Form 4387. **(T-2)**

4.2.3. TOs will ship weapons and same caliber ammunition in separate containers. **(T-0)**

4.2.4. TOs will certify shipments to the highest degree of TPS required when more than one classification or security risk category are consolidated. **(T-0)**

4.2.5. TOs will ship missile rounds separately from launch and control equipment. **(T-2)**

4.2.6. TOs will provide the same protection for firearms and ammunition scheduled for demilitarization (DEMIL) and retrograde, as other shipments of AA&E. **(T-2)**

4.2.7. TOs will store classified, protected, and AA&E in an approved storage facility when experiencing transportation delays. **(T-0)**

4.3. Secure Holding and Safe Haven. Holding area safety and security procedures are detailed in DTR, Part II, Chapter 205. For nuclear secure holding area requirements, refer to DoDS5210.41-M_AFMAN31-108V1-S_GM_2018-01, *The Air Force Nuclear Weapon Security Manual*. **Note:** Follow the procedures on AF e-Pubs and access through Warehouse Management System (WMS).

4.3.1. TOs are responsible for ensuring their Installation Commander, in coordination with the other installation support activities, is aware of the responsibilities set forth in this chapter. Installation Commanders should ensure transportation, security, disaster preparedness, civil engineer, medical, munitions, environmental and safety personnel work closely together to develop and implement local policies in support of this DoD requirement.

4.3.2. TOs will update their installation holding area capabilities on the TFG webpage, allowing shippers and TSPs to successfully plan munitions and sensitive cargo movements IAW DTR, Part II, Chapter 201. **(T-0)** For procedures on when and how to update the TFG, see instructions in DTR, Part II, Chapter 201. User ID and password are required to access the TFG. TOs may view the list of secure holding sites from the TFG web page.

4.4. Pilferable Cargo Protection. Origin and destination TOs identify shipments deemed pilferable based on Controlled Inventory Item Codes (CIIC) and hold those shipments in a storage facility designed to prevent unauthorized access and to safeguard against theft while in the DTS. Report any suspected pilferage to the base security force authorities, consignee and consignor. Cargo Movement personnel can assist in investigations and may provide ITV reports from origin to point of pilferage when requested.

4.5. REPSHIP Requirements. The CMOS automated REPSHIP process will be used except as noted in DTR, Part II, Chapter 205. **(T-0)** Visit CMOS website for CMOS REPSHIP instructions. **Note:** For FMS shipments, an offline REPSHIP may be necessary. Refer to DTR, Part II, Appendix E.

4.6. Origin and Destination Transportation Officer Requirements for Movement of Classified and Protected Shipments via Small Package Carrier:

4.6.1. TOs must confirm the TSP is authorized to move DoD classified materiel. **(T-1)** Visit the website of approved TSPs. Refer to DTR, Part II, Chapter 205 for further guidance.

4.6.2. TOs must ensure unit and activity personnel approved to use small package TSP accounts are aware of their responsibilities when receiving classified and protected shipments. **(T-1)**

4.6.3. TOs must ensure only designated and cleared personnel receipt for or process small package carrier shipments. **(T-1)**

4.6.4. TOs will work with the installation Contracting Office and develop local guidance to ensure unit personnel are trained prior to being appointed as a GPC Approving Official or Cardholder and the Cardholder awarded a small package carrier account. **(T-2)**

4.7. Escort Criteria of AA&E for TSP Load/Off Load and Base Surface Movements. Procedures for on base escort of AA&E will be established and approved by the Installation Security Council. **(T-1)** Origin, in-transit and destination TOs must be knowledgeable of their local Installation Security Plan for movement on the installation. **(T-1)** Escort selection should encompass consideration of who is best qualified to take action in case of emergencies and the training expertise needed when considering various levels of protective services. When using organic military ground transportation for movement off base to field locations, deployments, etc., contact the Security Forces office for procedures and refer to AFI 31-101, *Integrated Defense.* **Note:** Follow the procedures on AF e-Pubs and access through Warehouse Management System (WMS).

4.7.1. Organic Ground Transportation. All shipments will be processed in CMOS and documented on a Truck Manifest to serve as the shipping papers unless shipper's certification and shipping papers and not required IAW 49 CFR Part 177 and Part 172. **(T-1)** Refer to **paragraph 4.10** of this instruction for additional guidance.

4.7.2. Detention. Vehicles with Power Units. TSPs may bill the government when vehicles equipped with power units that are delayed or detained by the shipper or consignee beyond the allowable free time, refer to MFTURP-1. TOs will document TSPs escorted on and off the installation and maintain a log as shown in the **Figure 4.1** to support any assessed detention fees. **(T-3)**

Figure 4.1. TSP Escort Log.

Movement Doc # (BL)	Power Unit (tractor) & Trailer #	SCAC	Date
KGFL501234	1GSA019 / ABC357	LDWY	3 Jan 17
Time Notified	Time Positioned for Loading/Unloading	Time Departed	
1345	1415	1520	

4.8. Outbound Cargo Requirements. Classified, protected and AA&E cargo must be prepared for shipment, packaged, and sealed in ways that minimize risk of accidental exposure or undetected deliberate compromise. **(T-1)** Personnel preparing classified, protected and AA&E cargo will ensure items are properly described, packaged, marked, and labeled, and in proper condition for movement according to applicable regulations. **(T-1)**

4.8.1. Shipments of classified, sensitive, and pilferable items, to include AA&E, will be afforded the prescribed Transportation Protective Service (TPS) IAW DTR, Part II, Chapter 205. **(T-0) Note:** There are three levels of classification: Confidential, Secret, and Top Secret. AA&E may be classified, sensitive or pilferable depending on the CIIC and Security Risk Code (SRC). For CIICs refer to Cataloging Data and Transaction Standards, Vol 10, **Table 61**., Controlled Inventory Item Codes. The Table is divided into three segments: Classification Items Code, Sensitive Items Code, and Pilferage Code Item Code, for storage and transportation of DoD assets. For further guidance regarding CIICs and SRCs related to AA&E refer to DoDM 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E).*

4.8.1.1. USPS will not be used to move any NWRM shipments. **(T-1)**

4.8.2. Traffic Managers will use DAF Form 4387, Outbound Transportation Protective Service Materiel Worksheet, to process TPS materiel for movement. **(T-1)** The packaging certifier must validate Section I tasks prior to shipment planning. **(T-1)** The movement documentation certifier must validate Section II tasks prior to the shipment being released. **(T-1)** The certifier for all sections will be a 2T0 with a Primary AFSC of 2T071, military, civilian or contractor supervisor, or equivalent level. **(T-3)** The individual performing the tasks and certification cannot be the same person. **(T-1) Exception:** Technical Specialists (e.g., maintenance, munitions, weapons, etc.) will only complete line 1., 2., and Section I of the form. **(T-1)**

4.8.3. Documentation Review. Shipment Planners ensure documentation is processed and completed as follows:

4.8.3.1. MILSTRIP Documentation. The shipper stamps or marks each DD Form 1348-1A issued for controlled materiel with the appropriate item classification phrase (e.g., "Classified Item", "Controlled Cryptographic Item", or "CCI", etc.) prior to the shipping activity accepting the shipment for movement **(T-1)**, refer to DAFI 23-101, Section 10B. Block 9 of the form contains the Physical Security Code (PSC) which corresponds the CIIC. Serialized controlled assets are accompanied by a Serial Number List (F117) management notice.

4.8.3.2. Do not make or accept any pen-and-ink changes to the block entries on the DD Form 1348-1A. If there is a discrepancy that requires corrective action, contact the LRS Customer Support Section or Flight Service Center prior to accepting the shipment for movement. Notify AFMC/A4RT of packaging and transportation data discrepancies.

4.8.3.3. Non-MILSTRIP Documentation. The shipper must stamp or mark each DD Form 1149 generated for controlled materiel with the appropriate item classification phrase (e.g., "Classified Item", "Sensitive Item", "CCI", etc.) prior to offering the shipment for movement. **(T-1)**

4.8.4. Packing Requirement.

4.8.4.1. If the classified material is an internal component of another item that can be packaged, the outside shell or body may be considered as the inner enclosure for the classified material, provided it does not reveal classified information.

4.8.4.2. If the classified material is an inaccessible internal component of a bulky item, the outside or body of the item may be considered a sufficient enclosure provided observation of it does not reveal classified information.

4.8.4.3. If the classified material is an item that is not an internal component and the shell or body is also classified, it must be concealed with an opaque covering that will hide all classified features. **(T-1)**

4.8.4.4. Shipping and storage containers, including closed cargo transporters such as dromedaries, may be considered the outer wrapping or cover when used and are compliant with the double containment requirement of safeguarding classified material.

4.8.4.5. Shipping documentation must be placed inside the innermost shipping container rather than on the outside. Do not place shipping documents inside ESD packaging. **(T-1)** The Safety Data Sheet (SDS), if applicable, may only accompany these types of shipments inside the packaging. **Note:** For consolidated shipments, the shipping documents must be placed in the number one container. **(T-1)**

4.8.4.6. Obliterate markings on the outside of the shipping container that are not applicable to the shipment. The container must not bear any security classification markings or other marks that might invite special attention to the fact that the contents are classified, protected or AA&E. **(T-0)** Apply HAZMAT related markings and labels to HAZMAT shipments regardless of security classification. **Note:** The container NSN, United Nations (UN) Performance Oriented Packaging (POP) markings and orientation, special handling markings and labels applicable to the shipment will remain IAW MIL-STD-129. **(T-0)**

Item NSNs will not be marked on exterior containers of TPS shipments unless directed by item TOs. **(T-1)**

4.8.5. Advance Shipment Planning. Refer to DTR, Part II, Chapter 205 for advance shipment planning requirements.

4.8.5.1. Shipping activities will route classified shipments to and from OCONUS locations using AMC or USTRANSCOM Defense Courier Division (DCD). **(T-0)** If staying within the Army Post Office and Fleet Post Office mail system, use of the United States Postal Service's (USPS) return receipt requested is authorized.

4.8.5.2. For FMS shipments of classified, sensitive or AA&E materiel, the purchaser is required to have a completed and approved transportation plan from the Air Force Security Assistance and Cooperation Directorate Command Country Manager prior to any movement. Contact AFSAC Transportation office (**AFSAC.Transportation@us.af.mil**) for classified, sensitive or AA&E material transportation plans. Refer to DTR, Part II Appendix E.

4.8.6. Preparation of Outbound Shipping Documents.

4.8.6.1. Description of Classified Materiel on a BL. The BL issued by the TO should accurately describe the shipment but will not disclose and/or display the materiel is classified or make known its level of security classification. However, the CIIC/SRC must be annotated in the MARKS & ANNOTATION block on the BL. BLs should indicate the same freight rate for the assessment of freight charges as the actual materiel shipped. Shipments will not have documents attached to outside of containers that indicate the security classification. **(T-1)**

4.8.6.2. Ensure all requirements in DTR, Part II, Chapter 205 have been met prior to releasing a shipment requiring TPS. If shipment requires Defense Transportation Tracking System (DTTS) capability, ensure appropriate blocks are checked and shipment is released in CMOS before vehicle departs the installation. **(T-1)**

4.8.7. Provide accountability of classified and protected shipments.

4.8.7.1. The DD Form 1907, *Signature and Tally Record*, or equivalent TSP furnished forms will be used for control and accountability between cargo activities and commercial TSP, refer to DTR, Part II. **(T-0)** The DD Form 1907 or TSP furnished form is not required for movements via small package carrier.

4.8.7.2. A CMOS or GATES air or truck manifest may be used in place of the DD Form 1907 for organic shipments.

4.8.7.3. When a shipment goes by military airlift, the DD Form 1387-2, *Special Handling Data/Certification*, must show the TPS required in Block 6. **(T-0)** Refer to DTR, Part II, Chapter 205, for DD Form 1387-2 preparation and distribution. **Note:** Ensure the package is prepared in compliance with all the applicable regulations for the modes the package travels (e.g., if shipping materiel to or from multiple zones globally, ensure all documents are included to support all modes).

4.8.7.4. When shipping materiel that is both classified and hazardous, the shipper must prepare and distribute a Shipper's Declaration for Dangerous Goods (SDDG). **(T-0)** Refer to DTR, Part II, Chapter 204.

4.8.7.5. Complete DD Form 626, *Motor Vehicle Inspection* (Transporting Hazardous Materials) as prescribed in DTR, Part II, Chapter 205.

4.8.7.6. Ensure shipments have a DD Form 1387, *Military Shipping Label* as prescribed in DTR, Part II, Appendix X, 2D MSL.

4.8.7.7. Complete the DD Form 2890, *DoD Multimodal Dangerous Goods Declaration* for Surface Movements as prescribed in DTR, Part II, Chapters 204 and 205.

4.8.7.8. Complete and distribute the REPSHIP. Refer to **paragraph 4.5** of this instruction.

4.8.8. Defense Transportation Tracking System (DTTS). When satellite tracking services are required, shippers must monitor the in-transit status of shipments in DTTS until delivery is confirmed. The TO will ensure a minimum of two accounts are established to access the DTTS website. **(T-0)** Refer to DTR, Part II, Chapter 205, for DTTS procedures.

4.8.9. REPSHIP Suspense.

4.8.9.1. The shipping activity will maintain an outbound REPSHIP suspense file in CMOS. **(T-1)**

4.8.9.2. The shipping activity will establish an estimated delivery date for arrival at the final destination based on TDD standards. **(T-1)**

4.8.9.3. CMOS sends an automated REPSHIP notification upon shipment release to those receiving activities supported by the Distribution Standard System (DSS) or CMOS. The shipping activity forwards a manual REPSHIP (via email or fax) to destination sites not supported by DSS or CMOS. The shipping activity calls the destination and confirms the system in use when uncertainty exists about the receiver's capabilities. Traffic Managers must ensure the appropriate delivery method (automated or manual) is used based on the destination's ability to receive notifications. **(T-1)** The shipping activity forwards a manual REPSHIP to the port of embarkation, if applicable. Ports of embarkation are not required to forward additional REPSHIP information to the final destination. **Note:** Ports of debarkation are required to submit REPSHIPs prior to shipment release to a TSP.

4.8.9.4. The shipping activity validates receipt of a REPSHIP acknowledgement from destination. If no acknowledgement is received within 30 minutes for next day small package carrier shipments or within 24 hours for other shipments, the shipping activity sends an e-mail REPSHIP to the destination and follow-up to ensure receipt.

4.8.9.5. If the shipping activity does not receive confirmation of receipt of the cargo by the estimated delivery date on the REPSHIP, they initiate immediate tracer actions. Inform the security officer when the shipment cannot be accounted for. For NWRM shipments, they also notify the shipping NWRM Accountable Officer (NWRMAO) or Munitions Accountable Systems Officer (MASO).

4.8.9.6. If CMOS is unavailable, the shipping activity forwards a manual REPSHIP (via e-mail) and captures the information in CMOS when the system is available.

4.9. Inbound Cargo Requirements.

4.9.1. Only authorized personnel will be allowed to in-check and receipt for a shipment of classified and protected cargo. **(T-1)**

4.9.2. Traffic Managers must handle all small package carrier deliveries as classified shipments until it is verified that the shipment is unclassified. **(T-1)**

4.9.3. Traffic Managers use the DAF Form 4388, *Inbound Transportation Protective Service Materiel Worksheet*, when receiving TPS shipments. **(T-1)** The worksheet will be accomplished in conjunction with the in-check process **(T-2)** Refer to **paragraph 3.2** of this instruction. The certifier will be a 2T0 with a Primary AFSC of 2T071, military, civilian or contractor supervisor or technical specialist. **(T-3)** The individual performing the tasks and certification cannot be the same person. **(T-1)**

4.9.4. All classified and protected assets are immediately in-checked into CMOS upon arrival and examined to ensure seals are intact and there is no evidence of damage or tampering with the container. Provide hand-to-hand receipt control for classified and protected assets. Hand-to-hand receipt documents are maintained with the BL and supporting documents and maintained IAW AFRIMS Table 24-01.

4.9.4.1. Hand-to-hand receipt. Invoicing, Receipt, Acceptance and Property Transfer (iRAPT), DD Form 250, *Material Inspection and Receiving Report*, DD Form 1149 and DD Form 1348-1A are common forms that may be used as a hand receipt but must include the additional data as shown in **Figure 4.2** **(T-1)** The TO may direct Inbound Cargo to use the DD Form 1907 as the standard form for all hand receipts. All Non-MILSTRIP shipments will be turned over to the ultimate consignee using the CMOS Surface Freight Inbound Turnover Records capability **(T-1)**

Figure 4.2. Custody Record for Hand-to-Hand Receipt.

Accepting Person's Printed Name/Rank	Person's Unit/Office	Interchange Point
Jenny Iceberg/MSgt	654th CLSS/LGR	BLDG 3000

Date Accepted Custody	Time Accepted	Signature of Person Accepting Custody
02 Jan 2017	1625	Payroll Signature

4.9.5. Traffic Managers verify that the information on the DD Form 1387 affixed to the shipment matches the information on the movement document. Open all shipping containers and perform a physical examination of the asset and utilize the source document inside the container to verify item identification and process materiel receipt. A unit pack that contains a single item of supply, and is properly tagged, labeled or marked (refer to MIL-STD-129) should not be opened unless there is evidence of mishandling, damage to contents, error or intent to mislead Traffic Managers. SDSs, hazardous declaration forms, or similar forms are not approved receiving documents.

4.9.6. REPSHIP Process. Refer to **paragraph 4.5** of this instruction.

4.9.6.1. Receiving activities will maintain inbound REPSHIP suspense files in CMOS. **(T-1)**

4.9.6.2. CMOS inbound suspense files auto populates shipments from DSS and other CMOS sites. Cargo Movement personnel manually enter other REPSHIPS (e-mail, fax) received into CMOS. The inbound suspense files also auto populate with status information for shipments handled at an in-transit DSS or CMOS activities.

4.9.6.3. Cargo Movement personnel initiate immediate tracer actions and inform their security officer for shipments not received by the estimated delivery date. For NWRM shipments, also notify the receiving NWRMAO or MASO.

4.9.6.4. Cargo Movement personnel in-check shipments into CMOS to close out the REPSHIP. In-check immediately to ensure timely close out. **Note:** This also closes out shipment tracking in DTTS. If the system is unavailable, use the DTTS web site and close out the shipment record.

4.9.6.5. In addition to REPSHIPs, all NWRM shipments require an official e-mail (NIPRNET) sent by the origin shipper to the destination receiving unit to ensure all parties are fully aware of the shipment. Notification will be made within two hours (CONUS) or eight hours (OCONUS) of releasing an outbound shipment. **(T-0)** Refer to DTR, Part II, Chapter 205. Send the e-mail to the NWRM Transaction Control Center (NTCC) and to the organizational e-mail accounts of the origin and destination NWRMAO/MASO or contractor receiving activity, as appropriate. E-mail should contain the movement document number and shipment TCN(s).

4.9.7. TPS Discrepancy Reporting. The consignee TO will ensure the security manager is notified in the event of a suspected security breach or compromise when the TDR involves a TPS violation, and immediately begin remediation actions (e.g., tracer action, SDR/TDR, Financial Liability Investigation of property Loss, etc.). **(T-2)** The discrepancy report number must be sent via e-mail to AFIMSC/IZDT Traffic MGT (Cargo/Pax) <**AFIMSC.IZSL.TrafficManagement@us.af.mil**>, ANG or AFR, as appropriate, within 12 hours of discovery. **(T-1)** For further TDR guidance, refer to DTR, Part II, Chapter 210, TDRs. For SDRs, refer to **Chapter 11** and **Attachment 9**.

4.10. Special Provisions.

4.10.1. Contingency, Deployment, and Mobility Cargo moving under a Time Phased Force Deployment Data (TPFDD). DAF Forms 4387 and 4388 are not required for TPFDD contingency, deployment, or mobility cargo that is transported using organic lift and escorted by couriers from origin to destination.

4.10.2. IAW AFI 10-403, para, 2.13.7.2., LRS/Plans and Integration or the Deployment Control Center (DCC) will use a Logistics Module (LOGMOD) file transfer to consolidate and pass deploying unit personnel and cargo data from LOGMOD to CMOS or GATES IAW DAFI 10-401. DD Form 1149s will not be utilized when for Contingency, Deployment, and Mobility Cargo moving under a Time Phased Deployment Data (TPFDD).

4.10.3. Emergency Hot Lines. Use the SDDC and DTTS emergency hot line numbers located in the DTR, Part II, Chapter 205 to obtain any type of DoD safety or security advice and assistance.

4.10.4. Explosives. DESR 6055.09_AFMAN 91-201, *Explosives Safety Standards*, provides guidance on hazard classification, firefighting, handling, transportation, storage, and compatibility of explosives. Consult the explosives facility license or explosives site plan for authorized locations to store ammunition and explosives.

4.10.5. Military Vehicle Surface Movement. Units or personnel (e.g., Transportation, Security Forces, etc.) that transport shipments of HAZMAT (to include AA&E) aboard motor vehicles

over the public highways comply with 49 CFR and the applicable overseas regulations. **(T-0)** Refer to DTR, Part II, Chapters 204 and 205. Unless otherwise exempt by 49 CFR, HAZMAT will be appropriately marked, labeled, and placarded when transported **(T-0)**; refer to 49 CFR Part 172. All MILSTRIP and Non-MILSTRIP shipments transported by GMVs will be processed in CMOS. The Truck Manifest is used to document transportation services, list the consignee and consignor, describe the shipment and when required, and serve as shipping papers for HAZMAT. **Exception:** If HAZMAT is transported (not shipped) in GMVs, a DD Form 2890 can serve as shipping papers.

4.10.6. Shipping Military Working Dog (MWD) Drug Training Aids and Controlled Substance(s). These shipments will not be processed through the LRS. **(T-1)** Security Forces follows policy in DAFI 31-121, *Military Working Dog Program*, and the Drug Training Aid Accountability Guide to return these items.

Chapter 5

AIR FORCE (AF) AND SPACE FORCE (SF) TRANSPORTATION FUNDING

5.1. General. AF shippers will comply with the provisions in DTR, Part II, Appendix V, Attachment V-5, USAF TAC, paragraph B.3, to determine valid Air Force TACs and funding responsibility. **(T-0)** For shipments originating from an ANG location, refer applicable FY SDT/CMA TAC to the Air National Guard Funding Policy SharePoint®. For FMS shipments refer to DTR, Part II, Attachment V-7.

5.2. Air Force Working Capital Fund (WCF). WCF funded shipments are identified by a Fund Code of 64, 6B or C, and Budget Code 8 and 9. The Fund Code and Budget Code is linked to the National Stock Number (NSN) and can be used for MILSTRIP and Non-MILSTRIP shipments, CONUS or OCONUS, and any DOC ID, AF and ANG. Air Force WCF funded shipments are further identified in D043 as Air Force Managed items. Refer to **Table 5.1** for WCF shipments.

Table 5.1. WCF Shipments.

Fund Code	Budget Code	Source of Supply (SoS)	TAC	Type of WCF
64	8	FH	F2RS	Consolidated Sustainment Activity Group – Supply Division (CSAG-S)
		FG	F3RS	
		FL	F6RS	
6B	None	Various	F7MD	Med./Dental Excess
			F7WR	Med./Dental WRM
6C	9	Various	F7GS	Gen. Support Div.

5.3. FMS shipments of WCF materiel. Only the CONUS inland portion of transportation (to the aerial or water port or FMS freight forwarder), is the funding responsibility of the shipping activity using WCF. Shippers use the appropriate WCF TACs as shown on the WCF TAC table. The balance of transportation charges is funded through the FMS Letter of Offer and Acceptance (LOA) or paid by the FMS customer's freight forwarder. FMS shipment costs should be covered by either Working Capital Fund (WCF) or the FMS case involved.

5.4. Air Force SDT and Space Force SDT Centrally Managed Account (CMA). SDT CMA Funding Guidance is published yearly and available online at the AFMC/A4RT TPPS PMO SharePoint® and on the Logistics Tools Suite (LTS) Home Page.

5.4.1. For assistance with Air Force CMA TAC funding assignments, Contact the 635 Supply Chain Operations (SCOW) AF SDT CMA Program Office or the appropriate TAC Manager assigned in the current FY SDT CMA TAC Table. **Note:** The AFMC/A4RT Cargo Movement SharePoint® site also provides shippers and transporters current SDT CMA funding restrictions and detailed requirements for the use of these TACs.

5.4.1.1. For Permission to use AF SDT CMA funding, Air Force CMOS, LTS DD Form 1149 and LTS ACA ATCMD shippers will enter a "TAC Exception" in LTS Tracker Lite. Only the SDT CMA Program Manager or authorized agent, has the authority to approve these requests.

5.4.2. Program offices issued a SDT CMA TAC will assign a CMA TAC Manager to oversee execution of the SDT usage for their program. **(T-1)** This is accomplished by reviewing the SDT CMA TAC Expenditure and shipment data in LTS Trackerlite Funds Control.

5.4.3. SDT CMA TAC Managers will immediately notify the SDT CMA Program Office of any shipments that are suspected of being move under the wrong TAC, so that cost adjustments or recovery efforts can be initiated. **(T-1)** The SDT CMA Program Manager relies on TAC managers and the program office to identify suspect shipments. This oversight ensures the SDT CMA TACs are used for the intended purposes.

5.5. Local O&M Transportation Funds. TOs must forecast and budget for sufficient local O&M funds under Element of Expense Investment Code (EEIC) 462**, Trans Property via commercial carrier or organic air/sealift, to support shipments for authorized base units when use of Air Force Working Capital Fund (AFWCF) or SDT CMA funds are not applicable. **(T-1)**

5.5.1. When local funds apply, use the complete funding appropriation on BLs, to include Standard Document Number (SDN).

5.5.2. When shipments are entitled to move within the DTS but are funded by unit or base O&M funds, the shipper must establish an organic or accounting TAC chargeable to unit's O&M funds prior to using AMC, MSC, or SDDC services. **(T-1)** TAC requests are approved by the AF TAC Coordinator in AFMC/A4RT.

5.5.3. To request a local TAC, access the LTS website and select TAC Request. For guidance regarding Air Force TAC requests and applications, refer to DTR, Part II, Appendix, V, Attachment V-5.

5.6. Repair Network Integration (RNI) Shipments. Funding responsibilities regarding transportation of RNI assets OCONUS and CONUS, to and from CRF locations, are described in DAFMAN 65-605, Volume 1, Chapter 11, paragraph 11.9.5 and Table 19.1 and Table 19.2.

5.7. Transportation Funding Procedures. The shipment originator is responsible for manually ensuring the correct appropriations (appropriate TAC or funding (SDN or MORD)) have been assigned and annotated on the shipping document. This applies for MILSTRIP or Non-MILSTRIP and regardless of Service Component or agency.

5.7.1. TOs will validate the funding provided to ensure it is valid, funded, and appropriate IAW DTR, Part II, Appendix V-5. **(T-0)** Cargo Movement Personnel will use CMOS Pre-Shipment funds validation, Tracker Lite, Transportation Global Edit Table (TGET), and current funding guidance (funding memos, messages, etc.) to ensure proper funding is applied. **(T-1) Note:** Due to persistent system cataloging issues with Air Force managed items within D043 and TAC business rules, when using WCF and CMA TACs, certain items may not pass validation. In those cases, LRS Materiel Management works with 635th SCOW personnel to resolve/determine appropriate TAC IAW AFH 23-123v1 **Para 2.4**, and this DAFI Para 5.2 and Table 5.1. If the TAC is rejected, the shipper will provide an appropriate TAC to TO. If required, shipper will provide written justification for use of the proposed TAC in support of TAC exception processing. Refer to DTR, Part II, Appendix V-5. For non-MILSTRIP request, the TO is authorized to refuse shipments if the provided funding does not clear CMOS validation or when a valid SDN or MORD is not provided.

5.7.1.1. CMOS/LTS validates funding citations of Formatted TAC's in CMOS Shipment Planning Detail and must be executed prior to sending ATCMD's, Transshipping to Outbound Shipment areas of CMOS or Small Parcel carrier processing.

5.7.2. For electronic Non-MILSTRIP shipments utilizing the DD Form 1149 via the LTS, the shipper's funding citation (TAC, MORD or SDN) must pass validation prior to electronic transfer to CMOS. In situations where local or unit Transportation O&M is appropriate, TOs must provide shippers with the local TAC, MORD or SDN **(T-1)**

5.7.3. Funding Identification for MILSTRIP shipment. LRS Commanders ensure procedures are in place to ensure the appropriate and applicable TAC is printed on DD Form 1348-1A, *Issue Release/Receipt Document*, prior to delivery to the TO. LRS Materiel Management personnel have inherent expertise to identify shipments as IM directed Redistribution Order (RDO) or lateral support through interpreting the document identifier. This is especially critical during degraded operations.

5.7.4. Non-MILSTRIP Shipments. Refer to **Attachment 3** of this instruction.

5.7.5. In the event that a discrepancy between funding citations on the DD Form 1348-1A or DD Form 1149 and CMOS pre-shipment funds validation, the CMOS via Tracker Lite validation takes precedence. CMOS or Tracker Lite Funding determination challenges will be directed to AFMC/A4RT. **(T-1)** TOs forward the DD Form 1348-1A or DD Form 1149 and the CMOS Shipment Planning Detail screen shot to **HQAFMCA4.A4RT.FundsValidation@us.af.mil** or accomplish a TAC Exception request via Tracker Lite, Funds Validation.

5.8. Other Transportation Funding Considerations. Refer to DTR, Part II, Appendix V, Transportation Account Code (TAC) Procedures, in addition to the following:

5.8.1. Air and Space Expeditionary Forces (AEF)/Expeditionary Aerospace Forces (EAF) deployments. TOs ensure shipment documentation in support of AEF and EAF deployments, humanitarian support, exercises, or other special projects contain, if applicable, the assigned Joint Chiefs of Staff (JCS) 9 series or AF project code and Emergency and Special Programs (ESP) code. Annotate the assigned ESP code on all movement documents that obligate funds for the specific program (e.g., ESP). Current FY ESP codes are on the Secretary of The Air Force Financial Management Budget (SAF/FMB) website. Access the Air Force Portal and search on SAF/FMB ESP codes. The base or MAJCOM will fund exercise deployment or redeployment that is not in direct support of a JCS project code. **(T-1)**

5.8.2. Process Exceptions for Personal Property (Household Goods, Unaccompanied Baggage), Materiel Movement, Local Purchase and GPC within the DTS. The majority of AF sponsored personal property and materiel movements within the DTS are charged to the funding appropriation and/or TAC cited on the TDY or PCS order or to the TAC on the base supply document. Certain authorized DTS movements must be paid from the unit or base O&M funds requiring the establishment of a TAC. **(T-1)** These shipments include return of excess household goods to non-temporary storage in the CONUS in conjunction with assignment to government quarters, micro-purchases made through the GPC program, and materiel movement when normal TACs do not apply. For these shipments, the following applies:

5.8.2.1. When personal property, materiel, local purchase, and GPC shipments are entitled to move in the DTS but are funded by unit or base O&M funds, an organic TAC chargeable

to the O&M funds must be established prior to using AMC, MSC, or SDDC services. **(T-1)** O&M funds used to pay for purchases utilizing the GPC expire on 30 Sep of each FY. Unless current FY funding is provided, TACs are available in TGET until after 30 Sep.

5.8.2.2. GPC users should be made aware that if a shipment changes mode from 30 Sep to 1 Oct, the previous year's FY funds would cease on 30 Sep. Example: If shipment arrives at POE on 30 Sep, but does not depart the POE until 1 Oct, the new FY money will have to be in place or the shipment will be frustrated at the port until TAC or SDN is reallocated for the new FY. **(T-1)**

5.8.3. Security Cooperation Program (SCP)/Foreign Military Sales (FMS) TAC. Direct any financial questions, including TAC assignment for SCP or FMS shipments to Air Force Life Cycle Management Center Financial Management Division (AFLCMC/WFFA).

Chapter 6

THIRD PARTY PAYMENT SYSTEM (TPPS) PROCEDURES

6.1. General.

6.1.1. AF TPPS Sites provide transportation payment support to geographically separated units and base tenants who require transportation services and comply with the provisions indicated in DTR Part II, Chapter 212, Payment System, and DoD 7000.14-R, *Department of Defense Financial Management Regulation (DoD FMR)*, Volume 10, Chapter 13, except as indicated in this chapter. **(T-0)** AF shipping activities must ensure that proper funding lines are utilized, monthly invoices are paid within Prompt Payment Act requirements, and that proper follow-up is exercised to eliminate rolling balances. **(T-0)**

6.1.2. Fund citations provided on a Miscellaneous Obligation/Reimbursement Document (MORD) must be correctly entered in the shipper system and TPPS and applied to the movement documentation. **(T-0)** Refer to DTR, Part II, Chapter 212, and DoD 7000.14-R, Volume 5, Chapter 5.

6.2. TPPS Payment Process. The commercial TSP business rules contain the following functions in the payment process.

6.2.1. The shipping TO or designated representative enters shipment data into CMOS. If CMOS is unavailable, manually create a shipment order, invoice or buyer document and enter the data directly into TPPS via the website. If manually inputting a buyer invoice into TPPS, shippers must ensure that the Chart of Accounts reflects the proper commercial funding reference for the shipment. **(T-1)**

6.2.2. If a TSP's software or waybill is used to create the movement document, the carrier pro-waybill number (PRO) or Tracking Number assigned by the TSP must be input into TPPS and used as the Buyer Document Identification Number. **(T-1)** For assistance with the creation of a shipment order or invoice, contact TPPS (Syncada) Customer Support at **freight.customer.support@syncada.com** or **HQAFMC.A4RT.AirForceTPPSPMO@us.af.mil**

6.2.3. The release of the electronic shipment order from CMOS ensures proper data transfer to TPPS. If the shipment order does not appear in TPPS, query the TCN or Movement Document Number in Tracker Lite to ensure that the data transfer occurred. If shipping via CMOS Small Package Express (SPE) or Global Heavyweight Service (GHS), check the report for breaks in the Pickup Record Number. A break signifies a file was not released out of CMOS successfully. If there is a break in sequence, contact the Field Assistance Service (FAS).

6.2.4. Air Force shipping sites must access LTS Metrics at **https://lts.cce.af.mil/TPPSMetrics/USAF/** weekly to ensure unmatched invoices, aging transactions and carrier payments are accomplished within timelines prescribed in the DTR, Part II, Chapter 212. Aged transactions from previous FYs MUST be resolved prior to the beginning of the next CY (Example, FY22 transactions must be reconciled and paid prior to January 2023).

6.3. TSP Payment Approval.

6.3.1. Payment Requirements.

6.3.1.1. Matching Model or Match-On-Pro Model describes the process whereby the shipping system utilized by the shipper allows a buyer's order to be matched to the TSP invoice or seller document in TPPS. This model allows for auto approval and minimal manual intervention. AF TPPS shipping activities will utilize the Matching Business Model exclusively. **(T-1)** Exceptions may be granted based on mission requirements and approved by AFMC/A4RT.

6.3.1.2. TOs may request a change to the price threshold based upon workload and TSP characteristics to AFMC/A4RT. Trading Partner Relationships (TPRs) thresholds and tolerances is set, at a minimum, to truckload (TL) and less than truckload (LTL) $10,000/$50 and small package carrier $1,000/$1 to maximize auto approval. This, along with the matching business model, ensures that 10% of the transactions remain for accomplishing manual audits. AFMC/A4RT approves adjustments to site thresholds and tolerances, as required.

6.3.2. GPC Payments for small package carrier shipments. Cardholders will coordinate with their TO prior to setting up a TSP account. **(T-1)** Cardholders will obtain a Merchant Authorization Code from the Base Contracting Officer (GPC Agency/Organization Program Coordinator (A/OPC) prior to using a GPC for small package carrier shipments. **(T-1)** TOs will provide advice to cardholders when requested. **(T-1)** SDT CMA and TWCF funding will not be utilized for GPC shipment charges. **(T-1)** Units are billed the higher commercial rate when purchase card is used without first setting up an account. TOs should ensure they obtain a copy of the small package carrier TSP(s) reference guide that provides added guidance from the DoD small package carrier website. Refer to DAFI 64-117, *Air Force Government Wide Purchase Card (GPC) Program.* **(T-1)**

6.4. TPPS Invoice Certification.

6.4.1. The Transportation Officer or USPFO or designated representative is the Certifying Official. The appointment must be in writing and a copy of the appointment letter, along with the DD Form 577, *Signature Card*, must be on file with the DFAS Indianapolis Disbursing Office. **(T-0)** ANG Certifiers are appointed by the USPFO or designated representative IAW NGR 130-6/ANG 36-1, paragraph 2.8, and also adhere to the requirements imposed by their State USPFO. Supervisors will ensure all appointed COs and AOs complete initial and annual refresher Certifying Officer Legislation Foundations and Certifying Officer Legislation Transportation Pay computer-based training CBT requirements IAW the DoD FMR, Volume 5, Chapter 5. **(T-0)** Refer to **paragraph 14.4** of this instruction for training requirements for Certifying Officers.

6.4.2. Electronic Statement Certification. The certifying official reviews and approves payment by electronically acknowledging the following statement: "As a Certifying Officer, I hereby certify that this Summary Invoice represents the amount due US Bank for payment services rendered during the billing period ending (mmm/dd/yyyy). I further certify that the amounts shown as being expensed to each expense account are accurate and correct. This certification applies to each transaction contained within the Summary Invoice, jointly and separately. Upon electronic certification, DFAS reimburses the bank as indicated on the invoice."

6.4.3. The Certifying Officer (CO) will make every effort to ensure all funding lines are processed electronically on the monthly settlement. When funding lines must be processed

manually, the CO will print the settlement with manually billed accounting codes only. The CO will print their name, wet sign and date stamp the printed manual settlement. The signed monthly settlement along with all applicable line level detail, correct accounting citations and any other supporting transportation documents will be forwarded to the designated DFAS payment center. All documents will either be forwarded via facsimile, with permission by emailing **dfas.indianapolis-in.jjh.mbx.transportation-pmo@mail.mil** , or by uploading as an electronic file through the Account Management and Provisioning System (AMPS) Gateway. Please note that access is required if submitting through AMPS (**https://amps.dla.mil**). Specific step by step instructions can also be found on the LTS Syncada Account Management application under the Training tab. **https://lts.cce.af.mil/LTSSyncada** **(T-0)**

6.4.4. Statements requiring both electronic and manual certification will process transactions IAW **paragraph 6.4.2** and **paragraph 6.4.3** for each invoicing type. **(T-1)**

6.4.5. The monthly settlement must be sent to the DFAS no later than 5 GBDs of the availability date to allow DFAS to process it for payment, receive a refund for early payment, and avoid penalties under the Prompt Payment Act. **(T-0)**

6.4.6. Each TPPS site retains copies of the monthly settlement along with supporting documentation, e.g., DD Form 1348-1A, DD Form 1149, TCMD, Contract, DD Form 250, BL, funding authorization, etc., for the period recommended by the applicable file disposition instructions for financial documents. Units will accomplish this via file plan or electronic media. **(T-1)**

6.5. User Access, Password and Profile Procedures. AFMC/A4RT is responsible for assigning, resetting, and managing all Air Force TPPS account requests. Air Force Freight Syncada users must request an account on the LTS, Syncada Account Management **https://lts.cce.af.mil/LTSSyncada/**. All actions related to the management, training, and access of Air Force Freight Syncada accounts is accomplished on LTS Syncada Account Management and provides proper user controls, training materiels, and accountability to Air Force commercial freight payment users. Other DoD requirements can be found in the DTR, Part II, Chapter 212.

Chapter 7

CLEARANCE OF AIR FORCE CARGO AND SHIPPER SERVICES

7.1. Air Force Airlift Clearance Authority (AF ACA). The ACA is the official clearance agency for shipments planned for airlift on military owned or controlled assets and coordinates movement to the Aerial Port of Embarkation (APOE) with both shippers and project managers. The ACA is responsible to maintain visibility over cleared cargo and provides shipment status to tracer requests. In addition, the ACA works with APOEs and shippers to ensure advance movement data is at the ports prior to arrival of materiel; they monitor and minimize delivery of cargo without proper clearance. The ACA reviews documentation for accuracy and completeness prior to clearing materiel to facilitate cargo movement through the DTS. As required, the ACA diverts, expedites, holds, or provides visibility for any mission critical cargo. Refer to DTR, Part II, Appendix R, for CONUS ACA contact information and to identify applicable OCONUS ACA support. Use AMC's Air Channel Sequence Listing to identify APOEs.

7.1.1. Air Force ACAs will utilize LTS ACA exclusively except for Navy located at multi service ACAs clearing Navy applicable cargo. See DTR, Part II, Chapter 202 for details related to cargo routing and clearance at Air Force ACAs.

7.2. Air Force Eligibility and Challenge Procedures.

7.2.1. References.

7.2.1.1. DoDM 4140.01, *DoD Supply Chain Materiel Management Procedures*.

7.2.1.2. DTR 4500.9-R, Part II, *Cargo Movement*.

7.2.1.3. DAFI 23-101, *Air Force Materiel Management*, Chapter 5.

7.2.2. Airlift Eligibility. Only TP-1 shipments with a valid Required Delivery Date (RDD) to include a blank RDD and TP-2 shipments with a valid RDD, as shown in **Table 2.1**, are airlift eligible. TP-3 is not eligible for air movement. **Exception:** Certain medical and short shelf life items may move by air as TP-3, only if they have a valid RDD and/or project code. Refer to **Table 2.1**., Transportation Priorities, of this instruction. Divert ineligible TP-3 shipments to surface mode.

7.2.3. Challenge Criteria.

7.2.3.1. RDD 999. Commanders will approve, or delegate in writing, personnel authorized to approve all 999 shipment requests. **(T-2)** The Air Force ACA challenges commodities that do not meet the RDD of 999 requirements listed in **Table 7.1**.

7.2.3.2. ACA informs the shipper and challenges cargo when these commodities are offered as RDD 999. The requisitioner and/or shipper provides the appropriate authority's (Squadron Commander level or equivalent) written approval to support assignment of RDD 999.

7.2.3.3. Commodities listed in **Table 7.1** do not routinely meet the requirements for AF sponsored shipments with an RDD of 999. The shipper should consider challenge criteria before offering a shipment for movement.

Table 7.1. Challenge Commodities.

Air Commodity Code	Code Description
B	Construction Materials including Paint and Related Materials, Prefabricated Buildings, Wood Products, Metal and Composition Materials and Their Products, Commercial, Hardware and Miscellaneous Items, Cement, Asphalt, Building Maintenance Materials.
E	Engineer supplies, other than those listed under Code B.
G	Printed Forms, Publications, Drawings, Training Guides, etc.
J	Unaccompanied Baggage (ITGBL/DPM Personal Property Shipments)
K	Clothing including Clothing Equipment (Other Than Arms and Chemical Supplies), Cordage, Fabrics and Leather, Parachutes, etc.
N	Ship's Parts
Q	Plants, Plant Products, Insects, Mites, Nematodes, Mollusks, Soil, Meat (Other Than Rations), Animal Products or Parts, Vectors and Cultures of Animal and Plant Diseases.
S	Office and School Supplies and Equipment including Office Machines, Furniture and Stationery.
T	Household Goods (ITGBL/DPM Personal Property Shipments)
U	Mail, Select a Special Handling Code from Appendix AA.
W	Any material not otherwise specified that may require special handling with special instructions identified in the DI T_9 trailer data. Primarily used with channel airlift 463-L pallets.
Y	Personnel Services. Military service records, files, or other information subject to the Privacy Act of 1974

7.2.3.4. The requisitioner and/or shipper has the option to substantiate air transport at the time of initial request to the ACA. The requisitioner and/or shipper must contact the ACA with airlift justification to prevent delay of urgently required cargo. Shipments that are not justified as RDD 999 will be downgraded as appropriate. **(T-1)**

7.2.3.5. Air Force funded Second Destination Transportation (SDT) and Centrally Managed Accounts (CMAs) (TAC = F_ _ _) and Defense Logistics Agency (DLA) funded (TAC = S_ _ _) shipments assigned a TP-1 with any RDD other than 999 or TP-2 with any RDD are challenged when the shipment exceeds 1,000 pounds or 250 cubic feet.

7.2.3.6. TP-2 shipments with blank RDD are not eligible for airlift. Divert ineligible TP-2 shipments to surface mode.

7.2.3.7. With the exception of short expiration date items, divert TP-3 shipments offered for airlift to surface movement. However, TP-3 shipments may move as deferred airfreight (TP-4), upon approval by Air Force ACA in coordination with the applicable APOE terminal manager.

7.2.3.8. Project Code Cargo is subject to ACA challenge and hold action to preclude misuse of project codes. Based on hold findings, the ACA authorizes (total or partial) airlift or can direct shipment diversion to surface.

7.2.4. Exemptions. TP-1 and TP-2 shipments with one of the characteristics listed below are all airlift eligible and exempt from airlift challenge action:

7.2.4.1. Aircraft Engines and Built Up Propellers (BUP).

7.2.4.2. Foreign Military Sales (FMS): If the delivery term code (DTC), located at the fifth position of the TCN, is 7, 9, A, D, F, G, or J.

7.2.4.3. Shipments with short expiration date (whole blood, perishable subsistence, biological, batteries, required refrigeration, radioactive, etc.).

7.2.4.4. AMC Support Shipments (TAC QMRS).

7.2.4.5. Forward Supply System.

7.2.4.6. TACs beginning with H, T and X.

7.2.4.7. Courier and Classified Shipments.

7.2.4.8. Code J Baggage.

7.2.4.9. Special Assignment Airlift Mission (SAAM) cargo. All SAAM cargo shipments submitted for air clearance require a validated SAAM mission number in the DI T_9 trailer data to substantiate the clearance request and any subsequent use of the FSAM TAC. **Note:** All air challenge exempt items must be properly prepared and documented for military air movement to include cargo requiring special packaging and/or hazardous cargo considerations. **(T-1)** With the exception of SAAM cargo, prepare ATCMDs for the above exemptions and advance into a transportation shipping system to expedite the flow of cargo through the DTS and provide ITV.

7.2.5. Deferred Air Freight (TP-4). This allows non-air eligible cargo (TP-3) to move at surface rates in an uncommitted aircraft capacity. Air terminal managers in coordination with the ACA determine the actual amount of TP-4 accepted into the aerial ports. Shippers clear TP-4 cargo through the ACA prior to movement to the APOE.

7.2.6. ACA Degraded Operations. When CMOS or DSS is down and other systems, such as LTS and GATES are operational, ACAs will only process MICAPs, TP-1 "999". NOTE: The ACAs will not manually input non-MICAP (Ordinary TP-1 and TP-2) shipments during degraded ops.

7.2.6.1. CMOS users will use LTS ACA (ATCMD) tool to enter TCMD data for ACA approval.

7.2.6.2. DSS users will provide manual TCMDs via email. The ACAs will immediately process TP-1/999 TCMDs for clearance. When the shipment is cleared for air, ACAs will send ATCMD and MSL to the DSS user. DSS users may use LTS ACA (ATCMD) tool when DSS is not available.

7.2.6.3. If necessary, send email to appropriate ACA for clearance:

7.2.6.3.1. AF CONUS ACA **afglsc.sc3aca@us.af.mil**

7.2.6.3.2. USAFE ACA **usafeac.aca@us.af.mil**

7.2.6.3.3. UK ACA **usafe-uk.aca@us.af.mil**

7.2.6.4. CMOS degraded operations procedures are referenced in **Para. 2.21**/3.7. Reminder, shippers should use Next Generation Delivery Service (NGDS) Commercial Air Carriers for all eligible shipments to the maximum extent.

7.2.6.5. When LTS is down and the other shipper systems are operational, the USAFE ACAs will immediately process all TP-1/999 straight into GATES advances based on manual TCMDs received from the shipper via email. For AF CONUS ACA shipments, the shippers will have to wait for LTS to become operational or send email to AF CONUS ACA with TCMD data for high priority shipments, such as, MICAPs (TP-1 "999"). When cleared for air, the ACA will email back to the shipper the ATCMD and MSL. The shipper will send shipment directly to the APOE. ACAs will communicate with APOE via email or phone to determine manual clearance process for high priority cargo.

7.2.6.6. When all systems (CMOS, LTS, DSS, GATES) are down, ACAs will immediately accept manual TCMDs via email from the shippers for TP-1/999. Those TCMDs, once reviewed by ACA, will be emailed to the APOE after coordination with the responsible ATM. If all systems are down for more than 24 hours, USAFE ACAs will email TCMDs for all transportation priorities to the APOEs.

Chapter 8

PACKAGING AND HANDLING

8.1. Packaging Guidance.

8.1.1. Military Packaging. Packaging is essential for effective military logistics support. To be serviceable when needed, supplies and equipment procured to support military actions must be protected from damage and deterioration. **(T-1)**

8.1.2. Uniform Requirements and Procedures. Joint Service Publication AR 700 15/NAVSUPINST 4030.28D/AFMAN 24-206/MCO 4030.33D/DLAI 4145.7, *Packaging of Materiel*, establishes uniform requirements and procedures for packaging DoD materiel acquired, stored, or shipped.

8.2. AF Packaging. TOs will execute AF packaging IAW AFMAN 24-206 and this AFI. **(T-1)**

8.2.1. Levels of Protection. The DoD has established two levels of military packing: Level A and Level B. Level A provides the protection required to meet the most severe worldwide shipment, handling, and storage conditions. Level B provides the protection required to meet moderate worldwide shipment, handling, and storage conditions. Refer to MIL-STD-2073-1 and AFMAN 24-206 for further guidance and criteria for levels of protection. **Table A4.1** provides common application of levels of protection. AF shipping activities must comply with levels of protection and preservation requirements prescribed in SPIs. **(T-1)**

8.2.2. Use of Existing Packaging Requirements. If adequate military packaging requirements have already been developed for the item, those requirements will be used. **(T-0)** Refer to MIL-STD-2073-1, Appendix A, and **paragraph 8.4.2** herein.

8.2.3. Commercial packaging is IAW American Society for Testing and Materials (ASTM) D3951, *Standard Practice for Commercial Packaging*. Use and compatibility is IAW DoDM 4140.01-V9 and AFMAN 24-206. Commercial Packaging is intended primarily for shipments that are used immediately at the first destination. When MIL-STD-2073-1 requires the use of military packaging, commercial packaging will not be used. **(T-0)**

8.3. Packaging Operations. The size and mission of the installation determines the space required for the packing and crating facility. The types, kinds and amounts of packaging material and equipment needed vary based on the volume and characteristics of cargo shipped. When establishing packaging operations, locate packaging areas near the shipping or supply processing area.

8.3.1. Facilities. Each shipping activity must have the basic facilities and equipment to package items that are opened for periodic inspections; received inadequately packaged for storage; and shipped off-base, including redistribution or return of declared excesses and return of reparable items to the ALC depot or TRC. **(T-1)**

8.3.2. Authorization of Equipment. Allowance Standard 874, part C, provides cleaning, drying, preserving, packing, and marking equipment authorized for base packaging facilities.

8.3.3. Packaging Line Layout. Materiel flows from workstation to workstation according to the sequence of packaging operations, regardless of the size of the operation. For greatest production and efficiency, establish areas for each of the following:

8.3.3.1. An area for receiving, inspecting, and identifying materiel.

8.3.3.2. An administrative and work-process planning area for reference materiels, such as T.O.s, SPIs, standards, specifications, and related transportation publications.

8.3.3.3. A material storage and supply area for maintaining bench stock preservative and packaging supplies, and recycled containers (other than unit stored reusable containers).

8.3.3.4. An industrial equipment area for cutting materials to size, fabricating bags, boxes, and crates, printing labels and tags, and for feeding supplies, such as tapes and adhesives into the packaging line.

8.3.3.5. A cleaning, drying, and preserving area.

8.3.3.6. A unit packing area large enough to handle variable workloads.

8.3.3.7. An area for containerizing and packing oversized materiel that cannot be handled in the unit packing area. This area must contain, or be located near, the woodworking machinery and be accessible to mechanized Materiels Handling Equipment (MHE). **(T-2)**

8.3.3.8. At least one electrostatic discharge (ESD) protective workstation where trained personnel package sensitive (ESDS) items. The workstation must include a static dissipative work surface and personnel grounding devices. **(T-1)** Refer to *T.O. 00-25-234, General Shop Practice Requirements for Repair, Maintenance, and Test of Electronic Equipment*, for detailed information about ESD protective workstations. Post signs prohibiting entry of unauthorized personnel and static-producing materials in areas designated for packaging ESDS items.

8.3.3.9. A staging area or areas where hazardous materials are segregated and stored pending shipment, if necessary, as determined by 49 CFR.

8.3.4. Occupational Safety and Health Act (OSHA) and AFI Standards. Packaging facilities must have adequate space to accommodate the requirements in **paragraph 8.3.3** and still maintain a safe, clean and orderly work area. Ensure that health and safety standards are consistent with OSHA and AFIs when planning the type and layout of facilities and equipment. **(T-1)** Refer to DAFMAN 91-203, *Air Force Occupational Safety Fire and Health Standards.*

8.4. Packaging Cost Control.

8.4.1. Local Purchase Items. As a rule, local purchase (LP) items bought at base level are intended for immediate use. In most cases, the standard packaging of the vendor or manufacturer adequately protects items; this packaging may be used if it meets 49 CFR requirements and safety standards. Purchasing documents for LP materiel must contain the statement: "Military packaging is not required. The packaging provided must protect the item to its destination and conform to applicable Department of Transportation (DOT) or intrastate regulations." **(T-1)** This statement permits rejection of substandard packaging at delivery based on DOT regulations.

8.4.2. AF requisitioners initiating a buy for an item with an assigned Item Manager (IM) will obtain packaging requirements applicable to the item from the managing AFSC packaging office. **(T-1)** For items without an assigned IM, contact the AFSC packaging office, if needed, in determining specific packaging requirements.

8.4.3. Packaging Economy. Proper packaging and use of economical packaging techniques allow significant savings of O&M funds while minimizing the creation of solid waste. Examples of areas where economies and improvements can be realized include:

8.4.3.1. Reclaiming and reusing containers and packaging materials.

8.4.3.2. Keeping specially designed packs for reshipment or return of items to the using or repair activity.

8.4.3.3. Using a GSA stock list to compare costs of multiple materials with interchangeable functionality. Substitute high-cost materials with less expensive ones when possible.

8.4.3.4. Standardizing the number and types of packaging materials purchased.

8.4.3.5. Ensuring that units use materiel for its intended purpose, such as MIL-PRF-131, Barrier Materials, Water vapor proof, Grease proof, Flexible, Heat Sealable, be used if the pack is to be heat-sealed; but using it becomes wasteful if other than a water vapor proof enclosure is required.

8.4.3.6. Anticipating both periodic near- and long-term requirements for reusable containers and packaging materials so units can purchase them in larger, more economical quantities.

8.4.3.7. Using the lowest acceptable levels of preservation and packing to meet the anticipated logistics cycle.

8.5. Preserving and Packing Items of Supply and Equipment. Development of preservation and packing requirements must conform to criteria specified in MIL-STD-2073-1, AFMAN 24-206, and this AFI. **(T-1)**

8.5.1. Preserving Supply and Equipment Items. Packaging must prevent damage to items during issue or transfer. **(T-1)** If not protected, supply items and equipment can deteriorate during the distribution, storage, and issue cycle. Items placed in storage or shipped to another activity must be preserved to prevent deterioration from corrosion, mildew, decay, mold, and from attack from microorganisms, or vermin. **(T-2)** The shipper, or other persons, offering an item for shipment or storage must ensure the article is as clean and dry as possible before offering it for preservation. **(T-2)**

8.5.1.1. Selecting the Method of Preservation. An item's physical and chemical characteristics determine the method of preservation. When a SPI or T.O. prescribes the method of preserving a particular item or group of items, that requirement takes precedence over general guidelines. When specific instructions are not provided, use tables in MIL-STD-2073-1 to select the method of preservation and the container, or contact the AFSC packaging office that manages the item for assistance.

8.5.1.2. Preserving Items for Shipment or Storage. When preserving items for shipment or storage:

8.5.1.2.1. Clean and dry all items before applying preservation. Use a cleaning or drying method that does not harm the item.

8.5.1.2.2. Use a preservative, when required, that does not harm the item. For example, do not use petroleum-based preservatives on rubber or fabric products.

8.5.1.2.3. Properly wrap, cushion, block, or brace the item in the unit container.

8.5.1.2.4. Ensure any materiels used in cleaning, drying, preserving, wrapping, cushioning, and packing are clean and free from defects.

8.5.1.2.5. Use an overwrap of appropriate conforming barrier materiel if item exposure directly to precipitation is anticipated; otherwise, any other usual method of supplying physical protection should be sufficient.

8.5.2. Packing Items. Improper packing and handling cause the most damage during transportation. The importance of selecting the proper containers and using the proper cushioning, blocking, and bracing cannot be overemphasized. Care in handling is equally important.

8.5.2.1. Guidance Sources for Packing. A SPI, T.O., or other service or agency-approved document or drawing, or both, takes priority over general instructions. In case SPI and T.O. guidance differs, SPI requirements take precedence over T.O. or other documents. The managing AFSC packaging specialist formally coordinates with the responsible equipment specialist and reviews weapon system specific SPIs and T.O.s, as applicable. The packaging specialist, equipment specialist, and T.O. manager will coordinate actions to ensure the SPIs and T.O.s are congruent with respect to Packaging, Handling, Storage and Transportation (PHS&T) requirements. **(T-1)** If a SPI or T.O. does not provide specific guidance, use:

8.5.2.1.1. MIL-STD-2073-1 to identify and select the unit and intermediate containers, preservation, wrap, cushioning, and dunnage requirements.

8.5.2.1.2. T.O. 00-85 series. These documents provide graphic details on how to determine the correct packaging required.

8.5.2.2. How to Pack. Single items are packed according to the applicable T.O. or SPI. When consolidating two or more packed line items in a single container, place the heaviest or most dense items at the bottom of the container. Avoid packing light, fragile items with heavy, rugged items in the same pack. Arrange contents of the pack to provide greatest protection to interior packages.

8.5.2.3. If an ASTM specification is referenced, then that specification must be obtained, and packaging requirements as noted in that document must be followed. **(T-1)** ASTM specifications and standards can be obtained from ASTM website at **https://www.astm.org/** ASTM specifications may also be available locally through an engineering office's IHS subscription.

8.6. Packaging Reparable Items. Reparable items require adequate protection to prevent damage or deterioration during intra-base handling and item return shipments. Reparable items must be packed according to the applicable T.O. or SPI. **(T-1)** Damage incurred from improper packing and preservation may increase repair costs, processing time, and could lead to the item being condemned. During intra-base movements, items are transported in the specified SPI pack or equivalent handling device. Examples of equivalent handling devices include transport trailers for aircraft propellers, saddles for wing sections, and cradles for fuel tanks. Unserviceable-Repairable ESD sensitive items will be packaged as specified in *T.O. 00-25-234, General Shop*

Practice Requirements for Repair, Maintenance, and Test of Electronic Equipment. Refer to *paragraph 8.10.2 of this instruction.* **(T-0)**

8.7. Packaging Retrograde or Return Shipments. To prevent deterioration and damage, serviceable and unserviceable returns are protected IAW AFMAN 24-206. Cushion, block, and brace each reparable return in individual packs. Use the replacement part package to repackage the reparable item for return shipment. If a SPI or T.O. contains packaging instructions, comply with the applicable document.

8.8. Obtaining Assistance When a SPI Container Is Not Available. If a SPI container cannot be fabricated at the base or a SPI container is not available, for example, new items, lost, damaged, due-in from maintenance (Credit DIFM), take one of these actions in this order:

8.8.1. Use the AF Reusable Container Worldwide Warehouse (RECON) at **https://lts.cce.af.mil/SPIRES/to** acquire the required SPI container as a lateral support asset from bases within the same command or the same overseas theater.

8.8.2. Obtain a SPI waiver from the AFSC or AFLCMC/HNCLOT packaging office or Contractor Supported Weapon System (CSWS) Source of Supply (SOS) that manages the item authorizing the use of a suitable replacement. Request a deviation number for alternate containers and applicable instructions. Refer to **paragraph 8.9** of this instruction.

8.8.3. Contact the AFSC or AFLCMC packaging office to purchase SPI packaging(s) made by the local DLA box shop. Purchase locally the services or materials needed to fabricate the approved SPI container. Use DAF Form 451 when fabricating SPI containers, as outlined in **Attachment 5**.

8.8.4. Submit a supply requisition via normal base supply channels to the managing ALC IM for stock numbered SPI containers. Normally, users submit supply requisitions for stock numbered SPI containers. Supply requisitions are not used for non-stock numbered SPI containers. For non-stock numbered containers, contact the managing AFSC packaging office for lateral support. Refer to **paragraph 8.9.2** of this instruction for contact information. For each container, the following information is required:

8.8.4.1. SPI Number.

8.8.4.2. Quantity.

8.8.4.3. Item National Stock Number (NSN).

8.8.4.4. Ship to address.

8.8.4.5. Fund Cite.

8.8.4.6. Intended use (shipment or storage).

8.8.4.7. Point of contact.

8.8.4.8. DSN number.

8.8.4.9. Any other applicable information.

8.8.5. Contact Air Force Packaging Technology and Engineering Facility (AFPTEF) and request packaging services to fabricate the necessary SPI container. Contact AFPTEF for

assistance at: **AFPTEF.Webmaster@us.af.mil** or 937-257-3362. Refer to **attachment 7** of this instruction.

8.8.6. The requesting activity is responsible for all materials, as well as transportation costs for ALC or AFPTEF fabricated containers and/or the total contract cost associated with the fabrication.

8.9. Authorized Deviations.

8.9.1. SPI Waivers. The managing AFSC or AFLCMC/HNCLOT packaging office is the exception authority for SPI waivers. SPI waivers should only be submitted when urgent or immediate action is required. Contact the managing AFSC packaging office or CSWS SOS and request a SPI waiver number be provided. Mark the SPI waiver number on the lower right-hand portion of the identification side of the container prior to movement. Ensure the SPI waiver number is annotated on all shipping documents.

8.9.2. SPIRES provides the managing packaging office for requesting SPI waivers. The packaging specialist and contact information is listed by FSC and MMAC. **Table 8.1** lists the responsible packaging office by Routing Identifier Code (RIC).

Table 8.1. Packaging Office by RIC.

RIC	Packaging Office
FGZ	OGDEN ALC (OO-ALC) HILL AFB UT
FHZ	OKLAHOMA CITY ALC (OC-ALC) TINKER AFB OK
FLZ	WARNER-ROBINS ALC (WR-ALC) ROBINS AFB GA
FPD	AFLCMC/ HNCLOT LACKLAND AFB TX

8.9.3. Fast Pack Deviations. Refer to T.O. 00-85B-3, How To Packaging Air Force Spares, paragraphs **3.1.10** and **4.2**, for specific guidance.

8.10. Special Procedures. This section contains special procedures that differ from, or are in addition to, the usual packaging requirements of materiel.

8.10.1. Hazardous Materials, Hazardous Wastes, and Regulated Articles. Ensure hazardous materials, hazardous wastes, and regulated articles are properly prepared for shipment according to the applicable directives governing the mode of transportation. Refer to **paragraph 2.16.6** of this instruction.

8.10.2. ESD Sensitive Items. Always handle ESD sensitive items with the protective packaging materials except at a grounded ESD workstation. ESD sensitive items, regardless of condition, must be packaged in ESD protective materials to counteract electrostatic and electromagnetic forces. **(T-2)** Packaging requirements for ESD sensitive depot reparable items

are specified in SPIs. ESD sensitive items are preserved IAW MIL-STD-2073-1, paragraph 5.2.4.1, unless otherwise specified. T.O. 00-25-234 **Chapter 7**, Section VII, *Electrostatic Discharge Control*, provides specific guidelines for ESD control measures. For complete system "Black Box" items, follow guidance specified in T.O. 00-25-234, **Chapter 7**, **Paragraph 7.4.1.3**.

8.10.2.1. Identify ESD items by Type Cargo Code "3" on the DD Form 1348-1A, and by special interior and exterior markings. Markings should include the yellow sensitive-electronic-device caution label or symbol. The seventh position of fast pack and standard pack SPI numbers is the method of preservation code 9. For example, a SPI number of F000009XC5 identifies ESD preservation is required. Code 9 items must use antistatic cushioning and wrapping. **(T-1)** Refer to T.O. 00-85B-3.

8.10.2.2. Use caution if required to open ESD items. Conserve the ESD bags because they are usually constructed with enough extra material to allow for at least one additional heat seal, thereby facilitating reuse in the maintenance activity.

8.10.3. Security Assistance such as Foreign Military Sales (FMS) and Military Assistance Program (MAP). Security Assistance items, including FMS, are especially susceptible to damage due to unknown and unfavorable transportation, climatic, and storage conditions. Provide Level B packing IAW MIL-STD-2073-1, unless otherwise directed by the procuring country.

8.10.4. Serviceable KC-46 Parts. To prevent shipment delays, a FAA Form 8130-3 or EASA Form One (used by European Union member countries), must accompany any serviceable KC-46 part when it is received, issued, or shipped. **(T-1)** Those forms are included in the container with the part and used to validate the airworthiness approval certification of the part.

8.10.5. Small Arms, Other Weapons, and NWRM. Refer to **Chapter 4** of this instruction.

8.10.6. Protecting Product Quality Deficiency Report (PQDR) Metallurgical Failure Exhibits. Exhibits comprised of failed metallurgical parts receive exceptional care in packaging and handling to preserve failure evidence. DD Form 2332, Product Quality Deficiency Report Exhibit, must accompany any exhibits. **(T-1)** Packaging and handling must not prevent accurate metallurgical failure analysis. **(T-1)** The following rules apply:

8.10.6.1. Do not clean or apply acid to the fracture except for exhibits shipped from overseas. Clean exhibits from overseas activities only when necessary to satisfy public health requirements. **(T-2)** Take care to prevent damage to evidence during cleaning. Foreign products on the fracture may aid analysis.

8.10.6.2. Do not touch the fracture face with fingers, tools, or instruments.

8.10.6.3. Protect the fracture face from the environment, particularly where corrosion can occur. Do not apply preservatives to the fracture face as they could interfere with the analysis process.

8.10.6.4. Store the item in a desiccated, water-vapor proof bag, fabricated from MIL-PRF-131 barrier material or equivalent. Seal the bag airtight. Include one item for each water-vapor proof bag.

8.10.6.5. If the exhibit is shipped intact rather than in parts, ship only the exhibit in the container. Do not disassemble or otherwise compromise the exhibit unit.

8.10.6.6. If the item is bent or broken, use a shipping container large enough to prevent rearranging or disturbing the bent or broken area.

8.10.6.7. Pack items in a manner that prevents damage during shipment to exhibit evidence. If more than one exhibit is packed in a single container, make sure each exhibit is individually packaged, and that cushioning, or wrap is used to prevent contact between each exhibit. Refer to T.O. 00-35D-54, *USAF Deficiency Reporting and Investigating System*, for further guidance on protecting metallurgical failure exhibits and marking material deficiency report exhibits.

8.10.7. War Reserve Materiel (WRM) and items in Readiness Spares Packages (RSP) and Kits:

8.10.7.1. Give War Reserve Materiel (WRM) Level A or Level B packing accordingly, unless otherwise specified by the AFSC packaging office. Refer to **Attachment 4** of this instruction. These requirements or those specified by the AFSC packaging office apply even when the packaging activity packs the items for deployment within kits or mobility bins.

8.10.7.2. Depot reparable WRM must be kept in complete SPI packs to ensure protection during deployment and to provide packs for return of reparable items from deployed sites. **(T-1)**

8.10.7.3. Do not stock packaging materials as WRM, unless otherwise specified by Unit Type Codes (UTCs).

8.10.7.4. Overseas bases may maintain as much as a 90-day level of bench stock of packaging materials, based on current usage. Each shipping activity must maintain at least a 30-day level of bench stock of packaging materials. **(T-1)**

8.10.8. Uncrated Shipments. Crate items in a manner that aids handling and protecting the item. A qualified TSP certified to transport uncrated items may ship uncrated large items requiring special handling. Obtain lists of qualified TSPs from SDDC Freight Routing Department. Activities may load other packaged items in a vehicle partly filled with uncrated items if those items are blocked and braced.

8.10.9. Criteria for Large Items. Unless restricted by SPI or requirements for palletized unit loads, activities may ship large items without crates as uncrated when all of the following criteria are met:

8.10.9.1. The cost of packaging and shipping by other means would cost more than shipping the item uncrated.

8.10.9.2. The item is capable of withstanding shipment uncrated. Any part highly susceptible to damage must be removed from the major component and packaged properly. **(T-2)** Then firmly attach the parts to the unit being shipped before releasing it to the TSP.

8.10.9.3. Qualified TSPs are available to handle the shipment.

8.10.9.4. The item does not have a security classification that requires packing or crating to prevent disclosure to unauthorized personnel.

8.10.9.5. The item is not hazardous cargo as classified by AFMAN 24-604, 49 CFR, IATA, or other federal regulatory policy.

8.10.9.6. Not otherwise prohibited by DTR, Part II or SDDC guidance.

8.11. Unitized Loads. When practical, AF cargo must be unitized at the source of shipment. **(T-2)** Unitizing compatible items provides greater efficiency and economy in handling, transporting, and documenting cargo by reducing the number of containers needed to be individually handled. Properly unitized loads reduce incidents of damage, loss, and pilferage. The unitization policies in this section do not apply to materials regulated by AFMAN 24-604. Unitization is practiced by two basic methods: palletization and consolidation.

8.11.1. Palletization. AF shippers must build unitized loads in accordance with MIL-STD-147, Palletized Unit Loads. **(T-0)** For loading 463L pallets, Refer to T.O. 35D33-2-2-2, *463L Air Cargo Pallets, Types HCU-6/E and HCU-12/, E.*

8.11.2. Consolidation. In compliance with DTR Part II, consolidate shipments for a single consignee overseas, or when advantageous, to several consignees within CONUS. These shipments must have compatible commodity freight rates, materiel characteristics, and density. **(T-1)** The consolidation container must adequately protect contents during shipment. **(T-1)** Consolidation must not be used to prevent unit packaging. **(T-0)** Refer to MIL-STD-2073-1 for guidance in selecting a consolidation container. To obtain maximum advantages of consolidation:

8.11.2.1. Restrict total weight and the cubic measurements of the contents so they do not exceed the limit prescribed for the container selected.

8.11.2.2. Assemble loose items or small unit packs of the same stock number into a single unit by bagging, bundling, tying, wrapping, cartonizing, and identifying contents according to MIL-STD-129 before placing them in the container.

8.11.2.3. Facilitate mechanical handling by using skids on containers for the following: (1) containers with a gross weight of more than 200 pounds (90.71 kilograms) and (2) containers exceeding length and width dimensions of 48 by 24 inches (121.92 by 60.96 centimeters) with a gross weight of more than 100 pounds (45.35 kilograms). Use a pallet base rather than a skid for consolidation containers with a gross weight of 250 pounds (113.39 kilograms) or more or a gross cube of 20 cubic feet (0.57 cubic meters) or more.

8.11.2.4. Pack serviceable and unserviceable materiel separately. To meet the level of packing required for the individual item, package items individually. If a line item does not have packaging data available, contact the AFSC packaging office that manages the item for guidance. Keep the center of gravity low by placing heavy, dense items at the bottom of the container, blocked, and braced to prevent shifting. Fill voids to prevent shifting of contents. Use excess, reclaimed cushioning (fill), clean scrap, or other suitable material that has no other reuse value.

8.11.2.5. Mark all consolidated shipping containers "MULTIPACK." Include the gross weight and any additional marks as noted in MIL-STD-129. Refer to **paragraph 8.12.2** for multipack marking requirements.

8.12. Marking Materiel for Shipment and Storage.

8.12.1. MIL-STD-129 establishes procedures for marking military supplies and equipment for shipment and storage. Specifications, T.O.s, drawings, and SPIs may also contain special marking requirements. The requirements are valid and apply as specified. Any surface must be

in a condition so that markings remain permanent, legible, and non-fading. **(T-1)** Old markings and labels not applicable to the shipment must be obliterated. **(T-1)** This can be accomplished by blacking it out or covering the old marking or label with paint or stencil ink. Do not cut or strip old labels from fiberboard containers as this can destroy the corrugated flutes. The destruction of the corrugated flutes reduces structural integrity of the box as well as serviceable life. Except as provided for in this section, compliance with MIL-STD-129 is mandatory.

8.12.2. Multipack Shipments. MIL-STD-129 contains marking requirements for multipack shipments including those containing shelf-life or warranty items. Multipacks containing properly packaged ESD sensitive items do not require ESD markings on the exterior multipack container. If a consolidation container contains a unit container marked "FRAGILE," do not put fragile labels on the consolidation container unless the gross weight of the consolidation container is 75 pounds (34.01 kilograms) or less.

8.12.3. Expedite Shipment Marking. The AF uses two codes to identify expedite shipments: Code 999 and NMCS. Code 999 shipments take precedence over all other shipments. While both codes can apply to a single shipment, do not apply NMCS markings if 999 markings are used. Mark each unit in the shipment.

8.12.4. Project Code Markings. Shipping documents identify whether an item has a project code. Ensure it is printed on the shipping label.

8.12.5. Fragile Markings. When packaging completely conforms to specified AF packaging requirements, fragile markings are not required unless prescribed by a SPI. When packaging does not completely conform to AF requirements for a specific item, the shipper must decide whether or not the use fragile markings is required. **(T-3)**

8.12.6. Marking Component Parts of SPI Containers. Component parts of SPI containers with complex configurations, such as die-cuts or special purpose inserts not secured in the container are kept together and marked with the SPI number.

8.12.6.1. For classified shipments, SPI numbers should be marked on the inside of the container and not on the exterior.

8.12.6.2. For hazardous material shipments, do not obliterate UN specification packaging markings from SPI containers.

8.12.6.3. For fast pack and standard pack containers, do not mark SPI numbers on the exterior of the containers or on internal components.

8.12.7. Top-heavy Shipments. To determine when containers or crates require top-heavy marking (in addition to the center of balance requirements of MIL-STD-129):

8.12.7.1. Containers with Uniform Loads. Locate the center of gravity (CG) of a uniformly distributed load. To determine the CG, locate the side with the smallest base dimension of either the width (W) or the length (L) of the crate (**Figure 8.1** and **Figure 8.2**.). When the base dimensions of either "W" or "L" are equal (**Figure 8.1**), either side can work. On the chosen side, draw diagonal lines from opposite corners. The intersection of the diagonal lines is the CG of the load.

8.12.7.2. Using the same base dimension used to find the load CG, draw an equilateral triangle on the crate. If the CG is within the triangle (**Figure 8.1**), the container is within

the safe limits for normal handling. If the CG is not within the triangle (**Figure 8.2**), the crate is unsafe for normal handling and should be marked TOP HEAVY.

Figure 8.1. Uniform Load.
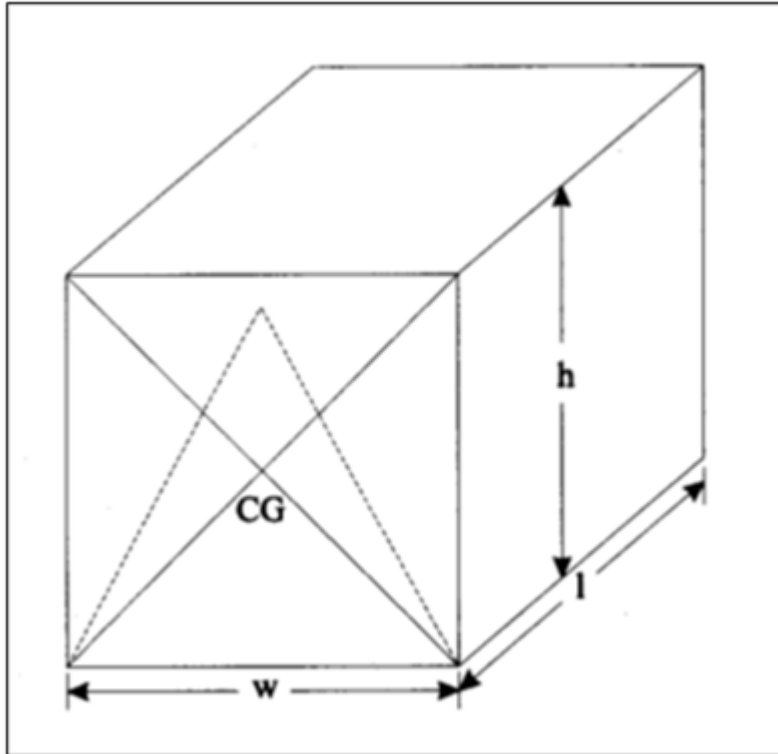
Figure 8.2. Top-heavy Load.
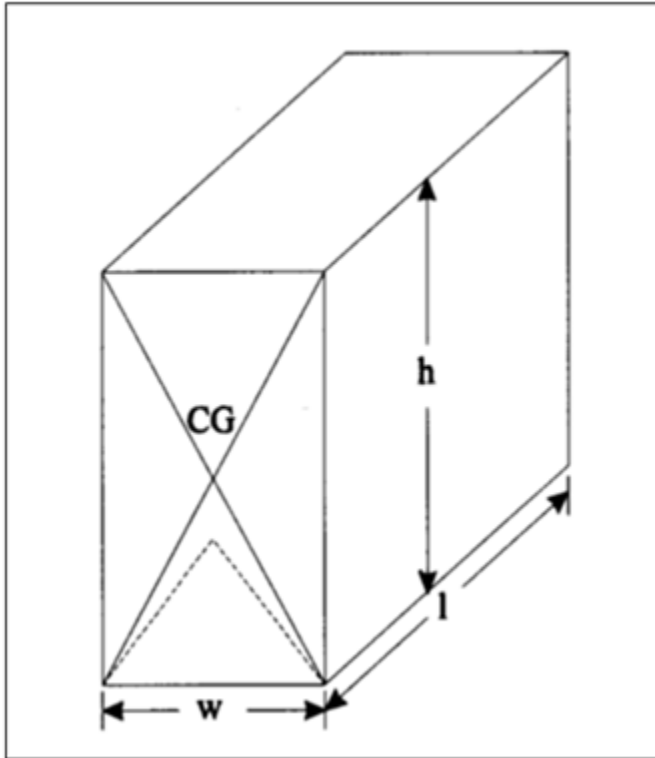
8.12.7.3. Forklift Entry. A captive forklift entry must be used on crates that are "TOPHEAVY" or otherwise unsafe for normal handling. **(T-1)**

8.12.7.4. High Centers of Gravity. For suspected loads that may have a normally high CG, such as machinery, drill presses, bandsaws, and wing sections, the CG may be obtained by turning the crate on its side and placing it over a pipe. Roll the crate back and forth until you can balance it. After the CG is found, mark the crate as "TOP-HEAVY" if it meets the criteria in **paragraph 8.12.7**.

8.12.7.4.1. When the height of the crate is equal to three times the shortest base, the crate must be marked "TOP-HEAVY." **(T-1)**

8.12.7.4.2. When the height of the crate is over 48 inches and the CG is more than 24 inches above the base, the crate must be marked "TOP-HEAVY." **(T-1)**

Chapter 9

UNITED NATIONS (UN) WPM REQUIREMENTS

9.1. Phytosanitary Requirements. The United Nations (UN) International Plant Protection Convention (IPPC) imposed phytosanitary requirements that mitigate the risk of introduction and spread of quarantine pests associated with the movement in international trade of WPM made from raw wood.

9.1.1. AF activities engaged in packaging of materiel will comply with the requirements of DoDM 4140.65-, *Issue, Use, and Disposal of Wood Packaging Material (WPM)*, which establishes guidance in compliance with International Standards for Phytosanitary Measures Number 15 (ISPM No. 15), Regulation of Wood Packaging Material in International Trade. **(T-1)** WPM includes wood pallets, skids, load boards, pallet collars, crates, wooden boxes, reels, dunnage, frames, and cleats composed of non-manufactured wood. Manufactured (processed) wood products are exempt, such as plywood, particleboard, oriented strand board, and veneers. WPM made of exempt materials but combined with solid non-manufactured wood components must still be treated and marked. **(T-0)**

9.1.2. All AF activities responsible for procurement of packaging requirements for contracts resulting in delivery of any WPM goods must ensure ISPM 15 and DoDM 4140.65- requirements are met in every solicitation for goods, prior to shipping goods to the government. If these procedures are not followed, then uncertified, unmarked or improperly marked materiel will become frustrated cargo and destroyed at the port of debarkation or require remediation and repacking at the aerial and water ports or Consolidation and Containerization Point (CCP), resulting in increased cost and time delays to the AF. **(T-0)**

9.2. Certification Markings. Certification markings identify compliant WPM. AF activities must procure an ISPM 15 certification mark; an ISPM 15 certification mark applicable to dunnage; and a DoD Pest Free certification mark and apply appropriate certification marking as required and defined in DoDM 4140.65-. **(T-0)**

9.2.1. Certification marking stamps can be custom ordered and procured at local printing shops; certifications must be indelible and permanent, legible, and durable; the color of the marking ink must be black; and if any of the WPM certification marking devices becomes defective, such as illegible due to worn rubber, replace it. **(T-0)**

9.2.2. Certification marking stamps must be stored in a secure cabinet. Only personnel that have successfully completed the DoD WPM web-based training course in **paragraph 9.4** may apply WPM certification markings. **(T-0)**

9.3. Management Controls. AF activities must report, audit, and enforce WPM standards and measures IAW DoDM 4140.65-. **(T-0)** Each reporting activity must register the DoDAAC, site auditors, and site custodians in the DoD WPM website. **(T-0)** Installations with two or more packaging activities will have separate WPM certification marks as well as auditing and reporting requirements. **(T-0)**

9.3.1. Shipping activities will maintain records of lumber purchases, usage logs and certification markings for compliance and auditability. **(T-1)** Each certified WPM activity will maintain records IAW AFRIMS 24 series. **(T-1)** WPM records, at a minimum:

9.3.1.1. Will contain lumber receipts, including purchase Orders, Requisitions and Receipts of Quantity of Heat Treated (HT) lumber or Kiln Dried/Heat Treated (KD/HT) lumber, etc. IAW DODM 4140.65-. **(T-0)**

9.3.1.2. Will contain work order and other documentation that identifies the amount of board feet used. **(T-1)** See **para. 9.3.1.5** for scrap lumber. **)**

9.3.1.3. Will contain the usage of the ISPM 15 and DoD Pest Free certification stamps. **(T-1)**

9.3.1.4. Will contain training certificates for all persons authorized to use the ISPM 15 and DoD Pest Free certification stamps. **(T-1)**

9.3.1.5. Scrap Lumber (waste or off-fall). Any pieces of lumber (e.g., 1"x6"x8', 2"x4"x6', etc.) left over from WPM fabrication and not immediately used will be marked at least once per piece with the WPM Heat Treated marking. Scrap lumber will be placed in a location where use would not be documented for future fabrication of new WPM containers. Any scrap with the certification mark affixed will not be mixed with non-compliant (non-marked) lumber. Scrap will not be counted as "Lumber Used/Consumed" when finally used in fabrication, as the entire board will have been documented as used/consumed when the first cut was made. Accordingly, the entire board will be counted and reported as "Lumber Used/Consumed" in the monthly Lumber Usage Report, and the "Scrape/Waste Lumber Used" field will hereafter be reported as zeros on any documentation and within the WPM Toolset.

9.3.2. Monthly Reports. Trained custodians must provide two monthly reports to the DoD WPM website: (1) Lumber usage monthly report; and (2) DoD Pest Free monthly report. **(T-1)** In addition, the reports are posted to the DoD WPM website within 2 weeks of the end of the reported month. If the DoD Pest Free stamp is not used, custodians will zero-out the numbers on the applicable DoD Pest Free monthly report. **(T-0)**

9.3.3. On-site Audits. AF WPM audits will be conducted using a combination of the DoD WPM website as well as on-site audits. **(T-1) Note:** WPM auditor(s) will not be assigned to the Deployment and Distribution Flight in order to conduct an independent and impartial inspection. Refer to **paragraph 1.7.3**. **(T-1)**

9.3.3.1. Trained auditors must perform annual on-site audits for the previous calendar year. **(T-0)** The results of those audits must be reported and posted on the DoD WPM website NLT 31 January of each year. **(T-0)** Refer to DoDM 4140.65- for the audit inspection checklist.

9.3.3.2. The WPM Program Manager or AF Component Manager may direct additional WPM audits. **Table 9.1** provides the schedule for quarterly and semi-annual audits.

Table 9.1. Quarterly and Semi-Annual WPM Audits.

Quarterly Month	Submit Audit
March	NLT 30 April
June	NLT 31 July
September	NLT 31 October
December	NLT 31 January
Semi-Annual Months	**Submit Audit**
June	NLT 30 June
December	NLT 31 December

9.3.4. Consequences of Audit Failure or Noncompliance. AF activities receive warnings, suspensions, and withdrawal of American Lumber Standard Committee (ALSC) quality stamp marking privileges for audit failure or noncompliance. When audit failures, noncompliance, or validated shipping discrepancies are reported, AF activities will implement the process specified in DoDM 4140.65-. **(T-0)**

9.4. Training Requirements. Personnel involved in audit inspections, custodians reporting, remediation, and certification marking of WPM, must successfully complete a comprehensive DoD web-based training course on the WPM website. **(T-1)** The course provides self-certification qualification training. Refresher training is required every 2 years. AF activities must maintain printed training certificates at the activity level in the WPM records for verification during on-site audits. **(T-0)**

Chapter 10

AF REUSABLE CONTAINER PROGRAM

10.1. General Information. The AF RCP is designed to control packaging costs and promote efficiencies through the reuse of containers to the greatest extent possible. It helps ensure the continuous flow of serviceable items by increasing the use of containers already in the DTS. It also provides management and control of reusable containers to minimize problems such as misuse, unnecessary procurement of new containers, failure to redistribute excess reusable containers as well as prevent premature disposal of these assets in solid waste streams. The usage of the Automated Reusable Container Program (ARCP) is encouraged to assist with program management.

10.1.1. Many items can be reused after undergoing calibration, repair, or retrofitting, but cannot be made serviceable by the using base. Those items must be returned to the ALC depot or TRC. **(T-1)** Items may include reparable and technical order compliance items.

10.1.2. Intermodal containers are not managed under this program. Refer to **Chapter 12** of this instruction.

10.2. Reusable Containers. A reusable container is designed to be used, reclaimed, and reused as a complete system, with the possible exception of the wrap or barrier materials. The interior packaging materials and devices (items such as wrap, barrier material, cushioning, blocking, bracing, or fasteners) are as essential to the protective functions of the pack as the exterior container.

10.2.1. Guidelines for Serviceable Reusable Containers. Personnel who handle, package, or store reusable containers perform a visual inspection before reuse to determine the serviceability of reusable containers. Damaged or missing components of the container system must be repaired or replaced before reuse. **(T-1)** Dispose of unserviceable containers IAW local procedures. At minimum, serviceable reusable containers must meet all the following requirements. **(T-1)**

10.2.1.1. Protect serviceable items against natural and induced environments and physical damage. Protect unserviceable items against further deterioration during return to the ALC depot or TRC.

10.2.1.2. Be capable of being opened and closed without impairing the container's ability to provide its original level of protection.

10.2.1.3. Endure the shipping, handling, and storage environment for the number of trips required to yield the lowest total packaging, maintenance, storage, and transportation costs for the expected life cycle of the item it protects.

10.2.1.4. Have all its components in sound condition and free from visible defects or damage to include, but not limited to, the following reusable containers:

10.2.1.4.1. Fiberboard containers cannot have existing tears or cuts, holes, pierces, punctures, material separation, significant peeling to the moisture laminate (delamination), or show signs of crushing. Containers must be in good, rigid condition with flaps intact. **(T-1)** Further, the fiberboard containers cannot show evidence of water or moisture damage, or discoloration that may indicate exposure to liquids or

sunlight that has created structural weakening. Never peel tape or labels off of a fiberboard container; this may weaken the surface and damage Weather-Resistant, and Water and Water Vapor Resistant Classes (WWVR) surface treatment. Unwanted labels should be obliterated with ink or paint.

10.2.1.4.2. Cleated wooden boxes and crates must be free of grease, oil, and water or moisture damage. **(T-1)** Side, end, or top panels must not show evidence of ply separation, weather rotted lumber, or excessive warping that would significantly affect container structural integrity. **(T-1)** All cleats must be attached. **(T-1)** Nails must not protrude from lumber. **(T-1)** Rotten, damaged, or broken lumber must be replaced. **(T-1)**

10.2.1.4.3. Cylindrical containers will not have any separation at top or bottom seams. **(T-1)** Chimes (top or bottom rings), and metal lever locking rings will not show significant rusting or corrosion or have critical dents that would affect structural integrity. **(T-1)** Chimes should be unbent and firmly connected to, with no separation from, the container walls. Metal lever locking rings should fit snug around the container and not be loose when closed. Lids should be flat, with smooth edges that fit completely over the upper edge of the container. Container walls will not show any signs of collapse, crushing, or weakening over the chimes. **(T-1)** Drums must not show signs of instability, unsteadiness, or wobbling. Drum lid gaskets, or bung covers, must completely seal openings and prevent all leakage of contents.

10.2.1.5. Have no excessive markings, labels, or obliteration spray paint which imposes risk for misidentification of items.

10.2.1.6. If the serviceability of a particular container is in question, follow the procedures in **paragraph 8.8**, or contact the AFSC packaging office that manages the item for specific guidance.

10.2.2. Categories of Reusable Containers. Reusable containers fall into two categories, which are categorized based on the durability of the exterior shipping container and complexity of the design:

10.2.2.1. Long-life reusable containers should withstand a minimum of 100 trips. The exterior of a long-life reusable container is usually made of metal, plastic, synthetic, or composite materials. It is fabricated according to an engineering drawing and produced by industrial equipment. Base packing and crating sections usually do not have the capability to build long-life containers or the facilities or materials to repair them. **Note:** Slotted angle crates (MIL-S-21041, Inactive or ASTM D6255/D6255M for new designs), covered by NSNs in FSC 8140 and 8145, are long-life containers. They can be constructed and repaired at base level.

10.2.2.2. Short-life reusable containers should withstand a minimum of 10 trips. The exterior of a short-life reusable container is usually made of wood, plywood, fiberboard or corrugated solid plastic. It conforms to a military, federal, or commercial specification. The SPI describes the complete container system, including cushioning, die-cuts, inserts, fasteners, and exterior container by a drawing and bill of materials. Base packing and crating activities usually have the materials and ability to construct, repair, or renovate short-life containers.

10.2.3. Styles of Reusable Containers. There are two reusable container styles based on use or application. Either style can be used in constructing long-life or short-life reusable containers.

10.2.3.1. Specialized containers generally are the long-life category. Specialized long-life containers will support and protect a specific item (or a limited variety of items) during handling, storage, forward and return shipment, and unpacking by the user. **(T-1)** They also may protect personnel and equipment from hazardous contents. This type of container frequently includes special features, such as energy absorbing systems or temperature control systems. Engineering drawings (or equivalent) define form, fit, function, materials, tolerances, and manufacturing techniques. Internal fixtures or other fitments within result from original design or redesign modifications to meet weapon system specific applications. Normally, maintenance activities repair specialized long-life containers and control them as an accountable item of supply. AFPTEF may also be contacted for assistance with repairs.

10.2.3.2. Multiapplication containers protect a variety of items within a given fragility and size range. They can be manufactured in a manner similar to specialized containers or according to applicable military or federal specifications.

10.2.3.2.1. Long-life multiapplication containers are described in MIL-STD-2073-1 and designated as Types VI through X. The containers are made of rugged plastic and contain internal cushioning pads or permanent shock mitigation systems. Examples include items such as shear mounts, steel coils, and springs. They will protect a variety of reparable components during shipment and storage. **(T-1)**

10.2.3.2.2. Short-life multiapplication containers include fast packs and standard packs. Fast packs are described in MIL-STD-2073-1 and designated as Types I through IV. In addition, PPP-B-1672, Box, Shipping, Reusable with Cushioning, and T.O. 00-85B-3, list the four types of fast packs. Users or packaging personnel repair specialized short-life containers and normally do not stocklist them. However, they may be stock listed in FSC 8110 or 8115 when the volume of use dictates.

10.3. Types of Reusable SPI Packs. There are three types of reusable SPI containers for AF depot level reparable items and other selected items:

10.3.1. Fast Pack SPIs. Fast packs are a series of reusable, standardized, cushioned containers. Basically, the containers consist of various sizes of cartons, prefitted with polyurethane foam inserts leaving hollow centers where items may be inserted for protection. The relatively small storage space required, coupled with high reuse value and low labor required to repack, make fast packs efficient and cost effective. Each size and type of fast pack is suitable for shipping a large number of different items within certain size, weight, and fragility limits. All fast packs may be renovated by replacing unserviceable parts. For example, retain serviceable cushioning inserts from worn out fast packs for use in other packs that need them. Fast packs are available through GSA. T.O. 00-85B-3 describes fast packs and the fast pack SPI numbering system. Fast pack SPI numbers are coded to indicate the method of preservation and the type and size of pack required. The T.O. provides details for determining packaging requirements. A copy of the SPI is not needed to comply with standard fast pack SPI requirements.

10.3.2. Standard Pack SPIs. Items selected for standard packs require less cushioning protection than do those in fast packs. Unlike fast packs, the cushioning in standard packs

varies according to the instruction code found in the standard pack SPI number. The standard pack SPI number indicates the method of preservation, cushioning, and container size in a coded form. T.O. 00-85B-3 explains the codes used to make up standard pack SPI numbers. The T.O. provides details for determining packaging requirements. The value of the standard pack is based on its ability to be reused in the configuration with which it is received or by reclaiming and reusing its individual parts when it is disassembled. A copy of the SPI is not needed to comply with standard pack SPI requirements.

10.3.3. SPI Drawings. A SPI drawing illustrates packaging requirements for one item or a limited group of items of the same size and shape. SPI drawings detail special requirements for cushioning, blocking, bracing, and constructing containers. A bill of materials may also be included in an SPI drawing. The SPI number follows a DoD standard numbering system with Service Designator and nine-digit National Item Identification Number (NIIN) of the first item identified for the pack. Unlike fast pack and standard pack SPI numbers, this SPI number does not contain any coded information. Refer to the SPI drawing to manufacture the container or to package the item. The AFSC packaging office usually files these copies in SPI Number sequence.

10.4. Conservation and Care of Reusable Containers and Packaging Materials.

10.4.1. When practical and economically feasible, containers and packaging materials, such as wood products, boxes, dunnage, and cushioning materials will be recovered, saved, and reused to package outbound shipments. **(T-1)**

10.4.2. Recovery and reuse of material generated from unpacking reduces the cost of purchasing new material, labor required to package, and the impact of waste packaging materials on the environment.

10.4.3. Recovery and reuse also can be utilized to provide adequate protection for reparable items requiring special packs. Protection is provided for returned items by using the packs in which like serviceable replacement items were received.

10.4.4. Reusing containers and packaging materials.

10.4.4.1. Carefully open and unpack material to prevent damage to containers and components. Remove all protruding nails, staples, metal strapping, and other sharp metal objects. Place all container parts in, or attach them to, the container in a way to prevent loss or damage.

10.4.4.2. Use packs in which serviceable replacement items were received to return a reparable like item to the Materiel Management Flight. When a reparable like item is not immediately available, keep all interior fixtures and cushioning within the container and place it in storage.

10.4.4.3. Remove all cushioning materials (such as flexible polyurethane foam), from packs used to ship consumable items. Personnel should place packs in receptacles for reuse. Never remove foam cushioning from fast packs.

10.4.4.4. Protect reclaimed material from inclement weather during recovery and storage.

10.4.4.5. Deliver SPI packs, wood containers and fiberboard boxes to the storage site in a setup condition to maximize storage capability and ensure readiness integrity.

10.4.4.6. Avoid tasks that may result in high labor or material costs when reclaiming fiberboard containers. For example, do not strip tapes and labels; it can delaminate (peel the layers off) the fiberboard and reduce the number of times the container can be reused. Open the flaps by a shallow cutting of the tapes (do not cut the inner flaps). Cut off loose ends of existing tape, label or, obliterate old label with ink or paint. Tape over the original tapes and place the new label over the old label.

10.5. Controlling Reusable Containers.

10.5.1. Long-life containers are primary candidates for stock listing in FSC 8140 and 8145.

10.5.2. Ogden ALC has class management responsibilities for FSC 8140 long-life reusable containers and Warner Robins ALC for FSC 8145 long-life reusable containers. For items without an assigned IM, contact the AFSC packaging office in the nearest geographical area.

10.5.3. The AFSC packaging office will coordinate with the IM for stock listing of short-life containers in FSC 8110 and 8115 if the volume of usage makes it economical and the following conditions are met: (1) a continuing requirement exists and (2) the pack has multiple applications. **(T-1)**

10.5.4. Short-life containers are stock listed for central buying and stocking by GSA. These containers are not subject to supply accountability and management procedures once issued for use. These containers are consumable and can be disposed of locally when they are beyond economical repair.

10.5.5. Active reusable containers include all containers for which an immediate or projected need exists. When empty, active reusable SPI containers for most depot level reparable items will be managed within the RCP. **(T-1)** Some specialized long-life containers, munitions containers, and engine containers may be turned in to materiel management or accounted for in separate munitions and engine accounts. Containers managed within the RCP are not accounted for in special accounts or materiel management. They are considered a part of, and identified to, the item packed inside during shipment and storage. Using and packaging activities manage and reclaim empty active containers through the RCP described in this AFI. Munitions containers with budget code "H," FSC 8140, and ERRC XD2, are managed by the munitions community in the Theater Integrated Combat Munitions System (TICMS)..

10.5.6. Long-Life Containers not in Use. Return FSC 8140 and 8145 long-life containers to supply accountability when any one of the following conditions apply:

10.5.6.1. Containers are not in use.

10.5.6.2. No immediate or anticipated use for containers exists.

10.5.6.3. Containers are not managed in separate accounts (e.g., engines or munitions).

10.5.7. When using or packaging activities turn-in containers to the LRS/Flight Service Center, the LRS, Materiel Management Flight should report them to IMs as available for redistribution.

10.6. Engineering Responsibility for Reusable Containers.

10.6.1. The using System Manager (SM), end-article IM, or IM has engineering responsibility. Testing, engineering, and renovating surplus FSC 8140 and 8145 containers, acquired through

the Container Design and Retrieval System (CDRS), are the responsibility of the acquiring activity.

10.6.2. The AFPTEF will, upon request and on a reimbursable basis, provide container engineering design, modification, test, and evaluation of containers identified for reuse. **(T-1)**

10.6.3. The prime AFSC packaging office does not have responsibility for purchasing, repairing, or re-engineering FSC 8140 and 8145 surplus reusable containers transferred to other activities.

10.7. Selecting and Designing Long-Life Containers. The requirements for a long-life reusable container, whether a special engineered design or a standardized design, originate from the need to protect a given item throughout its life cycle. The following are procedures for selecting and designing long-life containers:

10.7.1. When the buying activity determines there is a need for a long-life container, the activity will use CDRS IAW AFMAN 24-206 and MIL-STD-2073-1 to determine if a design is available to satisfy the mission support requirements. **(T-1)** The CDRS can also be used to locate excess long-life containers to meet an acquisition requirement by providing the stock number of containers that have similar form, fit and function, as well as identifying the container inventory manager (within DoD).

10.7.2. If the response from CDRS is negative, preference should be given to standardized off-the-shelf containers or standard designs that meet the long-life performance requirement.

10.7.3. If there is no standardized off-the-shelf container that will satisfy the mission requirement, a long-life container will be designed. **(T-1)** Contact AFPTEF for long-life container design assistance at: **AFPTEF.Webmaster@us.af.mil** or 937-257-3362. Refer to **attachment 7** of this instruction.

10.7.4. AF activities will consider the AFPTEF in-house design, prototype, test and evaluation capabilities before acting on any contracting out effort, see 10.11.3 and A7.3.4. **(T-1)**

10.7.5. AFPTEF must review and approve any specifications and statements of objectives or statements of work (SOO or SOW) for new long-life container designs. **(T-1)**

10.7.6. After selecting a standardized off-the-shelf long-life container or approving a new long-life container design, the buying activity must provide design data to AFPTEF for input into the CDRS database. **(T-1)** Contact AFPTEF at: **AFPTEF.Webmaster@us.af.mil** or 937-257-3362, or enter data into CDRS IAW MIL-STD-2073-1.

10.8. Identifying Reusable Containers. To identify reusable containers and ensure reuse, the following actions apply:

10.8.1. Mark the SPI number on the exterior of the reusable container (except fast packs or standard packs).

10.8.2. Mark the exterior of SPI packs and reusable contractor packs with "REUSABLE" (except fast packs, standard packs, and long-life FSC 8140 and 8145 containers).

10.8.3. Ensure base logistics systems print the SPI number on the DD Form 1348-1A, which provides a convenient record for identifying the item to the SPI and for ensuring the accuracy of the SPI number on the shipping container.

10.9. Identifying SPI Numbers.

10.9.1. Air Force SPIRES is the authoritative source and electronic repository for Air Force-managed and Air Force CSWS weapon system specific SPIs. Activities can identify Air Force and Air Force-CSWS managed weapon system specific SPIs for preparing materiel for shipment or storage via SPIRES. SPIRES receives the SPI number through the Air Force Shipping Information System data interface.

10.9.2. Check SPIRES for the most recent SPI revision prior to preserving and packing an item. For specific guidance about SPI drawings and packaging requirements, refer to the managing AFSC packaging office. Examples include container fabrication, errors, changes to item characteristics, such as dimensions and fragility.

10.9.3. Weapon system specific SPIs which are commonly used, may be locally maintained for mission support, mobility, contingency planning, and operational non-availability (downtime) of computer resources. Request copies of SPIs from the AFSC packaging office that manages the item during SPIRES non-availability, or when the internet is not accessible. Refer to **paragraph 8.9.2** for contact information.

10.9.4. SPI Numbers in the Standard Base Supply System (SBSS). SBSS prints SPI numbers and other packaging instructions in "Freight Classification Nomenclature" block of the DD Form 1348-1A. The RIC is also provided to identify the managing AFSC packaging office. SBSS receives the SPI number through the Stock Number User Directory (SNUD) and D035T system interface. SBSS provides the following SPI information:

10.9.5. SPI number. 10 alphanumeric positions followed by the RIC. For example, F003036728 FHZ.

10.9.6. Fast pack SPI number. 10 alphanumeric positions followed by the RIC. The preservation and pack code (the third from last position) is represented by an "X" preceded by the preservation code and five zeros. For example, F000004XC1 FLZ.

10.9.7. Standard pack SPI number. 10 alphanumeric positions followed by the RIC. The preservation code, simple instruction code, and container size code preceded by five zeros. For example, F000004C01 FGZ.

10.9.8. SPI Reconciliation List/S02/GV847 Report. SBSS provides a listing, in numerical sequence by SPI number, referencing applicable NSNs that are loaded in the SBSS stock record account. Refer to AFH 23-123, Volume 2, Part 2, paragraph 5.96. This report is used to list NSNs that require packaging according to the specific SPIs or to compare the on-hand SPI packs to those shown on the S02 listing. **Note:** SPI reconciliation is no longer required.

10.9.9. Other Listings. Other listings of SPI and NSN may be requested through SBSS from a program called Supply System User Report Generator (SURGE). Listings from the SURGE program may be justified for reusable container reclamation purposes. These listings include reusable container inventory and maintenance shops that show NSNs of containers they receive (turn-in), and the prescribed SPI number.

10.9.10. If SBSS does not identify a SPI, the shipping activity will reference MIL-STD-2073-1 and T.O. 00-85B-3 for minimum packaging requirements. **(T-1)** Refer to **paragraph 8.2** and **paragraph 8.5**.

10.9.11. Jet and reciprocating aircraft engines, BUPs, and certain munitions, are exceptions to the SPI system. T.O. 00-85-20, *Engine Shipping Instructions*, identifies containers for engines.

10.10. Using Primary and Alternate SPI Packs.

10.10.1. Specified SPI packs for shipment will be used unless the managing AFSC or AFLCMC packaging office grants a SPI waiver. **(T-1)**

10.10.2. If the SPI specifies a long-life container as the primary pack with a short-life container as the alternate pack, the long-life container will be used unless it is not available through the RCP or supply channels. **(T-1)**

10.11. Container Standardization. These guidelines promote standardization in reusable containers:

10.11.1. SPI drawings specify the appropriate long-life container.

10.11.2. A NSN is only prescribed one SPI. If an item has both a long-life and short-life container, they are specified in the SPI. The long-life container will be the primary pack and the short-life container will be the alternate pack. **(T-1)**

10.11.3. AFPTEF must coordinate on any new design, development, or procurement of long-life containers for AF use IAW AFMAN 24-206. **(T-0)**

10.11.4. AFPTEF must approve recommendations for adding new multi-application containers to AF packaging systems before development or use. **(T-1)** Approved multi-application containers with potential high use are recommended for inclusion in MIL-STD-2073-1.

10.11.5. A series of standard size containers are established to reduce the cost of fiberboard shipping containers, to simplify stacking and storage, and promote reuse. Costs are reduced through central purchase of large production runs. The GSA catalog stock lists these containers and the standard pack system uses them. To achieve standardization, AF activities buying single wall fiberboard containers, for standard packs and normal use, will order those shown in MIL-STD-2073-1, Appendix C. **(T-1)**

10.12. Excess Long-Life Reusable Containers. When an activity generates a local excess over current or projected requirements, identify, segregate and inspect the condition of the long-life reusable containers. Refer to **paragraph 10.5.7** of this instruction.

10.12.1. Turn in long-life reusable containers traced to a valid NSN to Materiel Management accounts, engine accounts or munitions accounts, as appropriate, for redistribution. Redistribute long-life reusable containers that are separately accounted for only at the direction of the IM.

10.12.2. If the IM does not need the long-life containers and declares them as excess, the IM should report them to the CDRS office, AFLCMC/EZPAA, Wright-Patterson AFB OH, email **cdrs@us.af.mil**, to find a use for the containers. The CDRS database identifies most of the FSC 8140 and 8145 long-life reusable containers from the FEDLOG system. If the long-life reusable containers are high quality with high value for future applications, the CDRS office may look for storage options while looking for a using customer within DoD. **Note:** The CDRS office is not a storage location.

10.12.3. Excess long-life containers are not transferred to DLADS unless guidance is received from the IM.

10.13. Excess Short-Life Reusable Containers.

10.13.1. Report excess new or serviceable short-life FSC 8110 and 8115 containers in RECON for redistribution to other AF units when the quantity or economic value of the containers justifies the cost of redistributing them. RECON provides the capability to identify excess serviceable short-life containers and packaging materials for possible redistribution to AF units that need them, ensuring maximum reuse throughout the DTS.

10.13.2. Redistribution of RECON supported containers may be funded by unit O&M funds or Defense Working Capital Fund (DWCF). Shippers ensure that the appropriate funding is applied for when requesting shipment of containers. When DWCF does not apply, the requester/receiving unit must provide a TAC, MORD or SDN. **(T-1)** Refer to **Chapter 5** and AF cargo funding memorandums for a table of DWCF TACs to use (based on budget code). When using a DWCF TAC, ensure the container NSN is included on the shipping document, otherwise payment by TAC may be denied. Redistribution of non-DWCF containers will be unit O&M funded. **(T-1)**

10.13.3. Dispose of used short-life containers and packaging materials above local requirements when it is not economical to reclaim or redistribute them. If a local market is willing to buy waste packaging materials, sale of non-usable excess for recycling is the preferred method of disposal.

10.13.4. Bundle excess used fast packs, standard packs and consolidation containers in serviceable condition and report them in RECON or return them to the nearest ALC depot or other AF activities with a valid need by opportune airlift or other low-cost transportation.

10.13.5. Flatten disposable containers that are not reclaimed before placing them in refuse receptacles or pickup sites. Do not attempt to recycle oil-contaminated fiberboard.

10.13.6. Items inside reclaimed containers.

10.13.6.1. Ensure containers are empty before you redistribute, recycle, or dispose of them.

10.13.6.2. Return items found in reclaimed containers to the accountable activity. If the item or activity cannot be identified from the container, turn-in the item to Materiel Management Flight or Flight Service Center as Found on Base.

10.14. Implementing the RCP. At the installation/wing level, an effective RCP will be implemented IAW DoDM 4140.01-V9, Enclosure 3, and AFMAN 24-206, maximizing recovery and reuse of containers. **(T-1)** At the wing's discretion, this includes, but is not limited to, reimbursement or transfer of funds from Host and Tenant units for lost or destroyed reusable containers. This provides the wing direct control over their program so they can adapt it to meet their specific mission requirements. **Note:** Due to the joint AF DLA collaborative relationship at the ALCs, AFMC and AFSC will use appropriate RCP guidelines IAW AFMCI 24-201, *AFMC Packaging and Materials Handling Policies and Procedures*. **(T-1)**

10.14.1. At a minimum, an effective program:

10.14.1.1. Will identify the collection, screening, and storage sites and ensure that they are separated from refuse and supply pickup sites. **(T-1)**

10.14.1.2. Will ensure that reusable containers for reparable items are available for repackaging items for storage and shipment to the ALC depot or TRC. **(T-1)**

10.14.1.3. Will identify procedures and responsibilities for recovering, collecting, screening, inspecting for assets inadvertently left in containers, and storing containers and materials. **(T-1)**

10.14.1.4. Will identify procedures for obtaining containers and materials from storage and screening and disposing of excesses. **(T-1)**

10.14.1.5. Will establish a Reusable Container Program Working Group, (RCPWG) to meet at least once a year but NLT 30 June of each FY. Representatives from Aerospace Maintenance, Materiel Management, Munitions & Weapons, Traffic Management, other major shipping activities, and unit resource advisors must participate in the working group. **(T-1)** The objectives are to coordinate actions, review budgetary and operational requirements for the current and upcoming FY, analyze deficiencies, and recommend corrective actions to reduce costs impacting the RCP.

10.14.2. RCPWG should:

10.14.2.1. Identify units required to operate a RCP and establish local procedures for evaluating deficiencies in the program. Establish procedures for performing corrective action, to include review of DAF Forms 451, SDR submittals, and SPI waivers.

10.14.2.2. Identify procedures and responsibilities for processing DAF Form 451 for items received for shipment without the required SPI pack, as well as DAF Form 406, *Miscellaneous Obligation/Reimbursement Document (MORD)*, DAF Form 616, *Fund Cite Authorization*, DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*, and GPC accounts for reimbursement or prior transfer of funds, as required, for packaging services.

10.15. Reusable Container Program Manager (RCPM) (or their designated representatives) and Unit Reusable Container Monitors (URCMs).

10.15.1. The RCPM will establish procedures to employ reusable containers to the maximum extent practicable.

10.15.2. The RCPM will provide information and guidance to non-transportation personnel (e.g., 2A - Aerospace Maintenance, 2W - Munitions and Weapons) on storage, reuse and reclamation of reusable containers to ensure a viable RCP for the organization. **(T-1)** Educate unit personnel on how to distinguish between an active and excess reusable container.

10.15.3. The RCPM will conduct annual physical inspections and inventories anytime during the FY (but NLT 30 Sep of each FY) of the units' facilities to segregate excess serviceable reusable containers and determine if containers should be stored for reuse or returned to the managing ALC depot or Technology Repair Center (TRC). **(T-1)**

10.15.4. The RCPM will prepare and submit an annual report to primary URCMs, and applicable unit commanders NLT 15 November each year. Active duty RCPMs will upload their report to AFIMSC Traffic Management SharePoint or the A-RCP. **(T-1)**

10.15.5. The URCMs will follow these procedures to recover long life reusable containers and prevent unauthorized disposal. **(T-0)** Refer to DoDM 4140.01-V9.

10.15.6. The URCMs will designate and establish sufficient storage space within the unit's functional facilities (e.g., Maintenances and Packing and Crating) to safeguard and preserve reusable containers for distribution of Class V (Ammunition) and Class IX (Repair Parts) items. **(T-1)**

10.15.7. The URCMs will ensure the DAF Form 451 is properly completed and duly endorsed by an approved appointee IAW **paragraph 1.9.5** and submitted to the LRS/APS Packing and Crating Function on behalf of the organization to request fabrication and procurement of reusable containers for items without the SPIRES prescribed SPI. **(T-1)** Refer to **Attachment 5** for guidance in preparing DAF Form 451.

10.15.8. The URCMs will ensure the using activity (e.g., logistics, maintenance, munitions) warehouses government-owned, long-life containers, that are not otherwise accounted for on a special account (e.g., engine, equipment, munitions), for future reutilization and movement of materiel **(T-1)** Specialized containers are generally identified by the Federal Supply Code (FSC) 8140, Ammunition and Nuclear Ordnance Boxes, Packages and Special Containers; or 8145, Specialized Shipping and Storage Containers.

10.15.9. The URCMs will coordinate with the LRS/APS Packing and Crating Function to determine if they have available storage space to warehouse a unit's excess short-life reusable containers; when space permits and TO approves, relocate containers for storage and redistribution. **(T-2)**

10.15.10. The URCMs will ensure all depot reparable items remain in the SPI prescribed container unless removed for installation, inspection, or restoration and repair. **(T-1)**

10.15.11. The URCMs will ensure all SPI packs are safeguarded and preserved during the removal of serviceable items and the containers are reutilized to pack Due-in From Maintenance (DIFM) reparable returns for movement to the Materiel Management Flight Service Center. **(T-1)**

10.16. RCP Evaluation and Efficiency. The following goals are established to enhance the RCP: improve training and awareness; eliminate reusable container loss, unauthorized waste and destruction; and promote reusable container conservation.

10.16.1. To measure program effectiveness and efficiency, the annual report will include, at a minimum, Reusable Container Return Efficiency and Reusable Container Storage and Conservation, both covering the previous 12 months of the FY. **(T-1)**

10.16.2. Reusable Container Return Efficiency. In the past 12 months.

10.16.2.1. Number of DAF Form 451s submitted and the associated total cost for supplies (EEIC 609) and labor (EEIC 39711) for constructed reusable containers.

10.16.2.2. Number of DAF Form 451s submitted due to loss or destruction of reusable containers (list unit responsible, item nomenclature and SPI number) and the associated cost to provide and construct reusable containers.

10.16.3. Reusable Container Storage and Conservation. In the past 12 months:

10.16.3.1. Total number of reusable container storage areas on the installation, total number of areas inspected, total number of areas not inspected and percentages: inspected and not inspected. **Note:** For units not inspected, the report must list the organization and the reason not inspected. **(T-1)**

10.16.3.2. Deficiencies identified during inspection (list date identified, category of deficiency, unit and status (open/closed)). Deficiencies are categorized as either Major or Minor.

10.16.3.3. Major deficiencies include: reusable containers discarded in waste or 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; and reusable containers not stored in designated storage areas.

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

10.16.4. The annual report will be completed and distributed NLT 30 days after inspection is complete. **(T-1)** The applicable wing and group commander should receive a copy of the report when there is a significant cost as a result of reusable container loss or destruction.

Chapter 11

DISCREPANCY REPORTING AND TRACING PROCEDURES

11.1. Purpose. This chapter provides guidance for tracing overdue shipment and reporting discrepancies using the SDR and TDR.

11.2. General. The SDR is a tool used to report shipping or packaging discrepancies attributable to the responsibility of the shipper, and to provide appropriate responses and resolution, including financial action when appropriate. The purpose of the SDR exchange is to determine the cause of such discrepancies, effect corrective action, and prevent recurrence. Request for Information (RFI) TDRs will be used to document loss, shortage, and damage discrepancies attributable to the transportation service provider (TSP).

11.3. SDR Submission. The prime inbound receiving retail activity will utilize the integrated ILS-S SDR function to submit the initial SDR. **(T-1)** Depending on the nature of the discrepancy, the use of both ILS-S and WebSDR may be required, the situation determines the solution. Refer to DLM 4000.25, Vol. 2, **Chapter 17**, and Appendix 7.28, for additional guidance.

11.4. Incoming SDRs. Customer Support Liaison Element (LGRMCC) is responsible for resolving and distributing discrepancies to the responsible activities impacted by the SDR. The Cargo Movement Section assists in researching, reviewing, and resolving discrepancies when necessary. Refer to AFMAN 23-122.

11.5. Transportation Discrepancies.

11.5.1. Proper completion of documentation and supporting documents are essential to the recovery of funds for which the government is entitled. Refer to DTR Part II, Chapter 210 and Appendix I. Notification of transportation discrepancies enables the Government to recover funds and prevent future transportation discrepancies. Air Force shipping and receiving activities will process and report over, short, damage (OS&D), astray cargo and miscellaneous discrepancies using the DD Form 361, Transportation Discrepancy Report (TDR). **(T-0)** Refer to DTR, Part II, Chapter 210. A Request for information RFI TDR is also the source document upon which claims are based. **Note:** HAZMAT and TPS TDRs will have priority over general cargo discrepancies. **(T-1)**

11.5.2. DoD freight shipping and receiving activities are required to electronically generate TDRs using the Discrepancy Identification System (DIS). DIS is an application within GFM on the ETA-TEAMS website, refer to DTR Part II, Chapter 210. **(T-0)**

11.6. FMS Discrepant Materiel. When FMS discrepant materiel is returned to the custody of the U.S. Government, the materiel is turned in with an SDR to the nearest U.S. accountable military activity (regardless of military service responsible for the materiel) and processed in accordance with U.S. procedures. Shipping Activities send shipping documents to the appropriate Federal Records Center and retain copies IAW AFRIMS, Table 24 - 01. The DD Form 1348-1A should be used to turn in the shipment and cite the proper TAC and DoDAAC/MAPAC. No hazardous materiels are accepted without a properly prepared Shipper's Declaration of Dangerous Goods, refer to DTR, Part II, Appendix E, for additional information. **(T-0)**

11.7. AF Government Cargo Recovery Effort (GOCARE) Program.

11.7.1. GOCARE is a DoD program run by SDDC Strategic Business Directorate to direct and guide the DoD in efforts to recover lost cargo found in CONUS commercial TSP warehouses (Freight terminals, HHG warehouses and storage locations, other commercial warehouses). DTR, Part II, Chapter 209, Loss and Damage, provides guidance and DoD policy for GOCARE. GOCARE Guidelines are published on the SDDC website at: **https://www.sddc.army.mil/pages/default.aspx**. AF CONUS organizations follow the DTR, SDDC GOCARE guidelines, and these instructions in implementing the program. **(T-1)**

11.7.2. RegAF, Reserve and ANG TOs appoint a GOCARE Committee Members who work with local commercial TSPs and businesses to encourage communications in the recovery of lost and astray DoD freight. Committee members contact the TSPs in their area of responsibility at least once a quarter by phone call or visit to the TSP's facilities. At least one visit to each TSP's facility is required annually. When two or more DoD transportation activities reside in the same area of responsibility (e.g., RegAF and ANG units co-located, Joint Basing, etc.), coordinate visits and quarterly contact of TSP facilities to prevent duplication of effort.

11.7.2.1. The annual TSP facility visits are mandatory unless waived by AFMC/A4RT. To request a waiver, send an e-mail to the AFMC/A4RT Workflow box. In the Subject line enter: GOCARE Commercial TSP Annual Visit Waiver Request. Include justification and rationale for the waiver in the body of the e-mail.

11.7.2.2. Committee members will report quarterly the results of their visits and/or phone calls for each TSP facility contacted. **(T-1)** Quarterly reports will be submitted via the Logistics Tools Suite (LTS) GOCARE reporting tool NLT the 15th day of the month following the end of the quarter (Jan, Apr, Jul, Oct). **(T-1)**

11.7.3. AFMC/A4RT will forward the AF report to SDDC and AF/A4LR NLT the 21st of the month the reports are due. **(T-0)** Refer to DTR, Part II, Chapter 209.

11.7.4. Submit a DD Form 361 (i.e., Astray Freight TDR) for any freight that is found when the proper owner cannot be determined. **(T-0)** Refer to DTR, Part II, Chapter 210. To assist with freight recovery, Astray TDRs submitted by all activities can be pulled from DIS//MY REPORTS//Astray Reports.

11.7.5. Funding for the re-shipment of recovered astray freight that is of no fault of the commercial TSP:

11.7.5.1. If available, quote the funds on the delivery documents to re-ship the recovered materiel after coordination with TAC Manager.

11.7.5.2. If the fund-cite is not available, contact the original shipper.

11.7.5.3. If only the NSN is available, coordinate with servicing base Materiel Management Flight or IM for disposition.

11.7.6. If available information and coordination cannot provide resolution, process through the servicing base Materiel Management Flight, Customer Service Section, for disposition.

11.7.7. If the TSP is at fault, ship on a "Free Astray Basis". This includes FMS shipments.

11.7.8. To obtain disposition instructions for recovered astray FMS shipments (when loss is not responsibility of TSP) contact the origin shipping office. If assistance is needed, contact AFLCMC/WFALC for disposition instructions.

11.8. Track and Trace. To assist customers in determining the status and location of their cargo, the Cargo Movement Section uses the Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) and/or LTS Tracker to trace shipments. Prior to initiating tracer action, the customer must provide proof of shipment that the freight has been tendered to a carrier for transportation and that normal transit time has expired or experienced undue delay. **(T-1)** Shipments should be traced when they have been delayed, misplaced, or upgraded in priority. Refer DTR, Part II, Chapter 202. The customer must provide the TCN assigned to the shipment. **(T-1)**

11.9. Requisition Tracing. When requisitions (shipments) become overdue or lost in transportation channels, the retail supply system generates the Transportation Tracer Listing (TTL) for items requiring tracer action. The Customer Support Liaison Element reviews the shipments on the TTL and takes appropriate action IAW DAFMAN 23-122 prior to giving the listing to Inbound Cargo for action. The Customer Support Liaison Element provides the TTL to Inbound Cargo twice each month. **Note:** If any other statement is provided, Customer Support Liaison Element personnel may return the listing to Inbound Cargo for appropriate action.

11.9.1. Inbound Cargo uses IGC and/or LTS Tracker to determine the status or location of shipments that are overdue or lost in transportation channels.

11.9.2. Upon receipt of the TTL immediately compare to the previous listing for any repeats. If the majority of line items are repeats from the previous TTL, notify the ITO to address with Materiel Management leadership annotate listing with "Previously Researched by the Cargo Movement Section," and returned to Customer Support.

11.9.3. Use the TCN or BL listed on the TTL to trace in IGC and/or LTS Tracker. For shipments from OCONUS bases where IGC does not provide updated transportation data, annotate "TM1 action required." Refer to DAFMAN 23-122 para 5.2.11.

11.9.4. When IGC indicates the shipment has been received on base utilize the carrier website or contact the carrier to obtain Proof of Delivery. Refer to DTR Part II for criteria. Annotate TTL with "Received or in file (date)."

11.9.5. When IGC and/or LTS Tracker indicates the shipment has departed the origin but not delivered, contact the TSP listed to obtain updated shipment status.

11.9.5.1. When IGC indicates the shipment has departed the origin but has not delivered by the expected or required date, contact the TSP listed to obtain updated shipment status.

11.9.5.2. When the TSP does not send a response by the time the TTL is due back to Customer Support or if the TSP indicates (or it is suspected) the shipment is lost in transit, submit a RFI TDR to the TSP using the Discrepancy Identification System (DIS) application within GFM. Submit and suspense TDRs IAW DTR Part II, Chapter 210. Annotate "TO tracing" or "lost in transit" on the TTL, as appropriate and include the TDR number.

11.9.6. When IGC and/or LTS Tracker does not list the TSP and associated movement document number, inform the Customer Support Liaison Element that there is no evidence or

proof of shipment and tracer action cannot be performed. The IM or SOS should provide the required information to execute track and trace.

11.9.7. Suspense and follow-up on TDR submissions IAW DTR Part II, Chapter 210.

11.9.7.1. When a reply to a TDR is received with updated shipment status, correct the transportation data with current information and annotate "Updated shipment status."

11.9.7.2. When a reply to a TDR is received that indicates the shipment was lost in the transportation channels or a TDR is unanswered, attach the TDR to the TTL and annotate "DD 361/Message attached."

11.9.8. Return the Listing. Inbound Cargo returns the annotated TTL to the Customer Service within 5 GBD of receipt. Inbound Cargo retains a file copy (electronic or manual).

11.10. Delinquent Shipment Listing Process. Customer Support Liaison Element provides this list to the shipping activity twice each month, identifying all shipment transactions for which the transportation data has not been updated. The shipping activity should compare entries against the property shipped files and annotate each entry after review. Return copies of documents with the listing if they have not previously been provided to the Customer Support Liaison Element.

11.10.1. If the item has been shipped, enter the mode, TCN, date shipped, hold code, etc. Alternatively, simply attach a copy of the shipment planning worksheet.

11.10.2. Enter Julian date shipment was made if confident of the date although unable to provide hold data or TCN/GBL.

11.10.3. Enter "no record of receipt from the Materiel Management Flight" if there is no record of the item being received from the Materiel Management Flight.

11.10.4. Line out those entries for which movement data was previously submitted.

11.10.5. Return completed Delinquent Shipment Listing to the Customer Support Liaison Element within 5 GBDs after receipt.

11.11. Additional procedures for CMOS operating locations.

11.11.1. Check the Volume of the MILSTRIP shipments manually in-checked (without pre-positioned data from the ILS-S in file). If there is a need to manually enter shipments or requisitions into CMOS, it could indicate a problem with communication flow between ILS-S and CMOS. Have the system administrator contact the site's communication network and/or system helpdesk to verify communications are uninterrupted. If all shipments to a specific off-base organization (usually document identifier ISU, MSI, or DOR) for a single organization code (X373AA12341234) or all shipments to DLADS are having to be manually in-checked (no advanced information from ILS-S), have base supply ensure the off-base indicator is set correctly. Documents with identifier TRM have to be manually input.

11.11.2. Check the accuracy of the MILSTRIP shipments manually in-checked. Any variance (e.g., FB instead of FE, transposed digits, system designator, etc.) between the supply document and CMOS input may cause the shipment suspense record message to fail. This may cause the shipment to appear on the ILS-S Delinquent Shipment Listing. Ensure MILSTRIP shipments manually in-checked (without pre-positioned data) are assigned "Doc Type" of "M" at the "Shipment Planning Detail" window. CMOS does not produce data for the ILS-S for any other "Doc Type.

11.11.3. Check that the Materiel Management Flight is researching and correcting the 260 rejects from returned shipment suspense records in ILS-S.

11.11.4. Check the inbound message log for messages with transmission mode of "DAAS" and transmission status of "F" (failed). Review the associated priority message to determine the cause of the failure. Ensure CMOS team at the Field Assistance Service (FAS) has been notified and/or an ILS-S discrepancy report has been submitted.

11.11.5. Release all shipments as soon as possible, but not later than 1 hour following TSP departure. Ensure every item in all consolidated shipments has been in-checked, linked to the lead TCN, and released in CMOS. The release action generates the communication messages for all CMOS interfaces, including the ILS-S and is essential for ITV and accurate record keeping.

11.11.6. When items appear on the Delinquent Shipment Listing even though the shipment was in-checked and/or shipped, select three to five examples, and consult the base Materiel Management Flight leadership to ensure that the ILS-S shipment suspense record is still valid and requires shipment information. Check the outbound message log and select the corresponding message and delete the Transmission Status field. This may cause the message to be resent to the ILS-S. Coordinate with the Management and Systems document control activity supervisor and obtain feedback as to when these messages (specific TCNs) are received and whether they loaded data correctly or rejected (failed). If they have not been received within 24 hours, check the transmission status field, and ensure it had changed back to a "P" (processed).

11.12. Tracing OCONUS DTS Shipments. Tracing can be accomplished through IGC, Tracker, GATES, and other automated systems. For customers who do not have access to automated means of tracing overseas shipments, contact the Air Force ACA. Refer to DTR, Part II, Appendix R for contact information. The ACA traces shipment(s) by TCN and provides shipping status to the requesting activity as follows:

11.12.1. If no record is found, or if there is only a record of the ATCMD, the customer should go back to the originating point (shipper or supplier) for status.

11.12.2. If there is a record of POE receipt, the ACA checks with the APOE Customer Service Branch for status and advise the customer.

11.12.3. If there is a record of receipt and lift, the ACA advises the customer.

Chapter 12

INTERMODAL CONTAINER AND SYSTEM 463L ASSET MANAGEMENT AND CONTROL

12.1. International Organization for Standardization (ISO) Container Management.

12.1.1. ISO or intermodal containers are used for the intermodal transport of freight. They are manufactured according to specifications from the ISO and are suitable for multiple transportation methods such as truck, rail, or ship. These regulations define a shipping container that meets size, strength, and durability requirements. The basis of these regulations is to guarantee that the container can withstand extreme environments endured during transport as well as possess the structural integrity needed to be lifted by cranes or other heavy equipment. There are several basic types of ISO containers including flat racks, open-top, dry freight, insulated, reefer, and tank containers.

12.1.1.1. For container management support or general questions, the TO can contact the AFIMSC/IZDT or the AF Container Manager (AFMC/A4RT). The Air Force Life Cycle Management Center, Munitions Sustainment Division, Global Ammunitions Control Point (GACP) (AFLCMC/EBHM) centrally owns, manages, and controls ISO containers that are certified to meet IMDG standards/transport munitions. Report problems or issues to the GACP ISO Container Manager through the Munitions Customer Relationship Management (CRM) in accordance with DAFMAN 21-201.

12.1.2. The TO has primary responsibility at the installation and/or activity for the management of all ISO containers and equipment including chassis system assets.

12.1.2.1. All CCO appointment letters must be current and sent to **AFMC.A4RT.Workflow@us.af.mil** with attention to "Air Force Container Manager." **(T-1)**

12.1.3. The appointed installation CCO must maintain an active Container Management Program to enable inventory accuracy and reporting. In accordance with DTR, Part VI, Chapter 605, container ownership and physical inventory is reported in the Joint Container Management (JCM) system, regardless of Service ownership (e.g., Army, Marines, Navy, and other federal Agencies). **(T-0)** JCM is the DoD system of record for ISO container inventory management. Upon training from installation CCO and access to JCM, unit CCOs will be responsible to maintain positive control and manage their units' ISO containers in JCM. All CCO personnel changes must be updated in JCM. **(T-1)**

12.1.3.1. Appointed CCOs will be a 7 level or above or civilian/contractor equivalent. Upon training from installation CCO and access to JCM, unit CCOs will be responsible to maintain positive control and manage their units' ISO containers in JCM. **(T-1)**

12.1.3.2. The installation CCO will ensure that units on the installation (e.g., munitions, medical, civil engineering, tenant units, etc.) that own, manage, maintain, or otherwise use ISO containers have a primary and alternate unit CCO appointed and trained who will report the unit's containers in JCM. **(T-1)**

12.1.3.3. All CCO personnel changes must be updated in JCM. **(T-1) Note:** Unit CCOs should receive training from the installation CCO or TO.

12.1.3.4. DPAS is the recognized Accountable Property System of Record (APSR) for units that maintain ISO containers in accordance with DoDI 5000.6, DAFI 23-111, *Accountability and Management of DoD Equipment and Other Accountable Property.* **(T-0)**

12.1.3.5. Unit CCOs, along with LRS Materiel Management Flight, Equipment Account Elements (EAE), are responsible for updating and maintaining records for ISO containers valued over $5,000 or more in DPAS. **(T-1) Note:** DPAS access information can be found at the following link: **https://dpassupport.golearnportal.org/index.php**.

12.1.4. CCO(s) must have access to "Business Support & Container Management" application on SDDC's Electronic Transportation Acquisition (ETA) Transportation Enhanced Access Management Services (TEAMS) Portal to effectively manage ISO containers on their installation. Requesting access gives the CCO(s) access to the Pipeline Asset Tool and JCM systems. The appointed CCO(s) must complete the Container Re-inspection Course, NOSSACSCCR-AMMO43-1.0. Container management training materiel and instructions on how to register for the CSC re-inspection course are located on the AF Intermodal Container Management SharePoint®. **Note:** Training slides and container management information are also, within JCM under the home tab reference section.

12.2. ISO Container Inventory Management.

12.2.1. Regardless of the total number of ISO containers reported on-hand or owned by an installation, the TO conducts both an annual physical verification of containers on the installation as well as participate in the DoD Biennial container inventory. Installation CCOs perform a pivotal role during the annual physical verification and the DoD Biennial ISO inventories. In order to capture a 100% inventory of all DoD-owned intermodal distribution platform assets, there are five primary categories of verification that require validation in JCM. Refer to the JCM training materiel located on the AF Intermodal Container Management SharePoint® Site. **Note:** All updates are processed in JCM.

12.2.1.1. Owner verification – validation of the assets that are the property of the individual's unit and/or organization.

12.2.1.2. Location verification – validation of the assets that are actually on-hand at the individual's location.

12.2.1.3. Next Inspection Date Verification – validation of the next inspection date as indicated on DD Form 2282, *Convention for Safe Container (CSC) Reinspection Decal*.

12.2.2. Owner verification. The owner verification process requires the validation of assets that are registered as being owned by the unit and/or organization as identified by the "Owner DoDAAC" field in JCM as well as the DoD ISO Registry. It is important to maintain accurate ownership data for each piece of equipment so that Army Intermodal Distribution and Platform Management Office (AIDPMO) can ensure the DoD ISO registry is up to date. By reporting "Owned Assets," the owner is verifying that the information recorded in the DoD ISO Register is correct. Report owned assets JCM by selecting "Yes" to concur with the ownership or "No "for non-concur. Every asset reported as owned by the Owner DoDAAC in JCM should be reported with a "Yes" or a "No." For any "No" reports, AIDPMO contacts the CCO to reconcile the ownership.

12.2.3. Location Verification. The location verification process requires the validation of assets reported as on-hand at the site per JCM. Prior to conducting the location verification event in JCM, a 100% wall-to-wall inventory must be completed. **(T-1)** The containers inventoried are first be received to the location DoDAAC. The method of reporting this information with JCM is to select a "Yes" if the container is at the location or "No" if an asset is not at the CCO's location. Every asset reported as being at the Location DoDAAC in JCM should be reported with a "Yes" or a "No." For any "No" reports, AIDPMO contacts the CCO to reconcile the location of the assets.

12.2.4. Next Inspection Date Verification. During the inventory process, validate the next inspection date on DD Form 2282. The "Next Inspection" column enables inspectors to input the next inspection date in the format of mm/yyyy.

12.2.5. Installation CCO(s) report all ISO container program related problems or concerns in accordance with **paragraph 12.1.1.1**.

12.3. Container Shipment Management.

12.3.1. Inbound Containers. In coordination with the TO and installation CCO(s), receiving organizations develop an intermodal container receipt and download plan to ensure the timely return of ISO containers to the TO. **Note:** The installation CCO(s) checks JCM in order to determine container ownership. Installation CCO(s) takes appropriate actions based upon the container ownership.

12.3.1.1. USG Owned ISO Containers. The receiving unit/activity should not return USG-owned ISO containers to the Transportation Service Provider (TSP). If the receiving unit or activity maintains the ISO container at their site, the unit CCO(s) must update JCM and LRS EAEs must update DPAS. All pertinent container information required to accomplish the annual ISO inventory (e.g., current location, current use, serviceability, and Unit Point of Contact) must be reported to the installation CCO in support of the mandatory annual container inventory. If the receiving unit/activity does not, or no longer, require the container, they will request disposition instructions from the AF Container Manager. Instructions will be provided through the TO. The AF Container Manager is the only entity that may authorize disposition. The GACP Container Manager will work with the AF Container Manager for disposition of GACP-owned ISO containers.

12.3.1.2. Commercial Containers. Carrier-owned containers are owned by the international commercial shipping companies and start to draw detention charges based on the terms of the Universal Services Contract (USC) booking for that particular container as well as the provisions for "Free Time" written into the USC contract. Therefore, it's imperative that installation CCOs take appropriate actions in order to return the commercial container to the carrier in a timely manner in order to prevent unnecessary government detention charges. The TO validates all container detention charges in Pipeline Asset Tool prior to authorizing payment. Detention bills are processed IAW DTR Part VI, Chapter 606, Figure 606-1 and Figure 606-2.

12.3.1.2.1. Because free time can be used (and in some cases fully consumed) before the container arrives at destination, the Air Force goal for receiving units and/or installations is to receive, unload, and return the commercial container to the carrier within 12 hours of receipt.

12.3.1.2.2. Empty commercial ISO containers may be moved to a transportation holding/staging area awaiting carrier pickup. Once the container is picked up by the carrier, the installation CCO logs into Pipeline Asset Tool and performs both the "Notify Carrier Container Available for Pickup" and "Report Container Pickup" function under the "Container Return Management" tab in order to stop the detention clock and complete the container life cycle. **Note:** Refer to the PAT training materiel located on the AF Intermodal Container Management SharePoint® Site.

12.3.2. Outbound Containers. Units requesting ISO container(s) for movement must coordinate with the TO and will provide the quantity and type of containers needed to support outbound shipments. **(T-1)** When containers are not readily available and prior to using commercial containers, the TO must contact the AF Container Manager for assistance in securing USG and leased containers. **(T-1) Note:** The TO uses SDDC's Integrated Booking System (IBS) Web Sustainment System to book sealift shipments in the DTS.

12.3.3. In the event that other Service owned, common-user, or MILVAN ISO containers are used for a shipment, the TO is responsible for ensuring that serviceable CSC certified containers are provided to the cargo loading and packing activities regardless of commodity.

12.3.4. Prior to using any non-AF owned containers for shipment or storage, the installation CCO(s) gain approval from the AF Container Manager and AIDPMO. CCO(s) submit these requests by e-mail to AFMC/A4RT through AFIMSC or their respective COCOM Theater Container Manager (TCM) and component CC.

12.3.5. Once appropriate number of containers is available on the installation, the TO arranges delivery of the containers to the loading/packing organization. Unit CCO(s) perform an acceptance inspection to ensure ISO containers and equipment provided meet specific CSC certification requirements. Loading/packing organizations reject unserviceable containers, equipment, Flat-Racks, and chassis system assets, and reports them to the TO for pick-up and replacement. The TO orders replacement ISOs or coordinate repairs if necessary.

12.3.6. CCO(s) annotate "CSC certified CAT-V Ammunition Type Containers" on request documentation for munitions containers to prevent unacceptable delay and unnecessary costs to AF Containerized Ammunition Distribution System (CADS) operations, refer to DAFMAN 21-201. **Note:** The CCO(s) considers explosive safety requirements prior to storage in the installation Munitions Storage Area. Refer to DAFMAN 91-201 and consult with the Wing Safety Office.

12.3.7. ISO containers moving via Mil-Air require a valid/certified ATTLA certification. Certifications can be found on the ATTLA SharePoint®.

12.3.8. Within 12 hours of receipt or shipment, the Installation CCO(s) take appropriate action within JCM to either "Receive" or "Ship" the container(s). **Note:** Refer to the JCM training materiel located on the AF Intermodal Container Management SharePoint® Site.

12.4. New Container & Leased Container Management.

12.4.1. New Containers. New shipping containers must adhere to the guidelines outlined in Annex I of the International Convention for Safe Containers (CSC). **(T-0)** Annex I include regulations for the testing, inspection, approval and maintenance of ISO containers.

12.4.2. AFMC Stock Control activities contacts USAF Intermodal (ISO) Container Manager at HQ AFMC/A4RT, before requisitioning any Federal Stock Class (FSC) 8150 containers, refer to AFH 23-123, *Materiel Management Handbook*, and AFMAN 23-122. Requisition Exception (REX) code 6, Exception Notice Code (ENC) R is assigned to identify assets requiring ISO containers. This is to prevent AF units from requisitioning ISO containers that may already exist and are available within the DoD inventory.

12.4.3. CCO(s) coordinate(s) customer's requirements for new container designs with ATTLA at AFLCMC/EZFC. Refer to DoDI 4540.07.

12.4.4. Before purchasing or requisitioning new ISO containers, CCO(s), Program Managers, and Air Force units contact the AF Container Manager (AFMC/A4RT) to determine whether other "government owned" containers are available within the DoD inventory to satisfy mission requirements.

12.4.5. Units should only execute procurement of new ISO containers upon approval from the AF Container Manager. Upon procurement, unit CCOs will stencil, track and maintain ISO containers in accordance with DTR Part VI. **(T-0)** Unit CCOs and EAEs must also ensure newly procured containers are properly inventoried and accounted for in JCM and DPAS. The GACP ISO Container Manager will request and obtain procurement approval from the AF Container Manager.

12.4.6. Leased Containers. Consider leasing containers in lieu of new procurement for short term or temporary requirements to save DoD funds. Air Force units will forecast and budget for leasing containers to support the units' mission. **(T-1)** AIDPMO is the single manager of the Army leasing program and serves as the Authorized Ordering Authority (AOA) for all Department of Army (DA) and other Services when requested for intermodal equipment obtained under SDDC contract.

12.4.7. In accordance with DoD Instruction 5000.64, *Accountability and Management of DoD-Owned Equipment and Other Accountable Property*, records must be established in an Accountable Property System of Record (APSR) for all Government property purchased, or otherwise obtained, having a unit acquisition cost of $5,000 or more; property of any value that is controlled or managed at the item level; leased items (capital leases) of any value; and assets that are sensitive or classified. **(T-0)**

12.4.8. DPAS is a Department of Defense (DoD) property management system in accordance with *DoDI 5000.64_DAFI 23-111, Accountability and Management of DoD Equipment and Other Accountable Property*. It is the APSR for over 32 DoD Agencies and Military Services. **Note:** DPAS access information can be found at the following link: **https://dpassupport.golearnportal.org/index.php**.

12.4.8.1. The TO or installation CCO contacts the AF Container Manager for leasing details. CCO(s) manage leased containers IAW DTR, Part VI, Chapter 602, IMODAL CTR PROC, and issue Container Movement Reports (CMR), IAW DTR, Part VI, Chapter 605, CMR/TRACK/INVENTORY.

12.4.8.2. Receiving units perform an acceptance inspection to ensure that leased ISO containers and equipment is serviceable and meets mission requirements at the time of delivery. Units reject leased ISO containers and equipment that are unserviceable, damaged, or defective.

12.4.8.3. The TO obtains written approval from the AF Container Manager, AIDPMO and lessor prior to repairing any leased containers and equipment IAW DTR, Part VI, Chapter 604, INSP/MAINT/REPAIR.

12.4.8.4. The TO contacts the AIDPMO Leasing Team to terminate any lease when the containers are no longer required or have been emptied & ready for return to the lessor. The TO coordinates contractor pick-up from the installation and updates JCM accordingly.

12.5. Container Inspection & Maintenance Management.

12.5.1. Program Managers (PM) and units who purchase or own ISO containers are responsible to budget for and arrange/fund container repairs of through an authorized repair facility or service. PMs or units will use DoD repair facilities in lieu of commercial facilities where economically feasible. Prior to scheduling repairs, PMs/units should consider new procurement or leasing as an alternative to round-trip shipping and repair costs, prior to scheduling any repairs. GACP centrally funds repair of GACP owned munitions ISO containers at Joint Munitions Command (JMC) munitions depots. If a damaged container cannot be shipped back to a CONUS munitions depot for repair, contact the GACP ISO Container Manager for repair/disposition instructions in accordance with **paragraph 12.1.1.1**. In certain cases, the GACP will provide funding to OCONUS MAJCOM/units to repair ISO containers. The GACP ISO Container Manager will obtain necessary approvals from the AF Container Manager.

12.5.2. IAW 49 CFR Part 452, Examination of Containers, ISO containers are examined for serviceability by certified school-trained and appointed inspectors every 30 months from the fifth year from the date of manufacture, or after any major repairs to meet CSC/46 U.S.C. **Chapter 805** or IMDG standards. Certified DoD or contractor personnel will perform inspections and re-inspections according to MIL-STD-3037 IAW DTR Part VI, Chapter 604.

12.5.3. CCO(s) obtain school-trained CSC inspection certification by successfully completing the Container Re-inspection Course, NOSSA-CSCCR-AMMO43-1.0, located on the U.S. Navy E-learning web site. This course is designed to provide DoD CSC inspectors with the knowledge, skills, and abilities to properly re-inspect intermodal dry cargo containers IAW the CSC standards. CSC inspectors are re-certified every 48-months. **Note:** Refer to AF Intermodal Container Management SharePoint® Site for step-by-step instructions on how to register for this course.

12.5.4. The TO develops and implements a CSC re-inspection schedule at the installation/activity for all overdue ISO containers. The installation/activity CCO(s) conducts the CSC re-inspections based upon the inspection schedule and uploads supporting documents (email traffic, ISO container inspection checklist, DA Form 2404, Equipment Inspection and Maintenance Worksheet) and supporting photos to the container record in JCM. The installation/activity CCO(s) seeks ISO disposition instructions from the AF Container Manager if the container fails CSC re-inspection. For GACP owned munitions containers, contact GACP ISO Container Manager for disposition instructions. CCO(s) will request CSC DD Form 2282 decals, data strips and inspect/repair ISO containers in accordance with DTR Part VI, Chapter 604. **(T-1) Note:** Empty unserviceable containers can be inspected based on the installation/activity inspection schedule or prior to stuffing for an outbound sealift shipment.

12.6. Container Disposition & Disposal.

12.6.1. Local modifications to ISO containers such as cutouts for power, lighting or air conditioning are prohibited on all categories of containers without prior written permission from the AF Container Manager. The CCO(s) reports all lost, damaged, or destroyed ISO containers to AF Container Manager within 12 hours of discovery IAW DTR Part VI, Chapters 601, 604, and 605. IAW, AFI 23-111, *Management of Government Property in Possession of the Air Force government owned containers found to be modified, damaged, or destroyed are cause for initiation of a Financial Liability Investigation*. CCO(s) upload a copy of the ROS to the record in JCM and seeks disposal action from the AF Container Manager

12.6.2. CCO(s) will not transfer ownership or de-register and retire (dispose of), any Service or Program owned ISO container(s) without written approval from the container owner, AF Container Manager, and AIDPMO or GACP ISO Container Manager. Disposal actions must be processed in the AF APSR (DPAS) for proper inventory control **Note:** Documents supporting disposal action (e.g., DA Form 2404, DD Form 1348-1A, or AF Container Manager Memorandum for Record), are uploaded into JCM.

12.6.3. Owning organizations dispose of excess internal Intermodal ISO container components (e.g., beams, decks, and shelves, etc.), at their own discretion. **Exception:** BEAR storage sites coordinate with the WRM Global Management Office (635 SCOW/WM) for disposition instructions.

12.6.4. Organization owned containers used solely for storage do not require registration in JCM. However, CCO(s) will not retire or "dispose" of active ISO containers being utilized for storage without written approval from the AF Container Manager and AIDPMO, or GACP ISO Container Manager for GACP owned munitions container. **(T-1)** Additionally, proper disposal and DLADS withdrawal must be in accordance with DAFMAN 23-122. **(T-1)** CCO(s) will not remove any ISO container markings or CSC safety data plates until the container is de-registered and "disposed" in JCM. **(T-1) Note:** CCO(s) will not use disposed containers for deployment or shipment. **(T-1)**

12.6.5. Under no circumstance will ISO containers be transferred to a foreign government without prior coordination with the AF Container Manager and AIDPMO IAW approved Foreign Excess Personal Property (FEPP) process. **(T-1)** If approved, all FEPP documentation is uploaded in JCM to maintain record of the ISO container.

12.6.6. Under no circumstance will Units re-stencil any ISO container without written approval and guidance from AF Container Manager. **(T-1)**

12.7. ISU 60/70/90 and 463L Asset Management.

12.7.1. Management of ISU 60/70/90 containers (e.g., Cadillac Bins, etc.), is the responsibility of the owning unit. Units manage ISU 60/70/90 equipment *IAW DoDI 5000.64, Accountability and Management of DoD-Owned Equipment and Other Accountable Property*. Units may obtain assistance through the appropriate depot management activity or local contractor for ISU maintenance/repair requirements that are beyond the unit's capability.

12.7.2. Submit requests for ISU depot maintenance support to AFLCMC/HBZAF at Hill Air Force Base, UT. Owning units prepare an AFTO Form 227, C-E Depot Maintenance Requirements and Schedule, and forward completed AFTO Forms 227 to AFLCMC/HBZAF

for distribution to the depot management activity or in accordance with the current year 's data call, whichever comes sooner.

12.7.3. The TO provides guidance on obtaining Airlift Eligibility certification from ATTLA for ISU 60/70/90 containers before unit purchases new containers. The TO coordinates with Material Management/Equipment Management to issue periodic guidance to units to upload proper NSNs and ERRC codes into the equipment management system for accountability/inventory purposes on new ISU 60/70/90 purchases, disposal action, etc.

12.7.4. 49 MMG (Holloman AFB, NM), inspects and repairs defective ISU containers for BEAR program. The BEAR program office funds 49 MMG maintenance program, to inspect and maintain ISUs assigned to 49 MMG. **Note:** CCO(s) do not manage, update, or report ISU 60/70/90 container records in JCM.

12.7.5. 463L Asset Management. Instructions for management of 463L equipment is contained in DTR, Part VI.

Chapter 13

CONTRACTING SUPPORT POLICY FOR TRANSPORTATION ACTIVITIES

13.1. Introduction. This chapter outlines procedures for supporting Contracting Officers (COs) responsible for processing purchase requests (PR) e.g., AF Form 9, Request for Purchase, The Agency/Organization Program Coordinator (A/OPC) is responsible for operation and management of the installation's A/OPCs, Approving Officials and Cardholders.

13.2. Training. IAW DAFI 64-117, transportation training is required for prospective A/OPCs, Alternate A/OPCs, Approving Officials (AOs), Alternate AOs, and cardholders. The A/OPC will notify the TO when GPC initial and refresher training is scheduled for the installation. **(T-1)**

13.3. Traffic Management and Guidance. Multiple DoD, Departmental, and civilian agency directives provide Traffic Management guidance pertaining to contracting support. TOs must actively support and provide essential transportation distribution training to the designated CO(s) and GPC Program Manager(s), as well as cargo movement support for government contractors when required. **(T-1)** This aides in proper mode selection and ensures contracting officers and GPC cardholders provide commercial vendors with detailed packaging and transportation instructions in contract solicitation(s) and/or GPC procurement(s). The TO will have a working knowledge of the following guidance: **(T-0)**

13.3.1. Defense Federal Acquisition Regulation Supplement (DFARS).

13.3.2. Department of the Air Force Federal Acquisition Regulation Supplement (DAFFARS).

13.3.3. Title 49, CFR, Transportation.

13.3.4. International Civil Aviation Organization (ICAO)/IATA.

13.3.5. International Maritime Dangerous Goods (IMDG) Code.

13.3.6. DoD 4500.9-R, DTR Part II.

13.3.7. MIL-STD-129 and MIL-STD-2073-1.

13.3.8. *AFMAN 32-7002, Environmental Compliance and Pollution Prevention*

13.3.9. *DAFI 64-117, Government Purchase Card Program*

13.3.10. *AFMAN 16-101, International Affairs and Security Assistance Management.*

13.3.11. *AFMAN 24-604, Preparing Hazardous Materials for Military Airlift*

13.4. FAR Contracting Support. It is vital that the TO and contracting officer build a cohesive relationship to develop solicitation language for cargo movement contracts. In order to achieve the most efficient transportation support that is simultaneously most advantageous to the government, the SOW should at a minimum require the following:

13.4.1. Compliance. Personnel comply with procedures and guidance in DoD 4500.9-R (DTR), Parts I-VII; perform Traffic Management functions IAW this instruction; pack materiel IAW AFMAN 24-206 and DAFMAN 24-210; and follow procedures in DoDM 4140.01-V5 for materiel receipt.

13.4.2. Experienced Technicians. Personnel should have a minimum of 2 years documented experience working in Traffic Management. The preferred skillset includes; 2T0X1, Traffic Management; 3112, Traffic Management Specialist; 88N, Transportation Management Coordinator; or GS-2130, Traffic Management Specialist.

13.4.3. HAZMAT Preparers/Certifiers. Personnel should be officially trained and qualified to pack hazardous material and certify the SDDG via all modes IAW the governing publication: 49 CFR, AFMAN 24-604, *Preparing Hazardous Materials for Military Airlift.*

13.4.4. The Use of CMOS. Maximize use of CMOS as the Automated Information System in concert with a suite of Automatic Identification Technology devices to speed the exchange of DTR data and facilitate total asset visibility.

13.4.5. If a shipping activity desires a FAR transportation contract, then it can request that USTRANSCOM establish a contract. Refer to DTR, Part II, Chapter 201.

13.4.6. The TO should evaluate prospective contractor offers to assist the Procuring Contracting Officer in obtaining the most economical and responsive transportation service for the AF customer.

13.5. FAR Transportation Procurement. The TO will support the procurement by providing the contracting officer with the transportation factors required for solicitation. **(T-0)** The TO will refer to DTR, Part II, Chapter 201 for minimum requirements to be included in transportation clauses. **(T-0)**

13.5.1. Depot-level Reparable Shipments. CO's arrange or contract door-to-door commercial express TSP movement with the contractor source as part of the process to support depot-level reparable shipments. This policy supports Agile Logistics principles.

13.5.2. Specific contract language varies depending on the delivery terms stated in the contract, e.g., where government ownership occurs Free on Board (F.O.B.).

13.5.2.1. Early government ownership begins at F.O.B. origin, CCP, or Aerial Port of Embarkation (APOE), and drives transportation clauses in the contract to mirror DoD shipments and require DTR documentation and MIL-STD labeling and marking. The TO and the Procuring Contracting Officer should consider the policies at FAR 47.3 of designating contracts free-on-board (F.O.B.) origin or F.O.B. destination and the clauses at FAR 52.247-29 through 52.247-62 when considering the cost of shipping and the risk of loss.

13.5.2.2. Direct Vendor Delivery (DVD) contracts (F.O.B. destination, prepay and GPC), have no actual commercial need for military standards-based documentation and marking. However, it is necessary to establish a minimum set of requirements for these shipments in order to: 1) ensure proper processing at destination Supply Support Activity (SSA), 2) integrate DVD shipments directly into the DTS in the event of crisis or contingency, or 3) generally support DoD ITV requirements. Refer DTR Part II, Chapter 201.

13.5.2.3. FMS procurements are F.O.B. origin. The shipment of the materiel is dictated by the terms and conditions of the FMS case.

13.6. Assistance to Contracting and A/OPC and Cardholders.

13.6.1. The TO assists the contracting officer, A/OPC and cardholders by providing detailed packaging, labeling, transportation mode, method, funding, customs import duties, and advance clearance instructions.

13.6.2. The CO establishes the best possible contractual instrument that clearly defines transportation requirements to include transportation mode/method/documentation and payments based on the advice of the TO.

13.6.3. Transportation costs for items purchased with O&M funds using a Purchase Request (PR) or GPC are the responsibility of the ordering unit. Refer to **Chapter 5** of this instruction for additional information.

13.6.4. Use of USPS and small package TSPs via the door-to-door delivery method from the vendor to the ultimate commercial address of the customer are the preferred mode/method for shipping.

13.6.5. OCONUS shipments must comply with all packaging, marking, advanced/documentation clearance, and destination host nation customs clearance requirements IAW the DTR Part II and Part V. **(T-0)** For sample procedure letters, vendor shipping instructions, and TCN/TAC rosters, refer to the Cargo Movement SharePoint®.

13.6.6. Shipping options listed below assist TOs in providing sound advice to their installation CO:

13.6.6.1. First Option: Except as directed to acquire supplies in accordance with FAR 8.002, Priorities for Use of Government Supply Sources, and mandatory use policies, cardholders should consider transportation costs in the total acquisition cost of supplies. **(T-1)** Items purchased locally may result in significant cost avoidance when compared to purchasing from CONUS sources when shipping costs are considered. Overseas bases should check for in-theater GSA stores. The GSA Global Supply Ordering Guide lists all the GSA Global Supply Stores.

13.6.6.2. Second Option: For items purchased within the CONUS, determine if the cargo is small enough for shipment with the USPS, the most economical mode of shipment.

13.6.6.2.1. Ship packages prepaid parcel post to the unit's official APO mailing address. The maximum USPS weight and size limits are currently 70 pounds/108 inches in length and girth combined for Priority (7–10 day transit time), and 70 pounds/130 inches length and girth for Parcel Post (10-20 day transit time).

13.6.6.2.2. Return receipt (certified or registered), is recommended for traceability.

13.6.6.3. Third Option: The customer may choose to ship via a small package TSP via F.O.B. Destination terms to the ultimate commercial overseas address. Funding Contractor Prepaid Shipping should be all inclusive in the contract verbiage or must be paid with the GPC. **(T-1)**Installation O&M funds are used on an F.O.B. origin basis for transportation requirements.

13.6.6.3.1. Prepaid shipments that are within size and weight limitations of a small package TSP must move by the least costly TSP based on mission requirements. **(T-1)**

List any direct charge for prepaid cost as a separate item on the invoice for the supplies shipped.

13.6.6.3.2. Submit a copy of the transportation or freight bill with the invoice for cost verification. **(T-0)** Failure to provide a copy of the paid freight bill may result in the contractor not being fully reimbursed for freight charges. **Note:** For additional guidance, refer to FAR 42.1401-1(a) and FAR 42.1404-1(d).

13.6.6.4. Fourth Option: If the shipment moves between CONUS and OCONUS using AMC, MSC, or SDDC port handling services, the ordering unit's base TO assists cardholders by providing information on customs clearance, packaging, marking and DTR Part II, documentation and advance clearance requirements. Special Clauses under the FAR Part 12 are required to be used when shipment is to be performed through other than commercial transportation, such as the DTS. Do not make shipments without contacting the TO.

13.6.6.4.1. An individual TAC associated with the purchaser's funding (SDN/MORD) must be established to pay for transportation charges, e.g., port handling and transoceanic movement, for any cargo moving through the DTS. **(T-0)** Refer to **Chapter 5** of this instruction.

13.6.6.4.2. Shipments not within size and weight limitations: Provide pertinent transportation information to the distribution section at the installation. Units must provide funding for cargo to be shipped to the port of entry (POE). **(T-1)** Additionally, the unit is responsible to ship cargo prepaid by surface ground transportation and add the costs as a separate billing item to the invoice to the CCP or port, for entry into the DTS. Annotate the BL "Transportation under this tender is for the U.S. Department of Defense and the actual total transportation charges paid to the TSP(s) by the consignor or consignee are assignable to and are to be reimbursed by the Government." Also, describe the freight on the BL using the Harmonized Code to determine the most descriptive nomenclature based on NSN, part number, and other data presented by supply activity or vendor. Provide a copy of the paid freight bill with the invoice. Failure to properly annotate the BL, failure to use low-cost TSP provided or approved by the TO, or failure to provide a copy of the paid freight bill could result in the contractor not being fully reimbursed for freight charges. **Note:** Outsized cargo: CO's contact TO at least 5 workdays prior to movement on less-than-truckload quantities (under 10,000 pounds) and 14 days prior to shipment on truckload quantities (10,000 pounds or more). Upon request, contractors must submit a DD Form 1659, *Application for U.S. Government Shipping Documentation/Instructions* to the cognizant TO. **(T-1)**

13.6.6.4.3. Once shipping requests are received by the installation TO, process the documentation and assist the unit in clearance of cargo through the DTS POE. The unit/shipper is required to send all the documentation to the vendor by any means possible (e.g., facsimile, scan and e-mail or postal). Once the vendors receive the documentation, they must follow the instructions for packaging, marking, and labeling. Guidance for uniform military marking requirements for shipment and storage is found in MIL-STD-129, and guidance for determining the applicability of commercial or military packaging is found in MIL-STD-2073-1. **(T-0)**

13.6.6.4.4. For Shipments destined for AMC terminals (e.g., McGuire or Travis), COs require contracts to include, in Section D "Packaging & Marking" or Section F "Deliveries" of the Contract, the requirement to transmit advance shipping information electronically in formats capable of interfacing with DoD data systems. The shipper's CO plans the contracting/GPC purchase accordingly. These procedures are required to ensure property is identified correctly and delivered to the customer without delay.

13.6.7. Units are required to obtain approval from the Hazardous Materials Pharmacy before making any hazardous material purchases, refer to AFMAN 32-7002, Environmental Compliance and Pollution Prevention. Once approved, the vendor is responsible for completion of the Shipper Certification to the port of entry, in addition to the international transportation mode (e.g., a shipping paper, 49 CFR, as well as a hazardous declaration or Multi-modal declaration (AFMAN 24-604, IATA/ICAO, or IMDG). Federal and military regulations require the shipper to certify that hazardous materials are properly identified, described, packaged, marked, labeled, and in proper condition for transportation. Depending on the mode/method or whether the shipment moves by commercial or by military transportation, the specific language may vary and specific forms may be prescribed.

13.7. NWRM Movement Reporting Requirement for Performance Work Statement (PWS). Organizations developing requirements documents for the shipment of NWRM must follow DTR, Part II, and include the following paragraphs in all performance work statements. **(T-0)**

13.7.1. Outbound Shipments.

13.7.1.1. Report of Shipment (REPSHIP). The contractor will send a REPSHIP to the destination TO IAW FAR 52.247-68 and DTR Part II, Chapter 204. For NWRM, the contractor must complete the following additional actions: (1) Confirm consignee receipt of REPSHIP; (2) Record the date/time and name of consignee POC when confirmation is complete and maintain with the consignor copy of shipping papers; and (3) Confirm consignee receipt of shipment (by telephone call or TSP delivery transaction) and maintain the confirmation with the consignor copy of shipping papers. **(T-0)**

13.7.1.2. NWRM E-mail. Within two hours (for CONUS) or eight hours (for OCONUS) of shipment departure, the contractor must send an e-mail to the origin and destination NWRMAO/MASO organizational e-mail account, consignee receiving, 635 SCOW/NTCC, and the IM. **(T-1)** E-mail the movement document number and TCNs of the shipment. E-mail addresses can be found in the TFG or SharePoint®. Access to this SharePoint® site requires a DoD Common Access Card (CAC).

13.7.1.3. Common Access Cards (CACs) for Contractor Personnel. The contractor must ensure CACs are obtained for authorized contract or subcontract personnel IAW AF policy. **(T-1)** Written requests will be submitted to the contracting officer. **(T-1)**

13.7.1.4. In-transit Visibility (ITV). The shipping contractor must ensure NWRM shipments are released in the shipper system for ITV prior to the TSP's departure. **(T-1)**

13.7.2. Inbound Shipments.

13.7.2.1. The contractor must acknowledge receipt of NWRM with the origin shipping office. **(T-1)**

13.7.2.2. The receiving contractor must notify the gaining and losing NWRMAO or MASO, and 635 SCOW/NTCC (**635scow.ntcc@us.af.mil**) via e-mail within two hours (CONUS) or eight hours (OCONUS) of receipt of NWRM. **(T-1)** The e-mail includes at a minimum the shipment TCN, total quantity received, and individual S/Ns as listed on the DD Form 1348-1.

13.7.2.3. If discrepancies are found, the receiving contractor will notify the origin shipping office as well as the shipping and receiving NWRMAO/MASO through official e-mail within 24 hours of the discrepancy detection. **(T-1)**

13.8. US Entry Requirements for Commercial Contractor (Vendor) Shipments. Unit's process commercially contracted vendor shipments entering the United States from overseas areas with Defense Contract Management Agency (DCMA) IAW guidelines prescribed in DTR Part V, Chapter 502.

Chapter 14

TRAINING

14.1. Training Requirements. Thorough training of personnel is essential to ensure Logistics Readiness organizations can perform the missions effectively and safely. This chapter centralizes information about available training related to cargo movement and packaging.

14.2. Military Packaging Training Defense Ammunition Center (DAC). Military Packaging Training Defense Ammunition Center (DAC). DAC at McAlister, OK provides military packaging training for DoD. There are 2 phases of training recommended for all 2T0X1 personnel prior to upgrade to the 5-skill level. Phase 1 is 8A-F63/551-F55 (Formerly PACK-1A-DL), The Defense Basic Preservation and Packing course, which is a distance learning (DL) course and is tuition free for military and civilian employees of DoD. **Note:** This is a prerequisite for Phase 2. Phase 2 is 8A-F61/551-F53 (formerly PACK 1B) Military Preservation and Packaging for Storage and Shipment and is highly recommended for all personnel assigned to Preservation and Packing functions. The enrollment for Phase 2 is managed by AFIMSC/XZ with AETC; there is a cost associated. Non-DoD employees (contractors) pay the appropriate tuition cited by DAC. For additional information on DAC courses, enrollments and services visit **http://www.dactces.org/**.

14.3. Local Training.

14.3.1. Training Template on Container Reuse and Marking Obliteration. Use the training template at **https://lts.cce.af.mil/SPIRES/** to develop local training for container reuse and marking obliteration.

14.3.2. Training Template on Packaging Electrostatic Discharge Sensitive (ESDS) Items. Use the training template at **https://lts.cce.af.mil/SPIRES/** to develop local training for properly packaging ESDS items.

14.4. TPPS Training.

14.4.1. LTS, Syncada Account Management contains various training topics related to the management of Air Force TPPS/Syncada accounts at **https://lts.cce.af.mil/LTSSyncada/** under the Training TAB. Other topics are on the US Bank site under Help Topics.

14.4.1.1. Account Approvers should review training materials annually prior to requesting access. Approvers are also required to "recertify" their Approver accounts annually in LTS, Syncada Account Management.

14.4.2. Annual Certifier Training is located under the Training TAB as "Annual Recertification Training for Certifiers".

14.4.2.1. Upon completion of required annual training. Certifiers must "Recertify" their accounts in LTS, Syncada Account Management and upload both COL Foundations and COL Transportation Pay.

14.5. Hazardous Materials Qualifications. Personnel who certify, prepare, handle, or inspect HAZMAT for shipment within the DTS must receive initial and subsequent refresher HAZMAT training according to DTR, Part II, AFMAN 24-604 and/or host nation requirements. **(T-0)** The Commanding Officer or designated representative of units involved with the hazardous material process ensures that:

14.5.1. All personnel are appointed in writing to include scope of authority.

14.5.2. All personnel successfully complete required training.

14.5.3. Personnel certifying HAZMAT for military airlift successfully complete training according to AFMAN 24-604.

14.5.4. Personnel, other than certifiers, who handle, load, or unload HAZMAT must successfully complete training according to 49 CFR, Section 172.704 and AFMAN 24-604. **(T-0) Note:** Recommend personnel involved in these tasks also undertake HAZMAT Familiarization and Safety in Transportation Web Based Training, AMMO 67 course.

14.6. Shipment Funding Training. The TO provides training to personnel to correct funding obligations for shipment. Training requirements:

14.6.1. Must be trained to distinguish between AFWCF and non-AFWCF cargo movements and correctly use the funding categories for these shipments. **(T-1)**

14.6.2. Must be trained to validate the customer provided funding when the base level supply system has not assigned a TAC or for non-MILSTRIP shipments. **(T-1)**

14.6.3. Must be trained to consolidate shipments (e.g., consolidate only shipments charged to the same TAC or funding appropriation). **(T-1)**

14.7. CMOS   Training. CMOS   Training.   Visit **https://intelshare.intelink.gov/sites/cmos/_layouts/15/start.aspx#/SitePages/Home.aspx**   and click on the "Training" folder. For site-specific training, contact the CMOS FAS.

14.8. Transportation School Course Listing. 345th Training Squadron, Fort Lee, VA, visit **https://www.afit.edu/ls/index.cfm** and select "Transportation Courses."

14.9. Convention for Safe Container (CSC) inspection course. The 8A-F62/551-F54 (DL) Intermodal Dry Cargo Container/CSC Re-inspection Course qualifies personnel to inspect and certify ISO containers for mission prior to use. Refer to **Chapter 12** of this instruction.

14.10. Additional Training Links and Opportunities. For additional training opportunities, refer to the AF Cargo Movement Share Point site at **https://cs2.eis.af.mil/sites/12236/OO-LG-TR-A1/default.aspx**.

14.11. Container Management Training. Material and instructions on how to register for the CSC re-inspection course are located on the AF Intermodal Container Management SharePoint. **https://usaf.dps.mil/teams/12236/MC-LG-00-51/SitePages/Home.aspx** **Note:** Also refer to Web Based AMMO-43 Training in **Attachment 8**.

Chapter 15

IN TRANSIT VISIBILTY (ITV) AND AUTOMATIC IDENTIFICATION TECHNOLOGY (AIT) ENABLERS

15.1. General. ITV is the ability to track the identity, status, and location of DoD unit and non-unit cargo from origin to destination. It is critical to effective decision making concerning the disposition of inbound cargo and analysis of distribution pipeline performance. The Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) has been designated the single authoritative source for ITV information. The primary sources of IGC's ITV data are the AISs supporting DoD and commercial transportation nodes. AIT enablers are tools used to enhance ITV, either through improving the speed and accuracy of processing and reporting cargo at distribution nodes or augmenting nodal information with positional data while the cargo is in route.

15.2. ITV Process.

15.2.1. The AF goal is to have ITV on all shipments. Shipping activities use CMOS to receipt both originating and terminating cargo and to prepare/release movement documentation. Accomplish receipt in real time and release movement documents as soon as possible, but not later than 1 hour following TSP departure. In the event CMOS is temporarily unavailable, shippers should use an alternate TSP or DoD shipping system.

15.2.2. For unit cargo, AF shippers query IGC within 1-hour of TSP departure to validate ITV transaction has been received. If data is not present or incorrect, or if assistance is required after trouble shooting locally to ensure the communications and transactions were transmitted, the shipper contacts the IGC help desk via e-mail or by phone. In the event a manual air manifest is produced, the shipper sends a fax or e-mail copy to Head Quarters Air Mobility Command (HQ AMC/A4TCI).

15.3. Bar Coding Requirements. Transportation activities use bar coded DD Form 1348-1A and Military Shipment Labels (MSLs) to facilitate cargo receipt and processing. Bar coding on the DD Form 1348-1A can be used to receive cargo from materiel management, build consolidated shipments, and process inbound receipts. If pre-positioned data has not been provided, the bar-coded information can be used to initiate creation of an inbound record. At in-transit points, bar code information on the MSL can be used to populate data in CMOS or GATES. To support reading/writing bar-coded labels, transportation activities will maintain (1) capability to produce bar coded MSLs (printers, label stock) and (2) HHTs/wedge readers to support cargo processing activities. **(T-1)**

15.4. Active RFID (aRFID) Requirements. Transportation activities will use aRFID to support COCOM visibility requirements. **(T-0)**

15.4.1. TOs budget, order and maintain sufficient tags to support local exercise, deployment, training and inspection requirements as determined by the Installation Deployment Officer (IDO). Tags may be ordered through Materiel Management (base supply). Active RFID tags may also be purchased directly through the AMIS RFID contract. On-hand requirements are established locally but should be no less than a 3-months average volume.

15.4.2. Ensure aRFID write devices (docking stations (Savi SMR 650) and/or USB write cables) are registered with J-AIT. The CMOS RFID registration guide can be found on at

https://intelshare.intelink.gov/sites/cmos/layouts/15/start.aspx#/SitePages/Home.aspx.
Note: When a write device is relocated (e.g., between outbound freight and the CDF) it has to be re-registered; sites re-register every 179 days to retain registration status.

15.4.3. Refer to DTR, Part II, Chapter 208 and DTR, Part II, Appendix O for additional guidance and utilization of radio frequency identification tags.

Chapter 16

OTHER CARGO MOVEMENT INFORMATION AND ADMINISTRATIVE REQUIREMENTS

16.1. Shipment of Human Remains. Shipment of Human Remains. Procedures to support the shipment and transfer of human remains are provided in DTR, Part VII, DAFI 34-160, *Mortuary Affairs Program*, and DAFI 24-602v1, *Passenger Movement*, **paragraph 6.5**..

16.2. SAAM Requests. For SAAM request guidance, formats, and instructions, refer to DTR, Part II, Appendix Q, SAAM REQUEST.

16.3. Public Highway Movements. The TO is the installation focal point for ensuring that Air Force cargo moving over public highways conforms to federal, state, and local laws, regulations, and ordinances relating to vehicle size and weight limitations. Except as shown in the DTR Part II and Part III, vehicular movements over public highways must have required permits issued by state authorities. Also see AFI 24-301, Ground Transportation.

   16.3.1. Directory of Permit Officials. TOs maintain a copy of SDDC TEA's The Directory of Highway Permit Officials and Mobilization Movement Control Coordinators (MOBCON). It contains contact information for state permit officials and a summary of state size and weight limits. SDDC Transportation Engineering Agency, 1 Soldier Way, Bldg. 1900W, Scott AFB, IL, 62225, publishes and issues this directory.

   16.3.2. Military Cargo Essential to National Military Strategy. Occasionally, certain highway movements require certification, as "National Military Strategy" due to mission needs as prescribed in DoDM 4140.01-V1. This certification normally applies to essential cargo that has size or weight restrictions, which moves over the public highway because the cargo cannot move by another mode. Certification for this type of movement depends on whether movement is via commercial TSPs or military resources.

      16.3.2.1. For certification for movement via commercial TSP, refer to DTR, Part II, Chapter 201, and submit certification in accordance with the rate tender. Justification of essentiality should be generated by the shipping activity and submitted to the TO. If necessary, TOs may request assistance from SDDC Deployment Support Command or theater Combatant Commander.

      16.3.2.2. For certification of movement via organic military resources, refer to DTR, Part III, Chapter 303, DEPLOYMENT. Justification of essentiality is generated by the shipping activity and submitted to the TO. For further guidance, refer to DTR, Part III, Appendix F, PERMITS, and SDDC TEA's Directory of Highway Permit and MOBCON Officials.

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Attachment 1

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EASA Form 1, *Authorized Release Certificate*

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Office Symbolst

AF/A4LR—Directorate of Logistics, Readiness Division

AF/A4L—Directorate of Logistics, DCS/Logistics, Engineering & Force Protection

AFCENT/A4RT—Air Force Central Command

AFMC—Air Force Material Command

AFRC—Air Force Reserves Center

AMC—Air Mobility Command

AMD—Air Mobility Division

ANG/A4RD—Air National Guard Readiness Division

AOC—Air Operations Center

APS—Aerial Port Squadron

HQ—Headquarters

HHQ—Higher Headquarters

Abbreviations and Acronyms

AA&E—Arms, Ammunition, and Explosives

ACA—Airlift Clearance Authority

AEF—Air and Space Expeditionary Forces

AFCENT—Air Force Central Command

AFI—Air Force Instruction

AFIMSC/IZDT—Air Force Installation and Mission Support Center

AFLCMC—Air Force Life Cycle Management Center

AFMC—Air Force Materiel Command

AFPTEF—Air Force Packaging Technology & Engineering Facility

AFR—Air Force Reserves

AFRRAD—Air Force Radioactive Recycling and Disposal Office

AFSC—Air Force Specialty Code

AFWCF—Air Force Working Capital Fund

AIDPMO—Army Intermodal Distribution and Platform Management Office

AIS—Automated Information System

AIT—Automatic Identification Technology

ALC—Air Logistics Complex

ALIS—Autonomic Logistics Information System

AME—Aircraft Maintenance Equipment

ANG—Air National Guard

AOC—Air Operations Center

A/OPC—Agency/Organization Program Coordinator

AOR—Area of Responsibility

APC—Aerial Port Commander

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

APS—Aerial Port Squadron

AR—Action Request

ARC—Air Reserve Components

ARCP—Automated Reusable Container Program

ASTM—American Society for Testing and Materials

ASN—Advance Shipment Notification

ATOC—Air Terminal Operations Center

ATCMD—Advance Transportation Control and Movement Document

ATTLA—Air Transportability Test Loading Activity

CAFSC—Control Air Force Specialty Code

CBL—Commercial Bill of Lading

CBRNE—Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive

CC—Commander

CCA—Competent Authority Approvals

CCDR—Combatant Commander

CCI—Controlled Cryptographic Item

CCO—Container Control Officer

CCP—Consolidation and Containerization Point

CFETP—Career Field Education Training Plan

CFR—Code of Federal Regulations

CIIC—Controlled Inventory Item Code (also known as PSC)

C-MAJCOM—Component Major Commands

CMA—Centrally Managed Account (Used in conjunction with SDT)

CMOS—Cargo Movement Operations System

CMWG—Command Management Working Group

C-NAF—Component Numbered Air Forces

COCOM—Combatant Command

COE—Certifications of Equivalency

COR—Contracting Officer Representative

CSWS—Contracted Supported Weapon System

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DCC—Deployment Control Center

DCMA—Defense Contract Management Agency

DCO—Documented Cargo Operations

DEMIL—Demilitarization

DFAS—Defense Finance and Accounting Service

DIFM—Due-In From Maintenance

DPPG—Defense Packaging Policy Group

DLA—Defense Logistics Agency

DLADS—Defense Logistics Agency Disposition Services

DLA-TS—Defense Logistics Agency Transaction Services

DLMS—Defense Logistics Management System

DIRLAUTH—Direct Liaison of Authority

DoD—Department of Defense

DoDAAC—Department of Defense Activity Address Code

DOT—Department of Transportation

DOT SP—Department of Transportation Special Permits

DPPG—Defense Packaging Policy Group

DSS—Distribution Standard System

DTR—Defense Transportation Regulation

DTS—Defense Transportation System

DTTS—Defense Transportation Tracking System

EASA—European Aviation Safety Agency

EDI—Electronic Data Interchange (Ref: Joint Publication 102)

EEI—Electronic Export Information

EEIC—Element of Expense Investment Code

ERRC—Expendability Recoverability Reparability Code

ESD—Electrostatic Discharge

FAA—Federal Aviation Authority

FACTS—Financial and Air Clearance Transportation System

FAS—Field Assistance Service

FCG—Foreign Clearance Guide

FMS—Foreign Military Sales

FPCON—Force Protection Condition

FRB—Functional Review Board

FSC—Federal Supply Class and/or Flight Service Center

FSR—Field Service Representative

GATES—Global Air Transportation Execution System

GBD—Government Business Day

GBL—Government Bill of Lading

GCC—Geographic Combatant Command

GFM/ETA—Global Freight Management/Electronic Transportation Acquisition

GMV—Government Motor Vehicles

GOCARE—Government Cargo Recovery Efforts

GPC—Government Purchase Card

GSA—General Services Administration

GSU—Geographically Separated Unit

HAZMAT—Hazardous Materials

HHT—Handheld Terminal

HHQ—Higher Headquarters

HMIRS—Hazardous Materials Information Resource System

HMPWG—Hazardous Materials Packaging Working Group

IATA—International Air Transport Association

IAW—In Accordance With

ICAO—International Civil Aviation Organization

IGC—Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence

ILS-S—Integrated Logistics System-Supply

IMDG—International Maritime Dangerous Goods

IPE—Individual Protective Equipment

IPG—Issue Priority Group

IRRD—Issue Release/Receipt Document

ISO—International Organization for Standardization

ITAR—International Transportation Arms Regulation

ITV—In Transit Visibility

JBCOL—Joint Base Common Output Level Standards

JCM—Joint Container Management

JTR—Joint Travel Regulation

LOA—Letter of Offer and Acceptance

LOGMOD—Logistics Module

LRS—Logistics Readiness Squadron

LTS—Logistics Tools Suite

MAJCOM—Major Command

MMAC—Materiel Management Aggregation Code

MASO—Munitions Accountable Systems Officer

MICAP—Mission Impaired Capability Awaiting Parts

MILSTRIP—Military Standard Requisitioning and Issue Procedures

MSL—Military Shipping Label

MT—Manual Travelers

MWD—Military Working Dog

NATO—North Atlantic Treaty Organization

NIIN—National Item Identification Number

NMCS—Not Mission Capable Supply

NWRM—Nuclear Weapons-Related Materiel

NWRMAO—Nuclear Weapons-Related Materiel Accountable Officer

NSN—National Stock Number

NTCC—NWRM Transaction Control Center

O&M—Operation and Maintenance

OCCA—Ocean Cargo Clearance Authority

OCONUS—Outside Continental United States

OPR—Office of Primary Responsibility

PHS&T—Packaging, Handling, Storage and Transportation

PMEL—Precision Measurement Equipment Laboratory

PWS—Performance Work Statement

RCP—Reusable Container Program

RCPM—Reusable Container Program Manager

RDT&E—Research, Development, Test and Evaluation

RegAF—Regular Air Force or Reserve

REPSHIP—Report of Shipment

RFID—Radio-Frequency Identification

RIC—Routing Identifier Code

RSO—Radiation Safety Officer

SAF/FMB—Secretary of The Air Force Financial Management Budget

SCOW—Supply Chain Operation Wing

SDDC—Surface Deployment and Distribution Command

SDDC TEA—Surface Deployment and Distribution Command Transportation Engineering Agency (Ref: Joint Pub 102)

SDN—Standard Document Number

SDR—Supply Discrepancy Report

SDS—Safety Data Sheet

SDT—Second Destination Transportation

SED—Shipper's Export Declaration

SOW—Statement of Work

SMSGT—Senior Master Sergeant

SPI—Special Packaging Instruction

SPIRES—Special Packaging Instructions Retrieval and Exchange System

SRAN—Stock Record Account Number

SRC—Security Risk Code

SSUG—Sustainment Supply User Guide

TAC—Transportation Account Code

TACC—Tanker Airlift Control Center

TCMD—Transportation Control and Movement Document

TCN—Transportation Control Number

TDD—Time-Definite Delivery

TDR—Transportation Discrepancy Report

TFG—Transportation Facilities Guide

TICMS—Theater Integrated Combat Munitions System

TMDE—Test, Measurement, and Diagnostic Equipment

TO—Transportation Officer

T.O.—Technical Order

TOD—Technical Orders Data

TP—Third Party

TPB—Third Party Billing

TPS—Transportation Protective Service

TPPS—Third Party Payment System

TSP—Transportation Service Provider (carrier)

USPFO—United States Property and Fiscal Officer

URCM—Unit Reusable Container Monitor

USTRANSCOM—United States Transportation Command

USML—United States Munitions List

Wing CC—Wing Commander

WPM—Wood Packaging Material

WWVR—Weather Resistant, Waterproof, Water Vapor Resistant

Terms

Accountable Official—The designated person who ensures that a system of internal procedures and controls for the portion of the entitlement and/or payment-related process under their cognizance is in place to minimize opportunities for erroneous payments and to ensure all procedural safeguards affecting proposed payments are observed. The Accountable Official supports their respective certifying officers with timely and accurate data, information, and/or service to ensure proper payments (e.g., payments that are supportable, legal, and computed correctly). Refer to DoD 7000.14R, DoDFMR, Volume 5, Chapter 5, *Certifying Officers, Departmental Accountable Officials, and Review Officials*.

Air Force Working Capital Fund—The AFWCF conducts business in two primary areas: depot maintenance and supply management. Maintenance depots provide the equipment, skills, and repair services necessary to keep forces operating worldwide. Supply management activities procure and manage inventories of consumable and reparable spare parts required to keep all force structure elements mission ready. The Transportation Working Capital Fund (TWCF) is a part of the AFWCF budget submission. Though the Air Force is charged with cash oversight, United States Transportation Command (USTRANSCOM) has operational responsibility.

Air Reserve Components (ARC)—The Air Force Reserve (AFR) and the Air National Guard (ANG).

Automated Information System (AIS)—Any equipment or interconnected system or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data (including software, firmware, and hardware). Also included are computers, word processing systems, networks, other electronic information handling systems, and associated equipment. Often used as a synonym for an e-records system.

Automatic Identification Technology (AIT)—A suite of technologies enabling the automatic capture of data, thereby enhancing the ability to identify, track, document, and control assets (e.g., materiel), deploying and redeploying forces, equipment, personnel, and sustainment cargo.

Business Day—Any day other than a Saturday, Sunday, legal holiday, or a day on which national banks where the Lockbox Agent or the corporate trust office of the Trustee is located, are authorized by law or executive order to close.

Channel Airlift—Regularly scheduled airlift for movement of sustainment cargo, depending upon volume of workload, between designated aerial ports of embarkation and seaports of debarkation over validated contingency or distribution channel routes.

Container Control Officer—A designated official (E6 or above or civilian equivalent) within a command, installation, or activity who is responsible for control, reporting, use, and maintenance of all Department of Defense-owned and controlled intermodal containers and equipment from time received until dispatched.

Container Management—Planning, organizing, directing, and executing functions and responsibilities required to provide effective use of Department of Defense and Military Department owned, leased, or controlled International Organization for Standardization containers.

Continuity of Operations—The degree or state of being continuous in the conduct of functions, tasks, or duties necessary to accomplish a military action or mission in carrying out the national military strategy.

Certifying Officer—Certifies the TPPS Monthly Billing Statement. This person meets the requirements of DoD 7000. 14-R, DoDFMR, Volume 5, Chapter 5, *Certifying Officers, Departmental Accountable Officials, and Review Officials.*

Cargo Movement Operations System (CMOS)—CMOS is a combat support system that provides automated base level processing for cargo movement during peacetime and both deployment cargo and passenger movement during contingencies for the Air Expeditionary Forces.

Controlled Cargo (See Protected Cargo)—Items that require additional control and security as prescribed in various regulations and statutes. Controlled items include money, negotiable instruments, narcotics, registered mail, precious metal alloys, ethyl alcohol, and drug abuse items.

Defense Transportation System (DTS)—That portion of the worldwide transportation infrastructure that supports Department of Defense transportation needs. Also called DTS. Refer to common-user transportation; transportation system. (JP 4-01)

Defense Transportation Tracking System (DTTS)—The DTTS program consists of a satellite-enabled computerized tracking system and a Program Management Office (PMO) with a staff that manages and operates the system and uses information from the system to provide emergency response assistance. The DTTS PMO's primary mission is to report and facilitate immediate emergency response to enroute incidents or accidents involving AA&E and other sensitive materiel moving via commercial motor TSP, barge, or towboat within the continental United States, Alaska, and Canada.

Door-to-Door Delivery—This involves express TSP pick-up of cargo at vendor and delivery of the cargo to a Government Purchase Card customer in CONUS or OCONUS. Door-to-Door eliminates the requirement for Inbound Cargo intervention.

Electrostatic Discharge (ESD)—A transfer of electrostatic charge between bodies at different electrostatic potentials, caused by direct contact or induced by an electrostatic field. ESD can be very damaging to electrical components.

Electrostatic Discharge Sensitive (ESDS) Items—Parts or assemblies that are sensitive to ESD damage.

End-to-End—A term that describes joint distribution operations boundaries, which begin at the point of origin and terminate at the geographic combatant commander's designated point of need within a desired operational area, including the return of forces and materiel. (JP 4-09).

Evidence of Shipment—Any legible movement document or receipt, duly signed by a carrier representative, which shows that the United States has shipped or released the materiel in question to a carrier for shipment to the country's designated representative, constitutes evidence of shipment. Such documents generally show the quantity, national stock number (NSN), mode date, transportation control number (TCN), notice of availability (NOA) number/bill of lading (B/L)/parcel post insured, registered number, addressee, vessel, or flight number (to the extent possible), and name of shipper and carrier to include weight and cube information, and number of pieces.

Federal Supply Class (FSC)—Series of 4 numerals at the beginning of the NSN that designates the general commodity grouping of the item of supply.

Global Air Transportation Execution System (GATES)—Global Air Transportation Execution System. The Global Air Transportation Execution System (GATES) automates support for receipt, movement, and billing of DoD cargo and passengers. GATES provides Air Mobility Command (AMC), the DoD, and commercial partners with an automated management system to process and track cargo and passenger information, support management of resources, provide logistical support information, generate standard and ad hoc reports, and provide message routing and delivery service for virtually all aircraft movement data. In the force projection scenario, GATES is the Automated Information System (AIS) that sends aircraft arrival and departure In-transit-Visibility (ITV) data to the Integrated Date Environment [IDE]/Global Transportation Network [GTN] Convergence (IGC).

Government Commercial Purchase Card (GPC)—A card, similar in nature to a commercial credit card, that is used to procure, order, and pay for mission-essential supplies and services.

Hazardous Materials (HAZMAT)—For the purposes, hazardous materials are substances or materials that the UN or DOT has determined are capable of posing an unreasonable risk to health, safety, and property during transportation. Also referred to as "Dangerous Goods" in international regulations.

Hazardous Materials Information Resource System (HMIRS)—The authoritative source for Safety Data Sheets (SDS) for the United States Government military services and civil agencies, per DoDI 6050.05.

HAZMART—The location, organization, or function that performs the HAZMAT Tracking Activity (HTA) requirement.

In-Transit Visibility—The ability to track the identity, status, and location of Department of Defense units and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination across the range of military operations.

Joint Base—In base defense operations, a locality from which operations of two or more of the Military Departments are projected or supported and which is manned by significant elements of two or more Military Departments or in which significant elements of two or more Military Departments are located.

Local Purchase—Acquiring a decentralized item of supply from sources outside the retail supply system.

Line of Accounting (LOA)—Alphanumeric listing which identifies the appropriation and fund cite authority to be used in payment of transportation services. The LOA contains the applicable Standard Document Number (SDN).

Logistics Module (LOGMOD)—A logistics-planning program that receives and maintains the cargo and personnel details for UTCs and taskings. (AFI 10-401)

Logistics Tool Suite (LTS)—LTS is a suite of tools utilized by DoD freight transportation offices to manage various Supply Chain processes such as addressing, transportation "order" processing, packaging, Non-MILSTRIP shipment creation, TAC Requests, and shipping cost estimates.

Military Assistance Program Address Code (MAPAC)—A MAPAC is a 6-position code that identifies an international partner's mailing, shipping and supply documentation addresses used for requisitioning and shipping materiel in support of Security Cooperation/Foreign Military Sales (FMS).

National Stock Number (NSN)—The 13-digit number that identifies a stock item consisting of the 4-digit federal supply classification code plus the 9-digit national item identification number and arranged as follows: 9999-00-999-9999.

Operational Necessity—A mission associated with war or peacetime operations in which the consequences of an action justify the risk of loss of aircraft and crew.

Packaging, Handling, Storage and Transportation (PHS&T)—Encompasses transportability, packaging, handling, storage, and those elements of deployment and distribution related to systems and equipment development and acquisition.

Personal Effects—**Household** goods, baggage, mobile homes and privately owned vehicles of Department of Defense personnel.

Physical Characteristics—Those military characteristics of equipment that are primarily physical in nature.

Physical Security—That part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, materiel, and documents; and to safeguard them against espionage, sabotage, damage, and theft.

Priority Designator—A two-digit issue and priority code (01 through 15) placed in military standard requisitioning and issue procedure regulations. The priority designator is based on a combination of factors which relate the mission of the requisitioner and the urgency of need or the end use. It provides a means of assigning relative rankings to the competing demands placed on the DoD supply system.

Port of Debarkation (POD)—The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination.

Port of Embarkation (POE)—The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin.

Proof of Delivery—A legible data and signature of the designated receiver listed on the delivery manifest, certifying the item was received. Proof of delivery also reflects the number of cases/containers received to agree with the number shown on supply documentation and actual

weight received within weight-range variation. The proof of delivery establishes transfer of custody and liability to the receiver (Defense Transportation Regulation definition).

Reviewing Official—A military member or civilian employee of the Department who is designated in writing to conduct pre-and post-payment reviews, to issue and control inquiries and to initiate charges against the certifying, disbursing and accountable officials for financial irregularities. Refer to DoD 7000.14-R, DoDFMR, Volume 5, Chapter 5, *Certifying Officers, Departmental Accountable Officials, and Review Officials.*

Second Destination Transportation (SDT)—Any transportation other than first destination. It includes port handling charges and charges for freight, cartage, demurrage, and other charges incurred overseas incident to shipment of Air Force property.

Sensitive Cargo (See Protected Cargo)—AA&E that are a definite threat to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest, or criminal actions.

Shipper—Any organization or agency that originates or offers materiel to the Transportation Officer for movement. The shipper may be a Military organization or activity, other Government agency, or a manufacturer or vendor.

Shipping Activity—The transportation office that plans, assembles, consolidates, documents, and arranges for movement of materiel.

Standard Document Number (SDN)—A locally developed alphanumeric code that is utilized by accounting to track each obligation record through all accounting phases.

Third Party Billing (TPB)—A procedure which allows Outbound Freight sections to utilize commercial TSP account numbers which are assigned to others. TPB is not permitted without permission from the account owner.

Tracker Lite System—Located in the Logistics Tool Suite. Provides data clean-up from CMOS for input to TPPS, converts TACs and Standard Document Numbers to Segmented LOAs, and ensures that TAC entries are valid, appropriate and funded in TGET.

Traffic Management—Control of transportation carriers, modes, and services.

Transportation—The direction, control, and supervision of all function's incident to the procurement and use of freight and passenger transportation services, and the movement of a member's/employee's personal property.

Transportation Officer (TO)—A person appointed or designated by the commander of a DoD activity to perform traffic management functions. This person may also be designated as an "Installation Transportation Officer" or "Traffic Management Officer" under General Schedule (GS) series 2130, Traffic Management.

Transportation Service Provider (TSP)—Any individual, company, or corporation engaged in transporting cargo or passengers for pay.

Working Capital Fund (WCF)—A revolving fund established to finance inventories of supplies and other stores, or to provide working capital for industrial-type activities. In addition, these assets are identified by fund code 6C and 64 on the DD Form 1348-1A.

Attachment 2

SAMPLE APPOINTMENT SPECIAL ORDERS

Figure A2.1. Sample Transportation Officer (TO) Special Order.

Figure X0X-X

Service Component Letterhead

SPECIAL ORDER   Date

X-XXX*

Appointment of Transportation Officer

In accordance with the Defense Transportation Regulation, 4500.9, parts I, II and IV, I hereby appoint (Name/Rank)_____ as a fully trained and equipped Transportation Officer (TO) of this installation to execute Department of Defense (DoD) traffic management policy and procedures to obtain transportation services.

The appointment of this individual confirms he/she can provide efficient, responsive, and quality transportation services within the assigned area of responsibility (AOR) and ensure compliance with governing laws, directives, systems or programs, and regulations for cargo, passenger, personal property, and unit moves.

This individual has proven to be capable of providing technical direction, management, and evaluation of the traffic management and unit movement aspects of the DoD transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by USTRANSCOM, the Code of Federal Regulations (CFR), Joint Travel Regulation and DoD Components.

Effective this day XX XXX XXXX.

This memo supersedes all other previous correspondence, same subject.

FOR THE COMMANDER

*(Prepare order using Series A or M; Ref AFI 33-328, Table 2.1, Rule 35)

Attachment 3

PREPARATION OF DD FORM 1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT

A3.1. Purpose. The Logistics Tool Suite (LTS) DD Form 1149 is required to be utilized for Air Force Non-Milstrip shipments. The Form is available at **https://lts.cce.af.mil/dd1149/** and requires the completion of a SAAR for access. The shipping customer must complete this process prior to offering items to Air Force Transportation offices and uploaded into the Cargo Movement Operating System (CMOS) Completion instructions are as follows:

A3.1.1. **Block** 1, Shipper's unit/office symbol, address, and phone number (DSN and Commercial).

A3.1.2. **Block** 2, Address of consignee. Requires formatted address to include the DoDAAC as the first six positions of the address. **Note:** When shipping to a residential address, the TO has authority to refer the shipper to use the Official Mail Center.

A3.1.3. **Block** 3, Name and phone number (DSN and Commercial) of consignee.

A3.1.4. **Block** 4, Fund cite obligated for movement charges. Shipper must provide a valid TAC or funding (MORD/SDN). **(T-1)** Funding citation must be validated in LTS, DD Form 1149 prior to submission. **(T-1)**

A3.1.4.1. If using Cargo Movement Section O&M, transporters ensure the LTS DD Form 1149 is entered and endorsed authorizing the obligation.

A3.1.4.1.1. In situations where base Transportation O&M is appropriate, TOs must provide shippers with the local TAC/MORD/SDN to be loaded in the Funds Management set-up. **(T-1)**

A3.1.4.1.2. Shipping locations utilizing CMOS or LTS DD Form 1149 TAC Validation will be granted implied approval based on the system CMA TAC validation response. **(T-1)** If the CMA TAC on the electronic DD1149 does not pass CMOS or LTS DD Form 1149 validation, shippers/customers may enter a TAC Exception in Tracker Lite to obtain approval from the TAC or SDT CMA Program Office.

A3.1.4.1.3. For Small Parcel Third Party Billed shipments, the shipper must enter valid carrier account number when prompted in the DD Form 1149 tool. CMOS Shipment Planners will only enter the site O&M funding TAC or SDN/MORD in the Advice Number or Accounting Classification block in CMOS Shipment Planning Detail. In the CMOS Express function, CMOS Shipment Planners will enter TP and the account number which has been printed on the DD Form 1149. This will ensure that the correct account number is cited to the carrier module in CMOS Express.

A3.1.4.2. If citing manual DD Form 1149, shippers must annotate the owner of the funds citation and POC information for validation purposes. **(T-1)**

A3.1.4.2.1. Shippers must annotate the form with the name of the owner of the cited funds and signature or attached correspondence as authorization for use. **(T-1)**

A3.1.4.2.2. DD Forms 1149 citing a CMA TAC for CONUS or OCONUS shipments must include a non-AFWCF NSN and be accompanied by an e-mail from the TAC Manager or SDT CMA Program Office.

A3.1.4.3. Shippers adhere to TAC rules for other services and agencies as indicated in DTR, Appendix V.

A3.1.5. **Block** 4(a), Item no.

A3.1.6. **Block** 4(b), NSN and nomenclature. If NSN is unavailable, use manufacturer's part number if applicable, and provide complete description of the item. Identify all classified shipments with appropriate security classification. Also, describe in detail all unclassified materiel that is considered sensitive or requires added protective service. Applicable DEMIL Codes must be supplied by the shipper. **(T-1)** Likewise, hazardous materiel shipments must be clearly documented to reflect the proper shipping name. **(T-1)** Shippers can prepare one DD Form 1149 for multiple items, turned in at the same time and moving to the same destination/consignee. However, a separate DD Form 1149 is prepared by the shipper to distinguish between general, classified, and hazardous material. **Note:** For all shipments that do not contain classified, sensitive, protective, or hazardous material, the following statement is inserted and initialed by the shipper: "This shipment does not contain any classified, sensitive, protective or hazardous material."   For TMDE/PMEL equipment, refer to **paragraph 2.16.3**.

A3.1.7. **Block** 4(c), Unit of issue.

A3.1.8. **Block** 4(d), Quantity.

A3.1.9. **Block** 4(e), Supply action – enter quantity being shipped or transferred.

A3.1.10. **Block** 4(f), Type of container – carton, wooden or metal box, skid, etc., (as applicable).

A3.1.11. **Block** 4(g), Container numbers – number containers if more than one and indicate in this block the container number in which the particular item is located (complete as applicable).

A3.1.12. **Block** 4(h), Unit price.

A3.1.13. **Block** 4(i), Total shipment unit cost.

A3.1.14. **Block** 5, (requisition date) date shipment offered for movement.

A3.1.15. **Block** 6, TCN (TO complete). **Note:** Shipper may enter their own TCN in lieu of using one assigned by the TO.

A3.1.16. **Block** 7, RDD (also see block 9).

A3.1.17. **Block** 8, Transportation priority based on RDD.

A3.1.18. **Block** 9, Authority for shipment. Shippers provide written authority for expedited movement.

A3.1.19. **Block** 10, Signature of the shipment requester authorizing the action.

A3.1.20. **Block** 11(a), Voucher number. If not used, may be used to provide name and unit of person signing in **block** 10.

A3.1.21. **Block** 11(b), Date of voucher. If not used, may be used to provide phone number of person signing in **block** 10.

A3.1.22. **Block** 12, Date shipped (TO complete).

A3.1.23. **Block** 13, Mode of shipment (TO complete).

A3.1.24. **Block** 14, Bill of lading number (TO complete).

A3.1.25. **Block** 15, Air movement designator or Port Reference #.

A3.1.26. **Block** 16, TAC only for over-the-ocean or intra theater shipments via AMC/MSC/SDDC (TO complete).

A3.1.27. **Block** 17, Special handling code(s) (TO complete).

A3.1.28. **Block** 18, names of person(s) who (1) received; (2) in-checked; (3) and packed the shipment. TO also completes the final shipment configuration of this block.

A3.1.29. **Block** 19, Receipt (N/A).

A3.1.30. **Block** 20, Receiver's Voucher No. (N/A).

A3.2. Minimum Distribution:

A3.2.1. Original maintained by TO.

A3.2.2. One copy to shipper.

A3.2.3. One copy in outside packing list unless shipment is classified.

A3.2.4. One copy to consignee along with copy of BL if electronic transmission fails or is not available.

A3.3. FOREIGN MILITARY SALES (FMS) DD FORM 1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT PREPARATION.

A3.3.1. Purpose. The DD Form 1149 is used for non-MILSTRIP shipment processing. The shipper requests non-MILSTRIP shipment support from the TO on a DD Form 1149. The shipper provides written authority for movement when requested by the TO. **(T-1)** An automated DD Form 1149 is available at the website. New users of this web form should read the User's Manual before registering to use the form. The shipper should use the following as additional guidance in preparing the DD Form 1149 for Security Cooperation Program (SCP) shipments.

A3.3.1.1. **Block** 1, FROM: Shipper's unit/office symbol, address, and phone number (DSN and Commercial).

A3.3.1.2. **Block** 2, TO: Address of consignee. This commonly referred to as the Ship-To or Freight Forwarder address. Requires formatted address to include the MAPAC. Address should include Point of Contact with commercial phone number and e-mail if available.

A3.3.1.3. **Block** 3, SHIP-TO – MARK-FOR: This is the destination of the shipment. This is commonly referred to as the Mark-For address. Required formatted address to include the MAPAC. Address should include Point of Contact with commercial phone number.

A3.3.1.4. **Block** 4, APPROPRIATIONS DATA: Fund cite obligated for movement charges. Shipper provides a valid TAC or funding (MORD/SDN).

A3.3.1.4.1. For the movement of AF SCP cargo, the TAC starts with "D". If TAC is funded from an individual line on the Foreign Military Sales (FMS) case, then TAC is D### (D with three numbers). If TAC is funded from the SCP transportation holding account, then TAC is DXXX (D with three alpha characters).

A3.3.1.4.2. If any questions on the "D" TACs, contact Air Force Security and Assistance Cooperation Directorate, Finance Division located at Wright-Patterson AFB.

A3.3.1.5. **Block** 4(a), ITEM NO.

A3.3.1.6. **Block** 4(b), FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES: If NSN is unavailable, use manufacturer's part number if applicable, and provide complete description of the item. Identify all classified shipments with appropriate security classification. Also, describe in detail all unclassified materiel that is considered sensitive or requires added protective service. Applicable DEMIL Codes are supplied by the shipper. Likewise, hazardous materiel shipments are clearly documented to reflect the proper shipping name. Shippers can prepare one DD Form 1149 for multiple items, turned in at the same time and moving to the same destination/consignee. However, a separate DD Form 1149 is prepared by the shipper to distinguish between general, classified and hazardous material.   **Note:** For all shipments that do not contain classified, sensitive, protective or hazardous material, the following statement is inserted and initialed by the shipper: "This shipment does not contain any classified, sensitive, protective or hazardous material." For TMDE/PMEL equipment, refer to **paragraph 2.16.3**.

A3.3.1.7. **Block** 4(c), UNIT OF ISSUE.

A3.3.1.8. **Block** 4(d), QUANTITY.

A3.3.1.9. **Block** 4(e), SUPPLY ACTION – enter quantity being shipped or transferred.

A3.3.1.10. **Block** 4(f), TYPE OF CONTAINER – carton, wooden or metal box, skid, etc., (as applicable).

A3.3.1.11. **Block** 4(g), CONTAINER NUMBERS – number containers if more than one and indicate in this block the container number in which the particular item is located (complete as applicable).

A3.3.1.12. **Block** 4(h), UNIT PRICE.

A3.3.1.13. **Block** 4(i), TOTAL COST.

A3.3.1.14. **Block** 5, REQUISITION DATE: The date materiel turned into the shipping office. Format is YYYYMMDD.

A3.3.1.15. **Block** 6, REQUISITION NUMBER: Commonly referred to as the Transportation Control Number (TCN). This is the FMS document number assigned to this materiel. This block is completed by the consignor and not by the TO.

A3.3.1.16. **Block** 7, DATE MATERIEL REQUIRED: Format is YYYMMDD.

A3.3.1.17. **Block** 8, PRIORITY: Transportation priority based on RDD.

A3.3.1.18. **Block** 9, AUTHORITY FOR SHIPMENT. Enter the following information: "FMS Case: BN-D-XXX".   Insert the correct FMS case in this block.

A3.3.1.19. **Block** 10, SIGNATURE: Shipment requester authorizing the action.

A3.3.1.20. **Block** 11(a), VOUCHER NUMBER. This is used to provide name and unit of person signing in **Block** 10.

A3.3.1.21. **Block** 11(b), --------:   Insert commercial telephone number of the person signing in Block 10.

A3.3.1.22. **Block** 12, DATE SHIPPED: (TO complete).

A3.3.1.23. **Block** 13, MODE OF SHIPMENT: (TO complete).

A3.3.1.24. **Block** 14, BILL OF LADING NUMBER: (TO complete).

A3.3.1.25. **Block** 15, AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NUMBER: (TO Complete).

A3.3.1.26. **Block** 16, TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO: Commonly referred to as the OCONUS TAC.

A3.3.1.27. **Block** 17, SPECIAL HANDLING CODE: Depending on the mode of shipment, TO completes.

A3.3.1.28. **Block** 18, RECAPITULATION OF SHIPMENT: Names of person(s) who (1) received; (2) in-checked; (3) and packed the shipment. TO also completes the final shipment configuration of this block.

A3.3.1.29. **Block** 19, RECEIPT (N/A).

A3.3.1.30. **Block** 20, RECEIVER'S VOUCHER NO. (N/A).

A3.3.2. Minimum Distribution:

A3.3.2.1. Original maintained by TO.

A3.3.2.2. One copy to shipper.

A3.3.2.3. One copy in outside packing list unless shipment is classified.

A3.3.2.4. One copy to consignee along with copy of BL if electronic transmission fails or is not available.

Attachment 4

AIR FORCE RECOMMENDED LEVELS OF MILITARY PACKING PROTECTION

A4.1. Determining Asset Protection Requirements. When determining the individual asset protection requirements, consider these factors:

A4.1.1. Intended use (immediate use or storage).

A4.1.2. Destination (CONUS or overseas).

A4.1.3. Mode of movement (air or surface).

A4.1.4. Projected storage type (indoor or outdoor) and known weather patterns (e.g., extreme heat, cold, rain) that may affect asset serviceability.

A4.2. Personal Experience. In addition to the above, the Packaging Specialist may draw on personal expertise or any other available technical information.

A4.3. Retrograde Movement of Materiel. Package retrograde materiel (serviceable or unserviceable) to maintain the degree of serviceability of the materiel being returned.

Table A4.1. Air Force Recommended Levels of Military Packing Protection.

AIR FORCE RECOMMENDED LEVELS OF MILITARY PACKING PROTECTION	PACKING LEVEL
SECURITY ASSISTANCE / FOREIGN MILITARY SALES / GRANT AID (UNLESS OTHERWISE DIRECTED BY COUNTRY)	B
WAR RESERVE MATERIEL	A
WAR RESERVE MATERIEL (<=25 LBS and <= 1 CUBIC FT)	B
DELIVERY OF SERVICEABLE DEPOT LEVEL REPARABLES TO WHOLESALE DEPOT STOCK / CONUS INDOOR STORAGE	B
CONUS / OVERSEAS NMCS / 999 / 777	B
CONUS / OVERSEAS OUTDOOR STORAGE	A
OVERSEAS AIR TRANSPORTATION	B
OVERSEAS COVERED STORAGE	B
OVERSEAS SURFACE TRANSPORTATION	A
STRATEGIC MOBILITY	A

Attachment 5

PROCEDURES FOR COMPLETING DAF FORM 451, REQUEST FOR PACKAGING SERVICE

A5.1. Instructions for Completing DAF Form 451. All entries on DAF Form 451 may be handwritten.

A5.1.1. {Item 1} Date. Enter the date the form was initiated.

A5.1.2. (Item 2} Priority. Enter the supply priority and required delivery date assigned to the shipping document. If the request is not for a shipment, enter the date the service is to be provided.

A5.1.3. {Item 3} Request No. Use this block (packaging activities) for document control purposes. The number of copies required of the DAF Form 451 is established in local procedures. A minimum of five copies is recommended. Three copies are provided to the Packaging and Preservation section. The original should remain with the item until packaging is completed. Another copy should be used for document control purposes. Document control request numbers should be assigned as requests are received. Recommend numbers be assigned in ascending sequence for 1 year, starting at the beginning of each calendar year. Document control copies are not required if a request control log is maintained. Request control logs, as a minimum, should reflect information from blocks 1,3,5,9, and10, as well as the date completed from block 16. If a log is maintained, original copies should be filed, in request number sequence, after the packaging service is completed. If a copy is maintained for document control purposes, it may be replaced with the original after the packaging service is completed. Analysis of completed requests provides management information to evaluate RCP deficiencies and trends, and to provide a basis for corrective action.

A5.1.4. {Item 4} To. Enter the organization symbol or name of the packaging activity.

A5.1.5. {Item 5} From. Enter the organization symbol or name of the activity initiating the request. If the form is prepared during the supply turn-in process, enter the symbol or name of the activity turning-in the item. Do not enter the symbol or name of the supply activity unless the item is being shipped (or packaged for storage) from supply stock. Enter the name of the person to contact for information on the request.

A5.1.6. {Item 6} Shipping Document No. Enter the Transportation Control Number (TCN) from accompanying documents. If none is available, enter not applicable (N/A).

A5.1.7. {Item 7} Issue Document No. Enter the supply document number from accompanying document. If none is available, enter N/A.

A5.1.8. {Item 8} Reason for Request. Check the applicable block, as follows:

A5.1.8.1. Container Destroyed by User. Check this block when the reusable container has been disposed of by the user according to local procedures, and a replacement is not available from local RCP resources. If the user requires a long-life reusable container, attach a copy of the document used to turn-in the unserviceable container to supply. This block may be checked for containers needed to replace containers which have deteriorated in storage. Write the MIPR/MORD number in block 16.

A5.1.8.2. Item Issued Without Proper Container. Check this block when turning in an unserviceable reparable, and the correct SPI container was not issued with the serviceable replacement item. If the serviceable item was received in another service's pack, a contractor's reusable pack, or a pack marked with the ALC deviation number in the lower right corner of the container, it may be used for shipment or storage.

A5.1.8.3. Item Due-out Replacement Not Received. Check this block for Credit Due-In from Maintenance (DIFM) turn-ins when the reparable item is turned in before the serviceable item is issued, and the SPI pack is not available through supply or RCP resources. If this block is checked, write "credit DIFM turn-in" in block 16.

A5.1.8.4. Initial Requirement. Check this block when items are turned in and containers are not available, replacement items are received in a different SPI pack, or no replacement item is required.

A5.1.8.5. Other. Check this block and specify the reason for the request when the circumstance is not covered in the blocks above. Examples: Required SPI container is lost and cannot be located for shipment of an asset, containers not available through supply, one time only, blocking and bracing, pallet repair, handling devices, etc. Write the MIPR/MORD number in block 16.

A5.1.9. {Item 9} Item Requested. Check the applicable block to indicate the type of container required. **Note:** TPO Pack is now SPI Pack.

A5.1.10. {Item 10} Specifications. Enter the applicable information in the blocks below. When additional information is needed to describe the service requested, attach the information in sufficient detail to the original copy of the DAF Form 451 and write "details attached" in block 16.

A5.1.10.1. Quantity. Enter the number of units required.

A5.1.10.2. Unit. Enter each, pieces, bags, or any other descriptive unit of issue.

A5.1.10.3. Spec/SPI No. Enter the specification number or SPI number. If the SPI number is not known, enter the item NSN. The packaging activity determines the SPI number required for the item and enters the number. If the service required is not covered by a specification or SPI, enter N/A.

A5.1.10.4. NSN. Enter part number when an NSN is not available. This block may be blank if an SPI number is entered above.

A5.1.10.5. Nomenclature. Enter the name of the item or service requested if none of the blocks in item 9 are checked.

A5.1.10.6. Length, Width, and Depth. Enter the measurements of the item requested in this order.

A5.1.11. {Item 11} Purpose. Check the applicable block to indicate the item destinations. These blocks do not need to be checked when a complete shipping document is provided.

A5.1.12. {Item 12} Bldg. No. Enter the building number of the requesting activity if the container or item is to be delivered upon completion.

A5.1.13. {Item 13} Phone No. Enter the phone number of the person to contact for information on the request, or if pick-up delivery is indicated.

A5.1.14. {Item 14} Signature of Requester. Have the persons authorized to initiate DAF Forms 451, as designated in this DAFI., sign this block.

A5.1.15. {Item 15} Item 15. Costs. Complete these blocks, when applicable, or when required by local procedures. Also, change font/pitch to match rest of DAFI (Check entire pub for format.

A5.1.16. {Item 16} Remarks. Enter the date the service is completed, required completion date, MIPR/MORD number, and other needed information.

Attachment 6

TRANSPORTATION OFFICER (TO) APPOINTMENT CHECKLIST

Table A6.1. Transportation Officer (TO) Appointment Checklist.

1. Has the individual served in the Transportation Officer role before?
A) Yes B) No
2. The individual has a _____ working knowledge of United States Transportation Command, Code of Federal regulation and Joint Federal travel/Joint Travel Regulation policies and laws.
A) Limited B) Comprehensive C) None
3. The individual has a _____ working knowledge of Title 5, 10, and 37 entitlements.
A) Limited B) Comprehensive C) None
4. The individual has a _____ working knowledge of all Personal Property.
A) Limited B) Comprehensive C) None
5. The individual has a _____ working knowledge of Cargo Movement.
A) Limited B) Comprehensive C) None
6. The individual has a _____ working knowledge of Passenger Travel.
A) Limited B) Comprehensive C) None
LRS/APS Commanders complete and submit with Special Order of appointment of Installation Transportation Officers. Installation Transportation Officers must be fully qualified as they serve as the single fiduciary and statutorily responsible transportation intermodal decision authority IAW Defense Transportation Regulation, Parts I through VII. **(T-0)**

Attachment 7

**AIR FORCE PACKAGING TECHNOLOGY & ENGINEERING FACILITY (AFPTEF)
CHARTER**

A7.1. Responsibilities of HQ USAF.

A7.1.1. Provide policy, direction, and guidance to ensure that all AF activities utilize AFPTEF's services to minimize costs and maximize program benefits.

A7.2. AFPTEF Mission. The mission of the Air Force Packaging Technology and Engineering Facility is to satisfy customers' PHS&T needs in times of peace and war, to ensure dynamic technical and engineering progress in container design, packaging materials and packaging concepts; to provide container design, fabrication, testing and evaluation services, and the delivery of container procurement data packages and production drawings; to provide consultation and customer support to Air Force and other federal agencies. This includes, but is not limited to, the identification of requirements, contract support for container purchases, and program reviews; to serve as the Air Force representative in DoD and industry standardization groups on packaging engineering issues; to provide engineering testing and analysis for certification of hazardous material containers; and to perform lead service testing and evaluation responsibilities. Contact AFPTEF for assistance at: **AFPTEF.Webmaster@us.af.mil** or 937-257-3362.

A7.3. Responsibilities of MAJCOMs.

A7.3.1. Ensure AFPTEF reviews all new requirements for container design, fabrication, testing, and packaging support for adequacy and cost effectiveness.

A7.3.2. Use AFPTEF for container engineering, design, fabrication, testing and evaluation, in lieu of contracting the work out, to reduce overall project cost.

A7.3.3. Identify and report to AFPTEF any problems with current containers, packaging/preservation methods, packaging/preservation materiels or their application for items in or entering into the AF inventory for evaluation and resolution.

A7.3.4. Secure AFPTEF's approval before implementing new container design concepts, obtaining test equipment, using new packaging materiels not previously approved for AF use, or introducing new packaging techniques for protection of items entering the Air Force inventory.

A7.3.5. Ensure AFPTEF's capabilities and equipment are not duplicated.

A7.3.6. Provide AFPTEF with packaging information developed within the command. This includes copies of developmental studies and reports received from contract or organic sources.

A7.3.7. Provide AFPTEF with general cost avoidance data when using AFPTEF's assistance.

A7.3.8. Participate and assist AFPTEF in the field and service testing of new materiels, equipment, procedures, and container design concepts.

A7.4. Responsibilities of Air Force Life Cycle Management (AFLCMC).

A7.4.1. Support the mission and responsibilities of AFPTEF.

A7.4.2. Manage and direct AFPTEF consistent with Air Force Policy Directive 24-2 and this AFI.

A7.4.3. Provide personnel, funding, and facilities necessary to accomplish the AFPTEF mission.

A7.5. Responsibilities of AFPTEF. Serves as AF focal point for testing of Hazardous Materials (HAZMAT) packaging. Serves as AF focal point to obtain SPI packaging. Supports AFMC/A4RT and ALC packaging offices with testing and engineering analysis of HAZMAT packaging's, and other HAZMAT-related input. Supports multiple AF weapon systems' by issuance of HAZMAT packaging COEs, as supported by testing and engineering analysis. Maintains the CDRS database [include CDRS link on its as done for SPIRES, above.

A7.5.1. Provide total life cycle support (including technical guidance, direction, engineering, and testing) to Air Force and other DoD activities for containers and packaging.

A7.5.1.1. Maintain an all-inclusive, in-house packaging, packaging material, and container testing facility.

A7.5.1.2. Maintain an in-house container fabrication capability to support prototyping and small lot fabrication of long-life, reusable containers (LLRCs, AFPTEF developed or otherwise), SPI packages, and reutilization and repair of fielded LLRCs.

A7.5.1.3. Act as DoD Lead Service Activity per AFMAN 24-206.

A7.5.2. Design, develop, test, research, and evaluate containers, packing materials, packing methods, systems, techniques, and preservation methods; perform HAZMAT packaging evaluation and testing, and Certificate of Equivalency (COE) preparation.

A7.5.2.1. Assign identification number, priority, and target completion date for each project.

A7.5.2.2. Provide project findings as to whether established requirements were met or not and recommendations to the project initiator in a timely manner.

A7.5.2.3. Coordinate project efforts with other activities having management or technical involvement.

A7.5.3. Consider environmental impacts, Occupational Safety and Health Act (OSHA) requirements, distribution environment, and costs in performing container/packaging standardization, engineering projects, and studies.

A7.5.4. Serve as custodian, review activity, or preparing activity for those assigned military and industry standardization and specification documents and TOs directly related to containers, packaging/preservation materials and methods or processes.

A7.5.4.1. Act as the primary AF representative in DoD and industry standardization groups.

A7.5.5. Review and coordinate requests from Air Force activities for the selection and design of specialized long life containers, and for the selection of new multi-application containers. Review and approve any specifications and statement(s) of work before units procure new long life container designs. Recommend approved multi-application containers with potential high use for inclusion in MIL-STD-2073-1.

A7.5.6. Review and coordinate requests from Air Force activities (IAW **paragraph A7.3.5** above) for equipment to support in-house packaging evaluation, development, and testing.

A7.5.7. Establish and maintain channels to promote the exchange of technical packaging information between organizations in the Air Force, the DoD, the federal government, and industry.

A7.5.7.1. Establish and maintain a website to act as the main channel for information sharing.

A7.5.7.2. Conduct technical seminars for exchange of data on new developments and requirements.

A7.5.7.3. Establish and maintain centralized technical packaging information files to include packaging drawings, studies, and related scientific and engineering data.

A7.5.8. Provide technical assistance to AF packaging specialists on SPIs, packaging design, and HAZMAT packaging when requested.

A7.6. Procedures for Requesting AFPTEF Mission Support.

A7.6.1. Contact an AFPTEF representative to discuss unit specific requirements by:

A7.6.1.1. Visiting the website at **https://www.aflcmc.af.mil/Air-Force-Packaging-Technology-and-Engineering-Facility/**

A7.6.1.2. Submitting a written request to **AFPTEF.Webmaster@us.af.mil** or calling 937-257-3362 for support.

Attachment 8

COMMON SHAREPOINT® SITES AND WEBPAGES

A8.1. Purpose. This attachment provides common and useful sites and links Traffic Managers use in performance of their duties.

Table A8.1. Common Sharepoint® Sites And Webpages.

Site Name	Uniform Resource Locator (URL)
AFIMSC/IZDT	https://usaf.dps.mil/teams/13569/TrafficMGT/SitePages/Traffic%20Management%20Repository.aspx
AFMC/A4RT	https://usaf.dps.mil/teams/AFMC-A4R/RT/
AFPTEF	https://www.aflcmc.af.mil/Air-Force-Packaging-Technology-and-Engineering-Facility/
Air Transport Test Loading Activity (ATTLA)	https://intelshare.intelink.gov/sites/attla/_layouts/15/start.aspx#/SitePages/Home.aspx
ASTM International	https://www.astm.org/
CMOS	https://www.cmos.csd.disa.mil/
CMOS Joint Services Site	https://intelshare.intelink.gov/sites/cmos/_layouts/15/start.aspx#/SitePages/Home.aspx
Defense Automatic Addressing System (DAAS) Web Portal	https://portal.daas.dla.mil/edaasinq/edaasinq_mapac_menu.asp
Defense Logistics Management Standards (DLMS)	http://www.dla.mil/HQ/InformationOperations/DLMS/
Defense Property Accountability System (DPAS) Equipment Receipt website	https://usaf.dps.mil/teams/DPASReceiving/Shared%20Documents/Forms/AllItems.aspx?CT=1698602081004&RootFolder=%2Fteams%2FDPASReceiving%2FShared%20Documents%2FGeneral&FolderCTID=0x012000259F9BA5DFDE7D44A5350ADE0DEC8DEE
Electronic Code of Federal Regulations	https://www.ecfr.gov/cgi-bin/ECFR?page=browse
Electronic Transportation	https://eta-teams.transport.mil/teams/login

Acquisition (ETA)	
Global Freight Management (GFM)	https://eta-teams.transport.mil/teams/login
Hazardous Materials Information Resource System (HMIRS)	https://dlahng.hmms.dla.mil/HMMS_Web_JSF/login.xhtml
Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC)	https://www.igc.ustranscom.mil/igc/unauth/igc.xhtml
Logistic Tool Suite (LTS)	https://lts.cce.af.mil/
Munitions History Program (MHP)	https://mhp.redstone.army.mil/MHPMAIN.ASPX
Single Mobility System (SMS)	https://sms.transport.mil/sms-open/smswebstart.pl
Supply Discrepancy Reporting (WebSDR)	https://portal.daas.dla.mil/websdr/home.asp
US TRANSCOM Reference Data Management (TRDM)	https://trdmws.maf.ustranscom.mil/trdm/index.html#/TRDM/home
Web Federal Logistics Information System (WebFLIS)	https://fp.logisticsinformationservice.dla.mil/

Attachment 9

INBOUND CARGO MATERIEL RECEIPT

A9.1. Purpose. This attachment provides procedures for processing the materiel receipt within the retail supply system for accountable property and local purchase (LP) items. Accountable property is materiel addressed to the local supply (FB) or equipment (FE) Stock Record Account Number (SRAN) for the installation. Corrective action for problems associated with receipt processing are also provided.

A9.2. Responsibilities:

A9.2.1. Inbound Cargo. Traffic Managers accomplishes all inbound cargo functions for MILSTRIP and non-MILSTRIP shipments addressed to the host installation SRAN. Inbound Cargo consists of the transportation in-check process, which is always completed first, and the materiel receipt process, which is completed second. **(T-0)** Refer to DoDM 4140.01-V5 and DTR, Part II, Chapter 203.

A9.2.1.1. Transportation In-check. Visually inspect shipments prior to off-load of TSP conveyance. Record photographic evidence and annotate any potential damage caused by the TSP. Unload government freight, verify TSP rendered services ordered, conduct a tally, and ensure property delivered matches the delivery receipt, in-check the movement document (government issued commercial bill of lading or organic truck manifest, or in the case of NGDS shipments, the TSP manifest, airway bill documenting the shipment) and associated TCN(s) into CMOS, complete ITV and execute OS&D procedures. Refer to DTR Part II, Chapter 210, Figure 209-2. *Receiving Checklist*.

A9.2.1.2. Materiel Receipt. Verify the TCN/MSL corresponds to the source document, validate property matches the source document and was shipped in appropriate shipping container/SPI, annotate any discrepancies or variances, execute the receipt (REC) transaction in the ILS-S application, update item record, and physically position Notices-to-Stock or Due-out Releases (DORs) for either Materiel Management storage or Documented Cargo delivery.

A9.2.2. Materiel Management Flight. Responsible for all retail materiel management functions for a base/location, such as storing, inspecting, inventorying, issuing, returning, repair cycle and customer support. This flight is the primary liaison between customers and AFMC and also oversees Document Control and Reject Management.

A9.2.2.1. Asset Management Section. This section consists of the following elements: Central Storage, Aircraft Parts Store (APS), HAZMAT Tracking Activity (HTA), Individual Equipment Element (IEE), and Individual Protective Equipment (IPE). Responsible for stocking, storing, issuing, and inspection management of DoD supplies and equipment.

A9.2.2.2. Aircraft Parts Store Element. Key duties include storing and issuing select weapon system spares and in-warehouse supply assets, selecting items to be shipped or transferred, conducting warehouse validations, maintaining central locator functions, performing warehouse inspection functions (e.g., shelf-life, functional checks), managing Readiness Spares Package (RSP), and managing the staging area for delivery of items.

A9.2.2.3. Central Storage Element. Key duties include storing supply and equipment items, to include classified and sensitive items and War Consumables Distribution Objective (WCDO) items and Nuclear Weapons Related Material Management (NWRM) IAW AFI 20-110. Other key duties include selecting items to be issued, shipped, or transferred; conducting warehouse validations; and maintaining central locator functions.

A9.2.2.4. HAZMART Element. The HAZMART manages the storage, receipt (in EESOH-MIS) issue and inspection of hazardous materiels. The HAZMART uses standardized AF Hazardous Materials (HAZMAT) tracking systems to support reporting requirements and to manage HAZMAT IAW AFI 32-7086, *Hazardous Materials Management*.

A9.2.2.5. Individual Protective Equipment (IPE) Element. Responsible for the storage, inventory, inspection and issue of mobility bags, base mobility small arms/light weapons, Chemical, Biological, Radiological, Nuclear (CBRN) IPE and Individual Body Armor (IBA). Ensures the accuracy of the appropriate materiel management information technology (IT) system records under their control.

A9.2.2.6. Flight Service Center. This section serves as the primary point of contact with units regarding repair cycle management. Key duties include managing supply points, time-change, Time Compliance Technical Orders (TCTOs), Due-in From Maintenance (DIFM), Found On Base, Awaiting Parts (AWP), turn-around, local manufacture, and Quality Deficiency Report (QDR) programs.

A9.2.2.7. Customer Support Section. This section consists of two elements: Equipment Accountability and Customer Support Liaison.

A9.2.2.7.1. Equipment Accountability Element (EAE). Equipment Accountability Element serves as the base equipment review and authorization activity and manages all base level equipment items, with the exception of vehicles. EAE is responsible for updating base level data in the applicable materiel management IT system. Assist installation equipment custodians with processing equipment transactions.

A9.2.2.7.2. Customer Support Liaison Element. Respond to customer logistics concerns and proactively anticipates problems that could stand in the way of wing units fulfilling mission requirements. Responsibilities include monitoring the overall maintenance and materiel interface, perform document control, customer support, research and base level records maintenance, base level stock control functions, bench stock management.

A9.2.2.8. Inspection Section. Responsible for conducting limited inspector training to all personnel assigned materiel manager limited inspector duties. Establish and maintain the identification of items received, stored, issued, shipped, and transferred. Validate and process all identity changes for materiel for which the LRS/CC is responsible. The Inspection Element serves as POC for base shelf-life program.

A9.2.2.9. Physical Inventory Control Section. This section is responsible for centralized execution of inventory functions for the LRS/CC IAW inventory policy contained in DLM 4000.25 and AFI 23-101 Section. 5G. Manage and control all rejects resulting from item records being frozen for inventory to include lifting the freeze code.

A9.2.3. Documented Cargo Operations. Ground Transportation is responsible for all Documented Cargo services. Refer to AFI 24-301 *Ground Transportation.*

A9.3. Materiel Receipt Process. Materiel Receipt Process. All accountable property must be in-checked IAW **paragraph 3.2** before the materiel receipt is processed in ILS-S. **(T-0)** Refer to DoDM 4140.01-V5 and DTR, Part II, Chapter 203.

A9.3.1. Source Documents. Stamp and mark receiving documents (source documents) in such a manner as not to obliterate any other entries. Source documents referenced throughout this attachment may include the following:

A9.3.1.1. DD Form 250, DD Form 1149, DD Form 1155, *Order for Supplies or Services*, DD Form 1348-1, *DoD Single line Item Release/Receipt Document*, or DD Form l348-lA. These forms are considered KSDs. **Note:** IAW DFARS 252.232-7003, *Wide Area Workflow* (WAWF) electronic forms may fulfill the requirement for a DD Form 250.

A9.3.2. Verify Shipment Contents. Open shipping containers and compare stock number/part number, unit of issue, and quantity on the source documents to the actual property received. Containers with a single line item (NSN) that are XB3 Expendability Recoverability and Reparability Category (ERRC) coded or is a technical specialist packaged items and are properly marked and labeled IAW MIL-STD-129 are not required to be opened. Containers with damage or have marks and labels that do not match the source document will be opened for further examination. **(T-1)**

A9.3.2.1. Unit Packs (inner packaging). Unit packs that contain a single item of supply which is properly tagged and labeled are not required to be opened unless there is evidence of mishandling, damage or required by specific instruction. Do not open packages that are hermetically sealed, electrostatic discharge (ESD) sealed, or sealed by the vendor unless there is damage or requires inspection. Notify the office of responsibility in **paragraph A9.2.2** when inspection is required.

A9.3.2.2. Discrepancies. Limited Inspectors should make every attempt to resolve discrepancies when discovered within Inbound Cargo.

A9.3.2.2.1. Limited Inspector Duties. Personnel will validate the TCN on the MSL corresponds to the due-in document number on the source document; verify materiel received matches the source document: NSN, unit of issue, quantity and condition; submit SDRs for discrepancies discovered within Inbound Cargo; identify shelf-life items for base POC; and segregate hazardous materiels. **(T-1)**

A9.3.2.2.2. Notify the office of responsibility in **paragraph A9.2.2** of all unresolved discrepancies and that further action is required by a fully qualified inspector.

A9.3.2.3. Electronic counting scales for large quantity receipts (e.g., nuts, bolts, screws, etc.) may be used at the discretion of the TO.

A9.3.3. Due-in Document Number. The requisition number on the source document, including the suffix code if one is present, is used to process the receipt. The input contains the same suffix code that appears on the shipping document to ensure status details are updated properly. If a reject occurs because no due-in detail record exists, refer to **paragraph A9.11** for further guidance. **Note:** Due-in document number and suffix code are located in positions 30-43 and 44, receptively, on the DD Form 1348-1A.

A9.3.3.1. For shipments where the requisition number is obliterated or source document is lost, move the property to a frustrated hold area. Refer to **paragraph A9.9** for further guidance.

A9.3.4. Validate Routing Identifier Code (RIC). Validate the RIC on the source document against the REC input. The RIC is located in positions 4-6 on the DD Form 1348-1A. If the RIC on the REC inquiry is different from the source document, contact the office of responsibility in **paragraph A9.2.2** for research and determination on the appropriate RIC to be used. **Note:** Do not process a "J-receipt" unless directed to do so by Customer Service and the appropriate RIC to use is provided.

A9.3.5. Priority Receipts. Cargo is segregated and processed by priority. Refer to **Table 3.1**. Priority receipts (designator 01-03) should process ahead of routine receipts, execute receipt transactions through ILS-S. Refer to **paragraph A9.4** for input format and entry requirements for the receipt transaction. The in-checker signs block 22 of the DD Form 1348-1A to validate the correctness of the transaction. **Note:** The priority designator is in positions 60-61 of the DD Form 1348-1A.

A9.4. Receipt (REC) Input Transaction.

A9.4.1. Input Restrictions. The screens used for receipt processing through ILS-S, refer to **Table A9.1**.

Table A9.1. Receipt Processing Screens.

CATEGORY	INQUIRY SCREEN	PROCESSING SCREEN
MILSTRIP	REC INQ	REC
UNSERVICEABLE	REC UNSERV INQ	REC UNSERV
OVERAGE	REC O INQ	REC O
SHORTAGE	REC S INQ	REC S
LOCAL PURCHASE	REC LP INQ	REC LP
REC NOT DUE-IN		REC J
DEGRADED OPERATIONS		REC PP

A9.4.2. Input Format and Entry Requirements. The receipt (REC) input format and entry requirements are defined in **Table A9.2**.

Table A9.2. Input Format and Entry Requirements.

POSITION NUMBER	NUMBER OF CHARACTERS	FIELD DESIGNATION	REMARKS
1-3	3	Transaction Identification Code	REC

4-6	3	Routing Identifier Code	Note 1
7	1	Supply Condition Code/Blank	Note 2
8-22	15	Stock Number	
23-24	2	Unit of Issue	Note 3
25-29	5	Quantity Due-In	
30-43	14	Document Number	
44	1	Suffix Code	Note 4
45-50	6	Supplementary Address	Note 5
51	1	Transaction Exception Code	Note 2,9,11
52	1	Receipt Not Due-In Flag	
53	1	Post-Post MICAP Hour Code	Note 7
54	1	Discrepancy Code/Replacement Code	Note 8
55-56	2	System Designator	
57-59	3	Project Code, Tote Box/Hold Bay, MICAP Termination/Due Out Release Date	Note 7, 10
60-73	14	Multi-purpose	Note 9
74-80	7	Unit Price	Note 6
81-90	10	Moving Average Cost (MAC)	Note 12
Note 1		Routing Identifier Code. The RIC is entered for receipt not due-in (J in position 52) receipts before being input as identified in the following subparagraphs. a. For lateral support transfers: If a non SMAG activity is involved, use routing identifier code JLS; for SMAG to SMAG activities, use the appropriate D(xx) routing identifier code. b. When base funded property is received from sources other than Air Force activities, DoD agencies, GSA, or commercial vendors, use JBW.	

	c. MRSP/MSK receipts contain the D(xx) series routing identifier code of the losing base. d. If any of the following conditions exist see Note 7 for directions on completing the Supplementary Address Field: (1) No routing identifier code exists for the shipping source. (2) The REC input contains routing identifier code JLS, JBW, or MSK. (3) The REC input contains a receipt not due-in flag (J) in position 52 and a J(nn) or D(xx) routing identifier code in position 46.
Note 2	Supply Condition Code and Transaction Exception Code. Leave blank unless supply condition code F, G, H, J, K, or L apply. Supply condition code H is used for receipt of condemned XB3 assets. a. When unserviceable receipts are processed with TEX Code 1, then an unserviceable status code of D and the current date (date reported) are assigned to the unserviceable detail. This indicates the item was reported on SF Form 364. b. When TEX Code 1 is not used on unserviceable receipts, an unserviceable status code H is assigned to the unserviceable detail. The code H indicates that SF Form 364 has not been submitted. c. When the REC input is output because of DWA input processing, position 7 contains the supply condition code. d. RAR receipts are processed as serviceable. Contact EAE.
Note 3	Unit of Issue. Enter the same Unit of Issue that appears in the receiving document. If the receipt is for a substitute item with a Unit of Issue different from that contained in the due-in detail record, internal edits are performed to determine if the receipt can be processed by converting the input Unit of Issue. Any of the following conditions prevents conversion and cause output of a 329 reject: a. The Unit of Issue conversion record does not contain the change-from or change-to Unit of Issue.

	b. The converted input quantity is greater than the due-in detail quantity. c. The input contains a quantity variance flag of S or O in position 65. d. The input stock number differs from the local purchase status detail stock number; or the input quantity is greater than the local purchase status detail quantity. e. A BNR is loaded for the due-in document number with a Unit of Issue other than that received; however, if a BNR detail is on file for the quantity and Unit of Issue received, the input will process.
Note 4	Suffix Code. When processing partial receipts, be sure this column contains the suffix code that appears on the receiving document. This does not apply to local purchase receipts. When processing a receipt against a push due-in, a suffix code of Z is entered in input position 44.
Note 5	Supplementary Address. This field is a multiple purpose field used by AF programs to update financial data. Do not use this field for optional data. The supplementary address contains the following data, as required: When type organization code is D and receipt is for a reparable item, positions 4550 contains correct cost data. Positions 4550 of receipt input correspond to positions 4450 of cost data. a. If the REC is for a manufactured item, the supplementary address contains the organization and shop code of the manufacturing organization. b. Complete the supplementary address field (positions 4550) with the Stock Record Account Number (SRAN) of the shipping base when any of the following conditions exist: (1) No routing identifier code exists for the shipping source. If no account number exists, enter the service code and five zeros. (2) The REC input contains routing identifier code D (xx), JLS, JBW, or MSK.

	(3) The REC input contains a receipt not due-in flag (J) in position 52 and a J (nn) or D (xx) routing identifier code in position 46.
Note 6	Unit Price. If the REC input results in a 373 reject, enter the unit price on the receiving document into positions 74-80 of the REC input and re-input. If a BNR or CR detail exists, the computer automatically computes a unit price from the extended price on the detail and inserts it in positions 74-80 of the REC input. Do not use the item record unit price or any extended prices. The following logic applies when program control determines the input REC contains the unit price: a. The receipt input is for a local manufacture item other than budget code Z. b. The due-in is funded (signal code A and fund code 6C), the item record routing identifier code is JB(x) (local purchase), and the due-in detail contains a routing identifier code other than JB(x) (that is, AFMC/OSSF/DLA/GSA). This action requires care because it changes the item record unit price.
Note 7	MICAP Termination/Due Out Release Data and MICAP Hour Code. If input is degraded operations (TEX 6 or Y), enter the last three positions of Julian date in positions 57-59. This date is the Due Out Release date and/or MICAP termination date. If the due-out has an UND beginning with 1, /, or J (MICAP), enter the one-position hour code in position 53
Note 8	Discrepancy/Replacement Code. Local purchase final/partial flag (F = final or P = partial). Quantity Variance Flag P or F are required only when a quantity variance is authorized on the local purchase status detail. Otherwise, this field may be left blank, and a P or F is assigned internally under program control. If a Replacement Flag R is in this position, insert the appropriate local purchase final/partial flag, or leave blank. The Replacement Flag R is used when the item is replaced due to damage wrong item, etc.

Note 9	Multiple purpose field. Enter data under the following conditions: a. When an overage, shortage, or excess receipt is involved, enter quantity in positions 60-64 and quantity variance flag in position 65. When used for this purpose, the input cannot contain TEX codes 2, 6, or Y. b. To force release a specific due-out, enter the due out document number in positions 6073 and TEX code 2, 6, or Y in position 51of the Post Post REC screen. MICAP due-ins are released to the mark-for due-outs only. Do not use TEX Code 2, 6, or Y to release higher priority MICAP due outs. c. For degraded operations reparable (MSI) processing, enter a TEX code 6 in position 51, and a C activity document number in positions 6073. d. For non-local purchase overage receipts, enter an O in position 65.
Note 10	Tote Box/ Hold Bay. Tote boxes and hold bays are identified by three-digit A/N designators.
Note 11	AFI 23-123, V1, Table 2.111 Transaction Identification Code (TRIC) Sequence authorized TEX Codes.
Note 12	This is the unit Moving Average Cost - not the extended cost for budget code 9 lateral support receipts. For budget code 9 lateral shipments when the moving average cost for one unit exceeds 99,999.99 the unit price field will be blank and the unit moving average cost will appear in Block 1 (Total Price). This does not apply to lateral receipts for budget codes 8 or Alpha. When processing a TEX code Q or U from a lateral source, enter the unit price of the received NSN to this field.

A9.4.3. Effect of Receipt Processing. When a receipt is processed and the Due-In Detail is loaded, any quantity that may exist on the Due-In Detail record is decreased. When that quantity reaches zero, the record is deleted. If funded and the bill has not been paid, a Received-Not-Billed (RNB) detail record is created in-line. If a due-out exists for the item received, a DOR is produced. A Notice-to-Stock is produced to bin any items that were not released to a due-out. **Note:** The full quantity received could result in multiple DORs and/or a Notice-to-Stock. Physical quantities should be matched to the documentation quantities.

A9.4.4. Output. Receipt Notice (I046 Mgt Notice), Receipt/Turn-In Bin Notice (I102 Mgt Notice) and/or DOR document (DD Form 1348-1A). Print system outputs using the Asset Management Print Queue within ILS-S.

A9.5. After Receipt Processed. For DORs, select materiel and forward it to the DCO temporary hold location for delivery. For a Notice-to-Stock, forward property to the temporary hold location for warehouse personnel to pick-up and store, refer to **paragraph A9.6**. If the input was rejected, place one copy of the reject with the materiel and move the property to a reject holding area, refer to **paragraph A9.11**.

A9.5.1. DOR for On-Base Organizations. DCO delivers materiel on a DOR to organizations/customers located on the installation. Refer to AFI 24-301.

A9.5.1.1. ILS-S Asset Management (AM) Processing. Affix the DOR ILS-S AM label to the property. Traffic Managers scans the Asset Management ID (AMID) on the ILS-S AM label and moves the item to a temporary hold location for DCO to pick-up and deliver. Refer to AFI 24-301 for DCO procedures.

A9.5.1.2. DOR Pick-up by Customer. In cases where customers pick-up DORs at Inbound Cargo, the customer must sign for the property in ILS-S. **(T-1)** Do not release property to unauthorized customers unable to sign in the system. Before releasing custody of property ensure the AMID shows delivered in the Audit Trail Query and the Electronic Delivery Confirmation (1SI) has posted to the Consolidated Transaction History (CTH).

A9.5.2. DOR for Off-Site Organizations. When a DOR to an offsite location is generated, the property may be shipped to the organization unless the off-base organization has a pick-up service. Send the DD Form 1348-1A for the DOR with the property to Outbound Cargo for movement. Upon delivery of the property, the customer must sign for the DOR in ILS-S to clear the document control record (DCR). **(T-1) Note:** The customer returns a copy of the DD Form 1348-1A to Materiel Management.

A9.5.3. Receipt of Property at Supplementary Address Location. Items requisitioned for direct shipment to a supplementary address and received at the supplementary location will be processed by personnel at the supplementary location. **(T-1)** Personnel at the supplementary address will send the TCN, movement document number, piece count and weight for each shipment received so it can be in-checked into CMOS. **(T-1)** Refer to **paragraph A9.7** for specific actions required to process receipts at a supplementary address location. Personnel must send the KSD to Inbound Cargo and Materiel Management for retention. **(T-1)**

A9.6. Notices-to-Stock.

A9.6.1. I046 Mgt Notices are furnished for the quantity of each item to be stored in the warehouse. When a Notice-to-Stock is output, Inbound Cargo forwards property to the Asset Management Section temporary holding area for pick-up and put away. The Asset Management Section is responsible for ensuring items are removed from Inbound Cargo, this includes DORs for Readiness Spares Package (RSP) and Controlled items (e.g., classified, weapons, CCI/COMSEC, NWRM). Immediate action must be taken to ensure items are removed by close of business each day and do not remain in Inbound Cargo area. **(T-2)**

A9.6.1.1. ILS-S AM Processing. Affix the ILS-S AM Notice-to-Stock label to the property. Traffic Managers scans the AMID on the ILS-S label and move the property to a

temporary location in Inbound Cargo area for Asset Management Section to pick-up. Receipts that create a Notice-to-Stock create a "Put Away" in ILS-S. ILS-S AM assigns an AMID to all "Put Away" items and allows tracking until the "Put Away" action is accomplished by the applicable storage site.

A9.6.2. No warehouse location assigned. Periodically, a Notice-to-Stock is received with no warehouse location. The LRS/Accountable Officer ensures measures are taken to prevent loss or misplacement of property pending the assignment of a warehouse location. Controlled items (e.g., classified, sensitive, weapons, CCI/COMSEC, NWRM) should be released to the appropriate warehouse for immediate storage.

A9.6.2.1. ILS-S AM Processing. Affix the ILS-S AM Notice-to-Stock label to the property. Traffic Managers scan the AMID on the ILS-S label and move the property to a temporary location for the Asset Management Section. Asset Management Section scans the AMID and assigns the property a storage location and completes the put away.

A9.6.3. I046 Mgt (Receipt) Notice. The I046 Mgt (Receipt) notice provides notification when a REC input is processed, and no DOR action is requested. TEX codes A or H overrides the print of this notice output within ILS-S. These TEX codes are used when property has been binned before the materiel receipt process is complete.

A9.6.3.1. Receipt Input. Refer to **Table A9.2** of this instruction.

A9.6.3.2. Output Format. Refer to **Table A9.3** of this instruction.

Table A9.3. I046 Management (Receipt) Notice Output Format.

POSITION NUMBER	NUMBER OF CHARACTERS	FIELD DESIGNATION	REMARKS/NOTES
1	1-80	Input Image	
2	1-9	I046-MGT:	Constant
	10	Blank	
	11-19	PROCESSED	Constant
	20	Blank	
	21-24	Date	
	25	Blank	
	26-30	Transaction Serial Number	
	31	Blank	
	32-36	STOCK	Constant
	37	Blank	
	38-50	Warehouse Location	Note 1
	51-58	Blank	
	59-63	TIME:	Constant
	64	Blank	
	65-68	Hour and Minute	
	69-71	Blank	
	72-74	ERRC Designator	
	75	Blank	

	76-80	Demand Level	
3	1-80	Issue Exception/Shelf Life/Controlled Item	Note 2
4	1-80	Type Cargo Phrase	Note 3
4/5	1-80	Functional Check Phrase	Note 3
4/5/6	1-80	Serviceable Balance/DOLT Phrase	Note 4
NOTE 1	The following information applies: a. If the input contains supply condition code F, the phrase UNSERVICEABLE is printed. b. If the item record does not contain a warehouse location, the phrase ASGN WHSE LOC is printed. c. I045 Management Notice. Processing of an unserviceable receipt causes printing of an I045 Management Notice. This notice is forwarded to LRS Customer Service for processing. When this notice is printed, print positions 60-73 of the input image contain the unserviceable detail document number. This notice is not printed if the unserviceable item is automatically issued to maintenance for repair. d. Substitute Stock Number. Processing a receipt with a substitute stock number causes printing of an I036 Management Notice. This notice is forwarded to Customer Service for processing.		
NOTE 2	When the item record contains an issue exception code and the first position of the phrase contains an asterisk (*), the applicable exception phrase is printed. If the item record contains a shelf life code other than 0, this line contains the phrase DATED ITEM followed by the shelf life code. If the item record contains a controlled item code other than U, this code is printed along with the phrase SENSITIVE ITEM, PILFERABLE ITEM, OR CLASSIFIED ITEM, as applicable.		
NOTE 3	When the first position of the item record type cargo code is other than Z, the applicable type cargo phrase is printed. FUNCTIONAL CHECK MAY BE REQUIRED is printed when the program control flag of the item record Functional Check Flag is on.		
NOTE 4	The item record serviceable balance and the DOLT data line is printed if the item record contains a warehouse location and the REC is processed as serviceable. This data is provided to keep warehouse personnel from assigning more than one warehouse location to an item record.		

A9.7. Receive Special Types of Items/Conditions. This section provides receipt procedures for special type items and conditions within the ILS-S.

A9.7.1. Classified and Protected Shipments. Handle all small package express carrier deliveries as classified until it is verified materiel is unclassified. Only authorized personnel

are permitted to process receipt of classified material. Classified materiel receipts are always given priority handling; verify the stock/part number on the item matches the stock/part number on the source document. Do not leave classified materiel unattended except when secured in an approved storage area. When the controlled item code on the item record does not correspond to the security classification indicated on the accompanying documentation, contact the office responsible for establishing and maintaining the identification of items. Refer **paragraph A9.2.2**.

A9.7.2. Consolidated Shipments. Process a Consolidated Shipment Inquiry (1CS) on the lead TCN to obtain a list of all due-ins that should be included in the consolidated shipment. Check off items as they are processed. If any item with the same TCN is on the inquiry output but not in the shipment, check all items in the shipment to verify the missing item was not processed as part of another item. If the item was not shipped, process a shortage receipt.

A9.7.3. Equipment Items. Assets are for an accountability transfer or a receipt due-in.

A9.7.3.1. Accountability transfers (1ET). Receipt for cargo in CMOS and release to EAE to complete FED process to properly account for receipt of equipment. Use the CMOS Surface Freight Inbound Turnover Records to document the transfer of custody.

A9.7.3.2. Due-ins are processed by Inbound Cargo, refer to **paragraph A9.3**. DPAS will be used to process receipts for new equipment items with a TCN that starts with FE7050.**(T-1)** DPAS Equipment process and procedures can be found at **https://usaf.dps.mil/teams/DPASReceiving/Shared%20Documents/Forms/AllItems.aspx**

A9.7.4. DCAS Contracts. Materiel received on a DD Form 250 or DD Form 1155 and containing DCAS in either the ADMINISTERED BY block or in the PAYMENT WILL BE MADE BY block is administered by the Defense Contract Administration Services. Traffic Managers should sign the inspection and acceptance certificate and forward it to the contract administration Automated Data Processing point. The report and its envelope should be stamped DESTINATION ACCEPTANCE in letters at least one-half inch high.

A9.7.4.1. Damage. If the shipping container is damaged, contact the Inspection Section for serviceability determination.

A9.7.4.2. Do Not Attach with Metal. Documentation must never be attached to ESD property or packaging by use of staples or metal fasteners of any kind. **(T-2)**

A9.7.5. Functional Check items. The phrase FUNCTIONAL CHECK MAY BE REQUIRED appears on line 4 or 5 of the bin notice for items that require a functional check. Inbound Cargo forwards the documentation and property to the Inspection Section for further action.

A9.7.6. Local Manufacture Items. Inbound Cargo receipts for cargo in CMOS by in-checking the movement document and associated TCN(s). Forward a copy of the work order request to the maintenance activity. The remaining copies of the work order request are used as a source document. In order to reduce transportation and handling costs, the Flight Service Center processes receipts for local manufacture items. Refer to AFI 23-101 Chapter 3.

A9.7.7. Local Purchase Items. Refer to **paragraph A9.8** for the receipt processing of Local Purchase items.

A9.7.8. MICAP Requirements. The receipt of MICAP items normally result in a DOR. Open all MICAP shipments and physically verify the stock/part number on the item matches the stock/part number on the shipping document and identification tags to ensure the proper item is being received. Do not open ESD or hermetically sealed packages unless there is evidence of damage. Where a DOR is not produced, for example, with a short receipt, substitute receipt, reject, Notice-to-Stock, etc., notify the Customer Support Liaison Element that a MICAP receipt has been processed or rejected and a corresponding DOR was not produced.

A9.7.9. Controlled Cryptographic Item Communication Security (CCI/COMSEC) Serialized Control Items. Materiel Management Aggregation Code (MMAC) IAW DoDM 4100.39, Vol 10, Table 66; Traffic Managers verify the accuracy of the serial number by opening the container and visually inspecting the item and the identification tags. The serial number physically located on the item is written accurately and clearly on the identification tags and the source document.

A9.7.9.1. SF 153, CCI/COMSEC Materiel Report. If an asset is received from another service or contractor and they used an SF 153 as the shipping document, Inbound Cargo technician checks the received square in section 14 and signs in section 15.

A9.7.9.2. In this case, the signature represents the receiving activity rather than the CCI/COMSEC custodian. After the form is signed, copies 1 and 2 forwarded to the activity indicated in block 2.

A9.7.9.3. Copy 3 is retained as supporting documentation attached to the source document.

A9.7.9.4. Controlled Cryptographic Item (CCI) assets. An F117 management notice, containing related serial numbers, is produced for each transaction in conjunction with the output source document (SHP, DOR, etc.). Ensure the F117 accompanies the output document to Document Control.

A9.7.9.5. COMSEC Serialized Control Input (XHB). Depending on the type phrase used, this input creates or deletes a serialized control detail (249 Record) or an in use serialized control (250 Record),or modifies either one in preparation for subsequent inline processing. This format is to be used by the base level user to modify records of serialized COMSEC assets. Refer to **Table A9.4**.

A9.7.9.6. Foreign Nationals. Foreign nationals are authorized to store, inspect, deliver, and handle CCI assets as long as there is a US citizen present.

Table A9.4. Type Phrase and Resulting Action.

Type Phrase	Resulting Action
SHIPPED Loads a serialized control detail (249 record) prior to REC processing.	This phrase creates a serialized control record (249 detail) reflecting the stock number, SRAN/MILSTRIP document number, and serial number when a requisition is initiated by activity and the item is received. A serialized control detail (249 record) is created for each item for subsequent REC processing.

ISU/DOR Prepares a serialized control detail (249 record) for issues, Due-out Releases, shipments, transfers, and condition code changes.	This phrase is used to identify a specific stock number and serial number to be issued or Due-out Released from on-hand warehouse balance. (The existing 249 record document number does not have to be changed to coincide with the requester's document number for follow-on processing.) This phrase is also used for shipments, transfers, and condition changes when the total on-hand quantity in the warehouse is not to be released. The program locates and modifies a serialized control detail (249 record) based on the input stock number, document number, and serial number. If loaded the 249-ACTION-CODE is set to an 'I'.
DELETE Deletes a serialized control record (249 detail) when the 249 RECEIPT-CODE is blank.	This phrase is used to delete a specific serialized control detail (249 record) based upon the stock number, document number and serial number of the input. If the 249-RECEIPT-CODE is equal to a blank, the record is deleted. (To blank a 249-RECEIPT-CODE, use type phrase RVPREC.)
RVPREC Blanks the 249-RECEIPT-CODE on a serialized control detail (249 record) prior to reverse posting a REC.	This phrase is used for reverse post of a receipt. The program locates and modify a serialized control detail (249 record) based on the input stock number, document number, and serial number. If loaded, the 249-RECEIPT-CODE is blanked.
RVPTIN Deletes a serialized control detail (249 record) when the 249-RECEIPT-CODE is 'R'. Creates an in-use serialized control detail (250 record) if the activity code of the TIN to	This phrase is used for reverse post of turn-ins. The program locates and delete a serialized control detail (249 record) based on the input stock number, document number, serial number and if the 249-RECEIPT-CODE is equal to an 'R'.

be reverse posted is other than 'X', 'R', 'J', or 'P'.	If the activity code in the document number being reverse posted is other than 'X', 'R', 'J', or 'P' the program creates an in-use serialized control (250 record).

A9.7.10. Items mounted on trailers, dollies, or vans, or packaged in reusable containers (e.g., gas, acid, and vehicle-mounted communications equipment) are processed separately.

A9.7.10.1. Receipt Due-In. The requisitioned item is processed as a receipt due-in while the container or dolly (except for vendor owned containers) is processed as a receipt not due-in (J in position 52). Contact the Customer Support Liaison Element for assistance to determine the appropriate routing identifier code to be used.

A9.7.10.2. Use the same document number as the one for the requisitioned item, except position 31 is changed to D. If the container is to be regarded as an equipment item and accounted for on authorized/in-use details, Contact the Equipment Accountability Element. Engine containers that are not accounted for on in-use detail records are accounted for by engine manager.

A9.7.11. Nuclear Weapons Related Materiel Assets. NWRM receipts are processed using the following procedures. Also refer to AFI 20-110, *Nuclear Weapons-Related Materiel Management*, Para. 6.8..

A9.7.11.1. The LRS Inbound Cargo/After-hours support should provide the AFMC/AFSC NWRM Transaction Control Cell (NTCC) the NSN, part number, document number, quantity, Unit of Issue, and applicable serial number(s) by official e-mail. LRS/After-hours support should notify AFMC/AFSC NWRM NTCC any time an NWRM asset is received. **Note:** AFMC/AFSC NWRM NTCC can be contacted at DSN 312-576-4633 (COMM. 618-256-4633) 24 hours a day 7 days a week.

A9.7.11.2. Inbound Cargo personnel processing NWRM receipts will be authorized by NWRMAO. **(T-1)**

A9.7.11.3. AFMC/AFSC NWRM NTCC and LRS performs the appropriate research to determine if valid requirements exist for those NWRM not shipped by normal MILSTRIP procedures. Utilize standard requisition procedures prior to receipt processing actions.

A9.7.11.4. AFMC/AFSC NWRM NTCC lifts the freeze code "N" and notifies the requesting LRS Inbound Cargo/After-hours support that the freeze code has been removed.

A9.7.11.5. Inbound Cargo processes the REC. After successful processing, contact AFMC/AFSC NWRM NTCC to reload the freeze code "N".

A9.7.11.6. Within two hours (CONUS) or eight hours (OCONUS) of receipt of NWRM, the Inbound Cargo personnel will use official e-mail to notify the gaining and losing NWRMAO that the NWRM asset was received.

A9.7.11.7. AFMC/AFSC NWRM NTCC updates the webpage.

A9.7.12. Supplementary Address Locations (Pinpoint deliveries). Stock positioning decisions optimizes the storage and movement of materiel to meet worldwide customer mission requirements. Stock positioning decisions are based primarily on achieving responsive and efficient materiel distribution support.

A9.7.12.1. Aircraft spares with Expendability, Recoverability, Reparability, Cost Designators (ERRCD) of (XD_/XF_) are stored within the APS to the greatest extent possible. Pinpoint delivery is recommended to redirect inbound shipments to forward stock items from Inbound Cargo to decentralized aircraft parts stores and establish these warehouses as cargo receiving points.

A9.7.12.2. Personnel at the supplementary address are responsible for and required to, send Inbound Cargo the TCN, movement document number, piece count and weight for each shipment received so it can be in-checked into CMOS.

A9.7.12.3. Receipts for items requisitioned for direct shipment to a supplementary address and received at the alternate location by pinpoint personnel will be processed IAW this DAFI. **(T-1)**

A9.7.12.3.1. For organizations at off-base locations without personnel authorized to process receipt transactions, the off-base organization provides a trained and appointed limited inspector who receives the material and forwards the signed source document confirming the identity, quantity and condition of the asset to Inbound Cargo for receipt input. Note: Shipments that are in support of aircraft that are located off of the installation may not have Inbound Cargo personnel on site. Materiel Management personnel will be responsible for the accurate receipt and correspondence to Inbound Cargo so that a REC can be processed in ILS-S.

A9.7.13. Shelf-Life Items. Items are inspected by a qualified inspector to be certain the expiration of inspection/test date is accurate. Segregate shelf-life items within Inbound Cargo and notify the Materiel Management designated section of items requiring action.

A9.7.13.1. Identification on Labels. Qualified inspectors make sure the label on each item, subject to shelf-life management, clearly states the expiration date.

A9.7.13.2. Date Is Not Expired. If the date is not expired, personnel sign or stamp block 27 of the DD Form 1348-1A, to verify the shelf-life date on the tag/label and the paperwork are correct. Inbound Cargo processes the receipt input.

A9.7.13.3. Date Is Expired. If the inspection/test date is expired, Traffic Managers take the following actions:

A9.7.13.3.1. Type I (alpha codes). Receipt expired type I shelf-life XB3 items with supply condition code H. Supply condition code H automatically creates an unserviceable document to transfer XB3 property to the DLADS. Receipt all other ERRCs with supply condition code F. Supply condition code F automatically requests disposition reporting instructions or creates an unserviceable shipping document, as applicable.

A9.7.13.3.2. Type II (numeric codes).

A9.7.13.3.2.1. If the inspection/test date can be extended, a qualified inspector (not a limited inspector) extends the date. Inbound Cargo then receipts the property as serviceable.

A9.7.13.3.2.2. If the property requires a serviceability check by a technical specialist, forward property to the Inspection Section after the receipt is processed.

A9.7.13.3.2.3. If the inspection/test date cannot be extended, receipt XB3 items with supply condition code H and all other ERRCs with supply condition code F.

A9.7.14. Time Compliance Technical Order (TCTO). Identify TCTO materiel in one of two ways:

A9.7.14.1. Identified during processing. The phrase "TCTO MODIFICATION REQUIRED" is printed on line 4 of the bin notice.

A9.7.14.2. Identified on Shipping Document. When a shipping document contains "TCTO MOD REQ'D" in block 27 of the DD Form 1348-1A, or line 16 of the DD Form 1348-1A.

A9.7.14.3. TCTO kits have a K in the fifth position of the NSN (e.g., 1560K12345678).

A9.7.15. Defense Logistics Agency Disposition Services (DLADS). Unserviceable Materiel from DLADS should be processed with routing identifier JBR; the due-in document number have J, K, or L in the first position of the requisition serial number; no TEX code; and no due-out document number. The receipt creates an unserviceable detail and formats a force DOR with the linked due-out document number and the unserviceable document number.

A9.7.16. Warranty/Guaranty and Contract Repair Services. Items under warranty or guaranty are identified on the containers, as required in MIL-STD-129. This marking technique makes it unnecessary to open inbound property only to determine whether it is under warranty/guaranty. When a copy of the warranty or guaranty is received with the property, securely attach it to the property and forward both to the Inspection Section.

A9.7.17. Organizational Refusals. Customers may refuse to accept an item because it is misidentified, unserviceable, damaged, unsuitable substitute and/or issued in excess quantity at time of delivery. The customer refusing the property must annotate the DOR document with the phrase ORGANIZATION REFUSAL, give a brief explanation for refusing the property, and sign the document. **(T-1)** The signed document and property is returned to the Inspection Section for further processing. The customer is responsible if the wrong item was ordered, or if the item was shipped due to a failure to cancel a due-out. DO NOT reverse post returned items if customer ordered the wrong item.

A9.7.18. Undeliverable DORs. In cases where DCO is unable to deliver property, immediately notify Cargo Movement and Materiel Management Customer Support Liaison Element and request assistance. LRS retains the authority to process a serviceable return for undelivered DORs.

A9.7.19. Part Number receipts. A vendor-produced invoice is authorized to be used as a receipt document if it contains, at a minimum: NSN or part number, requisition number/due-in, price, Unit of Issue, and quantity. Any resolution to errors or rejects concerning a part number receipt are directed to the Part Number Cell at the 635th Supply Chain Operations Wing (SCOW).

A9.7.20. KC-46 Federal Aviation Administration (FAA) Managed Items. Parts managed by the FAA issued on a DD Form 250, *Material Inspection and receiving Report*, or DD Form 1348-1A is processed as a general receipt. Shipping documentation and outer packaging are clearly marked to identify parts and equipment under this program. Inbound Cargo ensures the FAA Form 8130-3 (see **Figure A9.1**.), European Aviation Safety Agency (EASA) Form 1, used by European countries, Transport Canada form 1 (TC1), or Certificate of Conformance

(CoC) accompanies the cargo. These forms validate the certification of the part. If the FAA Form 8130-3 and EASA Form 1 are not present, the part is turned over to the Inspection Section Chief Inspector for further action.

A9.7.21. Government Vehicles. Upon arrive immediately notify the Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS) for a compliance inspection. Complete cargo receipt IAW **paragraph A9.2.1.1** and release assets to VFM/VMS on a CMOS Surface Freight Inbound Turnover Records to document the transfer of custody. Vehicle Management accounts for the assets in the ILS-S.

A9.8. Local Purchase Receipt. Specific procedures associated with the processing of LP receipts, local bulk deliveries, overages, shortages, unsuitable substitutes, misidentified and unserviceable property, and transportation discrepancies are described in this section. Procedures not covered in this section are detailed in paragraphs **A9.4** or **A9.9**.

A9.8.1. Supporting Documentation. The Standard Procurement System (SPS) is normally used by the contracting activity to purchase items locally. LP Notifications of Award should be used for processing local purchase receipts. The distribution of the award document should be the same as the DD Form 1348-1A. If SPS is not used, then Inbound Cargo may maintain files of DD Form 1155 or DD Form 1348-1A in purchase order number sequence until the property is received.

A9.8.1.1. DD Form 1155, Order for Supplies or Services. DD Form 1155 is prepared by the Base Contracting Office (BCO). A copy is sent to Inbound Cargo, except when Base Purchase Agreement BPA call numbers are used. The form should be retained until all items listed on the form have been received and processed.

A9.8.1.2. DD Form 1348-1A, *Issue Release/Receipt Document*. A DD Form 1348-1A is produced when procurement status is processed on a local purchase item, or a partial local purchase receipt is processed. This form is used as the receiving document. The output format for this document is described in **Table A9.5**.

A9.8.1.2.1. Output Destination. ILS-S Asset Management Print Queue.

A9.8.1.2.2. Receipt Input refer to **Table A9.2**.

Table A9.5. Local Purchase Receiving Document Receipt Output Format.

	POSN	**FIELD DESIGNATION**	**REMARKS/NOTES**
Print Line 1	1-3	Document Identifier (REC)	Program
	4-6	Vendor Code or Due-In Routing Identifier Code	Due-In
	7	Media and Status Code or Supply Condition Code	Due-In or Blank
	8-22	Stock Number	Item Record
	23-24	Unit of Issue	Item Record

	25-29	Quantity	Program
	30-43	Document Number	Input
	44	Demand Code	Due-In
	45-50	Supplementary Address	Due-In
	51	Signal Code	Due-In
	52-53	Fund Code	Due-In
	54	Replacement Document	R or Blank
	55-56	System Designator	Due-In
	57-59	Project Code	Due-In
	60-61	Priority Designator	Due-In
	62-64	Estimated Delivery Date	Status
	65-66	Advice Code	Due-In
	67-70	Blank	
	71	Requisition Exception Code	Item Record
	72-73	Blank	
	74-80	Unit Price	Program
Print Line 2	1-19	Nomenclature	Item Record
	20	Blank	
	21-25	SLC:	Constant
	26	Shelf Life Code	Item Record
	27-29	Blank	
	30-43	Due-out Document nbr or ISSL/NSSL/MSSL Serial Nbr	Due-In Detail
	44-53	Due-In Update or Blank	Constant/Note 1
	54-58	Purchase Order Number	Status/Note 2
	59	Blank	
	60	Foreign Currency Identification	Detail Code or Blank
	61	Blank	
	62	Quantity Purchase Variation	Detail Code
	63	Type Procurement Code or Blank	Detail
	64-66	BPA Call Number or Blank	Detail
	67-72	Blank	

	73-80	Extended Cost or Blank	Program
Print Line 3	1	Foreign Currency Code	
	2	Blank	
	3-9	Foreign Currency Exchange Rate	
	10	Blank	
	11-15	New Purchase Order Number	Input/Note 2
	16-29	Blank	
	30-47	Health Hazard Item (IEX 9)	Constant
	48-80	Blank	
NOTE 1	Printed only as result of local purchase change (LPA, LCC, or EDD).		
NOTE 2	When a purchase order number change is input (TRIC EDD), the old purchase order number appears in line 2, print position 5458; and the new purchase order number is in line 3, print position 1115.		

A9.8.2. LP Open Item List. Inbound Cargo can use the LP Open Item List (M37/NGV997) to screen the local purchase files for errors. Inbound Cargo should annotate the list with all errors (e.g., DD Form 1155 or DD Form 1348-1A missing, file folder missing or out of sequence, etc.) and forward the list to Customer Support Liaison Element for further action.

A9.8.3. Processing LP Receipts. Each line item received on the order should be printed individually on the LP Notifications of Award. If SPS is not used, Traffic Managers may be able to retrieve the appropriate receiving documents from file. If no DD Form 1348-1A is on file or an LP Notification of Award is not in SPS, place the item in a hold area and contact Customer Support Liaison Element to obtain the appropriate documentation.

A9.8.3.1. Prompt Handling. LP receipts should be processed promptly to take advantage of discounts and to avoid interest payments. When delays cannot be avoided, Traffic Managers should forward copies to the FSC.

A9.8.3.2. Due-In Details Required. LP receipts are be processed against a corresponding Due-In Detail.

A9.8.3.3. Variance Flag. When a quantity variance is authorized on the Local Purchase Status (LPS) detail, the receipt input contains a variance flag of either P or F (to represent either a partial or final local purchase receipt) in position 54. When no quantity variance is authorized, position 54 of the input receipt may be left blank, and a P or F is assigned under program control.

A9.8.3.4. Partial Receipts. When a partial receipt is processed, a new local purchase receiving document should be produced for the remaining quantity due-in. A shipment status detail remains on file to prevent any additional shipment status images (ASx/AUx) from creating a ship status detail for the same requisition number and suffix code. These shipment Status Ship Detail Record 211 can be identified with REC stored in the 211

DT-AV-SHPT and the date received in the 211 date of last transaction. These details remain on file until the total due-in quantity is received.

A9.8.3.5. 317 Reject. If the REC input results in a 317 reject, an LPS has not been processed. Traffic Managers should keep a copy of the input REC and forward remaining copies to Customer Support Liaison Element for action.

A9.8.3.5.1. Determination of Priority Status. Customer Support Liaison Element determines whether the reject relates to a priority requisition. Check with the MICAP monitor or initiate an inquiry to determine whether degraded operations DOR action for MICAP requirements should be taken before the LPS is received. If a degraded operations DOR is warranted, Customer Support prepares it and gives it to Inbound Cargo for processing. Traffic Managers should enter the needed DOR data on the 317 reject and prepare a degraded operations DOR document. Traffic Managers moves the item to the temporary location for the Documented Cargo pick-up and delivery area. If degraded operations DOR action is not required, the asset are kept in the holding area until the LPS is input. **Note:** Degraded operations DOR action may also be necessary for other priority due-out requirements as determined by Supply MAJCOM or local levels.

A9.8.3.5.2. LPS Status. SPS bases create a follow-up, TRIC AF1 off-line, using the data from the 317 reject. The AF1 follow-up is forwarded to the BCO for input to the SPS to generate the required LPS status. Non-automated bases immediately contact the BCO to prepare the applicable inputs.

A9.8.3.5.3. LPS Processing. Customer Support Liaison Element processes the LPS and notifies Traffic Managers to reprocess the receipt.

A9.8.3.5.3.1. If degraded operations Due-out Release action was taken; Traffic Managers enter TEX Code 6 and the Due-out Release document number in positions 60-73 of the output REC and inputs it for processing.

A9.8.3.5.3.2. If no Due-out Release action was required, normal processing is taken.

A9.8.3.6. Receipt documents. Receipt documents for local purchase are processed as follows:

A9.8.3.6.1. Copy 1. After completing all actions, the in-checker and Inspection Section sign the acceptance block on the DD Form 250 or DD Form 1155. The receipt document is annotated with the in-checker's last name in block 22 and the Julian date in block 23 and with the Chief Inspector's signature or stamp and Julian date in block 27. The Chief Inspector should Stamp the phrase "LP RECEIPT FILE COPY" on all local purchase receipts in bold print. After processing, send the documents to Document Control.

A9.8.3.6.2. Copy 2. Process against the receipt due-in file or send to the terminal operator for processing. After action is completed, destroy the copy.

A9.8.3.6.3. Copy 3. Retain with the property until Notice-to-Stock or DOR is received.

A9.8.3.6.4. Remaining copies. Use as needed. During extended periods of computer downtime, as determined by the LRS/Accountable Officer and the DFAS Field Site,

forward an additional copy of the local purchase receiving document to the DFAS Field Site for vendor payment.

A9.8.3.7. Locally Assigned Stock Number Items. When a locally assigned stock numbered item (L in position 5) is received, a fully qualified inspector determines if the item has a manufacturer's part number. If a part number is available, forward one copy of the receiving document, after normal receipt processing to the Customer Support Liaison Element.

A9.8.3.8. Warranty/Guaranty. Locally purchased items under warranty/guaranty are identified in the purchase document.

A9.8.3.9. Processing LP Emergency Walk Through Receipts. Forward LP emergency walk through receipts to Customer Support Liaison Element.

A9.8.4. LP Variance. LP contracts may authorize a contracting supplier to deviate from the requested quantity. This deviation is expressed as a percent of variance of the quantity ordered. These deviations are governed by two circumstances: they cannot exceed 10 percent, and they should be authorized by the purchasing contract. When variance occurs, the percent of variance (variance flag) and the computed quantity of variance is recorded on the LP status detail. When the contract authorizes variance, the following processing procedures apply:

A9.8.4.1. Quantity Greater than Due-In. If the quantity on the receipt is greater than the due-in quantity:

A9.8.4.1.1. If receipt has a BNR detail record, process the receipt. If prior billing was for the quantity originally ordered, the BNR detail is deleted and an RNB detail is created for the overage quantity received. If the variance option is used and the billed quantity is different from the due-in quantity, the due-in is adjusted and the option variance removed (variance flag/quantity deleted).

A9.8.4.1.2. Without Billed Not Received (BNR). Process receipt and build RNB.

A9.8.4.2. Quantity Less than Due-In. If the quantity on the receipt is less than the due-in quantity:

A9.8.4.2.1. If receipt has a BNR detail record, process the receipt. The BNR is decreased, the variance flag and variance quantity is deleted, and the final or partial flag is changed to P. An I133 management notice is output for distribution and action by Inbound Cargo. Since the vendor has been paid for BNR quantity, Inbound Cargo should prepare an SF 364 ROD/SDR and forward it to BCO for action.

A9.8.4.2.2. If the receipt has no BNR detail record, and the final quantity received is less than the due-in and no prior billing has occurred, process the receipt. The due-in and status detail is deleted. An RNB is created for the quantity received.

A9.8.4.3. Reject 386. Reject 386 signals that a quantity variance flag is in error. It is generated when discrepancies occur on local purchase receipts. Refer to AFH 23-123 V2 PT2 for details.

A9.8.5. LP Discrepancies. Inbound Cargo should provide an electronic ROD/SDR (use SF 364 ROD/SDR in the absence of ILS-S or WebSDR) for LP discrepancies to the BCO. Bases

may implement local procedures which use alternate notification methods, such as form letter, telecom, etc., as agreed to by the BCO and the DFAS Field Site.

A9.8.6. Process LP Receipts for Overages. An SF 364 ROD/SDR is prepared on all LP overage receipts, except when LP documentation (DD Form 1155, Order for Supplies or Services) is annotated with an excess quantity clause and the extended cost is less than $250.

A9.8.6.1. Excess Receipt Quantity Less than $250 with Excess Quantity Clause. An SF 364 ROD/SDR is not required when the extended price of an excess receipt quantity is less than $250 and the LP documentation form (DD Form 1155) is annotated with an excess quantity clause. Customer Support Liaison Element should process an off-line Special Requisition (SPR) with an advice code 2E for the overage. This should cause the receipt to process without creating a RNB detail.

A9.8.6.2. Excess Receipt Quantity Greater than $250 or No Excess Quantity Clause. An SF 364 ROD/SDR is required on all LP receipts with an overage greater than $250, regardless of the extended price when no excess quantity clause is included in the LP documentation.

A9.8.7. Process LP Receipts for Shortages. When the quantity received is less than the quantity reflected on the LP receipt, the Inspection Section Inspector should instruct Traffic Managers to, process a partial receipt (P in position 54) for the quantity received, and, forwards the SF 364 ROD/SDR to the BCO.

A9.8.8. Partial Unit of Issue Deliveries. When a fraction of a Unit of Issue is received, the input quantity depends on the percent of the fraction received. If less than one-half of a complete Unit of Issue is received, adjust the input quantity by rounding down to the nearest whole number. If half or more of a Unit of Issue is received, adjust the input quantity by rounding up to the next whole number. For example: U/I-YD, Qty received-30 1/3 yd, input Qty = 30; U/I-YD, Qty received-30 1/2 yd, input Qty = 31. **Note:** Incidents like those described above are common with receipts of carpet, gravel, cement, etc.

A9.8.9. Processing LP Receipts Received Without Invoice/Packing List. When LP items are received without an invoice or a packing list attached to validate the materiel shipped and received, Traffic Managers should research automated or manual records to determine if the shipment is correct and can be processed. If a discrepancy exists, contact the BCO to determine corrective actions before receipt processing. All discrepancies need to be resolved prior to receipt processing.

A9.8.10. Unsuitable Substitute, Misidentified or Unserviceable Property. When materiel received is an unsuitable substitute, misidentified, or unserviceable condition, the limited inspector should prepare and forward a SF 364 ROD/SDR to the BCO for disposition instructions.

A9.8.11. Receipt of LP Hazardous Material (HAZMAT). When HAZMAT is purchased locally, Air Force regulations require that a Safety Data Sheet (SDS) be obtained to prevent the materiel from being issued without sufficient information on its safe handling, use, and disposal methods. **Note:** The SDS is treated as a deliverable item in accordance with Federal Acquisition Regulation (FAR) and the Air Force Federal Acquisition Regulation Supplement (AFFARS) when the procurement contract specifies it is required. The FAR and AFFARS

require the SDS be mailed to the base HAZMART/Bioenvironmental Engineering (BE)/Medical Facility.

A9.8.11.1. Receipt of HAZMAT. Upon receipt of HAZMAT on a contract that requires a SDS, Traffic Managers should coordinate with the HAZMART/BE/Medical Facility to verify a SDS was received.

A9.8.11.1.1. If a HAZMAT item is received at the inbound cargo without a SDS, the property can still be received if it is to an existing inventory, process/Stock Number already loaded or issued for the user that needs the materiel. While there needs to eventually be an effort to convert existing MSDS to SDS for existing inventory, unless "new" inventory is being received, from Enterprise Environment Safety and Occupational Health-Management Information System (EESOH-MIS)/environmental perspective there is no need to input a new SDS. **Note:** After the materiel receipt processes, HAZMAT is received through HAZMART and processed in EESOH-MIS.

A9.8.11.1.2. Discrepancy Report. Traffic Managers may initiate and forward an SF 364 ROD/SDR to BCO.

A9.8.12. LP Bulk Delivery. Civil Engineering items such as gravel or cement and Installation Fuels Items such as liquid oxygen, liquid nitrogen, and deicing fluid may be delivered directly to dispersed job sites or to Fuels Management Flight (FMF) tanks respectively.

A9.8.12.1. Civil Engineering Items. Only technically trained Civil Engineering personnel should receive and sign for bulk items delivered to disperse job sites. A signed copy of the receiving report should be provided to Inbound cargo. Inbound Cargo should process a receipt as applicable. The vendor's delivery ticket should be attached to the receiving document.

A9.8.12.2. Fuels Management Flight (FMF). The FMF inspects, accepts, and receipts for bulk delivery of liquid oxygen, liquid nitrogen, and deicing fluid delivered into tanks. These are FB (supply) versus FP (fuels) account items; however, the FMF serves as the receiving agent and is responsible for signing all receipt documentation. The LRS/Accountable Officer and Fuels personnel should determine if it is more efficient to process the associated transactions at the FMF, or to forward the documentation to Inbound Cargo for processing.

A9.9. Receipt Problems.

A9.9.1. Condemned Items. Items received in unserviceable condition and determined to be condemned by a qualified inspector, authorized to process a condition code change, will be receipt by ERRCD. **(T-1)**

A9.9.1.1. XB3 Items. Condition code H (condemned).

A9.9.1.2. Non XB3 items. Other than XB3, enter a condition code F (unserviceable).

A9.9.2. Damaged Shipments. Property received in a damaged condition is placed in a "hold" status for a maximum of 90 days after transportation discrepancies are discovered or 60 days after Inbound Cargo has submitted the TDR/SDR to the office of final action and verification.

A9.9.2.1. Partial Shipment Damage. When a portion of a shipment is damaged, enter the damaged quantity on a copy (not original) of the receiving document. Alter the original

document by changing the serviceable quantity indicated. Using the same document number, process a separate transaction for the damaged quantity extracted from the original document   TEX code P (damaged in shipment) or Z (hidden defect) is used in the input.

A9.9.2.2. Partial Unit of Issue Damage. When a part of the Unit of Issue (e.g., BX, DZ, etc.) is damaged, process the receipt with a TEX code 8 with condition code J to prevent due-out Release processing. If parts of several units of issue are damaged, items can be repacked and shifted to create whole units. If a portion of a Unit of Issue remains, forward property to the Inspection Section for FCH/FCC processing. **Note:** FCC and FCH are controlled TRICs and not for use by Traffic Managers. Refer to Limit Transaction Identification Code (TRIC) Group Assignment in DAFI 23-101 Section 7E.

A9.9.3. Different Stock Number or Unit of Issue. If stock number or Unit of Issue differences exist between the receipt and the receiving document, a qualified inspector in the Inspection Section should validate the differences. If the stock number and Unit of Issue on the receiving report are valid, correct the receipt input and process.

A9.9.3.1. 295 Reject, Item Record Not Loaded, occurs if the receipted stock number is not in the system. Contact Customer Support Liaison Element to load the item record.

A9.9.3.2. 329 Reject, Unit of Issue Unequal or In Error. Correct the Unit of Issue and/or quantity in ILS-S. Coordinate suspected errors with Customer Support Liaison Element for further assistance process changes, if required.

A9.9.4. Document Number Illegible. Traffic Managers should prepare a receipt input with the legible information available (e.g., TRIC REC, stock number, Unit of Issue, and quantity). A document number is locally assigned for processing to produce a 356 Reject for further research. Assign a Document Number using the service code, type account code, account number, current Julian date, and a serial number between 9900 and 9999.

A9.9.4.1. Serial Numbers. Serial numbers should start with 9900 each day and be assigned sequentially as needed.

A9.9.4.2. 356 Reject, Due-In Detail Not Loaded. After assigning the serial number, input the receipt to obtain a 356 Reject. A paper copy of the reject and supporting documentation (e.g., TCN, DLA or GSA contract number) is forwarded to the Customer Support Liaison Element for research. Remaining copies are attached to the property.

A9.9.5. Documentation Missing. Items received with no source document. Open the container in an attempt to locate a copy of the shipping document. If no document is found, consult with Inspection Section to identify the item, verify the stock number/part number and create a source document based on information available. Inbound Cargo should process the receipt using the source document.

A9.9.6. Inventory in Progress. When receipt action is attempted on an item that is frozen for inventory the receipt is rejected with a 469 Reject, Record of Input S/N Frozen for Complete or Spec Inv, unless the input is for a bulk issue item and contains TEX Code C, D, or G. Contact Physical Inventory Control Section.

A9.9.6.1. Suspense File. Inbound Cargo should hold rejected receipt documents in suspense until the inventory is completed. The Physical Inventory Control Section should inform Inbound Cargo once the freeze code has been lifted and receipt may be processed.

A9.9.6.2. Storage of Items on Hold. Traffic Managers should retain the property until a Due-out Release or Notice-to-Stock is received. Attach a copy of the 469 Reject and place property in a temporary hold location. **Note:** The controlled item code is printed on line 4, position 54 of the reject notice. The appropriate protection is given to items assigned a controlled item code other than U.

A9.9.7. Incomplete Items. Items missing components are incomplete. Contact the Inspection Section for condition code determination and supporting documentation. Use information provided to process the receipt.

A9.9.8. Military Assistance Program (MAP) country, No Routing Identifier (RIC), and Other Uncommon Sources.

A9.9.8.1. MAP. When property is received from a MAP country, enter one of the following codes in positions 45-48, as applicable:

A9.9.8.1.1. DMAP, for Military Assistance Program.

A9.9.8.1.2. DMAS, for Military Assistance Sales.

A9.9.8.2. Activities without RIC. When property is received from an activity that has no RIC, the account number is entered in positions 45-50 (Supplementary Address) of the receipt due-in input. If the account number cannot be identified, use the service code, followed by zeros.

A9.9.8.3. Other Uncommon Sources. When base-funded property is received from a source other than Air Force, a DoD agency, GSA, or commercial vendor, enter a routing identifier code of JBW in positions 4-6 (Vendor Code or Due-In Routing Identifier Code) of the receipt input.

A9.9.8.4. If appropriate RIC cannot be determined. Contact the Customer Support Liaison Element for assistance to determine the appropriate RIC to be used.

A9.9.9. Misidentified Property. Materiel is misidentified when the NSN of the property received differs from the NSN on the source document. Report the receipt of misidentified materiel as follows:

A9.9.9.1. Use the requisition number on the receiving document and TEX Code Q for input processing. If there is no due-in, the original due-in should loaded so that TEX Code Q receipt procedures can be used (receipt not due-in procedures do not apply to TEX Code Q receipts).

A9.9.9.2. Other Discrepancies. When misidentified materiel has the wrong quantity (over, short, partial, or excess), process using TEX code Q.

A9.9.10. Missing Property but Document Received.

A9.9.10.1. In cases where a source document is received without the actual property accompanying it, attempt to locate the property. If the property cannot be located, process the receipt as a shortage. Enter a quantity of zero in the REC input.

A9.9.10.2. In cases where the actual property received matched the source document but the document number does not associate to the TCN on the MSL, prepare a shipped short receipt for the document number on the MSL. Enter a quantity of zero in the REC input.

Receipt the property actually received using the accompanying source document IAW with this AFI.

A9.9.11. Quantity Variance. The quantity actually received differs from the amount on the source document. Change the source document to reflect the quantity actually received and annotate "overage" or "shortage" as applicable. Annotate the source document with the over/short quantity. Refer to **paragraph A9.4**.

A9.9.11.1. The ILS-S SDR automatically queries the SBSS transaction history and create/display an SDR record using information collected from the SBSS 901, Daily Transaction History Record (if processed on the same day of the receipt transaction) or the SBSS 704, Consolidated Transaction History Record. ILS-S identifies discrepant receipts based on established program logic, refer to **Table A9.6**.

Table A9.6. Quantity Variance Program Logic.

IF	AND	AND	THEN
Transaction Phrase Code (TPPC) is:	Positions 4-6 is:	Position 19 is:	Discrepancy is:
9X	REC	O	Overage Receipt
		S	Shortage Receipt

A9.9.11.2. Effects on Computer Records. When a claims receivable detail is built as a result of a receipt processing, it should appear on the Claims Receivable/Payable Transactions portion of the D20 report. RNB Detail is created under program control and the total quantity due-in is reflected in the 213, QTY RECEIVED, field.

A9.9.12. Excess Receipts. Quantity received is greater than the quantity requisitioned but equal to the quantity shipped. Enter Quantity Variance Flag E in REC input.

A9.9.13. Partial Receipts. Quantity received is less than the quantity due-in but equal to the quantity shipped. When the quantity on the source document is equal to the quantity actually received, do not use a partial quantity flag or quantity variance flag in the REC input. Ensure the suffix code on the source document is used on the REC input. **Note:** A shipment status detail should remain on file to prevent any additional shipment status images (ASx/AUx) from creating a ship status detail for the same requisition number and suffix code. These shipment status details (211) can be identified with REC stored in the 211 DT-AV-SHPT and the date received in the 211 date of last transaction. These details should remain on file until the total due-in quantity is received.

A9.9.14. Degraded Operations. Receipt MICAP shipments manually during periods of ILS-S inoperability. Obtain the suspect materiel listing from the Inspection Section. Forward property that appears on suspect materiel listing to the Inspection Section for further action. Ensure source documents remain with the item.

A9.9.15. Rejects/Delayed Action. ILS-S detects errors during processing and stops the program. Inbound Cargo should verify receipt transaction information and re-input data. Place property with unresolved rejects in a temporary hold area until a Notice-to-Stock or Due-out Release is produced. Attached the reject notice to the property and forward a copy to the Customer Support Liaison Element for resolution. Refer to **paragraph A9.11**.

A9.9.16. Suspect Items. Receipts transaction against property on the Suspect Materiel Listing produces an I302 or I305 Management Notice and be suspended on an unserviceable detail record (R920). Attach the management notice to the property, place materiel in a temporary hold location and notify the Inspection Section for processing and resolution. Use the CMOS Surface Freight Inbound Turnover Records to document the transfer of custody.

A9.9.17. Unacceptable Materiel. Unacceptable materiel is materiel with an NSN on the source document that is the same as the materiel delivered, but the FSC on the property is not the same as the item due-in (reject notice 384). Process the receipt using TEX Code U. The TEX Code U receipt processes the asset(s) to stock (I046 management notice).

A9.9.17.1. Input processing. For input processing, use the requisition number appearing on the receiving document. When a due-in does not exist (reject 356), provide the Customer Support Liaison Element a copy of the source document and reject notice.

A9.9.17.2. Use of Unacceptable Materiel. Before submission of report of unacceptable materiel, coordinate with the Customer Support Liaison Element to determine if the property received could satisfy the original requirement. If the original requirement can be satisfied by the materiel, the Customer Support Liaison Element should take the appropriate action to link the due-in to the DOR for the organization.

A9.9.17.3. Unacceptable Materiel Report. The ILS-S SDR program automatically queries the SBSS transaction history and create/display an SDR record using information collected from the SBSS Daily Transaction History Record 901 (if processed on the same day of the receipt transaction) or the Consolidated Transaction History Record 704. ILS-S identifies discrepant receipts when Transaction Phrase Code (TTPC) equals "8A" and TEX Code equals "Q" or "U" - discrepancy = Incorrect Item.

A9.9.17.4. Quantity variations. When unacceptable materiel is the wrong quantity (over, short, partial, or excess), process using TEX code U.

A9.9.18. Unserviceable but Reparable Items. Contact the Inspection Section for items received in an unserviceable (reparable) condition. A qualified inspector (not a limited inspector) determines the appropriate supply condition code (SCC) E, F, or G for the REC input. An unserviceable (reparable) receipt may establish an unserviceable detail and produce an I045 MGT management notice. Forward a copy of the management notice to the Customer Support Liaison Element for action.

A9.9.19. Records Reversal and Correction (RRC). The initiator should forward the record reversal and correction (formerly known as Reverse Post (RVP)) request to their assigned supervisor. Once the supervisor's approval is received, the initiator may provide the request to Flight leadership for approval. Refer to DAFI 23-122, Section 5F.

A9.10. Supply Discrepancies Report (SDR). The ILS-S SDR capability automates the management of SDRs at the base level. ILS-S identifies and creates SDR records for all discrepant receipt transactions processed within the SBSS, regardless of the Controlled Item Identification Code (CIIC) or dollar value. Each SDR record may be identified as Mandatory (based on CIIC or dollar value) or Optional. The program compiles a list of these SDR records and presents them to the user for review and action.

A9.10.1. Discrepant Controlled Inventory Items, AA&E parts. Report discrepancies against these items within 24 hours of discovery for shortage, overage, wrong item, or misdirected shipments. This includes stock number materiel with a cataloged controlled inventory item code (CIIC) indicating the item is identified as classified or sensitive. In addition, pilferable codes associated with arms and ammunition are also included (codes N and P) in this category.

A9.10.1.1. Total response time to include processing by multiple action activities should not exceed 25 calendar days. Wrong item receipts identified as controlled/sensitive and unidentified items are returned to the designated location within 30 calendar days of the SDR reply.

A9.10.2. Inbound Cargo SDR Submissions. Submit a SF 364s ROD/SDR for item or packaging discrepancies which meet at least one of these conditions in **Table A9.7**.

Table A9.7. SDR Discrepancy Matrix.

IF TPPC is:	AND:	AND Pos 4-6:	AND Pos 19:	Discrepancy is:
8A	TEX Code = "Q" or "U"	-	-	Incorrect Item
	TEX Code = "P" or "Z"	-	-	Damaged Shipment
	Stockage Priority Code = "J"	-	-	RNDI
	Document Number and Action Quantity = Same as other receipt transactions	-	-	Duplicate Receipt
	Condition code = "F", "G", "H", "J", "K", or "L"	-	-	Unserviceable* Suspended Material
	-	"REC"	"S"	Shortage Receipt
	-	"REC"	"P"	Claims Receivable
9X	-	"REC"	"O"	Overage Receipt
	-	"REC"	"E"	Excess Receipt
	-	"REC"	"S"	Shortage Receipt
* Incomplete, condemned, reparable				

A9.10.3. Data elements and associated code sets applicable to SDR submissions are located at the Enterprise Business Standards Office.

A9.11. Rejects and Management Notices. If program edits detect an error during processing, the program is stopped. The reject program automatically manages records status of ILS-S processing actions. The database records are restored to their condition at the start of the run, and a reject notice is printed. **Note:** Reject notices are printed to advise the individual, or section receiving the notice that certain conditions exist and that action needs to be taken to correct the condition. All rejects should be processed as rapidly as possible.

A9.11.1. General Use/Reject/Management Notices. Refer to AFH 23-123V2PT2.

A9.11.2. Common rejects. Refer to **Table A9.8** for common rejects within Inbound Cargo and corrective actions. Contact the Materiel Management Flight for assistance regarding rejects not addressed in this publication.

Table A9.8. Common Reject Codes and Corrective Actions.

REJECTS	Inbound Cargo	LGRMCC
001 – REJ INPUT POSITIONS WITH X BELOW ARE INVALID	X	
024 – REJ DUP NIIN ON FILE WITH DIFF FSC/MMAC If there is a duplicate NIIN, determine if input or loaded record is correct.		X
074 – REJ DOCUMENT NUMBER INVALID Check the validity of the input document number, change the document number if applicable, and re-input.	X	X
257 – REJ SUPPLY CONDITION CODE BLANK OR IN ERROR Verify the input supply condition code. Correct and re-input.	X	
282 – REJ INPUT QUANTITY BLANK, ZERO, OR CONTAINS ALPHA CHARACTERS Correct the input quantity and re-input	X	
295 – REJ ITEM RECORD NOT LOADED Contact customer support to load Stock number into System. Re-Process		X

296 – REJ ITEM RECORD OF INPUT STOCK NUMBER FROZEN Contact Physical Inventory Control Section for further Action.		X
297 – REJ ITEM RECORD NOT LOADED FOR SUBSTITUTE RECEIPT Verify accuracy of stock number on input; if required, contact LGRMCC.	X	X
321 – REJ SUPPLEMENTARY ADDRESS BLANK OR IS IN ERROR Verify accuracy of the input and re-process. Contact LGRMCC if reject is not resolved.	X	X
329 – REJ UNIT OF ISSUE UNEQUAL OR IN ERROR Verify accuracy of unit of issue input and re-process. Contact LGRMCC for further Action.	X	X
356 – REJ DUE-IN DETAIL NOT LOADED Contact LGRMCC and fax/e-mail a copy of source document. Await further direction from LGRMCC.	X	X
367 – REJ INPUT RIC AND DUE-IN DETAIL SIGNAL INCOMPATIBLE If input routing identifier code is correct, forward to LGRMCC.		X
379 – REJ INPUT QTY NOT EQUAL TO DUE-IN DETAIL QTY Check quantity that is Due-in. Contact LGRMCC for further Action.		X

386 – REJ QUANTITY VARIANCE FLAG IN ERROR Check quantity that is Due-in, verify accuracy of the input, correct and reinput if necessary. Contact LGRMCC if reject is not resolved	X	X
469 – REJ RECORD OF INPUT S/N FROZEN FOR COMPLETE OR SPEC INV – INITIATOR Contact Physical Inventory Control Section for further Action.		X
615 – REJ SERIALIZED CNTRL/INUSE SERIALIZED CNTRL RCD NOT LOADED Verify the input Document #, Stock #, and Serial #. Contact LGRMCC for further Action.		X
616 – REJ SERIALIZED CONTROL QUANTITY UNEQUAL FOR DOCUMENT NBR "COMEC Items: Complete the XHB screen to flag serial numbers		X

Figure A9.1. FAA Form 8130-3, Authorized Release Certificate, Airworthiness Approval Tag.

	2. AUTHORIZED RELEASE CERTIFICATE FAA Form 8130–3, AIRWORTHINESS APPROVAL TAG				3. Form Tracking Number:
4. Organization Name and Address:					5. Work Order/ Contract/ Invoice Number:
6. Item:	7. Description:	8. Part Number:	9. Qty:	10. Serial Number:	11. Status/Work:
12. Remarks:					

13a. Certifies the items identified above were manufactured in conformity to: Approved design data and are in a condition for safe operation. Non-approved design data specified in Block 12.		14a. 14 CFR 43.9 Return to Service Other regulation specified in Block 12 Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service.	
13b. Authorized Signature:	13c. Approval/Authorization No.:	14b. Authorized Signature:	14c. Approval/Certificate No.:
13d. Name (Typed or Printed):	13e. Date (dd/mmm/yyyy):	14d. Name (Typed or Printed):	14e. Date (dd/mmm/yyyy):
User/Installer Responsibilities			
It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article. Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that their airworthiness authority accepts aircraft engine(s)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1. Statements in Blocks 13a and 14a do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.			

Attachment 10

LOCAL WRITTEN PROCEDURES

A10.1. Installation TOs in coordination with other base activities are responsible for publishing local written procedures pertaining to the movement of government shipments/materiel on the installation. Establishing and publishing local procedures is a coordinated effort and must be routed through applicable base units. **(T-1)** Refer to the "Installation Traffic Management Instructions" template located on the Air Force Installation and Mission Support Center (AFIMSC) Traffic Management SharePoint®.

A10.2. The local written procedure must be published and made available in written and/or electronically format to customers, MAJCOM Transportation Leads (AFIMSC/ANG/AFRS), AFMC/A4RT or AF/A4LR when requested.

A10.2.1. Procedures for all base customers and security personnel that prepare, handle, receipt, document, ship and deliver classified, sensitive, AA&E and NWRM shipments. **(T-1)** **Note:** Procedures must be coordinated at a minimum with wing safety and munitions to ensure proper documentation, movement, and receipt handing instruction. **(T-1)**

A10.2.2. Coordinated procedures with Base Engine Manager on movement and visual inspection of Aircraft engines and BUPs. **(T-1)**

A10.2.3. Procedures for shipping/receiving expedited 999/NMCS/MICAP and critical/classified items during non-duty hours. **(T-1)**

A10.2.4. Coordinated procedures with the Precision Measurement Equipment Laboratory (PMEL) for the movement of Test, Measurement, and Diagnostic Equipment (TMDE). **(T-1)**

A10.2.5. Procedures for establishing, managing, and informing base customers, and security personnel covering the preparation, handling, receipt, documentation, and delivery of classified shipments moving via small package carrier. **(T-1)**

A10.2.6. Contractor operated bases will follow the Statement of Work (SOW). **(T-2)**