

**BY ORDER OF THE COMMANDER  
AVIANO AIR BASE (USAFE)**

**AVIANO AIR BASE INSTRUCTION  
24-602**



**6 August 2024**

**Transportation**

**PROCEDURES FOR MOVEMENT OF DOD  
SHIPMENTS/MATERIEL AND PERSONNEL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements procedures pertaining to the movement of Department of Defense (DoD) personnel and government shipments and material on the installation. It outlines the local procedure requirements identified in Department of the Air Force Instruction (DAFI) 24-602 Volume 2, *Cargo Movement*, and DAFI 24-602 Volume 1, *Passenger Movement*. This instruction applies to all units located on and/or supported by Aviano Air Base requesting support from 31st Logistics Readiness Squadron, involved in the shipping and receiving of cargo and routing passengers for official travel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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## Chapter 1

### ARMS, AMMUNITION, AND EXPLOSIVE (AA&E) CARGO

#### 1.1. Shipment Handling

1.1.1. Personnel who handle, process, receipt, and ship Arms, Ammunition, and Explosives (AA&E), assets must be properly trained and certified in accordance with the *Career Field Education and Training Plan (CFETP)/AF Form 797, Job Qualification Standard Continuation/Command JQS*, and local training standards.

1.1.2. Personnel authorized to process, ship, and receive AA&E, cargo must be appointed in writing by the Commander. Only personnel who are trained and have the appropriate security clearance will be authorized to handle these assets. Assets must be properly identified on the shipping documents (DD Form 1348-1A, *Issue Release/Receipt Document*, and/or DD Form 1149, *Requisition and Invoice/Shipping Document*). **Note:** The Defense Information Security System will be used to verify security clearances and access levels. Units processing cargo through Traffic Management Operations must provide the 31st Logistics Readiness Squadron Deployment & Distribution Flight Cargo Movement Section, an update immediately if an individual's clearance eligibility and/or access level changes.

1.1.3. It is the responsibility of all personnel involved in the processing, packaging, handling, and transporting of AA&E, to comply with the procedures contained in this instruction.

#### 1.2. Shipment Procedures for Outbound.

1.2.1. Munitions (MUNS) will generate the DD Form 1348-1A, complete blocks 1 and 2 and Section I of the DAF Form 4387, *Outbound Transportation Protective Service Material Worksheet*, this includes signing "Packed By" block. After signature, MUNS will submit to Outbound Cargo, via the 31 MUNS Share Point <https://usaf.dps.mil/sites/Aviano/31MXG/31MUNS/MXWC/MXWCA/Lists/Outbound%20Tracker/AllItems.aspx>, when ready to offer an item for shipment. MUNS will notify Outbound Cargo of upload by follow-up email to [31lrs.lgrd.outboundcargo@us.af.mil](mailto:31lrs.lgrd.outboundcargo@us.af.mil).

1.2.2. Outbound Cargo personnel will retrieve the shipping documents from the MUNS Share Point and validate all documentation, including the shipper's declaration for dangerous goods for accuracy. Once verified, Outbound Cargo accepts the shipment, signs the DD Form 1348-1A, and provides a signed copy to the customer. Munitions will physically remain in MUNS controlled areas.

**NOTE:** Small quantities may be courtesy stored in Individual Protective Equipment's (IPE) vault or 31 Security Force's (SFSs) Combat Arms Training vault. Prior arrangements must be coordinated with the organization's involved.

1.2.3. The shipment is processed in Cargo Movement Operation System (CMOS) for military air and ground movements with a request for air clearance and ground clearance. An electronic Report of Shipment (REPSHIP) is created and downloaded to a PDF for email notification to destination. After air or ground clearance is received, the Air Clearance Authority or 21 Theater Sustainment Command will coordinate the movement date. On the movement date, Outbound Cargo personnel will meet MUNS, Air Mobility Squadron (AMS) or trucking company at the in-transit munitions facility located on Area G, Zulu Loop. Custody of the

shipment is turned over to AMS or vehicle operator personnel who sign the DD Form 1907, *Signature and Tally Record*, and the truck manifest. After the shipment is turned over to AMS or truck vehicle operator, it is released in CMOS for In-Transit Visibility (ITV) and the REPSHIP is sent electronically through CMOS and emailed to destination.

1.2.4 The DAF Form 4387 is completed throughout the processing stage and placed in a suspense file upon release of the shipment. After destination acknowledges the REPSHIP, the DAF Form 4387 is finalized, signed by the preparer and 2T071 certifier, and the packet is filed.

### **1.3. Receiving Procedures for Inbound**

1.3.1. Inbound ground shipments containing explosives must be escorted straight from Large Vehicle Inspection Station (LVIS) gate to 31 MUNS. DD Form 626, *Motor Vehicle Inspection* must be accomplished. Verify seal numbers are correct, not broken, or missing. If arrival is after hours, trailer will be parked at Area G, 31 MUNS laydown yard.

1.3.2. Inbound military air shipments of, munition are turned over directly from 724 AMS to MUNS. Copies of signed documentation is provided to Inbound Cargo for filing and populating in CMOS.

1.3.3. Inbound Cargo personnel validate the DD Form 1348-1A or DD Form 1149, *Requisition and Invoice/Shipping Document* and complete the DAF Form 4388, *Inbound Transportation Protective Service Material Worksheet*. Both preparer and 2T071 certifier will sign each section throughout the receiving process.

1.3.4. If shipment arrived on a DD Form 1348-1A, Inbound Cargo personnel will process the receipt in ILS-S.

1.3.5. If shipment arrived on a DD Form 1149, Inbound Cargo personnel will create a turnover record in CMOS to annotate custody change.

## Chapter 2

### Movement of Transportation Protective Services (TPS) Cargo

#### 2.1. Outbound Procedures

2.1.1. Customers contact Outbound Cargo to schedule an appointment for all shipments. At the appointment time, authorized Outbound Cargo representatives inspect the property and documentation for accuracy prior to acceptance. A red stamp or red ink must be used on the shipping document to identify the classification of the asset(s), this will be completed by customers. If no errors are identified, Outbound Cargo technician signs the shipping document and provides a copy to the customer.

2.1.2. The asset is packed according to Special Packaging Instructions (SPIs), if applicable, and processed in CMOS for movement via military air. An electronic (REPSHIP) is created in CMOS and downloaded to a portable document format (PDF) for email notification to destination. If the asset cannot be shipped same day, the shipment is stored in the vault located in building 1029. If the shipment is CIIC: 9, the asset may be stored in building 1460.

2.1.3. On the day of shipment, the asset is removed from the vault and delivered to AMS. After AMS personnel sign the truck manifest, the shipment is released in CMOS to begin ITV and the REPSHIP is sent electronically in CMOS and emailed to destination.

2.1.4. At all times during the packaging and processing phases, both the preparer and 2T071 certifier complete the DAF Form 4387, once the shipment is released, the DAF Form 4387 is placed in a suspense file awaiting (REPSHIP) acknowledgment. Once destination acknowledged receiving shipment in CMOS and/or via email, section IV of the DAF Form 4387 is completed, and the packet is filed.

#### 2.2. Inbound Procedures

2.2.1. Personnel should assume all cargo is classified until confirmed otherwise. Only personnel listed on the Classified Receipt Listing are authorized to receive and process classified/controlled shipments from AMS and small package commercial carriers.

2.2.2. Inbound Cargo personnel will pick up classified shipments from AMS and verify the documents.

2.2.3. Inbound Cargo will process the receipt and contact Aircraft Part Store (APS) for turnover. For assets with a due-out release, items are stored in the vault and Documented Cargo is notified for the delivery.

2.2.4. Packages will be constantly monitored or stored in the classified vault in building 1029/APS area. Upon receipt of a REPSHIP for a classified asset, Inbound Cargo personnel will initiate an DAF Form 4388. This document is then used throughout the in-checking process until the asset is delivered to the end user.

2.2.5. Non-Supply classified cargo may be turned over to the consignee after verifying they are authorized to receive the asset based on the classification. Additionally, the customer must sign the hand-to-hand receipt such as a DD Form 250, *Material Inspection and Receiving Report*, DD Form 1149, DD Form 1348-1A, or DD Form 1907 to show the change of custody.

### 2.3. Nuclear War Related Material (NWRM) Procedures

2.3.1. All Traffic Management Nuclear War Related Material (NWRM) procedures are located via the 31 LRS Share Point <https://usaf.dps.mil/sites/Aviano/31MSG/31LRS/LGRD/OutboundCargo> and can be printed as required for NWRM shipments.

### 2.4. Radioactive Material Handling, Storage, and Transportation Requirements:

2.4.1 Radioactive Material (RAM) program is ran by the Installation Radiation Safety Officer (IRSO)

2.4.2. Every Aviano Airbase (AAB) unit must contact the IRSO when unit stores, receives, or ships RAM.

2.4.3. Only personnel authorized by the IRSO will open or package containers of RAM.

2.4.4. Units must have a specific location set aside for storage purposes. This location should be a RAM storage vault or a locked enclosure, separate from public areas and personnel not familiar with RAM. Proper storage techniques and labeling requirements are outlined in 10 CFR 19, *Notices, Instructions and Reports to Workers: Inspection and Investigations, 20 Standards For Protection Against Radiation, and 21 Reporting of Defects and Noncompliance.*

2.4.5. Radioactive items will not be stored with explosives, flammables, food products, or other incompatible commodities. Items with radioactive gas or radium will be stored in ventilated structures. Storage areas and containers will be marked in accordance with 10 CFR 835, Occupational Radiation Protection and cannot be located near administrative areas. An area designated for RAM storage can only be returned to normal usage with written approval of the IRSO. An area designated for RAM storage can only be returned to normal usage with written approval of the IRSO.

2.4.6. All RAM which is covered by a license or permit must be accounted for by a RAM transfer receipt, which is separate from any contractual, security, or other receipt documents.

2.4.7. All RAM must be monitored upon receipt and prior to shipment. For AAB and tenant agencies, the IRSO will arrange for this monitoring. If the receiving or shipping agency is a contractor, the contractor must perform all labeling, packaging, and monitoring requirements outlined in 10 CFR and 49 CFR.

2.4.8. Sealed sources must have the most recent leak test results accompanying the package, unless exempted in 10 CFR 39.35, *Leak Testing of Sealed Sources*. If the leak test is not required, removable contamination swipe results in accordance with 49 CFR 173.443, *Contamination Control* must accompany the package. If a leak test is not available, the IRSO or representative will perform the leak test before shipment or prior to distribution to the Unit Radiation Safety Officer (URSO). Contractors must perform their own leak tests.

2.4.9. Once a received package has been monitored and cleared by the IRSO, the URSO will be contacted for transport from the receiving location to the unit storage location. Packages will remain in the receiving location until claimed by the URSO.

2.4.10. When RAM is to be transported from AAB, it will be prepared for shipment and packaging per applicable Nuclear Regulatory Commission and Department of Transportation Regulations (49 CFR).

2.4.11. All vehicles used to transport RAM while on AAB will be properly placarded and meet all requirements of 10 CFR 71, *Packaging and Transportation of Radioactive Material*.

## Chapter 3

### Movement of Test, Measurable, and Diagnostic Equipment (TMDE)

#### 3.1. Outbound Procedures

3.1.1 A DD Form 1149 is generated and furnished to Outbound Cargo for TMDE/PMEL shipments. Equipment must be packed according to classification and identified by appropriate 'PME' and project code '571' labels. Equipment requiring SPIs will not be accepted by cargo personnel without the proper container or signed AF Form 451, *Request for Packaging Service*. Outbound Cargo will maintain an appointment letter of those authorized to handle TMDE/PMEL assets.

3.1.2. Outbound Cargo personnel will verify equipment has the appropriate SPI container, or AF Form 451 signed by the Unit Container Manager on file. Outbound Cargo personnel will verify National Stock Number on items and paperwork, nomenclature, quantity, Transportation Account Code, destination Department of Defense Activity Address Code, name and authorized signature. After verification of paperwork and equipment, outbound cargo personnel will accept the shipment by signing the DD Form 1149 and providing a copy to the customer.

3.1.3. Justification letters to expedite PMEL shipments are required to be renewed annually. If the letter is valid with the current commander's signature, all PMEL assets will be treated as '999' priority and shipped within 24 hours.

3.1.4. Items will be pre-packed by PMEL, and Outbound Cargo will accept the shipment, verifying the items from PMEL using the 1149 issued by PMEL.

#### 3.2. Inbound Procedures

3.2.1. Inbound Cargo personnel will in-check TMDE shipments into CMOS and create a cargo turnover record. The PMEL point of contact (POC) will be contacted to arrange pick-up.

3.2.2. Upon pick-up, PMEL POC will provide the following data for the change in custody: This will be used during degraded ops.

<u>Movement Document #</u>	<u>Assigned TCN</u>	<u>Date Picked Up</u>	<u>Time</u>
856612347900	FB48776069X501XX	31 Dec 2016	1400
<u>Unit/Org</u>	<u>Contact Phone #</u>	<u>Printed Name (First Last)</u>	<u>Signature</u>
420th TSR	210-123-0690	Chase N. Cooper	Payroll signature

## Chapter 4

### Movement of Aircraft Engines and of Build-up Propellers (BUP) Shipments

#### 4.1. Outbound Engines

4.1.1. The applicable unit engine manager will ensure engines and associated parts are drained, purged (if applicable), preserved, wrapped, and certified IAW applicable Air Force Technical Orders (AFTO). The AFTO Form 20, *Caution and Inspection Record*, is required for all engine shipments IAW T.O. 00-85-20, *Engine Shipping Instructions*. The engine manager is responsible for movement of all engines on base.

4.1.2. The engine manager will notify Outbound Cargo of any pending engine movement requirements. All shipping documents will be prepared by the engine manager utilizing the DD Form 1348-1A and provided to Cargo Movement for further processing.

4.1.3. Outbound Cargo representatives will ensure engines are processed immediately and are shipped with a required delivery date/priority of "999."

4.1.4. The unit engine manager will transport the engine to the Outbound Cargo warehouse at least 24 hours prior to the scheduled pick-up date. Outbound Cargo representatives will upload the shipment onto carrier equipment and release the shipment for in-transit visibility (ITV).

4.1.5. Aircraft engine shipped via ground must be chained, blocked and braced, while also traveling on an air ride trailer per the T.O. 00-85-20, *Engine Shipping Instructions*.

#### 4.2. Inbound Engines

4.2.1. For engines that are received via ground movement, commercial carrier or truck manifest, Inbound Cargo representatives will download the shipment using on/off load ramp and dock levelers. After in-checked, the appropriate unit engine manager will be notified of its arrival to coordinate pick-up within 12 hours.

4.2.2. For engines that are received via military air, Inbound Cargo representatives will be contacted by 724 AMS to inspect and verify all information pertaining to the shipment (serial numbers, condition). Once inspection and verification are complete, the shipment will be in-checked, and the appropriate unit engine manager will be notified of its arrival and advised of the requirement for pick-up within 12 hours. The engine manager will coordinate engine pick up directly from 724 AMS.

#### 4.3. Inbound BUP

4.3.1. Once arrival notification is received from 724 AMS, Inbound cargo representatives will report to AMS cargo yard to verify the identification and physically inspect the propeller shipment for damages. After inspection and verification are complete, Inbound Cargo will sign the air manifest and perform a quick release to the end user. It is the responsibility of the end user to coordinate propeller pick-up directly from 724 AMS.

4.3.2. The DD Form 1348-1A will be in-checked into CMOS and the receipt immediately processed in ILS-S.

#### 4.4. Outbound BUP

4.4.1. Aircraft Parts Store (APS) notifies Outbound Cargo of propeller shipment and provides the DD Form 1348-1A. Outbound Cargo representatives inspect the documentation and propeller prior to accepting the asset(s) for shipment. If no damages or issues are identified, Outbound Cargo personnel sign the DD Form 1348-1A. The customer then coordinates propeller drop off to 724 AMS if by air or outbound cargo building 1460 if by ground.

4.4.2. The shipment is processed in CMOS with the required request for air clearance. Once cleared for transportation and processed, Outbound Cargo technicians meet the customer at AMS cargo yard to perform shipment turnover. Following turnover and AMS personnel signature on the truck manifest, the manifest is released in CMOS to begin shipment ITV. Ground movement will follow normal ground movement procedures.

## Chapter 5

### Non-Duty Hours Shipping/Receiving (999/MICAP/NMCS)

#### 5.1. Outbound Cargo

5.1.1. Outbound Cargo personnel will provide 24 hours a day, 7 days a week support for all 999/Mission Impaired Capability Awaiting Parts (MICAP)/ Not Mission Capable Supply (NMCS) shipments.

5.1.2. Customer contacts standby personnel through Command Post: DSN 314-632-3100 and commercially 011-39-0434-30-3100.

5.1.3. For AMC MICAPs, Green, and Purple Sheet Shipments (assigned to an airlift mission), standby personnel will report to the work center to pack and process the piece for delivery to AMS.

5.1.4. Based on the available commercial and/or military airlift/truck, standby personnel may inform the customer to bring the asset to Outbound Cargo the next duty day for shipment.

**NOTE:** Outbound cargo does not have same-day request commercial pick-up. Once commercial companies have concluded operations for the day, the cargo must wait for the next day's pick-up. Weekend services are not provided. Additionally, items are required to clear customs, which can take up to one hour or more. If items are not cleared by customs in time, they will wait for the next available movement on the following day.

#### 5.2. Inbound Cargo

5.2.1. Inbound Cargo personnel will provide 24 hours a day, 7 days a week support for all 999/MICAP/NMCS shipments.

5.2.2. Customer contacts Inbound Cargo standby personnel through Command Post: DSN 314-632-3100 and commercially 011-39-0434-30-3100.

5.2.3. Standby personnel will report to the work center to receive the asset(s) from AMS or military and/or commercial truck, process the cargo in CMOS and ILS-S, if applicable, and turn over cargo to customer.

5.2.4. Commercial carriers (i.e., DHL and FedEx) do not deliver on weekends or holidays.

## Chapter 6

### SMALL PACKAGE CARRIER ACCOUNTS

#### 6.1. Procedures:

6.1.1. Units must contact the ITO to request approval for their own small package express account.

6.1.2. Units will not establish small package express accounts without a written approval from the ITO. Those accounts established without an approval or revalidation will be terminated.

6.1.3. Request to establish a small package account must include a detailed analysis explaining how the Packing and Crating Section is unable to meet the organization's mission requirements. Requester will use AFIMSC Template form IAW DAFI 24-602V2 para 1.8.29. If accounts are approved, training and approval is documented using the template on AFIMSC Traffic Management SharePoint.

[https://usaf.dps.mil/teams/13569/TrafficMGT/compliance/NGDS\\_Compliance/Forms/AllItems.aspx](https://usaf.dps.mil/teams/13569/TrafficMGT/compliance/NGDS_Compliance/Forms/AllItems.aspx)

6.1.4. Each request will be thoroughly vetted and must be approved by the ITO prior to establishing an account.

6.1.5. Training will be provided by the 31 LRS/LGRD TMO Packing and Crating Section and must consist of the following:

6.1.5.1. GPC use requirements.

6.1.5.2. Tracing Procedures.

6.1.5.3. Customs Requirements.

6.1.5.4. Financial Obligations.

6.1.5.5. Transportation Discrepancy Reports.

6.1.5.6. Approved contractual services and charges.

6.1.5.7. Movement of hazardous, classified, protected and Arms, Ammunition & Explosives (AA&E).

6.1.5.8. International Traffic in Arms Regulation (ITAR).

6.1.5.9. Receipt of classified, protected and AA&E procedures.

6.1.5.10. TOs will conduct biennial reviews to ensure accounts are valid.

6.1.6. Account holders must:

6.1.6.1. Obtain a Merchant Authorization Code from the Base Contracting Officer (GPC Program Manager) prior to using a GPC for small package carrier shipments.

6.1.6.2. Comply with all DTR requirements and route shipments IAW DTR, Part II, Chapter 202.

## Chapter 7

### Customer Requirements for Shipping Cargo

#### 7.1. Procedures:

7.1.1. Customers are required to furnish either a DD 1384-1A or DD 1149 for processing. The DD 1149 should be completed using the Logistics Tool Suite. Essential information includes a validated TAC/funding/account number, complete shipping address, indication of movement priority, and classification of the asset.

7.1.2. If shipments require diplomatic clearances and/or hazmat clearance, cargo requirements must be forwarded to TMO at least 5 days duty days before the respective country's timeline requirements. This allows TMO sufficient time to fulfill the necessary requirements for diplomatic and/or hazmat clearances.

7.1.3. Shipments destined for the United States (CONUS) must undergo thorough cleaning adhering strictly to United States Department of Agriculture (USDA) standards. Users are mandated to rigorously follow wood certification requirements and all other USDA standards to ensure compliance.

**Note:** Be aware that any delays in providing the required cargo requirements and meeting set deadlines will result in delays in cargo delivery. TMO adheres to international laws in this regard.

## Chapter 8

### REUSABLE CONTAINER PROGRAM

#### 8.1. Responsibilities:

8.1.1. 31 LRS/LGRD Packing and Crating personnel will:

8.1.1.1. Train all unit reusable container monitors and provide all participating units a semi-annual reusable container analysis report.

8.1.1.2. Conduct semi-annual on-site inspection of reusable container storage areas in each unit.

8.1.1.3. Convene a reusable container working group meeting annually IAW AFI 24-602 V2.

8.1.1.4. Provide recommendations for the proper disposition of excess reusable containers and associated materials.

8.1.1.5. Process and monitor fund recoupment for replacement containers.

8.1.2. All Units that generate container replacement requests for stored items, i.e., WRM assets, will ensure the following:

8.1.2.1. Appoint a primary and alternate Unit Reusable Container Monitor (URCM) IAW AFI 24-602 V2, Para 1.9.5. The URCM must be in the grade of E-5 (civilian equivalent) or higher and have at least 12 months left on station.

8.1.2.2. Forward an updated reusable container monitor appointment letter, signed by the unit commander, to 31 LRS/LGRD within ten days of any changes.

8.1.2.3. Ensure all cargo turned in to 31 LRS/LGRM or 31 LRS/LGRD is in the proper container or has an AF Form 451 (original plus two copies), *Request for Packaging Service*, attached with the paperwork for the item (see AFI24-602V2) for directions on completing the form). The AF Form 451 should be signed only by the primary URCM, alternate, or the unit commander and will contain a chargeable unit fund cite.

8.1.2.4. Provide the base Reusable Container Monitor, 31 LRS/LGRD, with an updated listing of all excess containers monthly. Excess containers obtained through initial issue may be redistributed to other organizations to preclude buying/building containers unnecessarily.

8.1.3. Unit Reusable Container Managers (URCM) will:

8.1.3.1. Train unit personnel on preparation of DAF Form 451s (refer to DAFI 24-602V2), the importance of reusing containers, packaging materials and document training.

8.1.3.2. Attend the Reusable Container Program Working Group (RCPWG).

## Chapter 9

### Government Purchase Card (GPC) Cargo

#### 9.1. GPC Inbound Cardholder Requirements

9.1.1. For items ordered via GPC, the cardholder will need to ensure applicable unit POC information is annotated on all inbound shipping documentation. The customer is required to verify the cargo and sign the turnover record to pick up the asset.

9.1.2. Customer pick-up times are as follows:

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

9.1.3. Failure to pick up items by the above time frames could result in items being returned to sender, free issued, turned into Found on Base (FOB) or sent to Defense Reutilization and Marketing Office (DRMO). Inbound Cargo is not a storage location.

9.1.4. No POC/ultimate consignee and unclaimed shipments: After 3 duty days from delivery, if extensive research yields no results and positive contact, response, or delivery coordination have not been completed/received from the customer, assets will be identified as abandoned and will be free issued, returned to sender, or turned in to DRMO.

9.1.4.1. Free issue: Units and personnel that will pick-up free issued assets are required to provide the following information for accountability: Rank/full name, unit/office symbol, email, DSN, DEROS, unit Resource Advisor name, and purpose of picking up free issued item.

9.1.4.2. Return to sender: Shipments will be shipped back to origin/vendor using the purchasing unit's Transportation Account Code.

9.1.4.3. FOB items will be turned into base supply and will be available for issuance from stock upon request from new users.

9.1.4.4. DRMO turn-in: When assets are deemed unusable or nonreturnable to sender, Inbound Cargo personnel will initiate DRMO turn-in.

#### 9.2. Shipping and Consignment procedures

9.2.1. GPC purchases that do not require DD Form 1149 will be consigned and delivered directly to the unit when small package commercial carriers are used. GPC holders must ensure to provide their unit's address to the vendor. GPC holders can use commercial carriers such as FedEx, DHL, and US Postal Service (USPS).

**Note:** With FedEx international services, customers can ship packages up to 150 pounds with dimensions up to 108" (274 cm) in length and 130" (330 cm) in length and girth. With

DHL shipping services, customers can ship packages up to 50 pounds with dimensions not exceeding 18"x15"x15" (48x40x39 cm). With USPS services, the maximum acceptable weight is 70 pounds with a maximum size of 108" in combined length and girth.

9.2.2. GPC purchases that exceed dimensions and weight accepted by small package carriers need to ship via DD Form 1149. Inbound Cargo personnel will process the shipment in CMOS to provide shipping labels to the customer. The customer will provide all labels and shipping documentation to the vendor for shipment. GPC holders must provide a POC/ultimate consignee and ensure the vendor places destination contact information on the package.

9.2.3 Inbound Cargo will provide Contracting with a how-to-order guide for GPC cardholders to distribute to current cardholders and include in their training for future cardholders.

## Chapter 10

### PASSENGER TRAVEL PROCEDURES

#### 10.1. Arranging Travel

10.1.1. IAW DAFI 24-602V1, the traveler's order/authorization will establish the official travel points. Official travel arrangements must follow normal point-to-point routing. The priority order of precedence in DTR 4500.9-R, Part I, Chapter 103 must be followed to the maximum extent possible. The Travel Management Company (TMC) must route passengers using Patriot Express and City Pair fares, where available. It is mandatory policy that all employees/members use an available Defense Travel Management (DTMO) contracted TMC or a GSA contracted TMC (when a DTMO contracted TMC is not available) for all official transportation requirements, except when authorized IAW Joint Travel Regulation (JTR).

10.1.2. All DoD official travelers with access to Defense Travel System (DTS) and are going TDY are required to schedule commercial transportation using DTS. If errors exist, travelers may request TMC assistance.

10.1.3. The traveler is required to use the TMC for official travel arrangements and ticketing if the TMC is available. When the TMC is available, but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, potential reimbursement is limited to the amount the government would have paid if arrangements had been made directly through a TMC. The Individually Billed Account (IBA), Centrally Billed Account (CBA), and Unit Card are the only methods of payment to be used to obtain official travel services.

**Note 1:** Advance approval by the Approving Official (AO) is required for all travelers desiring to self-procure official travel, and it must be included in the official travel order.

**Note 2:** When deviating from the normal route, travelers can coordinate travel through other means (direct with an airline, travel agent, or base ITT office), or with the TMC if unofficial travel arrangements are authorized by the TMC contract. **EXCEPTION:** Leave in Conjunction with TDY travel.

#### 10.2. Indirect Travel Procedures: Circuitous Travel and Leave in Conjunction with TDY travel.

10.2.1. The use of the TMC is mandatory for official travel. When travel involves deviating from normal routing and/or unusual or emergency conditions exist which makes TMC impractical, as determined by the ITO. Then Circuitous Travel must be used, approved by the AO, and annotated on orders.

10.2.2. Personnel who self-procure travel must ensure the provision is approved in advance by the AO and included in the orders.

10.2.3 TMO will provide the government cost for one or both legs of travel that the customer is requesting to self-procure to support request with customers AO for approving customers' self-procured travel. **The AO is the approving official, TMO is not.**

10.2.4. TMC will book all official travel to ensure appropriate routing and reimbursements are applied. Travelers will utilize DTS to request TDY travel but can arrange leisure travel on their own or may choose to utilize the TMC for assistance. All leave dates and locations must be annotated on orders and identified as leave.

10.2.5. The TMC shall provide Circuitous Travel services when requested by DoD official travelers for TDY or PCS. The contractor will provide services to both, the individual and the family members (for PCS) accompanying the individual when requested by the traveler. The TMC will not invoice the government for leisure reservations as this cost is the traveler's responsibility. All excess costs that exceed official travel will be charged directly to the traveler. The contractor will segregate leisure and official travel and the government contract fare will not be utilized for leisure travel. The TMC will only utilize government fares for official PCS/TDY travel.

10.2.6. Members traveling on Contingency, Exercise, and Deployment (CED) orders are prohibited from deviating from their travel plans due to the necessity of adhering to the Time Phased Force Deployment Data (TPFDD).

### **10.3. Requesting Consecutive Overseas Tour/In Place Consecutive Overseas Tour COT/IPCOT Travel**

10.3.1. Eligible members and their dependents are authorized travel and transportation for this funded leave, at government expense, between COT and IPCOT. Air Force members and their family may travel to their home of record (HOR) or to any other point not to exceed the cost of travel to the HOR. Since this is government funded travel, use of GSA Airline City Pairs fares is authorized.

10.3.2. If the member chooses an alternate destination (not authorized location) that is more expensive than transportation to the HOR, the member is financially responsible for the additional cost, unless transportation to the more expensive alternate place is authorized/approved by the Secretarial process. If the member elects to travel to a more expensive alternate location without approval from the Secretarial process, city pair fares are not authorized for transportation to/from that alternate location. The traveler may not use a cruise or tour package as a substitute. Members should visit their local MPF to determine COT entitlements and eligibility.

10.3.3. MPF is the approving authority for self-procurement of transoceanic travel regarding COT/IPCOT. Passenger Travel will provide travelers that intend to deviate from the normal routing (from old PDS to HOR and back) a circuitous travel memo. Travelers will provide this memo signed by Passenger Travel and the member to MPF for potential authorization of self-procurement of transoceanic travel on applicable orders.

10.3.4. Member must have sufficient funds to cover the cost of travel. In the event the member's COT is canceled while the member is in a leave status prior to arriving at the COT location the member will be financially responsible to procure travel arrangements back to the PDS. Payment must be made by personal credit card when purchasing leisure airline tickets from the TMC.

10.3.5. Members using COT entitlement to their HOR enroute to their next duty station, city pair fares can be used. When traveling to an alternate destination, a cost comparison is conducted. If more expensive, the member is advised of circuitous travel option and completes the memorandum for MPF to authorize and place in applicable orders. Reimbursement is limited to the amount from origin PDS to HOR then to next PDS. If the cost is less expensive to the alternate destination, there is no cost to the member.

#### 10.4. Funded Emergency Leave (EL) Travel

10.4.1. When eligible members, employees and authorized dependents permanently assigned to an OCONUS location receive notification of a family emergency away from their duty station, they may request travel orders to the emergency location. Once the member's commander or the delegated authority has determined emergency travel is authorized, the member and/or family member(s) are entitled to government funded round-trip transportation IAW JTR, paragraph 0402, DTR 4500.9-R, Part 1, Chapter 102, and AFI 36-3003, *Military Leave Program*.

10.4.2. As AMC-contracted airlift is not available, commercial air must be used. The TMC will compute a baseline/authorized travel cost using GSA City Pair fares from the PDS to the nearest CONUS international airport. The TMC will consider GSA City Pair fares, military furlough and public fares that best accommodate the traveler's desires.

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10.4.3. If the cost is cheaper to the EL destination than the authorized baseline cost, TMC may issue a ticket at no additional cost to the member. The member is authorized the use of City Pair fares if the cost is less than the baseline cost.

10.4.4. If the cost to the EL destination is higher than the baseline, the TMC will annotate the Passenger Name Record (PNR) with the authorized cost and ensure the member understands and pays the additional costs on the non-City Pair fare. Do not use a City Pair fare if it is higher than the baseline cost.

10.4.5. For ticket issuance, the member or requester must provide Passenger Travel with the certified/approved AF Form 972, *Request and Authorization for Emergency Leave Travel*, indicating the Red Cross Case number, and the port call worksheet.

## Chapter 11

### Individual Billed Account (IBA) and Centrally Billed Account (CBA)

#### 11.1 Procedures

11.1.1. IAW DOD Financial Management Regulation (FMR), Volume 9, Chapter 3, Section 030501, unless otherwise exempt under the provisions of the Travel Transportation Reform Act, all DoD personnel traveling on official orders are required to use their IBA/Government Travel Card (GTC) for all authorized expenses relating to official government travel. The issuing authority will include a statement on all DoD travel orders, mandating the use of IBA/GTC, IAW Public Law 105-264. If the traveler is not an IBA/GTC holder it must be reflected on the travel authorization.

11.1.2. Travelers who are unable to utilize or are exempt from the use of an IBA/GTC as their form of payment will contact their Squadron IBA/GTC Agency Program Coordinator (APC) and provide Passenger Travel with a CBA Request Memo signed by their GTC APC and First Sergeant or Squadron Commander, request/endorse all official travel be charged to the CBA. The ITO is the approver to use the CBA. The CBA is a valid form of payment but should only be used in emergency/unusual circumstances when the IBA is unavailable. The CBA will not be used as a routine or a reoccurring form of payment.

11.1.3. If the traveler is going TDY and booking travel via DTS, the CBA Request memo must be signed and uploaded as substantiating documents and approved by the ITO. Without it, the request will be returned without authorization for use of CBA.

## Chapter 12

### Central Billing Account (CBA) Reconciliation Procedures

#### 12.1. Procedures

12.1.1. In preparation for the bill, Passenger Travel personnel will suspend/file Passenger Name Reservations (PNRs) and orders for members authorized to use the CBA for travel.

12.1.2. At the end of the billing cycle, Passenger Travel will download and print an electronic copy of the statement from Citi Bank website. The electronic copy of the bill should be accessed online as soon as possible, but no later than 5 working days after the end of the billing cycle. When accessed, the invoice is dated and signed. This date starts the clock for prompt payment. The payment due date is annotated on the statement (and is the date used for determining amounts past due and the account suspension date).

12.1.3. Personnel will check the bill against PNR/invoices for accuracy to ensure ticket numbers and prices match and will access the bill-down and reconciliation reports received/downloaded from Carlson Wagonlit website to prepare the SF 1034, *Public Voucher for Purchases and Services Other Than Personal*. Personnel will upload all documents, including the signed Citi Bank statement, within 10 working days of receipt of the bill, to the Defense Finance and Accounting Service (DFAS)-Limestone Share Point for payment processing.

<https://dtsproweb.defensetravel.osd.mil/cas/login?service=https%3A%2F%2Fdtsproweb.defensetravel.osd.mil%2Fdts-app%2Flogin%2Fcas>

## Chapter 13

### UNUSED TICKET REPORT

#### 13.1 Procedures

13.1.1 The TMC will submit a monthly Unused Ticket report (UTR). This report will be due no later than the 15th calendar day of the following month.

13.1.2. The monthly report will consist of an unused ticket refund listing. This listing (spread sheet) will contain the travelers' name, card number, date issued, ticket number, and USD amount of each unused ticket for the month.

13.1.3. The monthly report will also include an unused ticket receipt for travelers, along with their PCS/TDY orders, and travel itinerary.

13.1.4. The TMC will provide this report to the CBA Approving Official (AO) reconciliation.

13.1.5. The CBA AO will load the UTRs data on the AFIMSC SharePoint IAW DAFI 24-602 V1, paragraph 2.6.2.

13.1.6. To start the reconciliation process for the UTRs, CBA AO must load them onto the AFIMSC SharePoint. <https://dfasportal.dfas.mil/sites/c42/Pages/CBA.aspx> The folder will be titled "Debit Invoices" include all documents that were provided to LGRD to be uploaded into the SharePoint (i.e. unused ticket refund listing, unused ticket receipt for each traveler, PCS/TDY orders, and travel itinerary).

13.1.7. The UTR is considered complete when all documents are uploaded onto IMSC SharePoint.

13.1.8. Once transaction notification is received from DFAS, all UTR documentation will be filed with the Centrally Billed Account (CBA) records.

## Chapter 14

### Pet Transportation Procedures

#### 14.1 Traveling with Pets

14.1.1. IAW DAFI 24-602V1, paragraph 5.4 pets are defined as cats and dogs only.

14.1.2. Travelers who have pets are recommended to submit the port call request as soon as possible, but no earlier than 120 days from travel.

14.1.3. TMC makes the reservation for passengers on a pet friendly airline. Once an itinerary is received, travelers need to contact the airline/cargo company to secure the pet space.

14.1.4. If there are no pet spaces available, members can request circuitous travel. IAW DAFI 24-602V1, paragraph 3.3 circuitous/indirect travel is PCS travel to, from, or between OCONUS points over an indirect or circuitous route due to personal convenience and therefore all additional costs are at the traveler's personal expense, unless identified as official in the orders.

14.1.4.1. Travelers initiate a circuitous travel request memorandum from MPF/AO. The memorandum is then provided to Passenger Travel for completion of the government constructive cost from authorized locations (old Permanent Duty Station (PDS) directly to new PDS).

14.1.4.2. The circuitous travel memorandum must be turned into MPF/AO for advance approval and placement into the official travel orders. When authorization is annotated in the orders, travelers are then able to make travel arrangements to accommodate pets.

14.1.5. Snub nosed breeds are prohibited on all commercial airlines.

14.1.6. Marco Polo commercial airlines limit weight and kennel dimensions for each pet. For baggage spots, the weight is limited to 99 pounds (Delta 150 pounds) with the largest kennel dimensions set at 36x24x26. In-cabin kennel dimensions cannot exceed 17x11x9.

**Note:** These guidelines are subject to change at the discretion of commercial airlines.

14.1.7. Expenses related to pet transportation are reimbursable up to \$2,000 for a PCS move OCONUS and \$550 for a PCS within CONUS. The reimbursable expense covers one pet only and may include mandatory microchipping, quarantine fees, boarding fees, hotel service charges, licensing fees at the new PDS, testing titer level (antibodies) for entry, and pet shipping fees.

14.1.8. Airlines can cancel or deny pet boarding, and this is a risk the member assumes. For instance, extreme weather conditions (such as excessive heat or cold) can be a factor. It is the member's responsibility to ensure compliance with all airline and country-specific pet visa, quarantine, and other requirements, including those for transit or connecting stops.

## Chapter 15

### Cargo Movement to Geographically Separated Units (GSUs)

#### 15.1 Camp Darby, Italy

15.1.1. For items received on a DD Form 1348-1A, receipts are processed in the Integrated Logistics System-Supply (ILS-S). The asset and Due-Out Release (DOR) documentation is placed in the designated pick-up area.

15.1.2. For items received on a DD Form 1149, shipments are in-checked into the CMOS and a turnover record is created. The item is placed in the designated pick-up area.

15.1.3. If personnel from Camp Darby are unable to schedule a pick-up or there are large items, delivery will be coordinated through Ground Transportation (GT) Documented Cargo.

15.1.2. If assets are identified as Classified, Secret, or Cryptographic, the asset will be stored in the vault located in building 1029 until pick-up or delivery is scheduled.

#### 15.2 Ghedi Air Base, Italy

15.2.1. For items received on a DD Form 1348-1A, receipts are processed in ILS-S. The asset and DOR documentation is placed in the designated pick-up area.

15.2.2. For items received on a DD Form 1149, shipments are in-checked into CMOS and a turnover record is created. The item is placed in the designated pick-up area.

15.2.3. If personnel from Ghedi are unable to schedule a pick-up or there are large items, delivery will be coordinated through GT Documented Cargo.

15.2.2. If assets are identified as Classified, Secret, or Cryptographic, the asset will be stored in the vault located in building 1029 until pick-up or delivery is scheduled.

#### 15.3 Larissa, Greece

15.3.1. For items received on a DD Form 1348-1A, receipts are processed in ILS-S. The asset and DOR documentation is turned over to GT Documented Cargo for delivery to Outbound for onward shipment. This includes Cryptographic material.

15.3.2. Although rare, items received on a DD Form 1149 will be in-checked into CMOS and a turnover record created. The item will then be taken to Outbound Cargo for onward movement.

15.3.3. If assets are identified as Classified or Secret the asset will be stored in the vault located in building 1029 until shipment can be delivered to Outbound Cargo by GT Documented Cargo.

#### 15.4 Campia Turzii, Romania

15.4.1. For items received on a DD Form 1348-1A, receipts are processed in ILS-S. The asset and DOR documentation is turned over to GT Documented Cargo for delivery to Outbound for onward shipment. This includes Cryptographic material.

15.4.2. Although rare, items received on a DD Form 1149 will be in-checked into CMOS and a turnover record created. The item will then be taken to Outbound Cargo for onward movement.

15.4.3. If assets are identified as Classified or Secret the asset will be stored in the vault located in building 1029 until shipment can be delivered to Outbound Cargo by GT Documented Cargo.

### **15.5 Papa, Hungary**

15.5.1. Although rare, assets received are processed in ILS-S and/or CMOS and then coordinated for delivery to Outbound Cargo for further movement through GT/Documented Cargo.

BRENDAN M. VICTORY, SMSgt, USAF  
Installation Transportation Officer

TAD D. CLARK  
Brigadier General, USAF  
Commander

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

AFI 20-110, *Nuclear Weapons Related Materiel Management*, 26 May 2021  
AFI 24-301, *Ground Transportation*, 22 October 2019  
DAFI 24-602V1, *Passenger Movement*, 15 December 2020  
DAFI 24-602V2, *Preparation and Movement of Air Force Cargo*, 20 December 2023  
AFI 24-605V2, *Air Transportation Operations*, 02 July 2020  
AFI 24-605V5, *Air Transportation Standardization and Resources*, 02 July 2020  
AFI-33-360, *Publication and Forms Management*, 1 Dec 2015  
AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*, 15 November 2021  
AFMAN 24-206\_IP, *Packaging of Materiel*, 9 October 2020  
AFMAN 33-326, *Preparing Official Communication*, 31 July 2019  
AFPAM 24-237\_IP, *Packaging of Materiel Preservation*, 01 December 1999  
AFPD 24-1, *Personnel Movement*, 09 Aug 2012  
AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 27 April 2011  
AFPD 33-3, *Information Management*, 8 September 2011  
DoD 4500.9-R, *Defense Transportation Regulation*, Parts I, II, III, V, VI  
MIL-STD 129, *Military Marking for Shipment and Storage*, 29 October 2004/Ch 4, 19 September 2007  
TO 00-85-20, *Engine Shipping Instructions*, 15 March 2012/Chg 1, 1 June 2014  
TO 2J-1-18, *Preparation for Shipment and Storage of Gas Turbine Engines*, 15 July 2013

***Adopted Forms***

DAF Forms 451, *Request for Packaging Service*  
DAF Form 847, *Recommendation for Change of Publication*  
DAF 4387, *Outbound Transportation Protective Service Material Worksheet*  
DAF Form 4388, *Inbound Transportation Protective Service Material Worksheet*  
DD Form 361, *Transportation Discrepancy Report (TDR)*  
DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Material)*  
DD Form 836, *Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transported by Government Vehicles*  
DD Form 1149, *Requisition and Invoice/Shipping Document*  
DD Form 1348-1A, *Issue Release/Receipt Document* DD Form 1387, *Shipment Label, Military*  
DD Form 1907, *Signature and Tally Record*

***Abbreviations and Acronyms***

**AA&E**—Arms, Ammunition, and Explosives  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System  
**AMC**—Air Mobility Command  
**AMS**—Air Mobility Squadron  
**AO**—Approving Official  
**APC**—Agency Program Coordinator  
**APS**—Aircraft Part Store  
**AAB**—Aviano Airbase  
**CAA**—Competent Authority Approvals  
**CCI**—Controlled Cryptographic Items  
**CFETP**—Career Field Education and Training Plan  
**CMOS**—Cargo Movement Operations System  
**COE**—Certification of Equivalency  
**COMSEC**—Communication Security  
**COT**—Consecutive Overseas Tour  
**CSB**—Customer Service Branch  
**DFAS**—Defense Finance and Accounting Service  
**DOD**—Department of Defense  
**DOT**—Department of Transportation  
**DOT-SP**—Department of Transportation-Special Permits  
**DRMO**—Defense Reutilization Marketing Office  
**DSN**—Defense Switched Network  
**DTR**—Defense Transportation Regulation System  
**DTTS**—Defense Transportation Tracking System  
**GTC**—Government Travel Card  
**IPCOT**—In Place Consecutive Overseas Tour  
**IRSO**— Installation Radiation Safety Officer  
**ITO**— Installation Transportation Officer  
**ITV**—In-Transit Visibility  
**JPAS**—Joint Personnel Adjudication System  
**LRS**—Logistics Readiness Squadron  
**MAJCOM**—Major Command  
**MHE**— Material Handling Equipment  
**MICAP**—Mission Impaired Capability Awaiting Parts  
**MSA**—Munitions Storage Area  
**MSC**—Military Sealift Command  
**NMCS**—Not Mission Capable Supply  
**NSN**—National Stock Number  
**NWRM**—Nuclear Weapons Related Materiel  
**OPR**—Office of Primary Responsibility  
**PDS**—Permanent Duty Station  
**PNR**—Passenger Name Record  
**RAM**—Radioactive Material  
**RDD**—Required Delivery Date  
**RDS**—Record Distribution Schedule  
**REPSHIP**—Report of Shipment  
**SATS**—Standard Asset Tracking System  
**SDDC**—Surface Deployment and Distribution Command  
**SPI**—Special Packaging Instruction

**TCN**—Transportation Control Number  
**TDR**—Transportation Discrepancy Report  
**TMC**—Travel Management Company  
**TMO**—Traffic Management Operation  
**TO**—Technical Order (Para 3.2.2.8.)  
**TPS**—Transportation Protective Service  
**URSO**—Unit Radiation Safety Officer  
**UN**—United Nations  
**USDA**—United States Department of Agriculture

## *Terms*

**Certification of Equivalency (COE)**—COE is an approval that proposed packaging for shipment of hazardous material either equals or exceeds the requirements of 49 CFR (Code of Federal Regulation).

**Classified Receipt Listing**— A listing maintained by the LRS's Material Management Flight (LGRM) listing installation personnel authorized to receive or otherwise handle classified material and supplies.

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

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

**Department of Transportation**—*Special Permits* (DOT-SP) waive Title 49, CFR requirements on the basis of equivalent levels of safety. DOT-SP for packaging is valid for domestic transportation of hazardous materials. International shipments of hazardous material are covered by Competent Authority Approvals (CAA).

**Explosive**—Defined as all ammunition, munitions fillers, demolition material, solid rocket motors, liquid propellants, cartridges, pyrotechnics, mines, bombs, grenades, warheads of all types, explosives elements of ejection and aircrew egress systems, air-launched missiles and those explosive components of missile systems and space systems and assembled kits and devices containing explosive material. Explosives, explosives weight, net weight, and other like terms also refer to the fillers of an explosive item. Fillers may be explosive mixtures, propellants, pyrotechnics, and other toxic substances. This term does not include liquid fuels and oxidizers that are not used with missiles, rockets, and other such weapons or explosive items.

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

**Nuclear Weapons Related Material NWRM**—Classified or unclassified nuclear weapon system components whose purpose is to pre-arm, arm, launch or release a nuclear weapon and require special controls to maintain and protect system integrity and security, as well as engineering and design information (e.g. guidance set, classified critical components, launch control, use control equipment).

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

**Secure Holding Area**—DOD facility that meets the AA&E shipping and receiving criteria are required to assist commercial carriers transporting AA&E, classified materials and Controlled Cryptographic Items (CCI) by providing secure holding areas in the interest of public safety and national security. Carriers may seek secure holding during emergencies or other circumstances beyond the carrier's control, for delivery or awaiting shipment loading, or while in transit.

**Secure Explosives Holding Area for Motor Vehicles Transporting Ammunition, Explosives and Secret Material**— An area designated for the temporary parking of commercial carrier's motor vehicles transporting DOD-owned AA&E and SECRET material.

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

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

**TOP SECRET**—Information or material of which unauthorized disclosure reasonably could be expected to cause exceptionally grave damage to national security.

**Transportation Protective Service (TPS)**—DOD standards that provides in transit physical security for shipments of SECRET, CONFIDENTIAL and Sensitive cargo such as Constant Surveillance, Dual Driver Protection.

**United Nations (UN) Classification System**—An international system created by the UN to address the classification of chemicals by types of hazards and harmonize hazard communication elements, including labels and safety data sheets.