

**BY ORDER OF THE COMMANDER
EGLIN AIR FORCE BASE**

**EGLIN AIR FORCE BASE INSTRUCTION
24-203**



30 APRIL 2015

Transportation

**PROCESSING, TRANSPORTING AND
SAFEGUARDING PROCEDURES FOR
SHIPPING ARMS, AMMUNITION AND
EXPLOSIVES (AA&E), CLASSIFIED
PROPERTY, NUCLEAR WEAPONS-
RELATED MATERIEL (NWRM), SENSITIVE
MATERIELS, AND AIRCRAFT ENGINES**

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This instruction implements Air Force Policy Directive 24-2, *Preparation and Movement of Air Force Materiel*. The purpose of this instruction is to ensure the safe and proper receipt, shipment, transport, and accountability for AA&E, classified property, NWRM, sensitive materials, and aircraft engines at Eglin Air Force Base (EAFB). It includes procedures for managing secure holding areas on EAFB. Send recommended changes or comments for this publication to the Office of Primary Responsibility using the Air Force (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) AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW AF Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This publication has been substantially revised and must be reviewed in its entirety.

Chapter 1—GENERAL SCOPE & RESPONSIBILITIES 3

1.1. Scope. 3

1.2. Commander Responsibilities: 3

1.3. It is the responsibility of all personnel involved with functions listed in paragraph 1. 3

1.4. Cargo Movement Element personnel will ensure Transportation Facility Guide (TFG) information for their installation is kept up to date IAW Defense Transportation Regulation (DTR), part II, paragraph 201-P. 3

Chapter 2—ARMS, AMMUNITION AND EXPLOSIVES (AA&E) SHIPMENTS 4

2.1. Scope. 4

2.2. Temporary Parking of Governmental Agency Shipments. 4

2.3. Movement Routes: 5

2.4. Procedures: 6

Table 2.1. Accident or Incident Contact Numbers 7

Chapter 3—CLASSIFIED/NUCLEAR WEAPONS-RELATED MATERIEL (NWRM)/SENSITIVE MATERIELS SHIPMENTS 11

3.1. Scope. 11

3.2. Procedures: 11

Chapter 4—ON-BASE MOVEMENT OF CLASSIFIED MATERIEL 15

4.1. Scope: 15

4.2. Procedures: 15

Chapter 5—AIRCRAFT ENGINE SHIPMENTS 17

5.1. Scope: 17

5.2. Movement Routes: 17

5.3. Procedures: 17

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 19

Attachment 2—HOW TO FILL OUT DD FORM 1907 23

Chapter 1

GENERAL SCOPE & RESPONSIBILITIES

1.1. Scope. This instruction applies to all personnel involved with the safe and proper receipt, shipment, transport, and accountability for AA&E, classified property, NWRM, sensitive materials, and aircraft engines at EAFB.

1.2. Commander Responsibilities: Commanders will ensure all unit personnel who perform functions listed in paragraph 1.1 are properly trained and certified IAW applicable Career Field Education and Training Plans and local training standards.

1.2.1. Commanders will appoint, in writing, personnel who are authorized to process, ship and receive classified/NWRM/sensitive materiel. Only personnel who are trained and have the appropriate security clearance will be authorized to handle these types of assets. **NOTE:** Only the Joint Personnel Adjudication System (JPAS) will be used to verify Security Clearance Eligibility, Investigation Status and Access Levels; therefore units must provide the 96th Logistics Readiness Squadron (96 LRS) an update immediately if an individual's clearance eligibility and/or access level is downgraded or changed.

1.3. It is the responsibility of all personnel involved with functions listed in paragraph 1 1. To comply with the procedures contained in this wing instruction, public law, policy, agreements, and applicable international, federal and military directives incorporated or referenced in this publication.

1.3.1. All units/personnel that offer materiel listed in paragraph 1.1 for shipment will ensure the materiel is properly identified on the shipping documents DD Form 1348-1, *DOD Single Line Item Release/Receipt Document* and/or DD Form 1149, *Requisition and Invoice/Shipping Document*. Additionally, for classified, sensitive and some controlled items the DD Forms 1348-1A/DD Forms 1149 will include applicable Controlled Inventory Item Code/Security Risk Category and must be marked, with the word "CLASSIFIED" or "SENSITIVE" to ensure easy identification.

1.3.2. Munitions personnel will maintain positive control of carriers until escorted off the installation.

1.4. Cargo Movement Element personnel: Will ensure Transportation Facility Guide (TFG) information for their installation is kept up to date IAW Defense Transportation Regulation (DTR), part II, paragraph 201-P.

Chapter 2

ARMS, AMMUNITION AND EXPLOSIVES (AA&E) SHIPMENTS

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

2.1.1. Except as provided in this instruction, all munitions/munitions-related items and their explosive components arriving or departing EAFB will be coordinated through the Munitions Supply Account FV2823, 96th Maintenance Squadron (96 MXS/MXMW), Munitions Supply Account N62640, Navy School Explosive Ordnance Disposal (NAVSCOLEOD), Munitions Supply Account W56DFP/W91KBQ, 7th Special Forces Group (7 SFG) (A), or Munitions Supply Account FV6628, 919th Maintenance Squadron (919 MXS/MXMVW). These are the only authorized shipping or receiving points for munitions on EAFB. Munitions and munitions related items will not be shipped or received by anyone other than authorized personnel assigned to these supply accounts. The point of contact for FV2823 is Munitions Control Center at 850-882-8362/8363, Defense Switched Network (DSN) 872-8362/8363, N62640 is Inventory Manager at 850-882-9533, DSN 872-9533, W56DFP/W91KBQ is 7 SFG (A)/Contractor at 850-883-8942, DSN 875-8942 and for FV6628 is Munitions Control Center at 850-883-6323, DSN 875-6323.

2.1.2. United Parcel Service and Federal Express type shipments cannot be shipped directly to the customer unless the shipment is IAW Munitions Accountability Procedures, and prior coordination has been obtained through the 96th Test Wing (96 TW), Weapons Safety Office (96 TW/SEW) and the Munitions Supply Accounts listed in paragraph 2.1.1 as applicable. Shipments properly coordinated through the Munitions Accountable Supply Officer (MASO) can be delivered to the requester for Hazard Class/Division (HC/D) 1.4 items only. All HC/D 1.1, 1.2 and 1.3 munitions must be delivered and processed through the Munitions Inspection Section.

2.2. Temporary Parking of Governmental Agency Shipments.

2.2.1. Eglin occasionally receives requests for temporary parking of Governmental Agency-Sponsored Shipments. The authority for granting or denying all requests for temporary parking belongs to the Installation Commander. The 96 TW Command Post (CP) (883-4020) will be the focal point for coordinating all requests for temporary parking with applicable agencies (e.g., 96 MXS, 96th Security Forces Squadron, 96 TW/SEW, etc.) before submission to the installation commander for approval.

2.2.2. Routine Secure Holding. Carriers may seek temporary parking for DOD-owned AA&E transport while in transit due to circumstances beyond the carrier's control (e.g., mechanical breakdown, driver illness, etc.). During FPCON NORMAL and ALPHA, if for any reason the installation cannot accommodate the carrier's request, the 96 LRS will help the carrier contact the Surface Deployment and Distribution Command (SDDC) to locate the nearest alternate DOD installation or DOD contractor activity capable of providing secure holding.

2.2.3. Two primary locations will be considered for routine requests for temporary secure holding:

2.2.3.1. 96 MXS Munitions Holding Area 1264.

2.2.3.2. 96 MXS Munitions Holding Area 1234.

2.2.4. Non-Nuclear Munitions (Conventional AA&E) SECURE HOLDING: Emergency/contingency and FPCON BRAVO, CHARLIE, and DELTA related situations may arise that will require a motor vehicle transporting DOD-owned AA&E to gain expedited secure holding at the nearest DOD installation. Under these conditions, the AA&E-laden motor vehicle will be allowed access. Requests for Non-Nuclear Munitions Secure Holding will be handled IAW the Installation Defense Plan (IDP) 31-101.

2.2.5. Department of Energy (DOE) SECURE HOLDING/SAFE PARKING. Requests from DOE for either SECURE HOLDING or SAFE PARKING will be handled IAW Comprehensive Emergency Management Plan 10-2.

2.3. Movement Routes:

2.3.1. All commercial vehicles transporting munitions for munitions accounts will enter the base through the EAFB North Gate. Upon arrival, Security Forces will only be responsible for verifying the condition of the conveyance seals and ensure proper surveillance of shipment by matching the vehicle seal number(s) with the Bill of Lading (BOL). At no time will Security Forces personnel take custody of the shipment by breaking the seals. Custody of the shipment remains with the driver until Munitions Inspectors accept the shipment for receipt. Vehicles will be escorted or directed to the Eglin explosive laden vehicle inspection area by EAFB Security Forces. After proper vetting by Security Forces at EAFB North Gate, vehicles with shipments for FV6628 or W91KBQ will be escorted or directed to the explosive laden vehicle inspection station at Duke Field. For assistance at Duke Field, contact either 919th Special Operations Wing (919 SOW) Munitions Control at 850-883-6323 or 7 SFG (A) Munitions Contractors at 850-883-8942.

2.3.2. Vehicle Inspection: Vehicles will be inspected by Cargo Movement Element personnel at the designated vehicle inspection area. **NOTE:** All munitions-laden vehicles must be inspected and removed from the applicable vehicle inspection area within 24 hours of arrival.

2.3.3. Suspect or Suspicious Vehicles: If vehicle is suspect or suspicious, contact Security Forces at 850-882-2503, DSN 872-2503. If a vehicle has damage or safety defects, it will not be allowed to proceed to the munitions storage area. Personnel discovering damage/defects will immediately notify 96 TW/SEW at 850-882-7381, DSN 872-7381 and the Cargo Movement Element at 850-882-5266 or DSN 872-5266. Correction of damage or defect will be accomplished and a determination made from a detailed inspection that the vehicle and cargo are sufficiently safe for movement to the munitions area. If it is determined that the vehicle is unsafe for further movement, the cargo will be transferred to another vehicle at the explosive inspection site by munitions personnel from the 96 MXS/MXMW, 919 MXS/MXMVW, 7 SFG (A) or NAVSCOLEOD. If vehicle seals do not correspond with those shown on the Commercial Bill of Lading (CBL) or have been tampered with, or if foreign and/or suspicious articles have been attached to the outside of the explosive laden vehicle, the vehicle must be isolated at the North Gate, away from other explosive laden vehicles. When personnel discover this situation, they will notify the Cargo Movement Element at 850-882-5266 or DSN 872-5266.

2.4. Procedures:

2.4.1. Receiving Requirements:

2.4.1.1. The published hours of operation for receiving explosives destined to EAFB, as indicated in AF Joint Instruction 24-211, volume 4, *Transportation Facility Guide*, are 0800-1500 hours, Monday through Friday, except for holidays.

2.4.1.1.1. When a shipment marked for FV2823, N62640, W56DFP/W91KBQ or FV6628 arrives after normal duty hours and is not listed on the daily BDOC Report, Security Forces will notify via e-mail: 96LRS.CARGOMOVEMENT@US.AF.MIL and provide the following information: BOL, Carrier, Driver Name(s) and contact information.

2.4.1.1.1.1. Shipments bound for Eglin which arrive within 24 hours prior to normal business hours: Security Forces will escort the shipment to the North Gate Explosives Vehicle Inspection Station where it will remain until a vehicle inspection can be conducted. Security Forces will brief the driver on any special instructions for entering and remaining in the Explosives Vehicle Inspection Station and that responsibility for the shipment will remain with the carrier until formal delivery has been made at the off-loading area.

2.4.1.1.1.2. Shipments bound for other Eglin units which arrive outside of the 24-hour window prior to normal business hours will be received and downloaded by those units within 24 hours. If the shipment is listed on the daily BDOC Report, handle IAW 2.4.1.1.1. For shipments not listed on the daily BDOC Report, handle IAW 2.4.1.1.1. Cargo Movement Element stand-by will contact responsible units. If download within 24 hours of arrival is not possible, refer to 2.2.1. notification process.

2.4.1.1.1.3. For vehicles arriving at Duke Field after normal receiving hours: Security Forces will contact 919 SOW CP at 850-883-6701, DSN 875-6701 and advise them of the shipment arrival. Security Forces will direct the shipment to the EAFB North Gate Explosives Vehicle Inspection Station where it will remain until normal business hours resume for Duke Field.

2.4.1.1.2. Security Forces will stop all commercial carriers delivering explosives at the gate. When a shipment marked for FV2823, N62640, W56DFP/W91KBQ or FV6628 arrives: Security Forces will notify the Cargo Movement Element at 850-882-5266, DSN 872-5266 and advise them of the shipment arrival. Security Forces will direct the carrier to the North Gate Explosives Vehicle Inspection Station. Class 1.1, 1.2, 1.3 and 1.4 compatibility groups A, K and L explosives will never be brought to the Cargo Movement Element, bldg 613. If there is a case in which a shipment is not stopped at the North Gate, immediately report the incident to the Security Forces at 850-882-2503, DSN 872-2503 and request an escort back to the inspection area.

2.4.1.1.3. Security Forces will contact the law enforcement desk at 850-882-2503, DSN 872-2503 for procedures to provide temporary secure holding for all explosive shipments not marked for supply accounts FV2823, N62640, W56DFP/W91KBQ or FV6628.

2.4.1.2. The commanders of the 96 MXS, 7 SFG (A) and the 919 MXS, Navy EOD and other contractor personnel taking custody of the munitions will provide the Cargo Movement Element with an updated list of individuals authorized to inspect/receipt for AA&E consigned to EAFB delivered by commercial motor carriers. The list will contain name, rank, and security clearance IAW Technical Order (T.O.) 11A-1-10, *AF Munitions*. The list will be updated when changes occur and annually. Inspection procedures are detailed in T.O. 11A-1-10.

2.4.1.3. Cargo Movement Element personnel upon receipt of a Report of Shipment (REPSHIP) for Class 1.1, 1.2 or 1.3 will provide by telephone or e-mail to the Munitions Inspection Element the Transportation Control Number and estimated time and/or date of arrival. This information will be provided as soon as possible after receipt from the shipper or carrier.

2.4.1.4. After the vehicle inspection, as appropriate, the munitions representative will escort the carrier representative along the designated movement route to the explosives off-load area. In the event an accident or incident occurs during the course of operation, contact the appropriate offices below:

Table 2.1. Accident or Incident Contact Numbers

For emergencies (from duty phone or housing)	911
Security Forces Law Enforcement Desk	850-882-2502/3, DSN 872
For non-emergencies, contact the Cargo Movement Element	850-882-0463, DSN 872
Off-base follow the Emergency Response Guide on the CBL	
For all incidents contact Munitions Control	850-882-8447, DSN 872

2.4.1.5. The carrier/driver will maintain responsibility for truck shipments until downloading commences at the explosives off-load area.

2.4.1.6. Cargo Movement Element personnel will review inbound documentation presented by the carrier for any special services requested by the shipper (request for constant surveillance service, dual driver protective service, etc.) annotate the carrier's freight bill (delivery receipt) with any discrepancies in shipment such as damage, shortage, requested service not performed, seals broken or not replaced, etc., and have the driver sign and date the discrepancy notation. Munitions personnel will contact the Cargo Movement Element for additional guidance prior to carrier departing the installation.

2.4.1.7. Applicable munitions supervision will direct the download location for munitions not received at bldg 613. Load/download IAW base explosive site plans. Trucks will be loaded/off-loaded within the applicable munitions storage areas.

2.4.1.8. Cargo Movement Element personnel will initiate AF Form 4388, *Inbound Transportation Protective Service Material Checklist* for each BOL/CBL. They will also complete all required paperwork associated with the shipment:

2.4.1.8.1. Signed and date CBL (if available).

2.4.1.8.2. Carrier's freight bill.

2.4.1.8.3. DD Form 1907, *Signature and Tally Record* for all shipments requiring Transportation Protective Service.

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

2.4.1.9. Cargo Movement Element personnel will review documentation to ascertain whether any reportable discrepancy exists. Initiate Discrepancy in Shipment Reports, claim actions as required. Finalize each AF Form 4388 and file with inbound documentation.

2.4.2. Outbound Shipping Requirements:

2.4.2.1. Applicable Munitions Accounts will coordinate transportation requirements with the Cargo Movement Element using DD Form 1348-1A, *Issue Release/Receipt Document*. All munitions assets will be properly packed, marked, inspected and ready for shipment prior to requesting transportation. Applicable Munitions Accounts will complete AF Form 4387, *Outbound Transportation Protective Service Materiel Checklist*, (Packaging and Preparation section), to include signing "Packed By" and "Certified By" and submit it to the Cargo Movement Element when offering an item for shipment. Personnel accomplishing the above task must be qualified IAW AFI 24-203 or AFI 21-201, *Conventional Munitions Maintenance Management*.

2.4.2.2. Cargo Movement Element personnel will provide the applicable munitions accounts an updated list of individuals authorized to receipt for AA&E, including classified items, which are being released to the Cargo Movement Element for shipment. The list will contain name, rank, and security clearance for each authorized individual. Update the list when changes occur and annually.

2.4.2.3. Limited quantities of munitions within the limits depicted on the explosive license for bldg 613 may be temporarily stored pending transportation at the discretion of the Cargo Movement Element.

2.4.2.4. Cargo Movement Element personnel will notify applicable munitions accounts to coordinate and schedule loading of outbound munitions not stored in bldg 613.

2.4.3. Cargo Movement Element, Packing and Crating section:

2.4.3.1. Cargo Movement Element, Packing and Crating section will verify the shipment document(s) and DD Form 1348-1A contains the required information and is correctly accomplished IAW DOD and Federal directives and initiate AF Form 4387, *Outbound Transportation Protective Service Materiel Checklist*.

2.4.3.2. Cargo Movement Element personnel will verify explosives have been packaged and/or placed in containers IAW current Department of Transportation (DOT) regulations. Code of Federal Regulations (CFR) 49, (Transportation) provides specifications on how hazards should be grouped together according to type and material. Incorrectly packaged items will not be accepted for shipment.

2.4.3.3. Cargo Movement Element personnel will verify proper marking and hazardous labeling requirements are met. The marking and labeling requirements vary with the type

of item and method of shipment. Each container must identify its content and the correct DOT and/or United Nations (UN) markings. Also, a check must be made to determine if a DOT-Special Permit (DOT-SP) or Certificate of Equivalent (COE) is required. Items with incorrect markings labeling and will not be accepted for shipment.

2.4.3.4. Cargo Movement Element personnel will use the controlled area located in bldg 613 to receive, process, and secure HC/D 1.4 C, D, G & S explosive shipments (within holding area capacity). For munitions that exceed holding area capability, contact 96 MXS/MXMW at 850-882-2287/3047, DSN 872-2287/3047.

2.4.3.4.1. Shipments will be logged in/out of controlled area utilizing an inventory control log. Inventory log will be formatted with appropriate data entries to maintain audit trail accountability.

2.4.3.4.2. Cargo Movement Element personnel will notify the fire department dispatch at 850-882-5856, DSN 872-5856 whenever there is a movement of HC/D 1.4 C, D, G & S explosive in/out of bldg 613.

2.4.3.5. After the shipment has been loaded, ensure proper blocking and bracing IAW T.O. 11A-1-61-1, *Storage and Out-loading Instructions-Conventional Ammunition*.

2.4.4. Cargo Movement Element:

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

2.4.4.2. Cargo Movement Element personnel will determine the proper mode/method of shipment.

2.4.4.3. Cargo Movement Element personnel will ensure shipments entering the Defense Transportation System, Air Mobility Command (AMC)/Military Sealift Command (MSC)/Surface Deployment and Distribution Command (SDDC)), are cleared through the appropriate Shipper Service Office. An export traffic release is required for MSC-routed shipments.

2.4.4.4. A "Domestic Route Order" is required from SDDC for Class 1.1, 1.2 and 1.3 explosives.

2.4.4.5. After receipt of route order and before the shipment is tendered to a motor carrier:

2.4.4.5.1. Order the truck best suited for the shipment.

2.4.4.5.2. Verify the carrier's representative credentials contain specific authority to transport explosives.

2.4.4.5.3. Use DD Form 626 to inspect carrier vehicle IAW DOD 4500.0-9-R, part II. The inspection can be conducted at any mutually convenient location. When unsatisfactory items are found, the company (or driver) involved will be allowed to make corrections before being rejected. Repairs will not be made on commercial vehicles at government expense. Once inspection is complete, sign and date the DD Form 626.

2.4.4.5.4. Ensure four (4) explosive HC/D placards are attached to the vehicle IAW CFR 49, with one at the front, one at the back and one on each side of the transport vehicle.

2.4.4.5.5. The Segregation and Separation Chart of Hazardous Materials, CFR 49, part 177, will be used to determine the types of munitions which may be shipped in the same vehicle.

2.4.4.6. When the load is completed:

2.4.4.6.1. Attach seals to cargo door.

2.4.4.6.2. Have driver sign:

2.4.4.6.2.1. CBL.

2.4.4.6.2.2. DD Form 626.

2.4.4.6.2.3. DD Form 1907.

2.4.4.7. A REPSHIP will be made for all shipments within 2 hours after departure of HC/D 1.1, 1.2 and 1.3 explosives using the format prescribed in DOD 4500.9-R, DTR, part II, Cargo Movement. Complete shipment checklist to be maintained with shipment files. Verify delivery 24 hours after Required Delivery Date (RDD).

2.4.4.8. Cargo Movement Element personnel will ensure compliance with applicable directives for shipment of explosives under their control. For munitions movements/shipments transported in support of test range/unit mission requirements, the transporting activity is responsible for ensuring compliance with DTRs, CFR 49, parts 100-199 and state regulations.

2.4.4.9. Commercial carriers will normally be used to transport AA&E beyond the boundaries of the Eglin Reservation; however, when training or operational necessity dictates the use of organic vehicles the procedures outlined below will be used. **NOTE:** For the purpose of this instruction, Eglin test sites on Okaloosa Island and Hurlburt Field are considered within the Reservation.

2.4.4.9.1. Unit moves will comply with the provisions of DOD 4500.9-R, DTR, part II and AFI 24-203.

2.4.4.9.2. Unit moves require pre-coordination with 96 TW/SEW and Cargo Movement Element to validate the proposed route plan and to verify that any required state permits have been obtained.

Chapter 3

CLASSIFIED/NUCLEAR WEAPONS-RELATED MATERIEL (NWRM)/SENSITIVE MATERIELS SHIPMENTS

3.1. Scope. This chapter applies to all personnel involved with the processing, packaging and shipment of classified, NWRM, and sensitive materiel. Personnel involved with the processing, packaging, shipment and receipt of NWRM must be appointed IAW AFI 20-110, *Nuclear Weapons-Related Materiel Management*, paragraph 2.11.3 and IAW with AFI 24-203, paragraph 1.5.4.

3.2. Procedures:

3.2.1. All units/personnel that offer classified/NWRM/sensitive material for shipment will ensure the asset is properly identified on the shipping documents DD Form 1348-1 or DD Form 1149 and the property is accompanied with a DD Form 1907 for internal control (see attachment 2). Additionally, the DD Forms 1348-1A and DD Forms 1149 will have the word "CLASSIFIED" or "SENSITIVE" followed by the applicable supply controlled item code. NWRM shipments will be stamped with the statement "Classified NWRM Item" or "Unclassified NWRM Item" in red ink. The DD Form 1348-1A is the only shipment document authorized for shipping NWRM. The DD Form 1149 is not authorized for shipping NWRM except when necessary to meet DOE requirements. **NOTE:** "TOP SECRET" shipments are not authorized to be processed through the Cargo Movement Element.

3.2.2. The Cargo Movement Element, Packing and Crating section (for classified/NWRM/sensitive shipments up to 150 pounds) will:

3.2.2.1. Establish delivery receipt times with the shipper. Normally, classified/NWRM/sensitive shipments will be received and processed between hours of 0700-1600, Monday-Friday, except holidays.

3.2.2.2. Designate qualified personnel to receipt for classified material. Personnel appointed IAW paragraph 3.1 will receipt for NWRM.

3.2.2.3. Initiate and use the established checklist (AFI 24-203, AF Form 4387) for processing classified/NWRM/sensitive materiel.

3.2.2.4. Ensure all classified/NWRM/sensitive shipments are safeguarded during the receiving, packing, and handling process. Shipments will be handled, packed, processed, and then logged into the classified storage areas. Classified/NWRM/sensitive shipments will not be left unattended/unprotected.

3.2.2.5. Use Asset Management System (AMS) electronic signature as required. A DD Form 1348-1A will be used for all NWRM movement, and then the transaction will be moved to history in AMS. If a discrepancy is detected, which cannot be resolved on the spot, elevate to the section supervisor.

3.2.2.6. Ensure each item is enclosed in two opaque sealed containers or similar wrappings. If the classified/NWRM/sensitive materiel is an internal component of an item of equipment, the outside shell or body of the item may be considered to be a

sufficient enclosure if it DOES not reveal classified information. Specialized shipping containers including closed cargo transporters may also be considered the outer wrapping or cover.

3.2.2.7. Ensure all previous markings on exterior shipping container are obliterated. No new markings on the exterior container will contain any information indicating the piece is of a classified/NWRM/sensitive nature (i.e., security classification marking or Transportation Protective Service required). **NOTE:** Maintenance TO's may require a nomenclature marking on the exterior but this marking must be covered if the shipment is classified/NWRM/sensitive.

3.2.2.8. Ensure all copies of the shipping documents are enclosed inside the exterior container.

3.2.2.9. Ensure all seams/openings are taped.

3.2.2.10. Enter required information into the Cargo Movement Operations System and affix DD Form 1387, *Military Shipping Label*, to cargo. Paper labels other than pressure-sensitive shall be securely affixed with a water resistant label adhesive or PPP-T-60 waterproof, pressure sensitive tape. PPP-T-60 tape will be placed over the entire surface of the label.

3.2.2.11. Ensure DD Form 1348-1A or DD Form 1149 shipment planning worksheet is complete with the accurate, piece number, weight, cube, mode code, etc.

3.2.2.12. Process confidential/SECRET shipments tendered to a DOD Domestic Express Small Package Service (DESPPS) contract carrier(s) IAW AFI 24-203, paragraph 5-13. For SECRET/Classified shipments, packing and crating will ensure proper packaging has been accomplished and paperwork/labeling is reviewed by section leadership prior to being turned over to Outbound Freight for movement. **NOTE:** This mode/method WILL NOT be used for movement of classified items to an AMC Aerial Port of Embarkation (APOE) for onward movement airlift or when the item also contains hazardous materials.

3.2.2.12.1. The DESPPS carrier(s) will be used only when next-day delivery can be provided. This mode WILL NOT be used on Fridays unless "Saturday delivery" has been coordinated with consignee. Origin TO's/Cargo Movement Element personnel will not use this mode/method to move classified or NWRM shipments to the AMC APOE for channel airlift.

3.2.2.12.2. Verify the shipment against the manifest/pickup record before physically removing the item from the security cage and ensure the log has been properly updated and signed.

3.2.2.12.3. Prepare and forward a REPSHIP to consignee no later than 2 hours after shipment's departure per DOD 4500.9-R, chapter 205, paragraph L. If a fax or e-mail cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with name of person talked to, Defense Switched Network (DSN) number, date and time called. Additionally, for all NWRM shipments, the TO shall notify the consignee in advance of the shipment and the consignee shall acknowledge the ability to receive the shipment. The ITO shall await positive acknowledgement from the recipient before the shipment occurs.

3.2.2.12.4. In addition to REPSHIPS, further NWRM shipment notifications are mandatory and will be auditable. Due to current system limitations, official e-mail (NIPRNET) notifications will be the primary means. Within 2 hours Continental United States (CONUS) and 8 hours Outside Continental United States (OCONUS) of processing or receipt of a shipment, the ITO will use official e-mail to notify the following recipients with shipment information including movement document number and Transportation Control Number (TCN).

3.2.2.12.4.1. Origin and destination NWRM Accountable Officer (NWRMAO) organizational e-mail account, MASO, depot or contractor receiving, as appropriate.

3.2.2.12.5. Hand all associated documentation to designated personnel in Outbound Cargo Movement.

3.2.3. Cargo Movement Element, Outbound Cargo (for classified/NWRM/sensitive shipments over 150 pounds) will:

3.2.3.1. Initiate and use the established checklist (AFI 24-203, AF Form 4387) for processing classified/NWRM/sensitive materiel.

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

3.2.3.3. A "Domestic Route Order" is required from SDDC for all Secret shipments and all Confidential shipments over 150 pounds.

3.2.3.4. Prepare the BOL using proper tenders, routing instruction notes and Transportation Facility Guide instructions.

3.2.3.5. Release property to the carrier. Ensure shipping documents, CBL/DD Form 1907, are appropriately signed after checking the driver's license(s) and carrier/DOD authorization to carry classified material.

3.2.3.6. Prepare and forward a REPSHIP to consignee no later than 2 hours after shipment's departure per DOD 4500.9-R, part II, chapter 205, paragraph L. If a fax or e-mail cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with name of person talked to, DSN number, date and time called. If consignee DOES not acknowledge receipt of REPSHIP, Outbound Freight will contact the consignee, following 2 duty days, in an attempt to gain confirmation. Additionally, for all NWRM shipments, the ITO shall notify the consignee in advance of the shipment and the consignee shall acknowledge the ability to receive the shipment. The ITO shall await positive acknowledgement from the recipient before the shipment occurs.

3.2.3.7. In addition to REPSHIPS, further NWRM shipment notifications are mandatory and will be auditable. Due to current system limitations, official e-mail (NIPRNET) notifications will be the primary means. Within 2 hours (CONUS) and 8 hours (OCONUS) of processing or receipt of a shipment, the ITO will use official e-mail to notify the following recipients with shipment information including movement document number and TCN.

3.2.3.7.1. Origin and destination NWRMAO organizational e-mail account, MASO, depot or contractor receiving, as appropriate.

3.2.3.8. Within 24 hours of RDD, Cargo Movement Element personnel will contact the consignee for verification of receipt of cargo. If consignee is unable to confirm receipt of cargo on RDD, Outbound Freight will contact consignee again following 2 duty days. If consignee DOES not confirm receipt of cargo by RDD +2 duty days, Outbound Freight will initiate a Transportation Discrepancy Report. If consignee DOES not respond, then verification may be made through the carrier's electronic signature service via the Defense Transportation Tracking System or the carrier's automated tracking system.

3.2.3.9. File signed checklist with CBL.

3.2.4. Cargo Movement Element, Inbound Receiving:

3.2.4.1. EAFB TFG directs consignment of logistical materiel into the base supply central receiving section, 108 E. Eglin Blvd, bldg 600. In-checkers must handle all small package carrier deliveries as classified material. An indication that a small package is/may be classified/NWRM/sensitive is receipt of a REPSHIP and the absence of a packing envelope on the outside of the container. For a classified/NWRM/sensitive shipment other than a small package, the driver will provide a DD Form 1907.

3.2.4.2. Only personnel that are cleared and listed on the Classified Receipt Listing and NWRM Receipt Listing are authorized to receipt and/or process classified and NWRM material. Package will be secured by constant monitoring or classified storage until turned over to the customer appropriate warehouse or Documented Cargo personnel. Receiving personnel may open each package as part of the receiving process. Upon identification of classified item/NWRM, inbound receiving personnel will initiate and use the inbound checklist (AF Form 4388) for classified/sensitive/NWRM materiel.

3.2.4.3. NWRM assets will be in-checked immediately upon receipt and inspected to ensure seals are intact and there is no evidence of damage or tampering with the container and container markings match information on the movement documents. Only personnel appointed and certified IAW with AFI 20-110, paragraph 2.11 and AFI 24-203, paragraph 5.5 shall process and in-check NWRM assets.

3.2.4.4. The receiver must acknowledge within 2 hours (CONUS) and 8 hours (OCONUS) of in-checking a receipt of NWRM. Transportation personnel will use official e-mail/fax to notify the consignor that the shipment has been received. The e-mail must include the TCN, exact quantity received and individual serial numbers (S/Ns) and unique item identifier (UII) of each part received. If S/Ns and/or UII are not on items notify the NWRMAO or MASO. NOTE: Only the JPAS will be used to verify Security Clearance Eligibility, Investigation Status and Access Levels; therefore, units must provide the 96 LRS an update immediately if an individual's Clearance Eligibility and/or Access Level is downgraded or changed.

3.2.4.5. The classified/NWRM/sensitive cargo may be turned over to the consignee after the individual is confirmed, on the classified receipt listing/NWRM receipt listing, with documentation of the transaction on DD Form 1907 (see attachment 2).

Chapter 4

ON-BASE MOVEMENT OF CLASSIFIED MATERIEL

4.1. Scope: This chapter applies to all Cargo Movement Element personnel whose duties involve receiving, processing, handling, and transportation of classified material.

4.2. Procedures:

4.2.1. Classified Receipt Listing. The Vehicle Operations Element (96 LRS/LGRDDO) will work with the Deployment and Distribution Flight (96 LRS/LGRD) to ensure the Classified Receipt Listing identifies only those vehicle operators (2T1's) authorized to receive, handle and transport classified assets. The 96 LRS/LGRD flight office will be notified within 24 hours or next duty day when a vehicle operator's clearance eligibility and/or access level is downgraded or changed (loss of clearance, change in name, etc.), as designated by the unit commander or proper authority (i.e., Unit Security Manager).

4.2.2. Classified Receipt Listing Certification or NWRM Receipt Listing Certification: The 96 LRS/LGRD flight office will produce a memorandum, listing the names of assigned personnel authorized to receive, handle, and transport classified assets.

4.2.3. Pre-movement procedures. Prior to dispatching an operator to move classified materials/assets, the dispatcher will refer to the Classified Receipt Listing or the NWRM Receipt Listing and ensure the operator is certified to move classified materials:

4.2.3.1. The dispatcher will follow local dispatching procedures but will also brief the operator regarding classified movement IAW this instruction.

4.2.3.2. IAW AFI 24-301, *Vehicle Operations*, chapter 7, paragraph 7.1.2.1, Materiel Management Flight (MMF) will provide the Documented Cargo section with copies of delivery destinations, unit POCs, and the Classified Receipt Listing. Documented Cargo will ensure current copies are on-hand.

4.2.4. Movement procedures. Operators will check all documentation to verify the classification of the asset/materiel prior to handling the item. The operator will also ensure the paperwork is properly marked IAW the classification of the item.

4.2.4.1. After picking up the item, the operator assumes full responsibility for the security of the classified asset and must maintain 100% positive control. At no time will the operator leave the item unattended or out of sight. The operator will proceed directly to the drop-off point for the package. A two-person delivery driver concept will be utilized for multiple deliveries involving multiple pieces of property to ensure positive control/security of classified/sensitive items.

4.2.5. Delivery procedures. Operators will ensure the item is delivered to the correct organization, as identified by the originator. Upon delivery, the operator will have a copy of the Classified Receipt Listing to verify the person receiving the package is authorized to sign/receive classified materials.

4.2.5.1. If the receiver is not on the Classified Receipt Listing, the operator will contact the Vehicle Operations Control Center dispatcher at 850-882-3791, DSN 872-3791 immediately for assistance in obtaining verification. At no time will the operator leave

the package with someone other than the receiver designated by the originator, unless instructed to do so by the originator and the receiver's authority can be verified in writing by approved documentation.

4.2.5.2. Operators will annotate the name, rank, duty phone and organization/office symbol of the person signing for the classified material and report that information to the dispatcher upon returning to Documented Cargo section, bldg 600.

4.2.5.3. A copy of the paperwork, with the receiver's signature, will be retained by MMF Document Control (96 LRS/LGRMCD) for deliveries where paperwork is available (i.e., DD 1348-1A or DD Form 1149).

Chapter 5

AIRCRAFT ENGINE SHIPMENTS

5.1. Scope: This chapter applies to all personnel involved with the processing, packaging, handling, shipment, and receipt of the aircraft engines between EAFB, and Source of Repair/destination.

5.2. Movement Routes:

5.2.1. The primary installation entry for delivery trucks is the North Gate. In the event the North Gate is closed during normal duty hours, call Security Forces at 850-882-2503, DSN 872-2503 for instructions.

5.2.2. Vehicle Inspection: The North Gate is designated as the installation vehicle inspection station.

5.2.3. Suspect or Suspicious Vehicle Holding Area: Suspect or suspicious vehicles will be directed to an isolated area away from munitions-laden vehicles until cleared. If vehicle is suspect or suspicious, contact Security Forces at 850-882-2503, DSN 872-2503.

5.3. Procedures:

5.3.1. Inbound Shipment of Aircraft Engines::

5.3.1.1. Receipt of Aircraft Engines from Carrier: Cargo Movement Element personnel will in-check/receipt for engines IAW directives. If there are no discrepancies, the engine will be downloaded from the carrier's equipment. To limit the safety risk, engines (other than Joint Strike Fighter (JSF)) will be downloaded at 201 Biscayne Road, bldg 613, using the on-/off-load ramp dock levelers and warehouse tug. The Cargo Movement Element personnel will notify the appropriate engine manager to establish formal receipt and a date/time for pick up IAW AFI 24-203, table 3.3. **NOTE:** For 33 FW, during the Contractor Logistics Support (CLS) period of performance the Propulsion Support Contractor (PSC) will in-check/receipt for JSF engines IAW contractual requirements. JSF engines will be delivered directly to Luton Drive, bldg 1404, where they will be downloaded by CLS personnel via the on-/off-load ramp dock levelers or engine lift hoisting crane.

5.3.2. Outbound Shipment of Aircraft Engines:

5.3.2.1. Engine managers will notify Cargo Movement Element personnel of any pending engine movement requirement. Engine managers will prepare the shipping document(s), using the automated DD Form 1348-1A, and provide a copy to Cargo Movement Element personnel, who prepare the truck manifest and create the BOL for commercial carriers (except for JSF engines). Engine managers will ensure engines and related components are purged, drained, preserved, wrapped, and certified using the AFTO Form 20, *Caution and Inspection Record*. Additionally, engine managers will provide a signed statement on the DD Form 1348-1A that the engine has been prepared for shipment IAW T.O. 00-85-20, *Engine Shipment Instructions*. The engine is delivered to Cargo Movement Element for further processing, labeling and loading on carrier equipment for line haul movement to depot. The ITO will expedite movement IAW the

established priority/RDD, as required. **NOTE:** For 33 FW: During the CLS period of performance the PSC will prepare the shipping documents(s) for JSF engines, using the automated DD Form 1348-1A (if required), and provide a copy to Cargo Movement Element, prepare the truck manifest and create the BOL for commercial carriers. The engines will be picked up directly from Luton Drive, bldg 1404, by the carrier after being uploaded by CLS personnel via the on-/off-load ramp dock levelers or engine lift hoisting crane. The engine manager will establish the priority/RDD for engine shipments IAW AFI 24-203, table 3.2.

5.3.2.2. For TDY/deployed Units: It is the responsibility of the TDY unit to ensure that engines are properly prepared for shipment. Additionally, TDY/deployed personnel at EAFB will provide familiarity training to Cargo Movement Element personnel on Type, Model and Series (TMS) specific engine shipping instructions to ensure damage DOEs not occur due to packaging that DOEs not comply with TMS specific technical data.

5.3.2.3. Cargo Movement Element personnel will receipt for engines from the originating activity and verify the serial number and shipping data with repairable/serviceable tag, will inspect for external leaks and proper wrapping/packaging of the engine, ensure the DD Form 1348-1A and AFTO Form 20 are certified and that the engine has been drained and purged IAW technical order requirements. Cargo Movement Element personnel will arrange commercial movement to meet the RDD using carriers with appropriate tractor/trailer equipment. Cargo Movement Element personnel will prepare all necessary commercial shipping documentation and will load, block, brace and supervise the securing of the engine to the carriers equipment IAW TO shipping instructions. **NOTE:** For 33 FW: During the CLS period of performance, the PSC will be responsible for inspecting JSF engines for external leaks and proper wrapping/packaging, ensure applicable forms are certified and the engines have been drained and purged IAW technical order requirements. PSC will also arrange commercial movement with carriers using appropriate tractor/trailer equipment. Additionally, PSC will prepare all necessary commercial shipping documentation and will load, block, brace and supervise the securing of the engine to the carriers equipment IAW TO shipping instructions per contractual requirements.

DAVID A. HARRIS, Brigadier General, USAF
Commander

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

AFI 20-110, *Nuclear Weapons-Related Materiel Management*, 23 October 2014
AFI 21-201, *Conventional Munitions Maintenance Management*, 26 July 2010
AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 November 2010
AFI 24-301, *Vehicle Operations*, 1 November 2008
AFJI 24-211, Volume 4, *Transportation Facility Guide*, 3 January 2008
AFMAN 33-363, *Management of Records*, 1 March 2008
AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 27 April 2011
CFR 49, *Transportation*, current edition
DOD 4500.9-R, Part II, *Defense Transportation Regulation, Cargo Movement*, December 2014
T.O. 00-85-20, *Engine Shipment Instructions*
T.O. 11A-1-10, *AF Munitions*
T.O. 11A-1-61-1, *Storage and Out-loading Instructions-Conventional Ammunition*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 4387, *Outbound Transportation Protective Service Materiel Checklist*
AF Form 4388, *Inbound Transportation Protective Service Material Checklist*
AFTO Form 20, *Caution and Inspection Record*
DD Form 1348-1, *DOD Single Line Item Release/Receipt Document*
DD Form 1348-1A, *Issue Release/Receipt Document*
DD Form 1149, *Requisition and Invoice/Shipping Document*
DD Form 1907, *Signature and Tally Record*
DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Material)*

Abbreviations and Acronyms:

AA&E—Arms, Ammunition and Explosives
AF—Air Force
AFB—Air Force Base
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order
AMC—Air Mobility Command
AMS—Asset Management System
APOE—Aerial Port of Embarkation
BOL—Bill of Lading
CBL—Commercial Bill of Lading
CCI—Controlled Cryptographic Items
CFR—Code of Federal Regulation
CLS—Contractor Logistics Support
COE—Certification of Equivalency
CONUS—Continental United States
DESPS—Domestic Express Small Package Service
DOD—Department of Defense
DOE—Department of Energy
DOT—Department of Transportation
DOT—SP—Department of Transportation-Special Permits
DSN—Defense Switched Network
DTR—Defense Transportation Regulation
EAFB—Eglin Air Force Base
EOD—Explosive Ordnance Disposal
HC/D—Hazard Class Division
IAW—In Accordance With
ITO—Installation Transportation Officer
JPAS—Joint Personnel Adjudication System
JSF—Joint Strike Fighter
LRS—Logistics Readiness Squadron
MASO—Munitions Accountable Systems Officer
MMF—Materiel Management Flight
MSC—Military Sealift Command
NAVSCOLEOD—Navy School, Explosive Ordnance Disposal
NWRM—Nuclear Weapons-Related Materiel
NWRMAO—Nuclear Weapons-Related Materiel Accountable Officer

OCONUS—Outside the Continental United States
PSC—Propulsion Support Contractor
RDD—Required Delivery Date
RDS—Records Distribution Schedule
REPSHIP—Report of Shipment
SDDC—Surface Deployment and Distribution Command
SEW—Weapons Safety Office
SOW—Special Operations Wing
S/N—Serial Number
TCN—Transportation Control Number
TDY—Temporary Duty
TO—Technical Order
UII—Unique Item Identifier
UN—United Nations

Terms

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

Classified Receipt Listing—a listing maintained by the LRS MMF of installation personnel authorized to receive or otherwise handle classified material and supplies.

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

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

Department of Transportation—Special Permits (DOT-SP)—DOT-SP waives CFR 49 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.

Explosive—Defined as all ammunition, munitions fillers, demolition materiel, 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 materiel. Explosives, explosives weight, net weight, and other like terms also refer to the fillers of an explosive item. Fillers may be explosive mixtures, propellants, pyrotechnics, and other toxic substances. This term DOES NOT include liquid fuels and oxidizers that are not used with missiles, rockets, and other such weapons or explosive items.

Explosive UN Classification System—the UN classes of division numbers have the following meaning:

<u>Class</u>	<u>Meaning</u>
Division 1.1	Explosive with a mass detonation hazard
Division 1.2	Explosive with a fragmentation hazard
Division 1.3	Explosive with a predominate fire hazard
Division 1.4	Explosive with no significant blast hazard

Hazardous Materiel—A substance or materiel 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 and which has been so designated.

Risk Protection Category:

<u>Risk Category Code</u>	<u>Risk Protection</u>
Code I	Very High Risk
Code II	High Risk
Code III	Med Risk
Code IV	Low Risk

SECRET—Information or materiel 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, sensitive, and CCI materials 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.

Sensitive Cargo—AA&E 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 materiel of which unauthorized disclosure reasonably could be expected to cause exceptionally grave damage to national security.

Transportation Protective Service—a commercial carrier service performed according to DOD standards that provides in-transit physical security for shipments of classified and sensitive cargo.

Attachment 2

HOW TO FILL OUT DD FORM 1907

Figure A2.1. How to Fill Out DD Form 1907

- Use DD Form 1907 from e-publishing website
- For NWRM assets (serialized controlled) the DD Form 1907 will contain only one serial numbered asset per form
 - Block 1a will contain the national stock number
 - Block 1b will contain the serial number (in this format SN XXXX)
 - Block 16a will contain the printed name of person accepting NWRM asset
 - Block 16b for 96 LRS will contain the document number (turn-in, notice to stock, ISU/DOR, TCN, etc.) of the process that is causing you to handle the NWRM asset. For outside organizations turning in or shipping NWRM assets this block can contain information that is pertinent to your process of handling NWRM assets.
 - Block 16c will contain the signature of the person in block 16a
 - Block 16d will contain the time the asset was accepted by person in block 16a
 - Block 16e will contain the date the asset was accepted by person in block 16a
 - Distribution: The original will stay with the property at all times
 - Copies will be filed for 2 years IAW AFMAN 33-363, Table 23-09, Rule 01.00