

**BY ORDER OF THE COMMANDER
28TH BOMB WING**



**ELLSWORTH AIR FORCE BASE
INSTRUCTION 24-602 VOLUME 2**

**15 SEPTEMBER 2021
Certified Current, 25 March 2025
Transportation**

CARGO MOVEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 28LRS/LGRD

Certified by: 28LRS/CC
(Maj Kelly M. Dickerson)

Supersedes: ELLSWORTHAFBI 24-203,
24 July 2018

Pages: 26

This publication implements Air Force Instruction (AFI) 24-602V2, *Cargo Movement*. The purpose of this Wing Instruction is to ensure correct, safe and proper receipt and shipment procedures and governs responsibilities for processing, safeguarding and maintaining accountability for processing, transporting, and safeguarding government shipments/materials. This instruction applies to all organizations assigned or attached to Ellsworth Air Force Base (EAFB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-361, *Publishing Processes and Procedures*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Send comments and suggested changes to this supplement through channels using AF Form 847, *Recommendation for Change of Publication*, to 28th Logistics Readiness Squadron (28 LRS)/Quality Assurance Sections (LGLOQ), 1600 Tinker Drive, Ellsworth AFB, SD 57706.

SUMMARY OF CHANGES

Update all references from EAFBI 24-203 to EAFBI 24-602 Volume 2. Update certifying and approving official. Change the title from Installation Local Procedures For Processing, Transporting, and Safeguarding Government Shipment/Materiel to Cargo Movement. Combine sections 2.4.1.10. and 2.4.1.11. Delete 3.2.3.7. and 4.2.6.2

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Chapter 1

GENERAL SCOPE & RESPONSIBILITIES

1.1. Scope: This instruction applies to all personnel involved with the processing, packaging, handling and transporting Arms, Ammunitions, and Explosives (AA&E), classified, sensitive, nuclear related materiel, and aircraft engines.

1.2. Commander Responsibilities: Commanders will ensure all unit personnel who handle, process and ship AA&E, classified, sensitive, nuclear related materiel, and aircraft engines, are trained and certified IAW applicable career field education training plan and local training standards.

1.2.1. Commanders will appoint, in writing, personnel who are authorized to process, ship and receive classified, sensitive and nuclear related materiel. Only personnel who are trained and have the appropriate security clearance will be authorized to handle these type 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 28 LRS an update immediately if an individual's clearance, eligibility, and/or access level is downgraded or changed.

1.3. Other Personnel Responsibilities: It is the responsibility of all personnel involved with the processing, packaging, handling and transporting AA&E, classified, sensitive, nuclear related materiel, and aircraft engines to comply with the procedures contained in this wing instruction. Failure to comply with this wing instruction may result in a security incident which will be formally investigated.

1.3.1. All units offering for shipment AA&E, classified, sensitive, nuclear related materiel, and aircraft engines will ensure the asset is properly identified on the shipping documents DD Form 1348-1A, *Issue Release/Receipt Document* and/or DD Form 1149, *Shipping Documents*. Additionally, for classified assets, the DD Form 1348-1A and DD Form 1149, will include applicable Controlled Item Inventory Code (CIIC) Serialized Report Code (SRC) and must be marked in red identifying the item as classified/sensitive or "Controlled Cryptographic Item (CCI)" to ensure easy identification.

Chapter 2

AA&E SHIPMENTS

2.1. Scope: This chapter applies to all personnel whose duties involve receiving, processing, packaging, handling, and shipping of AA&E.

2.2. Location of Operations:

2.2.1. Aircraft: Load/download will be at the designated explosive “hot cargo” area. The EAFB “hot cargo” pad is located next to the control tower, Bldg. 7107.

2.2.2. Trucks: Load/download IAW base explosive site plans. EAFB’s explosive load/download area for trucks is located in the Munitions Storage Area (MSA).

2.3. Movement Routes:

2.3.1. The primary entry to the base for delivery trucks is the Bismarck gate. In the event that the Bismarck gate is closed during normal duty hours, 28th Security Forces Squadron (28 SFS) personnel must be contacted by 28 LRS Cargo Movement (LGRDDC) personnel to allow entry of any and all delivery trucks through the Bismarck gate. All categories of munitions/explosives will be escorted by owner/user personnel. 28 LRS/LGRDDC personnel will accomplish the DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materiel)*.

2.3.2. Vehicle Inspection: The Bismarck gate is designated as the base’s vehicle inspection station.

2.3.3. Secure Vehicle Holding Area (SVHA): The SVHA is located on Scott Dr. north of the intersection of Scott Dr. and Menoher Dr. The area is approximately a 30’x80’ area and is identified by a sign on the right shoulder. The following compensatory measures will be used to mitigate risk to unrelated personnel and meet explosive quantity/distance requirements outlined in [paragraph 2.3.4.1](#).

2.3.4. Access to Scott Dr. will be restricted north of the security gate to meet Public Traffic Route (PTR). The sponsoring or owning agency escorting commercial carriers will be responsible for restricting access at this point. Sponsoring units will turn on the lights and close the permanent gate when in use.

2.3.4.1. Explosive limits for the SVHA.

Table 2.1. Explosive Limits for the SVHA.

Hazard Class/ Division of Munitions (HC/D 1.1)	48,000
Hazard Class/ Division of Munitions (HC/D 1.2.1<450)	20,000
Hazard Class/ Division of Munitions (HC/D 1.2.2)	20,000
Hazard Class/ Division of Munitions (HC/D (12) 1.2.3<450)	20,000
Hazard Class/ Division of Munitions (HC/D 1.3)	50,000
Hazard Class/ Division of Munitions (HC/D 1.4)	Capacity

2.4. Procedures:

2.4.1. Inbound Requirements:

2.4.1.1. Shipments are accepted 0800-1500, Monday-Friday excluding holidays. Within these specified times, shipments of inert bombs or anything over 3,000 lbs. will be delivered directly to the MSA for download. A commercial carrier may request secure holding until formal delivery is made under the "Secure Holding Program." Secure Holding as defined per: Surface Deployment and Distribution Command (SDDC) Military Freight Traffic Rules Publications (MFTRP) No. 1C, Rules and Accessorial Services Governing the movement of Department of Defense (DoD) freight traffic by motor carrier as: when circumstances require lengthy stops in route, carriers will ensure that the vehicle is parked only at DoD approved carrier facility, a state-or-locally approved secure holding location under Transportation Code of Federal Regulations (49 CFR) Volume 5 chapter III, or during emergencies, in a DoD secure holding location. Any suspect of abuse to the "secure holding" privileges by carriers or shippers will be documented and reported to United States Army SDDC. All commercial carriers requesting secure holding will be escorted to the SVHA referenced in [paragraph 2.3.4](#).

2.4.1.2. 28th Munitions Squadron (28 MUNS) Munitions Accountable Systems Officer (MASO) will provide 28 LRS/LGRDDC an updated list of individuals authorized to receipt for AA&E consigned to this activity delivered by commercial motor carriers. The list will contain name, rank, security clearance, and a signature specimen. Update the lists as changes occur and accomplished annually. Names may be red-lined if personnel are no longer available.

2.4.1.3. 28 LRS/LGRDDC will, upon receipt of a Report of Shipment (REPSHIP) for all classes of AA&E, advise munitions control at Defense Switched Network (DSN) 675-1880, and furnish quantity, transportation control number, and estimated time and/or date of arrival.

2.4.1.4. 28 SFS will stop all commercial carriers delivering explosives at the Bismarck gate and notify 28 LRS/LGRDDC at 385-2060 during duty hours. During non-duty hours, contact the command post at 385-3800 and have them contact the standby person. 28 LRS/LGRDDC will conduct shipment verification and complete the DD Form 626 at the Bismarck gate. Class 1.1 and 1.2 and 1.3 explosives will NEVER be brought to Bldg. 7510. If there is a case in which a shipment is not stopped at the Bismarck gate, immediately report the incident to the 28th Base Defense Operations Center (BDOC) at 385-4001 and request an escort back to the inspection station.

2.4.1.5. At the Bismarck gate inspection station, 28 LRS/LGRDDC will initiate the AF Form 4388, check the carrier's vehicle for obvious exterior damage, and examine the seals for tampering. If there is no apparent damage or tampering, then proceed with the vehicle inspection using the DD Form 626.

2.4.1.6. After the vehicle inspection, 28 LRS/LGRDDC representative will escort the carrier representative via the designated movement routes identified on the D-8 EAFB map provided by wing safety to the SVHA. In the event an accident or incident occurs during the course of operation contact the appropriate below:

Table 2.2. Contact Information.

For emergencies (from duty phone or housing)	911
For emergencies (from cell phone)	385-4001
For non-emergencies, contact the distribution flight-Traffic Manager	385-5330
Off base	follow Emergency Response Guide on the Commercial Bill of Lading (CBL)
For all incidents, contact munitions control	385-1880

2.4.1.7. 28 MUNS personnel will assume control of the vehicle at the SVHA.

2.4.1.8. Upon completion of download, 28 MUNS personnel will notify 28 LRS/LGRDDC, and escort the carrier back to the SVHA, close the gate, and ensure the carrier has all signed paperwork. 28 LRS/LGRDDC will escort the carrier from the SVHA to the Bismarck gate.

2.4.1.9. 28 MUNS Materiel Storage Element (MXWCC) supervision will direct the download location for munitions.

2.4.1.10. 28 MUNS/MXWCC will provide 28 LRS/LGRDDC with signed copies of the bills of lading (BOL), carrier delivery receipt, DD Form 1907 and other shipment documents within two business days of completion of carrier download. Scanned documentation can be emailed to 28LRS.TMOCargo@us.af.mil a coordinated effort between 28 MUNS and 28 LRS representatives is necessary to ensure required training is completed regarding documentation and procedures.

2.4.2. Outbound Shipping Requirements:

2.4.2.1. 28 MUNS/MASO will coordinate transportation requirements with 28 LRS/LGRDDC using DD Form 1348-1A. All munitions assets will be properly packed, marked, and inspected ready for shipment prior to requesting transportation. 28 MUNS Materiel Flight Inspection will complete the AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, Section I for those items that have been packed and inspected by 28 MUNS prior to outbound shipment. A munitions inspector carrying forward an item packaged by another 28 MUNS inspector will print the individual's name under the "Packed By" block and then sign the "Certified By" block ensuring all munitions being offered for shipment are in the proper Special Packing Instruction/Performance Orientated Packaging (SPI/POP) container. Any shipments that were received in, and remain in, the original manufacturers packaging, or packaged by another base/organization's inspector will be inspected by 28 MUNS to ensure it meets SPI/POP container specifications for shipment and will be certified with a signature only in the "Certified By" block of the AF Form 4387.

2.4.2.2. 28 LRS/LGRDDC will provide the 28 MUNS/MASO an updated list of individuals authorized to receipt for AA&E, including classified items, which are being released to 28 LRS/LGRDDC for shipment. The list will contain name, rank, security clearance, and signature specimen for each authorized individual. Update the list as changes occur, and re-accomplish annually.

2.4.2.3. Limited quantities of munitions within the limits depicted on the explosive license for Bldg 7510 may be temporarily stored pending transportation at the discretion of 28 LRS/LGRDDC.

2.4.2.4. 28 LRS/LGRDDC will notify 28 MUNS Control Room (28 MUNS/MXWKA) at 385-1880 to coordinate and schedule loading of outbound munitions not stored in Bldg 7510.

2.4.3. 28 LRS/LGRDDC, Cargo Movement Section will:

2.4.3.1. Verify the shipment documents; which includes the DD Form 1348, *Hazardous Documentation or Joint Hazardous Classification System* printouts and DD Form 1348-1A. Ensure they contain the required information and are correctly accomplished IAW DoD and federal directives. 28 MUNS Inspection or 28 LRS/LGRDDC may initiate the AF Form 4387, AA&E, and Classified Processing Checklist IAW AFI 24-602v2, para 4.8.2. Incorrect shipping documentation will not be accepted.

2.4.3.2. Inspect/verify explosives which have been packaged and/or placed in containers IAW current Department of Transportation (DOT) regulations. The 49 CFR provides specifications on how hazards should be grouped together according to type and materiel. Incorrectly packaged items will not be accepted for shipment.

2.4.3.3. Inspect/verify proper marking and 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 markings. Also, a check must be made to determine if a Department of Transportation-Special Permits (DOT-SP) or Certificate of Equivalency (COE) is required. Items with incorrect documentation, packing, labeling, and markings will not be accepted for shipment. After documentation, packing, labeling, and marking requirements are met, 28 MUNS will turn over all shipment documents to the 28 LRS/LGRDDC. 28 LRS/LGRDDC personnel will provide pre-inspection services prior to booking of any transportation services. 28 MUNS will notify and arrange a time with 28 LRS/LGRDDC when all cargo offered for shipment is ready for pre-inspection.

2.4.3.4. Use the security explosive conex (Bldg 7510) to receive, process, and secure class division 1.4 C, D, G & S (not to exceed 100 lbs. NEW) explosive shipments. For munitions that exceed holding area capability, contact 28 MUNS/MXWKA at 385-1880.

2.4.3.4.1. Shipments will be logged in/out of the storage conex utilizing an inventory control log. The Inventory log will be formatted with appropriate data entries to maintain audit trail accountability. Report unusual or suspected problems to the work center supervisor immediately.

2.4.3.5. Call the 28th Civil Engineer Squadron (28 CES) Fire Department at 385-1113, any time explosives are stored or removed from the conex in Bldg 7510. Post the proper fire symbol signs accordingly.

2.4.4. 28 LRS/LGRDDC, Shipment Planners will:

2.4.4.1. Verify the information on the DD Form 1348-1A, 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. Determine the proper mode/method of shipment.
- 2.4.4.3. Ensure shipments entering the Defense Transportation System (Air Mobility Command (AMC), Military Sealift Command (MSC), and 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, and 1.4 with applicable CIIC.
- 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 operating certification contains specific authority to transport explosives.
 - 2.4.4.5.3. Use DD Form 626 to inspect carrier vehicle IAW DoD 4500.9-R, Part II, *Defense Transportation Regulation, Cargo Management*. The inspection can be conducted at any mutually convenient location. When unsatisfactory items are found, the company or driver involved will be allowed to make corrections before being rejected. Repairs will not be made on commercial vehicles at government expense. Once inspection is complete, sign and date DD Form 626 and escort the carrier to the MSA/SVHA for loading.
 - 2.4.4.5.4. After the shipment has been loaded, ensure proper blocking and bracing IAW Technical Order (T.O.) 11A-1-61-1.
 - 2.4.4.5.5. Ensure that four placards are attached to the vehicle, with one at the front of the truck, one at the back, and one on each side.
- 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, *Signature and Tally Record*.
 - 2.4.4.6.2.4. Escort the carrier from the MSA to the Bismarck gate.
- 2.4.4.7. Prepare and forward a REPSHIP to consignee prior immediately after shipment departure per DOD 4500.9-R-Part II, Chapter 205, Para. L. If electronic means cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with name of the person talked to, DSN number called, date and time called. Shipment documentation will be maintained in the REPSHIP suspense file until shipment completion.

Chapter 3

CLASSIFIED SHIPMENTS

3.1. Scope: This chapter applies to all personnel involved with the processing, packaging, and shipment of classified, controlled, sensitive, and nuclear related materiel.

3.2. Procedures:

3.2.1. All units/personnel that offer for shipment classified materiel will ensure the asset is properly identified on the shipping documents (DD Form 1348-1A and/or DD Form 1149). Additionally, for classified assets, the DD Form 1348-1A and DD Form 1149, will include applicable CIIC/SRC. Only personnel that are cleared and listed on the classified receipt listing are authorized to receipt and/or process small package carrier deliveries (Note: Only the JPAS will be used to verify security clearance eligibility, investigation status, and access levels; therefore, units must provide the 28 LRS an update immediately if an individual's clearance eligibility and/or access level is downgraded or changed). **NOTE:** "TOP SECRET" shipments are not authorized to be processed through 28 LRS/LGRDDC section.

3.2.2. 28 LRS/LGRDDC will (for classified/sensitive shipments up to 150 lbs):

3.2.2.1. Establish delivery receipt times with the shipper. Normally, classified shipments will be received and processed between the hours of 0700-1200, Monday-Thursday.

3.2.2.2. Designate qualified personnel to receipt for classified material.

3.2.2.3. Initiate and utilized the AF Form 4387 checklist for processing classified material.

3.2.2.4. Ensure all classified/sensitive shipments are safeguarded during the receiving, packing, and handling process. Classified/sensitive shipments will not be left unattended/unprotected. Currently, 28 LRS/LGRDDC does not have a classified cage; all classified have eyes-on until shipment leaves this location. Shipments not moved on the same day will then be logged into the classified storage areas 01T or 01B, as necessary.

3.2.2.5. Ensure each item is enclosed in two opaque sealed containers or similar wrappings. If the classified material 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.

3.2.2.6. Ensure all previous markings on exterior shipping container are obliterated. No new markings on the exterior container will contain any information indicating the piece is of a classified nature, e.g. security classification marking or transportation protective service required. Note: Maintenance T.O. may require a nomenclature marking on exterior.

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

3.2.2.8. Ensure all seams and openings are taped.

3.2.2.9. 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.

3.2.2.10. Ensure DD Form 1348-1A and DD Form 1149, *Shipment Planning Worksheet* is complete and accurate, i.e. pieces, weight, cube, etc.

3.2.2.11. Process shipments utilizing a Next Generation Delivery Services (NGDS) contract carrier(s).

3.2.2.11.1. The NGDS carrier(s) will be used only when next-day delivery can be provided. This mode WILL NOT be used on Friday unless "Saturday Delivery" has been coordinated with consignee.

3.2.2.11.2. Verify the shipment against the manifest/pickup record before releasing the item to the NDGS carrier.

3.2.2.11.3. Prepare and forward a REPSHIP to consignee prior immediately after shipment departure per DOD 4500.9-R-Part II, Chapter 205, Para. L. If electronic means cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with name of the person talked to, DSN number called, date and time called. Shipment documentation will be maintained in the REPSHIP suspense file until shipment completion.

3.2.3. Outbound Cargo Movement will (for classified/sensitive shipments over 150 lbs).

3.2.3.1. Initiate and utilize the AF Form 4387 checklist for processing classified/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 classified/sensitive shipments over 150 lbs.

3.2.3.4. Prepare the bill of lading using proper tenders, routing instruction notes, and transportation facility guide instructions.

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

3.2.3.6. Prepare and forward a REPSHIP to consignee prior immediately after shipment departure per DOD 4500.9-R-Part II, Chapter 205, Para. L. If electronic means cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with name of the person talked to, DSN number called, date and time called. Shipment documentation will be maintained in the REPSHIP suspense file until shipment completion.

3.2.4. Inbound Cargo will:

3.2.4.1. The EAFB transportation facility guide directs consignment of DoD freight to 28 LRS/LGRDDC Inbound, 1629 Bergstrom Drive, Bldg. 7510. In-checkers must handle all small package carrier deliveries as classified/sensitive materiel.

3.2.4.2. Packages will be secured by constant monitoring or stored in an authorized storage area until turned over to the customer. Inbound personnel will open each package as part of the receiving process. Upon identification of a classified item, inbound personnel will initiate and utilize the AF Form 4388 checklist for classified materiel per AFI 24-602v2, para 3.2.5..

3.2.4.3. The classified/sensitive cargo may be turned over to the consignee after the individual is confirmed on the classified receipt listing. Documentation of the transaction can be via DD Form 1907, inbound tally sheet, CMOS inbound turnover record, DD Form 1348-1 or Integrated Logistics System-Supply (ILS-S), Asset Management.

Chapter 4

ON-BASE MOVEMENT OF CLASSIFIED MATERIEL

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

4.2. Procedures:

4.2.1. Classified Receipt Listing. The 28 LRS Deployment and Distribution Flight (LGRD) will work with the 28 LRS Materiel Management (LGRM) to ensure the classified receipt listing identifies only those vehicle operators (2T1s) authorized to receive, handle, and transport classified assets. The 28 LRS/LGRM 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 (e.g., 28 SFS or Unit Security Manager).

4.2.2. Classified Receipt Listing Certification. The 28 LRS/LGRD will produce a memorandum listing the names of assigned personnel authorized to receive, handle, and transport classified assets. This listing will include the names of personnel on the 28 LRS/LGRM classified receipt listing but will also contain the following information:

4.2.2.1. A statement certifying all personnel on the list have received annual information security training and the date of training for each member listed.

4.2.2.2. A statement certifying all personnel have read this wing instruction and AFI 24-301, *Vehicle Operations*, mandated documented cargo operating instruction detailing the handling instructions and movement procedures for classified items.

4.2.2.3. A statement certifying all personnel on the list have been trained IAW vehicle operator/dispatcher (2T1) AF Form 797, *Job Qualification Standard (JQS) Continuation/Command JQS*.

4.2.3. Pre-Movement Procedures. Prior to dispatching an operator to move classified materiel/assets, the dispatcher will refer to the classified receipt listing and ensure the operator is certified to move classified material.

4.2.3.1. The dispatcher will follow local dispatching procedures but will also brief the operator regarding classified movement IAW this EAFB instruction and the 2T1JQS-001 and the documented cargo operating instruction.

4.2.3.2. The dispatcher will ensure the operator has an updated classified receipt listing prior to dispatching the operator for a classified movement.

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.

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 use the Classified Receipt Listing to verify the person receiving the package is authorized to sign and receive classified material.

4.2.5.1. If the receiver is not on the Classified Receipt Listing or the authority to receive classified material cannot be verified, the operator will contact the 28 LRS/LGRD dispatcher immediately. At no time will the operator leave the package with someone other than the receiver designated by the originator, unless instructed to do so by the originator or the dispatcher. In either case, the new receiver's authority to receive classified will also be verified using the classified receipt listing.

4.2.5.2. Operators will annotate the name, rank, duty phone, organization and office symbol of the person signing for the classified material and report that information to the dispatcher upon returning to 28 LRS/LGRD.

4.2.5.3. A copy of the paperwork, with the receiver's signature, will be retained for deliveries where paperwork is available (e.g. DD Form 1348-1A or DD Form 1149).

4.2.6. Documented Cargo. When performing documented cargo operations, operators will carry the classified receipt listing at all times.

4.2.6.1. The documented cargo supervisor will coordinate with the 28 LRS/LGRM to ensure the classified receipt listing is the most current listing available.

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, South Dakota and source of repair.

5.2. Movement Routes:

5.2.1. The primary entry to the base for delivery trucks is the Bismarck gate. The only gate authorized for large commercial vehicle entry is the Bismarck gate. In the event the Bismarck gate is closed, contact the Base Defense Operations Center at 385-4001 for entry.

5.2.2. Vehicle Inspection: The Bismarck gate is designated as the base's vehicle inspection station.

5.2.3. Suspicious Vehicle Holding Area: Suspicious vehicles will not be allowed on the installation. If vehicle is suspicious, contact 28 SFS at 385-4001.

5.3. Procedures:

5.3.1. Inbound Engine Shipments:

5.3.1.1. Receipt of Engines from Carrier: 28 LRS/LGRDDC will in-check/receipt for engine IAW directives. If there are no discrepancies, the engine will be downloaded from the carrier's equipment. All engine and engine transportation trailer damage will be reported to the Propulsion Flight before moving the engine. To limit the safety risk, engines will be downloaded at 1629 Bergstrom Drive, Bldg 7510 using the on-/off-load ramp dock levelers and warehouse tug. 28 LRS/LGRDDC will notify 28th Maintenance Group (28 MXG) Engine Management (MXOM) to establish formal receipt and a date/time for pick up IAW AFI 24-203, Table 3.3.

5.3.2. Outbound Engine Shipments:

5.3.2.1. 28 MXG/MXOM notifies 28 LRS/LGRDDC of any pending engine movement requirement. 28 MXG/MXOM prepares the shipping document(s), using the automated DD Form 1348-1A and provides a copy to 28 LRS/LGRDDC, who prepares the truck manifest and creates the bill of lading for commercial carriers. Specific pickup date and time is confirmed as requested by the engine manager. 28th Maintenance Squadron Propulsion Flight purges, drains, preserves, wraps, and certifies the Air Force Technical Order (AFTO) Form 20, *Caution and Inspection Records*, and the DD Form 1348-1A with a signed statement that the engine has been prepared for shipment IAW T.O. 2J-1-18, *Preparation for Shipment and Storage of Gas Turbine Engines*, and T.O. 00-85-20, *Engine Shipment Instructions*. The engine is delivered to 28 LRS/LGRDDC for further processing, labeling, and loading on carrier equipment for line haul movement to depot. 28 MXG/MXOM establishes priority/RDD for engine shipment IAW AFI 24-602v2, [table 2.1](#) The Installation Transportation Officer will expedite movement IAW the established priority/RDD, as required. 28 MXG/MXOM will provide two personnel to assist with the loading of outbound engines.

5.3.2.2. For Temporary Duty (TDY)/Deployed Units: It is the responsibility of the TDY unit to ensure that engines are properly prepared for shipment. Additionally, TDY/deployed personnel will provide familiarity training to personnel at the TDY/deployed location on Type Model 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. 28 LRS/LGRDDC will receipt for the engine from 28 MXG/MXOM and verify the serial number and shipping data with repairable/serviceable tag. 28 LRS/LGRDDC will inspect for external leaks and proper wrapping/packaging of the engine. 28 LRS/LGRDDC will ensure the DD Form 1348-1A and AFTO 20 are certified and that the engine has been drained and purged IAW T.O. requirements. 28 LRS/LGRDDC will arrange commercial movement to meet the RDD using carriers with air-ride tractor/trailers. 28 LRS/LGRDDC will prepare all necessary commercial shipping documentation and will load, block, brace and supervise the securing of the engine to the carriers' equipment IAW T.O. shipping instructions.

Chapter 6

MOVEMENT OF TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT (TMDE)

6.1. Scope: This chapter applies to all distribution personnel whose duties involve receiving, processing, handling, and transportation of TMDE.

6.2. Procedures:

6.2.1. Transportation Account Code (TAC) F8TM will pay for return of the TMDE asset from the repair facility to the base and any required over ocean movement to/from OCONUS, port handling charges, and intra-linter-theater movements via DTS. The TMDE coordinator will annotate the DD Form 1149, with the project code and the statement "Recently repaired or calibrated" and TAC F8TM when it is authorized to be used. Wing funds will be utilized when TAC F8TM is not authorized to move the shipment.

6.2.2. Receipt of Precision Measurement Equipment Laboratory (PMEL) equipment from carriers will be processed by 28 LRS/LGRDDC personnel. LGRDDC personnel will in-check/receipt for TMDE equipment IAW directives. Shipments addressed to 1629 Bergstrom Drive or 1600 Tinker Drive will be downloaded and in-checked into Cargo Movement Operation System (CMOS) by 28 LRS/LGRDDC personnel. 29 LRS/LGRDDC will notify the TMDE coordinator to establish formal receipt and a date/time for pick up IAW AFI 24-602v2, Table 3.2..

Chapter 7

MATERIEL TRANSFER OF ACCOUNTABILITY

7.1. Scope: This chapter applies to all distribution personnel whose duties involve the transfer of accountability between the Inbound and Inspection sections.

7.2. Procedures:

7.2.1. The Inbound section will document the transfer of accountability between the Inbound section and the LRS inspection section by utilizing a locally developed log. The log will be maintained on the share drive and will be accessible to both Inbound and the Inspection section members. The following will be annotated by Inbound personnel to track accountability. Transportation Control Number (TCN) number, National Stock Number (NSN)/part number, nomenclature, quantity, unit of issue, discrepancy, date, and Inbound members initials. Once complete, Inbound personnel will notify the Inspection section and move the cargo to the Inspection section holding area.

7.2.2. The inspection section will routinely monitor the Inspection log and holding area to ensure cargo accountability. After corrective actions have been accomplished the following will be annotated on the log by Inspection personnel. Corrective action, date, and Inspection member's initials. Once completed, Inspection personnel will notify the Inbound section and move the cargo to the inbound section holding area for processing.

Chapter 8

SMALL PACKAGE CARRIER ACCOUNTS

8.1. Scope: This chapter applies to all 28 Bomb Wing (28 BW) units that maintain small package carrier accounts.

8.2. Procedures:

8.2.1. Establishment of any new small package carrier accounts must be approved in writing by the Transportation Officer for the purpose of transporting official freight shipments. When approved, the Transportation Officer will train the unit on all responsibilities for tracing, transportation discrepancy reporting, certification of hazardous declarations, custom requirements, and fiscal responsibility for maintaining obligation authority.

8.2.2. Units will send all small package carrier account requests to the 28 LRS/LGRDDC group email box 28LRS.TMOCargo@us.af.mil. Requests will include estimated monthly shipments and a signed justification by section CC or higher, see [Attachment 2](#) for sample justification letter.

8.2.3. The Transportation Officer will review the application/justification letter and determine if a new account is needed or if it would be more beneficial for the unit to ship as a rider on the 28 LRS account. 28 LRS/LGRDDC will maintain financial oversight of the account and manage all Third Party Payment System (TPPS) requirements and actions for rider accounts.

8.2.4. The Transportation Officer will conduct a biennial review of approved small package Transportation Service Provider (TSP) accounts no later than 31 January of each even year to ensure the intent of the account establishment is valid.

Chapter 9

REUSABLE CONTAINER PROGRAM

9.1. Scope: This Chapter applies to all 28 BW units who maintain and store Reusable Containers.

9.2. PROCEDURES:

9.2.1. Squadron Commanders are accountable for the effectiveness of the Reusable Container Program, ensuring that all aspects of the program are in line with current AFIs, plus ensuring accountability of containers and understanding that their unit will be required to reimburse the 28 LRS if the proper container is not turned in with the property being shipped. This includes but is not limited to reimbursement and transfer of funds from host/tenant units for packaging services; lost, destroyed or discarded Fast Packs, standard packs, Special Packaging Instructions (SPI) shipping containers or packaging materials; labor hours for constructing or replacing SPI containers and commercial transportation (shipping and handling) costs. This gives the 28 BW direct control over the program and accountability.

9.2.2. 28 LRS/LGRD and the 28 LRS/LGRDDC will establish procedures for control, recovery/re-use of reusable containers, packaging materials, and reimbursement or prior transfer of funds for packaging costs.

9.2.3. Units will forward an updated Unit Reusable Container Monitor (URCM) appointment letter, see [Attachment 3](#) for sample letter, signed by designated commander to 28 LRS/LGRDDC, annually by 31 Oct or within 10 days of any changes. URCMs will be in the rank of SSgt or above, or civilian equivalent. Appointment letters will contain the signature of primary and alternate URCM to ensure AF Forms 451, *Request for Packaging Service*, are only signed by primary/alternate URCMs or the Unit Commander. If primary/alternate representatives are deployed at the same time new representatives will be appointed.

9.2.4. Commanders will ensure that designated URCMs attend training within 2 weeks of appointment. Once training is complete, URCMs will be given access to the Reusable Container Program SharePoint site where they will be required to maintain a current inventory of their reusable containers.

9.2.5. Commanders will ensure URCMs attend the Reusable Container Program meetings and/or other necessary meetings as required. Commanders will identify and maintain a storage area within their squadron for reusable containers. This area must be covered, clean, and dry to protect reusable containers and packaging materials from inclement weather. If a reusable container is turned in as excess and not redistributed, it will become part of the 28 LRS/LGRDDC bench stock. NOTE: This will not be considered courtesy storage and these containers may be shipped, reissued, or reused at the discretion of 28 LRS/LGRDDC.

DAVID A. DOSS, Colonel, USAF
Commander

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

AFI 24-602v2, *Cargo Movement*, 12 Jun 2019

AFI 24-301, *Ground Transportation*, 21 Oct 201

AFMAN 33-361, *Publishing Processes and Procedures*, 20 Mar 2014

AFTO 20, *Caution and Inspection Record*, 01 Feb 1968

DOD 4500.9-R-Part II, *Defense Transportation Regulation, Cargo Movement*, 11 May 2014

Title 49, CFR, *Transportation*

T.O. 00-85-20, *Engine Shipment Instructions*

T.O. 11A-1-61-1, *Storage and Out-loading Instructions-Conventional Ammunition*

Prescribed Forms

None

Adopted Forms

AF Form 451, *Request for Packaging Service*

AF Form 797, *Job Qualification Standard/Command JQS*

AF Form 847, *Recommendation for Change of Publication*

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

AF Form 4388, *Receiving Transportation Protective Service Materiel Checklist*

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

DD Form 1149, *Shipping Documents*

DD Form 1348, *Hazardous Documentation or Joint Hazardous Classification System*

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

DD Form 1387, *Military Shipping Label*

DD Form 1907, *Signature and Tally Record*

Abbreviations and Acronyms

28 BW—28 Bomb Wing

28 CES—28th Civil Engineering Squadron

28 LRS—28th Logistics Readiness Squadron

28 MUNS—28th Munitions Squadron

28 MXG—28th Maintenance Group

28 SFS—28th Security Forces Squadron
49 CFR—Code of Federal Regulation
AA&E—Arms, Ammunition, and Explosives
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System
AFTO—Air Force Technical Order
AMC—Air Mobility Command
BDOC—Base Defense Operations Center
BOL—Bills of Landing
CBL—Commercial Bill of Landing
CCI—Controlled Cryptographic Items
CIIC—Controlled Item Inventory Code
CMOS—Cargo Movement Operation System
COE—Certification of Equivalency
DoD—Department of Defense
DOT—Department of Transportation
DOT-SP—Department of Transportation-Special Permits
DSN—Defense Switched Network
EAFB—Ellsworth Air Force Base
HC/D—Hazard Class/ Division of Munitions
IAW—In Accordance With
ILS-S—Integrated Logistics System-Supply
JPAS—Joint Personnel Adjudication System
JQS—Job Qualification Standard
LGRD—Deployment and Distribution Flight
LGRDDC—Cargo Movement Element
LGRM—Materiel Management Flight
LGLOQ—Quality Assurance Sections
MASO—Munitions Accountability Storage Officer
MMF—Materiel Management Flight
MSA—Munitions Storage Area

MSC—Military Sealift Command
MFTRP—Military Freight Traffic Rules Publication
MXWCC—Materiel Storage
MXWKA—Control Room
MXOM—Engine Management
NGDS—Next Generation Delivery Services
NSN—National Stock Number
PMEL—Precision Measurement Equipment Laboratory
PTR—Public Traffic Route
RDD—Required Delivery Date
RDS—Records Disposition Schedule
REPSHIP—Report of Shipment
SDDC—Surface Deployment and Distribution Command
SPI/POP—Special Packing Instruction/Performance Orientated Packaging
SRC—Serialized Report Code
SVHA—Secure Vehicle Holding Area
TAC—Transportation Account Code
TCN—Transportation Control Number
TDY—Temporary Duty
TPPS—Third Party Payment System
TMS—Type Model Series
TMDE—TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT
T.O.—Technical Order
TSP—Transportation Service Provider
URCM—Unit Reusable Container Monitor

Terms

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

Classified Receipt Listing—a listing maintained by the 28 LRS Materiel Management Flight (MMF) listing installation personnel authorized to receive or otherwise handle classified material and supplies.

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

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.

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.

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

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

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

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

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.

Secure Vehicle Holding Area—DOD facility that meets the AA&E shipping and receiving criteria are required to assist commercial carriers transporting AA&E, classified/sensitive items 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.

Transportation Protective Service (TPS)—A commercial carrier service performed according to DOD standards that provides in-transit physical security for shipments of classified/sensitive cargo.

Attachment 2

SMALL PACKAGE CARRIER ACCOUNT JUSTIFICATION

Figure A2.1. Small Package Carrier Account Justification.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (AFGSC)
ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA

MEMORANDUM FOR 28 LRS/TMO

FROM: 28 MDSS/SGSM

SUBJECT: SMALL PACKAGE CARRIER ACCOUNT REQUEST

1. The 28th Medical Group requires the continued use of FedEx as our prime courier due to time sensitive shipping timelines. As much of our outbound shipping consists of lab tests, results and cultures, there is no room for error in the expeditious delivery of these items. The Air Force Medical Service has established our procedures based on the reliability of these timelines and any deviation from these operating protocols would significantly hinder the ability of the Medical Group to execute its mission.
2. All procedures required by the 28 LRS for the proper use of this account are observed and documented.

MATTHEW R. SMITH, 1st Lt, USAF, MSC
Medical Logistics Systems Flight Commander

Attachment 3

URCM SAMPLE APPOINTMENT LETTER

Figure A3.1. URCM Sample Appointment Letter.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 28TH BOMB WING (AFGSC)
ELLSWORTH AIR FORCE BASE, SOUTH DAKOTA

MEMORANDUM FOR 28 LRS/LGRDDC

FROM: YOUR UNIT

SUBJECT: Appointment of Unit Reusable Container Monitor (URCM)

1. IAW AFI 24-602v2, para 1.9.5, the following individuals have been appointed as URCM's and are authorized to sign the AF Form 451, *Request for Packaging Service*.

NAME:	RANK:	POSITION:	PHONE:	SIGNATURE:
		Primary		_____
		Alternate		_____

2. This letter supersedes all previous letters, same subject.

UNIT CC SIGNATURE BLOCK
Commander