

**BY ORDER OF THE COMMANDER  
319TH AIR BASE WING (AMC)**



**GRAND FORKS AIR FORCE BASE  
INSTRUCTION**

**24-602V2**

**11 APRIL 2019**

**Transportation**

**PREPARATION AND MOVEMENT OF  
AIR FORCE CARGO**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements procedures pertaining to the movement of DoD personnel and government shipments/material on the installation. It outlines the local procedure requirements identified in AFI 24-602V2, Preparation and Movement of Air Force Cargo. This instruction applies to all organizations assigned or attached to Grand Forks AFB, North Dakota. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 through appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

## CHAPTER 1

### RESPONSIBILITIES

#### 1.1. 319 LRS Commander will:

1.1.1. Ensure all unit personnel who handle, process, and ship AA&E, Classified, Aircraft Engines, and Reusable Containers are properly trained and certified IAW applicable Career Field Education and Training Plan (CFETP) and local training standards.

1.1.2. Appoint in writing personnel who are authorized to process, ship and receive AA&E, Classified, and Aircraft Engines. 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 319 LRS an update immediately if an individual's Clearance Eligibility or Access Level has been downgraded or changed).

#### 1.2. Other Base Personnel:

1.2.1. If involved with the processing, packaging, handling and transporting of AA&E, Classified, Sensitive, Nuclear Readiness Material, and Aircraft Engines, these personnel will comply with the procedures contained in this wing instruction. Failure to comply with this GFAFB instruction may result in a security incident, which will be formally investigated.

1.2.2. All units that receive direct deliveries of AA&E, classified, and sensitive material, will provide 319 LRS/LGRDDC (Cargo Movement Element) copies of all related documents within 24 hours of delivery.

1.2.3. All units that offer for shipment AA&E, classified, sensitive, nuclear readiness material, and aircraft engines, will ensure the asset is properly identified on the shipping documents (DD Form 1348-1, Issue Release and Receipt Document and or DD Form 1149, Requisition and Invoice/Shipping Document). Additionally, for classified assets, the 1348-1As and 1149s will include applicable degree of classification, such as "SECRET," "CONFIDENTIAL," or "Controlled Cryptographic Item (CCI)," to ensure easy identification.

1.2.4. All units and personnel that use the DD Form 1149 for shipments must use the automated DD Form 1149 System (located at <https://trackerlite.wpafb.af.mil/dd1149>). If the electronic web DD Form 1149 process cannot accurately produce the required information, the manual DD Form 1149 may be used. In the event the LTS is inoperable, the outbound cargo supervisor should contact the LTS help desk or base communication focal point and confirm there is a connectivity issue.

## 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.

**2.2. Location of Operations.**

2.2.1. Aircraft: All air shipments containing explosives will be loaded and downloaded at the Hot Cargo Pad located off of taxiway Delta. Refer to GFAFB Comprehensive Plan, Explosive Site Map to see the Hot Cargo Pad location and explosive limits.

2.2.2. Trucks: All surface shipments containing explosives will be loaded and downloaded within the Munitions Storage Area (MSA), located near the commercial gate.

**2.3. Movement Routes.**

2.3.1. The Commercial Gate is the primary point of entry for all commercial pick-up and delivery vehicles. In the event the Commercial Gate is closed during normal duty hours, the alternate entry for the base will be located at the Grand Sky gate entrance, off of highway 2 and will be at the discretion of the 319th Security Forces Squadron (SFS). 319 SFS personnel will conduct a routine security inspection of all commercial vehicles prior to granting access to GFAFB. Once completed, carriers hauling explosives will be escorted to the munitions laden vehicle inspection checkpoint by 319 LRS/LGRDDC. Once the gate is closed after duty hours, 319 LRS/LGRDDC will notify the Base Defense Operations Center at 747-5351 to have on-duty 319 SFS personnel open the gate. 319 SFS personnel will direct the vehicle operator to the vehicle inspection point where a routine security inspection of the transporting vehicle will be conducted prior to releasing the carrier to 319 LRS/LGRDDC personnel.

2.3.2. Vehicle Holding Area: Vehicles entering GFAFB will be directed to the parking area inside the Hot Cargo Pad until cleared. Refer to GFAFB Comprehensive Plan, Explosive Site Map, to see the Hot Cargo Pad location and explosive limits. If the driver arrives during non-duty hours, the transport vehicle will be placed in the secure holding area. TMO will inspect the vehicle and security forces will provide security until the next duty day.

**2.4. Procedures.**

2.4.1. Receiving Requirements:

2.4.1.1. The published hours of operation for receiving explosives destined to GFAFB, as indicated in the Transportation Facilities Guide (TFG), and Defense Transportation Regulation 4500.9-R-**Part II, Chapter 201**, are 0730-1700, Monday-Friday, except for holidays.

2.4.1.2. Munitions Accountable Systems Officer (MASO) will provide 319 LRS/LGRDDC an updated list of individuals, (other than those already appointed by 319 LRS/CC) authorized to receipt for AA&E consigned to GFAFB. The list will contain each authorized individual's name, rank, security clearance, and signature specimen. The list will be updated as changes occur or will be re-accomplished annually.

2.4.1.3. 319 LRS/LGRDDC will notify and provide any substantial documentations to the 319th Munitions Element for all inbound AA&E shipments consigned to GFAFB. 319

LRS/LGRDDC will advise 319 LRS/LGRW of the shipment and furnish quantity, Transportation Control Number (TCN), and estimated time and date of arrival. If an advance notification is not sent, a representative from the 319th Munitions Element will contact an Inbound Cargo representative with information such as transport company name, the date and time of arrival, hazard class of explosives, and the commercial bill of landing number.

2.4.1.4. 319 SFS will hold all commercial carriers delivering explosives at the gate and will also notify 319 LRS/LGRDDC to perform a vehicle inspection at the designated location. Any carrier hauling explosives will be escorted to the munitions laden vehicle inspection checkpoint by 319 LRS/LGRDDC. Explosives will never be brought to building 408.

2.4.1.4.1. Upon arrival notification from 319 SFS Gate Security, 319 LRS/LGRDDC will meet and escort the carrier to the designated inspection location. For shipments arriving after normal duty hours, Security Forces personnel will contact the Command Post. The Command Post will contact 319 LRS/LGRDDC stand-by personnel and 319 LRS Munitions Control to arrange download of the inbound shipment.

2.4.1.4.2. At the designated inspection station, 319 LRS/LGRDDC will check the carrier's vehicle for obvious exterior damage and examine the seals for tampering. If there is no apparent damage or tampering, 319 LRS/LGRDDC will proceed with the vehicle inspection using the DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials). Once the vehicle inspection is complete, 319 LRS/LGRDDC and munitions personnel will escort the carrier into the MSA.

2.4.1.5. In the event of an accident or incident, contact the appropriate offices below:

**Figure 2.1. Appropriate Office Contact Information**

For hospital emergencies.....	911
For all incidents contact Command Post.....	747-6711
For all incidents contact Wing Safety.....	747-3842
For all incidents contact Base Deployment Operation Center.....	747-5351
For all incidents contact Munitions Control .....	747-6481
For non-emergencies, contact the Distribution Flight Traffic Manager.....	747-3469
LRS/LGRDDC Superintendent.....	747-6828
Off base emergencies, follow Emergency Response Guide on the Commercial Bill of Lading (CBL)	

2.4.1.6. 319 LRS/LGRDDC will maintain responsibility for the delivery vehicle until escorted into the MSA. AA&E will not be directly delivered into the MSA without first being inspected by 319 LRS/LGRDDC personnel at the designated location.

2.4.1.7. 319 LRS/LGRDDC will complete the receiving checklist AF Form 4388, Inbound Transportation Protective Service Material Checklist IAW AFI 24-602V2, Preparation and Movement of Air Force Cargo, [Chapter 5 Paragraph 5.1.8](#) Carriers will provide 319 LRS/LGRDDC with signed copies of the bills of lading and carrier delivery receipt at the time of delivery. 319 LRS/LGRDDC will review inbound documentation presented by the

carrier for any special services requested by the shipper and annotate the carrier's freight bill with any discrepancies. The driver must sign and date the discrepancy notation.

2.4.1.8. 319 LRS/LGRW will accept property from 319 LRS/LGRDDC and sign the DD Form 1907, Signature and Tally Record, acknowledging receipt.

2.4.1.9. For AA&E shipments that are delivered directly to 319 LRS/LGRW without 319 LRS involvement, the unit will submit signed copies of all transportation and receiving documents to 319 LRS/LGRDDC within 24 hours of delivery.

#### 2.4.2. Outbound Shipping Requirements:

2.4.2.1. MASO will coordinate transportation requirements with 319 LRS/LGRDDC using DD Form 1348-1A. All munitions assets will be properly packed, marked, inspected, and ready for shipment prior to requesting transportation. 319 LRS/LGRW will complete the top portion of the AF Form 4387, Outbound Transportation Protective Service Material Checklist, to include signing "Packed By" and "Certified By" block. They will then submit it to 319 LRS/LGRDDC when offering an item for shipment.

2.4.2.2. 319 LRS/LGRDDC will provide the MASO with an updated list of individuals authorized to receipt for AA&E, including classified items, which are being released for shipment. The list will contain name, rank, security clearance for each authorized individual. The list will be updated as changes occur or will be re-accomplished annually.

2.4.2.3. 319 LRS/LGRW will verify that explosives have been packaged and placed in containers IAW current applicable regulations and technical orders, and ensure that the accompanying documentation accurately reflects the contents. Code of Federal Regulation (CFR) Title 49 provides specifications on how hazards should be grouped together according to type and material. Incorrectly packaged items will not be submitted to 319 LRS/LGRDDC for shipment.

2.4.2.4. 319 LRS/LGRDDC will verify proper marking and labeling requirements are met. Each container must list its content and have the correct Department of Transportation (DOT) markings. Also, a check must be made to determine if a Department of Transportation-Special Permit (DOT-SP), a Competent Authority Approvals (CAA), or a Certificate of Equivalent (COE) is required. Items with incorrect documentation, packing, labeling, or markings will not be accepted for shipment. 319 LRS/LGRW will submit shipping documents to Surface Freight once the requirements are met.

2.4.2.5. 319 LRS/LGRDDC will only accept non-explosives shipments at building 408 north dock. Non-explosive certification must be provided with the shipment. 319 LRS/LGRDDC will then determine the proper mode or method of shipment.

2.4.2.6. 319 LRS/LGRDDC will ensure compliance with applicable directives for shipment of explosives under their control. The Installation Transportation Officer (ITO) is the installation focal point for ensuring that Air Force cargo moving over public highways conforms to Federal, Department of Defense (DOD), State and local laws, regulations, and ordinances relating to vehicle size and weight limitations. For munitions movements and shipments transported in support of test, range and unit mission requirements, the transporting activity is responsible for ensuring compliance IAW DTR 4500.9-R, CFR 49, parts 100-199 and state regulations.

2.4.2.7. Commercial carriers will normally be used to transport AA&E; however, when training or operational necessity dictates the use of organic vehicles, procedures outlined below will be used. Unit moves must be IAW DTR [Part II](#), 4500.9R.

## CHAPTER 3

### CLASSIFIED SHIPMENTS

**3.1. Scope.** This chapter applies to all personnel involved with the processing, packaging, and shipment of classified, controlled, and sensitive material.

**3.2. Procedures.**

3.2.1. All units and personnel that offer classified materials for shipment will follow procedures as prescribed IAW AFI 24-602 V2, **Ch. 4 and DTR 4500.9R Part II, Ch. 205**. Note: "TOP SECRET" shipments are not authorized to be processed through the Cargo Movement section.

**3.3. Outbound Cargo will (for classified shipments up to 150 pounds):**

3.3.1. Establish delivery receipt times with the shipper. Normally, classified shipments will be received and processed from Monday-Thursday by appointment only. In addition, 319 LRS/LGRDDC will only accept classified shipments on Friday if provided with a valid point of contact, physical address, and confirmation that a receiving agent will be available to receive the shipment.

3.3.2. Ensure all classified shipments are safeguarded during the receiving, packing, and handling process. Shipments will be handled, packed, processed, and then logged into the classified storage areas (Supply APS vault) as necessary. Classified shipments will not be left unattended and unprotected.

**3.4. Surface Freight will (for classified shipments over 150 pounds):**

3.4.1. OC will adhere to service regulations (i.e. AFI24-602V2, DTR Part II Ch. 205) when packaging, shipment planning and transporting classified cargo exceeding 150 lbs.

**3.5. Inbound Cargo will:**

3.5.1. Handle classified, sensitive, cryptographic (CCI) shipments IAW AFI 24-602 V2 Ch. 4 and Attachment 9 as well as DoD 4500.9R DTR Part II, Ch. 205.

3.5.2. Use the Wing Authorized Receipt Classified Listing to determine if personnel are authorized to receipt and or process small package carrier deliveries (Note: Only the JPAS will be used to verify Security Clearance Eligibility, which can be accessed through 319 LRS/UDM Office). Packages will be secured by constant monitoring or classified storage at the APS Supply Vault until turned over to the customer or Ground Transportation for disposition.

3.5.3. Turn over classified cargo to the consignee after the individual is confirmed on the wing Authorized Receipt Classified Listing with documentation of the transaction on DD Form 1907, or other shipment planning worksheets used as a hand to hand receipt.

## CHAPTER 4

### DEFENSE LOGISTICS AGENCY (DLA) DISPOSITION SERVICES (DLADS)

**4.1. Scope:** This chapter applies to the handling, processing and disposition procedures for DLADS items.

**4.2. Procedures:**

4.2.1. Units will contact 319 LRS/LGRMCC Customer Service for guidance regarding DLADS turn-in.

4.2.2. 319 LRS/LGRMCC will supply Outbound Cargo with the corresponding source documents (i.e. DD Form 1348-1A). The units will be responsible for preparing/ palletizing cargo prior to delivery of DLADS items to 319 LRS/LGRDDC.

4.2.3. When securing items onto pallets, units may request assistance from Outbound Cargo (OC) personnel, however, unit(s) will maintain the ultimate responsibility of palletizing/consolidating shipments for onward movement.

4.2.3.1. Upon completion of the shipment planning process, OC will contact DLADS Scheduler for transportation support and ordering conveyance through <http://vsm.distribution.dla.mil/Scheduler/Schedule/CONUS>.

4.2.4. To maximize usage of a Full Truckload conveyance, OC will stage DLADS cargo until pick-up confirmation is received from the DLA Scheduling Office.

4.2.5. Turn-ins for bulk items (i.e. furniture, rolling stock) will be based on available warehouse space, priority and mission impact to the respective units. NOTE: Due to recent changes in DLADS operations, OC no longer has the capability to route shipments for disposition. Therefore, unit timelines may not be met accordingly and delays may occur.

## 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 Grand Forks AFB and Source of Repair.

**5.2. Movement Routes:**

5.2.1. The primary entry to the base for delivery trucks is the Commercial Gate. In the event the Commercial Gate is closed during normal duty hours, the alternate entry for the base is up to the designation of the 319 SFS. All commercial vehicles will be escorted to and from the area in which they are loaded or unloaded.

5.2.2. Vehicle Inspection: The Commercial Gate is designated as the base's vehicle inspection station. The alternate vehicle inspection area will be at the discretion of 319 SFS in the event the Commercial Gate is closed.

**5.3. Procedures:**

5.3.1. Inbound Receiving will:

5.3.1.1. In-check and 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 will be downloaded at Building 408 Dock (North), using appropriate MHE. 319 LRS/LGRDDC will notify the Base Engine Manager to establish a date and time for pick up IAW AFI 24-602V2.

5.3.1.2. The Base Engine Manager may contact 319 LRS/Vehicle Operations for support and transportation of engines from Bldg. 408 to the final destination as determined by the Engine manager.

5.3.2. Outbound Shipment of Engines:

5.3.2.1. The Base Engine Manager will notify 319 LRS/LGRDDC of any pending engine movement requirements. The 69 MXS prepares the shipping document(s), using the automated DD Form 1348-1A, and provides a copy to 319 LRS/LGRDDC, who prepares the truck manifest and creates the bill of lading for commercial carriers. Component Maintenance Squadron and Test Cell personnel purges, drains, preserves, wraps, and certifies the AFTO Form 20, Caution Tag and the DD Form 1348-1A with a signed statement that the engine has been prepared for shipment IAW TO 00-85-20. The engine is delivered to 319 LRS/LGRDDC for further processing, labeling, and loading on carrier equipment for line haul movement to depot. The 69 MXS establishes priority/RDD for engine shipment IAW AFI 24-602V2. The ITO will expedite movement IAW the established priority/RDD as required.

5.3.2.2. 319 LRS/LGRDDC will receipt for the engine from MXS and verify the serial number and shipping data with a repairable/serviceable tag. 319 LRS/LGRDDC will inspect for external leaks and proper wrapping and packaging of the engine. 319 LRS/LGRDDC will ensure the DD Form 1348-1A and the AFTO Form 20 are certified and that the engine has been drained and purged IAW TO requirements. 319

LRS/LGRDDC will arrange commercial movement to meet the RDD using carriers with air-ride tractor-trailers. 319 LRS/LGRDDC will prepare all necessary commercial shipping documentation and will load, block, brace, and supervise the securing of the engine to the carrier's equipment IAW TO shipping instructions.

## CHAPTER 6

### AIR FORCE REUSABLE CONTAINER PROGRAM

**6.1. Scope:** This chapter applies to all personnel whose duties involve receiving, processing, handling and transporting shipments using the wing Reusable Container Program (RCP).

**6.2. Procedures:**

6.2.1. The 69th Reconnaissance Group and Cavalier Air Station RCP Monitors will provide the 319 LRS/LGRDDC with an updated list of all excess containers on a monthly basis. If a reusable container is turned in as excess and not redistributed, it will become part of the Cargo Movement Element bench stock. These containers will be made available for reuse by unit monitors if and when required. Note: This will not be considered courtesy storage and these containers may be shipped, reissued, or reused at the discretion of the 319 LRS/LGRDDC.

6.2.2. When a unit presents an item to 319 LRS for turn-in, if the prescribed container is not available, the unit RCP monitor will fill/sign the AF Form 451 prior to turn-in of the item to the 319 LRS/LGRDDC. Note: Due to GFAFB's Transportation Funds being handled in one account for all of its tenant units, the AF Form 451 will be utilized to signify that a specific item did not have the correct SPI.

## CHAPTER 7

### MOVEMENT OF TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE)

**7.1. Scope:** Establish coordinated procedures with the Precision Measurement Equipment Laboratory (PMEL) for the movement of Test, Measurement, and Diagnostic Equipment (TMDE).

**7.2. Procedures:**

7.2.1. Inbound Cargo will:

7.2.1.1. In-check all PMEL items and treat them as TP-1 shipments and abide by the processing times indicated in AFI 24-602V2 Table 3.1. Receipt Processing Time Standards

7.2.1.2. In-checker will annotate the TCN and Tracking Number on the Inbound Cargo Log for CMOS in-checking purposes.

7.2.1.3. In-checker will open each item to verify the Owning Work Center (OWC) to determine proper disposition to the corresponding PMEL shop. 319 LRS/LGRDDC will then attempt to contact each PMEL POC via e-mail or phone call up to three times. If PMEL POC does not pick up their respective items within the prescribed timetable, the TO will be notified and respective unit CCs will be alerted.

7.2.1.4. Cavalier AS is identified as a Geographical Separated Unit. Due to the distance and limited volume of cargo originating/terminating from Cavalier AFS, certain items will be subject to delays and may not be picked up within the prescribed time frames. NOTE: Inbound Cargo Activity will utilize the CMOS Turnover Record Capability IAW AFI 24-602V2 Ch. 3 Para 3.5 to show transfer of custody between ICA and the PMEL POC.

7.2.2. Outbound Cargo will:

7.2.2.1. Verify and match all serial numbers, part numbers or National Stock Numbers (if applicable) from the DD Form 1149 to the physical item.

7.2.2.2. Process and route all PMEL items as Transportation Priority 1; utilizing the CMOS. NOTE: All PMEL DD Form 1149 as well as the asset(s) will be identified by utilizing the PMEL label, sticker or stamp.

## CHAPTER 8

### AFTER-HOURS PROCESSING (999/NMCS/MICAP)

**8.1. Scope:** To establish procedures for shipping/receiving expedited 999/NCMS/MICAP and critical/classified items during non-duty hours.

**8.2. Procedures:**

8.2.1. Refer to Cargo Movement Standby Memorandum which is updated periodically to maintain a steady rotation of airman performing standby duties. Once the memorandum is updated, a copy is provided to the 319 ABW/CP.

8.2.2. Personnel are to perform standby operations between the hours of 1630-0730 on weekdays and 24 hours on weekends and official holidays or down days.

8.2.2.1. Personnel will report for duty within 60 minutes for all 999/MICAP shipments after receiving notification from 319 ABW/CP. Individuals will report using proper PPE (duty uniform is not mandatory).

8.2.2.2. For Inbound shipments, if standby personnel cannot contact the unit to pick-up their cargo, they are to contact the 319 ABW/CP at 747- 6711. NOTE: Personnel performing standby duties will not consume alcohol.

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

AFI 21-201, Conventional Munitions Maintenance Management, April 9, 2014

AFI 24-602V2, Preparation and Movement of Air Force Cargo, November 2, 2010

AFJI 24-211, Volume 4, Transportation Facility Guide

AFI 23-101, Air Force Material Management, August 8, 2013

AFMAN 91-201, Explosive Safety Standards, January 12, 2011

AFMAN 33-363, Management of Records, March 1, 2008

DOD 4500.9-R-Part II, Defense Transportation Regulation, Cargo Movement, November, 1 2010

DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives, April 14, 2012

DOD 5200.1-R, Information Security Program, February 24, 2014

IATA Dangerous Goods Regulation, current edition

MIL-STD-129P (4), Military Marking for Shipment and Storage, February 21, 2005

Title 49, CFR, Transportation, August 18, 2014

T.O. 00-85-2, Engine Shipment Instructions

T.O. 2J-1-18, Preparation for Shipment and Storage of Gas Turbine Engines

T.O. 11A-1-46, Fire Fighting Guidance Transport for Storage

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

T.O. 11N, Entire series

T.O. 21-LGM-30G-2-33, Operations for Aerospace Vehicle Equipment

***Abbreviations and Acronyms***

**AA&E**—Arms, Ammunition, and Explosives

**ACC**—Air Combat Command

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFRIMS**—Air Force Records Information Management System

**AMC**—Air Mobility Command

**AMS**—Asset Management System

**AS**—Air Station

**BCM**—Base Container Manager  
**CAA**—Competent Approval Authority  
**CBL**—Commercial Bill of Lading  
**CCI**—Controlled Cryptographic Items  
**CFETP**—Career Field Education and Training Plan  
**CFR**—Code of Federal Regulation  
**CMOS**—Cargo Movement Operations System  
**COE**—Certification of Equivalency  
**DESPS**—Domestic Express Small Package Service  
**DOD**—Department of Defense  
**DOT**—Department of Transportation  
**DOT-SP**—Department of Transportation-Special Permits  
**DSN**—Defense Switched Network  
**DTR**—Defense Travel Regulation  
**FPCON**—Force Protection Conditions  
**GTN**—Global Transportation Network  
**IAW**—In According With  
**ITO**—Installation Transportation Officer  
**JPAS**—Joint Personnel Adjudication System  
**LRS**—Logistics Readiness Squadron  
**MIPR**—Military Interdepartmental Purchase Request  
**MSA**—Munitions Storage Area  
**MSC**—Military Sealift Command  
**MORD**—Miscellaneous Obligation Reimbursement Document  
**OI**—Operation Instructions  
**OPR**—Office of Primary Responsibility  
**RA**—Resource Advisor  
**RCP**—Reusable Container Program  
**RDD**—Required Delivery Date  
**REPSHIP**—Report of Shipment  
**SDDC**—Surface Deployment and Distribution Command  
**SPI**—Special Packaging Instruction

**TFG**—Transportation Facility Guide

**TO**—Transportation Officer

**UCM**—Unit Container Monitor

### *Terms*

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

**Classified Receipt Listing**—a listing maintained by the 319 LRS' Materiel Management Flight listing installation personnel authorized to receive or otherwise handle classified material and supplies.

**CONFIDENTIAL**—Information or material 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 Title 49, CFR requirements on the basis of equivalent levels of safety. DOT-SP for packaging is valid for domestic transportation of hazardous materials. International shipments of hazardous material are covered by Competent Authority Approvals.

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

**Explosive United Nations (UN) Classification System**—the UN classes of division numbers have the following meaning:

Class 1	Meaning
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 the Secretary of Transportation has determined to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce.

**Nuclear Ordnance Controlled Materiel**—Base and Military Spares used on or with any nuclear weapon, which must be specifically controlled because of design, security, or quality control requirements.

Risk Protection Category:

Risk Category Code	Risk Protection
Code I	Very High Risk
Code II	High Risk
Code III	Med Risk
Code IV	Low Risk

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

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

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

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

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

**Suspect Vehicle**—Explosives-loaded vehicles or railcars found or suspected to be in a hazardous condition will be moved to a suspect vehicle holding area, unless it is more hazardous to move the vehicle or railcar.

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