

**BY ORDER OF THE COMMANDER
1ST SPECIAL OPERATIONS WING
(AFSOC)**

HURLBURTFIELD INSTRUCTION 24-602

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Transportation

TRAFFIC MANAGEMENT OPERATIONS



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Certified by: 1SOLRS/LGRD Col
Timothy Hood

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This instruction implements procedures pertaining to the movement of DoD personnel and government shipments for the 1st Special Operations Logistics Readiness Squadron (1 SOLRS), IAW AFI 24-602V1, *Passenger Movement* and AFI 24-602V2, *Cargo Movement*. The instructions outlined herein are applicable for all 1 SOLRS Traffic Management Office (TMO) support of 1st Special Operations Wing (1 SOW) and other Hurlburt Field agencies. Ensuring all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. 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 from the field through the appropriate chain of command.

Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

1. GENERAL INFORMATION.

1.1. For the purposes of this publication, the individual performing as the Installation Transportation Officer or Traffic Manager is hereto referred as the Transportation Officer (TO). The TO is the installation's single-manager for cargo movement and must be fully qualified to manage all deployment and distribution functions incident to movement of DoD passengers, DoD cargo, and personal property for DoD personnel. **(T-0)** The TO shall apply sound and prudent traffic management principles when making modal and intermodal decisions. This excludes shipments moved directly by individual units, such as Government Purchase Card shipments, returns to vendors, and direct delivery to Defense Reutilization and Marketing Service (DRMS) from Materiel Management or from the Performing Activity (PA). For these types of shipments, the TO will be available to provide assistance to the shipper or PA upon request.

1.2. For coordination with cargo movement on matters, such as, hours of operation or how to process cargo, contact via email: 1 SOLRS/LGRDDC Cargo Movement Section (Distribution List) or via telephone Outbound Cargo: COMM (850) 884-7227 or DSN 579-7227; or Receiving: COMM (850) 884-8717 or DSN 579-8717.

2. ARMS, AMMUNITION AND EXPLOSIVES (AA&E) SHIPMENTS.

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

2.2. Except as provided in this instruction, all munitions, munitions-related items and their explosive components arriving or departing Hurlburt Field will be coordinated through the Munitions Supply Account FV5185. This is the only authorized shipping or receiving point for munitions on Hurlburt Field. Munitions and munitions related items will not be shipped or received by anyone other than authorized personnel assigned to this supply account. The point of contact for FV5185 is Munitions Control at COMM 850-884- 2011, or DSN 579-2011.

2.3. For customers shipping or receiving munitions from carrier types such as United Parcel Service (UPS) and Federal Express (FedEX), customer coordination must be obtained through Munitions Control, as listed in the previous paragraph, to ensure Munitions Accountability Procedures are followed.

2.4. Receiving Requirements:

2.4.1. The published hours of operation for receiving explosives destined to Hurlburt Field, as indicated in Transportation Facility Guide (TFG), are 0800-1400 hours, Monday through Friday, except for holidays.

2.4.2. All commercial vehicles transporting munitions will enter the base through the Commercial Gate. Upon arrival, Security Forces is responsible for verifying the condition of the conveyance seals and ensuring 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.

Vehicles will then be escorted or directed to the Hurlburt Field explosive laden vehicle inspection area by Security Forces. **(T-3)**

2.4.3. Suspect or Suspicious Vehicles: If vehicle is suspect or suspicious, contact Security Forces at COMM 850-884-7777 or DSN 579-7777. If a vehicle has damage or safety defects, it will not be allowed to proceed to the munitions storage area. Personnel who discover damage or defects will immediately notify the Cargo Movement Element at COMM 850-884-6832 or DSN 579-6832. Correction of damage or defect will be accomplished and a determination of whether or not to proceed will be made after a detailed safety inspection of the vehicle and cargo. 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 1st Special Operations Munitions Squadron (1 SOMUNS). If vehicle seals do not correspond with those shown on the Commercial Bill of Lading (CBL) or have been tampered with, or if foreign or suspicious articles have been attached to the outside of the explosive laden vehicle, the vehicle must be isolated at the Commercial Gate away from other explosive laden vehicles. If any of the aforementioned occurs immediately notify the Cargo Movement Element at COMM 850-884-6832 or DSN 579-6832.

2.4.4. When a shipment marked for FV5185 arrives, 1 SOMUNS will notify the Cargo Movement Element at COMM 850-884-6832 or DSN 579-6832.

CAUTION: 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. 90639.

2.4.5. 1 SOMUNS/CC whose personnel are 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 Hurlburt Field. IAW AFMAN 21-201, *Munitions Management*, paragraph 2.4.5., the list will contain name, rank, and *security* clearance. The list will be updated when changes occur and at a minimum annually. Inspection procedures are detailed in T.O. 11A-1-10.

2.4.6. 1 SOLRS/CC whose personnel are receipting for munitions 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. IAW AFI 24-602V2, para. 1.7.4., authorized individuals must be properly trained and documented, in order to perform these duties. **(T-1)** The list will be updated when changes occur and at a minimum annually.

2.4.7. The munitions representative will escort the carrier representative along the designated movement route to the explosives off-load area.

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

2.4.9. Cargo Movement Element personnel will:

2.4.9.1. IAW DOD 4500.0-9-R, part II use DD Form 626, *Motor Vehicle Inspection*, to inspect carrier vehicle. 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, *Motor Vehicle Inspection*.
- 2.4.9.2. Review inbound documentation presented by the carrier for any special services requested by the shipper (for example: request for constant surveillance service, dual driver protective service, etc.).
- 2.4.9.3. 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. IAW AFI 24-602V2, para. 3.2.5., initiate and complete all applicable portions of AF Form 4388, *Inbound Transportation Protective Service Material Worksheet*, for each BOL/CBL. **(T-0)**
- 2.4.9.4. Upon receipt of a Report of Shipment (REPSHIP) for Class 1.1, 1.2 or 1.3, provide the Transportation Control Number (TCN) and estimated time and date of arrival to Munitions Control. This information will be provided as soon as possible after receipt from the shipper or carrier.
- 2.4.9.5. Have the driver sign and date the discrepancy notation (if applicable).
- 2.4.9.6. Review documentation to ascertain whether any reportable discrepancy exists.
- 2.4.9.7. Initiate Discrepancy in Shipment Reports and claims actions, as required.
- 2.4.9.8. Finalize each AF Form 4388, *Inbound Transportation Protective Service Material Worksheet*, and file with inbound documentation.
- 2.4.10. Notify applicable munitions accounts to coordinate and schedule loading of outbound munitions not stored in bldg. 90639.
- 2.4.11. IAW DESR 6055_AFMAN 91-201, para, V1.E6.42.7. bldg. 90639 will only have ammunition/explosives in temporary storage pending shipment that comply with the hazard class division authorized for this facility.
- 2.4.12. Munitions personnel will contact the Cargo Movement Element for additional guidance prior to carrier departing the installation.
- 2.5. Outbound Shipping Requirements:
- 2.5.1. IAW AFI 24-602V2, para. 4.8.3., personnel accomplishing the below tasks must be qualified.
- 2.5.2. Applicable Munitions Accounts will coordinate transportation requirements with the Cargo Movement Element using DD Form 1348-1A, *Issue Release/Receipt Document*.
- 2.5.3. All munitions assets will be properly packed, marked, inspected and ready for shipment prior to requesting transportation.
- 2.5.4. Applicable Munitions Accounts will complete AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, (Packaging and Preparation section). **(T-1)**

2.5.5. Sign “Packed By” and “Certified By” and submit it to the Cargo Movement Element when requesting an item for shipment.

2.5.6. Cargo Movement Element, Packing and Crating Section will:

2.5.6.1. IAW DoD and Federal directives verify the shipment document(s) and DD Form 1348-1A, *Issue Release/Receipt Document*, contains the required information and is correctly accomplished.

2.5.6.2. Initiate AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*.

2.5.6.3. IAW current Department of Transportation (DOT) regulations, verify explosives have been packaged and/or placed in containers.

2.5.6.4. 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.

2.5.6.5. Cargo Movement Element personnel will verify proper marking and hazardous labeling requirements are met.

2.5.6.5.1. Marking and labeling requirements vary with the type of item and method of shipment.

2.5.6.6. Each container must have a way to identify its content and the correct DOT and/or United Nations (UN) markings.

2.5.6.7. 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.

2.5.7. Cargo Movement Element Freight Scheduling, Booking and Quality Control will:

2.5.7.1. Verify the information on the DD Form 1348-1A, *Issue Release/Receipt Document*.

2.5.7.2. Verify the proper hazard classification, hazard class/division, storage compatibility group, labeling, and marking data.

2.5.7.3. Determine if a DOT-SP or COE is required.

2.5.7.4. Determine the proper mode/method of shipment.

2.5.7.5. 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.

2.5.7.6. IAW DOD 4500.0-9-R, Part II, use DD Form 626, *Motor Vehicle Inspection*, to inspect carrier vehicle. 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, *Motor Vehicle Inspection*.

- 2.5.7.7. Ensure compliance with applicable directives for shipment of explosives under their control.
- 2.5.7.8. 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, part 100-199 and state regulations.
- 2.5.7.9. An export traffic release for MSC-routed shipments.
- 2.5.7.10. A “Domestic Route Order” from SDDC for Class 1.1, 1.2 and 1.3 explosives.
- 2.5.7.11. After receipt of route order and before the shipment is tendered to a motor carrier:
- 2.5.7.12. Order the truck best suited for the shipment.
- 2.5.7.13. Verify the carrier’s representative credentials contain specific authority to transport explosives.
- 2.5.7.14. IAW CFR 49, ensure four (4) explosive HC/D placards are attached to the vehicle. One at the front, one at the back, and one on each side of the transport vehicle.
- 2.5.7.15. Per CFR 49, part 177, ensure the Segregation and Separation Chart of Hazardous Materials, is used to determine the types of munitions which may be shipped in the same vehicle.
- 2.5.8. 1 SOLRS personnel will notify 1 SOMUNS personnel of pending carrier arrival. 1 SOMUNS personnel will load conveyance. Once the shipment has been loaded, 1 SOLRS personnel will ensure proper blocking and bracing IAW T.O. 11A-1-61-1, *Storage and Out-loading Instructions-Conventional Ammunition*.
- 2.5.8.1. Attach seals to cargo door.
- 2.5.8.2. Have driver sign CBL, DD Form 626, *Motor Vehicle Inspection*, and DD Form 1907, *Signature and Tally Record*.
- 2.5.8.3. Using the format prescribed in DOD 4500.9-R, DTR, part II, Cargo Movement, a REPSHIP will be made for all shipments within 2 hours after departure of HC/D, 1.1, 1.2 and 1.3 explosives. Complete shipment checklist to be maintained with shipment files. Delivery must be verified within 24 hours after Required Delivery Date (RDD).

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, Nuclear Weapons-Related Materiel (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 24-602V2, paragraph 1.7.4. **(T-1)** Note – NWRM shipments are unlikely here on Hurlburt Field, however, personnel will be familiar with appropriate processes. TO will be notified if a NWRM shipment is to be processed

before actions are taken. "TOP SECRET" shipments are not authorized to be processed through the Cargo Movement Element.

3.2. All units that offer classified/NWRM/sensitive material for shipment will ensure:

3.2.1. The asset is properly identified on the shipping documents DD Form 1348, *DoD Single Line Item Release/Receipt Document* or DD Form 1149, *Requisition and Invoice/Shipping Document*.

3.2.2. The property is accompanied with a DD Form 1907, *Signature and Tally Record*, for internal control. Ensure the DD Forms 1348-1A, *Issue Release/Receipt Document*, and DD Forms 1149, *Requisition and Invoice/Shipping Document*, 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.

3.2.3. The DD Form 1348-1A, *Issue Release/Receipt Document*, is the only shipment document authorized for shipping NWRM. DD Form 1149, *Requisition and Invoice/Shipping Document*, is not authorized for shipping NWRM except when necessary to meet DOE requirements.

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

3.3.1. Establish delivery receipt times with the shipper.

3.3.2. Normally classified/NWRM/sensitive shipments will be received and processed by appointment.

3.3.3. IAW AFI 24-602V2, para. 4.9.1., only authorized personnel will receipt for classified material and NWRM. **(T-1)**

3.3.4. IAW AFI 24-602V2, para. 4.8., initiate and use AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, for processing classified/NWRM/sensitive materiel. **(T-1)**

3.3.5. Ensure all classified/NWRM/sensitive shipments are safeguarded at all times during the receiving, packing, and handling process, when complete or logged into the classified storage areas. Classified/NWRM/sensitive shipments will not be left unattended/unprotected.

3.3.6. 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.

3.3.7. 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).

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

3.3.9. Ensure all seams/openings are taped.

3.3.10. Enter required information into the Cargo Movement Operations System (CMOS) 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.

3.3.11. Ensure DD Form 1348-1A, *Issue Release/Receipt Document*, or DD Form 1149, *Requisition and Invoice/Shipping Document*, shipment planning worksheet is complete with the accurate, piece number, weight, cube, mode code, etc.

3.3.12. Process confidential/SECRET shipments tendered to a DoD Small Package Service contract carrier(s) IAW AFI 24-602V2, para. 4.6. 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.

3.3.12.1. The Small Package 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 TOs/Cargo Movement Element personnel will not use this mode/method to move classified or NWRM shipments to the AMC APOE for channel airlift.

3.3.13. 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.

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

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

3.4.1. IAW AFI 24-602V2, initiate and use AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, the established form for processing classified/NWRM/sensitive materiel. **(T-1)**

3.4.2. Match DD Form 1149, *Requisition and Invoice/Shipping Document*, or DD Form 1348-1A, *Issue Release/Receipt Document*, against shipment to verify proper labeling.

3.4.3. Ensure utilization of a "Domestic Route Order" as required from SDDC for all SECRET shipments and all confidential shipments over 150 pounds.

3.4.4. Prepare the BOL using proper tenders, routing instruction notes, and TFG instructions.

3.4.5. Release property to the carrier.

3.4.6. Ensure shipping documents, CBL and DD Form 1907, *Signature and Tally Record*, are appropriately signed after checking the driver's license(s) and carrier/DoD authorization to carry classified material.

3.4.7. Per DoD 4500.9-R, part II, chapter 205, paragraph L, prepare and forward a REPSHIP to consignee no later than 2 hours after shipment's departure. 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 TO shall notify the consignee in advance of the shipment and the consignee shall acknowledge the ability to receive the shipment. The TO shall await positive acknowledgement from the recipient before the shipment occurs.

3.4.8. 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 TO will use official e-mail to notify the following recipients with shipment information including movement document number and TCN.

3.4.9. Origin and destination Nuclear Weapons-Related Materiel Accountable Officer (NWRMAO) organizational e-mail account, Munitions Accountable Systems Officer (MASO), depot or contractor receiving, as appropriate.

3.4.10. Within 24 hours of Required Delivery Date (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.

3.4.11. File signed checklist with CBL.

3.5. Cargo Movement Element, Inbound Receiving:

3.5.1. Hurlburt Field TFG directs consignment of logistical materiel into the base central receiving section, 514 Hamby Place, Hurlburt Field, bldg. 90639. In-checkers must handle all small package express carrier deliveries as classified until it is verified material is unclassified. 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, *Signature and Tally Record*.

3.5.2. 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.

3.5.3. Package will be secured by constant monitoring or classified storage until turned over to the appropriate warehouse or Documented Cargo personnel.

3.5.4. Receiving personnel may open each package as part of the receiving process. Upon identification of classified item/NWRM, initiate and use AF Form 4388, *Inbound Transportation Protective Service Material Worksheet*, for classified/sensitive/NWRM materiel. (T-1)

3.5.5. Immediately notify TO of NWRM asset(s). NWRM asset(s) will be in-checked upon receipt and inspected to ensure seals are intact and there is no evidence of damage or tampering with the container. Container markings must match information on the movement documents.

3.5.6. 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 Joint Personnel Adjudication System (JPAS) will be used to verify Security Clearance Eligibility, Investigation Status and Access Levels; therefore, units must provide the 1 SOLRS an update immediately if an individual's Clearance Eligibility and/or Access Level is downgraded or changed.

3.5.7. 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, *Signature and Tally Record*.

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. Each unit's Classified Receipt Listing must be up to date at all times. Only those identified on the Classified Receipt Listing will be authorized to receive, handle and transport classified assets.

4.2.1. Unit Security Managers must notify their squadron leadership within 24 hours or next duty day when a member's clearance eligibility and/or access level is downgraded or changed (loss of clearance, change in name, etc.) in order to prevent unauthorized personnel access to classified assets and to update the Classified Receipt Listing.

4.3. 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.

4.3.1. Dispatcher(s) will follow procedures and brief operators of proper procedures regarding classified movements.

4.3.2. IAW DoDM 5200.01-V2, assets will be marked accordingly and operators will check all documentation to verify the classification of the asset/materiel prior to handling the item.

4.3.3. Operators assume full responsibility for the security of the classified asset once in custody and are required to 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, and security of classified or sensitive items.

4.3.4. Operators will have a copy of the Classified Receipt Listing and verify the receiver is authorized to sign for classified materials.

4.3.5. If the receiver is not on the Classified Receipt Listing, the operator will contact the Vehicle Operations Control Center dispatcher at COMM 850-884-7223 or DSN 579-7223 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 through approved documentation.

4.3.6. 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. 90639.

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 Hurlburt and Source of Repair/destination.

5.2. Movement Routes:

5.2.1. The primary installation entry for delivery trucks is the Commercial Gate. In the event the Commercial Gate is closed during normal duty hours, call Security Forces at COMM 850-884-7777 or DSN 579-7777 for instructions.

5.2.2. The Commercial Gate is designated as the installation vehicle inspection station.

5.3. Procedures:

5.3.1. Inbound Shipment of Aircraft Engines:

5.3.1.1. IAW AFI 24-602V2, para. 2.16.1., Cargo Movement Element personnel will in-check/receipt for engines. **(T-1)** If there are no discrepancies, the engine will be downloaded from the carrier. To limit the safety risk, engines will be downloaded at 514 Hamby Place, bldg. 90639, using the on-/off-load ramp dock levelers. IAW AFI 24-602V2, Table 3.2., Cargo Movement Element personnel will notify the appropriate engine manager to establish formal receipt and date/time for pick up.

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.

5.3.2.1.1. Prepare the shipping document(s), using the automated DD Form 1348-1A, *Issue Release/Receipt Document*, and provide a copy to Cargo Movement Element personnel, who prepare the truck manifest and create the BOL for

commercial carriers.

5.3.2.1.2. IAW AFI 24-602V2, paras. 1.9.2. (T-0) and 2.16.6.3., and using AFTO Form 20, *Caution and Inspection Record*, ensure engines and related components are purged, drained, preserved, wrapped, and certified. (T-1)

5.3.2.1.3. IAW T.O. 00-85-20, *Engine Shipment Instructions*, (T-1) provide a signed statement on the DD Form 1348-1A, *Issue Release/Receipt Document*, that the engine has been prepared for shipment.

5.3.2.1.3.1. Ensure the engine is delivered to Cargo Movement Element for further processing, labeling and loading on carrier equipment for line haul movement to depot.

5.3.3. The TO will expedite movement IAW the established priority/RDD, as required.

5.3.4. For Temporary Duty (TDY)/deployed units, it is the responsibility of the TDY unit to ensure that engines are properly prepared for shipment.

5.3.4.1. TDY/deployed personnel at Hurlburt 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 which does not comply with TMS specific technical data.

5.3.5. Cargo Movement Element personnel will:

5.3.5.1. Receive engines from the originating activity and verify the serial number and shipping data with repairable/serviceable tag.

5.3.5.2. Inspect for external leaks and proper wrapping/packaging of the engine.

5.3.5.3. Ensure the DD Form 1348-1A, *Issue Release/Receipt Document*, and AFTO Form 20, *Caution and Inspection Record*, are certified. (T-1) IAW technical order requirements, ensure the engine has been drained and purged.

5.3.5.4. Arrange commercial movement to meet the RDD using carriers with appropriate tractor/trailer equipment.

5.3.5.5. IAW TO shipping instructions, prepare all necessary commercial shipping documentation. Load, block, brace and supervise the securing of the engine to the carrier's equipment.

6. MOVEMENT OF TEST, MEASUREMENT, and DIAGNOSTIC EQUIPMENT (TMDE)

6.1. Scope: This chapter applies to all personnel involved with the processing, packaging, handling, shipment, and receipt of Test, Measurement, and Diagnostic Equipment (TMDE).

6.2. Procedures: TMDE shipments that are prepacked are acceptable for shipment. TMDE items that require special packing should identify a National Stock Number or Special Packaging Instruction (SPI) number on the DD Form 1149, *Requisition and Invoice/Shipping Document*. All other TMDE items will be packed following normal cargo procedures.

7. AFTER DUTY-HOURS PROCESSING (999/NMCS/MICAP)

7.1. Scope: This chapter applies to all personnel involved with the processing, packaging, handling, shipment, and receipt of 999/MICAP/NMCS after duty hours.

7.2. All air eligible 999/NMCS/MICAP shipments will be accepted and processed after-hours 24/7, cargo moving commercially will be booked for the TSP's next scheduled pick-up. Contact TMO via official standby telephone at (850) 420-8266.

7.3. Same Day Service criteria. Prior to utilizing Same Day Service, all other movement methods required for expedited movement will be explored. **(T-1)** Same Day Service is not a normal means for movement, and is considered only as an exception to next day service. Use Same Day Service only in dire circumstances (e.g. mission failure). Same Day Service moves via scheduled commercial air TSPs and does not include guaranteed arrival time. Weight/size limits and other restrictions (e.g. authorized destination, additional charges, etc.), may vary per TSP and be verified and agreed upon prior to pick up.

NOTE: The TO is the only official authorized to approve the use of Same Day Service. **(T-2)** Shippers will provide a destination contact name, commercial and/or DSN contact number and an in the clear address for the consignee before the shipment is accepted by the TO's shipping activity for transport. **(T-1)**

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

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

7.3.3. The following criteria must be met before the TO makes the final decision to use Same Day Service:

7.3.3.1. Shipment must have an Agile Logistics Project Code or an RDD of 999, N_ or E_. **(T-1)** NOTE: Same Day Service will not be used if actual use of the item being shipped will not occur before normal next day delivery service. **(T-1)** Exception: AMC MICAPs or Green/Purple Sheet Shipments to be delivered to an aerial port and have a scheduled airlift mission approved by the 618th Air Space Operations Center (AOC)/Aerial Port Control Center (APCC).

7.3.3.2. The shipper requesting Same Day Service must provide the origin TO written or e-mailed justification endorsed by an O-6 (or equivalent) or above, to verify the urgency of movement. **(T-1)** Supporting documentation will include a brief justification, named consignee and contact details, RDD, and signature block. The TO will maintain one copy of the justification with the shipping document and one copy will be included with the shipment packing list. **(T-1)** Note: Blanket Same Day Service requests are not authorized.

7.3.3.3. The TO/designated agent must certify all services were performed and retain the delivery confirmation with the shipping documentation. **(T-2)**

7.3.3.4. IAW 1 SOLRS OI 23-04 (Materiel Management (After-Hours) Supply Support, the receipt of 999/MICAP/NMCS inbound shipments will be performed.

8. GENERAL INBOUND CARGO REQUIREMENTS:

8.1. Transfer of Materials from Inbound Cargo to Inspection Section:

8.1.1. Suspect Assets have a “Suspect Flag” loaded against the stock number will produce an I302 Management Notice (MGT) following the processing of a receipt.

8.1.1.1. The I302 MGT will be matched up with the property and both will be taken to the Inspection section.

8.1.1.2. The property will be logged into the Inspection Log book located on the shelf outside Inspections Office.

8.1.1.3. A movement of the Asset Management ID (AMID) assigned to the I302 MGT will be processed to location INSPECTION HOLD.

8.1.2. Unserviceable Shipments (DRMS):

8.1.2.1. Unserviceable receipts processed with condition code of H will automatically generate shipment to DRMS (TRIC A5J).

8.1.2.2. The shipment paperwork will be printed in six (6) copies (2 full sheets).

8.1.2.3. The individual matching the property with the documentation will sign on the line titled WHSE/SIGN - DATE on all six (6) copies and attach one copy of DD Form 1577 (Red Tag) to each property being moved.

8.1.2.4. The property will be placed on the A5J Hold shelf located outside of the Inspections office.

8.1.2.5. A movement of the Asset Management ID (AMID) assigned to the A5J shipment processed to location INSPECTION A5J HOLD.

9. SMALL PACKAGE ACCOUNTS

9.1. Scope: This chapter applies to all base personnel involved with establishing Small Package Accounts.

9.2. Establishment of any new small package carrier accounts must be approved in writing by the TO for the purpose of transporting official freight shipments.

9.2.1. When approved, the TO will train these units/activities on all responsibilities for tracing, transportation discrepancy reporting, certification of hazardous declarations, customs requirements, and fiscal responsibility for maintaining obligation authority.

9.2.2. Movement of classified, protected and all NWRM Shipments via Blanket Purchase Agreement (BPA) DoD Domestic Express Small Package Service (DESPS) carriers:

9.2.2.1. Some shipments may be moved within CONUS and to/from Alaska, Hawaii, and Puerto Rico via an authorized carrier, if eligible. For specific guidance see DTR, Part II, Chapter 205.

9.2.2.2. Prior to using a DESPS carrier for classified, protected and any NWRM shipments TOs must confirm the initial or continued use of a carrier for movement of DoD classified material. Authorized carriers can be found at website: <https://private.amc.af.mil/A4/domexpress/spsindex.html>.

9.2.2.2.1. Compliance with the restrictions and processes in the following paragraphs is mandatory to preclude any security violations caused by improper handling of classified shipments.

9.2.3. The GPC may be used to pay for DESPS BPA.

9.2.4. Cardholders must coordinate with their TO prior to setting up an account. The TO will provide advice to cardholders when requested.

9.2.4.1. If the purchase card is used without first setting up an account, units will be billed at the higher commercial rate. (Reference: AFI 64-117, Air Force Government Wide Purchase Card (GPC) Program).

9.2.5. Must comply with the provisions of DOD 5200.1-R and AFI 31-401, Information Security Program Management.

10. PASSENGER TRAVEL PROCEDURES:

10.1. Leave-In-Conjunction With Official Travel (LICWO) is applicable to all base personnel involved with traveling in conjunction with official travel.

10.1.1. Procedures: When a traveler is taking LICWO, use of government contract airfares (e.g., YCA, _CA) and other government fares (e.g., YMZ, MMZ, MDG, LDG, etc.) are strictly prohibited to and/or from leave points. Exception: the leave is at the official travel location, or the member was notified of the official travel while on leave and is required to report immediately from current location for mission support. These fares are offered by the airline industry for official travel purposes only, not unfunded leave travel. However, most airlines offer military members special or discounted fares. The traveler must schedule all official travel through the TO/Travel Management Company (TO/TMC) to ensure appropriate routing and reimbursement. **(T-1)**

10.1.1.1. Personal expenses associated with LICWO will not be placed on a Government Travel Charge Card (GTCC), Individually Billed Account (IBA) or Centrally Billed Account (CBA), (see JTR). LICWO is used at a traveler/cardholder's own risk. If the official travel is cancelled or rescheduled for a later date, there is no entitlement/reimbursement for the LICWO ticket to be changed or rescheduled. LICWO cases will be applied in the following manner:

10.1.1.2. Travelers requesting LICWO reimbursement will provide the ITO/TMC with official travel orders, signed by their Approving Official or Commander. Once travel orders have been verified, the ITO will provide signed reimbursement letter for the traveler to file within the Defense Transportation System. LICWO reimbursement letters are maintained for one calendar year.

10.2. IAW AFI 24-602V1, Ch. 3.3 & JTR 3005.E, Circuitous Travel is defined as any route (CONUS/OCONUS) other than the one normally prescribed by the TO between the official places listed on the member's PCS orders.

CAUTION: GSA City Pair fares or policy fares are not authorized to/from the leave location to a Permanent Duty Station (PDS).

10.2.1. If travel originates from OCONUS and the member is traveling direct from the old Permanent Duty Station (PDS) to the APOD with deviation (i.e. leave en-route) to the

new PDS, travel from the APOD to the leave location is considered circuitous; however no deviation letter is required. If a member is requesting a deviation in the overseas area and self-procuring travel, the deviation must be authorized in the orders and must state the member is authorized to self-procure transoceanic transportation.

10.2.2. When a member is PCSing to/from OCONUS, the Patriot Express is available and the member is authorized to ship POV; the member is traveling direct from old PDS to an authorized Vehicle Processing Center (VPC) with leave en-route to new PDS, utilize the direct authorized route prescribed on the member's travel orders. Member is authorized to ship from an alternate VPC not to exceed the authorized cost. GSA City Pair Fares or policy constructed fares are authorized between the normal direct point to point routing for official travel.

10.2.3. When a member is PCSing from OCONUS to CONUS, the Patriot Express is available and the member is authorized to ship a POV, but wants to deviate and the member is traveling direct from the old PDS to authorized VPC with leave en-route and self-procuring travel; then the deviation must be authorized in the orders and must state the member is authorized to self-procure transoceanic transportation. GSA City Pair Fares or policy constructed fares are authorized to the VPC and between the normal direct point to point routing for official travel. If the member is self-procuring travel to the new PDS, utilize the direct authorized route prescribed on the members travel orders.

10.2.4. If travel originates from OCONUS and the member is traveling direct from the old PDS to leave en-route and requests a deviation to the new CONUS PDS, then GSA City Pair fares or policy constructed fare are not authorized to/from leave locations to the new PDS. Deviation must be authorized in the orders and must state the member is authorized to self-procure transoceanic transportation. If travel originates from OCONUS and the member is requesting a deviation in the overseas area, self-procuring travel deviation must be authorized in the orders and must state the member is authorized to self-procure transoceanic transportation. US Flag carriers MUST be utilized, if available.

10.2.5. When a member is PCSing to/from OCONUS, the Patriot Express does not exist and the member is authorized to ship a POV, the member is traveling direct from the old PDS to authorized VPC with leave en-route to the new PDS, GSA City Pair Fares or policy constructed fare are not authorized to/from leave locations to the new PDS. GSA City Pair Fares or policy constructed fares are authorized to VPC locations and between the normal direct point to point routing for official travel. US Flag carriers MUST be utilized, if available.

10.2.6. When a member is PCSing within CONUS and the member is traveling direct from the old PDS to the new PDS with a deviation leave en-route to the new PDS, GSA City Pair Fares or policy constructed fares are only authorized between the normal direct point to point routing for the official travel legs of the trip; no deviation letter is required.

10.2.7. When the Patriot Express is available and travel originates from OCONUS and the member is requesting a deviation on the outgoing travel leg in the overseas area and self-procuring, the member must request approval from their squadron commander or equivalent authority to self-procure transoceanic transportation. The deviation must also

be authorized in the orders and must state the member is authorized to self-procure transoceanic transportation. US Flag carriers MUST be utilized if available.

10.2.8. When the Patriot Express does not exist and travel originates from OCONUS and the member is traveling overseas direct from the PDS and a deviation on inbound leg leave en-route to the TDY. GSA City Pair Fares or policy constructed fares are authorized to/from leave location to the TDY station if the leave location is the same or in the normal routing to the TDY station.

10.2.9. When a member is PCSing to or from OCONUS en-route to the new PDS, Foreign Flag carrier is authorized only when no American carrier is available. Use of a Foreign Flag carrier must be approved in the member's orders. If the member is traveling direct from the PDS and request a deviation leave en-route to the PDS station, if no U.S. Flag carriers available, Foreign Flag carrier is authorized. Documentation must be provided and the AO must annotate the travel order that no U.S. Flag carrier was available. If the member is traveling direct from the PDS, requests a deviation leave en-route to the PDS station, and self-procuring an U.S. Flag carrier extends travel time by at least six (6) hours longer than a Foreign Flag carrier can be used IAW JTR Table 2-3.

10.2.10. When a member's TDY is within the CONUS and the member is traveling direct from the PDS and requests a deviation leave en-route to the TDY station. Members are responsible for paying all additional fees above the official government cost.

11. CENTRALLY BILLED ACCOUNT (CBA) This paragraph applies to the base CBA usage and reconciliation process.

11.1. 1 SOLRS/CC appoints or delegates the appointment authority to the TO, CBA Certifying Officials in writing. A copy of the appointment letter and DD Form 577 must be provided to the DFAS Limestone Disbursing Office.

11.2. CBA usage must be limited to DoD personnel (military and civilian) meeting the exempt criteria in section 040602, of the Defense Travel Management Office (DTMO) Government Travel Charge Card Regulations. Authorized by DoDI 5154.31, Volume 4, or established by Air Force Installation and Mission Support Center (AFIMSC). CBA usage must be minimized to avoid costly handling and administrative fees, and prompt payment act penalties.

11.3. The CBA is used as the method of payment for airline, rail and bus tickets when:

11.3.1. A traveler has not been issued an Individually Billed Account (IBA), commonly referred to as a personal Government Travel Charge Card (GTCC).

11.3.2. Traveling as a group (when documented proof provided that no IBA has been issued).

11.3.3. Travelers requesting CBA usage must provide the TO, in writing, justification why the traveler does not have an active IBA and/or cannot use their IBA (e.g., individual denied a travel card due to creditworthiness evaluation score, travel card has been canceled or suspended due to financial irresponsibility or for other specific reasons). This authorization letter will be signed by the traveler's GTCC Program Coordinator, Resource Advisor, or Commander.

11.3.4. Travelers will also provide the TO official travel orders. Travel orders will indicate CBA usage is authorized. TO will not accept verbal authorizations or verbal orders.

11.3.5. Directed by AFIMSC.

11.4. The Government Travel Card Vendor (GTCV) uploads an electronic copy of the invoice at the end of the billing cycle for the TO access, download and print.

11.4.1. The electronic copy of the GTCV invoice (bill) should be accessed online as soon as possible, but no later than five (5) working days after the end of the billing cycle.

11.4.2. When accessed, the invoice is date stamped. This date starts the clock for prompt payment.

11.4.3. The payment due date is stated on the GTCV invoice (and is the date used for determining amounts past due and the account suspension date).

11.4.4. The reconciliation must be completed and certified by the TO within 10 working days after receipt.

11.4.5. If the online invoice is not accessible within 3 working days after the end of the billing cycle, TO should contact the GTCV and advise of the issues with the online invoice.

JOCELYN J. SCHERMERHORN,
Col Commander

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

AFI 24-602V1, *Passenger Movement*, 27 April 2017
AFI 20-110, *Nuclear Weapons-Related Materiel Management*, 4 June 2018
AFMAN 21-201, *Munitions Management*, 25 March 2019
AFI 24-602V2, *Cargo Movement*, 11 June 2019
AFI 24-301, *Ground Transportation*, 21 October 2019
AFJI 24-211, Volume 4, *Transportation Facility Guide*, 3 January 2008
AFMAN 33-363, *Management of Records*, 1 March 2008
DESR 6055.09 AFMAN 91-201, *Explosives Safety Standards*, 28 May 2020
AFPD 24-6, *Distribution and Traffic Management*, 22 March 2018
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 Worksheet*
AF Form 4388, *Inbound Transportation Protective Service Material Worksheet*
AFTO Form 20, *Caution and Inspection Record*
DD Form 1348, *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)*

Prescribed Forms

None

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
APOD—Aerial Port of Debarkation
APOE—Aerial Port of Embarkation
BOL—Bill of Lading
CBA—Centrally Billed Account
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
COT—Consecutive Overseas Tour
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
GSA—General Services Administration
HC/D—Hazard Class Division
HOR—Home of Record
IAW—In Accordance With

IBA—Individually Billed Account
ITO—Installation Transportation Officer
JPAS—Joint Personnel Adjudication System
JSF—Joint Strike Fighter
JTR—Joint Travel Regulation
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
PDS—Permanent Duty Station
POV—Privately Owned Vehicle
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
TMC—Travel Management Company
UII—Unique Item Identifier
UN—United Nations
VPC—Vehicle Processing Center

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:

Class 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 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:

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 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.