

**BY ORDER OF THE COMMANDER  
OF THE 502D AIR BASE WING**

**JOINT BASE SAN ANTONIO  
INSTRUCTION 24-001**



**5 SEPTEMBER 2024**

***Transportation***

***INSTALLATION PROCEDURES FOR  
MOVEMENT OF DEPARTMENT OF  
DEFENSE SHIPMENTS/MATERIAL***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Department of the Air Force Policy Directive (DAFPD) 24-6, *Distribution and Traffic Management* with additional guidance derived from DAFI 24-602 V2, *Cargo Movement*. It establishes and clarifies responsibilities, policies, and procedures for the movement of government assets. It applies to individuals, to include those in the Air National Guard (ANG) and Air Force Reserve (AFRES), involved in the shipping and receiving of cargo, which applies to all types of shipments that are processed through the Defense Transportation System (DTS). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. Route DAF Form 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

## ***SUMMARY OF CHANGES***

This document has been revised and should be completely reviewed. This update ensures compliance with DAFI 24-602 V2 and removes duplication of information already cited. Cargo operations procedures were updated to current processes, remove redundancies, and provide guidance for shipments requiring safe haven/secure hold.

### **1. Roles and Responsibilities.**

#### 1.1. Installation Transportation Officer (ITO).

1.1.1. Executes Traffic Management operations; this is the movement of material and assets using the DTS to meet national security objectives.

1.1.2. Will serve as the single distribution and transportation manager for the installation/Area of Responsibility (AOR) (including supported tenants) who provides efficient, responsive, and quality transportation services within his/her assigned AOR and ensure compliance with governing laws, directives, systems or programs, and regulations for cargo, passenger, personal property, and unit moves. Where multiple components (Regular Air Force, Air Force Reserve and/or Air National Guard units) are located on an Air Force installation, Traffic Management responsibilities will be consolidated to the maximum extent possible.

1.1.3. Will ensure Traffic Management personnel have accounts and access to all applicable systems to perform his/her duties.

1.1.4. Will ensure Traffic Managers are trained to safely handle, package, load, transport, unload, receive, and store hazardous, classified, and protected material and cargo.

### **2. Cargo Operations.**

#### 2.1. Cargo Inventories.

2.1.1. Inventory procedures will be performed IAW DAFI 24-602V2 at the end of each shift and recorded on the Cargo Movement Element (502 LRS/LGRDDC) SharePoint site. If no cargo is on hand, the inventory log will be annotated as “none”, dated, and include the name of the person conducting the inventory. The Warehouse Supervisor or Chief of Warehouse Operations will review the inventory log daily and submit end of day reports to the Chief of Cargo Movements.

#### 2.2. Transfer of Cargo.

2.2.1. Outbound cargo (OC) personnel will only accept cargo for shipment when accompanied by DD Form 1348-1A, *Issue Release/Receipt Document*, or DD Form 1149, *Requisition and Invoice/Shipping Document*, and unit representative.

2.2.2. Inbound cargo (IC) personnel will utilize Cargo Movement Operations System (CMOS) Surface Freight Inbound Turnover Records capability to document the transfer of custody and adhere to consignee pick-up time standards as described in DAFI 24-602 V2. If cargo is not picked up within the prescribed timeframe or the ultimate consignee cannot be located, item/s will be returned to sender.

### 2.3. Cargo Processing Procedures and Shipping Hours.

2.3.1. Supply priority (04-15) shipment are received Monday-Friday from 0700-1200 hours. Large quantities, bulky items, sensitive and classified items require an appointment. To schedule an appointment, please call Cargo Movement Operations at (210) 671-3495/1987 or (210) 925-1453 for JBSA-LAK, (210) 652-6531 for JBSA-RND, and (210-221-5462 for JBSA-FSH.

2.3.2. Supply priority (01-03) shipments are received Monday-Friday from 0700-1300 hours.

2.3.3. Inbound and outbound mission capable (MICAP) shipments are received and processed 24 hours a day, 7 days a week.

2.3.4. Outbound MICAP shipments received outside normal duty hours, to include weekends and holidays, will be processed by standby personnel. Customers will contact Ground Transportation at (210) 671-3317 or (210) 671-3318 for JBSA-LAK or (210) 652-6531 for JBSA-RND. A DD Form 1149 shipment requiring premium transportation must be accompanied by a Letter of Justification signed by the customer's squadron commander, or equivalent.

2.3.4.1. 502 Air Base Wing (ABW) Units: Personnel must complete a DD Form 1149 from the HQ AFMC website: <https://LTS.cce.af.mil>, or a DD Form 1348-1A. See DAFI 24-602 V2, **Attachment 3** for instructions on completing a DD Form 1149.

2.3.4.2. Mission Partners: Personnel must complete a DD Form 1149 from the HQ AFMC website and have the unit's Resource Advisor provide a copy of AF Form 406, *Miscellaneous Obligation/Reimbursement Document*, or a completed Funds Verification & Use Authorization (FUVA) citing the shipping unit's funds availability.

2.3.5. Inbound MICAPs (JBSA-LAK & RND). IC standby personnel will process receipts delivered outside duty hours, obtain Due-Out Release (DOR), and arrange delivery with Ground Transportation.

### 2.4. Exception Processing.

2.4.1. If opportune or organic airlift movement is disrupted, Cargo Movement Operations will require shipping documents (DD Form 1348-1A or DD Form 1149) that show JBSA as the origin. The customer/entity requesting transportation must also provide valid transportation funding for the appropriate mode of travel required for onward movement.

### 2.5. Classified, Protected, Sensitive, and Controlled Cryptographic Cargo, AA&E, Classified and Unclassified NWRM.

2.5.1. Personnel engaged in preparation, handling, receipt, documentation, shipment, delivery of cargo requiring Transportation Protective Service (TPS) will follow procedures prescribed in Defense Transportation Regulation (DTR) 4500.9R, Part II, Chapter 205 and DAFI 24-6021 V2.

2.5.2. All personnel must handle all small package TPS deliveries as TPS is required until security classification is determined, and protective services are no longer required. Classified and sensitive items will remain in the physical custody of authorized personnel or in a secured area.

2.5.3. Authorized personnel will not transport classified and/or sensitive items to, from or between Department of Defense contractors, unless it has been verified that the contractor has the required Defense Security Service approval IAW DoDM 5200.01 Volume 3, *Department of Defense Information Security Program: Protection of Classified Information*.

2.5.4. Private residences, hotels/motels, and post office boxes will not be accepted as the delivery address.

2.5.5. Classification markings, packing list, and classified document receipt will be located inside the container. Do not mark exterior containers to indicate the security classification or TPS required.

## **2.6. Transfer of Classified Items to 502 LRS/LGRM, Materiel Management.**

2.6.1. Transferring items to stock. IC personnel will receive and inspect classified items. A DAF Form 4388, *Inbound Transportation Protective Service Material Worksheet*, and DD Form 1907, *Signature and Tally Record*, will be utilized to show chain of custody. When transferring accountability of the item(s) to 502LRS/LGRM, IC will electronically transfer the asset(s) in Integrated Logistics Systems-Supply (ILS-S) and obtain a signature on the DD Form 1907. Documents will be filed electronically on the Electronic Records Management (ERM) drive.

2.6.2. DOR. IC personnel will receive and inspect classified items. A DAF Form 4388 and DD Form 1907 will be utilized to show chain of custody from receipt to delivery.

2.6.3. Processing Equipment Items. IC personnel will contact Equipment Accountability Element (EAE) to provide DOR document number. If the due-in is not loaded, IC will contact Customer Service/EAE to establish a due-in. Once loaded, IC will process receipt and generate the DOR. IC personnel will immediately contact Ground Transportation for pick-up and delivery from the IC area.

## **2.7. Small Package Carrier Shipping Procedures for Classified Shipments.**

2.7.1. IAW DAFI 24-602 V20 and DTR 4500.9R Part II, Chapter 205, the movement of classified and protected shipments may be moved within CONUS and to/from Alaska, Hawaii, and Puerto Rico via Small Package Carrier (i.e. FEDEX®, UPS®, DHL®).

2.7.2. The following guidelines must be adhered to when handling/shipping classified shipments.

2.7.2.1. Handle all small package carrier deliveries as classified shipments until it is verified that the shipment is unclassified.

2.7.2.2. Do not ship classified to, from, or between DoD contractors, unless it has been verified that the contractor has the required Defense Security Service approval IAW DoDM 5200.01-R.

2.7.2.3. Ensure only designated and cleared personnel are authorized to receipt and/or process small package carrier deliveries.

2.7.2.4. The carrier's package may be used as the outer wrapper. Classification markings, packing list, and classified document receipt will be in the inner container.

2.7.2.5. Use only Next Day Service. Do not document on outside container or advise the carrier, by any means, that the shipment is classified.

2.7.2.6. Immediately report any problems encountered during the movement of classified and protected material by the small package carrier(s).

## 2.8. Aircraft Engines.

### 2.8.1. Outbound.

2.8.1.1. The 433d Airlift Wing (AW) Engine Manager or the 12<sup>th</sup> Flying Training Wing (FTW) Engine Manager will initiate a DD Form 1348-1A or DD Form 1149. These organizations serve as prime contact for arrangement of outbound aircraft engines.

2.8.1.2. Submit DD Form 1348-1A/DD Form 1149 to 502 LRS/502 LRS/LGRDDC for movement coordination. Shipping documentation will be accepted Monday through Friday, 0700-1400, except on holidays and family days.

2.8.1.3. On receipt/notification of engine shipment requirement, 502 LRS/502 LRS/LGRDDC will coordinate with the customer to arrange for inspection date and time (JBSA-LAK). For JBSA-RND, the Engine Shop will deliver to Hangar 73.

2.8.1.4. 502 LRS/LGRDDC will provide estimated pick-up date and Required Delivery Date (RDD) based on equipment availability. The customer must confirm RDD will meet their mission needs.

2.8.1.5. 502 LRS/LGRDDC will schedule carrier pick-up and process shipping documents.

2.8.1.6. The Base Engine Manager will ensure availability of personnel and appropriate loading equipment at the scheduled pick-up time and location (JBSA-LAK).

2.8.1.7. 502 LRS/LGRDDC will block, brace, and ensure correct tie down is completed IAW Technical Order (TO) 00-85-20, *Engine Shipping Instructions*.

### 2.8.2. Inbound - JBSA-LAK.

#### 2.8.2.1. Aircraft Engines Received at Engine Shop, bldg 814.

2.8.2.1.1. Engine Shop personnel will inspect the cargo prior to offload, annotate any discrepancies and sign the shipping document. 502 LRS/LGRDDC will be notified that an aircraft engine has been directly delivered.

2.8.2.1.2. Engine Shop personnel will forward copies of shipping documents to [502LRS.LGRDC.Cargo@us.af.mil](mailto:502LRS.LGRDC.Cargo@us.af.mil).

2.8.2.1.3. Inbound Cargo (IC) personnel will in-check and process the engine into CMOS.

#### 2.8.2.2. Aircraft Engines Received at LAK Building 5160.

2.8.2.2.1. IC personnel will escort the carrier to the 433<sup>rd</sup> AW Engine Shop.

2.8.2.2.2. Engine Shop personnel will inspect the cargo prior to offload. Annotate any discrepancies and sign the shipping document.

2.8.2.2.3. IC personnel will be given copies of documentation, process into CMOS, and complete a Transportation Discrepancy Report if necessary.

2.8.3. Inbound - JBSA-RND.

2.8.3.1. IC personnel will inspect the cargo prior to offload, annotate any discrepancies and sign the shipping document. In the event engines are delivered directly to the Engine Shop, 502 LRS/LGRDDC will be notified.

2.8.3.2. Base Engine Manager will coordinate the pick-up of the engine from Hangar 73.

2.9. Small Arms/Light Weapons (SA/LW).

2.9.1. Inbound Air Force Gunsmith Shop - JBSA-LAK.

2.9.1.1. IC personnel will offload weapons delivered by carrier.

2.9.1.2. If shipment is not marked, contact EAE to determine ultimate consignee.

2.9.1.3. If a shipment is marked for the AF Gunsmith Shop, inform EAE section.

2.9.1.4. IC and Flight Service Center (FSC) will jointly perform an inventory to include serial number validation of SA/LW. Once SA/LW inventory is completed and validated, FSC will sign the DD Form 1907, load serial numbers, then process receipt.

2.9.2. Inbound Weapons Not Destined to the Gunsmith Shop.

2.9.2.1. IC personnel will receive and accomplish full inventory.

2.9.2.2. SA/LW will be turned over to Individual Protective Equipment (IPE) as a final consignee or for courtesy storage. A signature is required on the DD Form 1907 to show chain of custody.

2.9.2.3. Deployment and Distribution Flight (502 LRS/LGRD) Chief will provide the 502 LRS/LGRM Flight Chief a letter designating which personnel from LGRD can drop-off and pick-up SA/LW in the 502 LRS Armory.

2.9.2.4. In-check property and email receipt to EAE for appropriate due-out release (DOR) number.

2.9.2.5. In ILS-S, process Weapons Serialized Control Input by typing "DSR" in the ILS-S search bar to load serial numbers.

2.9.2.6. Run receipt on shipment as REC PP with TEX code 2.

2.9.2.7. If a 616 Reject is received, forward to 502 LRS/LGRM Customer Service for further processing and force the DOR.

2.9.2.8. Deliver property to customers with PINs vial ILS-S or print DD Form 1348-1A and have customer sign copies 1 through 3.

2.9.2.9. Receipt documents along with serial numbers will be submitted to Document Control.

### 3. Munitions Movement.

#### 3.1. Responsibilities.

##### 3.1.1. 502 LRS/LGRDDC will:

3.1.1.1. Conduct and follow procedures IAW DTR 4500.9R, Part II and DAFI 24-602 V2, for the movement of sensitive conventional Arms, Ammunition, and Explosives (AA&E).

3.1.1.2. Block and brace munitions shipments IAW DAFI 24-602 V2, and TO 11A-1-61-1, *Storage and Out Loading Instructions for Conventional Ammunition* (Igloo, Magazine, Military Van, Truck loading, and Car loading).

3.1.1.3. 502 LRS/LGRDDC OC function personnel will electronically sign shipping documents after initial shipment inspection. If computer systems are unavailable, they will sign, print name and date these documents.

3.1.1.4. Prepare and certify the hazardous material certification for the munitions shipments IAW Code of Federal Regulation (CFR) 49, DTR 4500.9R, International Maritime Dangerous Goods (IMDG) code for water and AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments* for military air transportation during routine day-to-day transportation.

#### 3.2. Munitions Flight (502 LRS/12 FTW).

3.2.1. Ensures munitions are packed to withstand ordinary transportation hazards based on the transportation mode selected IAW specific item technical orders, DAFMAN 21-201, *Munitions Management* and DESR6055.09\_DAFMAN 91-201, *Explosives Safety Standards*.

3.2.2. Obtains OC personnel's signature on applicable shipping documentation after initial shipment inspection and/or transfer of assets from Munitions to Cargo Movement. Documents must be signed manually or electronically with a printed name and date.

3.2.3. Submits shipping document to 502 LRS/LGRDDC. Provide documentation IAW applicable TOs, drawings, and TO 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*. Place statement "*This is to certify that the above-named materials are properly classified, described, packaged, marked, labeled, and are in proper condition for transportation according to the applicable regulation of the Department of Transportation*" on the DD1348-1A with signature of individual who performed the packing and date.

3.2.4. Requests inspection (Quality Control) of the cargo and documents with OC personnel.

3.2.5. Loads and off-loads munitions onto the carrier's truck IAW DAFMAN 21-201 and DESR6055.09\_DAFMAN 91-201. Munitions Flight will notify OC of shipping requirements through the applicable shipping documentation submittal for processing. Assets will remain in Munitions Flight's possession. Once carrier pick-up has been confirmed, OC personnel will ready assets for shipment at Munitions Flight's warehouse. CCO will ensure pick-up location displays Munition Flight's address, and will notify small

carriers (i.e. FedEx, UPS) of deviation of pick-up location. These procedures apply to small packages of hazard division 1.4 less than 1001 lbs.

### 3.3. Procedures.

#### 3.3.1. Outbound Shipments of Munitions.

3.3.1.1. Munitions Flight initiates the shipping process by requesting OC for an on-site inspection of munitions which are ready for shipping. Scheduling inspections will depend on shipment priority and RDD.

3.3.1.2. 502 LRS/LGRDDC coordinates with Munitions Flight to pre-inspect DD Form 1348-1A and cargo. During pre-inspection, OC checks property using locally approved checklist and validates cargo weights. Any discrepancies noted must be corrected immediately before 502 LRS/LGRDDC signs documents from Munitions Flight.

3.3.1.3. 502 LRS/LGRDDC in-checks data into the CMOS and transships to Surface Freight Outbound to be processed by the Centralized Cargo Operations (CCO).

3.3.1.4. CCO will contact OC once pick up is scheduled.

3.3.1.5. JBSA-LAK OC will call Munitions Control at (210) 671-2062 and email "502LRS/LGRW Shipment" inbox 24 hours prior to established pick-up date/time and notify 502 LRS/LGRDDC of the established pick update/time. OC will notify Munitions Control when a truck is waiting at gate 20. Munitions Control will notify Security Forces when the truck is at gate 20 requesting access.

3.3.1.6. JBSA-RND OC will call Munitions Flight at (210) 652-5919 when a truck is waiting at the south gate.

3.3.1.7. 502 LRS/LGRDDC will conduct a safety inspection using DD Form 626. Reject vehicle if any identified discrepancies cannot be resolved on the spot.

3.3.1.8. Munitions Flight personnel escorts carriers and 502 LRS/LGRDDC to out-load site within the Munition Storage Area (MSA). Munitions Flight will load munitions onto the vehicle and 502 LRS/LGRDDC will block and brace the shipment.

3.3.1.9. 502 LRS/LGRDDC will sign and date shipping documentation and provide to Munitions Flight to maintain digital copies for Document Control files.

3.3.1.10. 502 LRS/LGRDDC briefs and ensures the vehicle's driver acknowledges receipt of the cargo by signing transportation documents. Perform final safety and security inspection, seal the vehicle, then release the truck. OC should notify CCO to release the shipment and clear Defense Transportation Tracking System (DTTS) prior to driver's departure.

#### 3.3.2. Inbound Shipments of Munitions - JBSA-LAK.

3.3.2.1. Process will start when the carrier and/or shipment arrives at the installation. Carrier's driver contacts Munitions Control at (210) 671-2062 (minimum of 24 hours in advance) to set up an appointment time to deliver.

3.3.2.2. Hazard division 1.4 shipments under 1001 lbs will be delivered directly to Munitions Flight/12 FTW ammo's warehouse by the carriers.

3.3.2.3. Munitions Control will coordinate with 502 LRS/LGRDDC the carriers requested appointment date and time, and email “502 LRS Cargo” inbox after receiving request for appointment to ensure 502 LRS/LGRDDC can support the scheduled arrival/appointment time. If an appointment was not set up by the carrier 24 hours in advance and the truck has arrived, contact 502 LRS/LGRDDC.

3.3.2.4. After Security Forces clears the vehicle to enter the base, the vehicle will be escorted to the munitions site, where 502 LRS/LGRDDC will inspect and receive the vehicle. Once the vehicle is inspected and cleared by 502 LRS/LGRDDC personnel, Munitions Flight will offload the shipment.

### 3.3.3. Inbound Shipments of Munitions - JBSA-RND.

3.3.3.1. The process starts when the carrier and/or shipment arrives at the installation. Carrier’s driver contacts 502 LRS/LGRDDC at (210) 652-2970. A minimum of 24 hours in advance is recommended to ensure Munitions personnel are available to support.

3.3.3.2. After Security Forces clears the vehicle to enter the base, the vehicle will be escorted by 502 LRS/LGRDDC or Security Forces to the munitions site where 502 LRS/LGRDDC will inspect and receive the vehicle. Once the vehicle is inspected and cleared Munitions Flight will off-load the shipment.

3.3.3.3. Hazard division 1.4 shipments under 1001 lbs will be delivered directly to Munitions Flight/12 FTW ammo’s warehouse by the carriers.

### 3.3.4. In-Transit Shipments or Terminating Shipments Requiring Safe Haven/Secure Hold.

3.3.4.1. In the event an in-transit shipment or terminating shipment requests safe have/secure hold, refer to the Base Defense Plan (BDP) for procedures.

## 4. Precision Measurement Equipment Laboratory (PMEL).

### 4.1. Outbound Shipments.

4.1.1. PMEL section will coordinate with 502 LRS/LGRDDC OC to schedule cargo drop off for shipment.

4.1.2. PMEL representative will generate an automated DD Form 1149 and deliver 4 copies to OC.

4.1.3. OC personnel will accept PMEL cargo by signing the DD Form 1149.

4.1.4. All PMEL equipment will be routed and shipped routine unless otherwise specified by PMEL section for expedited service.

4.2. Inbound Shipments.

4.2.1. IC personnel will notify PMEL section upon receiving inbound shipments.

4.2.2. Upon notification, PMEL section must pick-up cargo within 24 hours of notification.

RUSSELL D. DRIGGERS, Brigadier General,  
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Commander, 502d Air Base Wing

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

AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*, 09 October 2020

Code of Federal Regulation (CFR) 49

DAFI 24-602 V2, *Cargo Movement*, 20 December 2023

DAFMAN 21-201, *Munitions Management*, 3 May 2022

DESR6055.09\_DAFMAN 91-201, *Explosives Safety Standards*, 28 May 2020

DoDM 5200.01, Department of Defense *Information Security Program: Protection of Classified Information*, 24 February 2012; incorporating Change 3, 28 July 2020

DTR, 4500.9R, *Part II, Cargo Movement*, 1 May 2014, incorporating changes through January 2024

International Maritime Dangerous Goods (IMDG)

T.O. 00-85-20, *Engine Shipment Instructions*, 01 March 2021

T.O. 11A-1-61-1, *Storage and Out Loading Instructions for Conventional Ammunition (Igloo, Magazine, Military Van, Truck loading, and Car loading)* 24 September 2012

T.O. 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*, 21 July 2014

***Adopted Forms***

DAF Form 4388, *Inbound Transportation Protective Service Material Worksheet*

DAF Form 4387, *Outbound Transportation Protective Service Material Worksheet*

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

DD Form 1149, *Requisition and Invoice/Shipping Document*

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

DD Form 1907, *Signature and Tally Record*

***Abbreviations and Acronyms***

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

**AFMAN**—Air Force Manual

**AFR**—Air Force Reserve

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

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**AW**—Airlift Wing

**BDP**—Base Defense Plan  
**CCO**—Centralized Cargo Operations  
**CFR**—Code of Federal Regulation  
**CMOS**—Cargo Movement Operations System  
**DoD**—Department of Defense  
**DOR**—Due Out Release  
**DTR**—Defense Transportation Regulation  
**DTS**—Defense Travel System  
**DTTS**—Defense Transportation Tracking System  
**EAE**—Equipment Accountability Element  
**ERM**—Electronic Records Management  
**FSC**—Flight Service Center  
**FSH**—Fort Sam Houston  
**FTW**—Flying Training Wing  
**FUVA**—Funds Verification & Use Authorization  
**IAW**—In Accordance With  
**IC**—Inbound Cargo  
**ILS-S**—Integrated Logistics Systems-Supply  
**IMDG**—International Maritime Dangerous Goods  
**IMO**—International Maritime Organization  
**IPE**—Individual Protective Equipment  
**ITO**—Installation Transportation Officer  
**JBSA**—Joint Base San Antonio  
**JBSA-FSH**—Joint Base San Antonio-Fort Sam Houston  
**JBSA-LAK**—Joint Base San Antonio-Lackland  
**JBSA-RND**—Joint Base San Antonio-Randolph  
**MICAP**—Mission Capable  
**MSA**—Munition Storage Area  
**NWRM**—Nuclear Weapons Related Material  
**OC**—Outbound Cargo  
**OI**—Operating Instruction  
**OPR**—Office of Primary Responsibility

**PMEL**—Precision Measurement Equipment Laboratory

**RDD**—Required Delivery Date

**RDS**—Records Disposition Schedule

**SA/LW**—Small Arms/Light Weapons

**TO**—Technical Order

**TPS**—Transportation Protective Service

**502 LRS/CC**—502 Logistics Readiness Squadron Commander

**502 LRS/LGRD**—502 Logistics Readiness Squadron Deployment and Distribution Flight

**502 LRS/LGRDDC**—502 Logistics Readiness Squadron Cargo Movement Element

**502 LRS/LGRM**—502 Logistics Readiness Squadron Materiel Management Flight