

**BY ORDER OF THE
HEADQUARTERS 81ST TRAINING WING
(AETC)**



**KEESLER AIR FORCE BASE
INSTRUCTION 24-201**

14 OCTOBER 2014
Certified Current, 23 January 2026
Transportation

**ACCEPTANCE AND MOVEMENT OF
REGULATED AND/OR HAZARDOUS
MATERIEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 81 LRS/LGRDDC

Certified by: 81 LRS/CC
(Maj Clifford M. Bayne)

Supersedes: Keesler AFB Instruction 24-201,
5 April 2000

Pages: 4

This instruction implements AFD 24-2, *Preparation and Movement of Air Force Materiel*. It establishes procedures for processing and controlling regulated items within the supply and transportation cycle, from turn-in to destination. It implements AFMAN 24-204 and CFR 49 and applies to all organizations assigned, attached, or supported by Keesler AFB, MS, including the Air Force Reserve Command, but does not include the Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Form 847s from the field through the appropriate functional's chain of command. Attachment 1 is a glossary of references and supporting information.

SUMMARY OF CHANGES

This publication has been revised to update office symbols and formatting.

1. Definitions:

1.1. Regulated and/or Hazardous Materiel - A substance or materiel which has been designated by the Secretary of Transportation as capable of posing an unreasonable risk to health, safety, and property when transported in commerce.

1.2. DOT - Department of Transportation

1.3. CFR - Code of Federal Regulations

2. Objectives: The objectives of the Processing of Hazardous Materiel Program are to:

2.1. Assure compliance with Public Law which states no person may offer or accept hazardous materiel for transportation in commerce within the United States unless that materiel is properly classed, described, packaged, marked, labeled, and conditioned for shipment, as required.

2.2. Standardize and simplify the data provided to Traffic Management on materiel.

2.3. Establish a requirement for the technical specialist to accomplish a Keesler AFB Form 32, Certificate for Shipment, prior to turn-in of hazardous materiel for shipment or for storage.

3. Qualification. Personnel most knowledgeable in properly preparing hazardous materiel for shipment or storage will complete Keesler AFB Form 32. DOD personnel who are qualified as a result of special training will certify the form. Update authorization letter no longer than every 90 days when changes in personnel occur.

4. Requirement. Accomplish Keesler AFB Form 32 in duplicate and turn in both copies with item. Retain one copy with the item and the other in 81 LRS/LGRDDC's files.

5. Policy. Prepare Keesler AFB Form 32 for items such as fuel cells, fuel contaminated devices, internal combustion engines, aircraft and vehicle engines. Indicate if the item has been drained and purged and identify the tech order under which this was accomplished. Prepare the form for empty packages, containers, drums, tanks, cylinders, etc., which formerly contained hazardous materiel. The technician will identify the container as being empty and indicate the materiel it previously contained.

6. Implementation:

6.1. Use Keesler AFB Form 32 as a source of information to support the certification required by 81 LRS/LGRDDC personnel when the item is packaged, marked, labeled, and prepared for shipment via all modes of transportation.

6.2. Identify regulated/hazardous materiel to the carrier regardless of the mode of transportation.

7. How to Complete Keesler AFB Form 32, *Certificate for Shipment*:

7.1. Block 1 - Use this block when the item requires tech order compliance prior to turn-in.

7.2. Block 2 - National Stock Number of item.

7.3. Block 3 - Use this block to identify item being turned in. If the item is an empty container, indicate the type container. If the item is compressed air or gas, indicate compressed air or compressed gas, whichever it may be.

7.4. Block 4 - Indicate the amount of hazardous materiel.

7.5. Block 5 - Use this block for item which has a flash point.

7.6. Block 6 - Enter the control number indicated on the turn-in or shipping document.

7.7. Block 7 - For empty containers only. (This applies to containers which previously contained regulated and/or hazardous materiel.)

7.8. Block 8 - This applies to full cylinders of compressed air or compressed gas. (The weight of the cylinder prior to filling is required.)

7.9. Block 9 - Use this block for radioactivity items.

7.9.1. 9a. Radionuclide name.

7.9.2. 9b. Amount of radioactivity in curies.

7.10. Block 10 - Technician's name.

7.11. Block 11 - Technician's signature.

7.12. Block 12 - Technician's organization and office symbol.

7.13. Block 13 - Technician's duty phone.

7.14. Block 14 - Technician's building number.

7.15. Block 15 - Use this block for any comments which would be helpful in further identifying the item.

8. Types of Cargo Codes which Require Keesler AFB Form 32, [Table 1.1.](#) :

Table 1.1. Cargo Codes.

Code	Description
A	Radioactive Substances, UN Class 7 (Radioactive label).
B	Mixed hazardous materials, consolidated only as authorized by USCG regulations, Title 49, CFR. Use with T-2 or T-3.
E	Empty hazardous materiel containers or packages (empty label).
F	Explosives Class C, UN Class I (Explosive C label).
G	Nonflammable compressed gas, UN Class 2 (Nonflammable Gas label, EXCEPT: (1) oxygen requires an oxidizer labels and (2) fluorine requires poison and oxidizer labels.)
I	Explosives Class A, UN Class 1 (Class A label).
J	Explosives Class B, UN Class 1 (Explosive B label).
O	Flammable compressed gas, UN Class 2 (Flammable Gas label).
R	Flammable liquids, UN Class 3 (Flammable Liquids label).
S	Poison Class A, UN Class 2 (Poison Gas label or UN Class 6 Poison label).
T	Poison Class C, UN Class 6 (Irritant label).
W	Corrosives
1	Aircraft engine internal combustion engines and fuel control devices.

DENNIS G. SCARBOROUGH, Colonel, USAF
Vice Commander, 81st Training Wing

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

AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 27 April 2011

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

AFMAN 24-204, *Preparing Hazardous Materials For Military Air Shipments*, 3 December 2012

CFR 49, Code Of Federal Regulations (Title 49), 1 October 2013

Prescribed Forms

Keesler AFB Form 32, *Certificate for Shipment (EF)*, 1 July 1994

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive