

**BY ORDER OF THE COMMANDER
LITTLE ROCK AFB 19TH AIRLIFT
WING**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 24-602**

7 MARCH 2025



Transportation

**LRAFB LOCAL PROCEDURES FOR
MOVEMENT OF DOD PERSONNEL
AND GOVERNMENT
SHIPMENTS/MATERIEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col N'Keiba Estelle)

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This instruction implements procedures pertaining to the movement of DoD personnel and government shipments/material on Little Rock AFB. It outlines the local procedure requirements identified in DAFI 24-602V1, *Passenger Movement* and DAFI 24-602V2, *Cargo Movement*. This instruction applies to Little Rock AFB host and tenant units IAW applicable guidance's including valid Memorandum of Agreement/Understanding documents. 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 all records are created because of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program* and disposed of according to the Air Force Records Information Management System (AFRIMS) and Records Disposition Schedule (RDS).

1. General. IAW DAFI 24-602V1, *Passenger Movement*, attachment 4 and DAFI 24-602V2, *Cargo Movement*, attachment 10; key procedures for the movement of government assets and personnel must be reviewed, and as required, local procedures specific to the installation will be published.

2. Objective. The primary objective is to address unique Traffic Management operations concerning the movement of cargo and passengers and provide local clarity and guidance for host and tenant units assigned to Little Rock AFB.

3. Movement of Transportation Protected Service (TPS) eligible assets (Classified, Sensitive, Arms Ammunition & Explosives (AA&E) and Nuclear Weapons Related Material (NWRM)) shipments.

3.1. Unit commanders will appoint in writing, persons trained and authorized to coordinate, ship, package, transport, and receive AA&E, classified, and protected and sensitive material shipments. Commanders will ensure the memorandum is provided to the 19 LRS Materiel Management Customer Support, and that it is updated as changes occur. If required, include persons qualified and authorized to package, prepare, process, receive and ship NWRM items.

3.2. DD Form 1907, Signature and Tally Record will be used for control and accountability of classified and protected shipments. Shipments will not be accepted by or delivered to individuals not appointed by their Unit Commander in writing.

3.3. Cargo Movement utilizes 19 LRS O.I. 91-1, Explosives Handling, Transport, Storage, Inspection, Receipt, Shipment, and Loading/Offloading Aircraft Operations, LRAAFBI 91-202, Transportation of Explosives for the movement/shipment of munitions, and 19 LRS O.I. 23-3, Control and Protection of Weapons for the movement of weapons.

3.4. Customer needs to coordinate with Cargo Movement section prior to drop-off of asset, to ensure a secure holding area is available. A point of contact with phone number will need to be provided to Cargo Movement. TPS shipments are ONLY accepted and shipped Monday – Thursday, by appointment only. No TPS shipment will be accepted or shipped on Fridays. Exceptions to NO Friday shipments, can be coordinated prior to movement through Cargo Movement section on a case-by-case basis and priority of shipment. TPS shipments include AA&E, classified (SECRET/CONFIDENTIAL/ NWRM), sensitive, and cryptographic items.

3.5. Cargo Movement personnel will not send out equipment assets via DD Form 1149 without 19 LRS Materiel Management Flight Equipment Accountability Element's stamp of approval. This is to ensure equipment assets tracked via Defense Property Accountability System (DPAS) are appropriately shipped utilizing a DD Form 1348-1A.

4. Movement of Aircraft Engines and Built-Up Propellers (BUP).

4.1. Outbound

4.2. Both, owning units and 19 LRS Cargo Movement personnel will ensure all engine/BUP shipments comply with requirements outlined in T.O.00-85-20, DAFI 24-602V2, and Air Transport Test Loading Activity (ATTLA) if shipment is moving by air, within their respective responsibilities to ensure efficient and safe transport.

4.3. The Base Engine Manager will coordinate outbound movements with the Cargo Movement section prior to cargo arrival at warehouse. Engines/BUPs will not be transported without valid funding prior to movement or risk denial of acceptance.

4.4. Inbound

4.4.1. The Cargo Movement section will notify the Base Engine Manager at the earliest possible time of an engine/BUP shipment scheduled or actual arrival. If damage is noticed prior to the off load of an engine/BUP, 19 LRS personnel will notify the Base Engine Manager prior to removal from the carrier's equipment (within 3 hours) to allow for the engine shop's inspection for documentation/follow-up actions. The Base Engine Manager or representative will ensure a timely inspection or decline to inspect the asset as they see

fit. Transportation discrepancies will be filed IAW established guidance. To avoid paying a detention fee, engines will be off-loaded within 1 hour of the trailer being in position for off-load.

4.4.2. Once notification has been made, the Base Engine Manager will coordinate the pick-up of all engines/BUPs based on consignee transportation priorities; within 12 hours for Mission Impaired Capability Awaiting Parts (MICAP) or 1 duty-day for TP-1. In all cases, pick-up will not exceed 3 calendar days unless otherwise coordinated with Cargo Movement.

5. Shipping and receiving expedited 999/NMCS/MICAP and critical/classified during non-duty hours, including in-transit/Safe Haven request.

5.1. All cargo will be moved IAW DAFI 24-602 V2, Defense Transportation Regulation (DTR) 4500.9R Vol II Chapter 205, DoDM 5200.1R, and MIL-STD 129 guidance for movement of classified, protective, NWRM, and sensitive cargo.

5.2. Military Traffic Management personnel will respond to requests for after-hours safe haven of AA&E, classified, or NWRM shipments. All agencies must coordinate with Traffic Management office in advance when expected/known high priority shipment requirement exist to ensure maximum efficiency. Military Traffic Management personnel will respond to requests for after-hours safe haven/secure holding of AA&E, classified, or NWRM shipments.

5.3. Cargo Movement utilizes a stand-by roster and phone (501-425-7120) for non-duty/after-hours of operation, with a 60-minute report time for support once notified. The roster is provided to 19 LRS/LGRM, 19 MXS Munitions, 19 SFS, 19 MXG/MOC, 19 AW Command Post, 314 AW and 189 LRS. Any failures in contacting TMO (Traffic Management Office) standby contact 19 AW Command Post 501-987-1900.

6. Test Measurement and Diagnostic Equipment (TMDE) procedures.

6.1. Both, owning units and 19 LRS Cargo Movement personnel will ensure all TMDE shipments comply with requirements outlined in T.O.00-20-14 and DAFI 24-602V2 within their respective responsibilities to ensure efficient and safe transport.

6.2. For outbound TMDE shipments, no unique requirements exist.

6.3. The Base TMDE office will be notified as soon as possible when inbound TMDE assets arrive. If damage is noticed prior to the off-load of an item, 19 LRS TMO personnel will notify the Base TMDE supervisor or representative prior to removal from the carrier's equipment (time permitting) to allow for inspection and documentation/ follow-up actions. Shipping discrepancies will be filed IAW established guidance.

6.4. Once notification has been made, the Base TMDE supervisor or representative will ensure a timely pick-up of asset/s based on consignee transportation priorities. 999/MICAP, consignee has 12 hours from notification. TP-1, consignee has 1 government business day to pick-up. TMDE representatives will sign a customer receipt form for all items received.

7. Reusable Container Program (RCP).

7.1. The 19 LRS Cargo Movement will provide RCP training in conjunction with the Reusable Container Working Group (RCWG) meeting, held once a year but NLT 30 June of each FY. Meetings can be called at any time. Representatives from Aerospace Maintenance, Materiel

Management, Munitions & Weapons, Traffic Management, other major shipping activities, and unit Resource Advisors (RA) and Unit Reusable Container Monitor(s) (URCMs) must participate in the working group. The RCWG meeting should address the customer issues, storage, program discrepancies, process improvement and review the AF 451, Request for Packaging process as required.

7.2. The unit will provide/maintain an established source of funding (AF Form 406-MORD, DD Form 448-MIPR, Fund Cite, or GPC accounts) for container cost. IAW DAFI 24-602v2, this funding is maintained within Defense Transportation Systems for reimbursement and specific program-related accounting. Case-by-case payments are not authorized. RAs cannot purchase reusable containers, labor, or services through Cargo Movements without an AF 451 signed by the requesting units URCM. Waiver authority is the managing AFSC or AFLCMC/HNCLOT packaging office. Refer to DAFI 24-602v2, Table 8.1 for responsible packaging office.

7.3. The Base Container Monitor (BCM) and URCM will utilize the website: <https://usaf.dps.mil/teams/IZTools/ARCP/module/Home.aspx?Page=Home&FY=2023to> process all AF Form 451, Request for Packaging Service. Request will be submitted, at a minimum, 1 Government Business Day (GBD) prior to the item turn-in to 19 LRS Materiel Management Flight Service Center. The Cargo Movement Outbound section will review and contact the unit if there are any discrepancies, otherwise the cargo will move as requested.

7.4. When utilizing the RCP website, units are required to print physical copies of the AF Form 451 to accompany the item turn in to 19 LRS Materiel Management Flight Service Center.

7.5. Units will self-store long-life containers; however, units should collaborate with Cargo Movement for possible storage of short-life containers on a space-available basis.

8. General Passenger Processing/Booking Procedures.

8.1. Members will adhere to current vaccination and testing requirements as outlined in the Foreign Clearance Guidance. It is recommended that members also review the travel guidance and consult with Public Health on any travel related vaccination requirement questions. If vaccinations are required for travel, member may visit the 19 MDG Immunization Clinic after consultation with Public Health to receive required vaccines and obtain a copy of their vaccination record printout. If lab testing is required, member will be required to consult with their health care provider then visit the 19 MDG Lab to complete. For Immunization Clinic questions call: (501) 987-2927.

8.2. For reception of forces, pertaining to passenger screening capabilities, please refer to the 19 AW Installation Emergency Management Plan (IEMP 10-2) guidance on "Passenger Terminal Screening".

9. Centrally Billed Accounts (CBA).

9.1. The CBA is utilized for payment of approved group bussing/air (GOPAX) travel. The installation's vehicle fleet primary purpose is for local/on-base support. GOPAX missions are awarded via approved contractors and require moderate to significant planning depending on scope of mission. 19 LRS TMO Passenger Travel can provide detailed instructions.

10. Leave-In-Conjunction with TDY.

10.1. Leave-In-Conjunction with TDY travel refers only to travel in connection with TDY. The pax rep will verify that leave has been approved in member's TDY orders.

10.2. Travelers must schedule all official travel through the 19 LRS Passenger Travel. However, it is the individual's choice to arrange Leave-In-Conjunction with TDY/unofficial travel with the Travel Management Company (TMC). The use of Contract City Pair fares and other GOV fares are forbidden to and from leave locations.

11. Unique Operations.

11.1. Radioactive shipping procedures: based on the time frame for Two Level Maintenance (2LM) shipments, TMO will contact base environmental for radioactive scanning on Mondays and provide the number of items to scan and the radionuclide; on Tuesdays, BIO personnel will come to TMO and conduct the scans and prepare appropriate documents. Upon completion of the documentation BIO personnel will provide cargo movement with the readings/documentation which will be attached to the shipment. The Radiation Safety Officer/BIO personnel are available should cargo movement have any unique radioactive shipments.

12. POTUS (TOP-V) Mission Requests.

12.1. Installation Deployment Readiness Cell (IDRC) Responsibilities

12.1.1. The IDRC will act as the C2 node for all Top-V taskings.

12.1.2. Once notification from AMC has been received for a TOP-V mission, the IDRC will utilize local checklist, 19 AW Top V Checklist. The checklist is critical in ensuring proper transportation means are utilized for every tasked movement.

12.2. Cargo Movement Responsibilities

12.2.1. Non-TPFDD (Time Phase Forced Deployment Data), 19 LRS Cargo Movement will utilize the DD Form 1149's received from the tasked organizations as the source document for planning movement. For TPFDD movements, 19 LRS Cargo Movement will not be responsible for Top-V mission requests. The only exception is if ground transportation is required to move tasked equipment to an aggregation point, such as an Aerial Port of Embarkation (APOE) to catch airlift.

12.2.2. Within two hours of being notified of a non-TPFDD TOP-V mission request, tasked organizations will provide 19 LRS Cargo Movement with DD Form 1149's utilizing:

<https://lts.cce.af.mil/Taskedorganizationswillsendcompleteddocumentsto19lrs.lgrddc.tmooutbound@us.af.mil>

12.2.3. Shipping of any specialized equipment/vehicle via Air, the owning organization will comply with the Air Transportability Test Loading Activity (ATTLA) certification requirements. The shipper (UTC owning organization or user for non-UTC assets) will supply required parking and approach shoring for specific aircraft type providing lift.

12.2.4. Once DD Form 1149 has been emailed to 19 LRS Cargo Movement, tasked organizations will contact 19 LRS Cargo Movement to coordinate equipment drop-off and if needed, assisted loading by qualified operators. Tasked organizations will provide POC

contact information for 19 LRS Cargo Movement for coordination when equipment has returned to LRAFB.

12.2.5. The 19 LRS Cargo Movement will utilize the Automation of Transportation Request (ATR)/Spot Bid process unless special mission circumstances exist as requested in the TOP-V mission guidance or as outlined in established Installation Transportation Officer (ITO) guidance.

12.2.6. The 19 LRS Cargo Movement will provide shipment details to IDRC to include: driver information, estimated pick-up & delivery times once a shipment has been awarded to a carrier.

12.3. Air Transportation Function (ATF) Responsibilities

12.3.1. For TPFDD movements, TOP-V mission requests will be coordinated with 19 LRS/LGRA ATF.

12.3.2. ATF will process the ULN tasked cargo as a Cargo Deployment Function would according to the Installation Deployment Plan (IDP). As per the IDP, all cargo will be Joint Inspected, load-planned, and manifested for airlift. Load Plans will be provided to the IDRC to forward to AMC/A4.

12.3.3. ATF will be responsible for loading all TPFDD tasked equipment on the aircraft.

12.3.3.1. If TPFDD cargo is going via ground to an APOE to catch airlift, ATF will ensure that a courtesy airworthiness inspection is completed over each increment and its paperwork. This is to ensure the equipment is compliant for airlift when the aggregation point's Aerial Port conducts a Joint Inspection.

12.4. Vehicle Management (VM) Responsibilities

12.4.1. VM is responsible for conducting a shipping Limited Technical Inspection (LTI) on all vehicles tasked, regardless if it is a TPFDD tasking. In addition to the LTI, if the vehicle is going via airlift, VM will drain the fuel tank to half.

12.4.2. VM will take photos of each vehicle prior to shipping to document the condition of assets.

12.4.3. VM will prepare the deployment packages containing the appropriate AF Form 1800, *Operator's Inspection Guide and Trouble Report*, *Waiver Card*, DD Form 518, *Accident Identification Card*, AF Form 1297, *Temporary Issue Receipt*, *Standard Form 91*, *Motor Vehicle Accident Report*, copies of the LTI, and the Vehicle Historical Record(s). They will secure the data package and spare keys in the cab or operator's compartment for shipment.

JOSHUA J. IMME, Col, USAF
Commander

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

Defense Transportation Regulation (DTR) 4500.9R Vol II, *Cargo Movement*, May 2024
DoDM 5200.1R, *DoD Information Security*, 24 February 2012
MIL-STD 129, *Military Marking for Shipment and Storage*, 15 December 2002
AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021
DAFI 24-602V1, *Passenger Movement*, 14 December 2020
DAFI 24-602V2, *Cargo Movement*, 19 December 2023
LRAFBI 91-202, *Transportation of Explosives*, 7 February 2023
19 LRS O.I. 23-3, *Control and Protection of Weapons*, 23 February 2023
19 LRS O.I. 91-1, *Explosives Handling, Transportation, Storage, Inspection, Receipt, Shipment and Loading/Offloading Aircraft Operations*, 8 July 2021
19 LRS O.I. 24-201, *Mission Recovery Teams*. 12 April 2024
T.O. 00-85-20 *Engine Shipping Instructions*, 8 July 2022
T.O.00-20-14

Adopted Forms

AF Form 406, *Miscellaneous Obligation Reimbursement Document (MORD)*
AF Form 451, *Request for Packaging Service*
AF Form 847, *Recommendation for Change of Publication*
DD Form 448, *Military Interdepartmental Purchase Requests (MIPR)*
DD Form 1149, *Requisition, and Invoice/Shipping Document*
DD Form 1348-1A, *DoD Single Line Item Requisition System Document (Manual)*
DD Form 1907, *Signature and Tally Record*

Abbreviations and Acronyms

2LM—Two Level Maintenance
999—Priority
AA&E—Arms, Ammunition and Explosives
AFRIMS—Air Force Records Information Management System
ATTLA—Air Transport Test Loading Activity
ATR—Automation of Transportation Request
BCM—Base Container Monitor

BIO—Bio-environmental
BUP—Built Up Propeller
CBA—Centrally Billed Accounts
DAFI—Department Air Force Instruction
DD Form—Department of Defense Form
DPAS—Defense Property Accountability System
GBD—Government Business Days
IAW—In Accordance With
IDRC—Installation Deployment Readiness Cell
ITO—Installation Transportation Officer
MICAP—Mission Impaired Capability Awaiting Parts
MIPR—Military Interdepartmental Purchase Requests
MORD—Miscellaneous Obligation Reimbursement Document
NMCS—Non-Mission Impaired Capability Awaiting Parts
NWRM—Nuclear Weapons Related Material
OI—Operating Instruction
RA—Resource Advisor
RCP—Reusable Container Program
RDS—Records Disposition Schedule
TDY—Temporary Duty Assignment
TMC—Travel Management Company
TMDE—Test Measurement Diagnostic Equipment
TMO—Traffic Management Office
T.O.—Technical Order
TPFDD—Time Phased Force Deployment Data
TPS—Transportation Protected Service
TSP—Transportation Service Provider
URCMs—Unit Reusable Container Monitor(s)

Attachment 2

IMPORTANT CONTACT NUMBERS

Table A2.1. Important Contact Numbers.

Installation Transportation Officer	987-6599/1373
Installation Deployment Officer	987-1210/3351
TMO Cargo Movement Office	987-3740/3940
Inbound	987-3050
Outbound	987-5060
TMO Cargo Stand by	501-4257120
TMO Passenger Travel	987-1382
TMP Passenger Stand by	501-5338651
Munitions Account Systems Officer	987-5412
Base Engine Manager	987-2710
TMDE	987-6958