

**BY ORDER OF THE COMMANDER
LUKE AIR FORCE BASE (AETC)**

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



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Transportation

**INSTALLATION LOCAL PROCEDURES
FOR MOVEMENT OF GOVERNMENT
MATERIEL AND DOD PERSONNEL**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and extends Department of the Air Force Instruction (DAFI) 24-602V2, *Cargo Movement* and DAFI 24-602V1, *Passenger Movement*. It establishes local procedures for the movement of government material/shipments and the movement of Department of Defense (DoD) personnel identified in DAFI 24-602V2, and DAFI 24-602V1. This publication applies to all Luke AFB personnel involved with the safe and proper receipt, shipment, transport, and accountability for Arms, Ammunition and Explosives (AA&E), Hazardous, Classified/Sensitive Materiel, General Cargo and Official Travel. This publication does apply to Air Force Reservists, Air National Guard and Tenant units. Refer recommended changes and questions about this publication to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. 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. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. 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. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers.

SUMMARY OF CHANGES

This publication has undergone revision and should be reviewed in its entirety. Incorporated LUKEAFBI 24-201 *Controlled Area and Security Program* as Chapter 17.

| | |
|---|-----------|
| Chapter 1—GENERAL SCOPE AND RESPONSIBILITIES | 5 |
| 1.1. Primary Point of Contact. | 5 |
| 1.2. Responsibilities. | 5 |
| Chapter 2—INBOUND CARGO PROCEDURES | 6 |
| 2.1. Receiving and After Hours. | 6 |
| Chapter 3—RECEIVING CLASSIFIED, CRYPTOLOGICAL (COMSEC/CCI), AND SENSITIVE ITEMS | 7 |
| 3.1. Receiving Classified, COMSEC/CCI and Sensitive Items. | 7 |
| Chapter 4—OUTBOUND CARGO PROCEDURES | 8 |
| 4.1. Outbound Cargo Procedures. | 8 |
| Table 4.1. Acceptance Hours for Cargo Drop-off. | 8 |
| 4.2. MICAP Shipments. | 8 |
| 4.3. Classified Cargo. | 8 |
| 4.4. Coordination. | 8 |
| 4.5. Base Vehicle Weigh Scale. | 8 |
| Chapter 5—NON-MILSTRIP (DD FORM 1149) AND MILSTRIP (DD FORM 1348-1A) SHIPMENTS (NON-SENSITIVE) | 9 |
| 5.1. Outbound Cargo. | 9 |
| 5.2. NON-MILSTRIP (DD Form 1149). | 9 |
| 5.3. MILSTRIP (DD Form 1348-1A). | 9 |
| Chapter 6—SHIPPING CLASSIFIED, CRYPTOLOGICAL (COMSEC/CCI), AND SENSITIVE ITEMS | 10 |
| 6.1. Shipping Classified, COMSEC/CCI, and Sensitive Items. | 10 |
| Chapter 7—SHIPPING AND RECEIVING HAZARDOUS MATERIALS | 11 |
| 7.1. Shipping and Receiving Hazardous Materials. | 11 |
| Chapter 8—SHIPPING, RECEIVING, AND SECURE HOLDING OF EXPLOSIVES | 12 |
| 8.1. Overview. | 12 |
| 8.2. Safeguarding. | 12 |
| 8.3. Safety Precautions. | 12 |

| | | |
|--------------------|--|-----------|
| 8.4. | Emergency Procedures. | 12 |
| 8.5. | Responsibilities. | 13 |
| 8.6. | Location of Operation. | 14 |
| 8.7. | Sequence of Operations. | 14 |
| 8.8. | Receipt of Explosives by Air. | 15 |
| 8.9. | Outbound Explosives Shipments by Commercial or Military Truck..... | 15 |
| 8.10. | Outbound Explosive Shipments by Air: | 15 |
| Chapter 9— | SHIPPING AIRCRAFT ENGINES | 17 |
| 9.1. | Shipping Aircraft Engines..... | 17 |
| 9.2. | Procedures..... | 17 |
| 9.3. | Method of Loading Engines..... | 18 |
| Chapter 10— | SMALL PACKAGE ACCOUNTS | 19 |
| 10.1. | Small Package Accounts..... | 19 |
| 10.2. | Establishing New Account..... | 19 |
| 10.3. | Account Holders. | 19 |
| 10.4. | International Shipments. | 19 |
| 10.5. | Classified Assets. | 19 |
| Chapter 11— | TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) | 20 |
| 11.1. | Overview..... | 20 |
| Chapter 12— | AF REUSABLE CONTAINER PROGRAM (RCP) | 21 |
| 12.1. | Reusable Container Program (RCP). | 21 |
| 12.2. | Recovery and Reuse of Material..... | 21 |
| 12.3. | Reusable Containers. | 21 |
| 12.4. | Specialized Containers..... | 21 |
| 12.5. | Reusable Special Packaging Instruction (SPI) Packs. | 21 |
| 12.6. | Units Requiring Fast Packs or Standard Packs. | 22 |
| 12.7. | Use of AF Form 451, Request for Packaging Service. | 22 |
| Chapter 13— | LEAVE IN-CONJUNCTION WITH OFFICIAL TRAVEL (LICWO) | 23 |
| 13.1. | Leave in-Conjunction with Official Travel..... | 23 |
| 13.2. | Government Contract Airfares..... | 23 |
| 13.3. | The Local Options for LICWO as Follows: | 23 |
| 13.4. | Personal Expenses..... | 23 |

| | |
|---|-----------|
| Chapter 14—CENTRALLY BILLED ACCOUNT (CBA) | 24 |
| 14.1. CBA Usage and Reconciliation Process..... | 24 |
| Chapter 15—CIRCUITOUS TRAVEL | 25 |
| 15.1. Circuitous Travel..... | 25 |
| 15.2. Procedures..... | 25 |
| 15.3. TMO Worksheet..... | 25 |
| Chapter 16—UNUSED TICKETS | 26 |
| 16.1. Unused Tickets..... | 26 |
| 16.2. Procedures..... | 26 |
| 16.3. Travel Management Company (TMC) Fees..... | 26 |
| Chapter 17—CONTROLLED AREA AND SECURITY PROGRAM | 27 |
| 17.1. Owner/User responsibilities:..... | 27 |
| 17.2. Controlled Area Monitor Duties and Responsibilities..... | 27 |
| 17.3. Entry/Exit Procedures:..... | 27 |
| 17.4. Anti Robbery Procedures..... | 28 |
| 17.5. Bomb Threat Procedures..... | 28 |
| 17.6. Emergency Procedures..... | 29 |
| 17.7. Controlled Area Outside Cargo Yard..... | 30 |
| 17.8. Training..... | 30 |
| Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | 31 |
| Attachment 2—OUTBOUND ENGINE QUALITY ASSURANCE CHECKLIST | 36 |
| Attachment 3—AIR RIDE TRACTOR AND TRAILER | 37 |
| Attachment 4—TIE DOWN DIAGRAM FOR ENGINES ON A FLATBET | 38 |
| Attachment 5—FIRE AND NATURAL DISASTER EMERGENCY PROCEDURES | 40 |
| Attachment 6—CONTROLLED AREA CONTINUITY BINDER | 41 |

Chapter 1

GENERAL SCOPE AND RESPONSIBILITIES

1.1. Primary Point of Contact.

1.1.1. The primary point of contact for all outbound shipments, AA&E, Hazardous, Classified/Sensitive Materiel shipments, and Aircraft Engines is the Cargo Movements Section, 56 LRS/LGRDDC, Bldg. 948, Commercial: 623-856-7715/7716 or DSN: 896-7715/7716. The primary point of contact for all Household Goods and Passenger Travel related questions is the 56 LRS/LGRDF, Bldg. 1150, Commercial: 623-856-8131 (Passenger Travel) and 623-856-6425 (Household Goods) or DSN: 896-8131 and 896-6425.

1.2. Responsibilities.

1.2.1. Commanders/Agency Directors will ensure personnel who handle, AA&E, Hazardous, Classified/Sensitive Shipments, and Aircraft Engines are properly trained and certified according to applicable Career Field Education and Training Plans.

1.2.2. Commanders/Agency Directors will appoint in writing, personnel who are authorized to process, ship, and receive AA&E and Classified/Sensitive Materiel. Only personnel who are trained and have the appropriate security clearance will be authorized to handle these types of assets.

1.2.3. All personnel that offer AA&E, Hazardous, and Classified/Sensitive Shipments are responsible for complying with procedures contained within this instruction, public law, policy, agreements, international, federal and military directives.

Chapter 2

INBOUND CARGO PROCEDURES

2.1. Receiving and After Hours.

2.1.1. Normal inbound receiving hours are 0730-1500 Monday-Thursday and 0730-1300 Friday. After hours support is for priority 999/Not Mission Capable Supply/Mission Impaired capability Awaiting Parts (NMCS/MICAP) cargo only. Upon notification, inbound stand-by personnel will come in to receive delivery and will process priority cargo only.

2.1.2. After hours support for Inbound Priority Cargo. For after hour priority deliveries, inbound personnel will attempt to contact customer of expected delivery date/time if known in advance.

2.1.3. Inbound personnel will process the receipt in the Cargo Movement Operating System (CMOS), Integrated Logistics Systems-Supply (ILS-S), or the Autonomic Logistics Information System-Supply Chain Management (ALIS-SCM).

2.1.4. Customer acceptance will be either an electronic signature (preferred) or wet signature on DD Form 1348-1A, *Issue Release/Receipt Document*, customer pick-up form, or ALIS-SCM Picklist for the 999/NMCS/MICAP and will follow normal Due Out Release (DOR) Procedures. Unclaimed Freight can be returned to sender at the discretion of the Transportation Officer.

2.1.5. If customer is unavailable for pickup after normal duty hours, the cargo will be processed as normal and will be staged for the first delivery sweep by Documented Cargo the next business day.

Chapter 3

RECEIVING CLASSIFIED, CRYPTOLOGICAL (COMSEC/CCI), AND SENSITIVE ITEMS

3.1. Receiving Classified, COMSEC/CCI and Sensitive Items.

3.1.1. Inbound personnel will check the status of Inbound REPSHIPS daily via CMOS and email. Inbound REPSHIP acknowledgements are sent back to shipping Transportation Management Office (TMO) via CMOS and/or Email.

3.1.2. Inbound personnel will handle, sign for and in-check all small package carrier deliveries as controlled materiel until determined otherwise and will ensure controlled materiel remains in physical custody of authorized personnel until properly secured.

3.1.3. Inbound personnel will utilize AF Form 4388, *Inbound Transportation Protective Service Materiel Worksheet*, for all Transportation Protective Services (TPS) Shipments.

3.1.4. The AF Form 4388 will be accomplished in conjunction with the in-check process and will be certified by a military 7-Level 2T0 or civilian equivalent. Certifier will not be the same individual performing the task.

3.1.5. Classified, CCI, and sensitive shipments will be off-loaded, inspected, segregated, processed in CMOS and/or ILS-S and moved to appropriate holding location.

3.1.6. Classified, CCI, and sensitive shipments will either go to Central Storage or be distributed to customers through the Documented Cargo Section. Ensure recipient is authorized to accept the shipment IAW the Receipt Authorization of Classified Property Letter. Obtain signature on the DD Form 1907, *Signature and Tally Record*, when transferring to recipient.

3.1.7. F-35 COMSEC/CCI is direct delivered to the 56th Communications Squadron.

Chapter 4

OUTBOUND CARGO PROCEDURES

4.1. Outbound Cargo Procedures.

4.1.1. Normal operating hours are 0730-1530 Monday-Thursday and 0730-1300 on Friday. After hours support is for priority 999/NMCS/MICAP cargo only.

4.1.2. To ensure an even flow of materiel and to meet scheduled commercial carrier pickup times, the following acceptance hours for cargo drop off have been established.

Table 4.1. Acceptance Hours for Cargo Drop-off.

| Acceptance Hours for Cargo Drop-off | | |
|-------------------------------------|-------------------|-------------|
| Supply Priority/RDD | Days of Delivery | Times |
| MICAP/999 | Monday - Friday | Anytime |
| 777 or RDD's 21 days or less | Monday - Friday | 0730 - 1300 |
| All other shipments | Monday - Friday | 0730 - 1300 |
| Classified/AA&E | Monday - Thursday | 0730 - 1000 |

4.2. MICAP Shipments. Only MICAP shipments generated in support of grounded aircraft will be supported after these established time periods.

4.3. Classified Cargo. Classified cargo is not accepted on Friday without prior coordination. If the shipper coordinates and provides Outbound Cargo the information to facilitate a weekend delivery, classified shipments may be accepted on Friday. The required information is a POC and phone number at destination. Outbound Cargo will contact the POC to verify they will accept the cargo the next day prior to the customer leaving the cargo.

4.4. Coordination. Customers will coordinate large cargo movements in advance.

4.5. Base Vehicle Weigh Scale. The hours of operation are Monday-Thursday from 0730-1530 and 0730-1300 on Fridays.

Chapter 5

NON-MILSTRIP (DD FORM 1149) AND MILSTRIP (DD FORM 1348-1A) SHIPMENTS (NON-SENSITIVE)

5.1. Outbound Cargo. Outbound Cargo will ensure shippers prepare their equipment/materiel for shipment using Special Packaging Instructions (SPI) to determine if there is a requirement. Use Special Packaging Retrieval and Exchange System (SPIRES) to search for any applicable SPIs for shipment based on National Stock Numbers (NSN).

5.2. NON-MILSTRIP (DD Form 1149).

5.2.1. A DD Form 1149, *Requisition and Invoice/Shipping Document* is required for each shipment utilizing the Logistics Tools Suite (LTS) online program. Outbound Cargo Personnel will check documentation prior to accepting cargo from customers. Discrepancies must be corrected before Outbound Cargo accepts the property.

5.2.2. Items to be checked: Shipper and Consignee address and contact information are accurate, Transportation Priority/Required Delivery Date (RDD), NSN for each piece of cargo is required, Unit Price, properly identified cargo as classified, sensitive, protective, or hazardous material and approved/valid funding (whether a TAC or MORD).

5.2.3. Shipment Transportation Priority (TP) will be assigned based on customers' required delivery date. Shippers must provide a realistic required delivery date to final destination. Shipment processing time starts when an activity offers a shipment to Outbound Cargo for shipment.

5.2.4. Shippers must provide written justification when requesting expedited transportation (delivery in less than 2 days). Justification will be submitted on official memorandum signed by the competent authority (SQ/CC or equivalent) and attached to the shipping document.

5.2.5. COMSEC, serialized controlled and repairable, Due-In-From Maintenance (DIFM) items on accountable records are prohibited from DD Form 1149 shipment without prior coordination and approval from the Materiel Management Customer Service Section.

5.3. MILSTRIP (DD Form 1348-1A).

5.3.1. Outbound Cargo will be provided with three original copies of the DD Form 1348-1A with each shipment and will verify the data prior to accepting cargo for shipment. If there are discrepancies with the documentation, Outbound Cargo will annotate what needs to be corrected and advise the Flight Service Center, Storage and Issue or Documented Cargo of the errors.

5.3.2. Items to be checked: Ship From/To DODAACs, Unit of Issue and Quantity match the items, TP/RDD, Condition Code, TCN, NSN, NMFC, Type Cargo Code, Protective Service Code, SPI, Nomenclature, TAC and Consignee Address is accurate.

Chapter 6

SHIPPING CLASSIFIED, CRYPTOLOGICAL (COMSEC/CCI), AND SENSITIVE ITEMS

6.1. Shipping Classified, COMSEC/CCI, and Sensitive Items.

6.1.1. The protection of Classified, Sensitive, Protected Information and government property is the responsibility of all personnel. Outbound Cargo Supervisors will ensure the receiving process of such materiel is protected and handled according to all governing rules and regulations.

6.1.2. Personnel shipping classified or sensitive materiel utilizing a DD Form 1348-1A or DD Form 1149, must be appointed in writing by their Unit Commander. Outbound Cargo personnel will verify the identity of the individual utilizing the appointment letter on file.

6.1.3. Shipping documentation must be reviewed by Outbound Cargo personnel and requestor to verify all information, to include the destination DODAAC, destination address, SPI, NMFC, type cargo, protective service code, Transportation Account Code (TAC) and the priority of the shipment.

6.1.4. Ensure the source document, DD Form 1348-1A or DD Form 1149, is stamped with the word "CLASSIFIED ITEM", "SENSITIVE ITEM", or "CONTROLLED CRYPTO ITEM".

Shipment will not be accepted with incorrect information. Once information is verified, a signed copy from Outbound Cargo Personnel will be returned to the customer.

6.1.5. Approved NGDS (Next Generation Delivery Service) carriers are the required TSPs for classified, sensitive and protected shipments.

6.1.6. Outbound Cargo personnel will initiate an AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, completing Section I. The AF Form 4387 will be certified by a military 7-level, 2T0 or civilian equivalent. The certifier will not be the same person that packed the shipment.

6.1.7. All classified or sensitive shipments moving via a TSP authorized carrier will not bear any classification marks or other unusual markings that might invite attention to the contents of the classified or sensitive cargo.

6.1.8. Classified and sensitive shipments will be prepared for shipment, packaged, and sealed in ways that minimize risk of accidental exposure or undetected compromise. Shipping documents will be placed in the innermost container and all markings not applicable to the shipment will be obliterated on the outside of the shipping container.

Chapter 7

SHIPPING AND RECEIVING HAZARDOUS MATERIALS

7.1. Shipping and Receiving Hazardous Materials.

7.1.1. Hazardous materials are shipped commercially in accordance with Title 49 Code of Federal Regulations (CFR), Department of Defense (DOD) 4500.9R, IATA, DAFI 24-602V2 and Air Force Manual (AFMAN) 24-604 (IP), *Preparing Hazardous Materials for Military Air Shipments*.

7.1.2. All hazardous material shipments must include documentation such as Safety Data Sheet (SDS) indicating the hazard class and appropriate transportation information required. If multiple hazards exist an SDS is required for each hazard.

7.1.3. Shipments of hazardous material turned in for disposition will be accompanied by a signed letter stating the item has been prepared for shipment in accordance with the applicable technical orders. This applies to serviceable, unserviceable, and condemned turn-ins, possessing or once possessing a hazardous characteristic. Any fuel devices must be drained and purged IAW the applicable T.O. and cannot have any fuel smell emitting from the package. Material with emitting fuel smell will be rejected by Outbound Cargo.

7.1.3.1. The signed letter must state the type of hazardous material, quantity, weight and volume. The letter and a copy of the SDS will be forwarded to the Outbound Cargo section for all shipments.

7.1.4. Outbound Cargo will ensure all federal, state, and local regulations are met to ship hazardous material, hazardous waste and toxic chemicals.

7.1.4.1. A DD Form 626, *Motor Vehicle Inspection*, will be accomplished on all vehicles carrying placarded loads.

7.1.4.2. A DD Form 2890, *DoD Multimodal Dangerous Goods Declaration*, will be completed for hazardous shipments transported by government vehicles only.

7.1.4.3. A copy of the applicable Emergency Response Guidebook pages, which apply to the shipment, must be given to the driver(s), civilian or military, if the driver(s) do not have a copy of the Emergency Response Guidebook.

Chapter 8

SHIPPING, RECEIVING, AND SECURE HOLDING OF EXPLOSIVES

8.1. Overview. This chapter establishes guidance for shipping, receiving, and providing a secure holding area or refuge for explosive shipments at 56th Fighter Wing (56 FW) and applies to 56 FW/SEW, Weapons Safety; 56 CES/CED, Explosive Ordnance Disposal; 56 CES/CEF, Fire Emergency Services; 56 SFS/SFO, Security Forces; 56 EMS/LGMWOC, Munitions Control; 56 OSS/OSAA, Airfield Management; and 56 LRS/LGRD, Deployment and Distribution Flight. This also applies to Air Force Reserve Command, Air National Guard Units and any tenant support units. Review other references in [Attachment 1](#), Glossary of References and Supporting Information.

8.2. Safeguarding. Handling munitions constitutes a continuous potential hazard to personnel and property. It is mandatory that safety regulations be followed to the letter. Receipt inspections will be conducted to determine if any damage or tampering occurred during transit. The Cargo Movement Section will periodically check procedures and operations involving the receipt of explosives and/or sensitive materials. The term “explosives” as used herein refers to conventional explosive material.

8.3. Safety Precautions.

8.3.1. All personnel engaged directly or indirectly with the operations involving explosives items must be thoroughly briefed on safety operations including emergencies, firefighting procedures, and evacuation distances. Drivers will not assist with loading or unloading.

8.3.2. IAW DESR 6055.09 AFMAN 91-201, *Explosives Safety Standards*, each explosives vehicle used for transportation will be equipped with at least two portable fire extinguishers, each rated at least 2A:10BC. All-purpose dry chemical extinguishers of five pounds or greater are acceptable.

8.3.3. All vehicles will be properly placarded prior to movement when required by CFR 49, Transportation.

8.3.4. Smoking within the Munitions Storage Area (MSA) will only be permitted within designated areas. Outside the MSA, smoking is permitted 50 feet away from loaded vehicles.

8.3.5. All explosives must be stable and secure before movement.

8.3.6. Security Forces will immediately notify Fire Emergency Services when a shipment of explosives arrives at Luke AFB by motor vehicle. Notification of incoming shipments will aid in pre-incident planning and prevent possible delays in receipt of property.

8.4. Emergency Procedures.

8.4.1. Prompt action will be taken to control any hazard. If an immediate danger is encountered, all operations in the vicinity will be stopped and personnel evacuated to a safe location IAW DESR 6055.09 AFMAN 91-201, *Explosives Safety Standards*; and *Fire Emergency Services* personnel will be called to eliminate the hazard. Operations will not be resumed until the hazard has been eliminated.

8.4.2. When an abnormal condition is noted and pertinent procedures do not specifically relate to the noted irregularity, work will be stopped. Technically qualified guidance will be obtained before the operations continue.

8.4.3. Wing Weapons Safety will be notified as soon as possible following any explosives mishap.

8.5. Responsibilities.

8.5.1. Commander, 56th Equipment Maintenance Squadron (EMS) will:

8.5.1.1. Ensure no commercial vehicles are loaded with munitions items (explosive, chemical or inert) without notifying the Cargo Movement Section.

8.5.1.2. Maintain and provide a DoD-approved secure lighted and paved holding area for vehicles to be parked for shipments requiring secure holding.

8.5.2. Commander, 56th Logistics Readiness Squadron (LRS) will:

8.5.2.1. Coordinate with 56 EMS to obtain Restricted Area Badges for Cargo Movement personnel to permit unescorted entry into the MSA as needed.

8.5.2.2. Ensure Cargo Movement Section personnel inspect all motor carriers' equipment on all inbound/outbound munitions shipments and equipment using DD Form 626, (*Transporting Hazardous Materials*).

8.5.2.3. Provide briefings to military drivers using DD Form 2890, *DoD Multimodal Dangerous Goods Declaration*, and *Emergency Response Information for Hazardous Materials Transported by Government Vehicles*.

8.5.2.4. Ensure motor vehicles carrying explosives have proper placards IAW the Department of Transportation Regulations and CFR 49.

8.5.2.5. Ensure Air Terminal Function (ATF) coordinates with Airfield Management on parking aircraft IAW LUKEAFBI 13-204, *Airfield Operations and Base Flying Procedures*, [paragraph 2.20.](#), Hot/Hazardous/Dangerous Cargo and Explosive Laden Aircraft Procedures. Aircraft will be parked in a location properly sited for the munition's operation being performed.

8.5.2.6. Ensure ATF personnel are available for any cargo aircraft arriving for the on or off loading of munitions shipments.

8.5.3. Commander, 56th Security Forces Squadron (SFS) will:

8.5.3.1. Assist commercial carriers requesting secure holdings. Carriers may approach security gate personnel seeking secure holding during emergencies or other circumstances beyond the carrier's control, for delivery, waiting for shipment loading, or while in transit to another DoD location. Drivers must always remain with tractor and trailer.

8.5.3.2. During duty hours (0730-1600) for non-explosive munition shipments (no placards on truck, no explosive class on the bill of lading), Security Forces will contact Munitions Control (856-6040). For explosive shipments (placarded trucks with 1.1, 1.2, 1.3, 1.4 or an explosive class annotated on the bill of lading, Security Forces will contact Cargo Movement and Security Forces will escort the truck to Gate 5.

8.5.3.3. After duty hours for non-explosive and explosive shipments terminating at Luke, Security Forces will contact Cargo Movement to determine if the shipment will be offloaded or parked within the secure hold area until the following duty day.

8.5.3.4. After duty hours for in-transit explosive shipments seeking Secure Holding for the night, Security Forces will escort the truck to the holding location (Notify Munitions Control for situational awareness).

8.5.3.5. If a commercial courier representative requesting secure holding or refuge is incapacitated, provide temporary security until the commercial transportation company involved can provide another representative.

8.5.3.6. When notified of an inbound shipment, ensure personnel are available at the south gate, to assist vehicles transporting explosives and/or sensitive shipments.

8.5.3.7. Provide a radio-equipped vehicle with one armed guard to precede all commercial and government vehicles transporting explosives on base IAW 56 FW OPLAN 31, Integrated Defense Plan. Vehicles will be escorted to and from the Secure Hold Area or MSA.

8.5.3.8. Notify Fire Emergency Services any time explosives shipments by motor vehicle have arrived at Luke AFB.

8.5.4. Commander, 56th Civil Engineer Squadron (CES) will:

8.5.4.1. Provide firefighting support when required.

8.5.4.2. Provide explosives ordnance disposal support of munitions when necessary. Be exempted from the provisions of these instructions for movements between Luke AFB and Gila Bend.

8.5.5. 56 FW/SEW (Weapons Safety) will provide safety guidance and technical advice concerning explosives safety.

8.6. Location of Operation.

8.6.1. Aircraft: Sited hazardous cargo areas used for loading/unloading aircraft will be determined by Airfield Management.

8.6.2. Commercial and/or military vehicles: The MSA Gate 5 will be used as the primary secure holding site. The vehicle holding area is located next to Gate 5.

8.6.3. Secure holding for Non-Explosive Sensitive/Classified shipments: The secure holding area for vehicles carrying Non-Explosive Sensitive/Classified items that arrive after hours or need in-transit secure holding will be behind the 56 SFS main facility Bldg. #179. On-duty Security Forces will provide an escort to the parking location.

8.7. Sequence of Operations.

8.7.1. Receipt of explosives by commercial and/or military truck: Commercial or military vehicles carrying explosives will be directed to the south gate by Security Forces personnel for vehicle inspection.

8.7.2. After-hours for explosive shipments terminating at Luke, Security Forces will contact Cargo Movement standby personnel to determine if the truck will be offloaded or parked overnight and then offloaded during the next duty day.

8.7.3. During duty hours, Security Forces will notify the Cargo Movement Section of the arrival of a truck containing explosives. Cargo Movement personnel will contact Munitions Control and report to the South Gate to verify inbound documents are correct, and check seals for tampering of the vehicle at the vehicle inspection point at South Gate. Further explosives shipment inspections will be conducted at Munitions Gate 5 for verification of quantities with documentation; inspected for condition, securing method, and any other shipment discrepancies.

8.7.4. If any damage is found or the safety of the load is in question, the following are notified: Fire Emergency Services, Weapons Safety, and Explosives Ordnance Disposal.

8.7.5. The 56 LRS/LGRDDC will be responsible for accepting advance notice secure holding requests for munitions shipments, coordinate requirements with 56 EMS and SFS, and updating the Transportation Facilities Guide as required in DoD 4500.9-R, Part II, Cargo Movement.

8.8. Receipt of Explosives by Air.

8.8.1. The ATF will coordinate with Airfield Management on the sited aircraft parking location to be used for munitions on- or off-loading operations.

8.8.2. The loading or unloading of explosive laden cargo aircraft is the responsibility of ATF. The ATF will notify Airfield Management prior to vehicles utilizing the airfield.

8.8.3. The ATF will coordinate with Munitions Control to receipt for explosives into the MSA.

8.9. Outbound Explosives Shipments by Commercial or Military Truck.

8.9.1. The shipper will prepare Section I of the AF Form 4387. The Outbound Cargo section will prepare all required documentation and affix labels for all items IAW DoD 4500.9-R, Part II, DAFI 24-602V2, CFR 49.

8.9.2. The Cargo Movement Section will accompany the drivers to the MSA on all outbound shipments and perform blocking and bracing when required. The Cargo Movement Section will compare assets being transported to shipment documentations prior to departing the installation.

8.9.3. The DD Form 626 will be processed by Outbound Cargo Section personnel. Deficiencies on vehicles delivering shipments will be reported as required in DoDR 4500.9-R, Part II, Chapter 204, paragraph G. Photographs of rejected equipment will be attached to the completed DD Form 626 in order to clearly indicate the nature of any unsatisfactory elements.

8.9.4. The Outbound Cargo Section will instruct drivers to provide notification when a shipment is involved in an accident or delayed enroute for a period exceeding 12 hours.

8.10. Outbound Explosive Shipments by Air:

8.10.1. The ATF will coordinate with Airfield Management on the sited aircraft parking location to be used for loading operations and provide them with notification of travel route prior to vehicles utilizing the airfield.

8.10.2. The ATF will coordinate with Munitions Control on releasing explosive shipments from the MSA.

8.10.3. The loading of explosive laden cargo aircraft is the responsibility of ATF.

8.10.4. The ATF will ensure that units deploying as a contingency with munitions requirement have trained personnel to perform Hazardous Declaration (HAZDEC) certification and pallet build-up. These two functions must be accomplished by the unit providing the fund cite for the deployment and is their sole responsibility.

8.10.5. The Distribution Section will perform HAZDEC certification on all non-contingency outbound shipments by coordination with Munitions Inspection to verify assets and packaging.

Chapter 9

SHIPPING AIRCRAFT ENGINES

9.1. Shipping Aircraft Engines.

9.1.1. This chapter assigns responsibilities and establishes procedures for shipping engines other than MICAP/999 (downed aircraft) engines through the Cargo Movement Section (56 LRS/LGRDDC) at Luke Air Force Base. This applies to all personnel within the 56th Logistics Readiness Squadron (56 LRS) and customers who ship engines through LGRDDC. This applies to Air Force Reserve Command, Air National Guard Units, and tenant units.

9.1.2. The Cargo Movement Section requires a minimum of 2 days notification for shipping aircraft engines.

9.1.3. Shipping units must provide appropriate shipping documents (DD Form 1348-1A or DD Form 1149).

9.1.4. The Cargo Movement Section will notify trucking companies when ordering trailers for aircraft engines that the only acceptable equipment for transporting aircraft engines is an air-ride tractor with air-ride trailer and wood bed, per TO 00-85-20, paragraph 1.5. If the carrier deviates from these requirements, they will be rejected upon arrival at Luke AFB.

9.1.5. In addition to air-ride capability and wood floors on the trailer, Cargo Movement will also ensure the following equipment is ordered: tarps for weather/security purposes and chains to secure engine trailer.

9.1.6. Once Cargo Movement arranges transportation, changes to the carrier's scheduled pickup/delivery date/time will only be made for mission-essential reasons supported by a mission impact statement signed by the shipping/requesting unit's squadron commander.

9.1.7. The Cargo Movement Section is responsible for inspecting and rejecting any vehicle that is considered unsafe or unsatisfactory for engine shipment. This includes inspecting the condition of the transporting vehicle; the proper loading, blocking, and bracing of the engine to prevent damage; and assuring expeditious delivery to ultimate consignee with the correct documentation. It also includes rejection of carrier if incorrect equipment (e.g., non-air-ride, no chains or tarps) arrives at Luke AFB.

9.2. Procedures.

9.2.1. Prior to dispatching an outbound jet aircraft engine, Cargo Movement personnel will verify/complete the following:

9.2.2. Visually inspect the vehicle to ensure it meets criteria for engine shipments (e.g., air-ride with enough wood on the trailer to properly block and brace) (see [Attachment 3](#)).

9.2.3. Visually inspect the vehicle to ensure it is safe for transport of AF assets.

9.2.4. Shipping documentation is complete and accurate.

9.2.5. Aircraft engine QA checklist is completed (see [Attachment 2](#)).

9.2.6. Ensure engine is chained IAW TO 00-85-20 (see [Attachment 4](#)).

9.2.7. Ensure engine is properly blocked and braced.

9.2.8. Ensure weather/security tarp is completely secured.

9.3. Method of Loading Engines.

9.3.1. The safest method of loading engines which are mounted on dollies or trailers is from a loading ramp. Push the engine dolly or trailer onto the shipping vehicle by use of a forklift or tug using a bridge or platform to span the gap between vehicle and ramp. If manually pushing the engine on shipping trailer, Cargo Movement will have a minimum of 4 people present. The breakdown is as follows: 1 person to steer tongue, 2 to push engine, and 1 to spot to ensure a safe load to both engine and personnel.

9.3.2. Cargo Movement will load/unload engines Monday thru Thursday from 0730-11530 and Fridays from 0730-1300 (except for MICAP/999 engines which will move as quickly as possible). Shipping and receiving units will provide personnel to assist with load/unload of engines. Personnel must wear appropriate safety gear for load/unload operations.

9.3.3. Shipping units must have the engine at the cargo movements load area at least 1 hour prior to the scheduled carrier equipment arrival time.

9.3.4. Receiving units must remove incoming engines from the Cargo Movement Section unload area within 2 hours after arrival.

9.3.5. For after-hours MICAP/999 shipments, contact the command post at 856-5600 for Cargo Movement support.

Chapter 10

SMALL PACKAGE ACCOUNTS

10.1. Small Package Accounts. For the purposes of this publication, Small Package Accounts are unit/organization accounts established with FEDEX, UPS, etc. These accounts must be approved by the Installation Transportation Officer (TO) or Traffic Manager. The TO is the installation's single manager for cargo movement and distribution functions to include DoD cargo, passengers, and personal property for DoD personnel and must ensure sound and prudent traffic management principals are applied when shipments are moved directly by unit/organization account holders.

10.2. Establishing New Account. When establishing new accounts, the TO will train unit/organizations on all responsibilities to include tracing, transportation discrepancy reporting, hazardous declaration requirements, classified/sensitive shipments and fiscal responsibilities for maintaining obligation authority.

10.3. Account Holders. Unit/organization account holders may ship packages weighing less than 150 pounds throughout CONUS, Alaska, Hawaii, and Puerto Rico. For hazardous items, contact the Outbound Cargo section for Hazardous Declaration Requirements. General Cargo may be shipped to international locations.

10.4. International Shipments. International shipments of classified material are strictly forbidden--classified shipments may be sent only to CONUS locations, Alaska, Hawaii, and Puerto Rico. The shipping unit/organization is responsible for meeting all standards of protection for classified material.

10.5. Classified Assets.

10.5.1. When shipping classified assets, ensure the receiver is authorized to accept classified cargo. Shipment must be sent overnight service only and the receiver must be able to accept next day. Do not send on Friday's unless you are paying for Saturday Service and the receiver is available to accept on the weekend.

10.5.2. Do not label package as classified. When packing, ensure item is wrapped and placed inside an inner container. The Outbound Cargo section is the only authorized organization allowed to ship to international locations. Contact the Outbound Cargo Section for assistance as needed.

Chapter 11

TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE)

11.1. Overview.

11.1.1. This chapter applies to all personnel involved in processing, packaging, handling, shipment, and receipt of TMDE.

11.1.2. TMDE shipments that are prepacked are acceptable for shipment. Cargo Movement personnel should strive for 100% percent inspection of all cargo, but some items due to their sensitive nature may arrive prepacked. TMDE items that require special packing should identify a National Stock Number or Special Packaging Instruction (SPI) number on the DD Form 1149. All other TMDE items will be packed following normal cargo procedures.

Chapter 12

AF REUSABLE CONTAINER PROGRAM (RCP)

12.1. Reusable Container Program (RCP). The purpose of the RCP is to control packaging costs and promote efficiencies through the reuse of containers to the greatest extent possible. When practical and economically feasible, containers and packaging materials, such as wood products, boxes, dunnage, and cushioning materials will be recovered, saved, and reused to package outbound shipments. When items requiring reusable containers are issued, the container will remain with the issued item.

12.2. Recovery and Reuse of Material. Recovery and reuse of material generated from unpacking reduces the cost of purchasing new material, labor required to package, and the impact of waste packaging materials on the environment.

12.3. Reusable Containers. Reusable containers fall into two categories based on the durability of the exterior shipping container and complexity of the design. The reusable container is intended to be used, saved, and reused as a complete system excluding the wrap or barrier material and will be marked "Reusable Container, do not destroy."

12.3.1. Long-life reusable containers should withstand a minimum of 100 shipments. The exterior is usually made of metal, plastic, synthetic, or composite materials and is fabricated according to an engineering drawing and produced by industrial equipment. The Outbound Cargo packing and crating section does not have the ability to build or repair this type of container.

12.3.2. Short-life reusable containers should withstand a minimum of 10 shipments. The exterior is usually made of wood, plywood, fiberboard or corrugated solid plastic and conforms to a military, federal, or commercial specification. The Outbound Cargo packing and crating section has the ability to build or repair most of this type of container.

12.4. Specialized Containers. Specialized containers are generally long-life containers that are designed to support and protect a specific item during handling, storage, shipment and unpacking by the user and may provide protection from hazardous contents. These containers may be repairable by maintenance activities and controlled as an accountable item of supply.

12.5. Reusable Special Packaging Instruction (SPI) Packs. There are three types for depot level repairable items and other selected items:

12.5.1. Fast Packs are a series of reusable, standardized, cushioned containers. The containers consist of various sizes, pre-fitted with foam inserts leaving hollow centers where items may be inserted for protection.

12.5.2. Standard Packs are for items that require less cushioning protection than those requiring Fast Packs. The cushioning varies according to the instruction code associated with the SPI number.

12.5.3. SPI Drawings are wooden containers or crates. For these items, the SPI number does not contain a code and must be constructed. The SPI drawing will detail special requirements for cushioning, blocking, bracing, and constructing containers. The Outbound Cargo packing and crating section has the ability to build or repair most of this type of container.

12.5.4. The SPI number and other packaging instructions will be in the “Freight Classification Nomenclature” block of the DD Form 1348-1A. The Outbound Cargo section will verify packaging requirements for all outbound shipments based on the SPI number contained on the 1348-1A but will reference MIL-STD-20731 and T.O.00-85B-3 for minimum packaging requirements. For F-35 shipments, will follow ALIS-SCM shipment instructions.

12.6. Units Requiring Fast Packs or Standard Packs. Units/organizations requiring Fast Packs or Standard Packs should first check internal stocks, then check with other activities for availability. Lastly contact the Outbound Cargo section to see if there are any used Packs available. For wood containers or crates, if one is not available internally or with other activities, contact the Outbound Cargo Movement Section for availability of a used container or crate. Specified SPI packs will be used unless the managing AFSC packaging office grants a waiver or alternate pack.

12.7. Use of AF Form 451, *Request for Packaging Service*. If the required container is not available, the requesting unit/organization will submit an AF Form 451 along with shipping documents to the Outbound Cargo section before item will be shipped. If material is required for wooden containers or crates, the requesting unit/organization will purchase materials from a local home improvement store or lumber yard and have materials delivered to Outbound Cargo using a Government Purchase Card or coordinate through Resource Managers for reimbursement of required material.

Chapter 13

LEAVE IN-CONJUNCTION WITH OFFICIAL TRAVEL (LICWO)

13.1. Leave in-Conjunction with Official Travel. This chapter applies to all base personnel involved with taking leave in conjunction with official travel. When a traveler is taking leave-in-conjunction with official travel, use of government contract airfares is strictly prohibited to and/or from leave points, unless the member was notified of the official travel while on leave and is required to report immediately from the leave location for mission support.

13.2. Government Contract Airfares. The government contract airfares are offered by the airline industry for official travel purposes only. The traveler must schedule all official travel through the Installation Transportation Officer/Travel Management Company (ITO/TMC) to ensure appropriate routing and reimbursement. These procedures apply for CONUS TDY and CONUS PCS travel only. All OCONUS Travel will be IAW DAFI 24-602V1 requirements.

13.3. The Local Options for LICWO as Follows:

13.3.1. Travelers will receive a memorandum signed by the ITO stating the maximum reimbursement costs for the official travel, utilizing the non-restricted City Pair fares (YCA fares) as the cost basis (If YCA fare is not available, lowest cost airline will be cost comparison basis). Traveler may use Information Tickets and Tours (ITT) office or other websites/travel office/airline to obtain tickets. All costs above official fares are at member's expense. The member is responsible for self-procuring round trip travel to and from the leave location (s). TMO will arrange transportation to and from the authorized location.

13.4. Personal Expenses. Personal expenses associated with LICWO will not be placed on a Government Travel Card (GTC), or Centrally Billed Account (CBA). LICWO is used at a traveler's own risk. If the official travel is cancelled or rescheduled, there is no entitlement or reimbursement for the LICWO ticket to be changed/rescheduled/cancelled.

Chapter 14

CENTRALLY BILLED ACCOUNT (CBA)

14.1. CBA Usage and Reconciliation Process.

14.1.1. This chapter applies to the base CBA usage and reconciliation process. The Logistics Readiness Squadron Commander appoints or delegates the appointment authority to the TO, CBA Certifying Officials in writing. A copy of the appointment letter and DD Form 577, *Appointment/Termination Record – Authorized Signature*, must be provided to the DFAS Limestone Disbursing Office.

14.1.2. The CBA is used as the method of payment for airline, rail and bus tickets but use of the CBA must be minimized to avoid costly handling and administrative fees, and prompt payment act penalties. The CBA will only be used for those members (military and civilian) who have not been issued an Individually Billed Account, commonly referred to as a personal Government Travel Card (GTC).

14.1.3. Travelers requesting CBA usage must provide the ITO, in writing, justification why the traveler does not have an active IBA and/or cannot use their IBA (e.g., individual denied of travel card due to credit worthiness 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 GTC Program Coordinator, Resource Advisor, or Commander.

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

14.1.5. Reconciliation. The Government Travel Card Vendor (GTCV) uploads an electronic copy of the invoice at the end of the billing cycle for the ITO access, download and print. The electronic copy of the GTCV invoice (bill) should be accessed online as soon as possible, but no later than 5 working days after the end of the billing cycle. When accessed, the invoice is date stamped. This date starts the clock for prompt payment. 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). The reconciliation must be completed and certified by the ITO within 10 workings days after receipt.

Chapter 15

CIRCUITOUS TRAVEL

15.1. Circuitous Travel. Circuitous travel is defined as any route (CONUS/OCONUS) other than the one normally prescribed by the TMO between the official places listed in the members TDY or PCS orders.

15.2. Procedures.

15.2.1. TDY Travel – Any deviation from the normal authorized route will be IAW LUKE AFBI 24-201, Para 13, (LICWO Travel).

15.2.2. PCS Travel – CONUS [Including travel to the Port of Embarkation: Seattle (SEA), Baltimore (BWI), Norfolk (NGU) to meet Patriot Express] any deviation from the normal authorized route will be IAW LUKE AFBI 24-201, Para 13, (LICWO Travel).

15.2.3. PCS Travel – OCONUS: Travelers will be directed to MPF to begin process for requesting/approval of Circuitous Travel. MPF will give the traveler a Circuitous Travel request worksheet via Virtual MPF. Upon completion of the request worksheet, MPF will place the Circuitous Travel information in the official PCS Order for reimbursement. If Circuitous Travel is not placed in the orders, travelers may not be reimbursed.

15.3. TMO Worksheet.

15.3.1. TMO will fill in the Circuitous Travel request worksheet with the normal routing and the cost of the total amount authorized. If the normal routing involves Patriot Express travel, TMO will use GSA City Pair Rates to the authorized port and the AMC Rates for OCONUS Travel.

15.3.1.1. TMO must advise the traveler not to purchase tickets on a Foreign Flag Carrier (Korean Air, British Airways, Asiana Airlines, etc.). Foreign Flag travel will not be reimbursed.

15.3.2. In the rare event that the normal routing requires use of a Foreign Flag Carrier, TMO will advise MPF of the leg of travel that a Foreign Flag Carrier is required, and only that portion of the travel may be reimbursed if Foreign Flag Travel is used. This statement must be placed in the orders.

Chapter 16

UNUSED TICKETS

16.1. Unused Tickets. Unused tickets are those segments of travel that a ticket was issued to the traveler and the ticket was not used. Tickets may have been charged to the traveler's GTC or CBA.

16.2. Procedures.

16.2.1. Travel tickets issued by Luke AFB TMC: Traveler will work directly with TMC to request a refund of airline tickets.

16.2.2. Travel tickets issued by other than Luke AFB TMC: Traveler will notify TMO that a ticket was not used. TMO will provide traveler with responsible TMC contact information to request refund. For CBA travel, TMO will follow guidance in DAFI 24-602, Vol 1, Chapter 7.

16.3. Travel Management Company (TMC) Fees. TMC fees are non-refundable, and traveler must file a voucher with Finance (or DTS) for the TMC fees. For tickets issued on the CBA, TMO will file TMC fees as part of the CBA Reconciliation process.

Chapter 17

CONTROLLED AREA AND SECURITY PROGRAM

17.1. Owner/User responsibilities: 56 LRS/LGRDDC (Cargo Movement) will assume accountability of all resources contained within the Controlled Area identified at building 948.

17.1.1. Develop written operating procedures for entry and circulation control of the controlled area during normal and emergency security operations, and coordinate these with the Security Forces Resource Protection Program Manager.

17.1.2. Ensure boundaries of controlled areas are clearly defined by fencing, posting of signs IAW DAFI 31-101, *Integrated Defense*, and maintain physical safeguards with Civil Engineering after approved by 56 FW/CV. Signs will not be posted, relocated or removed without prior coordination with the Security Forces Resource Protection Program Manager.

17.1.3. Any physical changes to a controlled area (i.e., transfer of ownership, downgrading the status, modifying boundaries) must be coordinated with the Resource Protection Program manager and approved in writing by the Installation Commander.

17.1.4. Ensure all work orders having to do with construction or modification of facilities or physical barriers are coordinated with the Security Forces Resource Protection Program Manager before starting any work.

17.1.5. Appoint Controlled Area Monitors and alternate for all controlled areas within their functional area of responsibility. Forward appointment letters through the controlled area monitor to 56 SFS/S5SR. Controlled Area Monitors will act as the focal point for all resource protection matters.

17.2. Controlled Area Monitor Duties and Responsibilities. The Controlled Area Monitor implements and monitors the Controlled Area Security Program for the unit commander.

17.2.1. Monitor, program and coordinate all security requirements in support of the controlled area.

17.2.2. Conduct initial and annual training.

17.2.3. Document this training by written memo that indicates the date of the training, the topics discussed during training, and list those who attended. Keep this document in Controlled Area Binder.

17.2.4. Maintain a Controlled Area Continuity Binder with all up-to-date documentations IAW DAFI 31-101 and [Attachment 6](#) of this instruction.

17.3. Entry/Exit Procedures:

17.3.1. Unescorted Entry Procedures:

17.3.1.1. Only authorized personnel designated by a Unit Commander may be granted unescorted access to controlled areas.

17.3.1.2. The 56 LRS/CC will ensure entry into their respective controlled area is limited to individuals having an official need for unescorted presence within the controlled area.

17.3.1.3. An Entry Authority List (EAL) signed by an approving authority will be posted inside the controlled area by the entrance door.

17.3.2. Escort Procedures:

17.3.2.1. Any person who has not been designated as having unescorted entry is a visitor and must be escorted.

17.3.2.2. Individuals being escorted will be signed in/out on an AF Form 1109, *Visitors Registration Log*.

17.3.2.3. Escort officials assume responsibility for the safe and secure conduct of their visitor and are required to maintain constant surveillance and control of their visitor at all times while in the controlled area.

17.4. Anti Robbery Procedures. Anti-Robbery procedures will be in accordance with DAFI 31-101 as amended. Being prepared to handle a robbery situation is the responsibility of all personnel working in areas, which are susceptible to being robbed. The keys to being prepared are training and practice.

17.4.1. Procedures: If an individual(s) attempts to rob the controlled area:

17.4.1.1. Remain calm and give robber only what is asked for.

17.4.1.2. Alert coworkers and get assistance.

17.4.1.3. Secure the crime scene and all entrances/exits. Prevent the robber from coming back into the facility after he/she leaves. Prevent witnesses from leaving the area. Prevent other personnel from entering the facility and possibly disturbing the crime scene.

17.4.1.4. Obtain the mode and direction of travel.

17.4.1.5. Telephone Security Forces at extension 911.

17.4.1.6. When Security Forces arrive on scene, inform them of all known areas where the robber was at.

17.4.1.7. Use AF Form 439, *Robbery Description Checklist*, to give a description of the robber to the Security Forces Personnel.

17.4.1.8. Let the desk sergeant know if the robber has departed the facility. Give mode and direction of travel.

17.5. Bomb Threat Procedures. Bombs are the preferred weapons of terrorists because they create fear in people and there is low risk of being injured or caught. Detonations leave the public feeling unprotected by the government. Bomb threats are effective because they disrupt operations. The implied threat to personnel and property and the loss of time and production as a result of bomb threats has become a national concern. Such threats clearly generate an emergency situation and require contingency planning to assure a quick and effective reaction with a minimum of confusion. To provide effective response to bomb threats, which will protect lives, prevent destruction of property, and restore normal operations as soon as possible.

17.5.1. Procedures: Any person who receives information regarding a bomb threat will:

17.5.1.1. Use AF Form 440, Bomb Threat Aid, to obtain all information possible.

17.5.1.2. Call Security Forces (dial Emergency 911 or 6-5970).

17.5.1.3. Contact their supervisor and/or building custodian if the threat is directed against the building, they are in. Evacuation will be initiated when directed by the On Scene Commander (OSC) and a rapid visual check can be made of all areas.

17.5.2. The NCOIC, Cargo Movement will:

17.5.2.1. At the direction of the OSC, ensure building 948 is evacuated, all personnel accounted for, and these personnel are moved to a position at least.

17.5.2.2. 1000 feet from the affected building if no specific device has been identified.

17.5.2.3. 500 feet from the affected building when the device is smaller than a large briefcase.

17.5.2.4. 1000 feet from affected building when the device is bigger than a large briefcase.

17.5.2.5. Provide technical assistance to the OSC.

17.5.2.6. Provide the building custodian or an individual from building 948 to accompany security forces in the search of the building.

17.6. Emergency Procedures.

17.6.1. Emergency Entry/Exit Procedures: The following procedures will be used in the event of fire, natural disaster, civil disturbance, terrorist activity, or enemy action. Do not attempt these procedures if the actions could result in loss of life, or serious injury.

17.6.1.1. Secure all classified material in an approved container and exit the building.

17.6.1.2. If the above actions are not possible, physically protect the material until you are able to store it in another approved container.

17.6.1.3. If both of the above actions are not possible, immediately place authorized personnel around the building, and instruct them to ensure any removal of classified by unauthorized personnel is prevented.

17.6.2. Emergency Evacuation Procedures for Fires, etc.: The following procedures are to be followed in the event of fire or natural disaster. Do not attempt these procedures if the actions could result in loss of life or serious injury:

17.6.2.1. The person observing the fire/disaster will alert other personnel in the building by all available means (e.g., activating the fire alarm, telephone intercom, etc.).

17.6.2.2. If the situation allows, the NCOIC, Cargo Movement shall initiate facility evacuation procedures, ensure all personnel are accounted for and are at least 1000 ft from the affected building.

17.6.2.3. Advise all personnel to assemble on the East side of the Cargo Movement building (Bldg 948). Escorted personnel will then be released once accounted for.

17.6.2.4. Report a fire from a phone in another building. Dial 911 or 6-6641 and give: "Building 948, general area of fire, your name and rank," if possible, stay on the phone to give any further information requested. Once the Fire Department arrives, one facility representative will advise them of any door leading to the fire.

17.7. Controlled Area Outside Cargo Yard.

17.7.1. Overview. Building 948, Outside Cargo Yard is designated as a separate controlled area and is located on the west side of Building 948. The entrance to the Outside Cargo Yard will remain open during normal duty hours until the end of business day or as designated by the Controlled Area Monitor or the NCOIC, Cargo Movement.

17.7.2. Outside Cargo Yard Requirements:

17.7.2.1. Cargo Movement personnel will maintain surveillance over the Outside Cargo Yard and will ensure all personnel not on the EAL report to the Cargo Movement Office upon entry into the Outside Cargo Yard and follow escort procedures.

17.7.2.2. Cargo Movement personnel will close the Outside Cargo Yard and secure the controlled area after normal duty hours.

17.8. Training.

17.8.1. The Controlled Area Monitor (primary or alternate) will provide the following initial and annual training to assigned personnel covering the minimum areas:

17.8.1.1. Anti-Robbery Training.

17.8.1.2. Bomb Threat Training.

17.8.1.3. Emergency Evacuation Training.

17.8.2. Training will be documented and maintained in the Controlled Area Binder.

JASON M. RUESCHHOFF
Brigadier General, USAF
Commander, 56th Fighter Wing

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

CFR 49, *Transportation*, 1 October 2021 edition
DAFI 24-602V1, *Passenger Movement*, 15 December 2020
DAFI 24-602V2, *Cargo Movement*, 12 June 2019
DAFI 31-101, *Integrated Defense*, 25 March 2020
DAFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
DOD 4500.9-R, Part II, *Defense Transportation Regulation, Cargo Movement*, 18 November 2022
DESR 6055.09 AFMAN 91-201, *Explosives Safety Standards*, 28 May 2020
LUKEAFBI 13-204, *Airfield Operations and Base Flying Procedures*, 18 November 2021
T.O. 00-85-20, *Engine Shipment Instructions*, 1 November 2020

Adopted Forms

AF Form 1109, *Visitors Registration Log*
AF Form 451, *Request for Packaging Service*
AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*
AF Form 4388, *Inbound Transportation Protective Service Materiel Worksheet*
DAF Form 847, *Recommendation for Change of Publication*
DD Form 1149, *Requisition and Invoice/Shipping Document*
DD Form 1348-1A, *Issue Release/Receipt Document*
DD Form 1907, *Signature and Tally Record*
DD Form 2890, *DoD Multimodal Dangerous Goods Declaration*
DD Form 577, *Appointment/Termination Record – Authorized Signature*
DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Material)*

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

ALIS-SCM—Autonomic Logistics Information System-Supply Chain Management

AMC—Air Mobility Command

ATF—Air Terminal Function

CBA—Centrally Billed Account

CBL—Commercial Bill of Lading

CCI—Controlled Cryptographic Items

CFR—Code of Federal Regulation

CIIC—Controlled Inventory Item Code

CMOS—Cargo Movement Operations System

CONUS—Continental United States

DAFI—Department of the Air Force Instruction

DIFM—Due-In-From Maintenance

DOD—Department of Defense

DODAAC—Department of Defense Activity Address Code

DOE—Department of Energy

DOR—Due out Release

DOT—Department of Transportation

DTS—Defense Travel System

EAL—Entry Authorization List

GSA—General Services Administration

GTC—Government Travel Card

GTCV—Government Travel Card Vendor

HAZDEC—Hazardous Declaration

IAW—In Accordance With

IBA—Individually Billed Account

ILS-S—Integrated Logistics Systems-Supply

ITO—Installation Transportation Officer

LICWO—Leave In- Conjunction with Official Travel

LRS—Logistics Readiness Squadron

LTS—Logistic Tool Suite

MICAP—Mission Impaired Capability Awaiting Parts

MILSTRIP—Military Standard Requisitioning and Issue Procedures

MORD—Miscellaneous Obligation/Reimbursement Document

MSA—Munitions Storage Area

NMCS—Not Mission Capable Supply

NMFC—National Motor Freight Classification

NSN—National Stock Number

OCONUS—Outside the Continental United States

OPR—Office of Responsibility

OSC—On Scene Commander

QA—Quality Assurance

RCP—Reusable Container Program

RDD—Required Delivery Date

RDS—Records Distribution Schedule

REPSHIP—Report of Shipment

SDS—Safety Data Sheet

SPI—Special Packaging Instructions

SPIRES—Special Packaging Retrieval and Exchange System

TAC—Transportation Account Code

TCN—Transportation Control Number

TDY—Temporary Duty

TMC—Travel Management Company

TMDE—Test, Measurement and Diagnostic Equipment

TMO—Transportation Management Office

TO—Transportation Officer

TP—Transportation Priority

TPS—Transportation Protective Service

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 Customer Service 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, 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 Materials (HAZMAT)—For the purposes, hazardous materials are substances or materials that the UN or DOT has determined are capable of posing an unreasonable risk to health, safety, and property during transportation. Also referred to as “Dangerous Goods” in international regulations.

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.

Line of Accounting—Alphanumeric listing which identifies the appropriation and fund cite authority to be used in payment of transportation services. The LOA contains the applicable Standard Document Number (SDN).

Logistics Tool Suite (LTS)—LTS is a suite of tools utilized by DoD freight transportation offices to manage various Supply Chain processes such as addressing, transportation "order" processing, packaging, Non-MILSTRIP shipment creation, TAC Requests, and shipping cost estimates.

National Stock Number—The 13-digit number that identifies a stock item consisting of the 4-digit federal supply classification code plus the 9-digit national item identification number and arranged as follows: 9999-00-999-9999.

Priority Designator—A two-digit issue and priority code (01 through 15) placed in military standard requisitioning and issue procedure regulations. The priority designator is based on a combination of factors which relate the mission of the requisitioner and the urgency of need or

the end uses. It provides a means of assigning relative rankings to the competing demands placed on the DoD supply system.

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.

Shipper—Any organization or agency that originates or offers materiel to the Transportation Officer for movement. The shipper may be a Military organization or activity, other Government agency, or a manufacturer or vendor.

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.

Attachment 2

OUTBOUND ENGINE QUALITY ASSURANCE CHECKLIST

Table A2.1. Outbound Engine Quality Assurance Checklist.

| ALL PURPOSE CHECKLIST | | | |
|--|-----|------|-----|
| Outbound Engine Quality Assurance Checklist | OPR | DATE | |
| TCN: | YES | NO | N/A |
| 1. Have the requirements been verified IAW TO 00-85-20? | | | |
| 2. Does tractor/trailer appear safe/road-worthy and are both air-ride equipped? | | | |
| 3. Has the driver(s) been briefed on chaining/full tarpaulin usage to cover engine and trailer IAW TO 00-85-20? | | | |
| 4. Has engine been blocked and braced, by TMO, IAW TO 00-85-20? | | | |
| 5. Has the engine been correctly chained IAW TO 00-85-20? | | | |
| 6. Has engine been secured and properly tarped for security/weather IAW TO 00-85-20 (DO NOT use cargo straps over the engine) | | | |
| 7. Have transportation documents (CBLs, truck manifests) been properly prepared, reviewed, and signed by driver/operator? | | | |
| 8. Perform final check of load before cargo/driver departs installation. | | | |
| 9. Remarks: | | | |
| I certify this checklist was used during dispatch and that the tractor and trailer are within standards to move this engine. Print/Sign Name: _____ | | | |

Attachment 3

AIR RIDE TRACTOR AND TRAILER

Figure A3.1. Air Ride Tractor and Trailer.



Attachment 4

TIE DOWN DIAGRAM FOR ENGINES ON A FLATBED

Figure A4.1. Tie Down Diagram for F-16 Engine on a Flatbed.

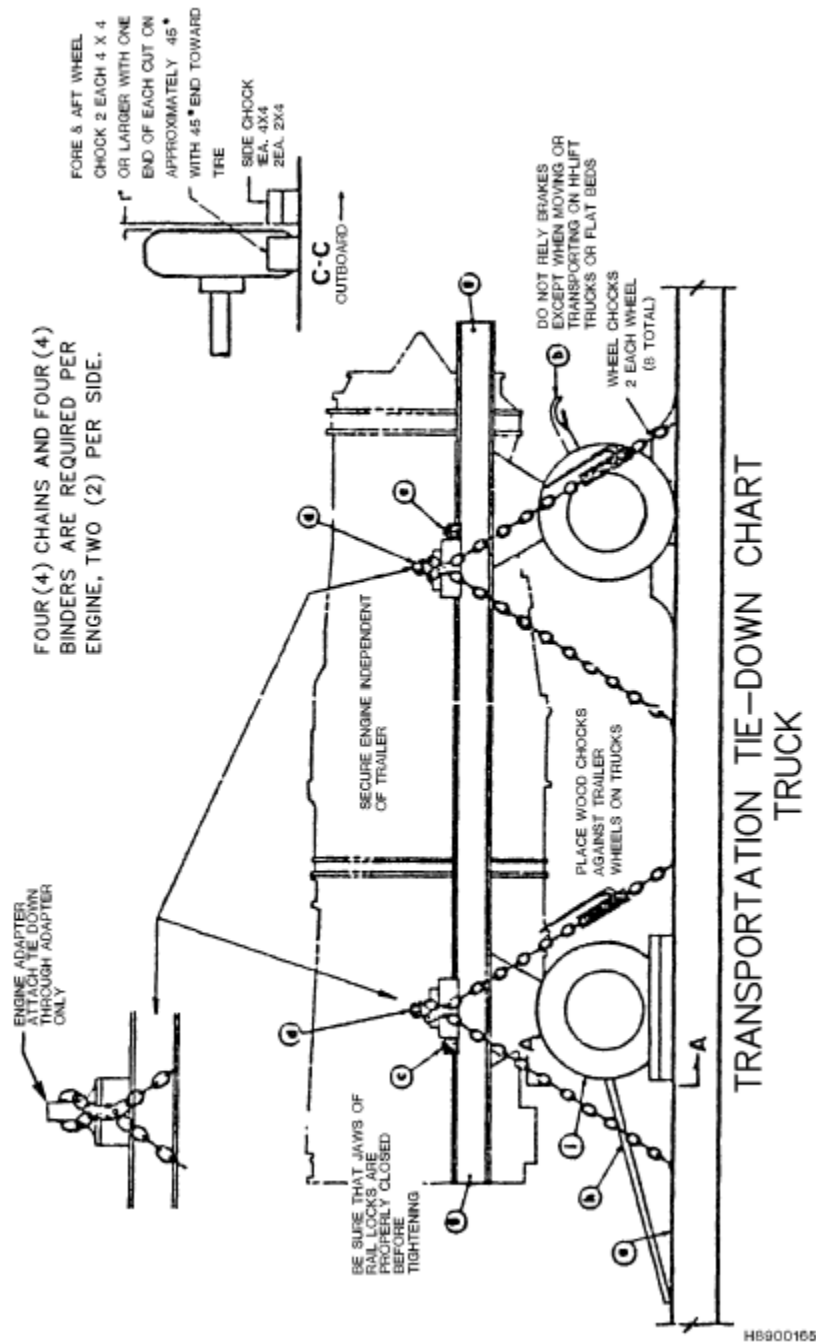
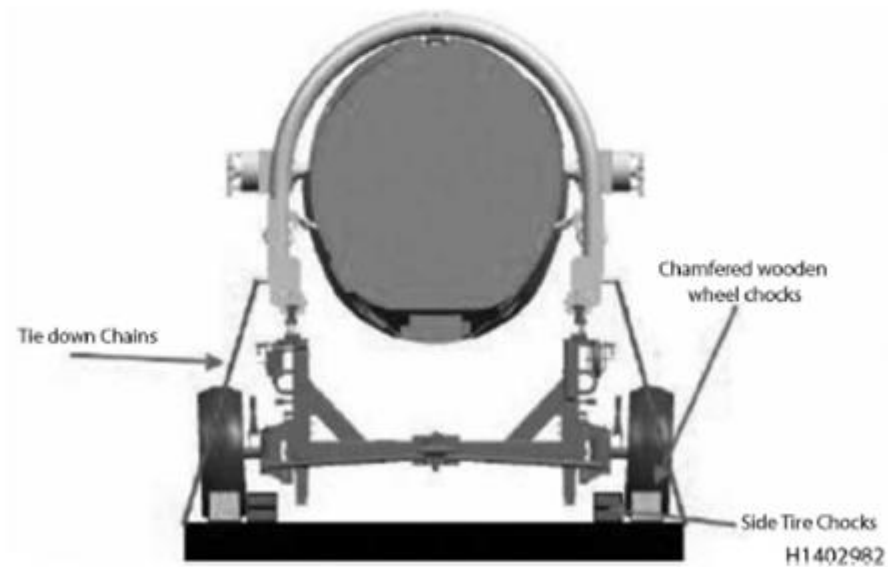


Figure A4.2. Tie Down Diagram for F-35 Engine on a Flatbed.**████████ Tie Down and Chock Configuration - View A****████████ Tie Down and Chock Configuration - View B**

Attachment 5**FIRE AND NATURAL DISASTER EMERGENCY PROCEDURES****A5.1. Procedures .**

A5.1.1. The following procedures are to be followed in the event of fire, natural disaster, civil disturbance, terrorist activity, or enemy action. Do not attempt these procedures if the actions could result in loss of life, or serious injury.

A5.2. Secure all classified material in an approved container and exit the building.

A5.2.1. If the above actions are not possible, physically protect the material until you are able to store it in another approved container.

A5.2.1.1. If both of the above actions are not possible, immediately place authorized personnel around the building, and instruct them to ensure any removal of classified by unauthorized personnel is prevented.

Attachment 6**CONTROLLED AREA CONTINUITY BINDER****Table A6.1. Controlled Area Continuity Binder Contents:****SECTION 1:**

- Diagram of Facility
- Copies of AF FM 332/Civil Engineering Work Order
- Copies of AF FM 116/Request for Deviation

SECTION 2:

- Controlled Area Designation Letter

SECTION 3:

- Reports of Corrective Action
- Follow Up Program Reviews
- Last Annual Self-Inspection Report
- Most Recent Staff Assistance Visit Report
- Initial Physical Security Report

SECTION 4:

- Unit Operating Instruction (OI)

SECTION 5:

- Entry Authority List (EAL)
- Documentation of Anti-Robbery and Bomb Threat Procedures Training

SECTION 6:

- Most Recent Annual Anti-Robbery/Penetration Exercise
- Controlled Area Monitor Designation Letter
- Controlled Area Monitor Training Letter and Certificate