

**BY ORDER OF THE COMMANDER  
MISAWA AIR BASE**

**MISAWA AIR BASE INSTRUCTION  
24-602**



**10 MARCH 2026**

**Transportation**

**TRAFFIC MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department Air Force Instruction (DAFI)24-602V2, *Cargo Movement*, and DAFI24-601V1, *Passenger Movement*, and establishes/outlines procedures pertaining to the movement of Department of Defense (DoD) government shipments/material and personnel on the installation. It applies to all personnel assigned or attached to the 35th Logistics Readiness Squadron (35 LRS), specially to all Traffic Management Operations (TMO) and personnel involved with processing, packaging, handling and transportation of general cargo, Arms, Ammunitions, and Explosives (AA&E), Nuclear Weapon Related Materiel (NWRM), classified, sensitive materiel, and passenger travel processing. This publication does not apply to the Air National Guard or Air Force Reserve as they operate their own TMO. 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 (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System, or any updated statement provided by the AF Records Management office located in the Air Force Chief Information Office Compliance Division (SAF/CNZA). The office of primary responsibility (OPR) should inquire with SAF/CNZA for any updated records management statement. 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

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## 1. Responsibilities.

1.1. **Scope.** This instruction applies to all personnel who process, package, handle, ship and transport classified, protected and sensitive shipments, AA&E, NWRM, aircraft engines, TMDE and to individuals at all levels who prepare, manage, review, certify, authorize, approve or are otherwise involved in the worldwide movement of AF personnel to comply with the procedures contained in this instruction. Failure to comply with this OI may result in a security incident which will be formally investigated.

1.2. **Commanders' Responsibilities.** Commanders will ensure all unit personnel who handle, process and ship AA&E, classified, sensitive and NWRM materials are properly trained and certified IAW with applicable Career Field Education and Training Plan (CFETP) and ensure all classified training tasks are completed and documented in the member's training records. Commanders will appoint, in writing, personnel who are authorized to process, ship and handle these materials, and only personnel who are trained and hold the appropriate security clearance will be authorized to handle these types of assets.

1.2.1. Will appoint, in writing, personnel who are authorized to process, ship, and receive classified, sensitive, and nuclear related materiel. Only personnel who are trained and have the appropriate security clearance will be authorized to handle these types of assets. **Note:** Only the Defense Information System for Security (DISS) will be used to verify security clearance eligibility, investigation status and access levels; therefore, units must provide the 35 LRS Cargo Movement Section (35 LRS/LGRDDC) an update immediately if an individual's clearance, eligibility and/or access level is downgraded or changed.

1.2.2. Will appoint, in writing, trained and qualified individuals to certify hazardous materials and/or munitions shipments and provide 35 LRS/LGRDDC a copy of the appointment. **Note:** Applicable training and expiration dates must be included on the appointment. Commanders will ensure the appointment is updated as changes occur (or annually at a minimum).

1.3. **Installation Transportation Officer (ITO) Responsibilities.** Serves as the single distribution and transportation manager for Misawa Air Base (AB) who manages, supervises, and directs all transportation functions, and ensures compliance with governing laws, directives, systems, programs, and regulations for cargo, passenger, personal property, and unit moves. The 999/Not Mission Capable-Supply (NMCS)/Mission Impaired Capability Awaiting Parts (MICAP) shipments and emergency requirements will be processed 24 hours a day, 7 days a week, 365 days a year.

1.4. **Additional Personnel Responsibilities.** It is the responsibility of all personnel involved with the processing, packaging, handling, and transporting AA&E, classified, sensitive, nuclear related shipments to comply with the procedures contained in this instruction.

1.4.1. All units distributing AA&E, classified, sensitive, and NWRM for shipment will ensure the asset is properly identified on the DD Form 1348-1A, Issue Release/Receipt Document, or DD Form 1149, Requisition and Invoice/Shipping Document. Additionally, for classified assets, DD Form 1348-1A and DD Form 1149 will include applicable Controlled Item Inventory Code (CIIC), Serialized Report Code (SRC) and must be marked in red identifying the degree of classification, such as "CLASSIFIED," "SENSITIVE," "SECRET," "CONFIDENTIAL" or "Controlled Cryptographic Items (CCIs)" to ensure easy identification.

1.4.2. It is the responsibility of all personnel involved with processing, packaging, handling, and transportation of AA&E, classified, sensitive, TMDE, and aircraft engines to comply with the procedures contained in this instruction. Failure to comply with this instruction may result in a security incident which will be formally investigated.

## **2. Arms, Ammunitions, and Explosives (AA&E) Shipments.**

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

2.2. **Vehicle Inspection.** The Apple Gate is designated as the base's vehicle inspection station. The 35th Security Forces Squadron (35 SFS) will inspect and receive the AA&E vehicles while notifying 35 LRS TMO of the truck awaiting escort. If the Apple Gate is closed, 35 SFS will identify an alternate gate to use until normal operations resume.

2.3. **Movement Routes.** The primary entry to the base for commercial trucks is the Apple Gate (primary) and North Base Gate (alternate). If the Apple Gate is closed during normal duty hours (0600-1400 hours, Monday-Friday, Saturday, 0800-1200), 35 LRS/LGRDDC contact 35 SFS to allow entry. All commercial vehicles will be escorted to and from the area in which they are loaded and unloaded by TMO personnel. The Wing Weapons Safety office will publish munitions movement routes to and from the Hot Cargo Pad, the Apple Gate and to other points on the installation.

2.4. **Suspect or Suspicious Vehicle Holding Area.** Suspect or suspicious vehicles will be directed to a parking area designated by the base explosive site plans. If any vehicle is suspicious, the escort from TMO will contact 35 SFS at Defense Switched Network (DSN) 226-3077.

2.5. **The 35th Munitions Squadron (35 MUNS).** Will appoint, in writing, on an official memorandum, personnel trained and authorized to coordinate, ship, and receive AA&E. The squadron commander will ensure the memorandum is provided to 35 LRS/LGRDDC, and it is updated annually or as changes occur. The list will contain name, rank, security clearance, signature and Date Eligible for Return from Overseas (DEROS). Only explosive qualified personnel will handle explosives. Personnel unloading, loading, or handling munitions items will be kept to an absolute minimum.

**2.6. The 35th Logistics Readiness Squadron Cargo Movement Section (35 LRS/LGRDDC) Receiving Requirements for All Modes.** Shipments are normally received during the following duty hours: 0730-1500, Monday-Friday. For shipments arrivals after-hours, contact the Command Post for 35 LRS/LGRDDC standby personnel. For classified shipments a DAF Form 4388, Inbound Transportation Protective Service Materiel Worksheet, will be initiated per DAFI 24-602V2, paragraph 3.2.5., 35 LRS/LGRDDC will, upon receipt of a Report of Shipment (REPSHIP), advise 35 MUNS, DSN 226-3015 of the shipment quantity, type, Transportation Control Number (TCN) and estimated time and/or date of arrival.

**2.7. Inbound Shipments.** All U.S. military munitions' movements, except for US Navy and US Army, originating from off base will be coordinated by 35 MUNS with 35 SFS Control Center (35 SFS/SFCC) a minimum of 3 hours prior to its estimated time of arrival to Misawa AB. Shipment manifests will be provided to the 35 MUNS prior to departure of the loaded vehicle. In the event Japan Air Self Defense Force (JASDF) munitions are required to be stored temporarily by 35 MUNS, prior coordination with all affected parties will be made before the assets arrive to the installation. All incoming munitions laden trucks, regardless of explosive class, are to enter through the Misawa Apple Gate. Additionally, all aircraft downloads will be coordinated with AMC and downloaded at the designated explosive "hot cargo" pad located next to building 106 at the far end of the flight line adjacent to the Munitions Storage Area (MSA).

2.7.1. Surface Shipments. Upon receipt of advance notification, 35 LRS/LGRDDC will coordinate with 35 SFS Visitor Center to establish vehicle passes prior to shipment arrival. The 35 MUNS will be notified of projected arrival. Upon arrival, the driver will be directed for processing through the vehicle search area at the Apple Gate. The 35 LRS/LGRDDC will conduct a joint inspection with 35 SFS Vehicle Inspector before allowing the vehicle on base. Once the vehicle has passed the initial inspection, a visual inspection of the external condition of the cargo will be accomplished in the munition's storage area, utilizing the DD Form 626, Motor Vehicle Inspection (Transporting Hazardous & Sensitive Materials). The 35 LRS/LGRDDC will maintain responsibility for commercial truck drivers throughout the downloading process. All cargo will be verified via manifest, DAF Form 4388, DD Form 1384, Transportation Control and Movement Document. Once verified, cargo will be turned over to 35 MUNS using the manifest or DD Form 1907, Signature and Tally Record. In the event an accident occurs while conducting operations, personnel will contact the appropriate offices.

**Table 1. Contact Information.**

<b>Emergency and Non-Emergency Contacts</b>	<b>Phone Number</b>
For emergencies (from duty phone or housing)	911
For emergencies (from cell phone)	0176-53-1911
For non-emergencies, contact the ITO	226-9737
For all incidents contact Munitions Control (35 MUNS)	226-3015/3019
Explosive Ordinance Disposal (EOD)	226-3956
35th Security Forces Squadron (35 SFS)	226-3600
35th Civil Engineer Squadron Fire Department (35 CES/CEF)	226-3280
Hazardous Materials Pharmacy (HAZMART)	226-3167/4787/5351
Wing Safety	226-2702
Munitions Control	226-3015

2.7.2. Air Shipments. Upon receipt of REPSHIP for ammunition shipments via air, 35 LRS/ LGRDDC will coordinate with 35 MUNS, 35 CES Fire Department (35 CES/CEF), 35 LRS Deployment and Distribution Flight (35 LRS/LGRD) (if required) and AMC for the download and receipt of all cargo. All U.S. military cargo will be verified via manifest and turned over to 35 MUNS. In the event JASDF munitions are required to be stored temporarily by 35 MUNS, prior coordination with all affected parties will be made before the assets arrive to the installation. In the event an accident occurs during operations, contact the appropriate office(s).

2.8. **Outbound Shipments.** The 35 MUNS will coordinate transportation requirements with 35 LRS/LGRDDC. All AA&E will be properly packed, marked, and inspected, ready for shipment prior to requesting transportation. The 35 MUNS will generate a DAF Form 4387, Outbound Transportation Protective Service Materiel Worksheet, complete items 1 and 2, Section I, *Packaging/Preparation*, and sign the “Packed By” and “Certified By” fields IAW DAFI 24-602V2, paragraph 4.8.2. Once completed, 35 MUNS will submit the following documents to 35 LRS/LGRDDC: DAF Form 4387 in addition to the DD Form 1348-1A and Joint Hazard Classification System (JHCS) printout. Additional details on DD Forms 1348-1A bound for outside DoD installations will be provided by 35 MUNS and reviewed by 35 LRS/LGRDDC to ensure forwarding address are accurate to prevent delays.

2.8.1. The 35 LRS/LGRDDC will provide the 35 MUNS an annually (or as significant changes occur) updated list of individuals authorized to handle AA&E, including classified items, which are being released to 35 LRS/LGRDDC for shipment processing. The list will contain name, rank, security clearance, and DEROS.

2.8.2. Building 1334 is not licensed to temporarily store munitions and/or explosives of any type. The 35 LRS/LGRDDC will verify the shipping documents, to include DAF Form 4387 and DD Form 1348-1A, contain the required information and are correctly accomplished IAW DoD and host nation’s directives.

2.8.3. The 35 LRS/LGRDDC will contact the 35 MUNS no later than 5 duty days after documents are signed to coordinate a date and time to inspect and label the cargo offered for movement. On the mutually agreed date, the 35 LRS/LGRDDC personnel will report to the 35 MUNS storage areas to inspect and validate the cargo.

2.8.4. All cargo will be inspected to verify proper markings (DoD identification code number, united nations number and proper shipping name) and to ensure proper packaging for movement. The marking and labelling requirements vary with the type of asset and shipment method. Each container must identify its contents and possess the correct Department of Transportation (DOT) markings. Additionally, a check must be made to determine if a DOT-Special Permits (DOT-SP) or Certificate of Equivalency (COE) is required. Items with incorrect documentation, packing, labelling and markings will not be accepted by the 35 LRS/LGRDDC for shipment. After documentation, packing, labelling, and marking requirements are met the documents will be processed by the 35 LRS/LGRDDC.

2.8.5. The 35 LRS/LGRDDC will determine the proper mode/method of shipment IAW Defense Transportation Regulation (DTR) 4500.9-R, Part II, *Cargo Movement*. The 35 LRS/LGRDDC will also ensure shipments entering the Defense Transportation System (DTS) AMC/Military Sealift Command (MSC)/Surface Deployment and Distribution Command (SDDC) are cleared through the appropriate shipper service office prior to departure. **Note:** An export traffic release is required for MSC-routed shipments.

2.8.6. Determine the carrier best equipped for the shipment and ensure carrier's operating certification contains specific authority to transport explosives.

2.8.7. For all weapons and munitions movements to and from Misawa AB, escorts will be supplied by the owner/user units. The 35 SFS will not be utilized as escorts unless there is an armed detail requirement.

2.9. **Vessel Procedures.** The 35 LRS/LGRDDC personnel who inspect and label cargo will prepare a DD Form 1384 and forward it to the Water Port Logistics Office (WPLO) for booking. The 35 LRS/LGRDDC will coordinate with the transportation service provider to set up vehicles to transport munitions to the water port and will provide the 35 MUNS with the date the munitions will depart station.

2.9.1. The 35 LRS/LGRDDC will conduct a joint inspection of the cleanliness of the containers. Once verified that containers are cleaned, the 35 MUNS will load the AA&E into the containers per International Maritime Dangerous Goods (IMDG) and DTR 4500.9-R, Part II. The 35 MUNS will then block and brace items for transport. The 35 LRS will secure a packaging slip inside the container with copies of all documents and labels. Once complete, the container will be sealed for transport.

2.10. **Commercial/Government Truck Movements.** The 35 LRS/LGRDDC will coordinate with transportation service providers to schedule vehicles for transport. Once arranged, the 35 LRS/LGRDDC will notify the 35 MUNS of the movement date to coordinate loading of outbound munitions.

2.10.1. Use the DD Form 626 to inspect carrier vehicles IAW DTR 4500.9-R, Part II. When unsatisfactory items are found, the carrier (or driver) involved will be allowed to make corrections before being rejected. Repairs will not be made on commercial vehicles at government expense. Once inspection is complete, the outbound shipping and packaging representative signs and dates the DD Form 626.

2.10.2. Placards will be used as directed IAW USFJI-24-100, *Transportation of Explosives*. Once inspection is complete, both the driver and 35 LRS/LGRDDC personnel will ensure that four (4) placards for on-base movement and two (2) placards (Maruka) for off-base movement are attached to the vehicle.

2.10.3. After the AA&E shipment has been loaded, the 35 LRS/LGRDDC will ensure proper blocking and bracing IAW Technical Order (T.O.) 11A-1-61-1, *Storage and Outloading Instruction-Conventional Ammunition*. WARNING: Use only brass hammers when securing the load.

2.10.4. When blocking and bracing is completed, the 35 LRS/LGRDDC personnel will ensure all doors are closed and appropriate seals are attached if applicable. The driver will sign all pertinent documentation to include: the Cargo Movement Operations System (CMOS) generated Truck Manifest, the DD Form 626 and the DD Form 1907 (when necessary).

2.10.5. Ensure a REPSHIP is accomplished within 24 hours for all shipments of cargo that requires transportation protective service, using the format prescribed in DTR 4500.9-R, Part II.

2.10.6. Ensure a completed DAF Form 4387 is maintained with shipment files and verify delivery of shipment 24 hours after Required Delivery Date (RDD) if delivery status is unknown prior to RDD.

**2.11. Outbound Shipments via Air Mobility Command (AMC)/Air.** Aircraft load/download will be at designated explosive “hot cargo” area. For Misawa AB, the “hot cargo” pad is located next to building 106 at the far end of the flight-line adjacent to the MSA.

2.11.1. The 35 MUNS will provide three copies of the DD Form 1348-1A and four copies of the shipper’s declaration for dangerous goods for each shipment offered for movement to the 35 LRS/LGRDDC. One copy will also be required for each individual piece on a multipiece shipment. For shipments routed through Yokota AB AMC, the 35 MUNS will forward copies of completed shipper’s declaration for dangerous goods for each shipment to the 730 AMS for review prior to shipment departure. Any required corrections will be made by the 35 MUNS.

2.11.2. The 35 LRS/LGRDDC will review each DD Form 1348-1A. If correct, the 35 LRS/LGRDDC will retain one copy and provide the 35 MUNS with one signed copy of the DD Form 1348-1A within 24 hours of asset departure.

2.11.3. If the DD Form 1348-1A or shipper’s declaration for dangerous goods contains errors, the 35 LRS/LGRDDC will annotate the shipment(s) as “frustrated” and will ensure the 35 MUNS make the appropriate correction(s) prior to releasing the shipment(s) from “frustrated” status.

2.11.4. Once the shipment documents have been properly received, the 35 LRS/LGRDDC will in-check the shipment into CMOS and prepare all shipping labels. The 35 LRS/LGRDDC will contact the 35 MUNS after shipment(s) are in-checked into CMOS to coordinate a date and time to inspect and label the cargo offered for movement. The 35 LRS/LGRDDC will then manifest the shipment(s) through CMOS to advance the shipment(s) for air clearance.

2.11.5. For AMC shipments departing from Misawa AB, the 35 LRS/LGRDDC will meet with contracted AMC/Special Handling and the 35 MUNS on the agreed date and time to review the manifest and cargo. (Special Handling will have the final approval on shipper's declarations certification.) Based on related hazard(s) of the shipment(s), Special Handling will notify the 35 LRS/LGRDDC with a determination on which shipments can be moved into their vault. All other shipments must remain in the munition's storage area until ready for base departure. If all shipping documents and labels are accurate, Special Handling will sign receipt for cargo on the manifest.

2.11.6. Contracted AMC/Special Handling will notify the 35 LRS/LGRDDC with munitions date and time for base departure and the 35 LRS/LGRDDC will relay the information to the 35 MUNS. The 35 MUNS is then responsible for providing transportation of the cargo not stored at contracted AMC to the appropriate location (contracted AMC/Special Handling or hot cargo pad) on the specified date and time for aircraft departure.

2.11.7. A REPSHIP will be created, disseminated and suspended all AA&E shipments as prescribed in DTR 4500.9-R, Part II, the 35 LRS/LGRDDC will complete the DAF Form 4387 and maintain the form with the shipment files. The 35 LRS/LGRDDC will verify delivery 24 hours after the RDD.

**2.12. Organic Surface Movement.** Intra-Japan transportation movements will be coordinated between Outbound Cargo Section and GT. Prior commander's approval will be established before any movement occurs.

2.12.1. Outbound Cargo Section will ensure correct packaging and processing prior to submitting a transportation request with GT.

2.12.2. Prior to departure, both parties (TMO and GT) shall complete an Organic Surface Movement Checklist to prevent any incorrect load procedure and/or missing documentation.

### **3. Classified Shipments.**

3.1. **Scope.** This chapter applies to all 35th Fighter Wing (35 FW) personnel whose involved with the processing, packaging, and shipment of classified, controlled and sensitive assets. Classified, controlled, and sensitive cargo will always be routed via AMC or other United States Transportation Command (USTRANSCOM) approved routing (i.e., signature service).

**3.2. Outbound Procedures.** All units/personnel that offer classified material for outbound shipment will ensure assets are properly identified on the shipping documents (DD Form 1348-1A and/or DD Form 1149). This will include the applicable CIIC/SRC and must be marked with words that clearly identify the degree of classification. **Note:** Shipments classified above the “Secret” level are not authorized to be processed through the 35 LRS/LGRDDC. The 35 LRS/ LGRDDC will establish drop-off times with the shipper. Classified shipments will be received and processed Monday through Thursday between 0800-1200 hours by a prearranged appointment.

3.2.1. The 35 LRS/LGRDDC will designate qualified personnel to receipt for classified material.

3.2.2. The 35 LRS/LGRDDC will initiate and use DAF Form 4387 for processing classified material IAW DAFI 24-602V2, paragraph 4.8.2.

3.2.3. The 35 LRS/LGRDDC will ensure all classified shipments are safeguarded during the receiving, packing, and handling process. Shipments will be handled, packed, processed and then logged into the classified storage area in building 1334, Vault 3 as necessary. Classified shipments will not be left unattended/unprotected. A qualified person will secure the shipment until it can be turned over to AMC or another appropriate driver (i.e., 35 LRS GT (35 LRS/LGRDDO)).

3.2.4. The 35 LRS/LGRDDC will ensure the DD Form 1348-1A and/or DD Form 1149 has the applicable CIIC/SRC and is marked with the degree of classification.

3.2.5. Personnel will notify the 35 LRS/LGRDDC supervisor if a discrepancy is detected which cannot be resolved on the spot. A hand-to-hand receipt of control will be generated IAW DAFI 24-602V2, paragraph 4.8.7.1.

3.2.6. The 35 LRS/LGRDDC will ensure each asset is enclosed in two opaque sealed containers or similar wrapping. If the classified material is an internal component of an item of equipment, the outside shell or body of the item may be considered to be a sufficient enclosure if it does not reveal classified information. Specialized shipping containers including closed cargo transporters may also be considered as the outer wrapping or cover.

3.2.7. The 35 LRS/LGRDDC will ensure all previous markings on exterior shipping container are obliterated. No new markings on the exterior container will contain any information indicating the piece is of a classified nature, e.g., security classification marking, or Transportation Protective Services (TPS) required; however, when a shipment goes by military airlift, the DD Form 1387-2, Special Handling Data/Certification, must show the TPS required in Block 6. See DTR 4500.9R, Part II, Chapter 205, paragraph I.2., for DD Form 1387-2 preparation and distribution instructions. **Note:** Maintenance T.O. may require a nomenclature marking on the exterior of the shipping container.

3.2.8. The 35 LRS/LGRDDC will ensure all copies of the shipping documents are enclosed inside the inner-most shipping container and ensure all seams/openings are taped.

3.2.9. The 35 LRS/LGRDDC will enter required information into CMOS and affix a military shipping label to the cargo. Paper labels, other than pressure-sensitive labels, will be securely affixed with a water-resistant label adhesive or PPP-T-60 waterproof, pressure sensitive tape. PPP-T-60 tape will be placed over the entire surface of the label. The DD Form 1348-1A and/or DD Form 1149 shipment planning worksheet must be completed and accurate.

**3.3. Required Documentation.** The 35 LRS/LGRDDC will initiate and use DAF Form 4387 for processing/shipping all classified material IAW DAFI 24-602V2, paragraph 4.8.2.

3.3.1. The 35 LRS/LGRDDC will match DD Forms 1149 or DD Forms 1348-1A against the shipment to verify proper labeling and prepare shipping documentation using appropriate tenders, routing instruction notes, and Transportation Facility Guide instructions. If the cargo lacks any necessary documentation for shipping, personnel from the 35 LRS/LGRDDC will reject the shipment until the issues are rectified.

3.3.2. The 35 LRS/LGRDDC will provide hand-to-hand receipt control for classified sensitive and controlled shipments. The DD Form 1907, Signature and Tally Record, may be used for all receipt transactions. The ITO may use the DD Form 1907 for internal control as a hand-to-hand receipt of classified and/or sensitive items. Equivalent carrier-furnished forms may be used as described in the DTR 4500.9R, Part II. The air/truck manifest may be used for military shipments if they adequately control the materiel(s) being transferred.

**3.4. Consignee Responsibilities.** The 35 LRS/LGRDDC will prepare and forward a REPSHIP to the consignee per DTR 4500.9-R, Part II, Chapter 205, paragraph L. If electronic, fax or e-mail cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with the name of person talked to, DSN number called, date and time called.

3.4.1. If the consignee does not acknowledge receipt of REPSHIP within 24 hours, the 35 LRS/ LGRDDC will send an email REPSHIP to the destination and follow-up to ensure receipt. If 35 LRS/LGRDDC does not receive confirmation of receipt of the cargo by the estimated delivery date on the REPSHIP, they will initiate immediate tracer actions. Security officers will be notified at origin and destination once a tracer action has been initiated.

3.4.2. For intra-theater shipments, the 35 LRS/LGRDDC will follow up with the consignor within 12 hours after shipment departure time.

**3.5. Classified Receipt Listing.** Only personnel that are cleared and listed on the Classified Receipt Listing are authorized to receipt and/or process classified shipments. Cargo will be constantly monitored or stored in the classified vault located in building 1334, Vault 3. Upon identification of a classified asset, the 35 LRS/LGRDDC personnel will initiate and use the DAF Form 4388. Classified cargo may be turned over to the consignee after verifying they are authorized to receive the asset based on the classification. Additionally, the customer must sign the DD Form 1907 to show the change of custody. A copy of the DD Form 1907 will be filed and maintained by the 35 LRS/LGRDDC personnel with all other applicable paperwork regarding the shipment.

**3.6. On-Base Movement of Classified Receipt Listing Certification.** The 35 LRS/LGRDDO will work with 35 LRS/LGRM and/or 35 LRS/LGRDDC to ensure the Classified Receipt Listing identifies only those vehicle operators (2T1s) authorized to receive, handle and transport classified assets. The 35 LRS Materiel Management Flight (35 LRS/LGRM) and 35 LRS/LGRDDC will be notified within 24 hours or the next duty day when a vehicle operator's clearance eligibility and/or access level is downgraded or changed (loss of clearance, change in name, etc.) as designated by the unit commander or proper authority (e.g., SFS or Unit Security Manager).

**3.7. Ground Transportation (GT) and Classified Receipt Listing Certification.** GT will produce a memorandum listing the names of assigned personnel authorized to receive, handle and transport classified assets. This listing will include the names of personnel on the Classified Receipt Listing but will also contain all personnel on the list who have received annual information security training, date of training and DEROS.

3.7.1. A statement certifying that all personnel have read this instruction is mandated when handling and moving classified assets. This statement will be included on the Classified Receipt Listing.

3.7.2. Pre-movement procedures. Prior to dispatching an operator to move classified material/ assets, the Ground Transportation Operations Center (GTOC) will refer to the Classified Receipt Listing and ensure the operator is certified to move classified material. The GTOC dispatcher will follow local dispatching procedures and brief the operator regarding classified movement IAW this instruction.

3.7.3. GT will ensure the operators have an updated Classified Receipt Listing prior to dispatching the operator for a classified movement.

**3.8. Movement Procedures.** Operators will check all documentation to verify the classification of the asset/material prior to handling the item. The operator will also ensure the paperwork is properly marked IAW the classification of the item and will assume full responsibility for the security of the classified asset and must maintain positive control upon pickup. At no time will the operator leave the item unattended or out of sight. For after duty hour deliveries, the operator will make phone contact with the customer prior to proceeding to the drop-off point with the package to ensure someone is available to receive the cargo.

**3.9. Customer Delivery Procedures.** Vehicle operators will ensure assets are delivered to the correct organization as identified by the 35 LRS/LGRDDC with supporting documentation. Upon delivery, the vehicle operator will use the Classified Receipt Listing to verify the person receiving the package is authorized to sign/receive classified material.

3.9.1. The operator will contact the GTOC dispatcher immediately if the receiver is not on the Classified Receipt Listing or if the authority to receive classified material cannot be verified. At no time will the operator leave the package with someone other than the designated individual annotated on the Classified Receipt Listing.

3.9.2. The operator will annotate the name, rank, duty phone, and organization/office symbol of the person signing for the classified material and report that information to the dispatcher upon returning to the 35 LRS/LGRDDO.

3.9.3. A copy of the paperwork with the receiver's signature will be retained for deliveries where paperwork is available (e.g., DD Form 1348-1A or DD Form 1149) and provided to the 35 LRS/ LGRDDC.

3.9.4. When delivering classified cargo, vehicle operator will always carry the Classified Receipt Listing and ensure the Classified Receipt Listing is the most current listing available.

**3.10. Inbound Procedures.** Classified secret or confidential, sensitive, NWRM, and controlled shipments arriving to Misawa AB will arrive via AMC or USTRANSCOM approved routing options (i.e., signature service). The US Postal Service, NGDS or other commercial carriers will not be used to move classified or controlled items.

3.10.1. All classified and sensitive assets will be in-checked immediately upon receipt by the 35 LRS/LGRDDC personnel and inspected to ensure seals are intact and there is no evidence of damage or tampering with the container. Only personnel authorized to handle classified or sensitive items will process the cargo.

3.10.2. If no discrepancies are detected, 35 LRS/LGRDDC personnel will legibly print name and sign, (block letters: Last, FI, MI) date and complete the DAF Form 4388. If discrepancies are detected or the shipment is not received by the RDD, a Transportation Discrepancy Report (TDR) will immediately be initiated by 35 LRS/LGRDDC receiving activity.

3.10.3. The 35 LRS/LGRDDC will notify the origin of receipt within 4 hours of shipment arrival via telephone or email.

**3.11. Material Transfer of Accountability.**

3.11.1. When property is received, the Receiving Element in-checker will open the container and compare the stock number/part number, unit of issue and quantity on the documents with the actual property received.

3.11.2. If any discrepancies are found such as suspect material, functional check items, unknown shelf life or damaged assets, the Receiving Element will IAW DAFI 24-602V2, the 35 LRS/ LGRDDC personnel will use the "Chain of Custody" process between Inbound Cargo and Inspections Sections (LGRMI) when transferring accountability of material. The DD Form 1348-1A will be signed by the individual receiving the material along with annotations for the time and date of receipt.

3.11.3. Supply, receiving, and contract personnel will utilize Integrated Logistics System-Supply (ILS-S), Asset Management "Move Assets" function to transfer asset accountability utilizing the phrase "Inspection."

3.11.4. The 35 LRS/LGRMI will verify discrepancies and identify the asset. Upon completion, the 35 LRS/LGRMI will annotate asset information. If it is determined the asset is damaged, the 35 LRS/LGRDDC will file a Supply Discrepancy Report (SDR).

**4. Normal/After-Hours Procedures.**

4.1. **Normal Duty Hours.** General Outbound Cargo will be accepted from 0730-1200 hours, Monday-Friday.

4.1.1. All classified or any sensitive, protected cargo needing TPS must be coordinated prior to drop-off. Please contact 226-2258/3546 to coordinate the drop-off time/date.

4.1.2. The 35 LRS/LGRDDC personnel will use the CMOS Surface Freight Inbound Turnover Records to document the transfer of custody for all Military Standard Requisitioning and Issue Procedures (MIL-STRIP) and Non-MIL-STRIP assets.

4.1.3. 35 LRS Outbound Cargo.

4.1.3.1. An appointment will be made between Outbound Cargo personnel and the shipper. Only approved personnel appointed in writing by 35 LRS Commander will accept and handle classified shipments. The TCN, serial numbers and lot numbers will be matched against the information on the item. The shipping documents will be signed by both the shipper and Outbound Cargo personnel showing transfer of custody. Any discrepancies found while inspecting the shipment will be corrected on the spot or returned to the shipper. The shipment will be safeguarded and always monitored by authorized cargo personnel.

4.1.3.2. The shipment will be packed and processed IAW DAFI 24-602V2 and Military Standard (MIL STD) 129, *Military Marking for Shipment and Storage*. Proper packaging will be used, or a container will be fabricated for the shipment. The shipment will be processed using the CMOS. A military shipping label, truck manifest and DD Form 1384 will be created. A REPSHIP will be sent to the destination informing the receiving party of the classified items being shipped to their area.

4.1.3.3. Outbound small parcels will be shipped using next day service provided by NGDS, small package approved contract carriers. The carriers pick up between 1200 hours and 1400 hours daily.

4.1.3.4. Outbound MICAP assets will be packaged and processed IAW priority Uniform Materiel Movement and Issue Priority System time standards and shipped accordingly via NGDS small package contract carriers overnight express. Due to the unique geographical relationship between Misawa AB and Yokota AB, procedures were established and are outlined within a Memorandum of Agreement (MOA) (Refer to [Attachment 2](#)).

4.1.4. 35 LRS Inbound Cargo.

4.1.4.1. Inbound will receive and process all cargo upon arrival to building 1334 within applicable standards IAW DAFI 24-602V2.

4.1.4.2. Inbound MICAP assets will be receipted utilizing CMOS and transferred to process into ILS-S prior to providing to the receiving agency/customer.

4.1.4.3. MICAP or other expedited agile logistics cargo will be processed within 4 hours of arrival IAW [Table 2](#).

4.1.4.4. MICAP assets or other expedited agile logistics cargo will be picked up by consignee within 12 hours of notification IAW [Table 3](#). Cargo not picked up within 48 hours after the timeline published in [Table 3](#), will be returned to sender utilizing the funding the cargo was shipped on.

**Table 2. Receipt Processing Time Standards.**

Priority	Process Time (Hours)
999/MICAP/NMCS	4 hours from material received
TP-1	24 hours
TP-2	48 hours
TP-3	72 hours

**Table 3. Consignee Pickup Time Standards.**

Process Time (Hours)	Priority
12 hours from notification	999/MICAP/NMCS
1 duty day	All other TP-1
2 duty days	TP-2
3 duty days	TP-3

**4.2. After-hours.**

4.2.1. The term “after-hours” in this instruction refers to other than normal duty hours. Cargo movement utilizes a standby roster to cover after-hours operations. The 35 LRS/LGRDDC personnel have a 60-minute response time. On federal holidays, no routine cargo will be accepted. Please contact Command Post for transfer to standby personnel.

4.2.2. Inbound Cargo will maintain the capability to receive 999/NMCS/MICAP shipments 24 hours a day, 7 days a week.

4.2.3. If the receiving customer does not have weekend or after-hours, the shipment will be held in the receiving section until the customer is available to receive the item on the next duty day.

**5. Next Generation Delivery Service (NGDS).**

5.1. **NGDS Approval.** The ITO will approve installation small package Transportation Service Provider (TSP) accounts for units that have a valid need to ship official government freight/materiel vice utilizing the Misawa AB’s 35 LRS/LGRDDC. Approving the accounts will only apply to non-DD Form 1348-1A shipments and not tracked in the supply system/network.

5.2. **NGDS Installation Verification.** Accounts are approved and training is documented using the template on AF Installation and Mission Support Center (AFIMSC) Traffic Management SharePoint.

5.3. **NGDS Installation Training.** Units/activities will be provided training on tracing responsibilities, reporting transportation discrepancies, movement of classified, hazardous and sensitive materiel, customs requirements, and other unique host nation restrictions.

5.4. **NGDS Installation Biennial Review.** The ITO will conduct a biennial review of approved small package TSP accounts no later than 30 June of each even year to ensure the intent of account establishment is valid.

5.5. **NGDS Receipt Procedures.** External organizations/units that receive government materiel directly must be trained by the TO on inbound cargo procedures. All trained units will be identified in local procedures. Transportation documentation signed by trained units will be turned over to the LGRDDC within 7 business days of receipt.

## 6. Aircraft Engine Shipments.

6.1. **Scope.** IAW DAFI 24-602V2, paragraph 2.16.1., the following procedures pertain to the documentation, movement, receipt, and handling of aircraft engines between the 35 LRS/LGRDDC and 35th Maintenance Group (35 MXG).

6.2. **Inbound.** Upon receipt of an aircraft engine at building 1334, the 35 LRS/LGRDDC will inspect the engine for damages. If the LGRDDC personnel verify that the shipment was damaged in-transit, they will initiate a TDR. After receipting for the engine by signing the cargo manifest, the LGRDDC will contact the Engine Manager (35 MXS/MXOM) to inform them of the inbound engine. The 35th Maintenance Squadron Propulsion Flight (35 MXS/MXMP) will pick up the engine from building 1334 and acknowledge receipt of the engine by signing the cargo manifest. IAW DAFI 24-602V2, Chapter 3, Table 3.2., all 999 shipments must be picked up within 12 hours of notification.

6.3. **Outbound.** The Engine Manager will notify the LGRDDC of any pending engine movements prior to transporting the engine to building 1334 for processing. Engine Management personnel will prepare the shipping documents using the automated DD Form 1348-1A and provide three copies to the LGRDDC. The MXG personnel will ensure the engine is drained, purged, preserved, and wrapped prior to shipment. Additionally, an Air Force Technical Order (AFTO) Form 20, Caution and Inspection Record, and a signed statement indicating that the engine has been prepared for shipping IAW T.O. 00-85-20, *Engine Shipping Instructions*, must be provided to LGRDDC. The aircraft engine will be moved to Building 1334 by trained 35 MXG personnel only.

6.4. **Engine Preparation Procedures.** Upon arrival of the engine to building 1334, the LGRDDC personnel will receipt for the engine from Engine Management by signing and returning one copy of the DD Form 1348-1A. The LGRDDC will verify the serial number and that the serviceable/unserviceable tags are accurate prior to acceptance of the engine. The engine will be inspected for external leaks and proper wrapping/packaging. The LGRDDC personnel will ensure the DD Form 1348-1A and AFTO Form 20, are certified and that the engine has been drained and purged. If the engine is not purged, a Shipper's Declaration for Dangerous Goods will be completed by the LGRDDC personnel. The LGRDDC will prepare all required shipping documents, labels, and manifests.

6.5. **Commercial Trucking Request.** The 35 LRS/LGRDDC will place an order for an air-ride tractor/trailer to move the engine from Misawa AB to Yokota AB AMC for onward movement to the destination. The 35 LRS/LGRDDC is responsible to ensure that all engines are blocked, braced, and secured prior to onward movement. IAW the Commercial Trucking Solutions Contract (CTSC), all orders for air-ride trucks must be placed with the commercial carrier at least 48 hours of notice prior to the requested pickup time/date.

**6.6. Engine Back-Shop Coordination.** To prevent movement delays for high-priority engines, the Jet Engine Intermediate Maintenance section (MXMPJ) must contact the 35 LRS/LGRDDC to have a commercial air-ride truck preordered prior to bringing the engine to building 1334 for shipment. The MXMPJ must ensure the engine is ready for movement and delivered with all required documents to the 35 LRS/LGRDDC no later than (NLT) 1200 the day prior to movement. If the shipment gets delayed or cancelled due to 35 MXG faults, any commercial truck cancellation charges will be the responsibility of 35 MXG.

## **7. Movement Of Test, Measurement, And Diagnostic Equipment (TMDE).**

### **7.1. Outbound Cargo Procures of Precision Measurement Equipment Laboratory (PMEL) Shipments.**

7.1.1. Upon delivery of PMEL shipments to the LGRDDC, outbound cargo personnel will inspect the cargo, packaging, and shipping documentation prior to acceptance. All PMEL outer packaging must be marked with a PMEL label.

7.1.2. The 35 MXS Electric Equipment Office (MXMD) will generate a DD Form 1149 and furnish it to the 35 LRS/LGRDDC for outbound shipments. DD Form 1149/1348-1A may be created using the shipper's preestablished automated management system and the 35 LRS/LGRDDC will assign a TCN from CMOS. The DD Form 1149 will also have with a valid "ship to" address, points of contact, transportation priority, fund cite/Transportation Account Code (TAC). The TMDE shipper will ensure that equipment is packed according to classification and identified by appropriate PMEL shipping labels. TMDE shipments require use of Project Code 571. Equipment requiring Special Packaging Instructions (SPI) will not be accepted by cargo personnel without the proper container or a signed DAF Form 451, Request for Packaging Service. An appointment letter will be provided to 35 LRS/LGRDDC authorizing individuals to handle PMEL/TMDE pieces. The Shipper will provide the 35 LRS/LGRDDC outbound cargo office with website gall shipping documents to include three copies of the DD Form 1149 shipping document, appropriate project code. LGRDDC will provide a signed copy of the DD Form 1149/1348-1A to TMDE for their records.

7.1.3. The 35 LRS/LGRDDC will verify equipment has the appropriate SPI container or a DAF Form 451 signed by Unit Container Manager (UCM) on file. Cargo personnel will verify National Stock Number (NSN) on items and paperwork, nomenclature, quantity, valid TAC and Department of Defense Activity Address Code (DODAAC), name and authorized signature. After verification of paperwork and equipment, cargo personnel will process for movement.

7.1.4. The 35 MXS/MXMD will provide the 35 LRS/LGRDDC a justification letter to expedite PMEL cargo. The letter will be updated to reflect the current unit commander's signature. 35 LRS/LGRDDC will maintain letter on file. As long as the letter is on file, all PMEL assets will be treated as "999" priority and shipped within the 24-hour time standard timeline.

### **7.2. Inbound Cargo Procedures of PMEL Shipments.**

7.2.1. Upon delivery of the 35 LRS/LGRDDC Inbound cargo personnel will immediately in-check PMEL items and separate from general cargo.

- 7.2.1.1. If damage is noticed prior to the off-load of an item, the LGRDDC will notify the base TMDE supervisor or representative of the damage.
- 7.2.1.2. The 35 LRS/LGRDDC will annotate the shipping document and carrier's copy of the damage and process the TDR within 24 hours.
- 7.2.1.3. The 35 MXS/MXMD personnel will annotate the shipping document and carrier's copy of the damage and process the TDR within 24 hours.
- 7.2.1.4. The 35 MXS/MXMD office will be provided a copy of the TDR for their records.
- 7.2.2. The 35 MXG/MXMD will be notified once the TMDE asset is in-checked and ready for pickup. The 35 MXG/MXMD supervisor or representative will ensure a timely inspection and pickup of the asset(s). (Refer to DAFI 24-602V2, Table 3.2., Consignee Pickup Time Standards.)

**Table 4. Priority – Pickup Time.**

Priority	Pickup Time (Hours/Days)
999/MICAP/NMCS	12 hours from notification
All other TP-1	1 duty day
TP-2	2 duty days
TP-3	3 duty days

## **8. Active Radio Frequency Identification (aRFID) Requirements.**

8.1. **Requirements.** When aRFID tagging is required, the 35 LRS/LGRDDC will utilize the procedures in DAFI 24-602V2 to support visibility of cargo and assigns aRFID tags accordingly. The ITO budgets, orders, and maintains sufficient tags to support local exercise, deployments, training, and inspection requirements as determined by the Installation Deployment Officer (IDO). The IDO provides the LGRDDC with the number of tags required based on wing support.

## **9. Procedures For 999/Not Mission Capable-Supply (NMCS)/Mission Impaired Capability Awaiting Parts (MICAP) and Critical/Classified Items During Non-Duty Hours.**

### **9.1. Outbound Cargo.**

- 9.1.1. The customer contacts standby personnel through the Command Post.
- 9.1.2. If the asset is an AMC MICAP with an assigned mission number, standby personnel will report to outbound to pack and process piece for delivery to AMC.
- 9.1.3. If the asset is a 999/NMCS/MICAP, standby personnel will inform the customer to bring asset to Outbound Section on the next duty day.

### **9.2. Inbound Cargo.**

9.2.1. The customer contacts Inbound Cargo standby personnel through the Command Post. If necessary, standby personnel will report in to receive, process, and turn over cargo to the customer.

9.2.2. Commercial Carrier weekend delivery.

9.2.2.1. The 35 LRS/LGRDDC will precoordinate all weekend deliveries for commercial carriers and provide them with the standby phone number.

9.2.2.2. Standby personnel will meet the commercial carrier at the Main Gate and take custody of the cargo there.

9.2.2.3. Documents will be verified, in-checked, and processed in the ILS-S.

9.2.2.4. The customer will be notified of shipment arrival and pickup.

## 10. Other Cargo Movement Information and Requirements.

10.1. **Memorandum of Agreement (MOA).** The MOA between the 35 LRS and the 374th Logistics Readiness Squadron (374 LRS) outlines responsibilities and major actions required to support intra-Japan cargo movement, specifically Misawa AB MICAPs, Air-ride Engine, AA&E, and oversized cargo terminating at Yokota AB for onward movement. This ensures both parties cooperate to monitor and manage shipments, funding, and timely delivery to reduce delays associated with utilizing the Defense Logistics Agency (DLA). The 35 LRS is responsible for tracking cargo, coordinating transport agreements to and from the 374 LRS, and ensuring necessary documentation and funding. The 374 LRS handles communication with the 35 LRS to schedule transportation, provide escorts, and ensure cargo safety.

## 11. Passenger Travel.

### 11.1. Traveling Procedures.

11.1.1. IAW DAFI 24-602V1, *Passenger Movement*, the traveler order/authorization will establish the official travel points. Official travel arrangements must follow normal point-to-point routing. The official priority order of precedence in DTR 4500.9-R, Part I, Chapter 103 must be followed to the maximum extent possible. The Travel Management Company (TMC) Carlson Wagonlit Travel (CWT) Sato travel and 35 LRS Passenger Travel (35 LRS/LGRDAP) must route passengers using the Patriot Express (PE) and City Pair fares, when available. It is mandatory policy that all employees/members use an available Defense Travel Management Office (DTMO) contract or a Government Service Administration (GSA) contracted TMC.

11.1.2. All DoD official travelers with access to DTS are required to schedule commercial transportation using DTS.

11.1.3. For reservations on AMC PE, a minimum 10-day travel window is required for all Permanent Change of Station (PCS) travelers and a 20-day window is requested for members traveling with pets.

11.1.4. The TMC CWT Sato business hours coincide with the local 35 LRS/LGRDAP business hours (Customer Service Hours: 0800-1500, Monday-Friday).

11.1.5. The traveler is required to use the TMC for official travel arrangements and ticketing if the TMC is available. When the TMC is available, but the traveler arranges transportation through a non-contract travel agent or common carrier direct purchase, potential reimbursement is limited to the amount the government would have paid if the arrangements had been made directly through a TMC. The Individually Billed Account (IBA), Centrally Billed Account (CBA) and Unit Card are the only methods of payment to be used to obtain travel services. **Note:** Advance approval by the approving official is required for all travelers desiring to self-procure official travel, and it must be included in the official travel order.

11.1.6. In the case DoD travelers do not have any IBA, the traveler's air ticket will be charged to the CBA. Travelers without an IBA are unable secure hotel or rental car reservations through the CBA. Travelers may need to obtain an Electronic Funds Transfer (EFT) advance (from their servicing finance officer) or make payment with personal funds (cash, check, credit card).

11.1.7. All ticketing requests using the CBA in DTS must be preceded by an official memorandum for record from the member's First Sergeant or Commander stating the member does not have an IBA (See [Attachment 2](#)). This MFR needs to be attached electronically in DTS in the supporting documentation section located under the "expenses" tab. 35 LRS/ LGRDAP will not process a CBA transaction unless the supporting documentation is validated.

11.1.8. DoD Travelers will make itinerary changes directly with TMC CWT Sato while enroute. Upon return travelers will upload changes to DTS to complete their voucher.

11.1.9. Short-notice travel arrangements during/after duty hours. Mission requirements may dictate the need to deviate from the standard process of using DTS. If time does not allow the traveler to use DTS, the traveler needs to contact the Traffic Management Flight (TMF) to make reservations. Travelers should demonstrate division or command approval, provide fund cite, origin and destination and the dates of travel to TMF. This verbal order allows travel to take place immediately. See [Attachment 8](#) Verbal Orders by the Commander Memorandum for Record.

## 11.2. Foreign Flag Carriers

11.2.1. Foreign flag carriers cannot be used when American flag carriers are "available" (see Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR) for definition of "available"), even if lower cost. Foreign flag carriers will only be used IAW JTR/JFTR/DTR. If a foreign flag carrier is used, the Commercial Travel Office (CTO) will ensure that all reservations booked on all foreign flag carriers (excluding code-shares) are booked in coach/economy class.

11.2.2. A flight may be operated either by the U. S. carrier whose code appears on listings and tickets for the flight, or by another airline, which may be a foreign flag carrier, that has a code-share relationship with the afore mentioned airline. Code sharing is a partnership between airlines that allows one airline to exchange seats with another airline and sell them as if they were their own.

### 11.3. AMC Patriot Express (PE) Reservations.

11.3.1. All TDY including group travel, renewal agreement, student, Consecutive Overseas Tour (COT), and invitational travelers will utilize the 24 hours window for maximum PE usage. Travelers will be booked via PE if seats are available within 24 hours of the estimated departure date. Passengers who require a deviation from the use of AMC flights must provide a negative critical mission impact statement signed by the unit commander (or designee only in unit commander's absence) IAW DAFI 24-602V1 and DTR 4500.9-R, Part I.

11.3.2. All PCS travelers will provide the required 10-day window via the Automated Passenger Reservation Tool (A-PRT). For maximum PE usage, IAW DAFI 24-602V1, travelers will be booked via PE if seats are available within 10-day of the estimated departure date. Passengers who require a deviation from the use of AMC flights must provide a negative critical mission impact statement signed by the unit commander (or designee only in unit commander's absence). Template located in [Attachment 4](#). Travelers who cannot access the A-PRT will utilize the locally developed port call form.

11.3.3. If PE is available, the 35 LRS/LGRDAP will make the reservation in the Global Air Transportation Execution System (GATES) and notify the member of the date and time they should arrive at the Aerial Port of Embarkation (APOE)/Aerial Port of Debarkation (APOD) along with the Report No Later Than Date (RNLTD) and time.

11.3.4. In the event the AMC aircraft/flights are not available or do not meet mission needs, the LGRDAP will proceed to the next step in order of precedence established in the DTR 4500.9-R, Part I and DAFI 24-602V1.

11.3.5. Signed and approved travel orders (traditional paper copy, DTS electronic or travel authorization letter) give the authority to ticket existing reservations, to which the government will incur the cost. All ticketing will use the travel order as the basis for the ticket issued. Tickets will not be issued for any travel not authorized on the travel order.

11.3.6. All TDY (including group travel), renewal agreement, student, COT, and invitational travelers will utilize the 24 hours window for maximum PE usage. Travelers will be booked via PE if seats are available within 24 hours of the estimated departure date. Passengers who require a deviation from the use of AMC flights must provide a negative critical mission impact statement signed by the unit commander (or designee only in commander's absence), IAW DAFI 24-602V1, paragraph 2.3., and DTR 4500.9-R, Part I, Chapter 103, paragraph B.

11.3.7. Members on Contingency, Exercise and Deployment (CED) orders will initiate all travel requirements through their respective Unit Deployment Manager (UDM) office. To streamline the process and approve any potential deviations from official travel, UDMs are the only authorized party to communicate or make travel arrangements with Passenger Travel on behalf of a member. For groups on CED orders, UDMs will fill out the group travel request within Microsoft Teams provided by Installation Deployment Readiness Cell (IDRC). For individuals, UDMs will fill out a Deployment Travel Request Worksheet and submit it to Passenger Travel. UDMs and members are highly encouraged to review the Foreign Clearance Guide often in preparation of travel.

#### 11.4. Forms of Payment.

11.4.1. IAW DoD 7000.14-R, *DoD Financial Management Regulation (FMR)*, Volume 9, Chapter 3, Section 030501, unless otherwise exempt under the provisions of the Travel Transportation Reform Act, all DoD personnel traveling on official orders are required to use their IBA/Government Travel Card (GTC) for all authorized expenses relating to official government travel. The issuing authority will include a statement on all DoD travel orders, mandating the use of IBA/GTC, IAW Public Law 105-264, *Travel and Transportation Reform Act of 1998*. If the traveler is not an IBA/GTC holder it must be reflected on the travel authorization.

11.4.2. The TMC will utilize the IBA provided by the traveler. If insufficient funds are discovered during the ticketing transaction, Passenger Travel will immediately contact the UDM/traveler for a resolution.

11.4.3. Travelers who are unable to utilize or are exempt from the use of an IBA/GTC as their form of payment will contact their squadron IBA/GTC Agency Program Coordinator (APC) and provide a letter (non-GTC holder) signed by their squadron commander or designee in the commander's absence, requesting that all official travel be charged to the CBA. The CBA usage will still require TMO approval. The CBA is a valid form of payment but should only be used in emergency/unusual circumstances when the IBA is unavailable. The CBA will not be used as a routine or a reoccurring form of payment.

#### 11.5. Leave in Conjunction with Temporary Duty (TDY).

11.5.1. Personal expenses associated with leave-in-conjunction with official TDY travel will not be placed on a GTC, IBA, or CBA (see JTR and is performed at traveler/cardholder's own risk. If the official travel is cancelled (i.e. there is no reimbursement for the official cost of the government/official ticket charged against the IBA/CBA) or rescheduled for a later date, there is no entitlement/reimbursement for the leave-in-conjunction ticket to be changed or rescheduled. Leave-in-conjunction with TDY cases will be applied in the following manner: When the traveler intends to utilize leave-in-conjunction, the Passenger Travel office will prepare a deviation memorandum (Refer to [Attachment 4](#)) indicating the total reimbursable cost, and briefs members on their entitlements. IAW DAFI 24-602V1, use of government contract airfares (e.g., YCA, \_CA) and other government fares (e.g., YMZ, MMZ, MDG, LDG, etc.) are strictly prohibited to and from leave points, unless the leave is at the TDY location, then travel is for the official purposes, not the leave.

11.5.2. The traveler will self-procure or utilize the TMC to obtain commercial air fares to and from leave locations, TMC will utilize government contract airfares for official travel only.

11.5.3. If the member elects to take leave-in-conjunction before the TDY start date, the traveler may self-procure their travel from Misawa AB, Japan to their leave location and subsequently to their authorized TDY location. After conclusion of the TDY, TMC will provide government contract airfare to the next TDY location or to the member's home station, Misawa AB. Alternatively, the traveler may use the government contract fare from Misawa AB to the TDY location and self-procure from the TDY location to their leave location. As such, the traveler utilizes the government travel cost in its entirety and the leave travel will be at the member's own cost.

11.5.4. If the member elects to take leave after conclusion of the TDY, the traveler will self-procure from the TDY location to the leave location. After conclusion of the leave period, the traveler may self-procure travel to Misawa AB, reimbursable up to the official government air fare. The traveler alternatively may self-procure travel to the TDY location and subsequently utilize the official government air fare to Misawa AB. As such, the traveler utilizes the government travel cost in its entirety and the leave travel will be at the member's own cost.

11.5.5. The member will turn in the completed deviation memorandum (Refer to [Attachment 4](#)) to the finance office for reimbursement. Reimbursement will not exceed the authorized cost between official locations as indicated on the memorandum.

11.6. **Centrally Billing Account (CBA) Procedures.** IAW DAFI 24-602V1, paragraph 7.13.4., all members within the Passenger Travel Section will be familiar with the following procedures and will on a monthly basis:

11.6.1. Reconcile and match CBA invoices (Passenger Name Reservations (PNR)) with the audit report from CWT Sato. Next, scan the invoice and orders for upload to the Defense Finance and Accounting Service (DFAS) reconciliation/file at: <https://dfasportal.dfas.mil/Pages/Home.aspx>.

11.6.2. Then, upload the invoices and orders to the AFIMSC website at the following link: [https://dfasportal.dfas.mil/sites/c42/Japan Air Force CTO-CBA/SitePages/Home.aspx](https://dfasportal.dfas.mil/sites/c42/Japan_Air_Force_CTO-CBA/SitePages/Home.aspx) in DFAS reconciliation/file. Member's file will remain until the CBA billing cycle is closed.

11.6.3. Download and print the electronic copy of the invoice at the end of the billing cycle (normally the 23d of each month) made available by the Government Travel Card Vendor (GTCV). The electronic copy of the 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 invoice (and is the date used for determining amounts past due and the account suspension date). The reconciliation must be completed and certified by Passenger Travel Representative within 10 working days after receipt.

11.6.4. Check the bill and invoices and generate a Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal. Passenger Travel Representative will print the bill-down and reconciliation electronic invoice from CWT Sato website. Passenger Travel then prepares a SF 1034, bill-down and reconciliation reports from CWT website, and electronically uploads signed and dated Citibank statement within 10 working days of receipt of the Citibank statement to be uploaded to DFAS-Japan for final payment.

#### **11.7. Consecutive Overseas Tour (COT)/In-Place COT (IPCOT) Travel.**

11.7.1. Per DAFI 24-602V1, eligible members and their dependents are authorized travel and transportation for this funded leave at government expense, between COT and IPCOT. AF members and their families may travel to their Home of Record (HOR) or to any other destination not exceeding the cost of travel to the HOR. Since this is government-funded travel, the use of GSA Airline City Pair fares is authorized.

11.7.2. If a member chooses an alternate destination (not the authorized destination) that is more expensive than transportation to the HOR, the member is financially responsible for the additional cost unless transportation to the more expensive alternate place is authorized or approved by the Secretarial Process. To utilize the Secretarial Process, instruct members to contact the local Military Personnel Section (MPS) for assistance with staffing the request to the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1PA), and to staff to the Assistant Secretary of the AF, Manpower and Reserve Affairs (SAF/MR) if appropriate.

11.7.3. If a member elects to travel to a more expensive alternate place (and the Secretarial Process has not authorized or approved travel to that destination), City Pair air fares are not authorized for transportation to/from that alternate place. Additionally, the traveler may not use a cruise or tour package as a substitute for COT/IPCOT travel.

11.7.4. Members should visit their local MPS to determine COT entitlements and eligibility.

11.7.5. MPS is the approving authority for self-procurement of transoceanic travel regarding COT/IPCOT. Travelers that intend to deviate from the normal COT/IPCOT entitlement/routing (from old Permanent Duty Station (PDS) to HOR and back) will receive a COT/IPCOT leave travel request worksheet from the MPS. The Passenger Travel Office will provide the member with a cost comparison for the worksheet. Travelers will provide this worksheet signed by Passenger Travel to the MPS to receive the official authorization for potential reimbursement of approved self-procurement of transoceanic travel.

#### **11.8. Funded Emergency Leave (EL) Travel.**

11.8.1. IAW DAFI 24-602V1, when eligible AF members and dependents permanently assigned to an Outside the Continental United States (OCONUS) location receive notification of a family emergency away from their duty station, they may request travel orders to the emergency location. Once the member's commander or the delegated authority has determined EL travel is authorized, the member and/or family member(s) are entitled to government funded round-trip transportation IAW JTR, paragraph 0334 or 0402 and DTR 4500.9-R, Part I, Chapter 102. See DAFI 36-3003, *Military Leave Program*.

When AMC contracted airlift is not available, commercial air must be used. Do not delay the EL traveler(s) pending available PE missions. **Note:** For personal emergencies for members in TDY status see JTR, paragraph 0334. The TMC will compute a baseline/authorized travel cost using GSA City Pair from the PDS to the nearest CONUS international airport (**Table 10.7**) and search GSA City Pairs, military furlough and public fares that best accommodate the traveler’s desires (times, dates and destination). The Passenger Travel Office publishes the “EL Round-Trip Commercial Airfare Cost” Memo for Record each fiscal year to establish the baseline authorized travel cost using GSA City Pair.

11.8.2. If the cost to the EL destination is higher than the baseline, the TMC will annotate the PNR with the authorized cost and ensure the member understands and pays the additional costs on the non-City Pair fare. Do not use a City Pair fare if it is higher than the baseline City Pair.

11.8.3. The member or requester must provide all required documentation prior to ticket issuance. Required documentation includes the following:

11.8.3.1. Certified/approved AF Form 972, Request and Authorization for Emergency Leave Travel, indicating the Red Cross Case number.

11.8.3.2. American Red Cross notification.

**Table 5. Closest CONUS International Airport to Determine Baseline Travel Cost.**

Pacific Air Forces (PACAF) (Excludes Hawaii)	Seattle Tacoma International Airport, WA
<b>Note:</b> If the cost is cheaper to the EL destination vice the authorized baseline cost, the TMC may issue a ticket at no additional cost to the member. The member is authorized the use of City Pair fare if the cost is less than the baseline cost.	

PAUL T. DAVIDSON, Colonel, USAF  
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020  
DAFI 24-602V1, *Passenger Movement*, 15 December 2020  
DAFI 24-602V2, *Cargo Movement*, 20 December 2023  
DoD 7000.14-R, *DoD Financial Management Regulation (FMR)*, Volume 9, June 2023  
DTR 4500.9-R, *Defense Transportation Regulations (DTR)*, Part II, *Cargo Movement*, May 2014  
T.O. 00-85-20, *Engine Shipping Instructions*, 15 October 2003/Change 6, 15 April 2008  
T.O. 11A-1-61-1, *Storage and Outloading Instructions*, 7 May 2008  
Public Law 105-264, *Travel and Transportation Reform Act of 1998*, 19 October 1998  
USFJI 24-100, *Transportation of Explosives*, 1 September 2022

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 451, *Request for Packaging Service (NOT LRA)*, 26 December 2023  
DAF Form 847, *Recommendation for Change of Publication*, 15 April 2022  
AFTO Form 20, *Caution and Inspection Record*, 2 December 1971  
DAF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, 26 December 2023  
DAF Form 4388, *Inbound Transportation Protective Service Material Worksheet*, 26 December 2023  
DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous & Sensitive Materials)*, 13 May 2024  
DD Form 1149, *Requisition and Invoice/Shipping Document*, 1 July 2016  
DD Form 1348-1A, *Issue Release/Receipt Document*, 1 July 1991  
DD Form 1384, *Transportation Control and Movement Document*, 1 October 2000  
DD Form 1387-2, *Special Handling Data/Certification*, 1 November 2004  
DD Form 1907, *Signature and Tally Record*, 27 January 2025  
SF 1034, *Public Voucher for Purchases and Services Other Than Personal*

***Abbreviations and Acronyms***

AA&E—Arms, Ammunition, and Explosives

**AB**—Air Base

**AFI**—Air Force Instruction

**AFIMSC**—Air Force Installation and Mission Support Center

**aRFID**—Active Radio Frequency Identification

**AFTO**—Air Force Technical Order

**AMC**—Air Mobility Command

**APC**—Agency Program Coordinator

**APOD**—Aerial Port of Debarkation

**APOE**—Aerial Port of Embarkation

**A-PRT**—Automated Passenger Reservation Tool

**CBA**—Centrally Billed Account

**CCI**—Controlled Cryptographic Item

**CED**—Contingency Exercise Deployment

**CES**—Civil Engineer Squadron

**CFETP**—Career Field Education and Training Plan

**CIIC**—Controlled Item Inventory Codes

**CMOS**—Cargo Movement Operations System

**COT**—Consecutive Overseas Tour

**COE**—Certification of Equivalency

**CTO**—Commercial Travel Office

**CTSC**—Commercial Trucking Solutions Contract

**CWT**—Carlson Wagonlit Travel

**DAFI**—Department of the Air Force Instruction

**DEROS**—Date Eligible for Return from Overseas

**DFAS**—Defense Finance and Accounting Service

**DISS**—Defense Information System for Security

**DLA**—Defense Logistics Agency

**DOD**—Department of Defense

**DODAAC**—Department of Defense Activity Address Code

**DOT**—Department of Transportation

**DOT-SP**—Department of Transportation-Special Permits

**DSN**—Defense Switched Network

**DTMO**—Defense Travel Management Office  
**DTR**—Defense Transportation Regulation  
**DTS**—Defense Transportation System  
**EFT**—Electronic Funds Transfer  
**EL**—Emergency Leave  
**EOD**—Explosive Ordinance Disposal  
**FW**—Fighter Wing  
**GATES**—Global Air Transportation Execution System  
**GBD**—Government Business Day  
**GSA**—Government Service Administration  
**GSU**—Geographically Separated Unit  
**GT**—Ground Transportation  
**GTC**—Government Travel Card  
**GTCV**—Government Travel Card Vendor  
**GTOC**—Ground Transportation Operations Center  
**HAZMAT**—Hazardous Material  
**HAZMART**—Hazardous Materials Pharmacy  
**HOR**—Home of Record  
**IAW**—in accordance with  
**IBA**—Individually Billed Account  
**IDO**—Installation Deployment Officer  
**IDRC**—Installation Deployment Readiness Cell  
**ILS-S**—Integrated Logistics System-Supply  
**IMDG**—International Maritime Dangerous Goods  
**IPCOT**—In-Place Consecutive Overseas Tour  
**ITO**—Installation Transportation Officer  
**JASDF**—Japan Air Self Defense Force  
**JFTR**—Joint Federal Travel Regulations  
**JHCS**—Joint Hazard Classification System  
**JTR**—Joint Travel Regulations-  
**LRS**—Logistics Readiness Squadron  
**MFR**—Memorandum for Record

**MICAP**—Mission Impaired Capability Awaiting Parts

**MIL STD**—Military Standard

**MIL-STRIP**—Military Standard Requisitioning and Issue Procedures

**MOA**—Memorandum of Agreement

**MPS**—Military Personnel Section

**MSA**—Munitions Storage Area

**MSC**—Military Sealift Command

**MUNS**—Munitions Squadron

**MXG**—Maintenance Group

**MXS**—Maintenance Squadron

**NGDS**—Next Generation Delivery Service

**NLT**—no later than

**NMCS**—Not Mission Capable-Supply

**NSN**—National Stock Number

**NWRM**—Nuclear Weapon Related Materiel

**OCONUS**—Outside the Continental United States

**OPR**—Office of Primary Responsibility

**PACAF**—Pacific Air Forces

**PCS**—Permanent Change of Station

**PE**—Patriot Express

**PDS**—Permanent Duty Station

**PMEL**—Precision Measurement Equipment Laboratory

**PNR**—Passenger Name Reservations

**RDD**—Required Delivery Date

**REPSHIP**—Report of Shipment

**RNLTD**—Report No Later Than Date

**ROTC**—Reserve Officer Training Corps

**SF**—Standard Form

**SFS**—Security Forces Squadron

**SDDC**—Surface Deployment and Distribution Command

**SDR**—Supply Discrepancy Report

**SPI**—Special Packaging Instructions

**SRC**—Serialized Report Code  
**TAC**—Transportation Account Code  
**TCN**—Transportation Control Number  
**TDR**—Transportation Discrepancy Report  
**TDY**—Temporary Duty  
**TMC**—Travel Management Company  
**TMDE**—Test, Measurement, and Diagnostic Equipment  
**TMF**—Traffic Management Flight  
**TMO**—Traffic Management Operations  
**TO**—Technical Order  
**TPS**—Transportation Protective Service  
**TSP**—Transportation Service Provider  
**UCM**—Unit Container Manager  
**UDM**—Unit Deployment Manager  
**USTRANSCOM**—United States Transportation Command  
**WPLO**—Water Port Logistics Office

## Attachment 2

## CENTRALLY BILLED ACCOUNT (CBA) REQUEST EXAMPLE

Figure A2.1. Centrally billed Account (CBA) Request Example.

MEMORANDUM FOR 35 LRS/LGRDAP

FROM:

SUBJECT: Statement of Government Travel Card (GTC) Unavailability

1. This is to certify that Last Name, First Name/Rank, DoD ID number is requesting authorization to use the centrally billed account to procure airline tickets for official travel. IAW DAFI 24-602V1, paragraph 2.16., the method of payment for official travel expenses requires the mandatory use of the government travel card. Airline ticket(s) paid by CBA, are Non-Reimbursable to Traveler.

2. The JTR directs the use of an Individual Billed Account (IBA/GTC) for military and civilian employees for all official travel. However, IAW DODI 5154.31, Volume 4, and the Defense Travel Management Office (DTMO) Government Travel Charge Card Regulations the General Services Administration has exempted, the following classes of personnel from the mandatory use of the GTC. Agency Program Coordinator (APC) recommends the following appropriate exemption:

- DoD personnel (military or civilian) who have an application pending for the travel card
- Individuals traveling on an invitational travel order/authorization
- New appointees/recruits (Not yet arrived at first Permanent Duty Station (PDS))
- Canceled or suspended by the GTC contractor/APC for financial irresponsibility
- Member of the Reserve Officer Training Corps (ROTC) and undergoing initial entry/prior to reporting to new PDS
- Individual denied for failing to meet creditworthiness on DD Form 2883, Government Travel Charge Card Alternate Credit Worthiness Evaluation
- Individual whose travel card is lost, stolen or damaged. (Must contact vendor to replace)
- Hospital patient and/or medical evacuees
- Prisoner
- DoD personnel's travel only to the point of departure/cannot file travel voucher
- DoD personnel traveling to foreign country that does not support the use of IBAs
- Individual employed on a temporary basis that would not justify issuance of an IBA
- Foreign National Personnel

3. By signing this memorandum, I acknowledge that all efforts were taken to acquire the member's GTC prior to requesting the use of the CBA.

(Signature)

Requesting member's NAME, Rank, USAF

1st Ind, REQUESTING UNIT/CC

MEMORANDUM FOR 35 LRS/LGRD

I concur and request approval to use the CBA.

(Signature)

FIRST MI. LAST NAME, Rank, USAF  
Commander, Requesting Unit

2d Ind, 35 LRS/LGRD

MEMORANDUM FOR 35 LRS/LGRDAP

Approved/Disapproved.

(Signature)

FIRST MI. LAST NAME, Rank, USAF  
Installation Transportation Officer

## Attachment 3

## MISSION IMPACT STATEMENT EXAMPLE

Figure A3.1. Mission Impact Statement Example.

MEMORANDUM FOR 35 LRS/LGRDAP

FROM: REQUESTING UNIT/CC

SUBJECT: Mission Impact Statement

1. IAW DoDI 4500.57, *Transportation and Traffic Management*, Section 4, paragraph 4.4., Traveler's Rank/Name submits the below justification for review concerning non-use of Patriot Express (PE) channel airlift.

- a. Justification: Insert justification for why the traveler is requesting airlift other than the PE.
- b. Desired Departure Date: dd mmm yy
- c. Destination:

2. I support and submit the above justification for approval.

(Signature)  
 Traveler's Unit CC's Name, Rank, USAF  
 Commander, Requesting Unit

1st Ind, 35 LRS/LGRD

MEMORANDUM FOR 35 LRS/LGRDAP

Approved/Disapproved.

ITO Notes: ITO provides notes here confirming or denying request.

(Signature)  
 FIRST MI. LAST NAME, Rank, USAF  
 Installation Deployment Officer

Attachment 4

REIMBURSEMENT FOR DEVIATION IN-CONJUNCTION WITH OFFICIAL TDY TRAVEL EXAMPLE

Figure A4.1. Reimbursement for Deviation In conjunction with Official TDY Travel Example.

MEMORANDUM FOR 35 CPTS/FMA

FROM: 35 LRS/LGRDAP

SUBJECT: Reimbursement for Deviation In-Conjunction with Official TDY Travel

1. Rank/Name is entitled to reimbursement of circuitous routing not to exceed the official travel cost in reference to PCS/TDY authorization. IAW DAFI 24-602V1 and JTR, paragraphs 033301 and 050202, a traveler is authorized reimbursement of self-procurement for the official portion of his/her travel. Travelers must make all official travel arrangements through LRS-APS-Passenger Travel/TMC, to include enroute travel changes to ensure reimbursement considerations are not jeopardized.

The authorized routing for official travel:

Misawa AB, JP to \_\_\_\_\_ to \_\_\_\_\_

Member is requesting leave travel to \_\_\_\_\_  
Base and/or City & State/Country

Member is requesting travel to alternate airport \_\_\_\_\_  
Base and/or City & State/Country

Member is requesting transoceanic travel from Misawa AB, JP to \_\_\_\_\_  
Base and/or City & State/Country

Member is requesting indirect/circuitous route. (List all segments below)

- From: \_\_\_\_\_ To: \_\_\_\_\_ Foreign Flag Auth: Yes or No
- From: \_\_\_\_\_ To: \_\_\_\_\_ Foreign Flag Auth: Yes or No
- From: \_\_\_\_\_ To: \_\_\_\_\_ Foreign Flag Auth: Yes or No
- From: \_\_\_\_\_ To: \_\_\_\_\_ Foreign Flag Auth: Yes or No
- From: \_\_\_\_\_ To: \_\_\_\_\_ Foreign Flag Auth: Yes or No

2. The government authorized fare for travel is \$ \_\_\_\_\_ per person. The traveler is entitled to reimbursement not to exceed what the government would have in the amount of \$ \_\_\_\_\_ total.

TA for T.O.  
FIRST MI. LAST NAME, Rank USAF  
Installation Transportation Officer

## Attachment 5

## NON-AVAILABILITY LETTER OF U.S. FLAG CARRIER

Figure A5.1. Non-Availability Letter of U.S. Flag Carrier.

MEMORANDUM FOR APPROVING OFFICIAL/MPF/35 CPTS/FMA

FROM: 35 LRS/LGRD

SUBJECT: Non-Availability Letter of U.S. Flag Carrier

1. This is to certify that U.S. Flag carriers are not available for transportation. This non-availability letter will serve as justification to utilize Foreign Flag carriers IAW DAFI 24-602V1, Chapter 2, paragraph 2.4.3.

2. Traveler \_\_\_\_\_ is to use \_\_\_\_\_ between  
\_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_ for the

Following reason: NO U.S. CARRIER FLAG AVAILABLE.

TA for T.O.  
FIRST MI. LAST NAME, Rank USAF  
Installation Transportation Officer

## Attachment 6

## OUTBOUND CARGO ACCEPTANCE POLICY - SAMPLE

Figure A6.1. Outbound Cargo Acceptance Policy – Sample.

MEMORANDUM FOR ALL SHIPPING ORGANIZATIONS

FROM: 35 LRS/LGRD

SUBJECT: Outbound Cargo Acceptance Policy

1. IAW DAFI 24-602V2, *Cargo Movement*, Attachment 10, *Local Written Procedures*, the following outlines the Outbound Cargo Hours acceptance procedures:

Cargo Type	Days	Hours	Notes
MICAP/999 Shipments	Monday - Friday	0730 - 1630	No acceptance after hours or on federal holidays
Classified & Sensitive Cargo	Monday - Friday	0730 - 1200	By Appointment Only
General/Bulk/Hazardous Cargo	Monday - Friday	0730 - 1200	-

2. Classified and Sensitive Cargo appointments can be made by email. Please contact Outbound Cargo section at 35LRS.LGRDDC.OutboundCargo@us.af.mil if you have any questions or concerns.

FIRST MI. LAST NAME, Rank USAF  
Installation Transportation Officer

## Attachment 7

**INBOUND CARGO PICKUP TIMES AND PROCEDURES FOR UNCLAIMED  
MATERIEL - SAMPLE**

**Figure A7.1. Inbound Cargo Pickup Time and Procedures for Unclaimed Materiel – Sample.**

MEMORANDUM FOR 35 FW ALL CUSTOMERS  
35 LRS/LGRDDC

FROM: 35 LRS/LGRD

SUBJECT: Inbound Cargo Pickup Times and Procedures for Unclaimed Materiel

1. The purpose of this memorandum is to specify Consignee Pickup Time Standards. In addition, it is to establish local procedures for cargo not picked up within prescribed time frames as established by pertinent guidelines. These procedures are applicable to all base customers, tenant units, and Geographically Separated Units (GSUs).
2. The Inbound Cargo Section is situated in building 1334, with the designated entrance located on the north side. Customer service hours are 0730-1630, Monday through Friday. High priority (999/MNCS/MICAP) materiel will be processed 24 hours a day, 7 days a week. IAW DAFI 24-602V2, paragraphs 3.5.1., all inbound cargo must be picked up as below Consignee Pickup Time Standards.

<b>PRIORITY</b>	<b>PICKUP TIME</b>
999/MICAP/NMCS (High Priority Assets)	Within 12 hours of Consignee notification
Expedited Carto (TP-1)	Within 1 Government Business Day (GBD) of Consignee notification
General Priority (TP-2)	Within 2 GBDs of Consignee notification
Routine Cargo (TP-3)	Within 3 GBDs of Consignee notification

3. Cargo that has not been picked up within prescribed time frames above or when the ultimate consignee cannot be located will be returned to sender using the source documentation and funding. If you are unable to meet the times, please notify an Inbound Cargo representative for coordination and justification. Assets not picked up in a timely manner and without prior coordination will be shipped back to vendor, or marked as freight unclaimed, which could result in disposal. The Installation Transportation Officer will email your squadron DOs before returning cargo.
4. Ground Transportation support can be coordinated by contacting their dispatch at 226-3328 or 35lrs.vehicleopsdisp@us.af.mil.
5. For any questions or concerns, please contact the 35 LRS Cargo Movement Section at DSN (315) 226-9778 or (315) 226-4029.

FIRST MI. LAST NAME, Rank, USAF  
Installation Transportation Officer

## Attachment 8

## VERBAL ORDERS BY THE COMMANDER

Figure A8.1. Verbal Orders by the Commander.

MEMORANDUM FOR 35 CPTS/FMA  
35 LRS/LGRDAP

FROM: UNIT/CC

SUBJECT: Verbal Orders by the Commander

1. Official orders must be confirmed 1 working day after issuance of this verbal order.
2. Justification: Insert justification for why orders are not issued.
3. IAW AFI 65-103, *Temporary Duty/Special Orders*, I am directing travel of:  
Name, Rank, SSN, and any additional names
4. Members are directed to (Destination) on (Date) and will return to (Destination) on (Date).
5. Rental vehicle is/is not authorized.
6. The APPROVED fund cite that will appear on the (Type of Order) is  
\_\_\_\_\_.
7. The verbal orders of the commander on (Date) are confirmed; circumstances prevented written orders in advance. I certify, time and mission requirement preclude the processing of (Type of Order) orders.

FIRST MI. LAST, NAME, Rank, USAF  
Commander, Unit