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OF THE 51ST FIGHTER WING  
(PACAF)**

**OSAN AIR BASE INSTRUCTION**

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Transportation**

**TRANSPORTATION TRAFFIC  
MANAGEMENT**

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This instruction implements Air Force Policy Directive (AFPD) 24-6, *Distribution and Traffic Management*. Its purpose is to ensure correct, safe and proper receipt and accountability for Arms, Ammunition, and Explosives (AA&E), classified property, Nuclear Weapons Related Material (NWRM), demurrage and detention charges, aircraft engine shipments, Precision Measurement Equipment Laboratory (PMEL) assets, and the reusable container program. It applies to all units assigned to Osan Air Base. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include: Implementation of Air Force Policy Directive (AFPD) 24-6, *Distribution and Traffic*

*Management*, management of intermodal containers, additional operating procedures, updates and modifications in the preparation and shipment of AA&E shipments, classified, sensitive, NWRM shipments, PMEL, aircraft engines, updates to the base reusable container program, and Items Required Drained & Purged Certifications. Additionally, receiving policy is incorporated into applicable functional areas.

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## Chapter 1

### RESPONSIBILITIES

**1.1. Scope.** This instruction applies to all personnel involved in the processing, packaging, handling and transporting of AA&E, classified, NWRM, protected, sensitive, aircraft engines and PMEL shipments.

#### **1.2. Commanders Responsibilities.**

1.2.1. Commanders will ensure all unit personnel who handle, process and ship AA&E, classified, sensitive, nuclear related material and aircraft engines are properly trained and certified IAW applicable *Career Field Education and Training Plan (CFETP)/AF Form 797, Job Qualification Standard Continuation/Command JQS* and local training standards.

1.2.2. Commanders will appoint in writing authorized personnel to process, ship, and receive classified, sensitive, and nuclear related material. Only trained personnel who possess the appropriate security clearance will be authorized to handle these asset types.

1.2.3. Only the Joint Personnel Adjudication System (JPAS) will be used to verify Security Clearance Eligibility, Investigation Status and Access Levels; therefore units must provide the 51st Logistics Readiness Squadron (51 LRS) an update immediately if an individual's Clearance Eligibility and/or Access Level is downgraded or changed.

#### **1.3. Other Personnel Responsibilities.**

1.3.1. It is the responsibility of all personnel involved with the processing, packaging, handling and transporting of AA&E, classified, NWRM, sensitive, aircraft engines and PMEL to comply with the procedures contained in this wing instruction. Failure to comply may result in a security incident and formal investigation, followed with potential disciplinary action if warranted.

1.3.2. All units/personnel offering shipment of AA&E, classified, NWRM, sensitive, aircraft engines and PMEL will ensure the asset(s) is properly identified on the shipping documents (DD Form 1348-1A, *Issue Release/Receipt Document*, and/or DD Form 1149, *Requisition and Invoice/Shipping Document*). Additionally unit personnel will ensure each DD Form 1348-1A/DD Form 1149 issued for the shipment of classified, NWRM, sensitive and controlled items are identified by the appropriate Controlled Inventory Item Codes/Security Risk Code (CIIC/SRC).

#### **1.4. Consignee Pick-up Time Standards.**

1.4.1. The Installation Transportation Officer (TO) must ensure all base customers, tenant units and Geographically Separated Units (GSUs) are aware of consignee pick-up time standards in [Table 1.1](#) and routinely publish (e.g. roll calls, newsletters, etc.) these requirements to ensure compliance. Reference [Table 1.1.](#), for consignee time standards.

**Table 1.1. Consignee Pick-up Time Standards.**

<b>PRIORITY</b>	<b>PICKUP TIME (Days/Hours)</b>
999/MICAP/NMCS	12 hours from notification
All other TP-1	1 duty day
TP-2	2 duty days
TP-3	3 duty days

1.4.2. 51 LRS/LGRDDC Inbound Cargo will: Identify and resolve cargo which exceeded the prescribed pickup timeframe; redirect misdirected cargo; return shipments to sender when ultimate consignee cannot be located. Additionally, Inbound Cargo section checks and verifies with the Customer Support Liaison Element (LGRMCC) to ensure ultimate consignee and for correct forward consignment to other bases.

### **1.5. Cargo Movement Operating Hours/After-Hours Processing.**

1.5.1. Inbound Cargo section: Receipt times for Inbound Cargo are Monday-Friday, 0730-1600. 999/Non-Mission Capable Supply (NMCS) and Mission Impaired Capability Awaiting Parts (MICAP) shipments arriving after-hours will be processed by designated standby personnel. Standby personnel may be reached by calling Command Post (51 FW/CP) at 784-7000. 51 FW/CP will receive an updated standby roster on a monthly basis from the section Chief, Cargo Movement, identifying Inbound Cargo personnel on standby duty for that month.

1.5.2. Outbound Cargo section: Scheduled cargo acceptance times during operating hours are listed in [Table 1.2](#), while all MICAP/999/NMCS shipments will be accepted at any time of the day. For 999/NMCS/MICAP items offered for shipment after-hours, standby-personnel will promptly respond and process accordingly. Standby personnel can be reached by calling 51 FW/CP at 784-7000. 51 FW/CP will receive an updated standby roster on a monthly basis from the section Chief, Cargo Movement, identifying the Outbound Cargo personnel on standby duty for that month.

**Table 1.2. Cargo Acceptance Schedule.**

<b>Type Shipment</b>	<b>Acceptance Time (Days/Hours)</b>
999/MICAP/NMCS	Monday – Friday / 0730-1630
General Cargo	Monday – Thursday / 0800-1400
Classified/CCI	Monday – Thursday / 0800-1100 (By Appointment Only)

### **1.6. Transfer of Materiel/Accountability Between Inbound Cargo and Inspection Section.**

1.6.1. Local daily inspection log will be generated by the Inbound Cargo section. Daily log will consist of the Transportation Control Number (TCN), National Stock Number (NSN), date, time and individual's last name. When cargo is relinquished to the Inspections section, the log will also contain the Inspector's printed last name, date, time and signature of transfer for material accountability. The Inbound Cargo section will ensure Inspection section personnel properly accomplish the local daily log. Monthly log transfers will be documented and stored by the Inbound Cargo section for proper accountability. Records will be discarded following one year.

**1.7. Equipment Items.**

1.7.1. Accountability (1ET) transfers. To properly account for equipment receipt, process in Cargo Movement Operations System (CMOS) and release to Equipment Accountability Element (EAE), personnel will utilize the CMOS Surface Freight Inbound Turnover Records to document the transfer of custody.

1.7.2. A locally developed tally sheet or CMOS manifest will suffice for custody transfer record of equipment material. The EAE will be responsible for all transferred cargo.

1.7.3. Inbound Cargo section will not process any 1ET shipments. All 1ET shipments will be turned over to EAE for storage or handling—depending on the space, location and cargo dimensions.

1.7.4. Inbound cargo personnel must establish physical security and implement measures to reduce the potential for theft, fraud, sabotage, abuse of Department of Defense (DoD) materiel and prevent/deter unauthorized access. All personnel doors in building 824 are to remain locked with authorized access only by keypad during on/off duty hours. Inventory will be accomplished daily; pilferable items are to be locked in the cage at the end each duty day and logged accordingly.

## Chapter 2

### ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

**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. Location of Operations.**

2.2.1. Aircraft. Upload/download will be at the designated explosive “hot cargo” area. For Osan AB, the “hot cargo” pad is located at the far end of the flight line adjacent to the Munitions Pre-Load Area.

2.2.2. Tractor/trailer shipments: Upload/download IAW base explosive site plans and the Osan NEWs and Compensatory Measures located on the following link: <https://osan.eis.pacaf.af.mil/51FW/51FWSTAFF/51FWSE/WeaponsSafety/Shared%20Documents/Forms/AllItems.aspx>. Osan AB’s explosive upload/download area for trucks is located in the Alpha/Delta Munitions Storage Areas.

**2.3. Movement Routes.**

2.3.1. The primary base entry for delivery vehicles is the South Gate (Hill 180 Gate). The South Gate is a special purpose gate used as the primary explosive transportation route. Contact 51 Security Forces Squadron (51 SFS) at 784-5097 and Base Defense Operations Center (BDOC) at 784-5515 to request entry. All commercial vehicles will be escorted by 51 LRS/51 MUNS to/from the area in which they are loaded/unloaded.

2.3.2. Vehicle Inspection: Inbound Cargo section will inform and coordinate with 51 MUNS and 51 SFS on all commercial carriers delivering explosives prior to arrival. This will ensure 51 SFS have qualified personnel ready to inspect the vehicles. Explosives must never be delivered to building 824.

2.3.3. Suspect or Suspicious Vehicle Holding Area: Suspect or suspicious vehicles will be directed to a parking area designated by the base explosive site plans IAW AFMAN 91-201, *Explosives Safety Standards*, **Paragraph 8.15.4** and **12.63** Personnel must report suspicious vehicles to 51 SFS at 784-5515.

**2.4. Movement of AA&E Procedures.**

2.4.1. Inbound Cargo Receiving Procedures: Shipments of AA&E are normally accepted during the following hours: 0800-1500, Monday-Friday. AF Form 4388, *Inbound Transportation Protective Service Materiel Worksheet*, will be initiated per AFI 24-602V2, *Cargo Movement*, **Paragraph 4.9.2**

2.4.1.1. 51 MUNS/MASO will provide 51 LRS/LGRDDC an updated list of individuals authorized to ship/receipt for AA&E consigned to their activity. The list will contain name, rank, security clearance, signature and DEROS.

2.4.1.2. 51 LRS/LGRDDC Inbound Cargo will, upon receipt of a Report of Shipment (REPSHIP) for Class 1.1, 1.2 or 1.3 shipments, advise Munitions Control (784-4344) of the shipment and furnish quantity, TCN and estimated time and/or date of arrival.

2.4.1.3. 51 LRS/LGRDDC will use DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*, to physically check exterior and interior of the carrier's vehicle for damage and tampering prior to allowing entry in the installation.

2.4.1.4. Upon conclusion of vehicle inspection, 51 LRS or 51 MUNS representatives will escort the carrier representative to the explosives offload area via the designated movement route (reference additional information on 51 FW Integrated Defense Plan). In the event an accident occurs during the course of operations, immediately contact the appropriate offices below:

**Table 2.1. Contact Information.**

<b>Emergency/Non-Emergency Contacts</b>	<b>Phone Number</b>
For emergencies (from duty phone or housing)	911
For emergencies (from cell phone)	031-661-9111
For non-emergencies, contact the Distribution Flight-Traffic Manager	784-5856 784-0977
For all incidents contact Munitions Control	784-4344 / Cell 031-661-4344
Base Defense Operations Center (BDOC)	784-5515 / Comm: 031-661-5515

2.4.1.5. 51 LRS/LGRDDC will maintain responsibility for truck shipments until downloading commences.

2.4.1.6. 51 MUNS/MXWCC Crew Chief will direct the download location for Class 1 munitions and/or explosives. Additionally, non-nuclear munitions will be directly delivered to the applicable Munitions Storage Areas as required.

2.4.1.7. 51 LRS/LGRDDC will complete the receiving checklist IAW AFI 24-602V2.

#### 2.4.2. Outbound Cargo Shipment Procedures.

2.4.2.1. 51 MUNS/MASO will coordinate transportation requirements with 51 LRS/LGRDDC using DD Form 1348-1A. All munitions assets will be properly packed, marked, and inspected ready for shipment prior to requesting transportation. 51 MUNS/MXWCB will complete the top portion of AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, Packaging/Preparation, to include signing "Packed By" and "Certified By" blocks then submit it to 51 LRS/LGRDDC when offering an item for shipment.

2.4.2.2. 51 LRS/LGRDDC will provide the 51 MUNS/MASO an updated list of individuals authorized to ship/receipt for AA&E, including classified items, which are being released to 51 LRS/LGRDDC for shipment. The list will contain name, rank, security clearance, DEROS and signature for each authorized individual. Update the list as changes occur, and re-accomplish annually.

2.4.2.3. Building 635 is NOT licensed to temporarily store any type of munitions and/or explosives.

2.4.2.4. 51 LRS/LGRDDC will notify Munitions Control at Defense Switched Network (DSN) 784-4344 to coordinate and schedule loading of outbound munitions stored at the Munitions Storage Area (MSA).

#### 2.4.3. 51 LRS/LGRDDC will:

2.4.3.1. Verify shipment documents, to include DD Form 1348-1A, contain the required information and are correctly accomplished IAW DOD and Federal directives. Verify 51 MUNS has completed the top portion of AF Form 4387, Packing/Preparation, and signed the “Packed by” and “Certified By” blocks.

2.4.3.2. Inspect/verify explosives which have been packaged and/or placed in containers IAW current Department of Transportation (DOT), Republic of Korea Armed Forces and United States Forces Korea Regulation (USFKR) 55-37, *Korea Traffic Management*. Incorrectly packaged items will not be accepted for shipment.

2.4.3.3. Inspect/verify proper marking and labeling requirements are met. The marking and labeling requirements vary with the type of asset and shipment method. Each container must identify its contents and the correct DOT markings. Also, a check must be made to determine if a Department of Transportation-Special Permits (DOT-SP) or Certificate of Equivalency (COE) is required. Items with incorrect documentation, packing, labeling and markings will not be accepted for shipment. After documentation, packing, labeling and marking requirements are met, turn over the shipment documents to Outbound Freight.

2.4.3.4. Use the Delta Explosives (Class 1)—s pad, or any other suitable open location in the Munitions Storage Area to receive, process and secure class division 1.4 C, D, G & S explosive shipments. Contact 51 MUNS Control at 784-4344 prior to processing to coordinate reception efforts.

2.4.3.4.1. Call the Fire Department (784-4710) any time explosives are being removed from commercial or government vehicles. Post the proper fire symbol signs accordingly.

2.4.3.4.2. After the shipment has been loaded, ensure proper blocking and bracing IAW TO 11A-1-61-1, *Storage and Outloading Instructions*. (Use only non-sparking hammers in securing the load.)

#### 2.4.4. 51 LRS/LGRDDC, Outbound Freight will:

2.4.4.1. Verify the information on the DD Form 1348-1A, proper hazard classification, hazard class/division, storage compatibility group, labeling and marking data and will determine if a DOT-SP or COE is required.

2.4.4.2. Determine the proper mode/method of shipment.

2.4.4.3. Ensure shipments entering the Defense Transportation System (Air Mobility Command (AMC)/Military Sealift Command (MSC)/Surface Deployment and Distribution Command (SDDC) are cleared through the appropriate Shipper Service Office. An export traffic release is required for MSC-routed shipments.

2.4.4.4. Use DD Form 626 to inspect carrier vehicle IAW DTR 4500.9-R, *Defense Transportation Regulations (DTR)*, **Part II**, *Cargo Movement* (<https://www.esd.whs.mil/Directives/forms/>). For government vehicles transporting AA&E, the inspection can be conducted at any mutually convenient location. When unsatisfactory items are found, the company (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, sign and date DD Form 626, and ensure

that four (4) placards are attached to the vehicle with one at the front of the truck, one at the back and one on each side.

2.4.4.5. When the load is completed:

2.4.4.5.1. Attach seals to cargo door.

2.4.4.5.2. Have driver sign:

2.4.4.5.2.1. CMOS Generated Truck Manifest.

2.4.4.5.2.2. DD Form 626.

2.4.4.5.2.3. DD Form 1907, *Signature and Tally Record* (as necessary).

2.4.4.6. A REPSHIP will be made for all shipments of Class 1.1, 1.2 and 1.3 explosives using the format prescribed in DTR 4500.9-R, **Part II**. Complete AF Form 4387 and maintain with shipment files. Verify delivery 24 hours after Required Delivery Date (RDD).

## Chapter 3

### CLASSIFIED SHIPMENTS

**3.1. Scope.** This chapter applies to all personnel involved with the processing, packaging, and shipment of classified, controlled, NWRM, protected, and sensitive assets.

**3.2. Movement of Classified Shipments.** All units/personnel that offer classified material for shipment will ensure assets are properly marked and identified on the shipping documents (DD Form 1348-1A and/or DD Form 1149). This will include the applicable CIIC/SRC code and must be marked with the words “Classified Item” or Controlled Cryptographic Item (CCI) when applicable. It is imperative not to identify the degree of classification on these documents. **NOTE:** The “classified” marking will encompass the three levels of classification, “CONFIDENTIAL”, “SECRET”, and “TOP SECRET”. “TOP SECRET” shipments are not authorized to be processed or offered for transport through the Cargo Movement section.

#### 3.2.1. Inbound Cargo Receiving Procedures.

3.2.1.1. Inbound Receiving will:

3.2.1.2. Direct consignment of logistical materiel into 51 LRS Receiving, building 824. In-checkers must handle all items delivered via truck (i.e. Kunsan AB Vehicle Operators) as classified material. An indication that a small parcel package may be classified is by the receipt of a REPSHIP for that item or the absence of a packing envelope on the outside of the container. The driver will provide a DD Form 1907 for all other classified shipments.

3.2.1.3. Only personnel that are cleared and listed on the Classified Receipt Listing are authorized to receipt and/or process small package carrier deliveries. Packages will be constantly monitored or stored in the classified vault located in building 824/Receiving section. Upon identification of a classified asset, Inbound Receiving personnel will initiate and use the AF Form 4388.

3.2.1.4. 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.

#### 3.2.2. Outbound Cargo Shipment Procedures.

3.2.2.1. Packing and Crating will:

3.2.2.2. Establish delivery receipt times with the shipper. Classified shipments will be received and processed between 0800-1100 hours Monday-Thursday.

3.2.2.3. Designate qualified personnel to receipt for classified material.

3.2.2.4. Initiate and use AF Form 4387 for processing classified material IAW AFI 24-602V2, [Paragraph 4.8.2](#)

3.2.2.5. 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 635, room 147 (vault) as necessary. Classified shipments will not be left unattended/unprotected. All classified shipments not in the vault are eyes-on until the shipment leaves this location.

- 3.2.2.6. Ensure the DD Form 1348-1A and/or DD Form 1149, has the applicable CIIC/SRC and is marked with the degree of classification.
- 3.2.2.7. Use Integrated Logistics Systems-Supply (ILS-S)/Asset Management System (AMS) electronic signature as required. Notify the section supervisor if a discrepancy is detected which cannot be resolved on-the-spot. Provide hand-to-hand receipt control IAW AFI 24-602V2, **Paragraph 4.9.4**
- 3.2.2.8. 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 the outer wrapping or cover.
- 3.2.2.9. 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 Service (TPS) required. However, when a shipment goes by military airlift, DD Form 1387-2, *Special Handling Data/Certification*, must show the TPS required in Block 6. Refer to DTR 4500.9-R, **Part II, Chapter 205**, for DD Form 1387-2 preparation and distribution. **NOTE:** Maintenance Technical Orders (T.O.'s) may require a nomenclature marking on exterior.
- 3.2.2.10. Ensure all copies of the shipping documents are enclosed inside the inner-most shipping container.
- 3.2.2.11. Ensure all seams/openings are taped.
- 3.2.2.12. Enter required information into CMOS and affix DD Form 1387, *Military Shipment Label*, to cargo. Paper labels other than pressure-sensitive 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.
- 3.2.2.13. Ensure DD Form 1348-1A/DD Form 1149 shipment planning worksheet is complete and accurate.
- 3.2.2.14. Outbound Surface Freight will:
- 3.2.2.15. Initiate and use AF Form 4387 for processing classified material IAW AFI 24-602V2, **Paragraph 4.8.2**
- 3.2.2.16. Match DD Forms 1149/DD Forms 1348-1A against shipment to verify proper labeling.
- 3.2.2.17. Prepare the shipping documentation using proper tenders, routing instruction notes and Transportation Facility Guide instructions.
- 3.2.2.18. Provide hand-to-hand receipt control for classified, sensitive, and controlled shipments. The DD Form 1907 may be used for all receipt transactions. The TO may use the DD Form 1907 for internal control as a hand-to-hand receipt of classified or sensitive items. Equivalent carrier-furnished forms may be used as described in the DTR 4500.9-R, **Part II, Chapter. 205**. The air/truck manifest may be used for military shipments if they adequately control the materiel being transferred.

3.2.2.19. Prepare and forward a REPSHIP to consignee after the shipment departs per DTR 4500.9-R, **Part II, Chapter 205, Paragraph L**. If a fax or e-mail cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with name of person talked to, DSN number called, date and time called.

3.2.2.20. If Consignee does not acknowledge receipt of REPSHIP within 24 hours, Outbound Freight will initiate a Transportation Discrepancy Report (TDR). If Consignee does not acknowledge receipt of cargo within 24 hours of RDD, Outbound Freight will initiate tracer action. Security officers will be notified and tracer action will be initiated at origin and destination when notified shipment is overdue at destination.

## Chapter 4

### ON-BASE MOVEMENT OF CLASSIFIED MATERIAL

**4.1. Scope.** This chapter applies to all Distribution personnel whose duties involve receiving, processing, handling and transportation of classified material.

**4.2. Procedures.**

4.2.1. Classified Receipt Listing. The Vehicle Operations Element will work with the Materiel Management Flight (MMF) to ensure the Classified Receipt Listing identifies only those vehicle operators (2T1s) authorized to receive, handle, and transport classified assets. The MMF 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., Security Forces Squadron or Unit Security Manager).

4.2.2. Vehicle Operations Classified Receipt Listing Certification. The Vehicle Operations Element 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 MMF Classified Receipt Listing but will also contain the following information:

4.2.2.1. A statement certifying and listing the names of all personnel on the list have received annual Information Security training, date of training and DEROS.

4.2.2.2. A statement certifying all personnel have read this wing instruction and AFI 24-301, *Ground Transportation*, mandates Documented Cargo operating instructions be used when the handling and movement procedures for classified assets.

4.2.3. Pre-movement procedures. Prior to dispatching an operator to move classified materials/assets, the dispatcher will refer to the Vehicle Operations Classified Receipt Listing and ensure the operator is certified to move classified materials, and the following:

4.2.3.1. Follow local dispatching procedures and brief the operator regarding classified movement IAW this wing instruction.

4.2.3.2. Ensure the operator has an updated Classified Receipt Listing prior to dispatching the operator for a classified movement.

4.2.4. 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. The operator assumes 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. 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.

4.2.5. Delivery procedures. Operators will ensure assets are delivered to the correct organization as identified by the originator. Upon delivery, the operator will:

4.2.5.1. Use the MMF Classified Receipt Listing to verify the person receiving the package is authorized to sign/receive classified materials.

4.2.5.2. Will contact the Vehicle Operations dispatcher immediately if the receiver is not on the Classified Receipt Listing or the authority to receive classified material cannot be verified, the operator. At no time will the operator leave the package with someone other than the receiver designated by the originator, unless instructed to do so by the originator or the dispatcher. In either case, the new receiver's authority to receive classified will also be verified using the MMF Classified Receipt Listing.

4.2.5.3. 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 Vehicle Operations.

4.2.5.4. 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 LGRDDC.

4.2.6. Documented Cargo. When performing Documented Cargo operations, operators will:

4.2.6.1. Carry the Classified Receipt Listing at all times, regardless of whether or not the ESS/AMS is used.

4.2.6.2. Ensure the Classified Receipt Listing is the most current listing available for the Documented Cargo supervisor, who will coordinate with the MMF.

4.2.6.3. The Documented Cargo AFI 24-301 and mandated operating instruction will reference this wing instruction.

## Chapter 5

### AIRCRAFT ENGINE SHIPMENTS

**5.1. Scope.** This chapter applies to all personnel involved with the processing, packaging, handling, shipment and receipt of the aircraft engines between Osan AB and source of repair.

**5.2. Movement Routes.**

5.2.1. The primary entry to the base for delivery trucks is the Morin Gate. In the event this gate is closed during normal duty hours, an alternate entry for the base will be established by 51 SFS. All commercial vehicles will be escorted to/from the area in which they are loaded/unloaded.

5.2.2. Vehicle Inspection. The Morin Gate is designated as the base's vehicle inspection station. If required, an alternate vehicle inspection area will be established by 51 SFS in the event the Morin Gate is closed.

5.2.3. Suspect or Suspicious Vehicle Holding Area. Suspect or suspicious vehicles will be directed to the parking area designated by the 51 SFS until cleared. If vehicle is suspect or suspicious, contact Security Forces at 784-5515.

**5.3. Movement of Aircraft Engines Procedures.**

5.3.1. Inbound Shipment of Aircraft Engines.

5.3.1.1. Receipt of Aircraft Engines from commercial carrier. 51 LRS/LGRDDC Receiving personnel will in-check/receipt for engines IAW directives. The engines will be downloaded from the carrier's equipment. To limit the safety risk, engines will be downloaded at building 635 using the on-/offload ramp dock levelers and warehouse tug. 51 LRS/LGRDDC will notify 51 MXS/MXMT to establish formal receipt and time for pick up.

5.3.1.2. Receipt of Aircraft Engines from AMC. For engines arriving via AMC, 51 LRS/LGRDDC Receiving personnel will have an individual(s) from the respective engine shop meet them at building 632 (731 AMS/Special Handling section) to sign for the cargo. If contact is not made in a timely manner the engine will be transported to building 635 to await customer pick up.

5.3.2. Outbound Shipment of Aircraft Engines.

5.3.2.1. For any outbound shipment of Aircraft Engines, 51 MXS/MXMT notifies 51 LRS/LGRDDC Packing and Crating section at the earliest possible time of any pending engine shipment scheduled. The 51 MXS/MXMT prepares the shipping document(s), using the automated DD Form 1348-1A, and provides a copy to the Packing and Crating section. The 51 MXS/MXMT purges, drains, preserves, wraps and certifies the AFTO Form 20, *Caution and Inspection Record*, and the DD Form 1348-1A with a signed statement that the engine has been prepared for shipment IAW T.O. 00-85-20, *Engine Shipping Instructions*. The engine is delivered to the Packing and Crating section in building 635 with all the required documentation (DD Form 1348-1A, AFTO Form 20, or Shipper's Declaration for Dangerous Goods Form, if required) for further processing.

5.3.3. 51 LRS/LGRDDC personnel will visually inspect the shipment and will make sure they have all required documentation (DD Form 1348-1A, AFTO Form 20, or Shipper's Declaration for Dangerous Goods Form) before taking custody of shipment. 51 LRS/LGRDDC personnel will prepare engine for movement and will make sure all markings, packing lists, Military Shipping Labels, and placards are properly affixed to the shipment. Outbound Shipment Planning section will expedite movement IAW the established priority/RDD as required.

5.3.4. 51 MXS/MXMT will attach a completed DD Form 1387-2, stating "Surface via air ride vehicle required IAW T.O. 00-85-20." 51 LRS/LGRDDC will verify form is attached before releasing shipment for movement.

## Chapter 6

### TEST, MEASUREMENT AND DIAGNOSTIC EQUIPMENT (TMDE)

**6.1. Scope.** This chapter applies to all personnel involved with the receipt, processing, packaging, handling, and shipment of Precision Measurement Equipment.

#### **6.2. Movement of Precision Measurement Equipment Laboratory (PMEL) Procedures.**

##### 6.2.1. Inbound Shipment of PMEL.

6.2.1.1. 51 LRS/LGRDDC will in-check/receipt for TMDE for PMEL IAW directives. Receiving personnel will contact the PMEL POC within 2 hours of acceptance.

6.2.1.2. 51 MXS/MXMD will pick up and sign for equipment from building 824, Receiving, within 12 hours of notification of shipment arrival. An appointment letter will be provided to 51 LRS/LGRDDC authorizing individuals to handle and receipt for PMEL/TMDE pieces.

##### 6.2.2. Outbound Shipment of PMEL.

6.2.2.1. 51 MXS/MXMD will generate a DD Form 1149 and furnish to 51 LRS/LGRDDC for outbound shipments. DD Form 1149 may be created using the shippers pre-established automated management system and 51 LRS/LGRDDC will assign TCN from CMOS. PMEL items do not require DD Form 1149 checklist. 51 MXS/MXMD will ensure 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 proper container or signed AF Form 451, *Request for Packaging Service*. An appointment letter will be provided to 51 LRS/LGRDDC authorizing individuals to handle PMEL/TMDE pieces.

6.2.2.2. 51 LRS/LGRDDC Cargo Movement section will verify equipment has the appropriate SPI container, or AF Form 451 signed by Unit Container Manager on file. Cargo personnel will verify NSN on items and paperwork, nomenclature, quantity, valid transportation account code and Department of Defense Activity Account Code (DODAAC) name and authorized signature. After verification of paperwork and equipment, cargo personnel will process for movement.

6.2.3. 51 MXS/MXMD will provide 51 LRS/LGRDDC a justification letter to expedite PMEL cargo. Letter will be updated to reflect current Commander's signature. 51 LRS/LGRDDC Outbound section will maintain letter on file. As long as letter is on file, all PMEL assets will be treated as "999" priority and shipped within 24 hours.

## Chapter 7

### DEMURRAGE AND DETENTION CHARGES

**7.1. Scope.** This chapter outlines the responsibilities and procedures for maintenance and operation of the Demurrage Charge and Detention program at Osan Air Base. This instruction applies to all units assigned to 51 FW.

**7.2. Responsibilities.** 51 LRS/LGRDDC Cargo Movement section is responsible for railhead operations and control of seavans at Osan Air Base. Organizations (consignee) receiving shipments too large to physically process through base supply are responsible for ensuring that:

7.2.1. Seavans and railcars are offloaded in timely manner.

7.2.2. Cargo is removed from the railhead as soon as possible.

**7.3. Concepts.**

7.3.1. Korean National Railway (KNR) railcars are spotted in an offload area designated by 51 LRS/LGRDDC representative, six hours are allowed for offloading before demurrage charges begin. This charge can often be avoided and actual costs minimized by pre-planning. U.S. Army railcars are not subject to demurrage, but are in short supply and require the same timely handling as KNR railcars.

7.3.2. When seavans are offered to the consignee, unloading must be completed within 72 hours of delivery date or detention charges will begin to accrue.

7.3.3. In circumstances where railcars or seavans are received by the consignee under demurrage/detention or the consignee has less than the allotted time to offload cargo, 51 LRS/LGRDDC will notify the consignee of demurrage/detention charges.

**7.4. Procedures.**

7.4.1. 51 LRS/LGRDDC will notify the consignee of arrival time of trains/seavans and an off load area will be jointly determined at that time by the consignee and 51 LRS/LGRDDC.

7.4.2. 51 LRS/LGRDDC representative will escort the train/seavan carrier to the predetermined offloading area upon cargo arrival.

7.4.3. Consignee is responsible for cargo offloading. When railcars/seavans cannot be unloaded in the allotted time (6 hours for railcars, 72 hours for seavans), the consignee must request an extension from 51 LRS/LGRDDC. Any further extension must be coordinated through the 51 MSG/CC.

7.4.4. 51 LRS, 51 CES, and/or 51 AMXS/51 MXS may be tasked to loan material handling equipment (MHE) to organizations that do not possess MHE. Receiving organizations are responsible for satisfying requirements for off load and will provide or arrange for qualified operators/drivers.

7.4.5. Cargo will not be stored at the railhead under any conditions. Temporary storage not to exceed 24 hours after unloading must be coordinated with 51 LRS/LGRDDC. If temporary storage is required the consignee will receipt for the cargo immediately upon unloading and is responsible for its security thereafter.

**7.5. After Offloading Actions.** It is the responsibility of the consignee to remove and dispose of all dunnage from the empty railcars/seavans. Reusable cargo securing devices such as cables, turnbuckles, cable clamps and chains will be delivered by the consignee to 51 LRS/LGRDDC (the offload work area must be cleared of all debris).

## Chapter 8

### REUSABLE CONTAINER PROGRAM

**8.1. Scope.** This chapter applies to all units that utilize shipping containers that must be stored, fabricated and/or maintained for future shipping between Osan AB and source of repair.

8.1.1. 51 LRS will:

8.1.1.1. Appoint the Traffic Management Officer as the base Reusable Container Manager.

8.1.1.2. Train all unit container monitors (UCM) and document training.

8.1.1.3. Provide all units a semi-annual reusable container analysis report.

8.1.1.4. Conduct semi-annual on-site inspection of reusable container storage areas in each unit.

8.1.1.5. Convene a reusable container working group meeting annually or as required. The working group will consist of representatives from the major base shipping activities who initiate over three shipments through 51 LRS/LGRDDC each year (or generate container replacement requests for stored items), i.e., supply, maintenance, fighter squadrons, and some tenant organizations. The objective of this working group will be to minimize unnecessary expenditures of DoD funds necessary to replace containers.

8.1.1.5.1. The 51 LRS/LGRDDC will establish procedures to employ reusable containers to the maximum extent practicable and recover long life reusable containers to prevent unauthorized disposal. 51 LRS provides recommendations for the proper disposition of excess reusable containers and associated materials.

8.1.1.5.2. The 51 LRS will establish a Reusable Container Program Working Group (RCPWG) to meet at least once a year but NLT 30 June of each year. The working group will consist of representatives from the major base shipping activities who initiate over three shipments through 51 LRS/LGRDDC each year (or generate container replacement requests for stored items), i.e., supply, maintenance, fighter squadrons, and some tenant organizations.

8.1.1.5.3. The 51 LRS/LGRDDC will identify units required to operate a Reusable Container Program (RCP) and establish local procedures for evaluating deficiencies in the program. Establish procedures for performing corrective action, to include review of AF Forms 451, SF 364, *Report of Discrepancy (ROD)*, or WebSDR submittals, and SPI waivers. The following units operate RCP: 25 FS, 36 FS, 51 OSS, 51 CES, 51 CS, 51 LRS, 51 AMXS, 51 MXS, 51 MUNS, 5 RS, 607 SPTS. 51 LRS/LGRDDC provides all units a semi-annual reusable container analysis report.

8.1.1.6. Provide staff assistance and training to units upon request from the unit commander or unit container monitor.

8.1.1.7. Monitor all reusable containers on the base for redistribution to units that need them, eliminating the need to buy reusable containers unnecessarily.

8.1.1.8. Provide recommendations for the proper disposition of excess reusable containers and associated materials.

8.1.1.9. Process and monitor fund recoupment for replacement containers through finance.

**8.2. Unit Responsibilities (for units that utilize more than three SPI shipments, or generate container replacement requests for stored items, i.e., WRM assets) will ensure the following:**

8.2.1. Appoint a primary and alternate Unit Reusable Container Monitor (units may have multiple alternates appointed) to represent the unit on all matters pertaining to the base Reusable Container Program. The unit program monitor must be in the grade of E-5 or above.

8.2.2. Forward an updated reusable container monitor appointment letter, signed by the unit commander, to 51 LRS/LGRDDC within ten days of any changes.

8.2.3. Ensure that all cargo received is in the proper container or have this discrepancy annotated on the issue document and maintained with the property.

8.2.4. Ensure all cargo turned in to 51LRS/LGRM or 51 LRS/LGRDDC is in the proper container or has an AF Form 451 (original plus two copies) attached with the paperwork for the item. See [Attachment 3](#) for directions on completing the form. UCM's are the only personnel authorized to sign AF Form 451.

8.2.5. Identify and maintain an active reusable container storage area. Excess containers obtained through initial issue may be redistributed to other organizations that need them to preclude buying/building containers unnecessarily.

8.2.6. Report packaging improvements to the base Reusable Container Monitor that will increase the efficiency of the Reusable Container Program.

8.2.7. Protect all containers and packaging materials to prevent deterioration during storage.

8.2.8. Provide adequate facilities, equipment, and materials to maintain containers for reuse.

8.2.9. Train unit personnel on the importance of reusing containers and packaging materials and document training.

8.2.10. Attend Base Container Monitor directed reusable container program meetings and training sessions.

8.2.11. Train (document training) and appoint unit container monitors on use and preparation of AF Form 451s ([Attachment 3](#)).

8.2.12. Monitor and establish effective metrics to account for and control reusable containers and materials.

**8.3. Procedures.**

8.3.1. 51 LRS.

8.3.1.1. Receiving will make sure that items received are not separated from their respective containers. If an item is received without its proper container a Report of Discrepancy (ROD)/Supply Discrepancy Report (SDR) will be accomplished and maintained with the property.

8.3.1.2. Storage and Issue will ensure the original container remains with the issued item. When property requiring a SPI is issued without the SPI container, supply will annotate

the accompanying DD Form 1348-1A, to indicate whether or not the property was issued in a reusable container. The using agency will retain the annotated DD Form 1348-1A, and ROD/SDR if applicable, to validate future turn-in shipments of reparable assets without the proper container.

8.3.1.3. Flight Service Center will not accept an item for turn in that needs a reusable container unless the item is accompanied by an AF Form 451 or proof that the item was issued to the unit without the correct container. Proof is a copy of the DD Form 1348-1A, or ROD/SDR if applicable, signed and stamped when the item was originally issued. If an item was issued without a container, base supply personnel will initiate the AF Form 451.

8.3.1.4. When an item is received in a container that is contractor packed, every effort should be made to return the item, or its authorized substitute, in the original container. Do not obliterate any markings on that container or any other container (i.e., ID, serviceable tag, packaging labels, etc.).

#### 8.3.2. Other Units will:

8.3.2.1. Verify the item is in the required container on receipt of an asset from base supply. Items received will stay in their containers until such time as required for bench stock or inspection.

8.3.2.2. Ensure the change-out reparable is immediately put in the same container for turn-in when an asset is removed from the container and put in use. If the item is removed and the container is not immediately reused, it will be stored in an appropriate storage area. Ensure all internal blocking, bracing and cushioning materials are placed in the container.

## Chapter 9

### MANAGEMENT OF INTERMODAL (ISO) CONTAINERS

**9.1. Scope.** This chapter applies to all units that receives or stores property in DoD owned/leased or controlled International Organization for Standardization (ISO) shipping containers.

**9.2. Responsibilities:**

9.2.1. The TO has primary responsibility for the management of all ISO containers and equipment including chassis system assets. The TO will nominate a primary and alternate installation Container Control Officer (CCO) to act as subject matter expert for container management. The personnel must then be appointed in writing by the Installation commander (or designated representative).

9.2.2. The installation CCO shall maintain positive control, ensure accurate accounting and reporting, and use Joint Container Management system to manage all DoD-Owned ISO containers on the installation regardless of Service ownership.

9.2.2.1. The installation CCO will ensure that units (e.g. munitions, medical, civil engineering, tenant units, etc.) that own, manage, maintain, or otherwise use ISO containers have a primary and alternate CCO appointed and trained. Unit CCOs will receive training from the installation CCO NLT 30 days from appointment.

9.2.2.2. Upon receipt the Installation CCO will maintain unit appointment letters ensuring the most current are sent to [AFMC.A4RT.Workflow@us.af.mil](mailto:AFMC.A4RT.Workflow@us.af.mil) with attention to “Air Force Container Manager.”

**9.3. Management Tools and Training.**

9.3.1. CCOs will request access to “Business Support & Container Management” through Electronic Transportation Acquisition (ETA) Portal at <https://eta.sddc.army.mil/ETASSOPortal/Default.aspx> to effectively manage ISO containers on their installation. Requesting access gives the CCO(s) access to Army Container Asset Management System (ACAMS), Pipeline Asset Tool (PAT) and Joint Container Management (JCM) system. The appointed CCO(s) will also complete the Container Re-inspection Course, NOSSA-CSCCR-AMMO43-1.0. Container management training material and instructions on how to register for the Convention for Safe Containers (CSC) Re-inspection course can be located on the AF Intermodal Container Management SharePoint®.

**9.4. ISO Inventory Management:**

9.4.1. Regardless of the total number of ISO containers reported on-hand or owned by an installation, The TO conducts both an annual physical verification of containers on the installation as well as participate in the DoD Biennial container inventory.

9.4.2. In order to capture a 100% inventory three primary categories of verification require validation in JCM.

9.4.2.1. Owner verification – validation of the assets that are the property of the individual’s unit/organization.

9.4.2.2. Location verification – validation of the assets that are actually on-hand at the individual’s location. A 100% wall-to-wall inventory will first be completed prior to conducting verification in JCM.

9.4.2.3. Next Inspection Date Verification – validation of the next inspection date as indicated on DD Form 2282, *Reinspection Decal Convention for Safe Containers*.

9.4.3. Unit CCOs should have containers arranged to where the CSC plates are accessible to the installation CCO for verification. Each container must be placarded listing at a minimum owning unit, office symbol and POC name/number (preferably the CCO). **NOTE:** ISOs located in 51 MUNS MSAs are managed by 51 MUNS Unit CCOs and are exempt from this requirement.

## 9.5. Container Shipment Management:

9.5.1. Inbound Containers. In coordination with the TO and installation CCO(s), receiving units will develop a container receipt and download plan to ensure the timely return of ISO containers to the TO. **Note:** The installation CCO(s) checks JCM in order to determine container ownership. Installation CCO(s) takes appropriate actions based upon the container ownership.

9.5.1.1. Government Owned Containers. The unloading/unpacking unit will not return government containers to the commercial carrier/Transportation Service Provider (TSP). The unit must keep the ISO container & cargo contents at the unit’s location on the installation and report back to the installation CCO(s) with all pertinent container information required to accomplish the annual ISO inventory (e.g. current location, current use, serviceability and Unit Point of Contact). The AF Container Manager provides ISO disposition instructions to the TO when the receiving unit no longer needs to keep the government container on the installation.

9.5.1.2. Commercial Containers. Carrier-owned containers start drawing detention charges based on the terms of the Universal Services Contract (USC) booking for that particular container. Therefore, it’s imperative that CCOs take appropriate actions to return the container to the carrier in a timely manner preventing unnecessary detention charges. The TO will process detention IAW DTR 4500.9-R, **Part VI**, *Management and Control of Intermodal*.

9.5.2. Outbound/Storage Containers. Units requesting ISO container(s) for movement or storage will provide the TO with the quantity and type of containers needed for support. TO will first determine if containers are available on the installation to satisfy the mission requirement. If containers are not readily available, the TO will contact the AF Container Manager for assistance in securing government owned or leased containers.

## 9.6. Container Inspection and Maintenance Management.

9.6.1. ISO containers must be examined for serviceability by certified school-trained and appointed inspectors every 30 months from the fifth year from the date of manufacture, or after any major repairs.

9.6.2. CCO(s) obtain school-trained CSC inspection certification by successfully completing the Container Re-inspection Course, NOSSA-CSCCR-AMMO43-1.0, located on the U.S. Navy E-learning web site at: <https://www.aas.prod.nel.training.navy.mil/>. This course is

designed to provide the knowledge, skills, and abilities to properly re-inspect intermodal dry cargo containers IAW the CSC standards. CSC inspectors must re-certified every 48-months.

9.6.3. The TO must develop and implement a CSC re-inspection schedule for all overdue ISO containers. The installation/unit CCO(s) will conduct the CSC re-inspections based upon the inspection schedule and upload supporting documents (e-mail traffic, ISO container inspection checklist, DA Form 2404, *Equipment Inspection and Maintenance Worksheet*) and supporting photos to the container record in ACAMS. The installation/unit CCO(s) must seek ISO disposition instructions from the AF Container Manager if the container fails CSC re-inspection.

## **9.7. Container Disposition and Disposal.**

9.7.1. Local modifications to ISO containers such as cutouts for power, lighting or air conditioning are prohibited on all categories of containers without prior written permission from the AF Container Manager. The CCO(s) will reports all lost, damaged, or destroyed ISO containers to AF Container Manager within 12 hours of discovery. Government owned containers found modified, damaged or destroyed are cause for initiation of a Report of Survey (ROS). CCO(s) will upload a copy of the ROS to the record in ACAMS and seek disposal action from the AF Container Manager.

9.7.2. CCO(s) may not transfer ownership or de-register and retire (dispose of), any Service or Program owned ISO container(s) without written approval from the container owner, AF Container Manager, and Army Intermodal Distribution and Platform Management Office.

9.7.3. Under no circumstance will ISO containers be transferred to a foreign government without prior coordination with the AF Container Manager.

9.7.4. Under no circumstance will Units re-stencil any ISO container without written approval and guidance from AF Container Manager.

## **9.8. Movement and Storage of Munitions Containers.**

9.8.1. CCO(s) will annotate “CSC certified CAT-V Ammunition Type Containers” on request documentation for munitions containers to prevent unacceptable delay and unnecessary costs to AF Containerized Ammunition Distribution System (CADS) operations, refer to AFMAN 21-201, *Munitions Management*.

9.8.2. Non-Air Force owned Military Intermodal Containers (MILVAN) will not be used for local storage of munitions or non-munitions items without approval of the Number Air Force (NAF) or MAJCOM munitions staff.

9.8.3. NAF or MAJCOM munitions staff approval will be obtained before using Air Force owned, other than Afloat Prepositioning Fleet (APF) managed, MILVAN containers for anything other than shipment or storage of munitions items; Global Ammunitions Control Point or the APF ISO Manager must approve similar usage for APF Program-managed containers. Munitions units/organizations will not use MILVAN containers as a permanent fix for facility shortfalls.

9.8.4. Units will maintain Air Force owned/leased containers in serviceable condition, to include CSC certification currency. Units will ensure unserviceable containers are documented and tracked until repairs and/or re-certification are accomplished, or the container is processed for disposition.

9.8.4.1. Units will not place holes in any part of a container or use containers to store equipment or materials (liquids, acids, batteries, etc.) that would render them non-certifiable under the CSC.

9.8.4.2. Containers must be placed on drained, hardstand surfaces with all four lower castings placed on blocks (dunnage) 4 to 6 inches high when removed from a chassis. This properly distributes weight through corner castings and prevents debris from exerting pressure against lower structural members of the container and allows air circulation that will prevent moisture damage to the container. Containers may be temporarily placed directly on a paved hardstand for stuffing and unstuffing operations.

9.8.4.3. Once empty containers are inspected and verified empty, a numbered seal will be placed on each container to provide for security, integrity, and accountability.

9.8.4.4. Empty containers will not be stacked more than three high; a minimum of two stacking/locking pins will be inserted in the counter-checked position on opposing corners when stacked.

JOHN F. GONZALES, Colonel, USAF  
Commander

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

AFPD 24-6, *Distribution and Traffic Management*, 23 March 2018

AFMAN 21-201, *Munitions Management*, 26 March 2019

AFI 24-602V2, *Cargo movement*, 12 June 2019

AFI 24-301, *Ground Transportation*, 22 October 2019

AFMAN 33-363, *Management of Records*, 01 March 2008

AFMAN 91-201, *Explosives Safety Standards*, 21 March 2017

DTR 4500.9-R, *Defense Transportation Regulations (DTR), Part II, Cargo Movement*, 26 November 2019

DTR 4500.9-R, *Defense Transportation Regulation (DTR), Part VI, Management and Control of Intermodal*, 24 October 2019

T.O. 00-85-20, *Engine Shipping Instructions*, 01 February 2018

T.O. 11A-1-61-1, *Storage and Outloading Instructions*, 31 May 2016.

USFKR 55-37, *Korea Traffic Management*, 12 August 2013

***Adopted Forms***

AF Forms 451, *Request for Packaging Service*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 847, *Recommendation for Change of Publication*

AF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*

AF Form 4388, *Inbound Transportation Protective Service Materiel Worksheet*

AFTO Form 20, *Caution and Inspection Record*

DA Form 2404, *Equipment Inspection and Maintenance Worksheet*

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

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

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

DD Form 1387, *Military Shipping Label*

DD Form 1387-2, *Special Handling Data/Certification*

DD Form 1907, *Signature and Tally Record*

DD Form 2282, *Reinspection Decal Convention for Safe Containers*

SF 364, *Report of Discrepancy (ROD)*

*Abbreviations and Acronyms*

**AA&E**—Arms, Ammunition, and Explosives  
**ACAMS**—Army Container Asset Management System  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System  
**AMC**—Air Mobility Command  
**AMS**—Asset Management System  
**BDOC**—Base Defense Operations Center  
**CAA**—Competent Authority Approvals  
**CADS**—Containerized Ammunition Distribution System  
**CCI**—Controlled Cryptographic Item  
**CCO**—Container Control Officer  
**CFETP**—Career Field Education and Training Plan  
**CIIC/SRC**—Controlled Inventory Item Codes/Security Risk Code  
**CMOS**—Cargo Movement Operations System  
**COE**—Certification of Equivalency  
**CSC**—Convention for Safe Containers  
**DOD**—Department of Defense  
**DODAAC**—Department of Defense Activity Account Code  
**DOT**—Department of Transportation  
**DOT-SP**—Department of Transportation-Special Permits  
**DSN**—Defense Switched Network  
**DTR**—Defense Transportation Regulation  
**EAE**—Equipment Accountability Element  
**ETA**—Electronic Transportation Acquisition  
**GSU**—Geographically Separated Units  
**HAZMAT**—Hazardous Materials  
**IAW**—in accordance with  
**IC**—Inbound Cargo  
**ILS-S**—Integrated Logistics Systems-Supply  
**ISO**—International Organization for Standardization

**JCM**—Joint Container Management  
**JPAS**—Joint Personnel Adjudication System  
**KNR**—Korean National Railway  
**LRS**—Logistics Readiness Squadron  
**MHE**—Material Handling Equipment  
**MICAPS**—Mission Impaired Capability Awaiting Parts  
**MMF**—Materiel Management Flight  
**MSA**—Munitions Storage Area  
**MSC**—Military Sealift Command  
**N/A**—not applicable  
**NMCS**—Non-Mission Capable Supply  
**NSN**—National stock number  
**NWRM**—Nuclear Weapons Related Material  
**OPR**—Office of Primary Responsibility  
**PAT**—Pipeline Asset Tool  
**PMEL**—Precision Measurement Equipment Laboratory  
**RCP**—Reusable Container Program  
**RCPWG**—Reusable Container Program Working Group  
**RDD**—Required Delivery Date  
**RDS**—Records Distribution Schedule  
**REPSHIP**—Report of Shipment  
**RFID**—Radio Frequency Identification  
**ROD**—Report of Survey  
**ROS**—Report of Discrepancy  
**SDDC**—Surface Deployment and Distribution Command  
**SDR**—Supply Discrepancy Report  
**SFS**—Security Forces Squadron  
**SPI**—Special Packaging Instruction  
**TCN**—Transportation Control Number  
**TDR**—Transportation Discrepancy Report  
**TMDE**—test, measurement, and diagnostic equipment  
**T.O.**—Technical Order

**TO**—Transportation Officer

**TPS**—Transportation Protective Service

**TSP**—Transportation Service Provider

**USC**—Universal Services Contract

**USFKR**—United States Forces Korea Regulation

### *Terms*

**Certification of Equivalency (COE)**—COE is an approval that proposed packaging for shipment of hazardous material either equals or exceeds the requirements of 49 CFR (Code of Federal Regulation).

**Classified Receipt Listing**—A listing maintained by the LRS's MMF listing installation personnel authorized to receive or otherwise handle classified material and supplies.

**CONFIDENTIAL**—Information or material of which the unauthorized disclosure reasonably 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 COMSEC function.

**Department of Transportation—Special Permits (DOT-SP)**—DOT-SP waives Title 49, CFR 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 (CAA).

**Explosive**—Defined as all ammunition, munitions fillers, demolition material, 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, and assembled kits and devices containing explosive material. 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.

**Explosives (Class 1)**—Any substance or article (including a device) which is designed to function by explosion (i.e., an extremely rapid release of gas and heat). The term "explosive" may also refer to an item that is able to produce a chemical reaction within itself and is able to function in a similar manner even if not designed to function by explosion. Explosives in Class 1 are divided into six divisions as follows:

## Attachment 2

## CLASS I EXPLOSIVES DIVISIONS

Table A2.1. Class I Divisions

<b>Class 1</b>	<b>Meaning</b>
Division 1.1	Consists of explosives that have a mass explosion hazard. A mass explosion is one which affects almost the entire load instantaneously.
Division 1.2	Consists of explosives that have a projection hazard but not a mass explosion hazard. Additionally, there are three subdivisions (1.2.1, 1.2.2 and 1.2.3). Refer to DOD 6055.9-STD, <i>DOD Ammunition and Explosives Safety Standards</i> , for specific subdivision definitions.
Division 1.3	Consists of explosives that have a fire hazard and a minor blast hazard or a minor projection hazard (or both), but not a mass explosion hazard.
Division 1.4	Consists of explosive devices that present a minor explosion hazard. The explosive effects are largely confined to the package and no projection of fragments of appreciable size or range is to be expected. An external fire must not cause virtually instantaneous explosion of almost the entire contents of the package.
Division 1.5	Consists of very insensitive explosives. This division is comprised of substances which have a mass explosion hazard but are so insensitive that there is very little probability of initiation or of transition from burning to detonation under normal transportation conditions.
Division 1.6	Consists of extremely insensitive articles that do not have a mass explosion hazard. This division is comprised of articles which contain only extremely insensitive detonating substances and which demonstrate a negligible probability of accidental initiation or propagation. The risk from these articles is limited to the explosion of a single article.
<b>SECRET</b> —Information or material of which unauthorized disclosure reasonably is expected to cause serious damage to national security	
<b>TOP SECRET</b> —Information or material of which unauthorized disclosure reasonably could be expected to cause exceptionally grave damage to national security.	
<b>Transportation Protective Service (TPS)</b> —A commercial carrier service performed according to DOD standards that provides in-transit physical security for shipments of SECRET, CONFIDENTIAL and Sensitive cargo.	

**Attachment 3****PROCEDURES FOR COMPLETING AF FORM 451**

**A3.1. Instructions for Completing AF Form 451.** All entries on AF Form 451 may be handwritten. The AF Form 451 is available for downloading from the e-Publishing website at <http://www.e-publishing.af.mil/>.

**A3.2. Date.** Enter the date that you initiate the form.

**A3.3. Priority.** Enter the supply priority and RDD assigned to the shipping document. If the request is not for a shipment, enter the date that you need the service.

**A3.4. Request Number.**

**A3.5. To.** Enter the organization symbol or name of the packaging and crating activity, i.e., 51 LRS/LGRD.

**A3.6. From.** Enter the organization symbol or name of the activity initiating the request. If you prepare the form during the supply turn-in process, enter the office symbol or name of the activity turning in the item. Do not enter the office symbol or name of the supply activity unless you are shipping the item (or packaging it for storage) from supply stock. Enter the name and phone number of the person to contact for information on the request.

**A3.7. Shipping Document Number.** Enter the TCN from accompanying documents. If the documents have no number, enter not applicable (N/A).

**A3.8. Issue Document Number.** Enter the supply document number from accompanying documents. If the documents have no number, enter N/A.

**A3.9. Reason for Request.** Check the applicable block:

A3.9.1. Container destroyed by user. Check this block when the user has disposed of a reusable container according to local procedures, and local reusable container program resources have no replacement. You may check this block for containers needed to replace containers that have deteriorated in storage.

A3.9.2. Item issued without proper container. When turning in an unserviceable repairable item, check this block when the correct SPI container was not issued with the serviceable replacement item. If the serviceable item came in another service's pack, a contractor's reusable pack, or a pack marked with an Air Logistics Complex deviation number in the lower right corner of the container, you may use the pack for shipment or storage.

A3.9.3. Item due-out replacement not received. Check this block for Credit Due-In from Maintenance turn-ins when the supply or reusable container program resources don't have the SPI pack. If you check this block, write "turn-in" in item 16 (Remarks).

A3.9.4. Initial requirement. Check this block when units turn in items, you can't get the containers, and replacement items came in a different SPI pack.

A3.9.5. Other. Check this block and specify the reason for the request when none of the blocks above cover the circumstances. Examples: Containers not available through supply, blocking and bracing, or pallet repair needed.

**A3.10. Item requested.** Check the applicable block to indicate the type of container required.  
*Note:* Transportation Packing Orders is now SPI pack.

**A3.11. Specifications.** Enter the applicable information in the blocks. When you need additional room to describe the requested service, attach sufficient detail to the original AF Form 451 and write "Details attached" in the remarks block.

A3.11.1. Quantity. Enter the number of units required.

A3.11.2. Unit. Enter "each," "pieces," "bags," or any other descriptive unit of issue.

A3.11.3. Spec/TPO Number. Enter the specification number or SPI number. If you don't know the SPI number, enter the item's NSN. (The packaging activity determines the SPI number required for the item and enters the number.) If the specification or SPI does not cover the required service, enter N/A.

A3.11.4. NSN. Enter the part number when you have no NSN. You may leave this block blank if you put an SPI number on the Spec/TPO number line.

A3.11.5. Nomenclature. Enter the name of the requested item or service if you checked none of the blocks in item 9.

A3.11.6. Length, Width, and Depth. Enter the measurements of the item requested in this order.

**A3.12. Purpose.** Check the applicable block to indicate the item destinations. You need not check these blocks when you provide a complete shipping document.

**A3.13. Building Number.** Enter the building number of the requesting activity if you want the container or item when complete.

**A3.14. Phone Number.** Enter the phone number of the person to contact for information on the request or to alert for pick-up when the item is complete.

**A3.15. Signature of Requester.** The unit container monitor is the only one authorized to sign.

**A3.16. Costs.** To be computed by Packing and Crating personnel only.

**A3.17. Remarks.** Enter unit's Fund Cite.

**Attachment 4****ACTIVE RADIO FREQUENCY IDENTIFICATION (RFID) REQUIREMENTS**

**A4.1. Establish local procedures to receive, store and maintain tags received at origin.** The 51 LRS/LGRDDC Outbound Cargo section orders and maintains sufficient tags to support local exercise, deployment, training, inspection requirements, and Defense Reutilization Management Service. RFID Tags are stored in the Tool Room of building 635, Osan AB and also in the Korean Supervisor Office in Room 142.

**A4.2. Establish procedures for recovery and reutilization of RFID tags.** 51 LRS/LGRDDC team ensures the battery is taken out of the tags and turned around after recovery of RFID Tags.