

**BY ORDER OF THE COMMANDER
82D TRAINING WING (AETC)**



**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 24-602 VOLUME 2**

**SHEPPARD AIR FORCE BASE
Supplement**

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Transportation

CARGO MOVEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements procedures pertaining to the movement of government shipments/material on Sheppard AFB. It outlines the local procedure requirements identified in DAFI 24-602V2, *Cargo Movement*. This instruction applies to (Sheppard AFB/tenant units). This publication applies to the Regular Air Force, the Air Force Reserve, and the Air National Guard. This publication does not apply to the United States Space Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer to Attachment 1 for a glossary of references and supporting information.

Chapter 1

MOVEMENT OF ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

1.1. Traffic Management Personnel will:

1.1.1. Ensure only authorized personnel who are appointed by the LRS/CC, handle, package, ship, and/or receipt for shipments of classified, sensitive, protective and classified/unclassified NWRM.

1.1.2. Utilize the DAFI 24-602 Volume 2, Defense Transportation Regulation (DTR) 4500.9R Vol II Chapter 205, DODM 5200.1R, and MIL-STD 129 guidance when coordinating movement of AA&E.

1.2. Secure Holding/Safe Haven:

1.2.1. Sheppard AFB, TX is designated as a Safe Haven/Secure Hold installation IAW the base Integrated Defense Plan.

1.2.2. Review DAFI 24-602 V2, DTR 4500.9R Part II, and Terminal Facilities Guide (TFG) for correct procedures.

1.3. Inbound Procedures:

1.3.1. Cargo personnel will notify munitions of arriving truck shipments once we have been notified.

1.3.2. Cargo personnel will inspect transports prior to entering the munitions yard to include safe haven utilizing DD form 626.

1.3.3. **(Added)** Munitions member will off-load AA&E shipment to be checked.

1.3.4. **(Added)** Cargo personnel will complete and certify AF Form 4388 after munitions email all associated shipment document to cargo email.

1.4. Outbound Procedures:

1.4.1. 982 MXS/MA will:

1.4.1.1. **(Added)** Package and seal all munitions/inert shipments.

1.4.1.2. **(Added)** Complete number 1, number 2, and Section I, Packaging/Preparation section of the AF form 4387, OUTBOUND TRANSPORTATION PROTECTIVE SERVICE MATERIAL WORKSHEET.

1.4.1.3. **(Added)** Provide information on munitions for HAZMAT certification: type of explosive, NEW, quantity.

1.4.1.4. **(Added)** Correct all discrepancies identified by LGRDDC personnel.

1.4.1.5. **(Added)** Provide shipping documents, DD Form 1348/DD Form 1149.

1.4.1.6. **(Added)** Transport only 1.4C/S/D and inert shipments to LGRDDC, Bldg 2113 on the day the shipment will depart by 0900.

1.4.1.7. **(Added)** Load all munitions departing the MSA by truck.

1.4.2. 82 LRS/LGRTRC will:

- 1.4.2.1. **(Added)** Upon notification certify shipments for movement at MSA.
- 1.4.2.2. **(Added)** Create documents/labels and notify MSA on when carrier will arrive to load.
- 1.4.2.3. **(Added)** When movement is conducted by truck, Cargo personnel will escort the truck with security forces to the ammunition yard for pick up and loading.
- 1.4.2.4. **(Added)** Prior to picking up, Cargo personnel will complete and/or inspect all required documentations utilizing DD Form 626, MOTOR VEHICLE INSPECTION, prior to loading.
- 1.4.2.5. **(Added)** Brief transport drivers on shipment and seal transports prior to departure by SFS escort.
- 1.4.2.6. **(Added)** Complete section II, Shipment Planning/Documentation of the AF Form 4387, OUTBOUND TRANSPORTATION PROTECTIVE SERVICE MATERIAL WORKSHEET.

Chapter 2

MOVEMENT OF CLASSIFIED, PROTECTIVE, NWRM, AND SENSITIVE CARGO

2.1. Traffic Management Personnel will:

2.1.1. Ensure only authorized personnel who are appointed by the LRS/CC, handle, package, ship, and/or receipt for shipments of classified, sensitive, protective and classified/unclassified NWRM.

2.1.2. Utilize the DAFI 24-602 Volume 2, Defense Transportation Regulation (DTR) 4500.9R Vol II Chapter 205, DoDM 5200.1R, and MIL-STD 129 guidance for movement of classified, protective, NWRM, and sensitive cargo.

2.1.3. Learn of a security incident (i.e., compromise, deviation, etc.) personnel will report it immediately to their supervisor (if supervisor is not present, they will report it to the unit security manager). The supervisor will report it to the Transportation Officer (TO) and unit security manager.

2.1.4. 82 LRS/LGRDDC will need to be contacted since Cargo Movement does not have a secure holding area for this type of material. A point of contact with phone number will be required for all classified/sensitive shipments. Classifieds are accepted Monday – Thursdays by appointment only. Typically, NO classified, protective, NWRM and/or cryptographic items will be shipped or accepted on Fridays.

2.2. Inbound Procedures:

2.2.1. Maintain a suspense folder for all inbound REPSHIPS.

2.2.2. Ensure Classified and NWRM shipments are not to be left unattended or on the receiving line except when turned over to Supply section

2.2.3. Verify all shipments have been placed into CMOS for ITV.

2.2.4. Immediately initiate a TDR if there are discrepancies or if the shipment is not received by the RDD.

2.2.5. Ensure that once a shipment is in-checked:

2.2.5.1. **(Added)** Complete section I blocks A-M and sign in0checked by on the DD Form 4388.

2.2.5.2. **(Added)** Have a certified 7 level complete the “certified block”.

2.2.5.3. **(Added)** Complete section II for MILSTRIP shipment or section III for NON-MILSTRIP shipments.

2.2.5.4. **(Added)** Ensure customer who picks up NON-MILSTRIP is appointed in writing by their respective Commander as authorized to receive

2.3. Outbound Procedures:

2.3.1. Ensure all shipping documents, DD Form 1149 or DD Form 1348-1A, have been stamped “CLASSIFIED” when brought to the Cargo Movement Section.

2.3.2. Then asset will then be inspected to make sure the correct serial numbers match, and all documentation is correct.

2.3.3. Ensure all markings are obliterated on containers and all documents are sealed within the container.

2.3.4. Complete AF Form 4387, Blocks 1-2, I, II, & IV will be filled out accordingly. Once completed the form will then be given to a certified 7 level to complete the certification field. When the AF Form 4387, REPSHIP, & consignee acknowledgement have been completed, all documentation will be filed with the DD Form 1348-1A.

2.3.5. Ensure DESPS shipments will not: (1) be moved to AMC APOE for airlift, (2) be identified to the carrier as to the shipment's classification, and (3) be moved on Fridays and for delivery on weekends or holidays.

2.3.6. CMOS will be used to process all shipments to maintain In Transit Visibility (ITV).

2.3.7. Classified and NWRM shipments will not be left unattended except when secured in the vault. Classified items will not be left on the packing line.

2.3.8. A REPSHIP is executed electronic & manual. Manual REPSHIPS will be prepared IAW DTR Part II, Chapter 205, Figure 205-10 then sent via e-mail.

Chapter 3

MOVEMENT OF AIRCRAFT ENGINES

3.1. General:

3.1.1. All engine loading/off-loading procedures will be in accordance with Technical Order 00-85-20, Engine Shipping Instructions and Air Force Directive 061220-061, Jet Engine. Loading Instructions, to prevent damage to an aircraft engine.

3.1.2. The Engine Manager provides the outbound cargo office with all shipping documents to include three copies of the DD Form 1149/1348-1A shipping document, with a valid “ship to” address, points of contact, transportation priority, appropriate project code, and funding (TAC code).

3.2. Inbound procedures:

3.2.1. 80 FTW/CM will unload all engines shipments.

3.2.2. 82 LRS/LGRDDC will notify 80 FTW of arriving truck shipment before escorting truck to 80 FTW. At that time, we will collect the inbound Bill of Lading.

3.3. Outbound Procedures:

3.3.1. 80 FTW/CM will crate/seal all engine shipments, correct discrepancies identified by 82 LRS personnel, and load engines departing 80 FTW.

3.3.2. 82 LRS/LGRDDC will create a Bill of Lading and schedule an air ride truck with tarps for pick up. Once truck arrives, will verify truck has correct equipment and escort for loading.

Chapter 4

AFTER-HOURS PRIORITY SHIPMENT PROCESSING (999/NMCS/MICAP)

4.1. Traffic Management Personnel:

4.1.1. The term “after hours” in this instruction refer to other than normal duty hours. Normal duty hours are defined as 0730-1630; Monday through Friday and including holidays. AETC Family Days are excluded since contracted Supply personnel are working.

4.1.2. Military Cargo Movement personnel utilizes a stand-by roster to cover after-hour operations. The roster is provided to 82 TRW/CP, 82 LRS/CC, 82 LRS/LGRD and 82 LRS/LGRDDC. Personnel have a 30 minute response time before supervision is contacted.

4.1.3. Military Traffic Management personnel will respond to requests for after hours safe haven AAE, classified, or NWRM truck shipments.

4.1.4. Inbound Procedures: Stand-by will arrive at the Missile Road inspection station for all safe haven truck shipments after a phone call. At that time they will inspect the transports prior to entering the munitions yard to include safe haven utilizing DD form 626.

4.1.5. Outbound Procedures: Stand-by will wait until outbound personnel has completed processing a MICAP then take to the FedEx Ship Center located on 2701 Southridge Dr. If the MICAP is oversized and a truck is running behind, stand-by personnel will have to stay in the building till the driver arrives.

Chapter 5

MOVEMENT OF TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE)

5.1. General:

5.1.1. **(Added)** TMDE are non-MILSTRIP shipments, usually assigned project code 571. Normally, TMDE shipments are consigned to the destination TO, with Precision Measurement Equipment Laboratory (PMEL) as the ultimate consignee.

5.2. Inbound Procedures:

5.2.1. **(Added)** The PMEL office will be notified at the earliest possible time when TMDE items arrive at the Receiving section and will sign a customer receipt form for all items received from the Receiving section.

5.3. Outbound Procedures:

5.3.1. **(Added)** The PMEL office will prepare a DD Form 1149 with a valid “ship to” address, point(s) of contact, required delivery date, fund cite and appropriate project code. Each package will have the appropriate PMEL Shipping Label attached. Outbound Cargo personnel will process the shipment within the established time standards based on the priority and project code.

Aaron B. Green, Major
Commander

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

(Added) DAFI 24-602V2, *Cargo Movement*, 12 June 2019

DoDM 5200.1R, *DoD Information Security Program*, 24 February 2012

DTR 4500.9R Vol II, *Defense Transportation Regulation, Cargo Movement*, May 2014

MIL-STD 129, *Military Marking for Shipment and Storage*, 18 February 2014

T.O. 00-85-20, *Engine Shipping Instructions*, 1 August 2015

(Added) AF Dir 061220-061, *Jet Engine*

Prescribed Forms

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

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

Adopted Forms

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*

Abbreviations and Acronyms

AA&E—Arms, Ammunition, and Explosives

(Added) **AFMAN**—Air Force Manual

(Added) **AFRIMS**—Air Force Records Information Management System

DTR—Defense Transportation Regulation

HAZMAT—Hazardous Materials

ITV—In Transit Visibility

LRS—Logistics Readiness Squadron

MICAP—Mission Capable

MILSTRIP—Military Standard Requisitioning and Issue Procedures

NWRM—Nuclear Weapons-Related Materiel

OPR—Office of Primary Responsibility

PMEL—Precision Measurement Equipment Laboratory

(Added) **RDS**—Records Disposition Schedule

REPSHIP—Report of Shipment

TAC—Transportation Account Code

TDR—Transportation Discrepancy Report

TMDE—Test, Measurement, and Diagnostic Equipment

TO—Transportation Officer

T.O.—Technical Order

Terms

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

In-Transit Visibility—The ability to track the identity, status, and location of Department of Defense units and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination across the range of military operations.

Transportation Officer (TO)—A person appointed or designated by the commander of a DoD activity to perform traffic management functions. This person may also be designated as an “installation transportation officer” or “traffic management officer.” General Schedule (GS) series 2130, *Traffic Management*.