

**BY ORDER OF THE COMMANDER
WHITEMAN AIR FORCE BASE
(AFGSC)**

**WHITEMAN AIR FORCE BASE
INSTRUCTION 24-601**

18 JULY 2023

Transportation



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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 509LRS/LGRD

Certified by: 509LRS/CC
(Major Joshua R. Anson)

Pages: 24

This publication implements DAFI 24-602V1, *Passenger Movement*, and DAFI 24-602V2, *Cargo Movement*. It outlines the local procedures pertaining to the movement of DoD personnel and government shipments/materiel on the installation. This instruction applies to the 509th Bomb Wing (509 BW) and tenant units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the DAF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with 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.

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AND NWRM SHIPMENTS**

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Chapter 1

MOVEMENT PROCEDURES FOR CLASSIFIED, SENSITIVE, AA&E AND NWRM SHIPMENTS

1.1. This chapter applies to all Inbound Cargo (IC) personnel involved with receiving, processing, and shipping shipments of classified, AA&E, controlled, cryptographic, sensitive and nuclear related material. Top Secret shipments are not authorized to be received or shipped through Cargo Movement.

1.1.1. Inbound cargo receipt times for inbound shipments are 0730-1500 Monday-Thursday and Fridays 0730-1400. Only MICAPs will be accepted after 1400.

1.1.2. The primary entry to the base for delivery trucks is the Lemay Gate; AA&E shipments are required to process through Gate 14. In the event the Lemay Gate is closed during normal duty hours, the alternate entry for the base is Gate 14. Commercial vehicles will be escorted to and from the area in which they are loaded and unloaded by 509 LRS/LGRDDC.

1.1.3. Shipments will be processed as-received, 0730-1630 Monday-Friday. (IC) receives all MILSTRIP and NON-MILSTRIP consigned to the installation.

1.1.4. MICAP shipments arriving after-hours will be processed by designated standby personnel. Standby MFR is posted in IC and shared with the command post. All other cargo will be processed the next day.

1.1.5. IC will respond to inbound REPSHIPs same-day as receipt, or if received after-hours immediately the following morning.

1.1.6. In-check immediately to ensure timely close out. **Note:** This also closes out shipment tracking in DTTS. If the system is unavailable, use the DTTS website and close out the shipment record.”

1.1.7. Whiteman Air Force Base (FB4625) Transportation Facility Guide directs consignment of logistical material into the base supply central receiving section, 727 2nd Street, Building 139. In-checkers must handle all small package carrier deliveries as classified material until otherwise determined.

1.1.8. An indication of a small package is/may be classified is receipt of a REPSHIP via electronic means and/or the absence of a packing envelope on the outside of the container. For a classified shipment other than a small package, the driver will provide DD Form 1907, *Signature Tally Sheet*.

1.1.9. Packages will be secured by keeping it on their person or classified storage (OIT) until released to the customer. IC personnel will open each package (with the exception of properly marked MUNS shipments) as part of the receiving process. Upon identification of classified item, IC personnel will initiate and use AF Form 4388, *Inbound Transportation Protective Service Material Checklist*, and 509 LRS Form 70, *Traffic Management Inbound Classified Checklist*.

1.1.10. Classified cargo will only be released to the consignee after receiving individual is confirmed on the Classified Receipt Listing.

- 1.1.11. Authorized individual will print, sign, date and time acceptance on DD Form 1907 signifying transfer of custody.
- 1.1.12. Enter required inbound information into Cargo Movement Operations System (CMOS) and close the shipment.
- 1.1.13. Process the shipment in Integrated Logistics System-Supply (ILS-S) and affix label print-out.
- 1.1.14. Ensure all documentation is completed/finalized, to include AF Form 4388 and 509 LRS Form 70, *Traffic Management Inbound Classified Checklist*.
- 1.1.15. File completed shipment packet.
- 1.1.16. Frustrated cargo: Shipments containing invalid/incomplete delivery information will be stored in our vault segregated from other shipments. Research will be conducted to ascertain rightful owner/destination.

1.2. Outbound Classified, Protected & AA&E assets.

- 1.2.1. This subchapter applies to all Cargo Movement personnel involved with processing, packaging, and shipment of classified, AA&E, controlled, cryptographic, sensitive and nuclear related material. Top Secret shipments are not authorized to be processed through Cargo Movement.
- 1.2.2. Designate authorized, trained/qualified personnel possessing a current secret security clearance to receipt for classified material and maintain a current appointment letter authorizing receipt/handling.
- 1.2.3. Establish receiving times for outbound shipments with the shipper. Standard shipment acceptance hours are 0730-1500 Monday-Thursday and Fridays 0730-1400. Only MICAPs after 1400.
- 1.2.4. Classified shipments will normally be received and processed between 0730-0900 hours Monday-Thursday. MICAP only classified shipments arriving after-hours will be processed by designated standby-personnel.
- 1.2.5. Initiate and use the established AF Form 4387, *Outbound Transportation Protective Service Material Worksheet* and applicable 509 LRS form 71 for processing AA&E, classified (secret and confidential) Nuclear Weapons-Related Material, sensitive and controlled items.
- 1.2.6. 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 areas 01C (Cargo Vault) or 04C (IPE Vault), as necessary. Classified shipments will not be left unattended/unprotected ever.
- 1.2.7. Ensure DD Form 1348-1A and/or DD Form 1149, has the applicable CIIC/SRC and is marked, to reflect the degree of classification, i.e., "CLASSIFIED NWRM Item, SECRET, CONFIDENTIAL," or "Controlled Cryptographic Item (CCI)." For DD Form 1149 shipments the requisition and invoice/shipment document checklist will be completed when applicable.
- 1.2.8. Use the Classified Change Listing (CCL) to verify members are authorized to sign DD Form 1907. If personnel sent to accept shipment are not on the CCL, then contact section for someone authorized.

- 1.2.9. Review accuracy on AF Form 4387 from Packing and Crating, then complete Outbound portion.
- 1.2.10. Match DD Form 1149 and/or DD Form 1348-1A against shipment to verify proper labeling.
- 1.2.11. Complete/submit a Domestic Route Order from Surface Deployment and Distribution Command (SDDC) for all Secret shipments and all Confidential shipments over 150 pounds.
- 1.2.12. Prepare the Commercial Bill of Lading using proper tenders, routing instruction notes and Transportation Facility Guide instructions.
- 1.2.13. Upon carrier arrival: Validate carrier and ensure vehicle meets the requirements for shipment.
- 1.2.13.1. Check driver credentials to include driver's license(s), and if applicable, carrier/DOD authorization to transport classified material and medical examiners card.
 - 1.2.13.2. For classified and AA&E shipments over 150 pounds and transporting via surface, complete DD Form 1907 and DD Form 626, *Motor Vehicle Inspection*.
 - 1.2.13.3. Review DD Form 1907 and DD Form 626 in its entirety for accuracy.
 - 1.2.13.4. Consult pages two and three of DD Form 626 for explanations on required checks. The inspection must be conducted prior to the load departing the installation. If 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 the inspections are complete sign and date the form.
 - 1.2.13.5. If dual-driver is required, obtain both driver signatures on DD Form 1907 and DD Form 626.
 - 1.2.13.6. Verify seal numbers correspond on DD Form 1907, DD Form 626 and CBL documentation, then affix seals/verify lock on cargo door(s).
 - 1.2.13.7. Conduct another review to ensure shipping documents, CBL, and if applicable, DD Form 1907 and DD Form 626 are appropriately completed/signed, then release property to the carrier.
 - 1.2.13.8. Maintain REPSHIP log until pending shipment is confirmed.
 - 1.2.13.9. If the consignee does not acknowledge receipt of REPSHIP, Outbound Freight will attempt to contact the consignee (email, telephone) to gain confirmation. If successful and not already obtained, Outbound Freight will request an electronic confirmation response. If unsuccessful, Outbound Freight will continually attempt and document failed attempts.
 - 1.2.13.10. Outbound Cargo will issue a Transportation Discrepancy Report (TDR) when destination fails to acknowledge shipment receipt within 24 hours and initiate immediate tracer actions.
 - 1.2.13.11. Upon completion of shipment delivery all associated documentation/requirements for shipment packet will be filed.

1.2.13.11.1. Ensure munitions shipments that have departed from FV4625 are updated within 24 hours through the 509 MUNS Shipments SharePoint page: <https://usaf.dps.mil/sites/Whiteman/509BW/MSG/LRS/LGRDNew/TMO/Continuity%20Binder/Forms/AllItems.aspx?id=%2Fsites%2FWhiteman%2F509BW%2FMSG%2FLRS%2FLGRDNew%2FTMO%2FContinuity%20Binder%2F509%20MUNS%20Shipments&viewid=9ae7a277%2D9044%2D44a5%2Da597%2Dca86ee77c529>.

Chapter 2

AIRCRAFT ENGINE MOVEMENT

2.1. Outbound Procedures.

2.1.1. 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.

2.1.2. The Engine Manager for T-38 engines (DSN: 687-1804) 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, funding (TAC code) and drained and purged tags if required.

2.1.3. The Engine Manager for A-10 engines (DSN:687-3927) 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, funding (TAC code) and drained and purged tags if required.

2.1.4. The Engine Manager for B-2 engines (DSN 687-2055) 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, funding (TAC code) and drained and purged tags if required.

2.1.5. OC will arrange commercial movement to meet the RDD using carriers with air-ride tractor/trailers. The 509 LRS/LGRDDC will prepare all necessary commercial shipping documentation and will load, block, brace and supervise the securing of the engine to the carrier’s equipment in accordance with TO 00-85-20 shipping instructions. OC personnel will assist the carrier applying tarps to protect the engine

2.2. Inbound Procedures.

2.2.1. IC receipt times for inbound engines are 0730-1500 Monday-Thursday and Fridays 0730-1400. If truck arrives after hours, it will be received the next duty day. Inbound Cargo Movements section is responsible for off-loading engines delivered by commercial carriers.

2.2.2. Should there be visible damage, IC will contact the respective engine manager to inspect before download. Engines will be downloaded from the carrier’s equipment at building 139. TDR will be initiated after being processed in ILS-S and CMOS.

Chapter 3

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

3.1. General.

3.1.1. 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.

3.2. Inbound Procedures.

3.2.1. The PMEL office will be notified at the earliest possible time when TMDE items arrive at the IC receiving section.

3.2.2. The PMEL representative will sign a customer receipt form for all items received from the IC section.

3.3. Outbound Procedures.

3.3.1. Personnel from 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.

3.3.2. Outbound Cargo personnel will process the shipment within the established time standards based on the priority and project code.

Chapter 4

MATERIEL TRANSFER OF ACCOUNTABILITY

4.1. Outbound Cargo.

4.1.1. During the receipt process for assets being delivered for outbound shipment, Packing & Crating personnel will obtain the Copy 3 of the DD Form 1348-1A, *Issue Release/Receipt Document*, to verify with the item it correlates with. Ensure you are using the guidance and requirements set forth in DAFI 24-602V2, Chapter 2, Paragraph 2.2, Processing Material for Shipment.

4.1.2. Upon completion, the in-checker will sign & date in blocks 22 & 23 of the DD Form 1348-1A and provide the documentation to the Asset Management representative to complete the processing in ILS-S. The in-checker will be required to enter their unique pin number to complete the delivery in ILS-S.

4.1.3. Once the assets have been delivered in ILS-S, the in-checker will immediately acknowledge receipt of the government material by in-checking cargo within CMOS. Afterwards, continue processing the shipment IAW DAFI 24-602V2.

4.2. Inbound Cargo.

4.2.1. Inspection Section—When something needs inspection or identification, IC personnel fills out the Asset Inspection Log and takes the item with the source document to the Chief Inspector. Item will then be brought back to receiving section with proper tag for identification.

4.2.2. Material Management—Once assets have been processed and labeled, an AMID (asset management identification document) listing is printed out for Items Not Put Away, inbound cargo will check off the AMID listing with storage personnel. Storage will then sign our AMID listing copy, as well as digitally sign an electronic copy in our shared drive before taking the assets for put away.

4.2.3. Documented Cargo—Once assets have been processed and labeled, and AMID listing is generated for the items not received. These items are handed over to documented cargo and will be accompanied by Items Not Received Report. The cargo will be signed by documented cargo personnel with an Inbound Cargo member present. Copy will be file with end of day receipts.

4.2.4. Base Customers—When a customer picks up items addressed to them, they will sign a Customer Log with the date, customer's name, organization, and the tracking number or TCN it was received under.

Chapter 5

AFTER-HOURS PROCESSING (999/NMCS/MICAP/CRITICAL/CLASSIFIED)

- 5.1. Designate stand-by roster for 999/NMCS/MICAP after duty hours. Standby phone number is 660-563-1003.**
- 5.2. IAW DAFI 24-602V2, table 3.1, MICAPS must be processed/receipted in within 4 hours. All MICAPS must be processed through CMOS then ILS-S immediately.**
- 5.3. Ensure bomb wing command post receive the stand-by roster.**
- 5.4. Designated authorized, trained/qualified personnel and maintain a current training records.**

Chapter 6

SMALL PACKAGE CARRIER ACCOUNTS

6.1. The Installation Transportation Officer approves installation small package Transportation Service Provider (TSP) accounts for units that have a valid need to ship official government freight/materials vice utilizing the base LRS/APS Cargo Movement Section.

6.2. Once accounts are approved, training is conducted and documented, using the template on AFIMSC Traffic Management SharePoint.

6.3. Traffic Management will provide units/activities training on, tracing responsibilities, reporting transportation discrepancies, movement of classified, hazardous and sensitive material, customs requirements and other unique host nation restrictions.

6.4. The Transportation Officer, or Transportation Agent for the Transportation Officer, will conduct a biennial review of approved small package TSP accounts no later than 31 January of each even year to ensure the intent of account establishment is valid.

Chapter 7

REUSEABLE CONTAINER PROGRAM

7.1. LGRDDC will for each shipment inspect the container (fiberboard) tears/cuts, holes, pierces, punctures, material separation, significant peeling wetness or crushing to include damaged or missing inner foam. Cleated wooden crates will be inspected for grease/oil and water damage. Inspect for holes, missing cleats or any other damage that would render the crate non-ship worthy.

Chapter 8

ACTIVE RFID REQUIREMENTS

8.1. When a RFID tagging is required, the 509 LRS TMO utilizes the procedures in DAFI 24-602V2 to support the visibility of cargo and assigns RFID tags accordingly. The Transportation Officer budgets, orders and maintains sufficient tags to support local exercises, deployments, and training and inspection requirements as determined by the Installation Deployment Officer (IDO). The IDO provides TMO with the number of tags required based on wing requirements

Chapter 9

CENTRALLY BILLED ACCOUNT

9.1. Whiteman AFB CBA Bill Reconciliation Procedures.

9.1.1. The bill closes out the 3rd of each month. The bill is then downloaded from Citi Bank online the next duty day; however, it can be downloaded any day within 5 business days from close out. Once the bill is downloaded, it must be reconciled and submitted for payment to DFAS within 10 business days and TRAVCO must send the CBA Reconciliation Report within 5 business days from close out. While waiting for the report, the verification process can be completed.

9.1.2. Follow these steps to download the bill from Citi Bank: Log in to Citi Bank: <https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login>: Print the entire bill front and back: Stamp PME and date stamp the bill with the date it was received: Go to page 2 of the bill and begin the verification process.

9.1.3. Follow these steps to verify the charges: Go line by line and verify there is an invoice/order record available for each listed charge: Once all verified, check for the TRAVCO reconciliation report:

9.1.4. Create the SF1034: Date voucher prepared with contract number and Date by the processor's first name, last name and TA for TO (You must be on the TA for TO letter signed by Ms. Hawkins, Eileen: **Note:** The certifying official does not have to be different from the transportation officer, but his/her signature must be handwritten with his/her name, title, and phone number included. **Note:** A DD Form 577 must be on file with DFAS in order to be a certifying officer).

9.2. Page 1 Bill Requirements.

9.2.1. Fill in the following on page one of the bill: In the Memo Section place the label with the following statement: "I certify that the services indicated hereon were rendered received and accepted on _____".

9.2.2. In the Approval Section, the certifier who signed the SF 1034 will print, sign, and include his/her title and phone number.

9.3. Uploading the bill for payment.

9.3.1. Go to AFIMSC share point to upload: Select the Header Documents folder to upload the following: CBA Reconciliation Report, Citibank Bill, Signed Page 1 of the Bill, Completed SF 1034: When all uploaded, proceed to inform DFAS and submit the bill for payment

9.4. Inform DFAS.

9.4.1. Once all documents have been uploaded to the share point, inform DFAS the bill is ready to be processed.

9.4.2. Inform them all documents have been uploaded and the bill is ready to be processed
Note: When emailing DFAS, make sure to refer to the included list for current POCs.

9.5. Delayed Payment – CBA Exception Form.

9.5.1. If the bill has not been paid and the CBA is nearing suspension (61 days past billing), DFAS will notify via email with details of the delay and will ask for a CBA Exception to Policy form.

9.5.2. With this policy, a request for the account be placed in an exception status allows for a temporary reprieve from suspension pending posting of a scheduled payment. If approved, the account will be placed in exception status not to exceed 30 days, allowing DFAS extra time to resolve any issues: Complete Section 1-3: Complete Additional Information: Input delay remarks from the email received from DFAS. As needed, we will contact DFAS to ensure receipt of bill and assurance of charges to be paid.

Chapter 10

LEAVE IN CONJUNCTION WITH OFFICIAL TRAVEL

10.1. LICWO is for travelers that are deviating from their authorized travel entitlement and to provide them with the cost of official travel authorized in travel orders.

10.2. Utilizing quotes from either a Traffic Management Company (TMC) representative or the GSA City Pair website, the passenger travel clerk will provide the member with a LICWO letter describing authorized points of travel and the government cost of said travel.

10.3. Ticket exchange options are also provided to the member when reviewing the LICWO entitlements and orders. If ticket exchange work to the benefit of the traveler a LICWO letter is still provided to the member along with his/her invoice reflecting the government procured ticket and subsequent cost to traveler. The associated service fee for the ticket exchange is charged to members personal funds.

10.4. Passenger travel clerk will brief the member on his/her entitlement and direct member to file the LICWO letter along with airline receipts/other travel receipts to finance in order to file their travel voucher for reimbursement up to the government cost.

Chapter 11

UNUSED TICKET REPORT

11.1. The PAX Rep will. Receive the refunds/unused tickets reports from the TMC (Excel spreadsheet) on the day after the 15th of the month. Save the information to the TMO Shared Drive (I drive).

11.2. The PAX rep will. Verify ticket refunds against the Citi Bank invoice during the CBA reconciliation process and upload refunds quarterly to the AFIMSC SharePoint site utilizing Passenger Travel Unused Ticket Report – Reporting Tool.

Chapter 12

UNIQUE OPERATIONS

12.1. The 509th Logistics Readiness Squadron Ground Transportation.

12.1.1. This chapter applies to all Ground Transportation personnel whose duties involve receiving, processing, handling and transporting classified, AA&E, controlled, cryptographic, sensitive and nuclear related material.

12.1.2. Ground Transportation Classified Receipt Listing Certification: The Ground Transportation Element will produce a memorandum listing the names of assigned personnel authorized to receive, handle and transport classified, AA&E, controlled, cryptographic, sensitive and nuclear-related material to the 509 LRS/MMF.

12.1.3. A Ground Transportation representative will notify the 509 LRS/MMF within 24 hours or 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).

12.1.4. In addition to specifying authorized personnel, the Classified Receipt Listing will also contain the following information:

12.1.5. A statement certifying all personnel on the list have received annual Information Security training and the accomplished training date with each individual.

12.1.6. A statement certifying all personnel have read this wing supplement and [Chapter 7, Documented Cargo Operations](#) of AFI 24-301 detailing handling instructions and movement procedures for classified items.

12.1.7. Pre-movement procedures: Prior to dispatching an operator to transport classified materials/assets, the dispatcher will refer to the Vehicle Operations Classified Receipt Listing to verify the operator is certified to transport classified materials.

12.1.8. The dispatcher will follow local dispatching procedures and brief the operator regarding classified movement IAW this wing supplement and the AF Form 797 (AF2T1JQS-001) and Chapter 7 of AFI 24-301.

12.1.9. The dispatcher will ensure the operator has an updated Classified Receipt Listing prior to dispatching the operator for a classified movement.

12.1.10. Movement procedures: Operators will verify all documentation and classification of the asset/material prior to handling the item. Additionally, the operator will also ensure the paperwork is properly marked IAW the classification of the item.

12.1.11. Prior to transporting, Operator will ensure at least two copies of shipment receipt or change of custody are possessed. This will enable the Operator to retain one copy upon delivery, providing an official trail record and relieving responsibility.

12.1.12. Upon accepting and transporting, the operator assumes full responsibility for the security of the classified asset(s) and must maintain 100% positive control. At no time will the operator leave the item unattended or beyond line of sight. The operator will proceed directly to the drop-off point for the package

12.1.13. Delivery procedures: Operators will ensure the item is delivered to the correct organization, as identified by the originator. Upon delivery, the operator will use the 509 LRS/MMF Classified Receipt Listing to verify the individual receiving the package is authorized to sign/receive classified materials.

12.1.14. If the receiving individual is not on the Classified Receipt Listing or the authority to receive classified material cannot be verified, the operator will contact the Vehicle Operations Control Center (VOCC) dispatcher immediately. 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 VOCC dispatcher. In either case, the new receiver's authority to receive classified will be verified using the 509 LRS/MMF Classified Receipt Listing.

12.1.15. After delivery acceptance, a copy of the paperwork (e.g., DD Form 1348-1A, DD Form 1149, DD Form 1907) with the receiver's name, signature and unit will be retained to provide the Operator proof of delivery and relieve responsibility of the asset.

12.1.16. Documented Cargo. When performing Documented Cargo operations, operators will carry the Classified Receipt Listing at all times regardless if the Asset Management System (AMS) is utilized.

12.2. DLA-DS, Defense Logistics Agency-Demilitarize Service Defense Reutilization.

12.2.1. Customers with DLA-DS items will contact Defense Logistics Agency Disposition Services representative and TMO to make an appointment for drop off. Appointments are Mondays and Fridays only between 0730-1330. Please see WAFB Instruction 23-101 for more information.

DANIEL C. DIEHL, Colonel, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 27 Jul 2021

DAFI 24-602V1, *Passenger Movement*, 14 December 2020

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

TO 00-85-20, *Engine Shipment Instructions*, 15 Mar 2012

Prescribed Forms

509 LRS Form 70, *Traffic Management Inbound Classified Checklist*

509 LRS Form 71, *Traffic Management Outbound Classified Checklist*

Adopted Forms

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

AF Form 847, *Recommendation for Change of Publication*

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

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

AFTO Form 20, *Caution and Inspection Record*

DD Form 626, *Motor Vehicle Inspection*

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

DD Form 1387, *Military Shipping Label*

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

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

DD Form 1907, *Signature and Tally Record*

Abbreviations and Acronyms

509 BW—509th Bomb Wing

509 LRS—509th Logistics Readiness Squadron

509 LRS/LGRD—509th Logistics Readiness Squadron Traffic Management

509 LRS/LGRDDC—509th Logistics Readiness Squadron/Cargo Movement Element

509 LRS/LGRM—509th Logistics Readiness Squadron Materiel Management Flight

AFB—Air Force Base

AFDPO—Air Force Departmental Publishing Office

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Record Information Management System

AMS—Asset Management System

CCL—Classified Change Listing

CFR—Code of Federal Regulations

CIIC/SRC—Controlled Inventory Item Code/Security Risk Code

COMSEC—Communication Security

DTTS—Defense Transportation Tracking System

IAW—In Accordance With

IC—Inbound Cargo

NOCM—Nuclear Ordinance Controllable Material

NWRM—Nuclear Weapons Related Material

OC—Outbound Cargo

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

TMDE—Test, Measurement, and Diagnostic Equipment

TPS—Transportation Protective Service

Terms

Accountable Forms—Forms that the Air Force stringently controls, and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.).

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

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 509th Logistics Readiness Squadron Materiel Management Flight (509 LRS/LGRM) 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 Communications Security (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.

Explosive United Nations (UN) Classification System—The UN classes of division numbers have the following meaning: Class 1 - Division 1.1 Explosive with a mass detonation hazard; Division 1.2 Explosive with a fragmentation hazard; Division 1.3 Explosive with a predominate fire hazard; Division 1.4 Explosive with no significant blast hazard.

Nuclear Ordnance Controlled Material (NOCM)—Base and Military Spares used on or with any nuclear weapon, which must be specifically controlled because of design, security, or quality control requirements.

Risk Protection Category—Risk Category Code Risk Protection - Code I Very High Risk; Code II High Risk; Code III Med Risk; Code IV Low Risk.

SECRET—Information or material of which unauthorized disclosure reasonably is expected to cause serious damage to national security.

Secure Holding Area—DOD facility that meets the AA&E shipping and receiving criteria are required to assist commercial carriers transporting AA&E, classified materials and Controlled Cryptographic Items (CCI) by providing secure holding areas in the interest of public safety and national security. Carriers may seek secure holding during emergencies or other circumstances beyond the carrier's control, for delivery or awaiting shipment loading, or while in transit.

Secure Explosives Holding Area for Motor Vehicles Transporting Ammunition, Explosives and Secret Material—An area designated for the temporary parking of commercial carrier's motor vehicles transporting DOD-owned AA&E and SECRET material.

Secure Non-Explosives Holding Area—An area designated for the temporary parking of carrier's motor vehicles transporting Categorized DOD arms, classified CONFIDENTIAL and CCI materials.

TOP SECRET—Information or material of which unauthorized disclosure reasonably could be expected to cause exceptionally grave damage to national security.

Transportation Protective Service (TPS)—A commercial carrier service performed according to DOD standards that provide in-transit physical security for shipments of SECRET, CONFIDENTIAL and Sensitive cargo.