

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



**WHITEMAN AIR FORCE BASE
INSTRUCTION 24-603**

19 NOVEMBER 2024

Transportation

REUSABLE CONTAINER PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Instruction (DAFI) 24-602V2, *Cargo Movement* and provides guidance on the responsibilities and procedures for the management of the reusable container program (RCP) for Whiteman Air Force Base (AFB) and establishes actions that must be taken at all levels to ensure resources are protected properly during storage or movement of government property. This instruction applies to all units assigned or attached to Whiteman AFB Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI 33-322), *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. The Deployment and Distribution Commander/Officer Responsibilities.

1.1. Ensure all assigned and tenant organizations on Whiteman AFB comply with the provisions outlined in DAFI 24-602V2, *Cargo Movement* and this instruction regarding the proper use, storage, and reuse of containers.

1.2. Process and monitor fund recoupment for replacement containers through 509th Comptroller Squadron Finance Manager (509 CPTS/FM). Ensure the unit's accounting classification is annotated on DAF Form 451, *Request for Packaging Service*, Block 16 and provide a copy to 509th Logistics Readiness Squadron Resource Advisor (509 LRS/RA). The 509 LRS/RA will prepare and submit a general voucher to 509 CPTS/FM for transfer of funds from requesting units to 509th Logistics Readiness Squadron (509 LRS). Revert to DAFI 24-602V2, Attachment 5 for procedures on completing DAF Form 451.

2. 509th Logistics Readiness Squadron Cargo Movement Section Responsibilities.

2.1. The 509th Logistics Readiness Squadron Cargo Movement Element (509 LRS/LGRDDC) will ensure items received are not separated from their respective containers. If an item is received without the proper container, a DAF Form 451, must be completed and signed by an authorized person and the AF Form 406 Miscellaneous Obligation/Reimbursement Document (MORD) Line of Accounting document number must be placed in block 16.

2.2. Monitor all reusable containers on base for possible redistribution to eliminate the need to buy/build replacements unnecessarily.

2.3. If an asset is to be stored or shipped and is not in the appropriate container, ensure a DAF Form 451, is completed and signed by an authorized person prior to accepting the item.

2.4. Chair the reusable container working group meeting on an annual basis. The working group will consist of a member from each squadron who has a Unit Reusable Container Program Monitor (URCM). The objective of the working group will be to review operational requirements, evaluate number of containers, lost or destroyed, and replacement cost, address negligence and deficiencies that exist and recommend corrective action necessary for executing an effective program.

2.5. Train unit personnel on the importance of reusing containers and packaging materials. This training will be conducted by sending out the training material to all URCP after receiving the updated appointment letter yearly.

2.6. Conduct an initial on-site inspection of reusable container storage areas and perform annual inspections or at the request of the unit commander or the URCM.

2.7. Post excess containers on the Reusable Container Worldwide Warehouse System website to ensure maximum utilization throughout the defense transportation system.

2.8. Ensure all packing materials offered for shipment are in compliance with DAFI 24-602V2, Chapter 8 and all directives listing in DAFI 24-602V2 Chapter 8.

2.9. Provide documented training for all unit RCP monitors.

2.10. Monitor all reusable containers on base for possible redistribution to eliminate the need to buy/build replacements unnecessarily.

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

2.12. 509 LRS/LGRDDC is responsible for ensuring a Standard Form (SF) 364, *Report of Discrepancy (ROD)*, is prepared and submitted to applicable agencies for each item received in a container that does not meet the special packaging instructions, in a damaged reusable/nonreusable, or poorly packed container. A copy of this form, along with a DAF Form 451, identifying all errors, will be attached to the container prior to storage/issue.

3. 509th Logistics Readiness Squadron Materiel Management Flight Responsibilities:

3.1. If the original container is damaged or destroyed while in storage the responsible warehouses, 509th Logistics Readiness Squadron Central Storage (509 LRS/LGRMSS)/ 509th Logistics Readiness Squadron Aircraft Parts Store (509 LRS/LGRMSA) will attach a DAF Form 451 to the property prior to issue.

3.2. The 509th Logistics Readiness Squadron Flight Service Center (509 LRS/LGRMF) will not accept an item for turn-in if the container is either damaged or missing unless the item is accompanied by an SF 364 and/or DAF Form 451 stating the item was received on base or issued to the unit without the correct container. If the container was damaged or lost while in the customers possession the customer is responsible to fill out and attach an DAF Form 451.

3.3. Ensure the applicable turn-in items are received in the original container. If the item is going into storage, it will be taken to 509 LRS/LGRDDC for issue or construction of the proper container. A DAF Form 451 will be used to support requests for packaging.

4. Squadron Commanders Responsibilities:

4.1. Organizations who receive reusable containers must appoint a primary and alternate URCM. These URCMs are authorized to sign the DAF Form 451 and represent their respective unit on all matters pertaining to the Reuseable Container Program Manager.

4.2. Forward updated URCM appointment letters within 10 days of any changes and annually after the end of the fiscal year but prior to 1 November.

5. Squadrons Responsibilities:

5.1. Upon receipt of an item from 509 LRS, verify the item is in the required container. If the item is not in a proper container or the container is damaged ensure that an SF 364 and/or DAF Form 451 is attached with the property. Items received will stay in their containers until such time as required for use or inspection.

5.2. Do not tear, cut, or obliterate the container when opening. Once the item is removed from the container and put in use, ensure the reparable item is immediately placed in the same container for turn in to 509 LRS. 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 stored in the container.

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

5.4. Enforce maximum return of containers for reuse. All organizations will ensure that excess serviceable reusable containers are not needlessly discarded in waste receptacles or transferred to the Defense Logistics Agency (DLA) Disposition Services unless directed in writing by the item manager.

5.5. Provide advisory service to using activities on the care, control, identification and storage of special packing instruction (SPI) reusable containers.

5.6. Identify and maintain an active reusable container storage area. The storage area must be an inside, clean, dry space to protect reusable containers and packing materials from inclement weather.

5.7. Report packaging improvements that will increase efficiency of the program to the Reusable Container Program Manager (RCPM).

5.8. Protect all containers and packing materials to maintain containers for reuse. Packing materials will remain with the container and be used to the fullest extent. If packing materials are no longer sustainable, the organization is responsible for disposal of non serviceable packing material and replacing with serviceable material or provide a DAF Form 451 to the Traffic Management Office (TMO) when needing to ship the item.

5.9. Ensure all cargo turned in to 509 LRS is in the proper container or has an SF 364 and/or DAF Form 451 (original plus 4 copies) attached with the paperwork for the item. Items without the proper container will not be accepted for turn-in without this form. The DAF Form 451 will only be signed by the primary/alternate URCM.

5.10. Attend reusable container program meetings and training sessions as directed by the base RCPM monitor.

5.11. Provide the wing RCPM monitor with an updated listing of all containers on hand on a quarterly basis.

6. The Squadron Reusable Container Program Monitor will:

6.1. Implement the RCP concepts and procedures in this instruction and DAFI 24-602V2.

6.2. Monitor the squadron's RCP ensuring compliance with this instruction and DAFI 24-602V2.

6.3. Coordinate with the 509th Bomb Wing RCPM for assistance in resolving problems pertaining to the program.

6.4. Ensure sufficient storage space is available for reusable containers for items in each unit's possession.

6.5. Approve and sign DAF Form 451 pertaining to packaging services and reusable containers. Ensure all items on the form are properly completed.

7. Excess is defined by any reusable container. I.e., fast pack, crate, composite pack or container, above bench stock requirements.

8. Containers identified as excess will be coordinated through 509 LRS/LGRDDC for disposition instructions. The base RCPM monitor will inspect unit storage areas to validate the necessity for redistribution.

9. If a reusable container is turned in as excess and not redistributed, it will become part of the 509 LRS/LGRDDC bench stock. Note: This will not be considered courtesy storage and these containers may be shipped, reissued or reused at the discretion of the 509 LRS/LGRDDC.

KEITH J. BUTLER, Colonel, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 24-602V2, *Cargo Movement*, 20 December 2023

Prescribed Forms

None

Adopted Forms

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

DAF Form 451, *Request for Packaging Service*

DAF Form 847, *Recommendation for Change of Publication*

Standard Form 364, *Report of Discrepancy*

Abbreviations and Acronyms

509 AMXS—509th Aircraft Maintenance Squadron

509 CES—509th Civil Engineering Squadron

509 CPTS/FM—509th Comptroller Squadron Finance Manager

509 LRS—509th Logistics Readiness Squadron

509 LRS/CC—509th Logistics Readiness Squadron Commander

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

509 LRS/LGRMF—509th Logistics Readiness Squadron Flight Service Center

509 LRS/LGRMSA—509th Logistics Readiness Squadron Aircraft Parts Store

509 LRS/LGRMSS—509th Logistics Readiness Squadron Central Storage

509 LRS/RA—509th Logistics Readiness Squadron Resource Advisor

509 MDG—509th Medical Group

509 MUNS—509th Munitions Squadron

509 MXS—509th Maintenance Squadron

509 SFS—509th Security Forces Squadron

AF—Air Force

AFB—Air Force Base

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DLA—Defense Logistics Agency

MORD—Miscellaneous Obligation/Reimbursement Document

NIIN—National Item Identification Number

OPR—Office of Primary Responsibility

RCP—Reusable Container Program

RCPM—Reusable Container Program Manager

RDS—Records Disposition Schedule

ROD—Report of Discrepancy

SF—Standard Form

SPI—Special Packing Instruction

TMO—Traffic Management Office

URCM—Unit Reusable Container Monitor

USAF—United States Air Force

Terms

Category I Container—LONG LIFE: This category is designed to function effectively for a minimum of 100 trips through the transportation system. These containers are usually made out of metal, hard plastic, synthetic or composite materials. The design is according to an engineering drawing and the container is produced by the industry. Reproduction of these containers is beyond the capability of the base packing and crating function at the cargo movement center. **Note:** The interior packaging materials and devices are as important as the container itself. It is designed to be used, saved and reused as a complete system.

Category II Container—SHORT LIFE: These containers are designed to survive a minimum of 10 trips through the transportation system. They are usually made out of plywood, wood or fiberboard and can be identified by military or federal specification numbers. The internal system of cushioning, die cuts, inserts, fasteners, as well as the container, are described by a drawing and bill of material called SPI. In most cases, base-level packaging personnel are able to repair, produce or refurbish this type of container. Category II containers are listed under stock class 8115 and consist of three types as described below:

Container—Any receptacle used to enclose and afford maximum protection to government property for storage and shipment.

Reusable Container—A specially designed container which is engineered for repeated use without impairment of its protective function.

Type 1—FAST PACKS: These boxes are normally made out of cardboard with a pre-determined interior cushioning design, i.e., star, slide, telescopic, horizontal star, etc. They are available in various sizes and can be found in the Federal Supply Catalog C-815-ML-AF and the Federal Supply Service Catalog. They are also known as the X series packs (XA, XC, XE...). Fast packs are especially cost effective, due to small storage space required, high reuse value and low labor cost for packaging.

Type 2—STANDARD PACKS: Interior components are standardized to meet the size of particular items. There are about 100 different sizes listed. The cushioning in the standard pack varies according to coded requirements for packaging of that particular item.

Type 3—SPECIAL PACKAGING INSTRUCTION: The SPI is a container with internal components designed for a specific item or group of items of the same size or shape. They are identified by a national item identification number (NIIN), i.e., SPI 055-1413. No other items will fit into these containers without major modifications to the container and its internal components. These containers should also have the words REUSABLE CONTAINER DO NOT DESTROY stenciled on the outside.

Attachment 2

REUSABLE CONTAINER ANALYSIS REPORT

Table A2.1. Sample Format for Reusable Container Analysis Report.

SQUADRON	NUMBER ITEMS TURNED IN	NUMBER ITEMS WITH CONTAINER	NUMBER ITEMS W/O CONTAINER	COST TO REPLACE	REUSE RATE
509 CES	15	15	0		100%
509 MUNS	20	19	1	\$40	95%
509 MDG	9	7	2	\$51	78%
509 SFS	3	3	0		100%
509 MXS	16	16	0		100%
509 AMXS	2	2	0		100%
TOTAL	65	62	3	\$	96%