

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

**YOKOTA AIR BASE INSTRUCTION
24-602**



15 NOVEMBER 2024

Transportation

TRAFFIC MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 374LRS/LGRD

Certified by: 374MSG/CC
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Supersedes: YOKOTAABI24-602, 11 March 2021

Pages: 29

This instruction implements Air Force Policy Directive (AFPD) 24-6, *Distribution and Traffic Management*, and provides local procedures and training requirements, and wing and unit responsibilities in accordance with (IAW) DAFI 24-602V1, *Passenger Movement*, and V2, *Cargo Movement*. This guidance identifies safe and proper receipt and shipment procedures and governs responsibilities for preparing, handling, safeguarding, receiving, documenting, and maintaining accountability for Arms, Ammunition, and Explosives (AA&E), Nuclear Weapons Related Material (NWRM), classified and sensitive property. Primary and alternate munitions transportation routes for vehicles on Yokota Air Base (AB) loaded with explosives are established. This instruction applies to all Wing and associated units whose duties involve receiving, processing, packaging, handling, transporting, and shipping AA&E, including non-nuclear munitions, on Yokota AB. Failure to comply may result in a security incident which will be formally investigated. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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 Form 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This publication has been substantially revised. Major changes include updating 374th Logistics Readiness Squadron (374 LRS) procedures in [paragraph 2.2](#).

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Chapter 1

RESPONSIBILITIES

1.1. Scope. This instruction applies to all personnel who process, package, handle, ship and transport Arms, Ammunition, and Explosives (AA&E), Nuclear Weapons Related Material (NWRM), classified and sensitive shipments, and to individuals at all levels who prepare, manage, review, certify, authorize, approve, or are otherwise involved in the worldwide movement of Air Force personnel.

1.2. Commander Responsibilities. Commanders will ensure all unit personnel who handle, process and ship AA&E, classified, sensitive and NWRM materials are properly trained and certified IAW with applicable Career Field Education Training Plans (CFETP), DAF Form 797, *Job Qualification Standard Continuation/Command JQS*, and Department of the Air Force Instructions (DAFI). Commanders will appoint, in writing, personnel who are authorized to process, ship, and handle these materials, and only personnel who are trained and hold the appropriate security clearance will be authorized to handle these types of assets.

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

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

Chapter 2

AA&E AND NWRM SHIPMENTS

2.1. 374th Security Forces Squadron (374 SFS) Procedures.

2.1.1. 374 SFS will: Upon receipt of notification for a munitions movement, Base Defense Operations Center (BDOC) will obtain the class of munitions, provide escort (military and civilian guards) if required, and notify the Supply Gate Entry Controller. In some instances, a patrol may need to respond to open the Supply Gate outside of normal operating hours and/or on weekends. These instances will be kept to an absolute minimum and require notifications to both 374 SFS and 374 LRS.

2.1.2. The installation entry controller will instruct the driver to pull into the search area adjacent to building 993 and stand by for an escort during the inspection of the shipment (this will be conducted jointly by 374 LRS and the 374th Maintenance Squadron Munitions Flight (374 MXS/MXMW) (MUNS) or the authorized personnel might encompass individuals that might have been moved from outbound or special handling.

2.1.3. Duty Hours: The officer on duty or BDOC Controller will dispatch at least one patrol to conduct the escort. Permitted travel will only use the primary munitions escort route from the Supply Gate. 374 SFS patrols will only escort munitions of Hazard Class 1.1 and 1.2 to the Munitions Storage Area (MSA).

Table 2.1. Fire Divisions.

Class 1 (Explosives)	Meaning
Division 1.1	Mass explosion
Division 1.2	Non-mass explosion, fragment producing
Division 1.3	Mass fire, minor blast, or fragment
Division 1.4	Moderate fire, no significant blast or fragment
Ref: DESR 6055.09_DAFMAN 91-201_AFGM2024-01, <i>Explosives Safety Standards</i> , 12 February 2024, Table V1.E10.T7. Fire Divisions.	

2.1.4. If munitions are Hazard Class 1.3 or 1.4, the installation entry controller will release the shipment to 374 LRS and 374 MUNS, or 730 AMS personnel, and no 374 SFS escort is required. Commercial carriers of AA&E that do not have approved appointments or arrive at Yokota AB after normal operating hours will be denied entry to the installation. Coordination via an approved appointment is mandatory. Only mission critical munitions movements will be made during FPCON Bravo and Charlie, or as determined by the 374th Airlift Wing Commander (374 AW/CC).

2.2. 374th Logistics Readiness Squadron (374 LRS) Procedures.

2.2.1. 374 LRS/Inbound Cargo will: Accept shipments between 0800-1530, Monday-Friday. Inbound Cargo will contact 374 MXS/MXMW to coordinate a delivery appointment. **NOTE:** Commercial carriers of AA&E that do not have approved appointments or arrive at Yokota AB after the above duty hours will be denied entry to the installation. Coordination via an approved appointment is mandatory.

2.2.1.1. Check the vehicle for obvious exterior damage and examine the seals for tampering, if required. If there is no apparent damage or tampering, then personnel will proceed with the vehicle inspection using the DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*.

2.2.1.2. Verify proper marking, labeling, and documentation requirements are met. The DAF Form 4388, *Inbound Transportation Protective Service Materiel Worksheet*, will be initiated when receiving AA&E, classified (Secret or Confidential), Sensitive and Controlled items.

2.2.1.3. Generate a DD Form 361, *Transportation Discrepancy Report (TDR)*, whenever there are discrepancies or damages with the shipment. Also initiate a SF 364, *Supply Discrepancy Report (SDR)* if applicable.

2.2.2. 374 LRS/Outbound Cargo will: Accept cargo by appointment only. Outbound Cargo will verify the information on the DD Form 1348-1A; verify the proper hazard classification, hazard class/division, storage compatibility group, labeling and marking data; and determine if a Department of Transportation-Special Permit (DOT-SP) or certificate of equivalency (COE) is required.

2.2.2.1. Determine the proper mode/method of shipment.

2.2.2.2. Ensure shipments entering the Defense Transportation System (DTS) are cleared through the appropriate Shipper Service Office. An Export Traffic Release is required for Surface Deployment and Distribution Command (SDDC) routed shipments.

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

2.2.2.4. Use the DD Form 626, *Motor Vehicle Inspection*, to inspect carrier vehicles IAW DTR 4500.9-R, *Defense Transportation Regulation, Part II, Cargo Movement*. When unsatisfactory items are found, the carrier (or driver) involved will be allowed to make corrections before being rejected. Repairs will not be made on commercial vehicles at government expense. Once inspection is complete, the Outbound Shipping and Packaging representative signs and dates the DD Form 626.

2.2.2.5. Ensure that four Department of Transportation (DOT) hazard classification placards are attached to the vehicle; one at the front of the truck, one at the back, and one on each side. Alternatively, Japanese equivalent placards are acceptable if placed on front and back of vehicle. If traveling off installation, Japanese explosive symbol placards must be used. Placards are identified on [Attachment 3](#).

2.2.2.6. Attach seals to carrier cargo door.

2.2.2.7. Ensure the driver(s) signs DD Form 626.

2.2.2.8. Provide 374 MXS/MXMW notification that munitions have been shipped upon request.

2.2.2.9. Ensure a Report of Shipment (REPSHIP) is sent and acknowledged for all shipments of cargo that requires transportation protective service, using the format prescribed in DTR 4500.9-R, Part II.

2.2.2.10. Ensure a completed DAF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, is maintained with shipment files, and verify delivery of shipment after Required Delivery Date (RDD).

2.3. 374th Maintenance Group Procedures.

2.3.1. 374 MXS/MXMW will: (Receiving Cargo) Coordinate with 374 AW Weapons Safety for current or future explosive mission changes and needs. Only required if shipment exceeds the allowable Net Explosive Weight (NEW) of current sited locations.

2.3.2. If notified of an inbound shipment before 374 LRS, sends a copy of e-mail traffic or detailed information to Inbound (POC's, 374lrs.lgrddc.inbound@us.a.mil) or call 225-8805/5872.

2.3.3. Ensure proper facilities are available and used for ammunition or explosives receipt, issue, storage, and inspection.

2.3.4. Authorized individuals will meet Cargo Movement Element Representative at the Supply Gate.

2.3.4.1. Validate with Cargo Movement Element that the seal(s) is not broken on the vehicle(s).

2.3.4.2. Escort category 1.3 and 1.4 munitions to the Munitions Storage Area (MSA).

2.3.4.3. Assume full escort duties after arrival to MSA and give a safety briefing to any individuals in the area of operations.

2.3.4.4. Cut security seal(s) on vehicle(s) and begin downloading the cargo vehicle inside the MSA using qualified spotters.

2.3.4.5. Once download is complete the Munitions personnel will escort cargo vehicles to the required MSA gate.

2.4. Explosive Movement Routes.

2.4.1. Primary Explosive Route: All explosives, ammunition, or other hazardous material transported on Yokota AB will use established routes. Deviations from established routes must be coordinated with the 374 AW Weapons Safety Manager (WSM) prior to their use and will avoid all key resources and facilities. Exceptions: Movements of munitions within an MSA, airfield; to and from licensed storage locations; or transportation of explosives in support of working dog training are not restricted to designated routes. However, all routes traveled will be direct and will avoid heavily populated or congested areas as much as possible. Except for emergencies, en route stops will not be made. The primary and alternate Suspect Vehicle Parking spots are J-2 and H-1. Established movement routes for Yokota AB are identified on [Attachment 2](#).

2.4.2. Alternate Explosive Route: Only utilize the alternate route when primary route is not available, and contacting 374 AW WSM. See [Attachment 2](#).

2.4.3. If the primary and alternate routes are not accessible, then unit will coordinate with 374 AW WSM prior to transporting explosives.

2.5. Location of Operations.

2.5.1. Vehicle Inspection: All incoming motor vehicles carrying hazard class 1 explosives and other hazard class items that carry an explosives compatibility group, to include class 1.4. shipments more than 1,001 lbs., will be inspected for proper documentation, tampering or transportation discrepancies at the Supply Gate by a representative of the Cargo movement section, prior to further routing on base.

Chapter 3

CLASSIFIED AND SENSITIVE SHIPMENTS

3.1. 374 LRS Inbound.

3.1.1. Air Clearance Authority (ACA) will notify inbound/receiving personnel of an incoming classified shipment destined for a 374 AW consignee (receiving organization). An appointment is made with the 730th Air Mobility Squadron (730 AMS) and the consignee to accept the shipment. Inbound will verify that the correct Transportation Protective Service (TPS) was used during transportation. Personnel will inspect the shipment to ensure that no physical signs of tampering or damage are evident. Any security violations will immediately be reported to 374 SFS, 374 LRS Security Manager, and Installation Transportation Officer (ITO).

3.1.2. Personnel, identified on the appointment letter signed by the 374 LRS Commander, will take possession of the shipment. 730 AMS will provide a surface manifest to show change of custody to inbound personnel, upon which they will ensure documentation and cargo matches.

3.1.3. If Inbound personnel request temporary storage for a shipment (assets that do not belong to 374 LRS Materiel Management Flight), then a DD Form 1907, *Signature and Tally Record*, is used to show transfer of custody. Inbound personnel will ensure the individual receiving the shipment is authorized to accept classified items. The items will be kept in a secured vault located in Bldg. 950. When the items are removed from the vault, the DD Form 1907 is signed again showing transfer of custody and filed for reference.

3.1.4. If the shipment is a weapon, 374 LRS Inbound will contact the 374 LRS Equipment Accountability Element (374 LRS/LGRMCE) to verify if the Equipment Custodian Account is authorized by respective Squadron Commander to receive the weapon(s).

3.2. 374 LRS Outbound.

3.2.1. An appointment will be made between Outbound Cargo personnel and the shipper. Only approved personnel appointed in writing by the 374 LRS Commander will accept and handle classified shipments. Cargo movement personnel will verify if shipper is approved in writing to receive and process TPS assets. The transportation control number (TCN), serial numbers and lot numbers will be matched against the information on the item. The shipping documents will be signed by both the shipper and Outbound Cargo personnel showing transfer of custody. Any discrepancies found while inspecting the shipment will be corrected on the spot or returned to the shipper. Once item is accepted, the shipment will be safeguarded and always monitored by authorized cargo personnel.

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

3.2.3. The MSL will be placed on the item and the shipment will be transferred to 730 AMS. The truck manifest will be signed by Outbound Cargo and 730 AMS personnel to show transfer of custody. Only authorized 730 AMS personnel identified in writing by their Squadron Commander are authorized to accept and handle TPS shipment.

Chapter 4

MOVEMENT OF AIRCRAFT ENGINES

4.1. Receiving Shipments of Engines from Carrier.

4.1.1. 374 LRS/LGRDDC will in-check/receipt for engines IAW applicable directives. To limit the safety risk, engines will be downloaded at 730 AMS by qualified personnel and handed directly over to Base Engine Managers. The Base Engine Manager will forward all documentation to the Inbound Element.

4.2. Outbound Shipments of Engines.

4.2.1. Outbound Engines: Engines will be shipped with a required delivery date/transportation priority of “999” IAW DAFI 24-602V2, *Preparation and Movement of Air Force Cargo*, [paragraph 2.16.1](#). Cargo movement personnel will receipt and process the engine immediately. The Base Engine Managers will ensure units shipping engines are informed that they must properly pack and wrap each engine for shipment IAW Technical Order (T.O.) 00-85-20, *Engine Shipping Instructions*. Units will be instructed to deliver the engine to bldg. 4145 Outbound Cargo Section for processing. If commercial vehicles are required to move aircraft engines, 374 LRS/LGRDDC will ensure the engine is moved on both air ride tractor and trailer IAW TO 00-85-20. Base Engine Managers will inform units of proper shipping documents. 374 LRS/LGRDDC will accept DD Form 1348-1A and/or DD Form 1149 to process engine shipments. Additionally, they will ensure units provide an AFTO Form 20, *Caution and Inspection Record*, or other locally produced documentation a requirement to drain and or purge engines.

Chapter 5

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

5.1. Receiving Shipment of Precision Measurement Equipment Laboratory (PMEL).

5.1.1. 374 LRS/LGRDDC will in-check/receipt for TMDE for PMEL IAW directives. Inbound personnel will contact the PMEL point of contact (POC) within 2 hours of acceptance.

5.1.2. 374 MXS TMDE Flight (374 MXS/MXMD) will pick up and sign for equipment from Building 950, Inbound element, within 24 hours of notification of shipment arrival.

5.2. Outbound Shipment of PMEL.

5.2.1. 374 MXS/MXMD will generate a DD Form 1149 and furnish it to 374 LRS/LGRDDC for outbound shipments. DD Form 1149 will be created by the shipper through the Logistics Tool Suite (LTS) website referenced in [Para 8.3.3](#). 374MXS/MXMD will ensure that equipment is the correct classification and identified by appropriate PMEL Shipping Labels. TMDE shipments require use of Project Code 571. Equipment requiring Special Packaging Instructions (SPI) will not be accepted by cargo personnel without the proper container or a signed DAF Form 451, *Request for Packaging Service*.

5.2.1.1. PMEL assets will be turned over to 374 LRS/LGRDDC No Later Than (NLT) 1300 hrs. Monday through Friday.

5.2.1.2. 374 LRS/LGRDDC will verify equipment has the appropriate SPI container, or an DAF Form 451 signed by Unit Reusable Container Monitor (URCM) on file. Cargo personnel will verify National Stock Number (NSN) on items and paperwork, nomenclature, quantity, valid Transportation Account Code (TAC) and Department of Defense Activity Address Code (DODAAC), name and authorized signature. After verification of paperwork and equipment, cargo personnel will process for movement.

5.2.1.3. To expedite shipment routing for PMEL shipments, 374 MXS/MXMD will provide 374 LRS/LGRDDC with a justification letter. The letter will be updated to reflect the current Commander's signature. 374 LRS/LGRDDC will maintain a letter on file, which may be waived by the ITO per DAFI 24-602V2, para 2.4.1. With the letter on file, all PMEL assets will be treated as TP1 cargo and shipped within the 24-hour time standard timeline identified in DAFI 24-602V2, Table 2.1., *Transportation Priorities*.

Table 5.1. Transportation Priorities.

Form	Priority Designator/Customer Requirement	Trans Priority	PPS Goal
DD Form 1348- 1A	PD 01-03, all RDDs, including N_, 999 or Blank	1 – Air Eligible	1 day or <
	PD 04-15, RDD is 444, 555, 777, N_, E_, or RDD > 2 days but ≤ 8 days (CONUS customer) or RDD > 5 days but ≤ 21 days (OCONUS customer) from requisition date	2 – Air Eligible	2 days or <
	PD 04-15, RDD is blank or RDD > 8 days (CONUS customer) or RDD > 21 days (OCONUS customer) from requisition date	3 – Surface	5 days or <
DD Form 1149	RDD ≤ 2 days away (Intra-theater (CONUS)) or RDD ≤ 5 days away (Intra-theater (OCONUS))	1 – Air Eligible	1 day or <
	RDD > 2 days but ≤ 8 days (Intra-theater (CONUS)) or RDD > 5 days but ≤ 21 days (Intra-theater (OCONUS)) from requisition date	2 – Air Eligible	2 days or <
	RDD > 8 days (Intra-theater (CONUS)) or RDD > 21 days (Intra-theater (OCONUS)) from requisition date	3 – Surface	5 days or <

Chapter 6

TRANSFER OF CARGO TO INSPECTION SECTION

6.1. Inbound Cargo.

6.1.1. If any discrepancies are found while in-checking such as suspect material, functional check items, unknown shelf life, or damaged assets, the Inbound Cargo section will process a receipt transaction and forward the documentation along with the asset to 374 LRS Materiel Management Flight the Inspection Section (374 LRS/LGRMI). Inbound personnel will annotate transfer of cargo in a logbook to maintain accountability of assets. The logbook will identify TCN, NSN, unit of issue, quantity, and reason for transfer. Each entry will also contain date, time, and signatures when cargo is transferred between the Inbound Cargo section and the Inspections section.

6.1.2. 374 LRS/LGRMI will verify discrepancies and identify the asset. Upon completion, 374 LRS/LGRMI will annotate asset information. If it is determined the asset is damaged, 374 LRS/LGRMI will file a SDR.

Chapter 7

PROCEDURES FOR 999/NMCS/ MISSION CAPABILITY (MICAP) AND CRITICAL/CLASSIFIED ITEMS DURING NON-DUTY HOURS

7.1. Outbound Cargo.

7.1.1. The customer contacts standby personnel through Command Post.

7.1.2. If the asset is an AMC MICAP/Maintenance Recovery Team (MRT) (assigned to a mission), standby personnel will report to outbound to pack and process piece for delivery to 730 AMS.

7.1.3. If the asset is a 999/NMCS/MICAP (not an AMC MICAP/allocated to move or blocked on AMC mission), standby personnel will inform the customer to bring asset to Outbound on the next duty day.

7.1.4. The customer is responsible for providing all required shipping documents (DD 1348-1A or DD 1149) and applicable funding (valid/applicable Transportation Account Code (TAC)) prior to offering cargo to standby personnel.

7.2. Inbound Cargo.

7.2.1. The customer contacts Inbound Cargo standby personnel through the Command Post.

7.2.1.1. If necessary, standby personnel will report in to receive, process, and turn over cargo to the customer.

7.2.2. Commercial Carrier Weekend delivery.

7.2.2.1. LRS/LGRDDC will pre-coordinate all weekend deliveries for commercial carriers and provide them with the standby phone number.

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

7.2.2.3. Documents will be verified, in-checked into CMOS immediately upon arrival per DAFI 24-602V2 para 3.2.1, next the shipment will be processed in the Integrated Logistics Systems Supply (ILS-S).

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

Chapter 8

GOVERNMENT PURCHASE CARD (GPC) PURCHASE CARGO

8.1. GPC Cardholder Requirements.

8.1.1. Items ordered via GPC card holder will need to ensure the POC information is annotated as well as checking with 374 LRS/LGRDDC Inbound Cargo for expected cargo.

8.1.2. Pick-up times are specified in DAFI24-602V2, Table 3.2.

Table 8.1. Consignee Pick-up Time Standards.

PRIORITY	PICKUP TIME (Hours/Days)
999/MICAP/NMCS	Within 12 hours of Consignee notification
TP-1	Within 1 Government Business Day (GBD) of Consignee notification
TP-2	Within 2 GBDs of Consignee notification
TP-3	Within 3 GBDs of Consignee notification

8.1.3. Failure to pick up items by the above timeframes could result in items being returned to sender, free issued, or sent to DLA Disposition Services due to Inbound Cargo's lack of space to store items being left for more than allotted time.

8.2. Procedures for GPC Shipments (Not Requiring DD Form 1149).

8.2.1. GPC purchased items **MUST NOT** be consigned to Inbound Cargo.

8.2.2. Use of United States Postal Service (USPS) via the vendor to customer delivery method from the vendor to the ultimate commercial address of the customer is the first method of shipment.

8.2.3. Maximum weights and size limits are 70 pounds/108 inches (in length and girth combined) for priority, and 70 pounds/130 inches for parcel post.

8.2.4. It is the customer's responsibility to find a vendor that ships to ultimate commercial address.

8.2.5. All shipments sent out via USPS do not need a DD Form 1149 and these shipments will be sent directly to the customer's address.

8.2.6. If commercial carriers such as FedEx, UPS, or DHL are utilized, they will still send GPC purchases directly to the customer, not to TMO; no DD Form 1149 is required.

8.2.7. Member must also choose carriers based on mission efficiency and cost-effective means.

8.2.8. If a vendor cannot send shipment through either of these means, then the member must try to find another vendor.

8.3. Procedures for GPC Shipments (Requiring DD Form 1149).

8.3.1. GPC purchases require a DD Form 1149 for the following reasons and must provide proof to the Inbound Cargo section:

8.3.1.1. The shipment exceeds weight or size requirements for commercial shipping.

8.3.1.2. No vendor can ship this specific asset through commercial means.

8.3.2. For GPC purchases moving via DD Form 1149 the following apply:

8.3.2.1. Shipments moving through the Consolidation and Containerization Point (CCP) will result in longer shipping times, as well as the possibility of being mislabeled and/or frustrated.

8.3.2.2. Shipment(s) missing military shipping label (MSL) will be considered as regular mail, and **TMO WILL REJECT** it, resulting in a longer wait time, and possibly result in the shipment being returned to vender.

8.3.3. To create a DD Form 1149 the following website must be utilized: <https://its.cce.af.mil/dd1149>. **NOTE:** Shippers must use the DD Form 1149 application within the LTS website IAW DAFI 24-602V2.

Chapter 9

REUSABLE CONTAINER

9.1. DAF Form 451, *Request for Packaging Service*.

9.1.1. AF Form 451 will be signed by the URCMs. 374 LRS/LGRDDC will only accept AF Form 451 with a printed name and an original signature.

9.1.2. Due-In From Maintenance (DIFM) - cargo picked up by 374 LRS Ground Transportation (Documented Cargo Operations) for shipment must be in its original container or have an DAF Form 451 attached with the item. The Documented Cargo section will verify AF Form 451 is signed by authorized personnel. Flight Service Center personnel will ensure the DAF Form 451 is signed only by the primary or alternate URCM prior to processing property.

9.1.3. URCM original signatures may be wet or digitally signed. URCM signatures are an obligation of the requesting unit's funds.

9.1.4. Units who are not part of the Reusable Container Program must obtain approval and signatures from the unit's Resource Advisor (RA) obligating funds to replace or provide packaging materials.

9.1.5. The URCM will coordinate with their unit's RA to ensure funds are available prior to submission of DAF Form 451 for packing services.

9.1.6. Monthly, 374 LRS/LGRDDC will compile DAF Form 451 cost data for each unit and forward to the 374 LRS RA to initiate reimbursement of funds expended during the previous month.

9.1.7. Excess reusable containers and packing material will be reported to the Reusable Container Program Manager (RCPM) (374 LRS/LGRDDC). The RCPM will provide disposition instructions. These items will not be disposed of without the Installation RCPM approval. The RCPM will randomly check trash bins, DRMO, etc. and report abuses to the Installation RCPM and the Wing Commander.

9.1.8. Standard Form (SF) 364, *Report of Discrepancy (ROD)*, or WebSDR is maintained for damaged, destroyed or missing inbound containers to preclude requiring an DAF Form 451 when the item is shipped out.

9.1.9. 374 LRS RA will prepare a reimbursable AF Form 406, *Miscellaneous Obligation/Reimbursement Document* (MORD), through the 374th Comptroller Squadron Financial Analysis Office (374 CPTS/FMA), who will forward it to Defense Finance and Accounting Service-Japan (DFAS-J) for processing. 374 LRS will submit a Standard Form (SF) 1080, *Voucher for Transfers between Appropriations and/or Funds*, for proper reimbursement for expended reusable containers. This documentation must include the following:

9.1.9.1. Reusable Container Report from 374 LRS/LGRDDC.

9.1.9.2. Actual replacement costs.

9.1.9.3. Copy of shipping documents (optional).

9.2. Mission Partners not assigned to the 374 AW.

9.2.1. Non-374 AW units will provide a Military Interdepartmental Purchase Request (MIPR), MORD, or AF Form 616, *Fund Cite Authorization* (FCA), to 374 LRS RA to pay for replacement of reusable containers. The following documentation will be used to substantiate reimbursement:

9.2.1.1. DAF 451 with valid funding.

9.2.1.2. Actual replacement costs.

9.2.1.3. Copy of shipping document.

Chapter 10

PASSENGER TRAVEL

10.1. Passenger Travel.

10.1.1. Arranging Travel.

10.1.1.1. IAW DAFI 24-602V1, *Passenger Movement*, the traveler's order/authorization will establish the official travel points. Official travel arrangements must follow normal point-to-point routing. The priority order of precedence in DTR 4500.9-R, Part I, Chapter 103, *Air Movement*, must be followed to the maximum extent possible. The Travel Management Company (TMC) must route passengers using Patriot Express and City Pair fares, when available. It is mandatory policy that all employees/members use an available Defense Travel Management Office (DTMO) contracted TMC or a GSA contracted TMC (when a DTMO contracted TMC is not available) for all official transportation requirements, except when authorized IAW Joint Travel Regulation (JTR) paragraph 0102, *Other Basic Travel Information*.

10.1.1.2. All DoD official travelers with access to Defense Travel System (DTS) are required to schedule commercial transportation using DTS.

10.1.1.3. For all international travel, TO/TMC must utilize United States Transportation Command's (USTRANSCOM) contracted airlift (e.g., Patriot Express (PE) channel airlift) unless there is a documented negative critical mission impact. TO/TMC must follow the DoD Order of Precedence and use PE channel airlift, **even if the service can be provided at a lower cost by a commercial air carrier, preferred by or is more convenient for the traveler.**

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

10.2. Air Mobility Command (AMC) Patriot Express (PE) Reservations.

10.2.1. All TDY (including group travel), renewal agreement, student, Consecutive Overseas Tour (COT) and Invitational travelers will utilize the 2-3 days window for maximum PE usage. Travelers will be booked via PE if seats are available within the estimated departure date. Passengers who require a deviation from the use of AMC flights must provide a negative critical mission impact statement signed by the unit commander (or designee only in commander's absence), IAW DAFI 24-602V1, paragraph 2.3 and Defense Travel Regulation (DTR), Part I, Chapter 103, paragraph B.

10.2.2. IAW DAFI 24-602V1, paragraph 3.6.4., all PCS travelers will provide a minimum 10-day travel window, or a 20-day window required for members traveling with pets on AF Form 1546, *Passenger Reservation Request*, / Automated Passenger Reservation Tool (A-PRT) for maximum PE usage. Passengers who require a deviation from the use of AMC flights must provide a negative critical mission impact statement signed by their unit commander (or designee only in commander's absence). **Note:** Military Personnel Section (MPS) must provide 374 LRS Passenger Travel with a completed AF Form 1546/locally developed port call form NLT 90 days prior to expected departure date.

10.2.3. Passenger Travel/TMC will book the reservation in GATES using the member's personal email and a U.S. phone number. They'll receive notifications of the date, time to arrive at the Aerial Port of Embarkation/Aerial Port of Debarkation (APOE/APOD), along with the Report NLT date and time.

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

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

10.3. Forms of Payment.

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

10.3.2. The TMC will utilize the IBA account provided by the traveler. If insufficient funds are discovered during the ticketing transaction, Passenger Travel will immediately contact the Unit Deployment Manager, travelers' unit CSS, /traveler for a resolution.

10.3.3. Travelers who are unable to utilize or are exempt from the use of an IBA/GTCC as their form of payment will contact their Squadron IBA/GTCC Agency Program Coordinator (APC) and provide IBA exemption letter signed by their Squadron Commander or designee in the Commander's absence, requesting that all official travel be charged to the Central Billing Account (CBA). The CBA is a valid form of payment but should only be used in emergency/unusual circumstances when the IBA is unavailable. The CBA will not be used as a routine or a reoccurring form of payment.

10.4. Leave in Conjunction with TDY.

10.4.1. Joint Travel Regulation (JTR), Chapter 3, Part E, *Leave in Conjunction with TDY.*, travel refers only to travel in connection with TDY. When a traveler is taking leave-in-conjunction with official TDY travel, use of government contract airfares (e.g., YCA, _CA) and other government fares (e.g., YMZ, MMZ, MDG, LDG, etc.) are strictly prohibited to and from leave points, unless the leave is at the TDY location, then travel is for the official purposes, not the leave. These fares are offered by the airline industry for official travel purposes only, not for unfunded leave travel. Most airlines offer military members special, or discounted fares. The traveler must schedule all official TDY travel services based on the TMC contract and the method used for travel arrangements and ticketing.

10.4.1.1. **Allowances for Various Combinations of Leave and Official Travel.** JTR, Table 3-20, *Situations Involving Leave and Official Travel*. Authorization must state that any excess costs over the costs for official travel are the traveler's financial responsibility.

10.4.1.2. **Installations with an Information Ticket and Travel office.** Unless prohibited in the DTMO Contract the TMC may provide arrangements and ticketing for both the leisure and official travel for the traveler and family members when requested by the official traveler. Travelers are required to use TMC for all official travel for the government fare to apply. It is strictly the individual's choice to arrange unofficial travel with the TMC, the Information, Ticket and Travel office, or other travel reservation sources (government fares are not applicable on unofficial travel). Note: Members are responsible for paying all additional fees above the official government cost. Additionally, the GTCC, IBA or CBA cannot be used to purchase unofficial travel.

10.5. Consecutive Overseas Tour (COT)/In-Place COT (IPCOT) Travel:

10.5.1. IAW DAFI 24-602V1, eligible members and their dependents are authorized travel and transportation for this funded leave, at government expense, between COT and IPCOT. Air Force members and their family may travel to service member's home of record (HOR) or to any other point not to exceed the cost of travel to the HOR. Since this is government funded travel, use of GSA Airline City Pairs fares is authorized. **Note:** If the member chooses an alternate destination (not the authorized destination) and the more expensive than transportation to the HOR, the member is financially responsible for the additional cost, unless the transportation to the more expensive alternate place is authorized/approved by the Secretarial Process. To utilize the Secretarial Process, instruct the members to contact the local MPS for assistance with staffing the request to AF/A1PA, to staff to SAF/MR if appropriate. If the member elects to travel to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination), city pair airfares are not authorized for transportation to/from that alternate place. The traveler may not use a cruise or tour package as a substitute for COT/IPCOT travel. Members should visit their local MPS to determine COT entitlements and eligibility.

10.5.2. MPS is the approving authority for self-procurement of transoceanic travel in regard to COT/IPCOT. The Passenger Travel will provide travelers that intend to deviate from the normal COT/IPCOT entitlement a Government Constructed cost (GCC) memorandum.

10.6. Funded Emergency Leave Travel (EL).

10.6.1. IAW DAFI 24-602V1, when eligible AF members and dependents permanently assigned to an outside the Continental United States (OCONUS) location receive notification of a family emergency away from their duty station, they may request travel orders to the emergency location. Once the member's commander or the delegated authority has determined emergency travel is authorized, the member and/or family member(s) are entitled to government funded round-trip transportation IAW JTR, paragraph 0334, *Personal Emergencies While on TDY Away from the PDS*, or 0402, *Emergency Leave for Service Members*, and DTR 4500.9-R, Part 1, Chapter 102, *General Travel Provisions*. See DAFI 36-3003, *Military Leave Program*. When AMC contracted airlift is not available, commercial air must be used. Do not delay the EL traveler(s) pending available Patriot Express missions. **Note:** For personal emergencies for members in TDY status see JTR, paragraph 0334. The TMC will compute a baseline/authorized travel cost using GSA City Pair from the PDS to the nearest Continental United States (CONUS) international airport (See [Table 10.1](#)) and search GSA City Pairs, military furlough and public fares that best accommodate the traveler's desires (times, dates, and destination).

Table 10.1. Closest CONUS International Airports to Determine Baseline Travel Cost.

PACAF (Excludes HAWAII)	SEATTLE TACOMA IAP, WA
HAWAII	SAN FRANCISCO IAP, CA
USAFE	BOSTON LOGAN IAP, MA
AFCENT/AOR	BOSTON IAP, MA

10.6.2. If the cost is cheaper to the EL destination versus the authorized baseline cost, the TMC may issue a ticket at no additional cost to the member. The member is authorized the use of City Pair fare if the cost is less than the baseline cost.

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

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

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

10.6.4.2. In absence of Red Cross Case number, Commander or a delegate may authorize Emergency Leave Travel with annotation in AF Form 972.

RICHARD F. McELHANEY, Colonel, USAF
Commander, 374th Airlift Wing

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

DAFI 24-602V1, *Passenger Movement*, 15 December 2020

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

DAFI 36-3003, *Military Leave Program*, 31 August 2023

AMCI 23-102, *Expeditious Movement of AMC MICAP/VVIP Assets*, 21 February 2023

AFPD 24-6, *Distribution and Traffic Management*, 12 October 2022

DESR 6055.09_DAFMAN 91-201_AFGM 2024-01, *Explosives Safety Standards*, 12 February 2024

DTR 4500.9-R, Part II, *Cargo Movement*, 16 May 2024

DTR 4500.9-R, Chapter 205, *Transportation Protective Service (TPS)*, 16 May 2024

TO 00-85-20, *Engine Shipping Instructions*, 1 March 2021

USFJ INST 24-100, *Transportation of Explosives*; 01 September 2022

International Air Transportation Association (IATA) *Dangerous Goods Regulations (DGR)* 65th Edition 2024

Adopted Forms

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

DAF Form 451, *Request for Packaging Service (NOT LRA)*

AF Form 616, *Fund Cite Authorization (FCA)*

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

DAF Form 847, *Recommendation for Change of Publication*

AF Form 972, *Request and Authorization for Emergency Leave Travel*

AF Form 1546, *Passenger Reservation Request*

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

DAF Form 4388, *Inbound Transportation Protective Service Materiel Checklist*

AFTO Form 20, *Caution and Inspection Record*

DD Form 361, *Transportation Discrepancy Report (TDR)*

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 1384, *Transportation Control and Movement Documents*

DD Form 1387, *Military Shipment Label*

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

DD Form 1907, *Signature and Tally Record*

SF Form 364, *Report of Discrepancy (ROD)*

SF 1034, *Public Voucher for Purchases and Services Other Than Personal*

SF Form 1080, *Voucher for Transfers between Appropriations and/or Funds*

Abbreviations and Acronyms

AA&E—Arms, Ammunition, and Explosives

AFGLSC—Air Force Global Logistics Support Center

ACA—Airlift Clearance Authority

AFRIMS—Air Force Records Information Management System

AFTO—Air Force Technical Order

AMC—Air Mobility Command

AMS—Air Mobility Squadron/Asset Management System

BDOC—Base Defense Operations Center

CCI—Controlled Cryptographic Item

CCP—Containerization Point

CIIC—Controlled Inventory Item Code

CMOS—Cargo Movement Operations System

COE—Certificate of Equivalency

DFAS-J—Defense Finance and Accounting Service Japan

DOT-SP—Department of Transportation-Special Permit

DRMO—Defense Reutilization and Marketing Office

DGR—Dangerous Goods Regulation

DTMO—Defense Travel Management

DTS—Defense Transportation System

DTS—Defense Travel System

DTR—Defense Transportation Regulation

DOD—Department of Defense

DODAAC—Department of Defense Activity Address Code

ES-S—Enterprise Solution Supply

FCA—Fund Cite Authorization

GPC—Government Purchase Card
IATA—International Air Transport Association
IMDG—International Maritime Dangerous Goods
ITO—Installation Transportation Officer
LGRDDC—Logistics Readiness Squadron Deployments & Distribution, Flight Cargo Movement Element
LRS—Logistics Readiness Squadron
LTS—Logistics Tools Suite
MORD—Miscellaneous Obligation/Reimbursement Document
MICAP—Mission Capable
MIPR—Military Interdepartmental Purchase Request
MSC—Military Sealift Command
MSL—Military Shipping Label
MUNS—Munitions Squadron
MXS—Maintenance Squadron
NMCS—Not Mission Capable Supply
NSN—National Stock Number
NWRM—Nuclear Weapons Related Material
OPR—Office of Primary Responsibility
PDS—Permanent Duty Station
PMEL—Precision Measurement Equipment Laboratory
RA—Resource Advisor
REPSHIP—Report of Shipment
RCPM—Reusable Container Program Manager
RDD—Required Delivery Date
RDS—Records Disposition Schedule
ROD—Report of Discrepancy
SDR—Supply Discrepancy Report
SF—Standard Form
SFS—Security Forces Squadron
SP—Special Provision
SPI—Special Packaging Instruction
SRC—Security Risk Code

TAC—Transportation Account Code

TCMD—Transportation Control and Movement Document

TCN—Transportation Control Number

TDR—Transportation Discrepancy Report

TMDE—Test, Measurement, and Diagnostic Equipment

TMO—Traffic Management Office

T.O.—Technical Order

TPS—Transportation Protective Service

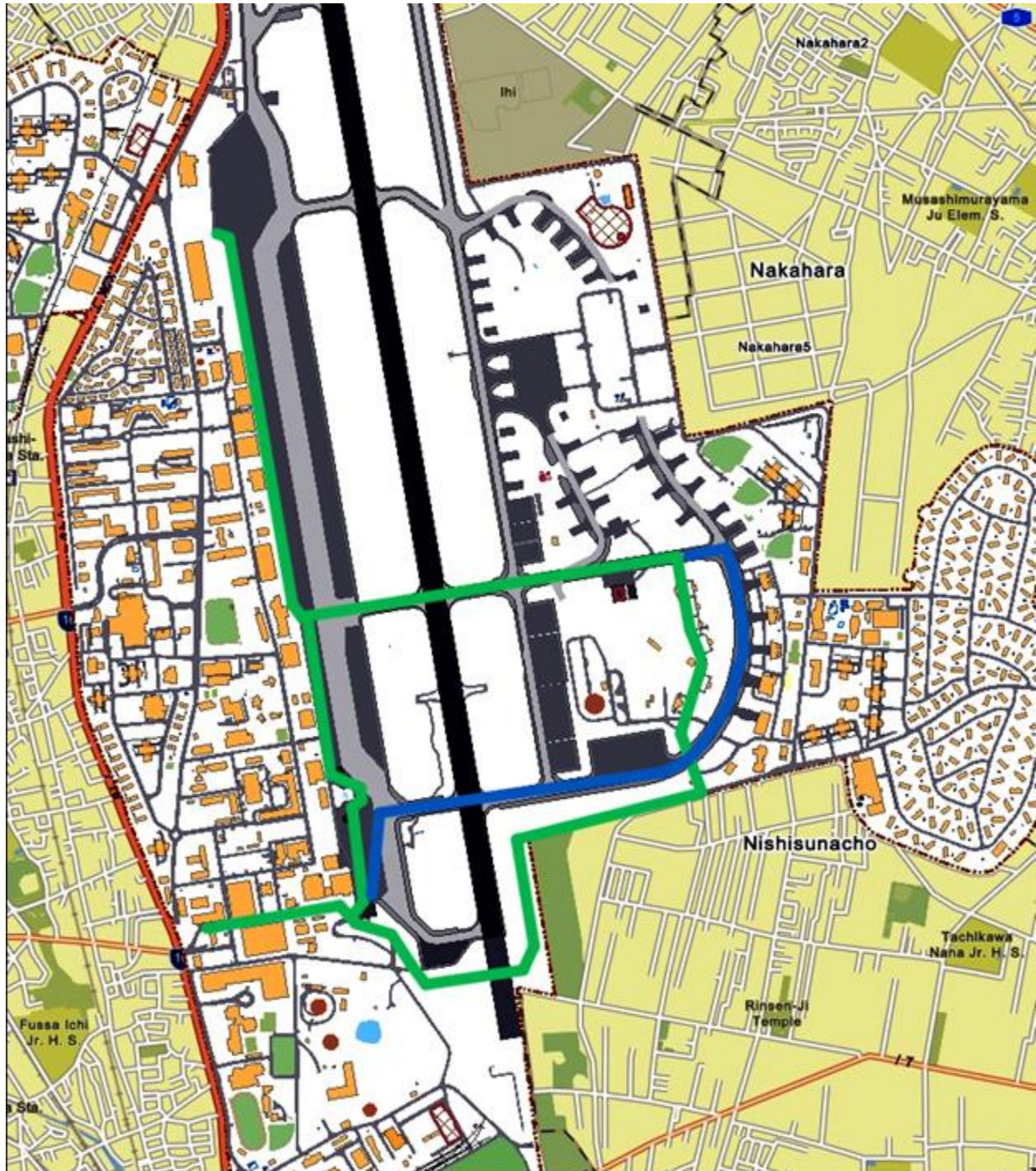
URCM—Unit Reusable Container Manager

USPS—United States Postal Service

Attachment 2

AA&E MOVEMENT ROUTE

Figure A2.1. AA&E Movement Route.



Attachment 3
FIRE SYMBOLS

Figure A3.1. Fire Symbols.



Fire Division 1 or 5



Fire Division 2 or 6



Fire Division 3



Fire Division 4



Japanese Symbol for Explosives
(Display this symbol on the forward and rear parts of vehicles carrying explosives on public highways.)