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Transportation

TRAFFIC MANAGEMENT

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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) AFI 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 (YAB) 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 YAB. 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/afirms/afirms/afirms/rim.s.cfm>. 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.

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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), AF Form 797, *Job Qualification Standard Continuation/Command JQS*, and Air Force Instructions (AFI). 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 escort from the 374 LRS Deployment & Distribution Flight Inbound Cargo Movement (374 LRS/LGRDDC)/Receiving Section, Base Defense Operations Center (BDOC) will obtain the class of munitions, provide escort (active duty 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 730 AMS (Outbound Cargo) active duty personnel pending destination of cargo).

2.1.3. Duty Hours: The officer on duty/the 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. Munitions Hazard Class.

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, *Defense Explosives Safety Regulation 6055.09*, Edition 1

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 personnel, and no 374 SFS escort is required. Commercial carriers of AA&E that do not have approved appointments or arrive at Yokota Air Base (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. Receiving: Receiving shipments are accepted between 0800-1530, Monday-Friday, only after an approved appointment has been made between 374 MXS/MXMW and 374 LRS Outbound Cargo Movement. 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. An AF Form 4388, *Inbound Transportation Protective Service Materiel Worksheet*, will be initiated when receiving AA&E, classified (Secret or Confidential), Sensitive and Controlled items.

2.2.1.1. Will 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 and labeling, and that documentation requirements are met. The marking and labeling requirements vary with the type of item and method of shipment.

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 Supply Discrepancy Report (SDR) if applicable.

2.2.2. Outbound Shipping and Packaging: 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 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 DOT 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. Prepare DD Form 626 and ensure driver signs DD Form 626.

2.2.2.8. Upon request, Outbound Shipping and Packaging Cargo Movement will provide 374 MXS/MXMW notification that munitions have been shipped.

2.2.2.9. Ensure a REPSHIP is accomplished within 24 hours 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 AF Form 4387 is maintained with shipment files, and verify delivery of shipment 24 hours after Required Delivery Date (RDD) if delivery status is unknown prior to 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 before 374 LRS, send a copy of e-mail traffic or detailed information to Outbound Shipping and Packaging (POC's, 374LRS.LGRDDC@us.af.mil) or call 225-8968/9154.

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 operation.

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 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 H-1 and J-2. 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. 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 Outbound Shipping and Packaging, prior to further routing on base.

Chapter 3

CLASSIFIED AND SENSITIVE SHIPMENTS

3.1. 374 LRS Receiving.

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 730th Air Mobility Squadron (730 AMS) and the consignee to accept the shipment. Inbound/receiving 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 Transportation Officer.

3.1.2. Receiving personnel, identified on an appointment letter signed by the 374 LRS Commander, will take possession of the shipment. The Air Mobility Command (AMC) surface manifest is used to show change of custody from 730 AMS to receiving personnel. Personnel will ensure documentation matches the information on the items.

3.1.3. If receiving personnel request temporary storage for a shipment (assets that do not belong to 374 LRS Base Supply), then a DD Form 1907, *Signature and Tally Record*, is used to show transfer of custody. Receiving 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 Receiving will contact to 374 LRS Equipment Accountability Element (374 LRS/LGRMCE) to verify the equipment account custodian 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. 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. The shipment will be safeguarded and monitored at all times by authorized cargo personnel.

3.2.2. The shipment will be packed and processed IAW AFI 24-602V2, *Preparation and Movement of Air Force Cargo*, 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 (TCMD)*, will be created. A report of shipment (REPSHIP) will be sent to the destination informing the receiving party of the classified 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 certified 730 AMS personnel identified in writing by their Squadron Commander are authorized to accept and handle classified material.

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 Receiving 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 AFI 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 TO 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*, 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. Receiving 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, Receiving element, within 24 hours of notification of shipment arrival. An appointment letter will be provided to 374 LRS/LGRDDC authorizing individuals to handle and receipt PMEL/TMDE pieces.

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 may be created using the shipper's pre-established automated management system and 374 LRS/LGRDDC will assign a TCN from CMOS. 374 MXS/MXMD will ensure that equipment is packed according to classification and identified by appropriate PMEL Shipping Labels. TMDE shipments require use of Project Code 571. Equipment requiring Special Packaging Instructions (SPI) will not be accepted by cargo personnel without the proper container or a signed AF Form 451, *Request for Packaging Service*. An appointment letter will be provided to 374 LRS/LGRDDC authorizing individuals to handle PMEL/TMDE pieces.

5.2.1.1. PMEL assets will be turned over to 374 LRS/LGRDDC No Later Than (NLT) 1500 hrs. Monday through Friday.

5.2.1.2. 374 LRS/LGRDDC will verify equipment has the appropriate SPI container, or an AF Form 451 signed by Unit Container Manager (UCM) 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. 374 MXS/MXMD will provide 374 LRS/LGRDDC a justification letter to expedite PMEL cargo. The letter will be updated to reflect the current Commander's signature. 374 LRS/LGRDDC will maintain letter on file. As long as the letter is on file, all PMEL assets will be treated as "999" priority and shipped within the 24 hour time standard timeline identified in AFI 24-602V2, Table 3.2., Consignee Pick-up Time Standards.

Table 5.1. Priority- Pick-up Time.

Priority	Pickup Time (Hours/Days)
999/MICAP/NMCS	12 hours from notification
All other TP-1	1 duty day
TP-2	2 duty days
TP-3	3 duty days

Chapter 6

TRANSFER OF CARGO TO INSPECTION SECTION

6.1. Inbound Cargo.

6.1.1. When property is received, the Receiving Element in-checker will open the container and compare the stock number/part number, unit of issue, and quantity on the documents with the actual property received.

6.1.2. If any discrepancies are found such as suspect material, functional check items, unknown shelf life, or damaged assets, the Receiving Element 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). Receiving Element personnel will annotate transfer of cargo in a log book to maintain accountability of assets. The log book 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 Receiving Element and the Inspections Section.

6.1.3. 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 (assigned to mission), standby personnel will report to outbound to pack and process piece for deliver to AMC.
- 7.1.3. If the asset is a 999/NMCS/MICAP, standby personnel will inform the customer to bring asset to Outbound on the next duty day.

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 and 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 AFI24-602V2, Table 3.2.

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 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://trackerlite.wpafb.af.mil/DD1149/main.aspx>. **NOTE:** Shippers must use the DD Form 1149 application within the LTS website IAW AFI 24-602V2.

Chapter 9

REUSABLE CONTAINER

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

9.1.1. AF Form 451 will be signed by the UCMs. 374 LRS/LGRDDC will only accept AF Form 451 with printed names and original signatures.

9.1.2. Due-In From Maintenance (DIFM) - cargo picked up by 374 LRS Vehicle Operations (Documented Cargo Operations) for shipment must be in its original container or have an AF 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 AF Form 451 is signed only by the primary or alternate UCM prior to processing property.

9.1.3. UCM original signatures must be in blue or black ink. UCM 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 UCM will coordinate with their unit's RA to ensure funds are available prior to submission of AF Form 451 for packing services.

9.1.6. Monthly, 374 LRS/LGRDDC will compile AF 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 Base Container Manager (BCM) approval. The RCPM will randomly check trash bins, DRMO, etc. and report abuses to the BCM and the Wing Commander.

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

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

9.1.10. 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:

- 9.1.10.1. Reusable Container Report from 374 LRS/LGRDDC.
- 9.1.10.2. Actual replacement costs.
- 9.1.10.3. Copy of shipping documents (optional).

9.2. Non-374 AW Units.

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. Reusable Container Report from 374 LRS/LGRDDC.
- 9.2.1.2. Actual replacement costs.
- 9.2.1.3. Copy of shipping document.

9.3. Inspection.

9.3.1. Units that fail to maintain a 90% reusable container utilization rate will:

- 9.3.1.1. Be reported to the respective unit commander.
- 9.3.1.2. Be re-inspected within 30 days of initial failure.
- 9.3.1.3. Re-inspection failures will be reported to the Wing Commander for further action.
- 9.3.1.4. Units will maintain a 90% reusable container utilization rate. This will be calculated by dividing the monthly number of AF Form 451s submitted by the number of items submitted for shipment that require a Special Packaging Instruction (SPI) for shipment. **EXAMPLE:** A unit turns in 100 shipments. 75 shipments require shipment under a SPI. Of the 75 that require SPIs, 72 shipments are submitted with the correct container ($72/75 = 96\%$).
- 9.3.1.5. Semi-Annual Inspections. UCMs will maintain binders for their respective programs which will be arranged/tabbed IAW **Table 9.1** below:

Table 9.1. UCM Binder Requirements Tab.

A.	Appointment Letter (BCM, RCPM, UCM)
B.	RA names and phone numbers
C.	AFI 24-602V2
D.	YOKOTAABI24-602
E.	Training guide, Annual training material
F.	Semi-Annual inspection checklists
G.	Semi-Annual reports
H.	Messages/Miscellaneous

Chapter 10

PASSENGER TRAVEL

10.1. Passenger Travel.

10.1.1. Arranging Travel.

10.1.1.1. IAW AFI 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-SATO) 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 (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).

10.1.1.2. All DoD official travelers with access to DTS are required to schedule commercial transportation using DTS.

10.1.1.3. For reservations on AMC Patriot Express flights, a minimum 10-day travel window is required for all permanent change of station (PCS) travelers; a 20-day window is requested for members traveling with pets.

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-GTC (IBA), 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 48 hours window for maximum PE usage. Travelers will be booked via PE if seats are available within 48 hours of 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 AFI 24-602V1, paragraph 2.3 and Defense Travel Regulation (DTR), Part I, Chapter 103, paragraph B.

10.2.2. 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*, for maximum PE usage, IAW AFI 24-602V1, paragraph 3.7.4. Travelers will be booked via PE if seats are available within 10-day of 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 AFI 24-602V1, paragraph 2.3 and DTR Part 1 Chapter 103 paragraph B. **NOTE:** Military Personnel Section (MPS) must provide 374 LRS Passenger Travel with a completed AF Form 1546/locally developed port call form NLT 30 days prior to expected departure date.

10.2.3. If PE is available, the Passenger Travel/TMC will make the reservation in the Global Air Transportation Execution System (GATES) and notify the member of the date and time they should 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 AFI 24-602V1.

10.2.5. Signed and approved travel orders (traditional paper copy, DTS electronic, or Travel Authorization Letter) 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 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/GTC, IAW Public Law 105-264, *Travel and Transportation Reform Act of 1998*. If the traveler is not an IBA/GTC 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/traveler for a resolution.

10.3.3. Travelers who are unable to utilize or are exempt from the use of an IBA/GTC as their form of payment will contact their Squadron IBA/GTC Agency Program Coordinator (APC) and provide PT with a (Non-GTC Holder) letter signed by their Squadron Commander or designee in the Commander's absence, requesting that all official travel be charged to the 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 Official Travel (LICWO).

10.4.1. Personal expenses associated with LICWO will not be placed on a GTC, IBA or CBA, (see JTR). LICWO is performed at traveler/cardholder's own risk. If the official travel is cancelled (i.e. there is no reimbursement for the official cost of the government/official ticket charged against the IBA/CBA) or rescheduled for a later date, there is no entitlement/reimbursement for the LICWO ticket to be changed or rescheduled. LICWO cases will be applied in the following manner:

10.4.1.1. When air is the approved mode of transportation for travel, the TMC must issue the official ticket from/to authorized locations prior to entertaining any LICWO travel request. Once the official ticket has been issued, the traveler may have the option of using the TMC for their leisure travel needs if allowed under the TMC contract.

10.4.1.2. When the TMC is used for leisure travel: The TMC, upon the traveler's request, must exchange the traveler's official ticket, paid for by either an IBA or CBA, for a leisure ticket incorporating the official value therein. The member must pay any additional costs (to include transaction fees) due at the time of the ticket exchange. The traveler will be required to pay any additional cost with cash, check, or personal credit card. If the form of payment used for the official ticket was a CBA, the service member may be required to sign a document acknowledging his/her responsibility to turn back into the government any official value which was applied to his/her leisure ticket if the official trip is cancelled for any reason. The document signed by the member may be used as a ticketing tool to notify his/her local disbursing office after 30 days should a pay adjustment authorization (i.e. DD Form 139, *Pay Adjustment Authorization*) become necessary. Electronic sweeps by the TMC will capture unused leisure tickets where official travel value is incorporated therein, and if a traveler does not turn the official value back into the government after 30 days a pay adjustment authorization may be initiated.

10.4.1.3. When the cost of the official ticket is less than the LICWO ticket, the TMC will issue the official travel ticket. The traveler may apply/exchange the official ticket with the same carrier that has an agreement with the issuing carrier for the LICWO ticket. The traveler will be required to pay any additional cost with cash, check or personal credit card.

10.4.1.4. When the cost of the official ticket is more than the LICWO ticket, the TMC will issue the official travel ticket. The traveler may apply/exchange the official ticket with the same carrier or a carrier that has an agreement with the issuing carrier for the LICWO ticket. The official ticket amount may be applied to the LICWO ticket. If the traveler used an IBA to purchase the official ticket, the traveler will receive a credit on their GTC from the issuing carrier for the difference in fares. The traveler must request a new receipt for the lower cost fare and must adjust the fare cost when making the claim for reimbursement with the travel system used, providing both the original and adjusted receipts. If the traveler is using a CBA, the CBA will receive a credit for the exchanged fare from the issuing carrier for the difference in fares.

10.4.1.5. When the TMC is not used for LICWO travel: If the official ticket issued by the TMC was purchased with a CBA, and the ticket exchange is made directly with the airline, the traveler is liable for any official value which was applied to their leisure ticket should the official trip be cancelled for any reason. Electronic sweeps by the TMC will capture unused leisure tickets where official value is incorporated therein, and if a traveler does not turn the official value back into the government after 30 days a pay adjustment authorization may be initiated.

10.5. Central Billing Account (CBA) Procedures.

10.5.1. IAW AFI 24-602V1, paragraph 7.12.4., all members within the Passenger Travel section will be familiar with the following procedures.

10.5.2. The Passenger Travel section will on a weekly basis.

10.5.3. Reconcile and match CBA invoices (Passenger Name Reservations [PNR]) with the audit report from TMC-SATO. Next, scan the invoice and orders for upload to the Defense Finance and Accounting Service (DFAS) reconciliation/file at: <https://home.cards.citidirect.com/CommercialCard/Cards.html>. Then, upload the invoices and orders to the Air Force Installation and Mission Support Center (AFIMSC) website at the following link: <https://eis.afimsc.us.af.mil/isd/izs/IZSL/IZSLTraffic/CBA/SitePages/Home.aspx> in DFAS reconciliation/file. Member's file will remain until the CBA billing cycle is closed.

10.5.4. Upload an electronic copy of the invoice at the end of the billing cycle (normally the 23rd of each month) for the passenger travel access, download and print. The electronic copy of the invoice (bill) should be accessed online as soon as possible, but no later than 5 working days after the end of the billing cycle. When accessed, the invoice is date stamped. This date starts the clock for prompt payment. The payment due date is stated on the invoice (and is the date used for determining amounts past due and the account suspension date). The reconciliation must be completed and certified by passenger travel rep within 10 working days after receipt.

10.5.5. The Passenger Travel section will on a monthly basis:

10.5.5.1. Check the bill and invoices, and generate an SF 1034, *Public Voucher for Purchases and Services Other Than Personal*. Passenger travel representative will print the bill-down and reconciliation electronic invoice from Carlson Wagonlit Travel (CWT) Sato website. Passenger travel then prepares a SF 1034, Bill-down and reconciliation reports form CWT website, and electronically uploads signed and dated Citibank statement within 10 working days of receipt of the Citibank statement to be uploaded to DFAS-J for final payment.

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

10.6.1. IAW AFI 24-602V1, *Passenger Movement*, 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 their 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) more expensive than transportation to the HOR, the member is financially responsible for the additional cost, unless transportation to the more expensive alternate place is authorized/approved by the Secretarial Process. In order 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.

10.6.2. MPS is the approving authority for self-procurement of transoceanic travel in regards to COT/IPCOT. The Passenger Travel will provide travelers that intend to deviate from the normal COT/IPCOT entitlement/routing (from old Permanent Duty Station [PDS] to Home of Record [HOR] and back) a deviation memo. Travelers will provide this memo signed by Passenger Travel and initialed by member to Finance Office for potential reimbursement of approved self-procurement of transoceanic on applicable orders.

10.6.3. Member must have sufficient funds to cover the cost of travel. In the event the member's TDY is canceled while the member is in a leave status prior to arriving at the TDY location the member will be financially responsible to procure travel arrangements back to the PDS. Payment must be made by personal credit card when purchasing leisure airline tickets from the TMC.

10.7. Funded Emergency Leave Travel (EL).

10.7.1. IAW AFI 24-602V1, *Passenger Movement*, 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 or 0402 and DTR 4500.9-R, Part 1, Chapter 102. See AFI 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 Airport to Determine Baseline Travel Cost.

PACAF (Excludes HAWAII)	SEATTLE WA TACOMA IAP
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10.7.2. If the cost is cheaper to the EL destination vice 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.

10.7.3. 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.

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

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

10.7.4.2. American Red Cross Notification.

ANDREW J. CAMPBELL, Colonel, USAF
Commander

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

AFI 24-602V1, *Passenger Movement*, 15 December 2020
AFI 24-602V2, *Preparation and Movement of Air Force Cargo*, 17 May 2018
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFI 36-3003, *Military Leave Program*, 11 May 2016
DESR 6055.09_AFMAN 91-201, *Explosive Safety Standards*, 28 May 2020
AFPD 24-6, *Distribution and Traffic Management*, 23 March 2018
DESR 6055.09, *Defense Explosives Safety Regulation 6055.09*, 13 January 2019
DTR 4500.9-R, Part II, *Cargo Movement*, October 2018
DTR 4500.9-R, Chapter 205, *Transportation Protective Service (TPS)*, October 2018
TO 00-85-20, *Engine Shipping Instructions*, 15 March 2012
USFJ INST 24-100, *Transportation of Explosives*; 15 April 2003
International Air Transportation Association (IATA) *Dangerous Goods Regulations (DGR)* 60th Edition 2019

Adopted Forms

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*
AF Form 451, *Request for Packaging Service (NOT LRA)*
AF Form 616, *Fund Cite Authorization (FCA)*
AF Form 797, *Job Qualification Standard Continuation/Command JQS*
AF Form 847, *Recommendation for Change of Publication*
AF Form 972, *Request and Authorization for Emergency Leave Travel*
AF Form 1546, *Passenger Reservation Request*
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 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

BCM—Base Container Manager

BDOC—Base Defense Operations Center

CCI—Controlled Cryptographic Item

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

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
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

TO—Transportation Officer

T.O.—Technical Order

TPS—Transportation Protective Service

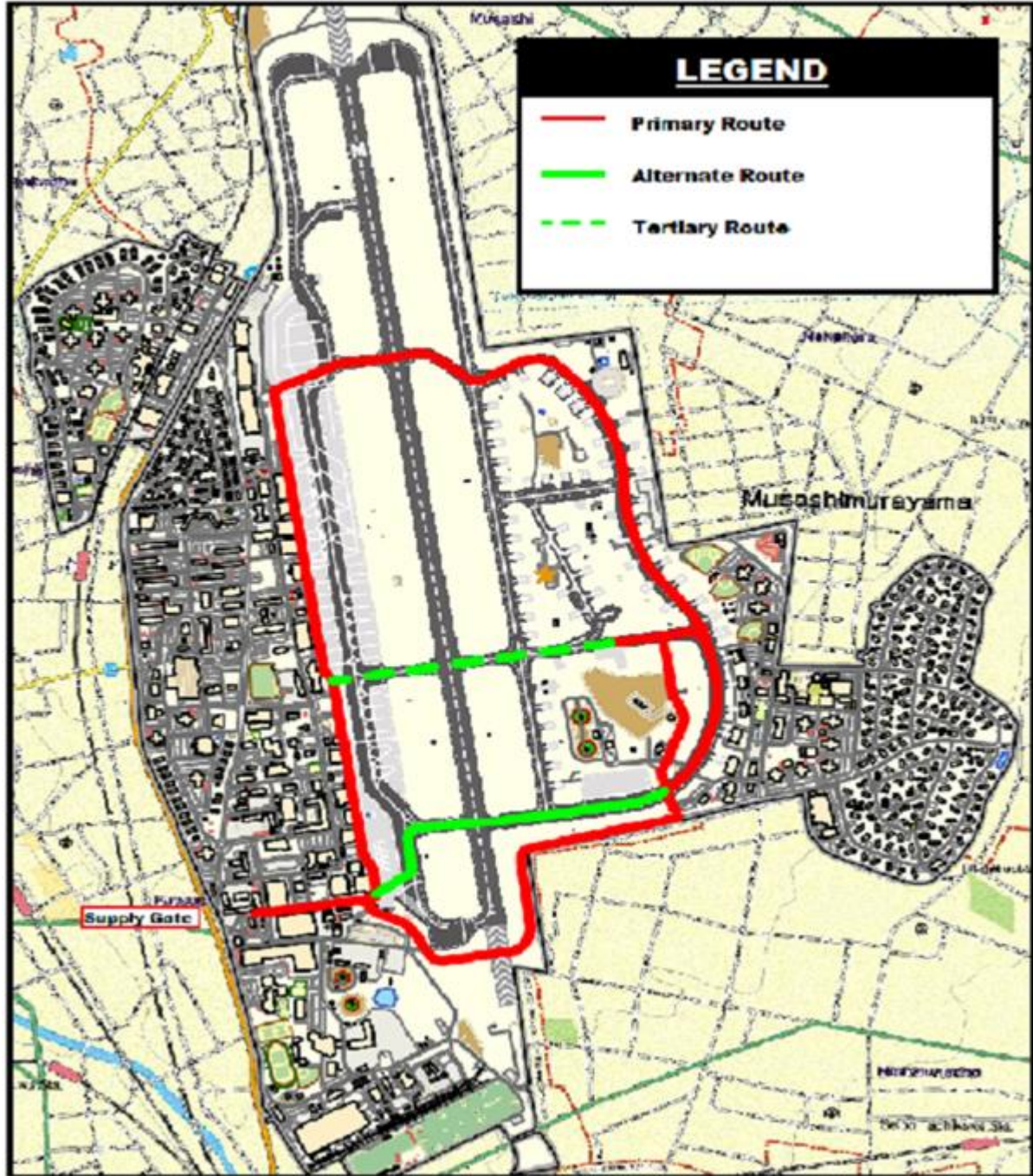
UCM—Unit Container Manager

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.)