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Transportation

REUSABLE CONTAINER MANAGEMENT

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This Fighter Wing instruction implements AFD 24-2, Preparation and movement of Air Force Material, AFI 24-202, Preservation and Packaging. It establishes responsibilities and procedures for recovery and retention of reusable shipping containers and packaging materials. It applies to all units assigned, attached and associate to Misawa Air Base, Japan. It requires direct support of commanders and individuals concerned. Its effectiveness will result in saving money and manpower, as well as stopping waste and abuse of Air Force materials.

SUMMARY OF REVISIONS

This instruction updates, clarifies, and streamlines previous guidance on reusable container management. A bar (|) indicates revisions from the previous edition.

1. References.

- 1.1. AFD 24-2, Preparation and Movement of Air Force Materiel
- 1.2. AFI 24-202, Preservation and Packaging
- 1.3. AFI 24-202, PACAF SUP 1, Preservation and Packaging
- 1.4. AFMAN 23-110, Volume 6, Excess and Surplus Personal Property

2. Explanation of Terms.

- 2.1. Container: Any receptacle used to enclose and afford maximum protection to government property for storage and/or shipment.
- 2.2. Fast Pack: A family of standard size, short life, reusable and cushioned containers.
- 2.3. Long-Life Containers: Category I, usually made of metal, plastic, synthetic or composite materials and fabricated to endure a minimum of 100 round trips.

2.4. Reusable Container: Specially designed container engineered for reuse without impairment of its protective function.

2.5. Short-Life Container: Category II, usually made of plywood, wood or fiberboard, fabricated for a minimum of 10 round trips.

2.6. Special Packaging Instruction (SPI) Container: Specially designed reusable container for a particular commodity and can be identified by a SPI number on the exterior.

2.7. Standard Pack: Any container used to ship generic items that do not require a SPI, but may require a special size container or container filled with a particular cushioning.

3. Responsibilities.

3.1. The 35th Transportation Squadron, Traffic Management Officer (35 TRNS/LGTT), or appointed representative is the base Reusable Container Program Manager (RCPM). The RCPM will:

3.1.1. Provide guidance to units on maintenance and care of reusable containers.

3.1.2. Inspect containers for repair or replacement.

3.1.3. Accept items without original container from Air Force activities only when accompanied by a properly completed AF Form 451, Request for Packaging Service.

3.1.4. Ensure quarterly inspections of reusable container storage areas are conducted.

3.2. The Chief of Supply (35 SUPS/CC) will develop procedures to control reusable and specially designed containers, and will:

3.2.1. Ensure Receiving and Pick-up and Delivery Elements accept SPI parts with a container or AF Form 451.

3.2.2. Ensure SPI containers are not lost or destroyed.

3.2.3. Train new supply custodians on the reusable container program during Block I, supply indoctrination.

3.2.4. Designate a marked reusable container storage area protected from weather and pilferage.

3.2.5. Provide the base reusable container manager with a valid list of NSN for reusable containers.

3.3. All units assigned, attached and associate will be responsible for care and storage of containers in their units. After bench check or inspection, the part will be placed in the container and stored until it is returned to use. The unserviceable part will be placed in the box the same way the serviceable part was secured upon issue.

3.4. Units identified below will send a memorandum appointing a Unit Reusable Container Monitor (URCM) to 35 TRNS/LGTT (Attachment 1):

3.4.1. 35th Maintenance Squadron (35 MXS).

3.4.2. 35th Supply Squadron (35 SUPS).

3.4.3. 35th Communication Squadron (35 CS).

3.4.4. 35th Medical Group (35 MDG).

- 3.4.5. DET 1, 301st Intelligence Squadron (301 IS).
- 3.4.6. Any unit that has more than one container storage location may designate as many alternate URCMs as needed.
- 3.4.7. Units will create and update appointment letters when changes occur.
- 3.4.8. Ensure newly appointed URCMs are scheduled for orientation and training with the 35th Transportation Squadron, Cargo Movements Element (35 TRNS/LGTT), within 30 days of appointment.
- 3.4.9. Maintain and inventory for reusable containers to indicate SPI number, container type, size, and location.
- 3.4.10. Identify excess containers as to be used, reissued or returned to the managing ALC.
- 3.4.11. Return containers to base supply for lateral support to other MAJCOM activities upon direction from 35 TRNS/LGTT.
- 3.4.12. Establish internal controls to ensure only authorized personnel sign AF Form 451.

4. Procedures.

- 4.1. Opening containers and reuse of packaging materials: Care must be taken when opening and unpacking to prevent damage to containers and their components. Use band cutters, nail pullers and like tools made for the purpose if disassembly. Internal packing such as special mounts, latex hair, sponge, foam in-place, and other dunnage will be put back in the container for reuse.
- 4.2. Receipt/turn-in of SPI containers.
 - 4.2.1. Organizations accepting custody of material on DD Form 1348-1A, Issue Release/Receipt Document, with an SPI number annotated in block 16 and the words "Reusable Container" in block 27, will ensure the container has the following markings:
 - 4.2.1.1. SPI and stock number or fast pack number.
 - 4.2.1.2. "Reusable container—do not destroy."
 - 4.2.2. When items requiring an SPI container are issued for storage, shipment or use without the container, "no container issued" will be annotated in block 27 of the DD Form 1348-1A. This document and an AF Form 451 must accompany the repairable/serviceable part until it is packaged for shipment. If Supply Receiving Element receives and inbound item without the proper container, they are responsible for submitting a SF 364, Report of Discrepancy. One copy must be kept with the repairable/serviceable replaced part when brought to the Traffic Management Flight for shipment. "Item issued without proper container" will be reflected on the AF Form 451. In turn, this item will not count as a negative notation on the monthly reports accomplished by the Reusable Container Program Monitor.
- 4.3. Reusable containers will be kept in each unit for minimum of 90 days. If they are not used after the 90-day period, a letter will be submitted to 35 TRNS/LGTT for excess turn in. The base reusable container manager will provide disposition instructions IAW AFI 24-202.

4.4. Material requiring an SPI pack for shipment/storage must be sent to 35 TRNS/LGTT through 35 SUPS/LGSD with the proper container. If the container has been destroyed or lost, the user must complete an AF Form 451 and must be signed by authorized unit personnel.

BRUCE A. WRIGHT, Brigadier General, USAF
Commander

Attachment 1

SAMPLE OF MEMORANDUM APPOINTING REUSABLE CONTAINER MONITORS

DATE:

MEMORANDUM FOR 35 TRNS/LGTT

FROM: (YOUR UNIT)

SUBJECT: REUSABLE CONTAINER MONITORS

1. The following individuals are appointed reusable container monitor for the (unit).

NAME RANK DEROS DUTY PHONE PRIMARY/ALTERNATE

2. Request Building(s) _____ be approved as the unit reusable container storage area.

3. This memorandum supersedes previous letter dated _____, same subject.

(SIGNATURE BLOCK OF UNIT COMMANDER)

(SIGNATURE BLOCK OF UNIT COMMANDER)