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Transportation

CARGO AND MAIL



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SUMMARY OF REVISIONS

This change incorporates interim change (IC 2000-1) **Attachment 3**. This interim change (IC) provides updated guidance for transfer of Signature Service cargo at destination, en route, and transship points and updated guidance on nuclear cargo loading. It incorporates the C17 into the prime nuclear airlift force (PNAF) program. It also provides clarification for completing DD Form 1907. A “|” indicates revised material since the last edition.

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Section A—

1. Scope. This volume contains procedures and guidance designed to control and record the movement of cargo/mail throughout the AMC airlift system. These procedures apply to all AMC-operated air terminals including those supporting deployed operations. Deployed terminals may deviate from these procedures to accommodate local conditions. However, at a minimum, cargo accountability and safety standards must be maintained. Stations using fixed or remote Consolidated Aerial Port System (CAPS II)/Remote Consolidated Aerial Port System(RCAPS) and the Global Air Transportation Execution System (GATES) when available will comply with the detailed instructions for using these systems in the respective systems' users manual. The CAPS II, RCAPS, and GATES user manuals are only technical documents for using the system and do not establish cargo movement policy or guidance.

2. Cargo/Mail Air Transportation Eligibility. Only cargo/mail authorized movement IAW DoD 4515.13-R, *Air Transportation Eligibility*, will be moved on AMC aircraft.

2.1. Channel Traffic. Movement of cargo/mail over established routes identified in the AMC Sequence Listing for Channel Traffic, served by DoD aircraft or commercial contract aircraft under the control of AMC.

2.2. Non-Channel Traffic. Cargo/mail movement is considered outside the AMC channel system when the origin or destination station is not identified in the AMC Sequence Listing for Channel Traffic, the origin and destination stations are both within the CONUS, or movement is via intra-theater non-Transportation Working Capital Fund (TWCF) aircraft as defined in DoD 4515.13R, Chapter 8.

3. Uniform Military Movement Issue and Priority System (UMMIPS). DoD 4140.1R, *DoD Material Management Regulation*, establishes UMMIPS as the DoD system of supply and transportation priorities (an extract of UMMIPS time standards can be located in MILSTAMP, Appendix F23). In addition, UMMIPS establishes incremental time standards for each segment of the logistics pipeline. UMMIPS AMC possession time standards apply to air-eligible cargo (transportation priorities one and two) moved from CONUS to overseas or from overseas to CONUS.

3.1. Definitions:

3.1.1. AMC Possession Time. Begins when the aerial port of embarkation (APOE) receipts for the cargo, and terminates when cargo is released to the TMO/consignee at the aerial port of debarkation (APOD).

3.1.2. APOE Cargo Processing Time. Begins at truck/aircraft arrival at the APOE and terminates when cargo is processed for movement.

3.1.3. Cargo Awaiting Airlift Time (Port Hold Time). Begins when cargo is movement ready and terminates when cargo is lifted.

3.1.4. APOE to APOD Cargo Intransit Time. Elapsed time for cargo airlift from APOE to arrival at final APOD.

3.1.5. APOD Cargo Processing Time. Begins with aircraft arrival at APOD and terminates when cargo is ready for release to TMO/consignee.

3.2. AMC's UMMIPS Goals:

3.2.1. Deliver cargo so the average AMC possession time for all shipments is within the UMMIPS standards; however, AMC will continually use all means to exceed the UMMIPS standards.

3.2.2. Processing Goals:

3.2.2.1. All general cargo/mail (originating, intransit, or terminating) will be processed within 18 hours of receipt time.

3.2.2.2. All TP-1 cargo/mail with expedite handling indicators, i.e. 999, N__, E__, etc., will be processed within 12 hours of receipt time.

4. DoD Regulation 4500.32, *Military Standard Transportation and Movement Procedures (MIL-STAMP)*. MILSTAMP procedures are designed to record the movement of cargo/mail throughout the Defense Transportation System (DTS) and establish uniform handling procedures. The shipper is responsible for ensuring all cargo/mail tendered to AMC for movement is packed, marked, labeled, and documented IAW MILSTAMP and other applicable directives.

5. Deferred Air Freight Shipments (TP-4). The contents herein expand on DoD 4500.32R, Volume 1. TP-4 cargo is non-air eligible cargo that would otherwise move by surface at surface rates. The rates are developed for uniquely identifiable commodities that do not create an additional wartime movement dependency on airlift when moved in peacetime using excess by-product capability. Hazardous materials or shipments requiring special handling will not be accepted as deferred air freight without the shipper/shipper representative coordinating prior approval with HQ AMC/DONC.

5.1. Generation Points. CONUS generation points, primary generation points, secondary generation points and hardlift areas are determined by HQ AMC/DONC, through coordination with AMC TACC/XOGD. All cargo to/from hardlift areas should be TP-1 or TP-2 and thus be considered as air eligible. As a matter of policy, do not accept TP-4 for shipment to hardlift areas. CONUS generation points and primary generation points are shown with their respective secondary generation points in **Figure 1**.

5.1.1. CONUS Generation Points (CGP). CONUS air terminals are authorized to maintain TP-4 shipment on hand levels up to their projected capability. AMC airlift originates at these terminals and transits overseas terminals. The air freight officer and the customer service branch (CSB) will control the TP-4 shipment flow into the airlift system. CONUS outbound TP-4 is limited to household goods, commissary, and exchange goods.

5.1.2. Primary Generation Points (PGP). These are generally overseas terminals where missions originate or transit and return to CONUS. These terminals are authorized to maintain TP-4 on hand levels up to their projected capability. Air freight officers and the airlift clearance authority (ACA) will control the TP-4 shipment flow into the airlift system.

5.1.3. Secondary Generation Points (SGP) Cat I. These overseas terminals are authorized to maintain TP-4 on hand levels up to their allocation but must coordinate with the PGP load planning office for each mission to move CONUS inbound TP-4 shipments. This coordination is to ensure higher priority cargo will not preclude through movement to CONUS. Movement of intratheater TP-4 cargo is authorized to the next downline station. However, if transshipment is required at the next downline station, the originating station must get approval to ship the TP-4 from the intransit station.

5.1.4. Secondary Generation Points (SGP) Cat II. These overseas terminals are not authorized to maintain TP-4 shipment on hand levels. SGP air freight officers are encouraged to generate TP-4 shipments but must get authorization from their respective PGP air terminal on a shipment-by-shipment basis to accept and move TP-4 shipments.

5.1.5. Hardlift Area. These overseas terminals have no availability of scheduled organic or commercial air service.

Figure 1. TP-4 Generation Points.

CGP	PGP	SGP Cat I	SGP Cat II
Charleston	Howard	None	Asuncion, Bogota, Buenos Aires, Caracas, Guatemala, La Paz, Lima, San Salvador, Santo Domingo, Tegucigalpa, Managua, Montevideo, Quito, Rio de Janeiro, San Jose, Soto Cano Santiago
	Ascension Island	None	None
	Antigua	None	None
Dover	Amman	None	None
	Aviano	None	None
	Incirlik	None	None
	Kuwait	None	None
	Mildenhall	None	None
	Prince Sultan	None	Thumrait
	Ramstein	Cairo	Tel Aviv
McGuire	Thule	None	None
	Lajes	None	None
Norfolk	Bahrain	None	None
	Bermuda	None	None
	Diego Garcia	None	Nairobi
	Fujairah	None	None
	Guantanamo	None	None
	Keflavik	None	None
	Naples	None	None
	Roosevelt Roads	None	None

CGP	PGP	SGP Cat I	SGP Cat II
	Sigonella	None	Souda Bay,
	Rota	Naples	None
Travis	Yokota	Misawa	
		Iwakuni	
		Osan	Kimhae, Kunsan, Cheju do
		Diego Garcia None	Jakarta
		Singapore	
	Kadena	None	Bangkok
	Hickam	Andersen	Johnson
		None	Kwajalein
		Wake	None
		Christchurch	Pago Pago
		Richmond	Woomera, Alice Springs
McChord	Elmendorf	Eareckson	Cape Newenham
		Eielson	Cold Bay
		Galena	Kotzebue
		None	Cape Lisburne, Sparrevon, King Salmon,
			Cape Romanzof , Tin City, Ft Yukon,
Hardlift Areas for TP-4			Tatalina, Amchitka , Indian Mountain
Marianas Island (except Guam)			
Marshall Island			
Mauritius Island			
Micronesia			

5.2. Port Responsibilities. The air freight officer at the CGP and PGP will establish acceptable on-hand levels based upon the excess space estimates, port processing constraints, historical airlift utilization, and known future uncommitted space. The air freight officer will also, in coordination with the CSB or ACA, develop a clearance plan to control the flow of TP-4 shipments into the port. The air freight officer must ensure movement capability exists to the final APOD.

5.2.1. Outsized and oversized TP-4 cargo will be accepted on a shipment-by-shipment basis. Outsized cargo is defined as any cargo exceeding the usable dimensions of a 463L pallet. Oversized cargo is defined as any cargo exceeding C-141B cargo loading capability.

5.2.2. Use TP-4 cargo to maximize aircraft utilization. AMC will attempt to move TP-4 cargo as expeditiously as possible to meet TP-3 UMMIPS time standards IAW DoD 4500.32R, Figure 2-B-2. If adequate airlift is not available, after TP-4 cargo has been held for 20 days, the air freight officer and CSB/ACA will coordinate with the shipper to divert TP-4 cargo to other modes for movement or to upgrade TP-4 cargo to TP-2 for movement at TP-2 rates. During contingencies and peak workload periods, the air freight officer will close the port to TP-4 cargo as necessary to ensure higher priority, air eligible cargo movement is not delayed.

5.2.3. Maintain shipment integrity of TP-4 personal property shipments.

6. Personal Property (Code J/DPM Baggage):

6.1. General. Code J/Direct Procurement Method (DPM) baggage is unaccompanied baggage moved as TP-2 cargo. Code J baggage may be offered to the port as loose cargo requiring palletization for onward movement or may be palletized by contract port agents and offered as throughput cargo. DPM baggage will be offered to the port as loose requiring palletization for onward movement. Pure Code J pallets contain shipments handled by the same port agent at the aerial port of debarkation (APOD) and no additional cargo should be added to these pallets. Mixed Code J pallets (built by the port) contain shipments handled by different port agents at the APOD. DPM baggage will be delivered to the port by local trucking companies as loose cargo and will require palletization. In either case, pallets must contain only unaccompanied baggage. The DD Form 2775, **Pallet Identifier**, miscellaneous information section, will be marked PURE or MIX to identify the type of pallet.

6.2. Shipment Interruptions. HQ AMC/DONPT, in coordination with TACC/XOGD, will advise the shipper services of possible interruptions in Code J baggage movement. Such interruptions may include, but are not limited to, contingency/relief efforts, higher priority requirements, and excessive over generation of cargo. The advisory will include the expected length of delay and recommended options for alternate movement. Upon resolution of the interruption, HQ AMC/DONPT will retract the advisory notice.

6.3. Shipment Upgrade. If Code J baggage is held in the port for 5 days due to inadequate airlift, the CSB/ACA/air freight officer will upgrade the priority of the baggage from TP-2 to TP-1 IAW **Section G** of this volume. Although physical upgrade is not required, the responsible authority will upgrade the shipment's priority within the port's automated system to allow proper load selection by load planning personnel IAW AMCI 24-101, Volume 9. Load planning personnel will report upgraded (TP-1) Code J shipments in daily backlog reports.

6.4. Code T/Household Goods. Code T is household goods shipped inter-theater or hard lift areas as TP-2 cargo. Every effort should be made to maintain shipment integrity.

7. Aerial Port Equipment:

7.1. 463L Pallets/Nets, Tiedown Equipment, and Air Transportable Galleys. The redistribution of serviceable equipment within the AMC system will be directed and controlled by HQ AMC/DOZE for command redistribution, or the appropriate Air Mobility Support Group for theater redistribution. Official taskings may be submitted via telecom or e-mail. Manifest internal AMC distribution of pal-

lets and nets for air movement using "QMRS" as the Transportation Account Code (TAC). Normal redistribution of serviceable pallets and nets will move as transportation priority 1. Specific guidance and procedures to manage, control, and account for pallets, nets, and aircraft cargo tiedown equipment is IAW DoD 4500.9, *Defense Transportation Regulation, Part II, Cargo Movement* and DoD 4500.9-R-1, Volume II, *Management of System 463L Pallets, Nets, and Tiedown Equipment*.

7.2. Tiedown Equipment Levels. Air freight is responsible for controlling a level of serviceable tiedown equipment to sustain day-to-day operations and to configure assigned aircraft IAW applicable aircraft configuration, mission planning directives, and terminal classification size.

7.3. Plastic Covers. Air freight is responsible for maintaining an adequate stock level of plastic covers. Serviceable plastic covers from terminating cargo may be used.

7.4. Scale Calibration. Calibrate scales used to weigh cargo and mail IAW the technical order, maintenance handbook, commercial data, etc., for each scale. In the absence of calibration guidance for a particular scale, terminal management will ensure the maximum interval between calibrations does not exceed 180 days. When the scale calibration period has elapsed and/or the scale is inoperative, placard it with an AFTO Form 350, **Repairable Item Processing Tag**, IAW TO 00-20-2. Make arrangements for calibration through the local Precision Measurements Equipment Laboratory (PMEL).

7.5. Loaning Aerial Port Equipment. The following procedures govern the off-base movement of 463L materials handling and other aerial port equipment listed in allowance source 758, etc.

7.5.1. The loan of equipment in excess of 30 days requires approval by HQ AMC/LGTV/DOZE prior to movement. Send the request in letter format via memo, message, fax, or E-mail.

7.5.2. If the off-base activity is a non-AF organization, the local supporting Equipment Management Office (EMO) must ensure a DD Form 1144, **Support Agreement**, is properly completed to establish responsibilities for maintenance, supply, accounting, funding, and liability for subject assets during period of loan. Send a copy of this agreement with the request for HQ AMC/LGTV/DOZE approval.

7.5.3. The activity directing loans under 30 days will verify all loans by message to the gaining (borrowing) activity, with an information copy to the supporting EMO, the gaining base EMO, the command EMO of commands involved, HQ AMC/LGTV/DOZE, and all affected AMC intermediate headquarters.

7.5.4. If it is necessary to position/deposition MHE at an onload/offload site, prepare, document, and ship the equipment as ordinary channel cargo. Management must confer with the host vehicle maintenance branch before deploying MHE assets.

7.6. Lease of 463L Pallets and Nets to Contract Carriers. The following procedures govern the leasing of 463L pallets and nets to contract air carriers.

7.6.1. Contract air carriers may lease 463L pallet and net sets from AMC units for commercial revenue cargo inbound to CONUS from overseas locations IAW the current airlift contract provisions. The number of leased pallet and net sets may not exceed the number of available pallet positions on the aircraft (circuitous routing of A/C to pick up inbound cargo may be authorized). Lease pallet and net sets only if the originating station has excess operational pallet and net sets on hand.

7.6.2. When pallet and net sets are leased to contract carriers, comply with procedures outlined in AMCI 24-201, *Commercial Airlift Management—Civil Air Carriers*, Paragraph 5-16.

8. Route Support. Manifesting and reporting IAW AMCI 24-101, Volume 6, is required when positioning/ prepositioning or redistributing route support equipment including those assets that may eventually be used to configure the same mission on which they are manifested (stanchions, litters, seats, comfort pallets, K-loaders, power carts, etc.). All assets will be manifested and moved as FSS cargo, IAW AMCI 23-102, *Expeditious Movement of AMC MICAP VVIP and FSS Items*. Enter “196” in the Project Code (record positions 57-59) of the TCMD and in the “Project Code” block of the DD Form 1387, **Military Shipment Label**, to indicate the shipments are FSS. These shipments can be entered into the AMC channel airlift system without the submission of an advance TCMD to the ACA for airlift clearance. TWCF channel cargo billing is only applicable to shipments that originate or terminate at an overseas point.

9. Rehandled Cargo/Mail. Rehandled cargo/mail is defined as that amount of cargo/mail that must be rehandled due to a requirement change outside the control of the air terminal. This may occur in one or a series of categories. Enter the cargo/mail quantity (dual entry in pounds) in the appropriate blocks on the AMC Form 56, **Rehandled Workload**. See AMCI 24-101, Volume 6, for detailed guidance.

10. Security:

10.1. General. AMC is charged with providing adequate security and protection for all cargo/mail in the airlift system from time of acceptance until time of release.

10.2. Terminal Security. Cargo/mail must be protected against loss, damage, pilferage, and inclement weather. Establish resource protection and general cargo security as outlined in AFI 31-209, *The Air Force Resource Protection Program*, and AMCSUP. Overseas terminals are responsible for providing a sterile area for shipments destined to US possessions IAW DoD 5030.49R, *Customs Inspection*, and applicable AFI 24-400 series customs directives.

10.2.1. Status of Shipment Requests. Do not answer inquiries concerning shipment status from other than AMC transportation personnel. Inquiries from other than AMC transportation personnel will be initiated/accomplished by CSB, ACA or TMO, IAW DoD 4500.32R and AFI 24-201.

10.2.2. Post a security guard whenever the terminal is deemed insecure or when warranted by local conditions.

10.3. Mail Security:

10.3.1. Registered Mail may contain up to and including SECRET material; therefore, always protect, safeguard, and handle as classified cargo. Registered Mail will always be in the custody of US citizens and are eligible for a SECRET security clearance.

10.3.2. Commercial contract aircrew members operating an AMC mission and accepting custody of registered mail must be US citizens. Security clearance/ENTNAC/NAC status does not have to be ascertained.

10.3.3. When registered mail is in the custody of air freight, it is to be secured IAW the AMC supplement to DoD 5200.1R/AFI 31-401, *Managing the Information Security Program*. When this requirement cannot be met, post a US citizen employee to protect registered mail (this need not be an armed individual). Detailed guidance for registered mail handling and accountability is outlined in paragraph **33** of this volume.

10.3.4. Ordinary mail may be handled by foreign nationals if designated and authorized in writing by the squadron commander or detachment chief.

10.4. Flight Security. The aircraft commander or designated representative is responsible for security of shipments during flight and until turning them over to the terminal at transfer points or final destination.

11. Mishap Prevention:

11.1. General Safety. Because of the inherent potential for accidents, aerial ports/air terminal operations warrant constant safety vigilance. Total compliance with approved procedures would eliminate nearly all aerial port accidents; however, indifferent personal attitudes and haste to get the job done cause mishaps. Functional managers and supervisory personnel must be constantly alert for accident potentials and ensure personnel are fully aware of the need for constant caution in high hazard areas. Use applicable AFOSH checklists to brief personnel. Establish and manage unit programs as prescribed by AFI 91-202, *The US Air Force Mishap Prevention Program*, and AMC Supplement 1 thereto.

11.2. Industrial Safety:

11.2.1. At least annually, personnel whose duties involve contact with explosives will receive explosive safety training. Record this training IAW AFI 36-2201, *Developing, Managing, and Conducting Training*, and AFI 36-401, *Employee Training and Development*, and local procedures.

11.2.2. Ensure operators of vehicles and equipment used in transporting and handling of explosives are carefully selected, adequately trained/tested, have a thorough knowledge of safe handling procedures and requirements and all actions are documented IAW the AMC supplement to AFI 91-201, *Explosive Safety Standards*.

11.2.3. Personnel performing cargo handling functions will wear leather work gloves and steel toe shoes. During periods of low visibility or darkness, all personnel who work on the flight line or outdoors will wear either a reflective vest or reflective materials on their outer garments IAW AFOSHSTD 91-31, *Personal Protective Equipment*.

11.2.4. Under AFOSH 91-66, *General Industrial Operations*, personnel will not wear rings or any exposed jewelry while performing cargo handling duties.

11.2.5. Ensure personnel wear noise suppression devices when performing duties in hazardous noise areas as specified by AFOSH 48-19, *Hazardous Noise Program*. Dual hearing protection is required when working in the proximity of running aircraft engines.

11.2.6. Secure pallets to the forklift prior to movement when loading/offloading/transporting pallets on forklift with rollerized tines.

11.2.7. Secure all objects of irregular shape, including aircraft engines, to the forklift mast frame before being raised, lowered, or moved. Normally, place large irregularly shaped objects on pallets for stability before transporting. **NOTE:** Ensure protruding engine parts (afterburners, etc.) are not damaged during transport.

11.2.8. Secure skids/pallets or individual containers of explosives to materials handling equipment (including forklifts) to prevent movement. The cargo need not be secured to forklifts when

container skids or pallets have integral 360 degree tine enclosures. Positively secure together/unitize stacked explosives prior to movement. Do not use forklifts to transport explosives in over-the-road type operations, or out of the immediate work area IAW AFI 91-201/AMCSUP 1.

11.2.9. Do not drive loaded forklifts or other highly concentrated loads on K-loader deck surfaces.

11.2.10. Gravity loading of palletized cargo is prohibited.

11.2.11. Equipment operators and spotters will use the universal aircraft loading signals IAW AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*.

Section B—Cargo/Mail Documentation, Packaging, Marking, and Labeling

12. General. Procedures outlined in this section pertain to the control, preparation, and documentation of cargo and mail for movement in the AMC airlift system on TWCF aircraft, and aircraft offering opportune airlift; i.e. Air National Guard (ANG), Air Force Reserve Command (AFRC), etc. Normally, airlift-eligible mail is moved on scheduled US commercial air carriers. Where scheduled US commercial air carriers do not operate or have insufficient frequency, capacity, or security, mail may be tendered to AMC for movement. The TACC/XOGD will coordinate with postal authorities after determining if airlift capability exists to support mail movement and control the flow of mail into the airlift system. All cargo/mail shipments presented for movement must be properly cleared, packed, marked, labeled, and documented prior to acceptance. Hazardous materials shipments will not be accepted for movement without proper certification. Air terminals that receive or are offered items for air shipment they suspect may not have been certified for air transport or may not be airlift eligible are to contact the appropriate ACA, and if still in doubt, HQ AMC/DONC for guidance.

13. DD Form 1384, Transportation Control and Movement Document (TCMD):

13.1. Purpose. The TCMD provides the ACA and AMC with advance information on all shipments entering the AMC airlift system. The TCMD will be prepared IAW DoD 4500.32R, Chapter 2, by the shipping activity for each cargo/mail shipment prior to entry into the airlift system. A complete and accurate TCMD must accompany each shipment throughout the AMC airlift system. The TCMD may be offered via the DD Form 1384, a floppy diskette, or electronic data transfer. The TCMD is used to:

- 13.1.1. Document each shipment in the DTS.
- 13.1.2. In-check cargo/mail shipments.
- 13.1.3. Process shipments and report cargo/mail port levels/movements.
- 13.1.4. Record terminal cargo/mail transactions.

14. DD Form 1387, Military Shipment Label/Tag:

14.1. Purpose. This form and other DoD authorized military shipment labels/tags are used to identify cargo in the DTS. The shipper must prepare and attach a military shipment label/tag to each piece of a shipment IAW DoD 4500.32R, Chapter 2. The label/tag contains information necessary to permit prompt and efficient movement from origin through each transshipment point to final destination.

14.2. Bar Coding. Bar code entries of transportation control number (TCN), consignee Department of Defense Activity Address Code (DODAAC), and piece number are mandatory for all cargo ship-

ments. If a shipment arrives at the terminal without bar coded labels, coordinate with CSB/ACA for corrective action.

15. US Postal Service (PS) Label 135/136. Use the postal service label to identify mail pouches in the DTS. The label contains information necessary to permit prompt and efficient movement from origin, through each transshipment point, to final destination. A postal service label will be prepared by the postal activity for each piece of mail entering the airlift system.

16. Packing and Marking:

16.1. Cargo. Packing and marking will be IAW DoD 4500.32R, AFI 24-201, *Cargo Movement*, AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, applicable TOs, and MILSTD-129, *Military Standard Marking for Shipment and Storage*. All previous shipping data (labels, etc.) will be removed or obliterated prior to acceptance of shipments. Reconcile irregularities with the CSB or ACA prior to accepting cargo into the airlift system.

16.2. Mail. Mail accepted for airlift must be enclosed in mail pouches or sacks and securely fastened by lock or seal, except as indicated below. Unpouched parcels which because of their size, weight, nature of their contents or condition, preclude sacking; e.g. motion picture film, fragile articles, etc. Hazardous materials are not sent through the mail. The US Postal Service Domestic Mail Manual, chapter 1, part 124, lists restricted materials.

17. Air Cargo Clearance:

17.1. General. The ACA clears cargo shipments prior to entering the military airlift system. The shipping activity or sponsoring authority will furnish the ACA an advance transportation control and movement document (ATCMD) with required prime and trailer data information on each cargo shipment to obtain clearance for movement. Shippers will submit ATCMDs IAW time frames outlined in DoD 4500.32R, Chapter 2. Mail, AMC mission capability (MICAP), very very important parts (VVIP), forward supply system (FSS), Code J baggage, courier materials, and SAAM cargo do not require an ATCMD. AMC MICAP and FSS must reflect the proper project code in the project code field of the TCMD, and a valid transportation account code (TAC) to ensure identification of these type shipments. All air eligible shipments must contain in the required delivery date (RDD) field of the TCMD, either a unique indicator or a numerical Julian date.

17.2. Automated Stations. At automated stations, the ACA receives the ATCMD from the shipper via telephone, fax, electronic systems, etc., and assures it is accurate and complete. The ACA will either clear (accept) the shipment, or challenge the shipment IAW DoD 4500.32R/AFI 24-201. When the ACA clears a shipment and enters it into the port's data base, it is retained awaiting the arrival of the shipment at the aerial port of embarkation (APOE).

17.3. Non-Automated Stations. At non-automated stations, the ACA will receive ATCMDs with appropriate trailer information in manual format. The ACA will ensure the ATCMD is accurate and complete and either clear (accept) or challenge the shipment IAW DoD 4500.32R/AFI 24-201. When the ACA clears the shipment, they enter it into the expected receipt file. The ATCMD is held in suspense awaiting arrival of shipment. Upon receipt and incheck of shipment, a copy of the TCMD is provided to cargo processing for onhand files and disposition IAW AFMAN 37-139, *Disposition of Air Force Records – Records Disposition Schedule*.

18. Receiving Cargo and Mail:

18.1. General. Air terminals receive cargo/mail from a wide variety of sources with differing documentation, e.g. government bills of lading (GBL), transportation control movement documents (TCMD) and truck/aircraft manifest. In addition to this, the degree of automation will affect specific receipt procedures. Use applicable publications at automated stations for specific guidance in producing mechanized or computer products for receiving cargo/mail. (See **Section D** of this volume for guidance on processing shipments with irregularities.)

18.2. Procedures. Air terminals will ensure all inbound GBLs, waybills, TCMDs, and manifests are annotated with the Greenwich Mean Time (GMT) hour code and the last two digits of the Julian date of receipt.

18.2.1. Originating cargo/mail will arrive with an original and duplicate TCMD or listing with trailer information attached. Annotate the GMT hour code and last two digits of the Julian date of arrival in the appropriate field on both TCMDs. The time and date entered in this field starts AMC possession time and also establishes system entry time (SET). The duplicate copy of the TCMD or listing will be signed and returned to the carrier as a receipt. Use the original TCMD to process the shipments into and through the military airlift system.

18.2.2. Receipt for registered mail using the TCMD or manifest as a hand-to-hand receipt. Personnel receiving registered mail must check the TCNs and register numbers against the TCMD or manifest, sign one copy of the document and return it to the individual releasing the registered mail. Personnel receipting for registered mail will sign their full name, grade, organization and legibly print their full name below the signature. Truck manifests used as a receipt for terminating registered mail will have the same retention period as air inbound registered mail manifests IAW AFMAN 37-139.

18.2.3. At automated locations, the cargo TCN is input into the system to match with the ATCMD submitted earlier from the ACAs. If the ATCMD is on file, the complete TCMD is readily available for further processing of the shipment.

18.2.4. When no ATCMD is available (no-hit), contact the ACA/CSB for clearance and system input. A no-hit listing is provided by the system for all shipments without ATCMDs and will be used by the CSB/ACA to identify and take corrective actions with shippers responsible for no-hits.

19. Processing Cargo/Mail and Document Flow:

19.1. General. Precedence of cargo/mail to be processed is determined by the destination, transportation priority, and SET. SET is established when a shipment enters the AMC airlift system (receipt time) and the shipment is controlled by SET throughout the AMC system. Originating cargo/mail will be processed when its SET becomes equal to-or-greater than intransit cargo/mail. Use cargo movement priority and movement indicators (e. 999, N__, E__, 777, 555, 444 or RDD) to determine which shipments to process first when the SET is equal.

19.2. Inchecking Cargo/Mail. Manually check cargo/mail against the accompanying documents to ensure each shipment unit is complete and properly documented. Perform a visual inspection of all cargo/mail to ensure it is packed, marked, and labeled IAW applicable directives.

19.2.1. Inspections will include verification of outside dimensions, center of balance (CB) markings and weight of all items over 1,000 pounds. CB computation instructions are given in paragraph 60. of this volume, and TO 1C-XXX-9.

19.2.2. Refer discrepant shipments and reconcile all irregularities (i.e. packing, marking or labeling with the CSB/ACA) prior to acceptance into the AMC airlift system. See **Section D** of this volume for specific guidance.

19.2.2.1. If the shipper cannot make the required corrections, they may render the shipment to aerial port recoopment and repacking (FC 4230K) for corrective actions within the unit's capability, on a reimbursable basis. Material costs will be based on the actual cost of needed materials and labor costs will be computed IAW costs listed in DFAS-DER, General Accounting and Finance System at Base Level. The recoopment and repackaging section should have 24 hours a day access to all publications listed in AFI 24-202, *Preservation and Packing*, **Attachment 1**, as aids for estimating material costs and for guidance in determining recoopage/repackaging duties. Delay repackaging until the shipper service provides a fund citation for labor and material costs, or issues disposition instructions when appropriate (reference DoD 4500.32R, Volume 1).

19.2.2.2. Reimbursement for recoopage service is not required when damage is attributable to improper handling of packaged/unpacked material, including improper loading and blocking/bracing of cargo on carrier vehicles. Correct such discrepancies by recoopment and repackaging and report IAW applicable regulations. Likewise, damage incurred while in the AMC system will be repaired on a non-reimbursable basis.

19.2.2.3. The shipper service is responsible for the preparation of SF 364, **Report of Discrepancy**, IAW DoD 4500.9R on shipment frustrations that results in a delay or additional packaging costs at CONUS air terminals.

19.2.2.4. The AMC aerial port air freight offices outside of CONUS (OCONUS) are responsible for the preparation and distribution of all SF 364 prepared on shipments transiting the aerial ports.

19.2.3. Ports must ensure proper customs documentation is received for and accompanies each personal property shipment to final destination. Some overseas countries require unique customs documentation. Contact your local CSB/ACA or Traffic Management Office (TMO) for specific requirements.

19.2.3.1. Overseas ports must ensure a DD Form 1252/1252-1, **US Customs Declaration for Personal Property Shipments**, is received for each personal property shipment terminating in the Customs Territory of the United States (CTUS) IAW DoD 5030.49R.

19.2.4. For international GBL shipments (code T, code J) ensure the name of the carrier and GBL number are marked on household goods' (HHG) containers and loose code J shipments. For pure code J pallets, pre-built by carriers, ensure the name of the carrier and GBL number are clearly identified on the pallet.

19.3. Processing. Cargo/mail (originating or intransit) to be shipped by military air will be segregated and placed in the appropriate terminal bay or pallet location. All cargo/mail for shipment via AMC contract carrier, or military air transportation, will be processed within 18 hours of receipt time. All TP-1 cargo/mail with expedite handling indicators will be processed within 12 hours of receipt time.

Annotate the appropriate two-digit air cargo/mail bay warehouse location for loose shipments, or assign a pallet identifier for items being palletized in the appropriate field on the TCMDs. Transcribe the GMT hour code and last two digits of the Julian date from the receipt document (manifest, GBL, etc.) onto each TCMD (manual or electronic) in the appropriate field.

19.3.1. Process eligible shipments into the movement ready on hand file.

19.3.2. Provide ACA with an arrival notice on originating cargo as appropriate to clear their due in suspense file. This is done automatically at CAPS II/GATES stations.

19.4. Automated Stations. The port’s automated system will use all accepted inputs to validate and build cargo records on the database and to change the status of cargo to "Inchecked," "Processed," or "Frustrated" via hand-held terminals (HHT), bar code readers, or keyboard entry. Consult CAPS II, RCAPS, or GATES users manual.

19.4.1. Prepare and forward an intransit data record IAW DoD 4500.32R. This is done automatically at CAPS II and GATES stations. RCAPS and manual (non-automated) stations prepare intransit data records and send by available means.

19.5. Split Shipments. When it is necessary to split shipments, compute the number of pieces, weight, and cube of each portion of the shipment and prepare a TCMD or update the record for each portion with the appropriate split shipment indicator IAW DoD 4500.32R. Place each TCMD in the cargo on-hand file or retain in the database.

19.5.1. Make changes on shipping labels/tags to reflect the corresponding split indicated on the TCMD and verify the weight of each piece.

19.5.2. If shipment is hazardous, annotate the Shipper’s Declaration of Dangerous Goods and attach “True Copies” to each TCMD or retain in the on-hand file for attachment to aircraft manifests.

20. Storage Grid and Bay Locations. Establish a storage grid/bay location system within each air terminal, using a combination of four numeric/alpha/numeric/character codes for palletized shipments and numeric/numeric for loose shipments. (See **Figure 2.** and **Figure 3.** for specific grid/bay locations. Use these figures and this paragraph as a guide based on facilities, volume of cargo, and storage space.)

Figure 2. Standard Pallet/Bay Location System.

Pallet Areas	
General Cargo/Mail	Areas 1 through 7
Special Handling Materials	Areas 8 and 9
Security/Signature Service Materials	Area 8
Hazardous Materials	Area 9
Bay Locations	

Security/signature service	Bays 01- 04
Shipments requiring refrigeration	Bays 05 - 08
FSS/MICAP/VVIP shipments not requiring special handling (signature service, refrigeration or hazardous properties)	Bays 09 - 10
Hazardous Materials by Category:	
Explosives (Class 1.1, 1.2, 1.3, 1.4, 1.5, 1.6)	Bays 11 - 17
RESERVED FOR FUTURE USE	Bays 18-21
Compressed gases (Class 2)	Bay 22
Flammable liquids (Class 3)	Bay 23
Flammable solids (Class 4)	Bay 24
Oxidizing Substances (Class 5)	Bay 25
Poisonous Liquids and Infectious Substances (Class 6)	Bay 26
Radioactive materials (Class 7)	Bay 27
Corrosives (Class 8)	Bay 28
Miscellaneous Dangerous Goods (Class 9)	Bay 29
Oversize/outsize loose hazardous cargo	Bay Location 30
Other Shipment Categories	
Loose Cargo/Ordinary Mail Shipments	Bay 31 - 90
Oversize/Outsize Loose Cargo	Bay 91 - 95
Frustrated Shipments	
General Cargo Bay	Bay 96
Oversize Cargo	Bay 97
Reefer	Bay 98
Security cage	Bay 99

Figure 3. Pallet Areas/Locations.

PALLETTED GENERAL CARGO/MAIL

1A01 1A02 1A03 1A04 1A05 1A06 1A07 1A08 1A09 1A10



1B01 1B02 ... 1B09 1B10



PALLETTED SECURITY/SIGNATURE SERVICE

8A01 8A02 ... 8A09 8A10



8B01 8B02 ... 8B09 8B10



PALLETTED HAZARDOUS MATERIALS

9A01 9A02 ... 9A09 9A10



9B01 9B02 ... 9B09 9B10



OUTSIDE LOOSE CARGO

91	95
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LOOSE CARGO/MAIL

REEFER 05	MAIL 35	HAZARDOUS CARGO 22	SECURITY CAGE 29	01
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21. Intransit Cargo/Mail:

21.1. General. Handle loose cargo/mail the same as originating. Change the receipt and incheck times on prime TCMD records. Prepare and send an intransit data record IAW DoD 4500.32R. Segregate and position cargo by destination, consignee, priority, etc. Annotate appropriate TCMD field with the two-digit bay warehouse location.

21.1.1. Do not change the APOE on the prime TCMD record unless the cargo/mail was received on a non-TWCF mission. Change the APOD when the original APOD is the station processing the shipment for onward movement to final destination by AMC airlift. In this case, change the APOE to indicate the station processing the shipment and change the APOD to indicate the final AMC destination. This change is necessary to ensure billing will occur for each segment of movement. For example:

21.1.1.1. A shipment originates at Dover (DOV) and the final destination is Sinop (SIO) Turkey. The APOE indicated on the documentation is DOV and the APOD is Adana (ADA). When the shipment reaches ADA, change the APOE to indicate ADA and change the APOD to indicate SIO.

21.1.1.2. A shipment arrives via surface transportation at Charleston (CHS) and the documentation indicates DOV as the APOE. In this case, the APOE requires a change to indicate CHS if there is an AMC channel from CHS to the APOD.

21.1.1.3. An example when the APOE should not be changed is when a shipment originates at Travis (SUU), the final destination is Ramstein (RMS) and the shipment is moved on a TWCF mission from SUU to DOV. Dover would not change the APOE to indicate DOV since billing has already occurred from SUU to RMS.

21.2. Procedures:

21.2.1. Immediately on landing at intransit stations, all MICAP and TP-1 cargo with expedite handling indicators will be offloaded and processed for onward movement as quickly as possible, but not to exceed 12 hours after aircraft arrival (block time).

21.2.2. All other cargo/mail will be processed within 18 hours of aircraft arrival (block time).

21.2.3. Reweigh all cargo/mail pallets to verify the weight documented on the original AF Form 2279, **Pallet Identifier**. Ensure required documentation is available, assign a pallet location and process (cap) the pallet. The APOE field will not be changed.

21.2.4. Enter the GMT hour code and last two digits of the Julian date in appropriate field of the TCMD when the cargo/mail is completely processed for onward movement. Also, at manual stations, enter this time in the date shipped field of the intransit data record (TK3, TK6).

22. Terminating Cargo/Mail:

22.1. General. Segregate and position cargo by destination, consignee, priority, etc. Annotate appropriate TCMD field with the two-digit bay warehouse location. AMC possession time terminates when the cargo/mail is released to the carrier or consignee.

22.2. Procedures:

22.2.1. Immediately on landing at terminating stations, all MICAP and TP-1 cargo with expedite handling indicators will be offloaded and processed for release to the consignee as quickly as possible, but not to exceed 12 hours after aircraft arrival (block time).

22.2.2. All other cargo/mail will be processed within 18 hours of aircraft arrival (block time).

22.2.3. Enter the GMT hour code and last two digits of the Julian date in appropriate field of the TCMD when the cargo/mail is completely processed for turnover to the receiving agency. Also, at manual stations, enter this time in the date shipped field of the TCMD.

23. Terminating Cargo and Mail Inventory:

23.1. General. In order to reconcile transportation records (including the CAPS II/GATES database) with cargo and mail actually on hand, air freight/TMO will conduct a periodic physical inventory of all terminating cargo and mail at least every other day. The security cage will be inventoried and accountability transferred at each shift change. The security cage inventory will be jointly accomplished by the outgoing and oncoming shifts. Single shift operations will inventory the security cage twice daily at the beginning and end of day.

23.1.1. The explosive storage area will be inventoried at the beginning and end of each shift or when there are signs of tampering. Geographically separated explosive storage locations are not required to be inventoried daily unless entered, not to exceed 48 hours. An inventory is not required on days when operations are closed, not to exceed 48 hours.

NOTE: Inventory procedures for air outbound cargo/mail can be located in AMCI 24-101, Volume 9.

23.2. Procedures. The physical inventory of terminating cargo and mail will encompass the entire terminal. The special handling section is responsible for conducting the inventory of all special handling cargo and registered mail (cargo and mail that has been receipted for by TMO, postal authorities or consignee, but still located in the terminal is exempt from inventory). Reconcile cargo or mail on hand, which is either not listed on inventory documents or which is listed but not on hand, utilizing "can't locate" files, over/short shipment procedures, etc., IAW the DoD 4500.9R, Part II, and AMC 24-101, Volumes 6 and 11.

23.2.1. A copy of the terminating cargo and mail inventory will be maintained by air freight for a period of 30 days to provide historical port data.

23.3. Database Management. Port management will review GATES - Deleted Records report, formerly TRAIS LG report, (Delete records for XXX) daily to provide reasonable assurance that shipments deleted from the database are authorized and documented. This information is available every 24 hours after GATES is updated, via GATES report. The last two columns of Part 1, RSN code and deletion information lists the ALPHA deletion code plus the clear text name of the individual who performed the transaction. (**EXCEPTION:** deletions which are transacted because of a change from shipment control to piece control splits and vice versa, will list an explanation instead of a name in the last column.) Ensure inspector codes are issued to individuals instead of sections or positions, in order to establish adequate controls and individual accountability for deletions.

23.3.1. An individual, preferably assigned to records and reports, will be assigned a master code and the additional duty of assigning inspector codes to assigned individuals. Supervisors are responsible for ensuring that newly assigned personnel report to the inspector code-issuing agency to receive the appropriate level inspector code and three-character identifier. Supervisors will

ensure their personnel notify the inspector code issuing agency when being reassigned to a new duty section or departing the unit PCA, PCS, or being discharged. Dispose of all documents IAW AFMAN 37-139.

24. Release of Cargo/Mail to Consignee Representative:

24.1. General. Air freight will obtain an official written communication from all consignee activities that lists the name, rank, and organization for pickup of general cargo. Include the security clearance of personnel authorized to pickup signature service cargo and registered mail. A DD Form 577, **Signature Card**, local forms, or letter will suffice. At overseas locations, indicate each individual's DEROS on the authorization.

24.1.1. Authorizations are effective for 2 years from issue date. Air freight will establish procedures to ensure outdated authorizations are deleted each month. Local management will determine when to return outdated authorizations to issuing organization with instructions that a new consignee authorization is required. Organization commanders authenticate consignee authorization letters or forms.

24.1.2. Notify consignee organizations that cargo and mail will not be released to unauthorized personnel.

24.1.3. Hand carried letters requesting release of cargo/mail to individuals not identified in the official communication will be verified by a return telephone call to the authenticating agency of the unit requesting the exception on a case-by-case basis. Air freight personnel will obtain signatures from authorized personnel picking up cargo/mail.

24.1.4. The Air Mail Terminal (AMT) will identify personnel who are authorized to receipt for registered mail on a local access list and/or DD Form 577. United States Postal Service (USPS) is not required to furnish a list of employees who are authorized to receipt for mail of any category. All USPS employees are required to carry identification cards and may be, if not recognized, asked to present this identification.

24.1.5. Local AMC commanders will ensure responsibilities and procedures for transfer of air cargo custody are adequately covered under provisions of interservice and/or host tenant support agreements IAW AFI 25-201, *Support Agreements Procedures*, AMCSUP thereto, and DoDI 4000.19, *Interservice, Interdepartmental, and Interagency Support*.

24.2. Procedures. Use the TCMDs, quick release document, truck manifest, or machine listing for a receipt on all cargo released to TMO or other consignees. A signature is not required when the air terminal and TMO are both under the operational control of AMC and located in the same facility. The TMO is responsible for accounting for shipments moved and/or released to local consignees.

24.2.1. Air terminal personnel will obtain a receipt from postal authorities or AMT for mail shipments on the DD Form 1384, DD Form 1385 Cargo Manifest, or mechanized listing.

24.2.2. When TMOs, consignees, or postal authorities arrive at the air terminal, a terminal representative will load cargo/mail on vehicles for onward movement to final destination. At locations where aerial port personnel accomplish blocking and bracing, establish an operating instruction to cover these procedures.

25. Terminating Cargo and Mail Manifest Control:

25.1. General. The terminating function will receive the terminating cargo/mail manifest and all associated documents from air terminal operations center (ATOC) within one hour of aircraft arrival. ATOC will annotate the GMT and date of aircraft block-in the upper right hand corner on the first page of all terminating manifest. The terminating function will monitor the terminating cargo/mail manifests and supporting documents until all cargo/mail is inchecked.

25.1.1. Priority of mission loads to be processed will be determined by aircraft arrival, cargo priority, movement indicators, and SET. The terminating function is responsible for inchecking and processing all manifests except registered mail, signature service cargo, and AMC MICAP/VVIP which are accomplished by special handling.

25.1.2. AMC Form 156, **Terminating Cargo/Mail Manifest Control Log**, or automated product, will be used to log manifests. File completed AMC Forms 156 by month and dispose of IAW AFMAN 37-139.

25.2. Procedures:

25.2.1. As manifests are received, screen to ensure cargo/mail requiring special consideration will be processed as soon as possible, i.e. MICAP/VVIP, TP-1 with expedite handling indicators, registered mail, biologicals, signature service, green sheet, etc.

25.2.2. At automated stations, use the inbound manifest or floppy diskettes for input to the database if no downline manifest is received. **NOTE:** Check the manifest destination to ensure through load manifests are not input. Processing can be started prior to the computer output by using the inbound manifests. The DD Form 1385 will be used for manual inchecking IAW DoD 4500.32R.

25.2.3. Automated stations will produce offload processing lists/incheck lists for inprocessing all cargo/mail. Use the inbound manifest at all other stations for inprocessing. All stations will use the inbound manifest for inprocessing registered mail and intransit pallets.

25.2.4. All registered mail, signature service, and AMC MICAP/VVIP cargo will be delivered to special handling and receipted for by special handling personnel. Registered mail air inbound, truck manifests, or DD Form 1384 will be used for a receipt when registered mail is turned over to the postal authorities. The original signed copy will become the station file copy. Annotate the terminating manifest control log at the time the manifest is delivered to special handling. Air freight officers/TMO may publish a joint operating instruction to cover retrograde processing.

25.2.5. All cargo and mail must be accounted for during processing. If manifested cargo is not located, make every effort to locate missing cargo/mail by checking the aircraft and each cargo/mail handling section, vehicles used to offload the aircraft, etc. If the cargo/mail still cannot be located, document IAW paragraph 46., as a short shipment. If cargo is received on the mission, but was not manifested, document IAW paragraph 47. as an overshipment.

25.2.6. Ensure all shipments on a mission are accounted for or documented as an over/short shipment, adjust manifest totals, if necessary. The manifest will then be signed and the processing GMT hour and date code will be entered on the manifest by the terminating cargo processor. The manifest, offload processing lists or incheck lists will be given to records section personnel within 18 hours of aircraft arrival. After the manifest has been delivered to the records section, annotate the appropriate column of the AMC Form 156.

Section C—Special Cargo

26. General Information:

26.1. Definition. Special Cargo is that which requires particular consideration because of inherent characteristics involving acceptance, packaging, security, environmental control, handling, air movement, or a combination of these factors.

26.2. Application. Based upon local needs, units will develop procedures and ensure that necessary support agreements are negotiated for required functional support. Special cargo moving on AMC contract missions must be moved IAW the current contract.

27. Special Cargo Inventory:

27.1. General. The special handling function is responsible for conducting an inventory of security cages/rooms, reefers, and hazardous/explosives cargo areas. Establish internal procedures to account for security shipments pending load selection and manifesting. Under no circumstances will documents reflecting the classification of the cargo be attached to the shipment.

27.2. Security Cage/Room Access. Access to security cages/rooms is restricted to personnel who have written authorization from the unit commander for unescorted entry and personnel accompanied by authorized escorts. Post the access list of personnel authorized unescorted entry into the security cage/room near the facility entrance.

27.3. Procedures. Inventory storage facilities using AMC Form 214, **Security Cage Log and Inventory**, or query 8 report (at automated stations). Stations may use an automated local product in lieu of the AMC Form 214. Data requirements, inventory frequency, and disposition remain unchanged. Inventory all security areas and transfer accountability at the beginning and end of each shift. Outgoing and incoming shifts will accomplish inventories jointly. Single shift operations will inventory security areas at the beginning and end of the shift. Inventorying is not required during periods (not to exceed 48 hours) when operations are closed.

27.3.1. Initiate the AMC Form 214, query 8 report, or other automated product at the closest shift change to 0001 hours local each day. Annotate the log as shipments are placed in or removed from the storage facility. Containerization of registered mail does not preclude the requirement for inventory of individual pieces. Retain AMC Forms 214, query-report, or other automated product in special handling and dispose of IAW AFMAN 37-139.

28. DD Form 1387-2, Special Handling Data/Certification:

28.1. General. This form is used to identify and provide special handling instructions for biologicals, classified, in-bond, perishable, remains of deceased personnel, and signature service shipments when shipped by military air. The DD Form 1387-2 will be prepared by the shipper and affixed to each container requiring special handling. The shipper furnishes the originating air terminal with three additional copies of the form. When the originating air terminal is other than AMC, only two copies will be received at the point of entry into the AMC system. The shipper prepares the DD Form 1387-2 IAW DoD 4500.32R, Chapter 2, **Section B**. **NOTE:** Use of the DD Form 1387-2 is not to be confused with the use of the Shipper's Declaration for Dangerous Goods.

28.1.1. When shipments are manifested for airlift, staple one copy of DD Form 1387-2 for each shipment to the manifest placed aboard the aircraft.

28.1.2. When shipments covered by DD Forms 1387-2 are offloaded at intransit stations, remove DD Forms 1387-2 accompanying manifests and attach to the TCMDs. When shipments are remanifested, attach DD Forms 1387-2 to the outgoing manifests.

28.1.3. The air terminal representative loading the special handling shipment at a non-AMC station is responsible for ensuring the aircraft commander or designated representative is thoroughly briefed on the nature and location of the shipment aboard the aircraft, including handling or treatment required.

28.1.4. Attach the DD Forms 1387-2 for each shipment to the station file copy of the manifest and send to the ATOC for inclusion in AMC Form 77, **Aircraft Ground Handling Record**. If only one signed copy of the form is available, the air terminal will place it in the envelope affixed to the number one container and attach a reproduced copy to the manifest. Intransit terminals may reproduce completed DD Forms 1387-2 as necessary.

28.1.5. When a shipment requires onward movement by a commercial mode of transportation, give the DD Form 1387-2 received with the inbound manifest to the TMO.

29. Classified and Security Cargo Shipments:

29.1. Identification. It is the responsibility of the shipper to notify the air terminal when a shipment is classified, the degree of classification, if it requires security protection, and whether it is hazardous.

29.2. Application. Provide signature service for the following types of shipments:

29.2.1. Material classified SECRET or CONFIDENTIAL.

29.2.2. Sensitive shipments.

29.2.3. Others requiring special handling in exceptional cases:

29.2.3.1. Biologicals and blood of such urgency that human life depends upon immediate receipt.

29.2.3.2. Human remains.

29.2.3.3. Money or gold bullion.

29.3. Custodial Responsibility. The above shipments will be airlifted under the care of a crew member on military missions and tendered to the contractor for transportation protective service (TPS) handling on contract commercial missions. All air terminal representatives who receipt for classified shipments must possess a security clearance equal to or higher than the highest classification of the affected shipment and identified on a local authorization letter. Aircrew member security clearance will appear in the flight orders. Alternatively, when appropriate, the shipments may be moved under the care of an authorized escort/courier on military and/or contract missions. Couriers will be selected by ATOC in conjunction with passenger service IAW AMCI 24-101, Volume 9.

29.4. Handling. Airlift unescorted classified shipments under the care of the aircraft commander or a designated representative. At destination, immediately notify the consignee of the arrival of the shipment and obtain a receipt when the shipment is turned over to the consignee. TOP SECRET shipments will be accepted for movement by AMC IAW DoD 5200.1R/AFI 31-401.

29.5. Custodial Transfer:

29.5.1. A signature transfer/receipt document, i.e. DD Form 1907, **Signature Tally Record**, will be used to transfer custody of shipments requiring special security precautions IAW AFI 24-201 into the AMC airlift system. Terminate the transfer document offered by the shipper, i.e. DD Form 1907, and file with other transportation documents arriving with the shipment.

29.5.2. Only US military and US civilians with appropriate security clearance may sign for classified shipments and take custody of them.

29.5.3. Within the AMC airlift system, use the cargo manifest as the transfer document to transfer custody to aircrew members or consignee representatives. Personnel who receipt for classified material must possess a security clearance equal to-or-higher than the materials for which they receipt.

29.5.4. The terminal will deliver material to the selected escort or crewmembers. Signature and printed name of the recipient on the air manifest indicate evidence of delivery. The person who relinquishes custody of the shipment will always retain a signed copy of the manifest. Send the signed copy to ATOC for inclusion in AMC Form 77. The escort or crewmember retains the remaining manifest copies for subsequent transfer at en route or destination stations.

29.5.5. Signature service cargo placed on pallets that contain general cargo will be handled on an individual shipment basis and will not be consolidated. Shipments moved in this manner will be readily identifiable for accountability and proper transfer between air freight/crew members and/or couriers.

29.5.6. The terminal representative at the destination, en route, or transship point will relieve the escort or crewmember of the material upon arrival. The escort or crewmember retains a signed manifest copy for personal records and turns over remaining manifest copies to the terminal representative. Terminal representatives are not required to relieve escorts or crewmembers during standard ground times, also known as quick turns, where there is not a change of crews.

29.5.6.1. En route transfer: When an aircraft is scheduled for extended ground time or aircraft maintenance dictates an extended ground time at an en route location, an appropriate air terminal representative will accept responsibility for the cargo upon aircraft arrival. Terminal personnel will determine whether the Intransit Signature Service cargo should remain on the aircraft or be transported/stored in the terminal's secure area. In either event, the air terminal will relieve the aircrew of custody. Prior to aircraft departure, a crewmember will again take responsibility for the cargo by signing the cargo manifest.

29.5.6.1.1. Deleted

29.5.6.1.2. Deleted

29.5.6.2. Direct Transfer. If no extended ground time is projected, direct transfer between escorts or crewmembers may be accomplished at an en route station where the outbound escort or appropriate crewmember is available to relieve the inbound escort or crewmember, normally within 30 minutes. If outbound escort or aircrew personnel are not available, an appropriate air terminal representative will accept responsibility and sign for the cargo.

29.5.6.3. The transfer cycle continues until the cargo is delivered to the consignee/consignee representative. When cargo is manifested to the consignee/consignee representative, a DD Form 1907 must be accomplished by the APOD. The air terminal acts as the shipper in this capacity and will complete DD Form 1907 as the shipper (Block 1a). The origin (Block 1b)

will be the current APOD and routing (Block 7.) will only show the final portion of APOD to final consignee. All other blocks are self-explanatory. This form will serve as verification of final delivery.

29.6. Security. All classified/security cargo will be safeguarded while in the custody of the air terminal. Notify the appropriate base security agency of requirements for armed guard surveillance of cargo within the terminal complex, or on AMC aircraft (DoD 5200.1R/AFI 31-401). Present the local access authorization to the aircrew member prior to transfer of custody and receipt of a classified shipment.

29.7. Split Shipments. Classified and security cargo shipments will not be split after being received into the airlift system unless it is necessary for palletization purposes or because a single shipment exceeds the airlift capability of a single aircraft. Maintain shipment integrity when splitting shipments for palletization purposes. Shipments that are split because the entire shipment exceeds a single aircraft capability will be shipped on the minimum number of aircraft possible.

29.8. Discrepant Shipments. Classified and security cargo shipments that are damaged, improperly documented, packed, marked or labeled, will be refused at originating stations or frustrated if intransit. All documents used to effect accountability and transfer of signature security service cargo must reflect the correct commodity/special handling code and risk category code for special handling.

29.8.1. Originating Station. When discrepancies exist on signature service shipments, do not accept shipments arriving by modes other than commercial conveyance into the AMC airlift system until the discrepancy is corrected. Accept shipments arriving via commercial conveyance and receipted for on DD Form 1907. Immediately frustrate the shipment to CSB/ACA for corrective action.

29.8.2. Terminating Or En Route Stations. When discrepancies exist with signature security service shipments, add a written statement to the manifest describing the discrepancy. Both the responsible crew member and air terminal representative will sign the statement. Receipt for shipment using normal procedures.

29.8.3. In all cases, frustrate the shipment. Place it in the security cage and initiate an AMC Form 33, **Report of Frustrated Cargo**. After the CSB/ACA has completed corrective action, the shipment will continue movement in the airlift system.

29.8.4. Check the TCMD, DD Form 1387, DD Form 1387-2 and the packing list to obtain the correct information for the shipment. Contact the originating station by phone or message to ascertain the classification or sensitivity of the shipment. Follow-up on action to originating station with discrepancy report, as appropriate.

30. Remains of Deceased Personnel:

30.1. General. Transportation of deceased military personnel and other authorized remains by AMC is authorized between overseas and CONUS IAW AFI 34-501, *Mortuary Affairs Program*. Whenever possible, restrict movement of remains to cargo/dual configured airlift missions. Baggage compartment space on passenger type aircraft may be used when satisfactory service cannot be accomplished on cargo missions.

30.2. Handling:

30.2.1. Ensure on/offloading is accomplished discreetly and non-concurrently with passenger/patient on/offloading.

30.2.2. Shipments will move on a separate manifest, using the manifest as a hand-to-hand receipt.

30.2.3. Transfer cases containing remains will be stowed on the aircraft/pallet in a level position. The feet will never be higher than the head while in the stowed position. The head will always be stowed toward the nose of the aircraft. This procedure assures aircraft acceleration forces are borne by the feet, thereby avoiding damage to the head. When loaded, transfer cases should be loaded in the forward most available cargo position in the event jettisoning is necessary.

NOTE: On widebody aircraft (ie, C-5, C-17) transfer cases can be moved from one side to the other in the event jettisoning is required. Therefore, transfer cases may be loaded towards the rear of the aircraft if required.

30.2.4. No other cargo will be loaded on top of transfer case containing human remains. However, if more than one transfer case containing remains is shipped or stored, stacking is permitted, but should be avoided if at all possible. The maximum number of human remains transfer cases that safely may be transported on a single 463L pallet is 12. Place cases in three rows, each row stacked to a maximum of four.

30.2.5. When remains are received at an AMC terminal they will be stored in a secure area and separate from other cargo. If remains are not embalmed, refrigerated storage is required. If refrigeration is not available, contact mortuary affairs.

30.2.6. Move remains on a space-required basis, using MILSTAMP documentation procedures. **EXCEPTION:** Remains of retired personnel will move on a space available basis from overseas locations.

30.2.7. The shipping activity should provide the origin APOE with the following information as applicable, as far in advance as possible:

30.2.7.1. Military personnel: name, grade, and SSN.

30.2.7.2. Civilian employees: name, grade, SSN, and employment data.

30.2.7.3. Contract engineering and technical services (CETS) personnel: name, and employment data.

30.2.7.4. Dependents of military personnel and civilian employees: name of decedent; name, grade, SSN, and organization (or employment data) of the sponsor.

30.2.7.5. Other United States citizens: name of decedent, name and address of sponsoring individual, agency or firm.

30.2.8. The shipper marks the case with name and address of receiving funeral director.

30.2.9. The shipper ensures a DD Form 2064, **Certificate of Death (Overseas)**, preferably in English, is affixed to the transfer case of deceased personnel. If the certificate is not in English, the shipper provides a statement in English, stating the cause of death.

30.2.10. See AMCI 24-101, Volume 9, Section E, for additional guidance.

31. AMC Mission Capability (MICAP), Very Very Important Parts (VVIP) and Forward Supply System (FSS) Shipments:

31.1. General. Handle, process, document, and deliver AMC MICAP, VVIP, and FSS shipments IAW AFD 23-1, *Requirements and Stockage of Material*, and AMCI 23-102, *Expeditious Movement of*

AMC MICAP, VVIP, and FSS Items. Supply activities are exempt from submitting ATCMDs to the ACA IAW DoD 4500.32R (MILSTAMP). These shipments are also exempt from movement by SET.

31.1.1. The special handling section is responsible for aerial port handling of the shipments described above.

31.2. Handling. Segregate all MICAP, VVIP, and FSS from other cargo in the air terminal via separate holding areas to allow ready identification and expeditious movement of the material.

31.2.1. Transfer AMC MICAP and VVIP shipments on a hand receipt basis utilizing the cargo manifest.

31.2.2. Move AMC MICAP, and VVIP, on the mission providing the earliest arrival at destination.

31.2.3. Limit MICAP, VVIP, and FSS items transported aboard scheduled passenger flights to small items that can be loaded in the baggage compartment. Use of passenger aircraft is at the discretion of aerial port management under the following conditions:

31.2.3.1. Do not remove passenger seats to provide space for such cargo.

31.2.3.2. AMC MICAP cargo does not take precedence over space required passengers; however, such items may displace space available passengers if weight is the limiting factor rather than number of seats.

31.2.3.3. Do not divert passenger aircraft from scheduled routes for the purpose of moving MICAP shipments without specific approval of AMC TACC/XOG.

31.2.4. File AMC Form 35, **Terminating AMC MICAP/VVIP Control Log**, and AMC Form 36, **Originating AMC MICAP/VVIP Control Log**, in the special handling section and dispose of IAW AFMAN 37-139.

31.2.5. The same procedures/controls outlined for AMC MICAP will be used for contract aircraft revenue route support parts.

32. Biologicals, Blood, and Perishables:

32.1. General. AMC personnel will expedite movement of these shipments. The re-icing capability that exists at AMC aerial port units is intended to provide users an additional insurance of product preservation after it has entered the airlift system. Routine re-icing of cargo shipments at the APOE, prior to acceptance, is not the responsibility of AMC air terminals.

32.1.1. All shipments of biologicals and blood will be airlifted under care of the aircrew. Immediately notify the consignee or appropriate agency of shipment arrival. Arrange re-icing/refrigeration as required, and obtain a receipt when shipment is released to consignee or appropriate agency.

32.1.2. Provide all such shipments, refrigerated and unrefrigerated, preferential handling within the guidelines of SET, movement indicators, and assigned movement priority, and send on those flights making the best connection with subsequent flights, and providing minimum total transit time.

32.1.3. All etiological agents, biological research materials, and diagnostic specimens will continue to be triple packaged IAW AFJMAN 24-204 and Title 42, CFR 71.25. Refrigerant (ice, etc.)

is placed with the double packaged specimens inside a tertiary (outer) shipping container. Re-icing involves no hazard to personnel performing this function and requires no special training; however, due to the Air Force's special concerns (i.e. commander's opinion, public relations, security, etc.), medical personnel will continue to re-ice etiological agents and biological research material. Medics, however, are not required to re-ice diagnostic specimens.

32.1.3.1. Unescorted shipments of etiological agents or biological research materials as defined by AFJMAN 24-204 will be opened, checked, re-iced, and resealed by medical laboratory or medical supply personnel. They will annotate the time of the next required re-icing on the label.

32.1.3.2. Diagnostic specimens, i.e. blood samples, rabies specimens, etc., are different than etiological agents or biological research material and do not require re-icing by medical personnel. Diagnostic specimens will be opened, re-iced and resealed by the special handling personnel who will annotate the time of the next required re-icing on the label. Direct questions regarding animal specimens being shipped for rabies testing to the US Army Veterinary Service personnel. Direct questions regarding other diagnostic specimens to medical laboratory personnel.

32.1.4. Maintain AMC Form 106, **Biologicals/Reicing/Refrigeration Log**, to document re-icing/refrigeration actions and control of all items requiring refrigeration. Special handling personnel will record shipments requiring re-icing/refrigeration on the AMC Form 106 and monitor during storage. Shift supervisors will review this log at the beginning of each shift to ensure re-icing is accomplished as necessary. All entries on the AMC Form 106 will be legible and entered in Greenwich Mean Time (GMT).

32.1.4.1. If the next icing will become due prior to arrival of shipment at the next transfer point or destination, shipment will be re-iced before forwarding.

32.1.5. Inspect refrigeration units for appropriate temperature range each shift change. A local form may be developed to record these inspections. Variations above or below maximum and minimum temperatures specified on intransit shipments in storage require immediate action. Maintain refrigeration units between 35 and 46 degrees Fahrenheit (2 to 8 degrees Celsius).

32.2. Biologicals. Special labels have been prepared by the Defense Personnel Support Center (DPSC) for use on all shipments of biologicals requiring special handling during shipment.

32.2.1. Handling. Items requiring constant freezing for preservation of potency during shipment will be delivered to AMC packed with dry ice in an insulated shipping container. The container will be labeled with a DD Form 1502, **Frozen Medical Material Shipment**. The label will indicate time of initial icing, inspection deadline for re-icing and the total dry ice used for each shipment. Certify dry ice IAW AFJMAN 24-204.

32.2.1.1. APOEs will ensure insulated containers are completely filled with refrigerant when shipment is forwarded. When re-icing is necessary, with the exception of etiologic agents and biological research material shipments, terminal personnel will open, re-ice and annotate the label with the next re-icing time.

32.2.2. Storage. Perishable biologicals that require refrigeration, but not icing, will be labeled with a DD Form 1502-2, **Limited Unrefrigerated Medical Material Shipment**. The label will indicate time items were removed from refrigeration and maximum shipping time allowed without

refrigeration. En route stations inspect refrigeration record of all biologicals transiting their facility. In the event of any delay in shipment, place items under refrigeration at a temperature range of 35 to 46 degrees Fahrenheit (2 to 8 degrees Celsius) or as prescribed by the label. To assure an up-to-date record of maximum allowable unrefrigerated shipping time expended and remaining, terminal personnel make appropriate legible entries on the labels each time a shipment is placed in or removed from refrigeration. All times will be GMT. To determine remaining allowable unrefrigerated shipping time, deduct total time shipment has been removed from refrigeration from maximum shipping time allowed out of refrigeration. The time during which items are under refrigeration does not count against maximum allowable unrefrigerated shipping time.

32.3. Blood. Because whole blood must be preserved by proper refrigeration from the time it is collected until it is administered, pack whole blood shipments in a prefabricated fiberboard box, reinforced with Styrofoam, designed to contain 21 bags of blood, 21 receipt sets and a double polyethylene bag of wet ice. Do NOT reuse polyethylene bags to freeze water for re-icing. Two new bags must be used to ensure the melting ice does not leak. Keep containers upright and place in an area to prevent exterior damage. Never use DRY ICE, SALTED WET ICE, or JELL FREEZE containers. The limited usable period (21 days) of blood requires careful and expeditious handling.

32.3.1. Handling. Seal all blood containers before shipment. Load blood containers in aircraft that provide an in-flight cabin temperature between 35 to 80 degrees Fahrenheit (2 to 27 degrees Celsius). **WHOLE BLOOD MUST NEVER BE ALLOWED TO FREEZE.** Never load blood in the belly compartment of an aircraft. If blood is to be en route more than 24 hours after icing, make arrangements for re-icing. If this is not possible, terminal personnel will accomplish re-icing as follows:

32.3.1.1. When an aircraft with whole blood on board arrives at an en route station, inspect the shipment. Follow the instructions on the DD Form 1502-1, **Chilled Medical Material Shipment.**

32.3.1.2. If the shipment is not scheduled to reach the next transfer point (or consignee) within 24 hours from the time the whole blood was last iced, remove the ice bags. Immediately close the container lid after removing the ice bags. A new ice bag will be filled with 15 pounds of wet ice cubes, sealed and then be placed in another polyethylene bag and sealed. Use plastic bags, NSN 8105-01-358-9325. These bags may have to be obtained through local purchase until available through supply channels. Plastic bag, 24 by 24 inches must be used, not the office-type plastic trash bag. All re-icing must be accomplished in double bags and each bag individually sealed. The filled ice bags should be placed in the containers, lids closed and secured. Record the place, date, and hour of re-icing on the DD Form 1502-1.

32.3.2. Storage. For required storage, whole blood should be maintained in refrigerator, at temperature of 35 to 46 degrees Fahrenheit (2 to 8 degrees Celsius).

32.3.3. Notification. When notified that a shipment of blood is en route, destination stations will ensure consignees are advised of estimated time of arrival (ETA) of shipment. Tender shipments to consignee immediately upon arrival at destination.

32.3.4. Shipments of Frozen Blood. Specially prepared blood may be delivered to AMC frozen. This blood should remain frozen throughout the transportation cycle. Comply with shipper's instructions for these shipments.

32.4. Perishables. Normally, perishables consist of, but are not limited to, foodstuffs, meat (including frozen meat), and produce. Any item that will spoil within a relatively short period of time, unless maintained within prescribed temperature limits, is considered a perishable.

32.4.1. Handling. Inform shippers to deliver items (such as frozen meat) that require constant freezing during shipment to AMC packed in dry ice in a suitable insulated container. Ensure the shipper labels containers to indicate all special instructions and other pertinent information required to ensure proper handling. When necessary, re-icing is the responsibility of the special handling section. In all cases where a question arises concerning preservation or condition of frozen meat, contact the military public health service for assistance.

32.4.1.1. Deliver other perishables (such as refrigerated or unrefrigerated foodstuffs, produce, batteries, and film) to AMC in suitable containers prescribed in applicable directives. Label containers to indicate all special instructions and other pertinent information required to ensure proper handling.

32.4.1.2. DD Forms 1502 are required for perishable foodstuffs and produce shipments. Shipments will be handled IAW the instructions recorded on the form by the shipper.

32.4.2. Storage. Stowage of foodstuffs on pallets (airdrop or airland) containing hazardous materials will be IAW AFJMAN 24-204.

32.5. Discrepant Shipments:

32.5.1. DD Form 1502. If a shipment is received with no dry ice in the container, or if the colored ice in the plastic indicator tube has melted, take the following actions:

32.5.1.1. Immediately place the material in freezer. Frustrate the shipment to CSB/ACA as prescribed in this volume and report discrepancy on a SF 361, **Transportation Discrepancy Report**, IAW DoD 4500.9R. **NOTE:** Recipients of SF 361 will respond within 5 working days upon its receipt.

32.5.2. DD Form 1502-1. If a shipment is received with the water ice thawed, take the following actions:

32.5.2.1. Immediately place the material in chill reefer. Frustrate the shipment to CSB/ACA as prescribed in this volume and report discrepancy on a SF 361. **NOTE:** Recipients of SF 361 will respond within 5 working days upon its receipt.

32.5.3. DD Form 1502-2. If a shipment is received beyond the required delivery date, or if the material may have been exposed to temperature over 95 or below 32 degrees Fahrenheit (35 or below 0 degrees Celsius), take the following actions:

32.5.3.1. Immediately place the material in chill reefer. Frustrate the shipment to CSB/ACA as prescribed in this volume and report discrepancy on a SF 361. **NOTE:** Recipients of SF 361 will respond within 5 working days upon its receipt.

33. Registered Mail:

33.1. Handling. Official registered mail may contain up to and including SECRET material. Personal registered mail does not include classified documents; however, it is afforded the same degree of security afforded official registered mail. All registered mail must be safeguarded and provided a complete audit trail within the DTS. US citizens, military or civilian, must have a valid entrance national agency

check (ENTNAC) or national agency check (NAC) on file to handle (but not open) individual pieces of registered mail. Formal award of a specific security clearance is not required.

33.2. Containerization Procedures. Air terminals originating large volumes of registered mail to specific locations may containerize registered mail for ease of transfer to aircrew members at planeside. Stations and aircrew members must comply with the following procedures when originating and receiving containerized mail shipments:

33.2.1. Containers should be tri-wall type boxes and should not exceed 45 inches in height.

33.2.2. The two-person concept will be used to containerize mail.

33.2.3. Assign pallet identifiers to the container and cap the pallet as a skid using 05 in the equivalent positions column.

33.2.4. A content listing will be created for each container in triplicate. The listings will include the printed names, ranks, organization and signatures of the individuals containerizing the mail and the seal number of the seal used on the container. Special Handling will ensure the correct seal number for each container is annotated on the aircraft final manifest.

33.2.4.1. One copy of the listing will be placed inside the container for inventory use at destination station.

33.2.4.2. The second copy will be affixed to the outside of the container for intransit use and inventory purposes.

33.2.4.3. The final copy of the listing will be filed in special handling.

33.2.5. As a minimum, packing tape, metal or plastic bands, and box car seals will be used to seal containers. Containers will be taped shut and the boxcar seal number, as well as both individuals' signatures, will be prominently annotated across the tape. Containers will be banded with four bands, two along the width and two along the length. A box car seal will then be placed at the band crimp where it cannot be removed should the bands be cut.

33.2.6. Shipments will not be delayed for containerization purposes.

33.3. Transfer Procedures. At planeside, the terminal representative will sign all registered mail manifests indicating the container closures and seals are intact and the seal numbers on the containers and manifests match. Discrepancies will be brought to the attention of aerial port personnel and corrected before aircraft departure. Pen-and-ink changes to registration numbers will not be made, nor will registered mail shipments be hand-scribed onto the final manifest. Discrepancies not correctable before departure will be bumped. A new manifest will be generated. One copy of the manifest is signed by the crew member accepting responsibility for the mail. Aircrew members remain responsible for integrity of containers and security of shipments while under their control.

33.3.1. Receiving aerial port personnel will verify the integrity of container closures and seals at planeside. Discrepancies will be brought to the attention of the responsible aircrew member and annotated on the manifests. The aircrew member and air terminal representative will jointly inspect the container to verify content prior to transfer of custody. The two-person concept will be used to incheck and receive shipments into the port. Content listings and manifests will be used to inventory and terminate shipments. Inchecking personnel will also sign the content listings, which will be filed in Special Handling. Mail will be transferred to postal personnel IAW existing procedures.

33.3.2. Loose Registered Mail. Transfer of loose registered mail will occur in the same manner as containerized mail, except seal numbers of individual pieces will be confirmed.

33.4. Discrepant Shipments. When a registered mail shipment arrives at an originating, terminating or en route station with an irregularity (torn pouch, TCN missing, incorrectly manifested, etc.). Containers with discrepancies that void the integrity of the container and could result in lost or pilfered material will not be accepted for shipment until the contents have been inventoried. Take the following action.

33.4.1. Originating Station. Don't accept the shipment into the AMC system until US Postal Service authorities take action to ensure all irregularities are corrected.

33.4.2. Terminating or En Route Stations. When a shipment arrives and the manifested TCN does not match the TCN on the shipment, accomplish the following:

33.4.2.1. Annotate the manifested line item with the incorrect TCN as a short shipment.

33.4.2.2. Add the shipment to the bottom of the automated manifest or prepare a DD Form 1384/1385 and document as an overshipment.

33.4.2.3. Annotate all copies of the manifest with a statement describing the discrepancy. The responsible crew member and air terminal representative sign the statement. Notify the local US Postal Service, which will take action IAW DoD 4525.8M, *DoD Official Mail Manual*.

33.4.2.4. The air terminal representative receipts for the registered mail after the specified annotations have been accomplished. Request loadmaster signature to confirm discrepancies as annotated.

33.4.2.5. The air freight officer/superintendent initiates over/short shipment procedures to solve the discrepancy.

34. Hazardous Materials:

34.1. References. AFJMAN 24-204 contains information and rules for the air transport of items which, by virtue of their properties, have been identified as regulated materials when entered into the DTS for airlift. Additional references required for air terminal management of hazardous materials include:

34.1.1. Title 49, *Code of Federal Regulations (CFR) parts 100-199* (optional for overseas locations).

34.1.2. AFMAN 91-201, *Explosive Safety Standards*.

34.1.3. International Air Transport Association (IATA) Dangerous Goods Regulation (DGR).

34.1.4. International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air (optional in-place of IATA DGR).

34.2. Hazardous Materials Information File (HMIF). Each AMC air terminal will maintain a hazardous cargo file to include hazardous cargo information updates, HQ AMC/AFMC clarification messages, letters, packaging/compatibility waivers and other hazardous information. File will be readily accessible on a 24-hour basis and reviewed daily by all personnel involved in the handling or movement of hazardous materials. Review must be documented. **NOTE:** Access to web sites containing hazardous material information may be used in place of a manual file where appropriate.

34.3. Shipper's Responsibilities. It is the shipper's responsibility to ensure complete compliance with applicable directives. Hazardous materials must be packaged, marked, labeled, and certified for military air shipment IAW AFJMAN 24-204, Title 49 CFR, the ICAO Technical Instruction, or IATA DGR. Other shipping documentation will be completed IAW DoD 4500.9R and DoD 4500.32R.

34.4. Hazardous Material Qualifications:

34.4.1. The air terminal will use only those personnel who have satisfactorily completed a preparer or inspector course IAW AFJMAN 24-204 for certifying, inspecting and performing quality control of hazardous materials shipments. Supervisors will ensure an individual is knowledgeable of duties and responsibilities before assignment to tasks involving hazardous materials.

34.4.1.1. The commander will identify personnel authorized to inspect hazardous material in writing. A memorandum or DD Form 577 may be used for this purpose. The authorization document will be annotated with the following statement: "Hazardous Material Inspector Qualified." Personnel performing the following tasks will be, as a minimum, "Inspector" qualified:

34.4.1.1.1. Completes and signs AMC Form 1015, **HAZMAT Inspection and Acceptance Checklist**.

34.4.1.1.2. Issues a Passenger Deviation IAW Volume 9.

34.4.1.1.3. Signs manifest statement required by AFJMAN 24-204.

34.4.1.1.4. Load plans hazardous materials shipments.

34.4.1.1.5. Conducts Joint Inspections (see Volume 18).

34.4.1.2. Personnel qualified to certify hazardous materials or who performs hazardous materials instruction will be identified in writing by their commander, using either a memorandum or DD Form 577. Annotate the authorization document with the following statement: "Hazardous Material Preparer Qualified." **NOTE:** An individual qualified as a Preparer may also handle, inspect, and accept hazardous materials.

34.4.1.3. Personnel who only handle and load hazardous materials will receive initial and biennial refresher training using an approved hazardous material handler course. This training will be annotated on the individual's AF Form 1098, **Special Task Certification and Recurring Training**, and filed with the AF Form 623, **On-the-Job Training Record**, for military personnel and **Supervisor's Employee Brief**, for civilian personnel.

34.4.1.4. Requests for "Preparer" training extensions will be sent to HQ AMC/DON. Extensions may not be used by individuals certifying hazardous materials placed on AMC contract air carriers or as authority to certify hazardous materials for commercial surface or air transportation. Commanders may grant extensions for "Inspectors" or "Handlers," not to exceed 60 days. AMC contract air terminals will obtain "Inspector" or "Handler" extensions from appropriate Quality Assurance Evaluator (QAE).

34.4.2. Certification of hazardous materials by tanker airlift control element (TALCE), aerial port team members.

34.4.2.1. AMC aerial ports and units with a mobility mission (e.g. Mobility Flight in an Aerial Port Squadron) will develop and maintain a cadre of 2T2X1 "Technical Specialist" personnel

to certify aerial port equipment shipped in support of tasked deployed operations. Local management will determine cadre size.

34.4.2.2. Aerial port teams are not inherently responsible for certifying hazardous materials belonging to other TALCE elements or the supported forces. The aerial port element may certify TALCE cargo, within the scope of their training, when other TALCE elements lack this capability.

34.4.3. Explosives safety training will be accomplished IAW AFI 91-202.

34.5. Inspection and Quality Control. Terminal personnel will perform a 100 percent inspection of originating hazardous material shipments and associated documentation for compliance with AFJMAN 24-204 or other applicable directives.

34.5.1. Use [Attachment 2](#), HAZMAT Packaging Opening and Closing Procedures, to determine extent of inspection.

34.5.2. "Inspectors" will have access to all cargo, to include containerized loads (CONEX, MILVANS, Tactical Shelters, etc), unless the shipper has obtained an exemption from HQ AMC/DO for protected or sensitive shipments. Access will be limited to inspection to ensure "safety-of-flight" and check for undocumented hazardous materials. Do not open individual boxes, safes, or COMSEC equipment within containers if transported force unit commander identifies (in writing) the inspection will compromise security.

34.5.3. Inspections will be documented using AMC Form 1015. When hazardous material is acceptable for air movement, attach a completed form to the Shipper's Declaration for Dangerous Goods forwarded to Load Planning (See Volume 9). Unacceptable shipments will be processed IAW Section D, Paragraph 45.

34.5.4. When hazardous materials are determined acceptable for air movement, stamp, mark, or label shipment with the following statement, "Received and Inspected By _____," to include signature of individual performing inspection and location (three letter code is acceptable). For multi-piece shipments, a signature is required on only the number one piece. Initials may be used for all other pieces. For like hazardous materials received palletized or unitized from the shipper, only a single statement is needed for each pallet or unit. Tags may be used for rolling stock or equipment if use of a stamp, marking, or label is not appropriate. Hazardous materials without inspection statement will not be processed for shipment. Hazardous materials will never be loaded on the same pallet with rations or foodstuffs.

34.5.5. Periodically, i.e. at shift change, inspect all shipments of hazardous materials stored in air terminal facilities. This inspection should be a visual check to ensure no leaks or other discrepancies go undetected. If any discrepancies are noted, frustrate the cargo.

34.5.6. Refuse or frustrate improperly prepared, damaged or documented shipments until discrepancies are corrected. Ensure a SF 364 or HAZMAT Automated Discrepancy Report is prepared and distributed for each damaged or improper shipment of hazardous materials.

34.5.7. Screen all cargo during processing to detect hazardous materials not identified by the shipper.

34.6. Special Assignment Airlift Missions (SAAM). When SAAM missions are authorized to transport cargo, vehicles, equipment and personnel IAW AFJMAN 24-204, Chapter 3, *Tactical, Contin-*

gency, or *Emergency Airlift*, the statement “AFJMAN 24-204, Chapter 3 applies” must be included on the Mission Operating Directive (MOD). When SAAM MODs do not contain this statement, the hazardous material requirements for channel missions pertain to fuel levels, compatibility, packaging, etc. will be followed.

34.7. Hazardous Material Handling. Ensure safe practices are followed when handling, stacking, loading, positioning, and restraining hazardous cargo on a pallet or in an aircraft. In addition, pieces of hazardous material shipments will be placed on pallets in positions to permit visibility of the special handling labels through the plastic covers.

34.7.1. Segregate hazardous cargo pending movement into appropriate hazardous storage bays (see [Figure 2.](#)) that maximize safety, provide both isolation for non-compatible items and protection from the elements. These areas will provide readily accessible emergency/protective equipment. The hazardous cargo area will be identified by placards with the words “HAZARDOUS--NO SMOKING.” Placards marked with the hazardous cargo classification and a copy of the appropriate hazardous material warning label will identify individual bays within the hazardous cargo area. Use AFJMAN 24-204 to determine explosive compatibility during storage unless otherwise directed by host base Safety office.

34.7.2. Only personnel currently trained/qualified to handle and load hazardous materials must be used for on/offload of aircraft and storage of explosives and other hazardous materials.

34.7.3. Written operating instructions (OI) will be available on accepting, storing, transporting, and handling explosives IAW AFI 91-201. As a minimum, OIs will address approved explosive operation locations, explosive limits, personnel limits, authorized equipment, general/specific safety requirements, individual responsibilities, and step-by-step procedures. OIs will also address emergency procedures in the event of dropped explosives, fire, and lightning. Written procedures will cover actions and responsibilities in the event of a hazardous material spill. Coordinate OI's with host safety office, fire department, security police, and other appropriate agencies.

34.8. Protective Clothing/Spill Control Kits. Protective clothing/spill control kits for will be available where hazardous materials are normally handled or stored. Maintain and control kit items in the same manner as prescribed for organizational clothing and equipment, TA 016, part B.

34.8.1. Units may build kits using AFJMAN 24-204 as guidance or purchase commercial kits that meet or exceed AFJMAN 24-204 requirements. Units will contact base environmental or fire protection personnel to determine adequacy of commercial kits being considered. **NOTE:** Respiratory equipment is not required in air freight protective clothing kits, provided requirements for respiratory equipment are coordinated with the host base medical service or emergency services.

34.8.1.1. Store kits allowing terminal personnel immediate access to their contents. Mark locally constructed kits with one-inch letters, "KIT, SPECIAL CLOTHING, EMERGENCY USE IN HANDLING HAZARDOUS MATERIALS" or similar markings. Inspect kits monthly to ensure serviceability.

34.8.1.2. The number and positioning of kits will be coordinated with host base medical service or emergency services and safety office.

34.8.1.3. Written procedures covering responsibilities and actions in the event of a hazardous material will be coordinated with the host emergency response officer.

34.9. Aircraft Equipment. Hazardous materials carried as spare components of a mission support kit or as an individual spare installable component for the transporting aircraft (i.e. assembled flare/chaff in all-up-round configuration); for the transporting aircraft are not regulated by AFJMAN 24-204.

34.10. Hazardous Waste. Aerial ports must notify HQ AMC/DON prior to accepting an item meeting the definition of a hazardous waste as defined in AFJMAN 24-204 for shipment from, to, or through a domestic location. Procedures for accepting, processing, and documenting the international intra-theater military airlift of hazardous waste will be the same as used for hazardous materials. Comply with any host nation requirements concerning hazardous waste.

34.10.1. Hazardous materials used during the course of routine aircraft maintenance at remote overseas locations should be classified as aircraft assets. Resource Conservation Recovery Act (RCRA) requirements apply when the aircraft turns the material in as waste after it returns to the continental United States (CONUS) or one of its territories. Upon landing, the crew should remove the hazardous material from the aircraft and determine its disposition. If the aircraft while returning to CONUS or a territory of the United States, stops at another overseas location with proper disposal capability, the aircrew should off-load the material at that location, if allowed. Consider the material used in direct support of the aircraft, an aircraft part or component, and therefore not regulated by AFJMAN 24-204. Hazardous material must be packaged and controlled in such a manner as to prevent spillage or leakage during flight.

34.11. Explosives. To be acceptable for air movement, explosives must be listed in the DoD Joint Hazard Classification System (JHCS). Items not listed in the JHCS require the shipper to provide a final or interim hazard classification assigned by a approved authority as required by AFJMAN 24-204. Hazard classifications assigned in a service directive, such as TO 11A-1-46, may be used if the item is not listed in the JHCS. Requirements of this paragraph apply to foreign developed/manufactured or captured explosives. **EXCEPTION:** A DOT or foreign nation issued Competent Authority Approval may be used for class/division 1.4 explosives.

34.12. Foreign Troops. Foreign troops and their hazardous materials may be airlifted on AMC-controlled missions provided:

34.12.1. Cargo is packaged IAW United Nations standards or in containers approved by the competent authority of the transported nation. Packages/containers must be in good condition. Vehicles and equipment must not be leaking fuel.

34.12.2. Fuel levels specified in AFJMAN 24-204 must be followed.

34.12.3. Containers must be marked and labeled as to contents.

34.12.4. A foreign certification document may be used in lieu of the Shipper's Declaration for Dangerous Goods provided necessary information (i.e. PSN, UN number, hazard class or division, packing group, etc.) is provided in English.

34.13. Foreign-Owned or -Controlled Aircraft. Hazardous material scheduled for movement aboard foreign-owned or -controlled aircraft must be packaged, marked, labeled, and certified according to Title 49 CFR, IATA, and ICAO regulations. Commercial air carriers must obtain the required exemptions by Title 49 CFR.

34.13.1. Noncompatible hazardous material cannot be shipped by commercial carrier without approval from the Department of Transportation.

34.13.2. Noncompatible hazardous material may be shipped by foreign military aircraft provided approval to ship noncompatibles is obtained from the foreign government and forwarded to HQ USAF/LGTT.

34.14. Chemically Treated Lumber. Creosote oil treated lumber and Pentachlorophenol (PCP) treated wood are not regulated as hazardous materials. However, care must be taken during handling. Creosote oil treated lumber must be individually or bulk wrapped in kraft wax paper. PCP treated wood must be handled with gloves.

35. Radioactive Materials:

35.1. General. Upon receipt, inspect radioactive materials bearing "Radioactive White I," "Radioactive Yellow II," or "Radioactive Yellow III" labels to ensure Transport Index (TI) and Surface Reading (SR) limits are not exceeded. Establish local base, interservice, or host base support agreements with disaster control or bio-environmental engineering units as appropriate, for assistance required to monitor and to scan such shipments. Radiation monitoring instruments will be accurate to plus or minus 30 percent (AN/PDR-17 Radiac Set, NSN 6665-00-580-9518 or suitable substitute). Annotate the Radiac meter reading on each piece in the shipment near the radioactive label. Frustrate shipments if their TI or SR exceeds those allowed by AFJMAN 24-204, 49 CFR, Part 175-700, the ICAO TI, or the IATA DGR.

35.2. Handling. Visually examine all radioactive labeled shipments for any evidence of leakage or damage when removed from the aircraft. Scan any package showing evidence of damage or leakage. When inspection discloses any leakage, or indicates the TI or SR exceeds any of the allowable levels, take the following actions:

35.2.1. Immediately empty the compartment from which the package was unloaded and scan it to determine if there is any spillage of radioactive material.

35.2.2. If the scanning indicates the radiation dose rate at any surface of the compartment exceeds 0.5 millirem each hour, do not let the aircraft operate until there is no significant removable radioactive surface contamination, and a new scanning indicates a dose rate of less than 0.5 millirem each hour. Reference AFJMAN 24-204, 49 CFR, Part 175-700, the ICAO TI, or the IATA DGR.

36. Emergency, Valuable, and Arms, Ammunition & Explosives (AA&E) Shipments:

36.1. Emergency Shipments. Such shipments consist of biologicals or other medical supplies of such urgency that human life is dependent upon immediate receipt. The shipper will establish life or death urgency requirements.

36.1.1. These shipments will be exempt from SET and moved on the first available mission that will provide the most expeditious movement to the shipment destination. Transfer between aircraft at en route stations if such transfer will further expedite movement.

36.1.2. Manifest shipments separately and annotate the manifest with the words "LIFE OR DEATH URGENCY." Handle all emergency shipments on a hand-to-hand receipt basis. The aircraft commander will be briefed on the urgency of the shipment and made the custodian during flight.

36.1.3. Patient Care Shipments. Shipments designated patient care by the shipper are medical supplies of an urgency slightly less crucial than life or death urgency. Such shipments normally

have an early RDD because they are needed for scheduled surgery, have a short shelf life, etc. Patient care shipments are exempt from SET and moved on the first available mission to effect the most expeditious movement to destination. Shipments are identified on the air manifest as patient care by trailer record data. Patient care shipments are processed and turned over to the consignee or consignee representative as soon as possible after receipt at shipment destination.

36.2. Valuable Shipments. Accord special care to shipments of an extremely valuable nature to prevent loss.

36.2.1. When unescorted shipments of money or bullion are transported via AMC, they will be moved on a hand receipt basis. Give these shipments the same treatment given to classified cargo.

36.2.2. AMC units are responsible for notifying the base commanders that they are to provide security as outlined in AFI 31-209, *The Air Force Resource Protection Program* for shipment within the airlift system of money, bullion, and other items of extraordinary value.

36.3. Arms, Ammunition and Explosive (AA&E) Shipments:

36.3.1. Provide shipments of AA&E secure storage as required by AFI 31-209/AMC Supplement 1, AFI 24-201, and DoD 5100.76M, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*. During unit moves user personnel will provide surveillance when secured storage area is not available. Security forces shall control entrance and exit points to areas where aircraft containing missiles, rockets, ammunition, or explosives are parked. When constant security is not available, security patrols shall perform a physical inspection of each aircraft at least every hour. Aerial port personnel will not be used to provide armed security surveillance.

36.3.1.1. Always handle shipments with air commodity/special handling code 21 through 28, 2C, 2S, 31 through 38, 3C, 3S, 41 through 48, 4C and 4S on a signature service basis using the cargo manifest. Transfer shipments to military crewmembers possessing a SECRET clearance when cargo is CONFIDENTIAL or SECRET. US civilian crewmembers on Category B missions under contract to AMC will not normally possess an active SECRET clearance during peacetime operations. These personnel have completed a favorable NAC or ENTNAC and may accept SECRET and CONFIDENTIAL shipments from air terminal representatives.

36.3.1.2. Provide security for AA&E shipments moving within the terminal or between storage areas and the terminal, aircraft or consignor/consignee conveyance IAW this volume, [Figure 4](#).

36.3.2. Report of Shipment (REPSHIP). The consignor TMO is responsible for formulation and dispatch of REPSHIPS IAW AFI 24-201.

37. Aeromedical Evacuation (AE) Missions:

37.1. General. Normally, do not transport hazardous material on aeromedical evacuation (AE) missions; however, certain kinds of hazardous material can be transported (except on C-9s) provided no degradation of health care occurs and movement is approved through the local AE representatives.

37.1.1. Hazardous cargo can be removed from an AMC cargo or mixed channel mission if the space it occupies is needed for the movement of priority or urgent category AE patients. However, hazardous cargo will not normally be removed for routine AE patients moving on an opportune basis. In either case, local AE and aerial port representatives will make these determinations.

37.1.2. Dry iced biological, moved as cargo, may be shipped on C-9 air evacuation aircraft when all of the following conditions are met:

37.1.3. Shipments are loaded in the forward belly compartment. Dry ice in the forward belly compartment will not exceed 100 pounds.

37.1.4. The ATOC representative coordinates with the aircrew to ensure there is a complete change of air in the belly compartment every 4 minutes and that carbon dioxide cannot vent into the other compartments. This is necessary to prevent a carbon dioxide concentration in the aircraft.

37.1.5. The biological specimens are not infectious. **NOTE:** Personnel are not to enter the belly compartment until at least 2 minutes after the door is opened. This is to allow for dissipation of carbon dioxide build-ups.

38. In-Bond Shipments:

38.1. General. There may be instances where cargo cannot enter the US in the name of AMC or DoD, or for which customs entry hasn't been arranged by the shipper. In these cases cargo may be sent from the port of entry "in-bond" under the CF (Customs Form) 7512, **Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit**. The Bureau of Customs holds the carrier responsible for non-delivery or short delivery of in-bond shipments. Contact HQ AMC/DONC for additional guidance.

38.2. Originating Station. CF 7512 will accompany in-bond shipments that require forwarding from the port of entry. Affix red US Customs warning labels to two sides of the package. If the labels cannot be glued to the package, securely wire two of the tags to the package. Since AMC does not provide scheduled operations within the US, send in-bond shipments from the AMC APOD to destination via bonded common carriage. Transfer of in-bond shipments to a bonded common carrier must be made under supervision of the US Customs inspector if available. If not, the OIC Air Freight, or his/her representative must complete the reverse side of CF 7512 (the reason for transshipment and conditions of the shipment). Turn over in-bond shipments that are to be sent via bonded common carrier to the commercial transportation officer for forwarding.

38.3. Destination Station. If the AMC station is the final destination of the in-bond shipment, deliver the manifest copy of CF 7512 and the in-bond cargo to the Collector of US Customs, or representative, by air freight. Air freight prepares and forwards a copy of CF 7529, **Carriers Certificate and Release Order**, IAW AMCI 24-101, Volume 16, *Military Airlift-Border Clearance*, to the consignee. Include information that the shipment has been delivered to the Collector of US Customs. The consignee must present a copy of this form to US Customs before US Customs will release shipment to the consignee.

Figure 4. Security Requirements (Information extracted from DoD 5100.76-M, AFR 75-2 and DoD 4500.32R).

Commodity/Special Handling (C/SH) Code	Risk Category Code	Risk/Protection Categories	Armed Guard Requirements	Air Terminal Requirements
21 (Unclassified)	I	Highest Sensitivity	Constant armed guard surveillance to and from aircraft, at en route stops, and during loading/offloading	Within the terminal, constant surveillance by one terminal representative. Two persons between the storage area and the terminal or aircraft.
22 (Unclassified)	II	High Sensitivity	None	Same as for C/SH 21.
23 (Unclassified)	III	Moderate Sensitivity	None	Within the terminal, constant surveillance by terminal personnel. One person between storage area and the terminal or aircraft
24 (Unclassified)	IV	Low Sensitivity	None	Same as for C/SH 23.
25 (Secret)	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
26 (Confidential)	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
28 (Confidential)	II	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
2C (Confidential)	II	High Sensitivity	None	Same as for C/SH 21.
2M (Pilferable)	None	Nonsensitive	None	Same as for C/SH 23.
2N (Pilferable)	None	Nonsensitive	None	Same as for C/SH 23.
2S (Secret)	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
2Z (Unclassified)	None	None	None	None
31 (Unclassified)	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
32 (Unclassified)	II	High Sensitivity	None	Same as for C/SH 21.
33 (Unclassified)	III	Moderate Sensitivity	None	Same as for C/SH 23.
34 (Unclassified)	IV	Low Sensitivity	None	Same as for C/SH 23.

Commodity/Special Handling (C/SH) Code	Risk Category Code	Risk/Protection Categories	Armed Guard Requirements	Air Terminal Requirements
35 (Secret)	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
36 (Confidential)	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
38 (Confidential)	II	High Sensitivity	None	Same as for C/SH 21.
3C (Confidential)	II	High Sensitivity	None	Same as for C/SH 21.
3M (Pilferable)	None	Nonsensitive	None.	Same as for C/SH 23.
3N (Pilferable)	None	Nonsensitive	None	Same as for C/SH 23.
3S (Secret)	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
3Z (Unclassified)	None	None	None	None
41 (Unclassified)	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
42 (Unclassified)	II	High Sensitivity	None	Same as for C/SH 21.
Commodity/Special Handling (C/SH) Code	Risk Category Code	Risk/Protection Categories	Armed Guard Requirements	Air Terminal Requirements
43 (Unclassified)	III	Moderate Sensitivity	None	Same as for C/SH 23.
44 (Unclassified)	IV	Low Sensitivity	None	Same as for C/SH 23.
45 (Secret)	I	Highest Sensitivity	Same as for C/SH 21	Same as C/SH 21.
48 (Confidential)	II	High Sensitivity	None	Same as for C/SH 21.
4C (Confidential)	II	High Sensitivity	None	Same as for C/SH 21.
4M (Pilferable)	None	Nonsensitive	None	Same as for C/SH 23.
4N (Pilferable)	None	None	None	Same as for C/SH 23.
4S (Secret)	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
4Z (Unclassified)	None	None	None	None

39. Diplomatic Clearance Cargo. Receive, process, and document diplomatic clearance cargo IAW procedures outlined in AMCI 24-101, volume 9, and DoD 4500.54G, *DoD Foreign Clearance Guide*. Port hold time is computed from the date/time the approved clearance becomes effective.

Section D—Irregularities In Shipment Processing

40. General. The following procedures provide guidance for handling cargo/mail shipment irregularities within the AMC transportation system. Follow these procedures to trace missing shipments, document

lost shipments and expedite the movement of cargo/mail within the AMC system. Initiate and answer correspondence concerning irregularities within time frames, if specified, as outlined in the following paragraphs.

41. Originating Shipments with Irregularities:

41.1. General. Reconcile any discrepancy noted at time of inchecking cargo/mail with the CSB/ACA/AMT shipping activity prior to acceptance into the AMC airlift system. Prepare and distribute appropriate discrepancy reports IAW DoD 4500.9R, Part II, *Defense Transportation Regulation, Part II, Cargo Movement*.

41.1.1. Ensure the CSB/ACA prepares discrepancy reports on shipments arriving by an intermediate carrier, e.g. commercial truck. Shipments corrected by the shipper do not require these reports.

41.1.2. For shipments discovered in the airlift system improperly packed, marked, labeled, or certified prepare SF 364, **Report of Discrepancy**, IAW the DoD 4500.9R, Part II.

41.2. Misdirected shipments. These are shipments received at aerial ports for movement over routes that are neither originating nor connecting channels (IAW the AMC Channel Sequence Listing) out of the port where the shipments were delivered.

41.2.1. When misdirected cargo arrives at an aerial port, it will be frustrated to the CSB/ACA IAW paragraph 45., this volume, for correction.

41.2.2. The CSB/ACA will monitor misdirected shipments. However, aerial port personnel will need to identify errors and misdirected shipments that may slip through the system to the CSB/ACA for corrective action.

41.2.3. When opportune airlift exists, use it to forward misdirected shipments to the correct APOE for onward movement. When manifesting these shipments on opportune airlift, add a TXI trailer record identifying the shipment as being misdirected.

42. Documentation Irregularities for Transportation Working Capital Fund (TWCF) Billing:

42.1. General. All shipments must be properly documented for the TWCF billing process to occur. When shipments are misconsigned, misrouted, diverted or require additional transportation to reach destination, they must be properly documented. When the shipper causes an irregularity, the shipment must be terminated and turned over to the CSB/ACA/AMT for new documentation. The new documentation must show the new APOE for correct TWCF billing to occur.

42.2. Procedures:

42.2.1. When an originating shipment enters the airlift system at a station other than that reflected on the TCMD, the documentation must be changed to indicate the correct APOE. This change in documentation is necessary to ensure shippers are billed correctly. At the point the shipment enters the AMC airlift system, the APOE and manifesting stations must match in order for AMC to bill the customer. Shipments arriving at an APOD that require further airlift by AMC to reach the ultimate consignee must be redocumented for billing to occur. For example:

42.2.1.1. A shipment moving from Dover AFB (DOV) to Incirlik AB (ADA) arrives at ADA. The ACA determines the shipment is for Ankara (ESB). This shipment would be terminated at

ADA and reoriginated with the documentation showing ADA as the new APOE and ESB as the APOD.

42.2.2. Intransit stations will not change the APOE for shipments that have reached the APOD. When an intransit station changes the APOE, a double billing will occur. For example:

42.2.2.1. A shipment moving from Travis AFB (SUU) to Ramstein AB (RMS) is shipped to Dover AFB (DOV) for transshipment. A billing occurs from SUU to RMS when SUU manifests the shipment to DOV. If DOV changes the APOE to indicate "DOV" and manifests the shipment, another billing will occur from DOV to RMS.

42.2.3. When the irregularity is caused by an error on the part of an air terminal, the documentation is changed to reflect the correct information (if necessary) and sent to destination as an intransit shipment.

43. Aircraft Loads Arriving Without Manifests/Floppy Diskettes:

43.1. Procedures. When an aircraft load arrives without cargo/mail manifests or floppy diskettes, take the following steps:

43.1.1. Make a thorough search of the aircraft to verify nonreceipt of manifest/floppy diskettes.

43.1.2. Use the floppy diskette (if received) to prepare a manifest or offloading processing list/incheck list for processing of shipments.

43.1.3. ATOC will contact the manifesting station by telephone to obtain necessary manifest header information and request appropriate manifests be sent, and annotate on remarks section of AMC Form 77.

43.1.4. Air terminal representatives will visually inspect all cargo shipments for anything that requires immediate action. Prepare a dummy manifest (DD Form 1385) for these items to facilitate processing. When documents are missing, prepare a substitute TCMD/manifest to allow delivery pending receipt of the missing documents. Hold the remainder of the load intact, awaiting the arrival of the manifest. If, after 12 hours, the manifest has not been received, break each pallet down and take appropriate information from the shipping labels. Process the shipments as over shipments. When missing documents are received, retain one copy and deliver the remainder to the consigned activity for comparison with the substitute manifest. If comparison discloses a shortage, initiate tracer action.

44. Bumped Pallet and Shipment Processing:

44.1. General. This is any pallet or shipment of cargo/mail which is planned and manifested (pre or final) for movement, but is removed from the manifest and returned to the port management level.

44.2. Procedures. Handle bumped cargo IAW AMC 24-101, Volume 9.

45. Frustrated Shipments:

45.1. General. Frustrated shipments of cargo/mail are those that, due to some irregularity or request of the shipper, cannot be accepted or continue movement in the airlift system (refer to [Figure 5](#) for frustration reason codes).

45.1.1. The standard criteria for frustrating cargo/mail is limited to the following conditions:

- 45.1.1.1. Shipments containing incomplete, improper packaging or documentation (to include labeling and marking) that cannot be corrected at time of receipt.
 - 45.1.1.2. Receipt of damaged and/or possible pilfered shipments.
 - 45.1.1.3. Shipments awaiting customs clearance, both inbound and outbound.
 - 45.1.1.4. Shipments awaiting explosives clearance.
 - 45.1.1.5. Response to CSB/ACA/AMT request to hold, divert or otherwise remove the shipment from the airlift system. **NOTE:** Air terminals with reoperation and repacking functions should provide assistance in correcting frustrated shipments.
- 45.2. Procedures. Identify a specific area for holding frustrated general cargo. Clearly identify frustrated special handling cargo and segregate within existing special handling storage areas, e.g. security cage, hazardous materials, reefer, etc.
- 45.2.1. Complete AMC Form 33 and distribute as follows:
 - 45.2.1.1. Original: Attach to the number one container of the shipment.
 - 45.2.1.2. Duplicate: The section preparing the AMC Form 33 will ensure status of shipment is properly documented, and file duplicate copy in originator's file.
 - 45.2.1.3. Triplicate: Furnish to CSB/ACA/AMT or postal authority for necessary action.
 - 45.2.2. CSB/ACA/AMT or postal authorities ensure all deficiencies indicated on the AMC Form 33 are corrected. They will sign the original copy of the AMC Form 33 to certify corrective actions were taken and will notify the appropriate terminal representative that the cargo is ready to enter/continue in the airlift system. The CSB/ACA is responsible for updating the computer status. The terminal representative will verify the corrective actions and process the cargo.
 - 45.2.3. After all discrepancies are corrected, file the original copy of the AMC Form 33 in the workcenter that originated the report and make disposition IAW AFMAN 37-139.
- 45.3. HAZMAT Procedures. In addition to paragraph [45.2.](#), complete an AMC Form 1015 identifying incorrectly prepared or documented hazardous material shipments. Provide the checklist identifying the discrepancy to the office/agency responsible for corrective actions, i.e. CSB, ACA, AMT.
- 45.3.1. The individual who corrects the shipment or ensures corrective action is accomplished will check the appropriate block on the form along with signature and date. The form will be returned to the inspection activity.
 - 45.3.2. The inspection activity will check the discrepancies to ensure they have been corrected. The individual performing the re-inspection will check the *Re-inspected by* block and sign and date the form. The completed form will be attached to the Shipper's Declaration for Dangerous Goods and forwarded to the Load Planning section.
 - 45.3.3. When improperly prepared or documented shipment is returned directly to the shipper, the aerial port/terminal will maintain the original form until the shipper takes corrective action. Check the *Corrected by* block and enter "Shipper Corrected" when items are reinspected and are acceptable for air shipment. The individual performing the re-inspection will check the *Re-inspected by* block and will sign and date the form. The completed form will be attached to the Shipper's Declaration for Dangerous Goods and forwarded to the Load Planning section.

45.3.4. Additional copies of the form may be reproduced for internal tracking or record keeping purposes as required locally.

46. Short Shipments:

46.1. General. Manifested air shipments of cargo/mail not located upon inchecking of the aircraft loads are considered to be short-shipped. Detailed guidance for short shipment reporting and reconciliation is outlined in AMCI 24-101, Volume 6.

46.2. Procedures. Check all cargo/mail shipments arriving at the terminal against the accompanying documents for accountability. Take the following actions if a shipment is not located in whole or in part during inchecking.

46.2.1. Circle the missing shipment line item on the manifest, offload-processing list, incheck list. Handscribe "S/S" on the right hand margin of the manifest/offload processing list/incheck list immediately following the circled line item and update computer records by entering "S/S" in the status field.

46.2.2. Change the totals on the manifest to reflect totals actually received. This includes the manifest and pallet headers, if applicable.

46.2.3. Forward manifest/offload processing list, incheck lists to the appropriate section for initiation of short shipment reporting.

Figure 5. Frustration Reason Codes.

CODE	REASON
FR1	Cargo with documentation errors/problems
FR2	Damaged shipments.
FR3	Request from ACA/CSB to hold divert, or otherwise remove a shipment from the airlift system.
FR4	Request from Customs to hold, divert, or otherwise remove (confiscate) a shipment from the airlift system.
FR5	Suspected pilfered shipments.
FR6	Explosive shipments awaiting air clearance either at origin or destination station; e.g., a shipment of class A explosives may be frustrated at the APOE due to limited storage capacity at the APOD.
FR7	Shipments received and inchecked/processed but cannot be located within the terminal complex (i.e. shipments overshipped, incorrect entries into the database, stolen/lost shipments and items not located during terminal inventories. (These items must have DISCON, DISREP or tracer actions as appropriate initiated.)

CODE	REASON
FR8	Reserved
FR9	Reserved
FRD	Cargo awaiting diplomatic clearance.
FRE	No matching consignee/APOD found during incheck (system generated).
FRT	Transportation Account Code (TAC) In Error.

47. Overshipments:

47.1. General. Unmanifested air shipments of cargo/mail arriving at a AMC air terminal are considered overshipped. Detailed guidance for over shipment reporting and reconciliation is outlined in AMCI 24-101, Volume 6.

47.2. Procedures. Check all cargo and mail shipments arriving at the terminal against the accompanying documents for accountability. Take the following actions on shipments received, but not listed on the air manifest:

47.2.1. Add the shipment to the appropriate manifest, offload processing/incheck list on the last page below the cargo totals, i.e. total pieces, weight and cube. Use additional paper if necessary and attach to original manifest, offload processing/incheck lists. Hand scribe "O/S" in the right hand margin of the document used for checking immediately following the handwritten entry. Take care to assure the information transcribed from the DD Form 1387 to the manifest, offload processing/incheck lists is the same. Ensure data from offload processing/incheck list is legibly transcribed to the manifest.

47.2.2. If no manifest accompanies the shipment, prepare an inbound dummy manifest (DD Form 1385), indicating the station originating the shipment as the manifesting station. In the event shipment has obviously been transferred at en route station, indicate that station as the manifesting station. This manifest is annotated with all information contained on the DD Form 1387 and GMT hour and date code of aircraft arrival annotated in the upper right-hand corner. Annotate the manifest with the words "over shipment."

47.2.3. Update computer records. Incheck overshipments by entering all information about the shipment, i.e. TCN, pieces, weight and cube consignees/consignor.

47.2.4. Adjust or calculate totals listed on the manifest, offload processing/incheck list to reflect totals actually received. This includes the manifest and pallet headers, if applicable.

47.2.5. Forward manifest/offload processing list, incheck lists to the appropriate section for initiation of over shipment reporting.

48. Pilfered Shipments:

48.1. General. When a shipment arrives at a station, and its condition indicates possible pilferage (e.g. cases broken open, mail sacks torn or cut, etc.), the ATOC Duty Officer/Senior Controller will initiate an immediate investigation to determine if pilferage has indeed occurred.

48.2. Procedures. If pilferage is suspected/confirmed:

48.2.1. Make an immediate report, by telephone, to the chief of security police, followed by a written report in the format indicated in **Figure 6**, within 24 hours.

48.2.2. Upon release of the shipment by the security police, the air freight officer/superintendent will coordinate with the CSB/ACA regarding disposition of pilfered shipments. If the chief of security police confiscates the shipment, follow the procedures in paragraph **49**.

Figure 6. Pilfered Report Format.

FROM:
SUBJECT: Pilfered Report
TO:
The following information relative to an incident of indicated pilferage is submitted for investigative action:
a. Date, time, and place of discovery
b. Name, rank, and duty of person discovering
c. Description of missing items, including all available identifying marks
d. Station of origin
e. Intermediate flight stops
f. Consignor and address
g. Consignee and address
h. Name, rank, SSN, and organization of all crew members on aircraft
i. Data and time of verbal report to office or chief of security police, and name and rank of person accepting.
j. Remarks

49. Confiscated Shipments:

49.1. General. A cargo/mail shipment within the AMC transportation system that is removed due to pilferage, spoilage, suspicion of containing illegal items, etc., is considered to be a confiscated shipment.

49.2. Procedures. When a cargo/mail shipment is confiscated, the air terminal obtains a receipt from the confiscating agency on a TCMD or appropriate transportation release document as if the shipment were terminating. Annotate the document with the reason the shipment was removed from the AMC system.

49.2.1. Advise the consignor, consignee, and HQ AMC/DONC that the shipment has been confiscated. Make notification by E-mail, fax, or priority message.

49.2.2. If shipment is released by the confiscating agency within 15 days, the following applies:

49.2.2.1. Originating Stations. Process as an originating shipment. Notify the consignor, consignee, and HQ AMC/DONC that the shipment has been released for onward movement to destination.

49.2.2.2. En Route Stations. Document and process shipment as an intransit shipment. Notify the consignor, consignee, and HQ AMC/DONC that the shipment has been released for airlift to destination. **NOTE:** The receipt time at all stations is the time it is returned from the confiscating agency to the air terminal. If at all possible, capture the original SET; however, if the original SET cannot be captured, estimate a new SET by subtracting 72 hours from the receipt time at the en route station.

49.2.3. If shipment is not released from the confiscating agency within 15 days, the air terminal representative where the confiscating action took place initiates a SF 361 to advise the consignor, and consignee of the confiscated status so action may be taken. In addition, notify HQ AMC/DONC of action taken.

50. Lost Shipments:

50.1. General. If tracer action, to include a message to the consignee requesting acknowledgment of receipt or nonreceipt of cargo, fails to locate a shipment in the AMC airlift system within 15 work-days, it is considered to be a lost shipment.

50.2. Procedures. The station originating the tracer initiates a SF 361 regardless of dollar value. The SF 361 is made up and distributed IAW DoD 4500.9R, Part II. Include a statement in the remarks block that the consignee confirms nonreceipt, in addition to the following statement: "Shipment could not be located in the AMC airlift system and has been declared lost."

51. Shipments Received and Inchecked but Cannot Be Located in the Terminal:

51.1. General. Consider shipments received and inchecked, but not located in the terminal as pilfered if no proof of delivery or movement of the shipment can be confirmed. Perform a thorough check of the terminal complex and take the following actions:

51.2. Procedures:

51.2.1. Initiate tracer action.

51.2.2. Records section checks overshipment reports to determine if shipment has been reported as an overshipment by another station. If checking overshipment reports provides negative results, records section sends a missing shipment message to all en route stations and final destination station within 72 hours after discovery of missing shipment.

51.2.3. If all responses are negative, CSB/ACA will contact the consignee to confirm receipt/non-receipt.

51.2.4. If completed tracer action fails to locate the shipment within 10 days, consider the shipment pilfered and follow pilfered shipment procedures previously outlined.

51.2.5. If security police investigations have not located the shipment within 15 days after being notified, initiate discrepancy reporting IAW AMCI 24-101, Volume 6.

51.2.6. Delete shipments that cannot be located within the time frames cited in preceding paragraphs from the port management level with deletion reason code F. Deletion transactions, in writing, must be approved by the air freight OIC/Superintendent or their designated representative.

52. Found Shipments. Document shipments found in the AMC terminal as overshipments and send on to the ultimate consignee. The SET is the time the shipment is discovered.

53. Damaged Shipments:

53.1. General. Inspect all cargo shipments for damage. Terminals will not accept originating shipments that appear to be damaged except those received via intermediate carriers, e.g. commercial trucks. For all damaged shipments circle the line item on the manifest/shipping document, annotate degree of damage on reverse side of manifest/shipping documents, and frustrate to CSB/ACA pending corrective action or receipt of disposition instructions.

53.2. Procedures. In the event a shipment has been damaged within the AMC airlift system, take the following appropriate action:

53.2.1. When only the container is damaged, the operations officer arranges with the appropriate activity to have the shipment repacked, marked and labeled as required.

53.2.2. If inspection reveals the contents are slightly damaged and the shipment is a non-technical item, the air freight officer/superintendent determines if the shipment should be sent to its destination. If it contains a technical item, frustrate it to the CSB/ACA. The CSB/ACA will have the contents inspected by a qualified individual to determine if the shipment should be sent in its present condition. In either case, initiate a SF 361 within 15 days, explaining the cause of damage, if known, in the remarks section.

53.2.3. If inspection reveals the contents are damaged beyond economical repair, frustrate the shipment to the CSB/ACA and notify HQ AMC/DONC. Annotate the reverse side of the station copy of the TCMD/manifest with details of the damage and the date/time HQ AMC/DONC was notified. Initiate a SF 361 within 15 days advising the degree of damage and requesting disposition instructions from shipper. Send an information copy of the SF 361 to CSB/ACA.

53.2.4. All SFs 361 pertaining to personal property shipments will include the member's name, grade and the shipment TCN.

53.2.5. Prepare a SF Form 364, **Report of Discrepancy**, as applicable, when instances of unsatisfactory preservation, packaging, marking of shipments are encountered. **NOTE:** When there is an incident involving cargo damaged by AMC, the TAC to be utilized for return of the item should be determined locally as it would have been for a normal retrograde shipment. The shipping agency then requests a refund through transportation channels for both the outbound and the inbound legs. HQ AMC/FM researches manifested data and provides refunds when directed by transportation.

53.3. Mail Shipments. Inspect all mail shipments for damage or unlabeled pouches at time of inchecking. If a shipment/pouch incurs damage or labels are illegible, loose or torn, within the AMC airlift system, the individual inchecking the mail takes the following appropriate action:

53.3.1. Terminate military mail pouches identified as containing APO or FPO mail to the nearest aerial mail terminal (AMT), US military or US Postal Service office designated to handle military mail.

53.3.2. Civil International Mail:

53.3.2.1. Terminate and deliver pouches identified as containing civil international mails originating outside the US to a general post office (not Army or Air Force post office) that also is an international exchange office, or certain other general post offices as required under regulations of the Universal Postal Union (UPU).

53.3.2.2. Terminate and deliver pouches identified as containing civil international mails originating in the US to the nearest AMT or US military post office for repouching or relabeling. If the local post office is not equipped to take the necessary action, deliver such mails to the nearest general post office that also is an international exchange office.

53.3.2.3. In all cases where pouches are terminated due to damage or labeling deficiencies, annotate on the reverse side of the TCMD/manifest details of the deficiency and disposition made. Turn the pouches over to the appropriate agency and obtain a signature and printed name on the TCMD/manifest. Attach this receipt to the inbound manifest for filing.

54. Diversion of Cargo/Mail:

54.1. General. Do not normally divert channel cargo accepted into the airlift system and included in the terminal operating level to other modes of transportation without contacting AMC TACC/XOGW/E to ascertain that all TWCF airlift capability is exhausted.

54.2. Procedures:

54.2.1. Release channel cargo when the CSB/ACA concerned has determined that such cargo no longer requires air transportation or is to be returned to the shipper.

54.2.2. Turn over cargo cleared for diversion to the TMO or activity involved for shipment. The TMO/activity involved is required to sign the TCMD/manifest or release listing for the diverted cargo.

54.2.3. Shipments requiring diversion are marked and redocumented, as appropriate. When notified that a shipment is to be diverted, release the shipment to the TMO or to another shipment activity for necessary processing. CSB/ACAs will send a TCMD indicating the diversion to the shipper and both original/new consignee as applicable.

54.2.4. The above cargo diversion policies do not apply to the routine, opportune movement of AMC channel cargo on non-TWCF aircraft. Manifest and report this cargo, including that moved to non-AMC channel offload points, as if moved on TWCF aircraft. When moved to non-AMC channel offload points, the following restrictions and procedures apply:

54.2.4.1. Ensure the offload point is equipped to handle the offload.

54.2.4.2. Consign the cargo to the offload point, or its close proximity.

54.2.4.3. Ensure the movement does not violate border clearance requirements.

54.2.4.4. The manifest header must reflect the non-AMC channel offload destination in the clear. All other entries, including the APOD fields, reflect movement of the original AMC channel station.

54.2.4.5. The ATOC provides an AMC mission identifier for manifesting and reporting purposes.

54.2.5. Mail must move from origin to destination as expeditiously as possible. If it is necessary for any reason to divert mail that has been received at an APOE to other means of transportation, make arrangements for diversion through the AMT, US Postal Service activity or their respective designated representatives. Accomplish the following documentation:

54.2.5.1. The shipment is manifested and handled in the same manner as mail moving on AMC aircraft.

54.2.5.2. Annotate station documents with the words: " DIVERTED TO " (name of carrier, aircraft number, destination to which diverted, and date) "Diversion coordinated with."

55. Change in Consignee Location:

55.1. General. A shipment in the AMC system that is moved to a specific APOD as indicated in the TCMD and after arrival at the APOD it is discovered the consignee has been diverted to another location. For example: A shipment arrives at Rota, Spain, for the USS Enterprise, due to arrive there the following week. While the USS Enterprise is en route, it is diverted to Naples, Italy. The shipment now must be moved to Naples.

55.2. Procedures:

55.2.1. When notified by the ACA/activity involved prior to the shipments arrival or while the shipment is still in the air terminal, the APOD will receipt for the shipment. The ACA/activity involved will prepare a new TCMD and other appropriate documentation required for onward movement to the new APOD. Once receipted for, the air terminal will update the APOE to reflect their station and the APOD to the new destination (this is crucial to ensure correct billing occurs).

55.2.2. If the shipment returns NLT 72 hrs after being receipted for by the consignee, the ACA/activity involved will originate a new TCMD and other appropriate documentation required for onward movement to the new APOD. The air terminal will abort the original truck manifest and remove the shipment from the manifest. The manifest will be departed again using the original departure time and date. Update the APOE of the removed shipment to their location and the APOD to the new location.

55.2.3. If the shipment is returned to the air terminal after 72 hours, the ACA/activity involved will reoriginate (i.e. new TCMD, new TCN or other appropriate documentation), the shipment for onward movement to the new APOD. Show the APOD where the shipment terminated as the APOE on the new document. The air terminal processes it into the AMC system as an originating shipment.

Section E—Pallet Build-Up

56. General. The 463L air cargo pallet, type HCU-6E, is the basic pallet used within the AMC airlift system. For detailed instructions concerning handling, inspection, maintenance, care, and storage of 463L pallets and associated net sets, see TOs 36M-1-141, 35D33-2-2-2 and 35D33-2-3-1. Management of 463L pallets and nets is contained in DoD 4500.9-R-1, Volume II, *Management of System 463L Pallets, Nets, and Tiedown Equipment*.

NOTE: For commercial configured pallets, see AMCP 55-41, Civil Reserve Air Fleet Load Planning Guide.

57. Aircraft Pallet Limitations and Considerations:

57.1. C-5 Aircraft:

57.1.1. The weight limit on the forward or aft ramp is limited to 7,500 pounds per pallet position or a maximum ramp load of 15,000 pounds. The maximum height for pallet positions 35 and 36 (aft ramp) will not exceed 70 inches measured on the aft side of the pallet.

57.1.2. The 463L pallets loaded in pallet positions 1, 2, 35, and 36 (forward and aft ramps) will have a 14-inch safety aisle that will extend from the outboard edge of the pallet to the vertical stacking line of the cargo. This allows aircrew members ample clearance for installing/removing ramp manual locking pins and for visually checking the mechanical lock indicators.

57.1.3. The maximum height of cargo/mail on single netted pallets for positions 1 through 34 is 100 inches.

57.1.4. The maximum height for oversized single items loaded through the aft end of the aircraft is 108 inches; the maximum height loaded through the forward end is 156 inches. (See TO 1C-5A-9 for more details.)

57.1.5. When 20 or more passengers/troops are planned for the C-5, leave a pallet position open to accommodate palletized baggage.

57.1.6. No lateral overhang is permitted. Ensure the maximum width of 104-inches of usable area of the pallet is not exceeded, and that there are no lateral projections or lateral overhangs (TO 1C-5A-9).

57.1.7. When loading stacks of empty pallets into the logistics restraint rail system of the aircraft refer to TO 1C-5A-9 for loading instructions.

57.1.8. Do not place cargo in a position that restricts the use of the flight deck or troop ladders.

57.1.9. All classes of hazardous materials listed as acceptable for air shipment may be transported by C-5 airplanes. Load palletized and loose shipments of hazardous materials in the aft most positions of the aircraft (including ramp) when load configuration and aircraft limitations permits.

Hazardous cargo that is jettisonable shall not be positioned forward of non-jettisonable cargo; i.e. vehicles, helicopters, pallet trains, etc., except when weight size and location will permit jettisoning by hand through the troop door. Hazardous jettisonable cargo must be readily accessible and positioned for emergency jettisoning.

57.1.10. For more specific guidance consult TO 1C-5-9, Section IV.

57.2. C-17 Aircraft:

57.2.1. The C-17 has the capability to carry 18 463L pallets in the logistics restraint rail system (LRS) or 11 463L pallets in the aerial delivery rail system (ADS).

57.2.2. The logistics system can carry 14 pallets on the main cargo floor and 4 on the ramp. The 88" sides of these pallets are loaded laterally in the aircraft.

57.2.3. When loading pallets in the logistics system ensure there is no lateral overhang. Overhang on the 108" side will not allow the pallet locks to engage. Ensure the maximum width of 84-inches of usable area of the pallet is not exceeded.

57.2.4. Household Goods Containers that overhang the 108-inch side, but no more than 1-inch of the pallet, must be raised $\frac{3}{4}$ inch in order for the locks to clear the cargo and engage. The overhang into the center of the aircraft will not impede use of the center aisleway.

57.2.5. The ADS can accommodate 9 pallets on the main cargo floor and 2 pallets on the ramp.

57.2.6. Pallet position 1 of the ADS cannot exceed 78" in height due to oxygen lines above the position.

57.2.7. All netted pallets are limited to 100 inches in height, if less than 8,000 pounds, 96 inches for netted pallets up to 10,000 pounds.

57.2.8. When 20 or more passengers/troops are planned for the C-17, leave a pallet position open to accommodate palletized baggage.

57.2.9. For more specific guidance consult TO 1C-17A-9, Section IV.

57.3. KC-10 Aircraft:

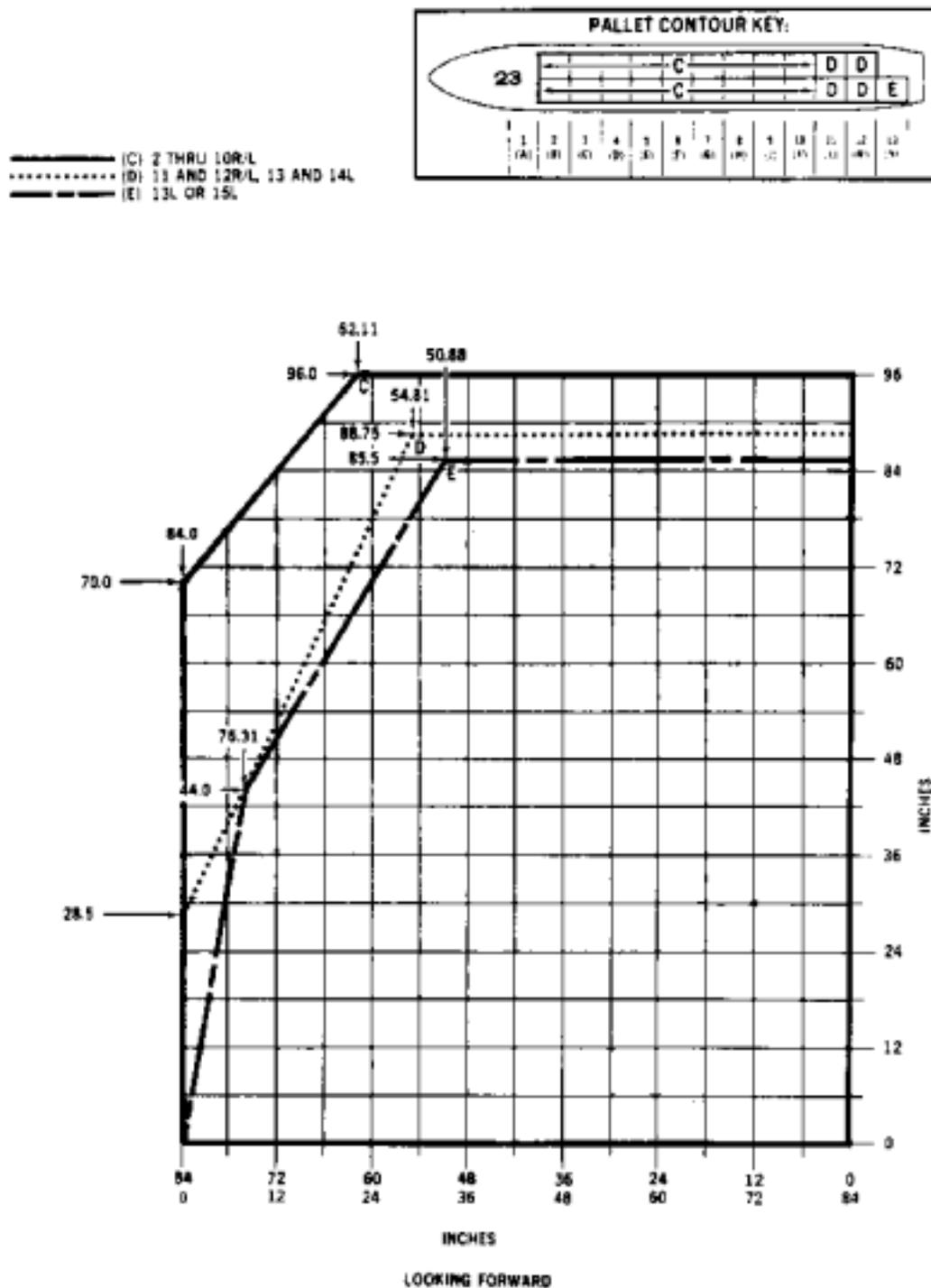
57.3.1. The KC-10 has the capability to carry twenty five 463L pallets side by side in the aircraft rail system. These pallets will be oriented 88 inches wide and 108 inches long. There is only one inch separation between pallets at the aircraft centerline, therefore no lateral overhang is permitted. Ensure the maximum length of 104 inches useable area of the pallet is not exceeded, and that there are no lateral projections or lateral overhangs. The cargo must be contoured on the outboard side, which will be along the side wall. Two pallet profiles simplify pallet build up.

57.3.1.1. 104 inches long by 84 inches wide by 70 inches high for pallet positions 2-10.

57.3.1.2. 104 inches long by 65 inches wide by 60 inches high for pallet position 11 and 12.

57.3.1.3. Although these simplified profiles may be exceeded, the use of these profiles speeds the loading process and reduces the number of pallets rejected. (See [Figure 7](#). for profiles.)

Figure 7. KC-10 Pallet Contours.



57.3.2. There are no provisions for floor loading cargo or baggage without special authorization. When 20 or more passengers are planned for the KC-10, leave a pallet position open to accommodate passenger baggage.

57.3.3. The KC-10 has no inflight jettison capability. This must be taken into consideration when planning the KC-10 cargo load. When hazardous materials are loaded, they must be accessible during flight and must be placed on the contoured side, that will be along the sidewall.

57.3.4. When loading stacks of empty pallets, they should be placed on one side of the aircraft only. This will avoid binding on each other when being positioned in the rail system.

57.3.5. When cargo on skids or supports is loaded consideration will be given to placing the supports at least 10 inches from the forward and aft edges of the pallets to accommodate concentrated load limits pallet positions 6-8.

57.3.6. Pallet trains can be accommodated in the longitudinal orientation (88 inches wide by 217 inches long). The separation of the pallets in the rail system is only one inch and requires a special coupler or spacer.

57.3.7. When 20 or more passengers/troops are planned for the KC-10, leave a pallet position open to accommodate palletized baggage.

57.3.8. For more specific guidance consult TO 1C-10K(A)-9, Section IV.

57.4. Commercial Aircraft:

57.4.1. See AMCP 55-41, *Civil Reserve Air Fleet Load Planning Guide*, for general planning guidance.

57.4.2. Specific guidance on capabilities and limitations associated with a specific type of commercial aircraft may be obtained by contacting the appropriate carrier representative.

57.4.3. The final responsibility for load planning commercial aircraft rests with the specific carrier.

57.5. C-141 Aircraft:

57.5.1. Pallet positions 1 and 13 are limited to a height of 76 inches. Pallet positions 2 through 12 are limited to 100 inches in height, if less than 8,000 pounds for netted pallets, 96 inches for netted pallets up to 10,000 pounds.

57.5.2. Pallet position 13 has a 7,500 pound weight limitation/total ramp load.

57.5.3. When 20 or more passengers/troops are planned for the C-141B, leave a pallet position open to accommodate palletized baggage.

57.5.4. For more specific guidance consult TO 1C-141B-9, Section IV.

57.6. C-130 Aircraft:

57.6.1. The maximum height for cargo/mail loaded in positions 1 through 5 is 100 inches.

57.6.2. Ramp pallets (position 6) are limited to a gross weight of 4,664 pounds and 76 inch height.

57.6.3. Safety Aisles (See [Figure 8](#)).

57.6.3.1. When passengers are being airlifted, maintain an unobstructed aisleway in the wheel well (positions 3 and 4) and ramp area to provide access to emergency exits. This aisleway will be a minimum of 14 inches wide between the outer edge of the cargo and the aircraft and will begin at the cargo floor or dual rail outboard frame. The dual rail outboard frame provides 8

inches of this requirement on the main cargo floor. The aisleway should normally be on the left side of the aircraft. Determine the left or right side of an aircraft by standing at the rear of the aircraft, facing forward. If the aisleway is placed on the right side of the aircraft, then maintain clearance to the right side of the aircraft must be maintained. Cargo loaded on the aircraft ramp must provide an 8-inch aisleway beginning at the outboard edge of the dual rail outboard frame. Additionally, access to the aft latrine facilities requires an 18-inch clear area on the forward left or right side of the ramp. On C-130E and H (prior to 83-0486) the clear area must be on the left side of the pallet. On C-130H (83-0486 and up) the clear area must be on the right side of the pallet.

57.6.3.2. If the aisleway requirement stated above cannot be achieved on missions carrying crew only or authorized mission-essential personnel, then maintain an aisleway in the wheel well area that provides a minimum of 14 inches between the outer edge of the cargo and aircraft beginning no higher than 36 inches above the floor/pallet/platform or a minimum of 30 inches between the outer edge of cargo and the aircraft beginning no higher than 60 inches above the floor/pallet/platform. The dual rail outboard frame provides 8 inches of this requirement on the main cargo floor. **NOTE:** On all missions, cargo will be loaded in such a way that the crew will have access to the rear of the aircraft. Loads in Section VI of TO IC-130A-9 are specific and do not require a waiver.

57.6.4. When 20 or more passengers/troops are planned for the C-130, leave a pallet position open to accommodate palletized baggage. For more specific guidance, consult TO 1C 130-9, Section IV.

Figure 8. Safety Aisles for C-130 Aircraft.

57.7. KC-135 Aircraft:

57.7.1. Loose cargo and mail may be loaded in cargo baggage bins secured in the aircraft or floor loaded.

57.7.2. Warehouse skid-mounted cargo may be loaded using warehouse pallet jacks and secured with tiedown. Plywood shoring must be used to protect the cargo floor when using pallet jacks.

57.7.3. Pallets will be built to a maximum of 65 inches high with appropriate contour (see **Figure 9**).

57.7.4. Pallets will have no overhang on any side of the pallet.

57.7.5. When possible, a 6-inch aisle way will be constructed on the 108-inch side, opposite the pallet contour. This aisle way will provide additional space for passenger movement.

57.7.6. Due to limited jettison capability, certain cargo containers for hazardous materials are limited in size to 20 X 48 inches, and 75 pounds per item. Exceptions to these size and weight limitations will be on a case-by-case basis; boom operators must ensure these containers will fit through the aft emergency escape hatch. Hazardous items that do not have the capability to leak, smoke, or damage the aircraft are not limited to these size and weight limitations.

57.7.7. For more specific guidance consult TO 1C 135-9, Section IV.

weight is 1.5 tons); lighter pallets may be built when they are intended for transfer to intratheater aircraft with restricted pallet profiles, i.e. DC-8, KC-135, etc.

58.2.2. The expeditious movement and delivery of TP-1 shipments with movement indicators is dependent upon available airlift and priority processing. In order to maximize aircraft utilization and reduce processing times pure priority pallets should be built to the maximum extent possible. Maximize efforts to move loose MICAP and TP-1 shipments with movement indicators to the point that will avoid a delay on mission departure. **NOTE:** Separate cargo or mail on mixed destination pallets to be offloaded at en route stops by destination, using plastic covers or a suitable substitute inserted between each destination. This permits rapid identification at en route stops.

58.3. Build-Up:

58.3.1. Load dense cargo and crated/boxed cargo on the pallet first. Stack crushable and light density cargo on top of the load, or use as filler cargo and place around the high-density or crated/boxed cargo. Monitor stacking to ensure cargo overhang is limited to unusual circumstances. Stack mail and other items without definite shape to minimize shifting on the pallet. Build pallets to enhance maximum pallet utilization, subject to aircraft and weight limitations and cargo loading characteristics. Heavy items will be evenly distributed from the center of the pallet outward.

58.3.2. When barrels, drums or other unstable items are stacked more than one high, place plywood or other suitable material between each stack. Use material thick enough to prevent the cargo from shifting.

58.3.3. Do not exceed 250 pounds per square inch (PSI) on pallet surface. Shore cargo with plywood to increase contact area when the 250 PSI is exceeded.

58.3.3.1. Also use plywood or cardboard to protect the pallet surface when loading cargo with sharp edges.

58.3.4. When the pallet is assembled in the desired configuration, the next step is to cover the contents with a plastic pallet cover (FSN 3990-00-930-1480). Except for the following, plastic covers should fully cover the pallet to protect the contents from the elements.

58.3.4.1. Do not place plastic covers over subsistence items (for example, dairy products, vegetables, fruits, etc.) received and shipped in multi-wall, wax impregnated, corrugated fiberboard boxes. However, when such items are shipped in other containers (pasteboard boxes, etc.), place plastic covers over the nets, rolled up on all sides and held in place with straps. (An exception is in cold climates where plastic covers must be placed over entire pallet to protect these items from the cold.) During hot weather, these items require ventilation to prevent spoilage. If plastic covers cover the entire pallet, trapped gases (normal respiration) of fruits and vegetables cause rapid ripening/spoilage of the produce. Provide these pallets inside storage in a cool, well ventilated area.

58.3.4.2. Protect household goods and unaccompanied baggage shipments from the elements by placing two plastic covers under the nets on all pallets. Personal property shipments will always be placed in inside storage prior to processing and palletizing. It is permissible to use serviceable used pallet covers on personal property shipments.

58.3.4.3. When receiving palletized personal property shipments from commercial carriers for entry into the airlift system, inspect the pallet cover for tears or rips. If any are found, reject the pallets.

58.4. Restraint:

58.4.1. Secure contents to the pallet during pallet build up IAW TO 35D33-2-2-2 and the applicable aircraft loading dash 9 technical order.

58.4.2. Inspect tiedown equipment used to restrain cargo to the pallets for damage. Do not use damaged equipment. Compute tiedown requirements and attach tiedown equipment in pairs; e.g., if devices, chain or straps are used on one side of the pallet, use an equal number of devices, chains or straps on the opposite side. Inspect nets for damage (e.g. cuts, frayed, missing components, etc.). Do not use damaged nets.

58.4.3. Do not mix chains and straps to provide restraint in the same direction. Although materials stretch in direct proportion to the applied load, different materials have different rates of stretch. Nylon devices stretch more readily than steel, and under tension, almost immediately permit the steel device to assume the majority of the load. Therefore, when two or more tiedown devices are required to restrain a unit of cargo, the devices will be of the same type and the ties will be approximately the same length.

58.4.4. When pallets are restrained with aircraft tiedown equipment (chains and devices), the limiting factor is the aircraft roller limitations found in the applicable dash 9 aircraft loading instructions and the pallet limitation which is 250 PSI. Do not over-tighten tiedown devices, since over-tightening tends to bow the pallet and causes warpage. However, tiedown devices should be snug and final tightening accomplished after the pallet is loaded aboard the aircraft.

58.4.5. When a single 463L pallet is restrained with nets (two side nets and one top net), the pallet net weight limit is 10,000 pounds. Do not attach top and side net hooks to the webbing of the nets. Attach the hooks to the highest level of side rings on or near the top of the cargo, leaving enough space to tighten the top net. Tighten all nets and stow all loose ends to prevent them from interfering with aircraft loading operations.

58.4.6. When low profile bulk/high density cargo is loaded on pallets, side nets may be used for restraint without the top net, provided the side nets are pulled tight and secured by tiedown straps. Connect the straps to the highest level of side rings on or near the top of the cargo. Use a minimum of seven straps, four longitudinal and three lateral. **NOTE:** In all cases ensure a full net set (one top net and two side nets) are shipped with each pallet.

58.4.7. When low profile cargo/mail does not permit the use of side nets, the top net will provide restraint in all directions provided the pallet does not exceed a height of 45 inches or net weight of 2,500 lbs. If either of these criteria are exceeded, use supplemental straps (CGU-1/B) or chains to provide forward, lateral, and aft restraint. **NOTE:** In all cases ensure a full net set (one top net and two side nets) are shipped with each pallet.

58.5. Palletizing and Securing Empty 463L Pallets For Airlift:

58.5.1. Pallets may be stacked up to a maximum of 20 pallets excluding the base support pallet. Separate the first pallet from the base support pallet by three longitudinal rows of lumber (4 inches by 4 inches by 88 inches, commercial grade) placed equidistant laterally or by placing four wooden warehouse skids of equal thickness to cover the entire surface of the base pallet. If desired, place additional separators between the empty pallets in the same configuration as stated above for ease in forklift operations although they are not required for airlift. Pallet stacks will then be secured with side and top nets or side nets and straps. Side nets must be cinched up as

tightly as possible to prevent snagging on the restraint rails in the aircraft. The nets as described will be the only required restraint for stacks of six or more empty pallets.

59. Pallet Trains:

59.1. General. When it is necessary to use more than one pallet to transport items exceeding the usable dimensions of a single pallet, marry pallets to form a train with aluminum pallet spacers or IAW TO 36M-1-141. Prior to use, pallets must be thoroughly cleaned and inspected for missing and cracked D rings, warping, exposed core and/or extreme delamination. Do not use damaged pallets (TO 35D33-2-2-2). Prior to marrying pallets, give consideration to the type of equipment at the destination station required to handle the train.

59.1.1. Assemble trains on rollerized surfaces, i.e. Hi-line docks, rollerized flatbed, etc., capable of supporting the gross weight of the train load. The rollers must also be accessible to the conveyance used to transport the train to the aircraft.

59.2. Cargo Selection:

59.2.1. Palletize cargo or mail by destination, movement indicator, and SET within movement priority. To the greatest extent possible, build each cargo or mail pallet for one destination. However, to complete a pallet (especially for low volume channels), terminals may combine cargo or mail for different destinations to ensure timely movement and maximum pallet use, keeping in mind that the AMC goal is to avoid needless pallet breakdown and cargo rehandling at transshipment points.

59.2.2. The expeditious movement and delivery of TP-1 shipments with movement indicators is dependent upon available airlift and priority processing. In order to maximize aircraft utilization and reduce processing times pure priority pallets should be built to the maximum extent possible.

59.3. Build-Up:

59.3.1. When possible, place long items on pallets in a manner to evenly distribute the weight on all pallets. Use dunnage to help distribute the weight evenly. Add dunnage weight to the tare weight.

59.3.2. Determine maximum pallet weights by the aircraft roller limitations found in the applicable TO 1C-XXX-9 aircraft loading manuals and pallet limitations, which is 250 pounds per square inch. Also consider the type of MHE required to handle the pallets at originating, en route, and terminating stations (e.g. 25K loader, 40K loader).

59.3.3. Specific pallet height, contour, and safety asile limitations depend on type of aircraft, and can be found in the applicable aircraft TO 1C XXX-9.

59.3.4. When possible, place protective plastic covers over contents on the train.

59.3.5. Distribute weight of items stacked on pallet to prevent pallet from being side or top heavy. If the cargo does not render itself to ensure this, mark pallet with additional placards, i.e. C/B, side or top heavy.

59.3.6. When barrels, drums, or other unstable items are stacked more than 45 inches high, use plywood or other suitable material to prevent cargo from shifting. Use plywood or cardboard to protect pallet surface when loading cargo with sharp edges.

59.4. Restraint:

59.4.1. There are many techniques of tying down large pieces of cargo. Use the following key points and consult applicable aircraft loading TOs as necessary.

59.4.1.1. Use a restraint barrier (3/4-inch plywood) for loose heavy items such as lumber, pipe, etc. Additional layers may be needed to adequately restrain these items. One layer of 3/4" plywood does not provide an adequate forward barrier for securing heavy items. Include these items in tare weight.

59.4.1.2. Use chains and devices for large items, such as canned engines or wheeled equipment.

59.4.1.3. Use 463L nets for loose, light weight items such as small boxes.

59.4.1.4. Use a chain gate with restraint barriers for heavy items exceeding the weight limitation of the aircraft technical order, such as large boxes or reels.

59.4.1.5. Top and side nets are permissible for use on two and three pallet trains within weight limitations listed in the aircraft technical order. This method allows filler cargo to be moved on pallet trains for enhanced utilization.

60. Center of Balance Computation:

60.1. General. Marking the center of balance (C/B) is not necessary on individual 463L pallets. If pallets are built correctly the CB will be at, or near the center. Clearly mark the C/B on both sides for all items of cargo that meet the following criteria.

60.1.1. All pallet trains.

60.1.2. All vehicles/rolling stock.

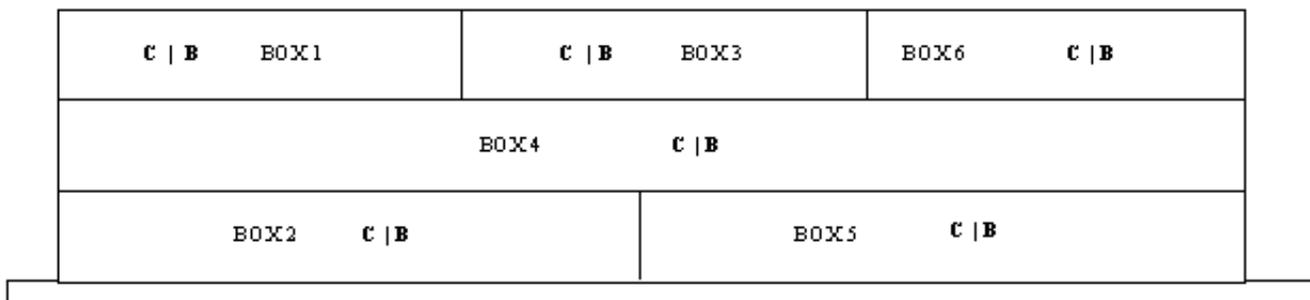
60.1.3. Any item with a C/B at a point other than its center.

60.1.4. Any item 10 feet or longer.

60.2. Pallet Trains. The C/B for trains will be computed and conspicuously marked on both sides of the train. Hi-line docks and 40-foot rollerized semi-trailers can be stenciled in inches as an aid in computing pallet train C/Bs.

60.2.1. Calculate the total inch pounds (moment) of the load by multiplying the pallet station where the center of balance of each piece of cargo is positioned by the weight of the cargo. Total these figures to obtain the total load inch-pounds. Divide the total load inch-pounds (moment) by the total load weight to obtain the center of balance location in inches from the leading edge of the forward pallet. The C/B location of the total load is equal to the total inch pounds (moment) of the load, divided by the total weight of the load. Compute accurate pallet train CBs using the example in **Figure 10**. Determine the center of balance of a total load consisting of three pallets in a train configuration. **NOTE:** For this example, all C/Bs are indicated in inches aft of the leading edge of the forward pallet.

Figure 10. Pallet Train Center of Balance Computation Sample.



Box No. 1 Station 40 Gross Weight 1,000 Pounds
Box No. 2 Station 92 Gross Weight 2,000 Pounds
Box No. 3 Station 125 Gross Weight 1,000 Pounds
Box No. 4 Station 135 Gross Weight 1,500 Pounds
Box No. 5 Station 215 Gross Weight 1,000 Pounds
Box No. 6 Station 225 Gross Weight 2,000 Pounds

| Sta |
|-----|-----|-----|-----|-----|-----|-----|
| 0 | 40 | 92 | 125 | 135 | 215 | 225 |

Solution:

- Calculate the total inch pounds (moment) of the load by multiplying the pallet station where the center of balance of each piece of cargo is positioned by the weight of the cargo. Total these figures to obtain the total load inch-pounds.

 Box No. 1: 40 X 1000 = 40,000

 Box No. 2: 92 X 2000 = 184,000

 Box No. 3: 125 X 1000 = 25,000

 Box No. 4: 135 X 1500 = 202,500

 Box No. 5: 215 X 1000 = 215,000

 Box No. 6: 225 X 2000 = 450,000

 Total Inch Pounds = 1,216,500
- Divide the total load inch-pounds (moment) by the total load weight to obtain the center of balance location in inches from the leading edge of the forward pallet.

 C/B of (Total Load) = $\frac{1,216,500}{143.1} = 8,500$
- The CB location of the total load is equal to the total inch pounds (moment) of the load, divided by the total weight of the load.

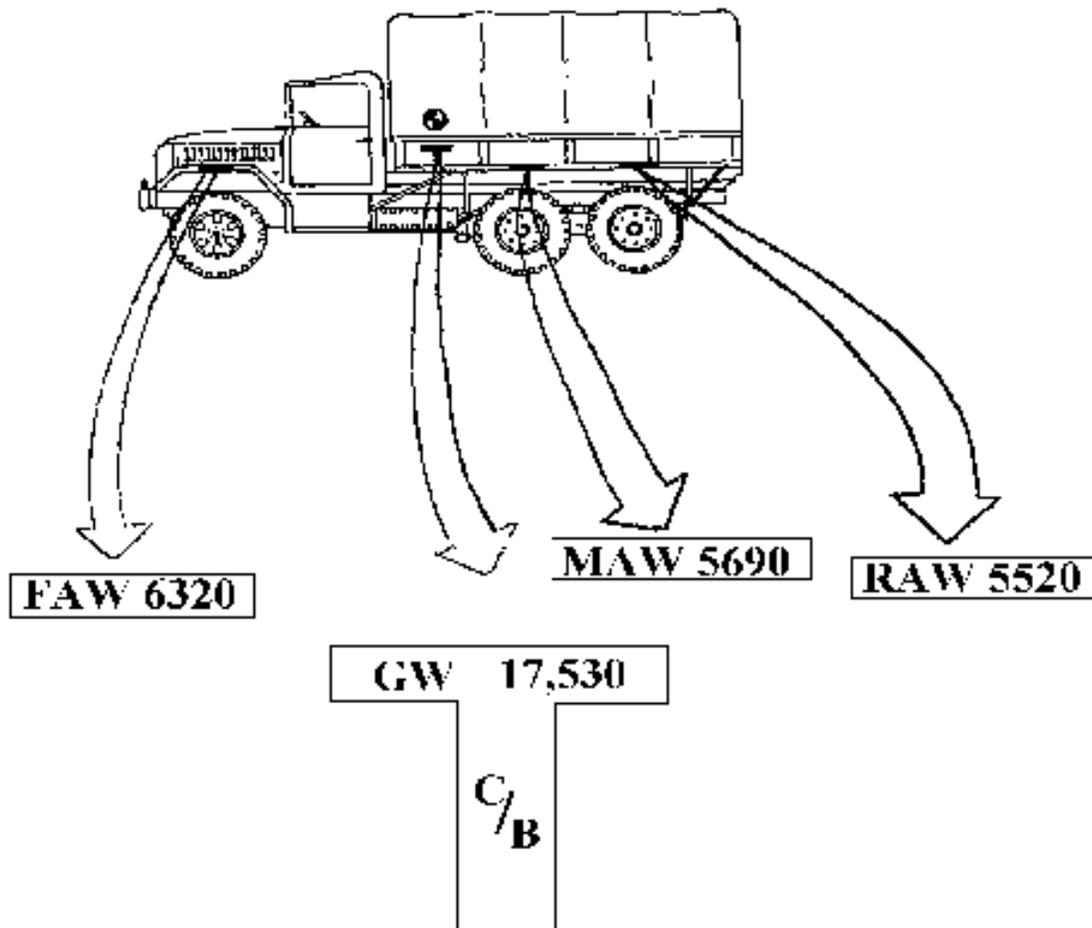
 C/B of Total Load = Total inch pounds(moment)/Total weight.

 C/B (total load) = 143.1 inches from leading edge of pallet.

60.3. Vehicles. The C/B for vehicles will be computed and conspicuously marked on both sides of vehicles. Vehicle C/B formulas can be found in the applicable T.O. 1C-XXX-9 or DoD 4500.9R, Part III, Mobility.

60.3.1. Indicate the item's gross weight to the nearest pound and the C/B to the nearest inch. Mark these values on both side of the item. Locate the C/B with the vertical stroke of the letter "T" and the symbol "C/B." The horizontal stroke of the "T" will show the gross weight. Use a non-permanent marker for this procedure. See [Figure 11](#).

Figure 11. Center of Balance Markings.



61. Pallet Weighing, Measuring and Storing:

61.1. Weighing. Weigh each originating loaded pallet to determine the total weight of pallet, i.e. contents, nets and pallet. Annotate this weight on the AF Form 2279 and enter into the aerial port computer system as the gross weight. If the terminal is not equipped to weigh pallets, total the weight of contents of the pallet (net or documented weight) and weight of pallet and nets. **NOTE:** Straps, chains, and devices are included as normal aircraft equipment and, therefore, are treated as zero weight.

61.1.1. The standard weights for 463L pallets and nets are.

61.1.1.1. One pallet = 290 pounds.

61.1.1.2. One set of side nets = 44 pounds (22 pounds each).

61.1.1.3. One top net = 21 pounds.

61.1.2. Dunnage and front and aft restraint barriers will be weighed and included in the tare weight.

61.1.3. Total the weights of each TCMD for each shipment on the pallet to get the documented weight.

61.1.4. Subtract the tare weight from the gross weight to determine the net weight. Compare the net weight with the documented weight, these two figures should be the same. Originating stations will investigate differences of plus or minus 150 pounds by breaking down the pallet and check by weighing each piece. This procedure will also help to identify over/short shipments. **NOTE:** Air Lines Of Communication (ALOC) and Pure code J pallets with weight disparities will not be accepted into the airlift system and will be returned to carrier for correction.

61.1.5. Originating terminals incapable of weighing 463L pallets will individually weigh all items.

61.1.6. Local management may mandate weighing of all intransit pallets, or a designated percentage of intransit pallets based upon historical data relevant to the originating station's performance indicators.

61.2. Measuring. All heights are measured from the surface of the pallets. The normal stacking height of netted cargo or mail on a single pallet is 96 inches. The maximum height limitation depends on the type of aircraft and can be found in the applicable dash 9 aircraft loading instructions.

61.3. Storage. Completed pallets will be placed in appropriate grid locations as outlined in this volume, paragraph 20.

61.3.1. Provide inside storage for pallets of explosives. Under certain conditions, outdoor storage may be authorized IAW AFI 91-201. When outdoor storage is approved, provide protection from the elements IAW AFI 91-201. Provide pallets of other hazardous materials requiring cool, ventilated storage protection equal to that required for explosives.

62. Assignment of Pallet Identifiers. Assign each originating pallet a pallet identifier. The following codes will be used by all air terminals to code TCMDs with pallet identifiers. Record the code on documents sent on to the consignee/next transship point. A combination of alpha (AA through ZZ), alphanumeric (A1 through Z9), or numeric/alpha (1A through 9Z) codes will be used to identify up to 1008 two digit pallet identifiers. **NOTE:** Alphas "I" and "O" and numeric "0" will not be used. Terminals will maintain a tracking system to ensure pallet identifiers are not duplicated.

63. DD Form 2775, Pallet Identifier:

63.1. General. Prepare two copies of DD Form 2775 to identify all completed 463L pallets/trains loaded with cargo/mail. Air freight personnel will complete all entries and attach the copies to the upper left hand corner at eye level (when pallet height permits) on one 88-inch side and on one 108-inch side. Place the form inside interlocking closure plastic bags (NSN 8105-00-837-7757, or suitable substitute). Entries on the form are self-explanatory. In addition, comply with the following.

63.1.1. Enter port of embarkation POE and port of debarkation POD codes in letters as large as possible. The intent is to make the entries visible from a distance when pulling pallets for a load.

63.1.2. Annotate the highest priority type of load on the pallet (i.e. "9" [999], "G" [General], "S" [Special Handling] or "GS" [Green Sheet]) in the miscellaneous information block. Mark PURE or MIX to identify the type of code J pallet. Pallet height is also included in this block. **NOTE:** This form must never reflect the words "classified," "small arms/weapons," "munitions," or other highly sensitive items by name.

63.1.3. Annotate the amount of straps, chains, devices, and net sets used on a particular pallet or pallet train in the appropriate blocks of the form.

63.1.4. The scale weight certification block will be completed by legibly printing the name and grade of the individual who performed the weighing of the pallet.

64. Pallet Invoice/Listing :

64.1. General. Prepare pallet invoices for each pallet of cargo/mail. Pallet invoices will consist of pallet listings at automated stations and the AMC Form 39, **Pallet Invoice**, at non-automated stations.

64.1.1. Prepare and sign pallet invoices in duplicate. Place the duplicate signed copy in the plastic envelope with the AF Form 2279.

64.1.2. The original copy of the pallet invoice is used by the load planner for selecting and planning mission loads.

64.1.3. Pallet invoices will be filed in load planning by pallet identification code sequence. They will be kept for 30 days after the pallet has departed, and then disposed of IAW AFMAN 37-139.

Section F—Aircraft Loading/Offloading

65. General. Aircraft loading/offloading requires skillful preparation and close coordination between air terminal work centers. Safety is the paramount consideration. Registered mail, classified cargo and AA&E shipments should never be planned for mission scheduled to RON at offshore non-US bases. The only exception is when the material is accompanied by escorts or couriers to ensure security during scheduled ground times. The special handling section, load planners, and load pullers must watch for possible violations of this restriction and initiate corrective action when necessary.

66. Responsibilities. Ramp services is responsible to ensure all manifested cargo and mail is loaded/offloaded as applicable. The special handling section should be responsible for on/offloading loose shipments of "life or death urgency" material, AMC MICAP/VVIP, and registered mail. Ramp services' load pullers will assemble and inspect all planned loads (check for evidence of pilferage and movement ready conditions). Ramp services loading personnel will load the aircraft using AMC Form 272, **Load/Sequence Breakdown Worksheet** and return the completed form to ATOC/Load Planning. Place emphasis on cargo requiring special handling to include shipment accountability, and security measures. Shift supervisors ensure loading crews receive briefings concerning unique loads prior to loading/offloading (e.g. explosives, hazardous materials, vehicles, and outsize cargo).

67. Safety:

67.1. General. Because of the inherent potential for accidents during aircraft loading/offloading operations, constant safety vigilance is warranted. Total compliance with approved procedures will eliminate nearly all accidents; however, indifferent personal attitudes and haste to get the job done cause mishaps. Functional managers and supervisory personnel must be constantly alert for accident potentials and ensure personnel are fully aware of the need for constant caution in high hazard areas. Use applicable AFOSH checklists to brief personnel.

67.1.1. "Steel" wheel prybars (J-Bars) are not authorized for use on aircraft cargo floors. Only NSN 3920-01-091-3414 or 3920-00-171-4009 prybars equipped with three hard rubber wheels are authorized.

67.1.2. Equipment operators and spotters will use the universal aircraft loading signals IAW AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*.

67.2. K-Loaders. Gravity loading of palletized cargo is prohibited.

67.2.1. Personnel are not allowed on K-loader decks unless transmission is in neutral and parking brake is set. However, in exceptional cases, when a spotter is required on the deck to aid in final K-loader/aircraft interface, the individual must wear a safety harness attached to a tiedown point on the loader deck. Typical exceptions are when backing the loader to aircraft, or when cargo loads impair driver and/or spotter visibility. Spotters will not assume position on the deck until the loader is close to its final interface position; typically 10 feet or less from the aircraft.

67.2.2. Aircraft load crew personnel may ride K-loader decks up to, or down from, aircraft cargo floor height providing the following safety provisions are followed. The K-loader parking brake is set and the transmission is in neutral. Personnel stay clear of the loader's telescoping ladder and extreme ends of the deck. Sufficient clearance between the K-loader and aircraft exists. At no time are load crew personnel allowed on the deck when the loader is moved forward or aft except when secured in a harness to perform spotter duties.

67.2.3. Cargo transported on 25K, 40K, and Tunner loaders will be properly secured to the loader deck prior to placing the loader in motion. Restrain each piece of rolling stock fore and aft with tiedown chains and devices. If rolling stock is equipped with an integral braking system, engage it too. When offloading rolling stock from K-loaders, at least one forward and one aft tiedown chain and device will restrain the rolling stock until secured to a prime mover. Restrain palletized cargo by engaging the pallet locks, fore and aft, emergency pallet stops, and by supplemental restraint. Operators are responsible for ensuring safety compliance. When it is necessary for the operator to remain in the cab of the K-loader, the loading supervisor is responsible for ensuring compliance with all safety precautions.

67.2.3.1. Supplemental restraint will be obtained by chaining (MB-1) individual pallets, or by chaining the two end pallets when three pallets or more being transported. Chains will be applied to both sides of the pallets. When tiedown chains are used for supplemental restraint, the chain will be attached to the pallet D-rings and the excess chain will be secured. Locally manufactured devices will be approved by HQ AMC/DOZE.

67.2.4. Pallet trains in lengths which exceed K-loader capacity, or pallet trains with overhang which prevent engaging both fore and aft emergency pallet stops, normally will not be transported on any type K-loader. If no alternate means are available and it is determined pallet handling lim-

itations of a K-loader must be exceeded, the OIC/superintendent air freight will provide specific guidance concerning placement of the pallet train on the loader and ensure downline stations are notified of special loading requirements. Use supplemental restraint, spotters, etc. If a loading situation occurs wherein cargo overhang is a factor, use a second K-loader (if available) mated to the aircraft as a bridge to prevent possible damage to the aircraft ramp.

67.2.5. Do not drive loaded forklifts or other highly concentrated loads on K-loader deck surfaces.

67.3. Forklift. Secure pallets to the forklift prior to movement when loading/offloading/transporting pallets on forklift with rollerized tines, when pallets or top/side heavy, and when snow or ice may have accumulated between the forklift tines and the pallet.

67.3.1. Secure all objects of irregular shape, including aircraft engines, to the forklift mast frame before being raised, lowered, or moved. Normally, place large irregularly shaped objects on pallets for stability before transporting. **NOTE:** Ensure protruding engine parts (afterburners, etc.) are not damaged during transport.

67.3.2. Secure skids/pallets or individual containers of explosives to forklifts to prevent movement. The cargo need not be secured to forklifts when container skids or pallets have integral tine enclosures. Positively secure together/unitize stacked explosives prior to movement. Do not use forklifts to transport explosives in over-the-road type operations, or out of the immediate work area IAW AFI 91-201/AMC Supplement 1.

67.4. Wide Body Aircraft. Use loaders designed to service wide body aircraft when available. K-loaders with extenders and hi-lift trucks may be used as alternatives. Due to the fuselage contour of these aircraft, use extreme care when positioning equipment for on/offload operations.

67.4.1. When K-loaders without deck extensions are used to service lower lobe compartments, they are normally backed to the aircraft. Before attempting to back a K-loader, the vehicle operator must ensure the primary spotter is clearly in view and signals are understood. Accurate preliminary height adjustment of the loader deck is critical in lower lobe operations. The vehicle operator will stop the K-loader approximately 10 feet from the aircraft for preliminary height adjustment. Load crew personnel must exercise extreme caution when approaching and stepping over the gap between the loader deck and aircraft floor as this gap is much greater than in other loading operations.

68. Loading Restrictions/Limitations:

68.1. General. Load cargo in a manner to allow flight crews access to the rear of the aircraft. Permanent walkways along each side of the cargo compartment provide required access. No part of the cargo/mail load above floor level will protrude beyond the vertical stacking line of the pallet. Tiedown devices (straps, chains, cables, etc.) stretched across the aisle will not constitute an obstruction unless such devices are higher than 18 inches above the floor, or are spaced less than 18 inches apart.

68.2. Emergency Exits. Consider all exits, including passenger and cargo loading doors suitable for personnel evacuation from the main cabin, as emergency exists. Litters erected across an emergency exit do not constitute an obstruction.

68.3. Personnel Seating in Cargo Aircraft. When the load consists of palletized netted cargo or floor loaded cargo secured with straps, maintain a 30-inch space between the cargo and the nearest forward

occupied seat. When the cargo consists of vehicles, canned engines or other large items secured with chains and devices, the 30-inch spacing is not required. On KC-135 aircraft equipped with rollers, maintain a 14-inch space between the seats and the vertical stacking line of cargo on pallets. Make seating arrangements to allow passengers to evacuate from exits permitting best access to emergency equipment.

68.4. Commercial aircraft (narrow-body) lower compartment (belly) loading. Normally, soft materials such as baggage, mail and cardboard boxes that will not damage the aircraft are loaded in the lower compartment. Ensure clearance is maintained around internally mounted auxiliary power units and other installed equipment

68.4.1. Use extreme caution during loading to prevent damage to the pressure seal of the lower compartments, and exercise care in positioning cargo/mail in the compartment so the floor or sides of the compartment are not punctured.

68.5. Palletized Loads. Follow all requirements and limitations outlined in the applicable TO 1C XXX-9.

69. Outbound Load Pulling:

69.1. Procedures. Ramp services and the air freight special handling section will receive an AMC Form 272, load pull sheet or premanifest from load planning.

69.1.1. The ramp services and special handling sections will use the AMC Form 272/load pull sheet/premanifest to pull the pallets and/or loose shipments from the storage areas and assemble the load. Ensure the pallet identifier, destination and weight on the DD Form 2775 match the data on the load pull sheet/premanifest. For loose shipments, match the TCN on the label (DD Form 1387) to the shipments on the load pulling document. Sequence the load IAW the load pull sheet/premanifest.

69.1.2. Inspect all pallets and loose shipments for discrepancies (e.g. damaged, pilfered, proper tiedown, documentation, etc.).

69.1.2.1. Ensure all snow, ice, and standing water is removed from pallets prior to loading on an aircraft.

69.1.3. If any discrepancy is noted during the inspection, correct it, if possible, or notify load planning so the load can be supplemented.

70. Aircraft Loading:

70.1. General. For detailed loading information and instructions concerning a specific type of aircraft, consult the appropriate TO 1C-XXX-9.

70.1.1. The loadmaster checks with ATOC for load briefing. ATOC will coordinate with the loadmaster to establish a loading time and pass the time to ramp services. **NOTE:** Loadmaster will check with ramp services at stations without an ATOC section.

70.1.2. The ramp services dispatcher coordinates a loading time with the ATOC and dispatches a loading team to load the aircraft.

70.2. Procedures. The load team supervisor will conduct a detailed briefing concerning all aspects of the load with all members of the load team. The load team supervisor ensures all necessary equipment

is available and delivered to the aircraft (ramp support, bridge plates, shoring, etc.) and assigns drivers to operate the materials handling equipment (MHE) to transport the load to the aircraft and load the aircraft.

70.2.1. Loading operations will be a coordinated effort between the load team supervisor and the loadmaster/contractor representative, etc. The load team, under the direction of the load team supervisor, assists the loadmaster in preparing the aircraft for loading.

70.2.2. Prior to aircraft loading the load team supervisor performs a pre-inspection of cargo loads, the aircraft cargo compartment, and aircraft loading aids.

70.2.3. The loading team, under the direction of the load team supervisor, will position all MHE to and from the aircraft cargo ramp.

70.2.3.1. A chock will be placed in position and spotters assigned to direct the MHE in position for loading. The vehicle operator will not move the vehicle within 10 feet of the aircraft unless assisted by a spotter. The vehicle operator will not attempt to judge clearances. **NOTE:** K-Loaders must stop at least 10 feet from aircraft for preliminary alignment. K-Loaders will maintain approximately five to eight inches clearance between the rubber bumpers and the aircraft for minor adjustments during unloading.

70.2.3.2. Close coordination between the primary spotter and vehicle operator must be maintained. Clear and concise signals must be used. In all instances where the vehicle operator does not understand, or is not sure of a signal given by the spotter, the vehicle operator will stop movement of the vehicle until clarification is received. Operators will halt movement of the vehicle any time visual or audible communication indicates to do so.

70.2.4. Pallet loading precautions:

70.2.4.1. Don't use dual rail detents (locks) as pallet stops.

70.2.4.2. Position pallet side rings in the up position to prevent binding in the rail system.

70.2.4.3. Avoid walking on aircraft restraint rails. Personnel may walk on the C-130 restraint rails when the guard is in place.

70.2.4.4. Normally, push pallets onboard the aircraft by hand. Take care to keep them under control or they could cause damage or injury.

70.2.4.5. When possible, avoid pulling pallets onto the aircraft.

70.2.4.6. Don't position yourself between pallets that are locked in place and those being loaded.

70.2.4.7. Ensure that there is adequate clearance when moving loaded pallets onto the aircraft.

70.2.4.8. Don't push pallets onboard with excessive speed.

70.2.4.9. Never gravity-load pallets.

70.2.5. Vehicles and rolling stock.

70.2.5.1. Select licensed/qualified personnel to drive vehicles/equipment on/off the aircraft. When a licensed/qualified operator is not available, consider other methods of loading. If no other method of loading is feasible/practical, the ramp supervisor will notify ATOC and the OIC/superintendent of air freight. When all efforts to obtain a licensed/qualified operator are

exhausted, screen and determine the most qualified individual to safely operate and load the vehicle/equipment aboard the aircraft. The loadmaster directly supervises the loading operation.

70.2.5.2. If vehicle/equipment is to be loaded using the aircraft auxiliary ground loading ramps, ensure they are properly installed and spaced to align with all wheels of the vehicle/equipment to be loaded.

70.2.5.3. If vehicle and equipment is to be loaded from the platform of K-loader, ensure bridge plates and truck loading ramps are properly installed and spaced to align with all wheels of the vehicle/equipment to be loaded. Also, ensure the aircraft ramp support is properly installed.

70.2.5.4. Install shoring as required.

70.2.5.5. Ensure fire extinguishers are available.

70.2.5.6. Ensure there is adequate ventilation in cargo compartment of the aircraft.

70.2.5.7. Align vehicle/equipment with auxiliary ground loading ramp/bridge plates/truck loading ramps.

70.2.5.8. Ensure vehicle and equipment is placed in lowest gear, low range, four-wheel drive (if applicable).

70.2.5.9. Check brakes for proper operation.

70.2.5.10. Loadmaster/spotters will direct vehicle/equipment into aircraft and into preplanned loading position in a very slow and safe manner.

70.2.5.11. Park vehicle/equipment in stowed position on aircraft with standard transmission in its lowest gear and set the parking brake. Stow vehicle/equipment with automatic transmission in park and set parking brake (Exception: Park diesel and multi-fueled vehicles/equipment in neutral.)

70.2.5.12. The vehicle/equipment operator remains at the controls until the initial fore and aft restraints are applied.

70.2.6. Securing Cargo and Pallets. The loading team ensures all pallets are locked into position and all required tiedown is applied. Properly restrain all loose cargo.

70.2.7. Loose Equipment. Stow all unused tiedown equipment (straps, chains, devices, tiedown fittings) in proper storage areas. Secure all loose articles (ladders, thermos jugs, trash containers, baggage, auxiliary loading ramps, etc.) within the aircraft.

71. Special Cargo Loading/Offloading:

71.1. Signature Service Cargo. The special handling representative will ensure the accountability of all signature service cargo loaded aboard an aircraft and transfer of custody IAW paragraph 29. of this volume.

71.2. Human Remains. Load human remains (HR) aboard aircraft so that they are among the last items to be jettisoned, if necessary. In addition, stow transfer cases aboard aircraft with the head towards the nose of the aircraft and ensure the head is higher than the feet. This will normally be accomplished by stowing the case on the aircraft or pallet in a level position. No other cargo or mis-

cellaneous items, besides other HR shipments, may be placed on top of HR. Due to their time-sensitive nature, HR will not be bumped unless their continued movement precludes mission accomplishment or impacts flight safety. Coordinate bumping of HR with AMC TACC/APCC through the ATOC. Transfer of custody will be accomplished IAW paragraph 30. of this volume.

71.3. Registered Mail Loading. Registered mail should be the last item loaded aboard an aircraft and, if possible, loaded in a position readily accessible to the responsible crew member. Transfer of custody will be accomplished IAW paragraph 33. of this volume.

71.4. Hazardous Materials. Observe utmost precautions when handling or transporting hazardous materials. Ensure all hazardous materials are loaded/offloaded under the supervision of an individual qualified to handle and load hazardous materials. Load all hazardous materials aboard aircraft in a manner to afford easy accessibility and ready inspection in-flight. Hazardous cargo that is considered jettisonable shall be positioned aft of nonjettisonable cargo (e.g. rolling stock, pallet trains, etc.) except when its size, weight, and location will permit jettisoning by hand. Adhere to the following safety precautions when loading hazardous cargo:

71.4.1. Proper ventilation.

71.4.2. Aircraft placarding.

71.4.3. No smoking.

71.4.4. Fire extinguisher availability.

71.4.5. Aircraft electrical grounding (when required IAW T.O. 00-25-172).

71.4.6. Thorough inspection of cargo.

71.4.7. Stowage away from heater outlets and other heat or electrical sources.

71.4.8. Medical personnel notified if radioactive material is damaged.

71.4.9. Use of protective clothing and equipment as required when handling hazardous materials.

71.5. Overboard Venting of Cryogenic Liquid Storage and Transfer Tanks. All cryogenic liquid storage and transfer tanks (unless excepted in AFJMAN 24-204) must be vented overboard the transport aircraft. The shipper is responsible for providing specific venting instructions in the Shipper's Declaration of Dangerous Goods and for providing the equipment needed to vent the container overboard. Preparation and hookup of the vent system will be accomplished by qualified shipper or aircraft maintenance personnel IAW the procedures outlined in TO 37C2-8-1-127, *Liquid Oxygen and Nitrogen Overboard Vent System*, C-130, C-141, and C-5 series aircraft. ATOC prearranges for a qualified person to make the hookup at the desired time. Air terminal personnel and aircraft loadmasters are not qualified to make the hookup.

72. Aircraft Offloading:

72.1. General. Ramp services is responsible for offloading all terminating cargo and mail from the aircraft and delivering it to the terminating cargo receiving area. For detailed offloading information and instructions concerning a specific type of aircraft, consult the appropriate TO 1C-XXX-9.

72.2. Procedures. Ramp services and special handling receives information on inbound aircraft from ATOC including a complete load break down as soon as it is available. Ramp services will use the load breakdown to determine the equipment needed to offload the aircraft.

72.2.1. Assign a team to offload the aircraft. The ramp services dispatcher receives a block time for the aircraft from ATOC. The offloading team ensures all necessary equipment is available and meets the aircraft as expeditiously as possible.

72.2.2. All offloading operations will be a coordinated effort between the load team supervisor and the loadmaster.

72.2.3. The offload team, under the direction of the load team supervisor assists the loadmaster in preparing the aircraft for download.

72.2.4. The special handling representative will ensure the accountability of all special cargo offloaded from aircraft and transfer custody IAW [Section C](#) of this volume.

72.2.5. Position MHE at the aircraft for offloading in the same manner as for loading (reference paragraph [70.](#)).

72.2.6. Similar precautions that apply to the loading of pallets and rolling stock also apply to the offloading of this cargo (reference paragraph [70.](#)).

72.2.7. Ramp Services delivers the load to the terminating cargo processing section. When possible, keep mission loads together and process loads in order of aircraft arrival and priority. Special handling shipments should be delivered directly to the special handling section or aerial mail terminal.

73. Aircraft Shoring Kits:

73.1. General. Ramp services will maintain sufficient quantities of shoring kits to meet normal commitments. Each AMC port must have at least two shoring kits available per K-Loader type, per aircraft type, example:

K-Loader Type Assigned	Shoring Kits Required	Aircraft Type
One - 40K Loader	2	C-141B
One - 25K Loader	2	C-141B
One - 25K Loader	2	C-130

NOTE: One for home station use and one for unit type code (UTC) deployment. When a station has more than one UTC being deployed, one kit should accompany each UTC containing K-Loaders, not each individual K-Loader.

73.1.1. Individual aircraft requirements for each vehicle type can be found in the appropriate aircraft TO 1C-XXX-9.

73.1.2. Each C-5 base will maintain two C-5 shoring kits. Obtain these kits by using the 144 inches long by 18 inches high portion of the C-141 shoring kit. To accommodate forward loading, there is an additional requirement of four each blocks: 24 inches long by 12 inches wide x 13 inches high for the forward ramp support pads. **NOTE:** Shoring may require adjustment in height due to slope of parking ramp.

74. Nuclear Cargo Loading:

74.1. General. Nuclear airlift missions are one of the most important missions in the airlift system. Bases with operational PNAF wings and divert bases will have written plans to support nuclear airlift missions.

74.1.1. Training. AMC air terminals collocated with airlift wings with a prime nuclear airlift force and those required to support AMC operational plans (OPLAN) involving nuclear cargo will maintain trained military/DOD US citizen civilian vehicle operators to support the nuclear airlift mission. Operators will be fully qualified to drive the vehicles (minimum 5-skill level). Operators must possess at least a Secret security clearance. All affected vehicle operators receive annual explosive safety training IAW AFI 91-201. In addition, these personnel are required to complete the local Nuclear Surety Awareness training through the base Nuclear Surety office annually. Supervisory personnel will ensure this training is recorded on the military member's AF Form 1098 and placed in their AF Form 623 or civilian supervisor's employee brief, as appropriate. AMC terminals that support PNAF or nuclear airlift OPLAN requirements will train sufficient personnel to ensure qualified personnel are on duty.

74.1.2. Terminal personnel selected to support nuclear airlift missions will comply with AFI 91-204, Safety Investigations and Reports, at all times. Certification under the personnel reliability program (PRP) is not required. (Per DOD C-5210.41-M, Nuclear Weapon Security Manual, and AFI 31-101.)

74.1.3. Air Freight will publish and maintain a letter listing personnel who have received the appropriate training and are qualified for nuclear loading operations.

74.2. Procedures. Nuclear cargo governed by AFI 11-299, Nuclear Airlift Operations, Chapter 1, Section 1, paragraph 1.10.2.1, or limited life components (LLC) will not be accepted for movement as channel traffic.

74.2.1. Detailed instructions concerning AMC airlift of nuclear cargo during peacetime are contained in AFI 11-299. Contingency/Emergency airlift procedures are in AFI 11 2C-XXX, Vol 3, and AMCI 11-208, AMC Tanker/Airlift Operations.

74.3. Shoring and Equipment Requirements (Stockpile):

74.3.1. Aerial port/transportation squadrons maintain nuclear shoring kits as outlined below to support PNAF during peacetime and contingency/emergency requirements levied by the operating wing in support of AMC/OPLANS.

74.3.2. Issue and Return. Administer the issue and return of shoring from the respective storage nits as follows:

74.3.2.1. The responsible aircrew loadmaster notifies the ATOC, or appropriate office, of the type and amount of shoring required for the planned mission using the AMC Form 292, **C17/C-141 Special Loading Equipment Receipt**.

74.3.2.2. The unit storing and maintaining the shoring stockpile fills the requirement and delivers the shoring to the aircraft, along with AMC Form 292 prepared in duplicate, for transfer of accountability. This applies to the loading of training kit components as well as kit components loaded on flyaway missions.

74.3.2.3. The responsible aircrew member inventories and receipts for items received. The

storing unit keeps the original copy of AMC Form 292, and the duplicate copy is given to the aircrew member.

74.3.2.4. Upon return of the shoring and equipment to the storing unit, it will be inventoried jointly by the aircrew member and the storing unit representative. To justify stock replenishment, annotate in the remarks section of AMC Form 292, the number of missing items and the condition of returned items. Once the shoring kit has been returned to the storing activity, AMC Form 292 is retained in station files and disposed of IAW AFMAN 37-139.

74.3.3. Nuclear Shoring Kit Inventory, RCS: AMC-DON (A) 8002. An annual inventory will be accomplished during the first quarter of each fiscal year by the unit storing the kit to ensure the required stockpile is maintained and the equipment is serviceable. AMC Form 292 may be used to accomplish this inventory. The unit performing the inventory maintains a copy of the inventory in station files and disposes of IAW AFMAN 37-139. Send AMC Forms with a cover letter identifying the inventory as RCS: AMC-DON (A) 8002, Nuclear Shoring Kit Inventory. Responsibility for preparation and submission of this report rests with the operations officer.

74.3.4. The number of required PNAF shoring kits for each unit are shown in [Figure 12](#). A detailed listing of minimum shoring kit/equipment is contained in [Figures 13](#).

Figure 12. PNAF Shoring Kit Requirements.

PNAF	Number of Kits
62 AW (C-141) (Figure 13.)	5
62 AW (C17) (Figure 13.1)	5

Figure 13. Special Loading Kit.

C-141 Special Loading Kit.	
Item (Color-Coded)	Quantity
A Shoring – Green (3/4 24 X 12)	2
B Shoring – Green/Black (3/4 X 24 X 16)	2
C Shoring – Green/Red (3/4 X 24 X 20)	2
D Wedge	2
E Shoring – Green/Silver (3/4 X 16 X 16)	2
F Wedge	2
G Shoring - Black (3/4 X 16 X 77 or 3/4 X 22 X 77)	2
H Shoring - Gray (3/4 X 24 X 92 1/2)	2
I Shoring - Silver (3/4 X 48 X 96)	3
J Shoring - Silver/Blue (3/4f X 36 1/2 X 96)	1
#1 Shoring - Yellow (3/4 X 24 X 60)	30
#2 Shoring - White (3/4 X 24 X 96)	50

#3 Shoring - Clear/Gray (2 X 12 X 12)	14
Ramp Pedestal Shoring (8 PCS 1/2 X 11 X 20 or greater)	* 8 Sets
Chocks (2 Ea Set)	3 Sets
MA- 1 Wheeled Pry bar (Note 3)	2
Bridge Plate (2 Ea Set)	1 Set
* Any wood shoring which forms a solid base (11 X 20 or greater) footprint is authorized for use to support the ramp.	
NOTES:	
1. The wheeled pry bar type MA-1 authorized by TO 1C-141-B-9 may be used for loading/offloading. The limitations specified in that technical order apply.	
2. Steel or aluminum bridge plates authorized by TO 1C-141-B-9.	
3. Pry bars will be maintained IAW TO 35B10-2-4-2	
4. Shoring kits are developed IAW 1C-141B-16-1	
C-17A Special Loading Kit.	
Item (Color-Coded)	Quantity

A Shoring – Green (3/4 24 X 12)	2
B Shoring – Green/Black (3/4 X 24 X 16)	2
C Shoring – Green/Red (3/4 X 24 X 20)	2
D Shoring – Green/Blue (3/4 X 24 X 24)	2
F Wedge, Aluminum (1 EA)	2
G Wedge (1 EA)	2
H Shoring – White (3/4 X 24 X 96)	36
I Shoring – Red/Yellow (3/4 X 24 X 48)	10
J Shoring - Silver (3/4 X 48 X 96)	18
L Shoring – Blue/Yellow (3/4 X 48 X 76)	2
Chocks (2 Ea Set)	3 Sets
MA- 1 Wheeled Pry bar (Note 3)	2
Aluminum Bridge Plates (2 Ea Set)	1 Set
Ramp Pedestal Shoring – (3/4 X 18 X 30) (8 pcs = 1 set)	*4 sets
* Any wood shoring which forms a solid base (11 X 20 or greater) footprint is	

authorized for use to support the ramp.

NOTES:

1. The wheeled pry bar type MA-1 authorized by TO 1C-17A-9 may be used for Loading/offloading. The limitations specified in that technical order apply
2. Steel or aluminum bridge plates authorized by TO 1C-17A-9.
3. Pry bars will be maintained IAW TO 35 B10-2-4-2
4. Shoring kits are developed IAW 1C-17A-16-1

74.4. Equipment. AMC air terminals provide equipment to meet AMC nuclear contingency plan requirements. Air Freight must ensure aerial port equipment is safeguarded, accounted for, and maintained.

74.4.1. Vehicles. Operators inspect vehicles IAW AFI 91-201, AFI 24-301, AFI 24-307, TO 36-1-191.

74.4.2. 463L Pallets and Tie-down Equipment. Inspect and ensure pallets and tie-down equipment are maintained and serviceable IAW TO 35D33-2-2-2, 463L Air Cargo Pallets, and 13C2-1-1, Cargo Tie-down Equipment Cleaning Repair and Test Instructions.

75. Load missiles IAW instructions contained in the aircraft TO 1C-XXX-9-2.

76. Aircraft Loadmaster/Boom Operator Responsibilities . As a primary crew member of cargo aircraft, loadmasters/boom operators are direct representatives of the aircraft commander. They plan loads, handle troops/passengers, prepare equipment for airdrop, supervise loading, tiedown, and offloading of cargo, mail, and baggage. They participate in the aerial delivery of equipment, supplies, and personnel from aircraft in-flight. They are trained in aircraft emergency procedures and aircraft weight and balance computations. The loadmaster/boom operator reports for duty in advance of flight departure to receive the load description from ATOC to verify traffic load plan (plans loads at non-AMC stations). Loadmaster/Boom operator also performs assigned aircraft preflight actions, coordinates with appropriate air terminal activities, supervises the onload and offload of the aircraft and completes the DD Form 365-4, **Weight and Balance Clearance Form F-Transport/Tactical**. For additional detailed loadmaster/boom operator responsibilities, see applicable AMCI/MCI 11-XX series.

77. Special Assignment Airlift Missions (SAAM), Joint Airborne/Air Transportability Training (JA/ATT), and Other Support Type Missions:

77.1. General. At locations having a positioned TALCE, transportation personnel will compile the transported force's documentation, identify special handling requirements, sequence loads in order of movement precedence, provide for consolidated load delivery to the aircraft, and accomplish the required load briefings. When there are no AMC TALCEs or transportation support personnel, the unit being moved or host mobility force accomplishes these functions.

77.1.1. At stations, airports, contractor and/or manufacture sites, or other locations where AMC air terminal or transportation personnel are not available, the shipper accomplishes ground servicing functions by providing sufficient qualified personnel and handling equipment required for the loading and offload operation.

78. AMC Aerial Port Phase II Aircraft Loading Program. The purpose of the **Phase II** program is to allow the aerial port to better manage its manpower and resources for aircraft loading/unloading independent of aircrew availability. The Phase II program is not to be used as an aircrew enhancement. **NOTE:** Aerial port will not Phase II an aircraft when a loadmaster is receiving a check-ride by an examiner loadmaster or an instructor requires the cargo upload for loadmaster upgrade training. AMCI 24-101, Volume 7, provides additional guidance and program administration procedures.

79. Engine Running On/Offload (ERO). Detailed ERO procedures can be found in AMCI 24-101, Volume 18.

80. Pallets, Nets, Tiedown Control and Accountability: (Not applicable to ANG and AFRC.)

80.1. General. Each AMC unit appoints a pallet/net and tiedown equipment manager IAW DoD 4500.9-R-1, Volume II.

80.1.1. The unit pallet/net and tiedown equipment manager is responsible for accounting for, issuing, and controlling pallets, nets, tiedown chains, straps, devices, pallet couplers and nuclear shoring kits. See **Figure 12.-Figure 15.** for unit nuclear shoring kit, aluminum pallet coupler, and tiedown authorizations.

80.2. Procedures. The home station ramp services tiedown representative prepares the AF Form 4069, **Tiedown Equipment Checklist** for tiedown equipment issued to each home station aircraft.

80.2.1. Before aircraft departure from home station, the ramp services tiedown crew representative initiates an AF Form 4069 and inventories and issues all tiedown equipment to comply with the appropriate aircraft configuration or mission directives. The original copy, which accompanies the aircraft, is placed in a protective folder (red presswood binder type folder, NSN 7530-00-634-1795, is recommended for use.) This is to increase visibility of the AF Form 4069 and reduce the possibility of the forms being disposed of as trash. If these folders are not immediately available, any folder with prong fasteners can be used. Stencil "AF Form 4069" in bold print on both sides of the folder for increased visibility. The tiedown crew representative will ensure sufficient copies are prepared for each en route station. AF Forms 4069 are not required for training missions scheduled to depart from and return to home station without stopping.

Figure 14. 463L Aluminum Pallet Coupler Authorization.

UNIT	STATION	COUPLER 2 INCH	COUPLER 1 INCH
634 AMSS	ANDERSEN	80	12
89 APS	ANDREWS	26	0
DET 3, 621 AMSG	AVIANO	60	0
CTF-53	BAHRAIN	20	16
CHJUSMAGTHAI	BANGKOK	6	4
OL-B 621 AMSG	CAIRO	10	4
437 APS	CHARLESTON	200	16

NAVAVTARTICSUP	CHRISTCHURCH	8	0
NAVSUPPFAC	DIEGO GARCIA	10	10
436 APS	DOVER	150	4
CATO	EARECKSON	10	0
CATO	EIELSON	10	0
632 AMSS	ELMENDORF	50	26
CTF-53	FUJAIRAH	10	4
CATO	FUKUOKA	4	0
	GRAND FORKS AFB ND	10	0
OL-A 437 APS	GUANTANAMO	150	0
635 AMSS	HICKAM	100	12
640 AMSS	HOWARD	72	10
628 AMSS	INCIRLIK	60	20
MCAS/7ATD	IWAKUNI	26	4
FCDNA TERM OPS	JOHNSTON ISLAND	20	0
633 AMSS	KADENA	100	10
CATO	KIMHAE	12	0
CATO	KUNSAN	10	4
OL A, 623 AMSS	KUWAIT IAP	10	4
RAYTHEON RANGE	KWAJALEIN MH //PAS3//	50	0
629 AMSS	LAJES	20	10
	MacDILL AFB, FL	10	0
62 APS	MCCHORD	400	50
305 APS	MCGUIRE	200	150
	McCONNELL AFB KS	6	0
627 AMSS	MILDENHALL	100	4
CATO	MISAWA	20	4
NAVAIRTERM	NORFOLK	80	24
631 AMSS	OSAN	70	4
3 APS	POPE	50	10
Det 1 621 AMSG	PRINCE SULTAN AB//TRO	100	30
623 AMSS	RAMSTEIN	100	50
626 AMSS	RHEIN MAIN	100	50
Det 1 635 AMSS	RICHMOND	10	4
		0	0

		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0

AIR TERM 194	ROOSEVELT ROADS	150	4
625 AMSS	ROTA//TRO	100	10
375 TRNS	SCOTT	10	4
DET 2 621 AMSG	SIGONELLA	24	10
NAVREGCONTCEN	SINGAPORE	10	10
	SOTO CANO	10	4
NAVSUPPACT	SOUDA BAY//20//	20	4
OL A 621 AMSG	TEL AVIV	20	4
	THULE	10	4
60 APS	TRAVIS	300	100
5 SWS	WOOMERA	30	0
630 APS	YOKOTA	250	10

80.2.2. The loadmaster inventories the tiedown and ensures the quantities on hand are sufficient for the mission. A signed copy is maintained by the unit pallet/net and tiedown equipment manager (dispose of IAW AFMAN 37-139).

80.2.3. The ramp service tiedown representative returns all tiedown equipment to the aircraft (if removed) and inventories tiedown equipment aboard aircraft and annotates the amount of each type tiedown equipment on the AF Form 4069. A copy of the form is retained by the tiedown representative and maintained in station files.

80.2.4. When a change in inventory occurs, take the following actions:

80.2.4.1. When an intransit station issues tiedown equipment to an aircraft, the ramp services tiedown representative annotates the AF Form 4069 with the type, amount of equipment issued, station, date and reason issued.

80.2.4.2. Upon arrival at home station, the ramp services tiedown representative meets all AMC transport aircraft and inventories tiedown equipment. Enter the amount of each type tiedown equipment on the aircraft in the termination check column of the AF Form 4069. The station file copy of AF Form 4069 is compared to the aircraft copy to determine missing/lost equipment. The loadmaster makes a written statement if required. Air freight takes appropriate action for lost tiedown equipment IAW AFMAN 23-110, *Basic Air Force Supply Procedures*.

80.2.5. Issuing tiedown Equipment to Other-Than-AMC Aircraft:

80.2.5.1. Ramp services tiedown personnel are responsible for issuing tiedown equipment to other than AMC aircraft, using AF Form 1297, **Temporary Issue Receipt**.

80.2.5.2. Prepare the AF Form 1297 in duplicate. Print the name, organization and location of the individual who signs for the tiedown equipment legibly on the form. Annotate the following statement on the AF Form 1297: "Tiedown equipment will be returned to issuing station within 30 days." The original copy of the AF Form 1297 is kept by the flight crew and the duplicate copy is maintained by the unit pallet/net and tiedown equipment manager for future reference (dispose of IAW AFMAN 37-139).

80.2.6. Issuance of pallets, nets, tiedown equipment and dunnage to other activities:

80.2.6.1. NOTE pallets, nets and tiedown equipment issued to other activities on the unit pallet, net and tiedown log at time of issue and return.

80.2.7. Inventory pallet, net, and tiedown equipment assets as required, and submit a weekly inventory report to HQ AMC/DOZE (pallet/net and tiedown equipment manager) using the RCS: HQ AMC-DOZ (W&AR) 8001, *AMC Key Asset and Equipment Report*.

Figure 15. Tiedown Equipment Authorization.

CLASS OF TERMINAL (RCS: AMC-DOZ(M&Q)7107)									
TYPE ITEM	CONUS				OFFSHORE				
	1-6	7-8	9-11	12-20	1-3	4-6	7-11	12-20	
CGU-1/B Strap-5,000 lb	750	1000	1750	2200	100	300	60	900	
MB-1 Chain-10,000 lb	750	1000	1500	2000	50	200	500	750	
MB-2 Chain-25,000 lb	50	75	100	200	10	25	50	50	
MB-1 Tensioning Device-10,000 lb	350	500	750	250	50	200	350	500	
MB-2 Tensioning Device-25,000 lb	50	75	100	200	10	25	50	50	

NOTE: Waiver to decrease these established minimum levels must be approved by HQ AMC/DOZE. However, units may increase these levels if consumption experience indicates they are inadequate.

Section G—AMC Customer Service Branches

81. AMC Customer Service Branch (CSB) Operations:

81.1. General. CSBs at aerial ports are the single point of contact providing liaison among shipper services, air clearance authorities (ACA), and AMC. Cargo CSBs are located at Travis AFB, California; Dover AFB, Delaware; McGuire AFB, New Jersey; Charleston AFB, South Carolina; Norfolk Naval Air Station (NAS), Virginia; and McChord AFB, Washington.

81.2. Cargo Branch Responsibilities:

81.2.1. Assist the shipper services at aerial ports and provide maximum assistance commensurate with available resources.

81.2.2. Perform necessary coordinating actions with air terminal operators, ACAs, and shipper services to ensure the orderly flow of cargo through aerial ports.

81.2.3. Respond to requests for tracing cargo and personal property shipments from any source.

81.2.3.1. Complete AMC Form 1003, **Transportation Project Action Request**, for tracer requests when information is not readily available or after information has been provided to the requester.

81.2.4. Ensure timely processing of unscheduled or frustrated cargo. Correct discrepancies involving inbound and outbound shipments within the capability of the aerial port. Contact the

shipper for disposition instructions for frustrated shipments beyond the aerial ports capability to effectively correct.

81.2.4.1. Air Terminals with reooperage and repacking functions should provide assistance in correcting frustrated shipments.

81.2.4.2. When notified of a frustrated shipment, start resolving the problem as soon as possible, but not later than 48 hours after frustration. Once resolved and the shipment is ready for onward movement re-enter into the CAPS II system.

81.2.4.3. Properly prepare frustrated hazardous material shipments, for air shipment according to AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, Title 49 Code of Federal Regulations, International Air Transport Association (IATA) *Dangerous Goods Regulation*, or International Civil Aviation Organization (ICAO) *Dangerous Goods Manual*. If not economically feasible to repack for air shipment, contact service ACA and advise of intention to divert to surface. Prepare a SF 364 and forward to appropriate agencies.

81.2.4.4. Clear SECRET and CONFIDENTIAL frustrated shipments or security cargo as expeditiously as possible while it remains in the aerial port security cage. Prepare SF 364 and forward to appropriate agencies.

81.2.4.5. If shipments of firearms, explosives (class/division 1.1, 1.2, and 1.3), or controlled item code (CIC) 1, 2, 3, 5, 6, and 9 are frustrated over 48 hours advise consignor and consignee via Report of Shipment (REPSHIP).

81.2.5. Clear shipments arriving at the aerial port of embarkation (APOE) without an advance Transportation Control and Movement Document (ATCMD) when a valid Transportation Account Code (TAC) can be determined from the military shipment label, government bill of lading/commercial of lading (GBL/CBL), or shipment documentation. Comply with service policy concerning movement of non-cleared 'No-Hit' cargo. Contact service ACA or shipper for any additional information needed to clear "No-Hit" shipments.

81.2.6. Perform annual site visits to major shippers to discuss how to properly prepare cargo and records for air movement, and to resolve issues involving shipping and receiving of cargo.

81.2.7. Monitor Code J/DPM Baggage. In coordination with the air freight officer, upgrade Code J/DPM baggage pallets to TP-1 after they have been held in the port for 5 days due to inadequate airlift. Physical upgrade is not required; however, the CSB will upgrade the shipment's priority within CAPS II (or GATES when online) system.

81.2.8. Arrange for diversion of cargo according to ACA instructions.

81.2.8.1. Place cargo to be diverted (or held) in a frustrated status until disposition instructions are received. When forwarding instructions are received coordinate with the Traffic Management Flight (TMF) and aerial port personnel to move shipments to final destination.

81.2.9. Change the precedence of movement of specific shipments (AMC Form 101, **Green Sheet Request**) as requested by shipper service ACAs in coordination with the aerial port squadron operations officer. Ensure proper application of Green Sheet procedures according to AMCI 24-101, volume 9.

81.2.9.1. Provide a properly authenticated AMC Form 101 in original and one copy to the aerial port load planning section or designated representative for each Transportation Control

Number (TCN) requested for Green Sheet action.

81.2.10. Report Shipment Discrepancies.

81.2.10.1. For intransit over/short and damaged shipments, prepare SF 361 IAW DoD 4500-9.R, Part II.

81.2.10.2. For intransit packaging discrepancies; prepare SF 364, IAW AFR 400-54, Reporting of Item and Packaging discrepancies (AFJM 23-215 when published).

81.2.11. Report all Foreign Military Sales (FMS) shipments frustrated to the appropriate ACA for clearance coordination.

81.2.12. Work with contracting officers and vendors to ensure shipments arriving at the APOE are properly prepared for air movement.

81.2.13. Establish wartime, contingency, and emergency surge operation procedures.

81.2.14. The following workload data will be compiled monthly and included in the Station Traffic Handling Report (RCS:AMC-DOZ)(M&Q)(7107), as prescribed in AMCI 24-101, volume 6. (1) Total cargo shipments frustrated to the CSB (include general and hazardous cargo). (2) Total Green Sheet expedite shipments completed, and (3) Total tracer actions completed.

81.3. AMC Customer Service Branch Locations : (See [Figure 16](#). for cargo CSB locations.)

Figure 16. AMC Cargo CSB Locations.

Charleston AFB	Norfolk NAS
437 APS/TROC 113 S Bates Street, Suite A Charleston AFB SC 29404-5017 DSN: 673-3187 Commercial: (803) 566-3187 FAX DSN: 673-3191 Message Address: 437APS CHARLESTON AFB SC//TROC//	Naval Air Terminal, Code 054.3 8449 Air Cargo Road Norfolk NAS VA 23511-4497 DSN: 564-2017/4997 Commercial: (804) 444-2017/4997 FAX DSN: 564-2086 Message Address: NAVMTO NORFOLK VA//CODE 05//
Dover AFB	McChord AFB
436 AW/TRXL 505 Atlantic Avenue, Room 223 Dover AFB DE 19902-5207 DSN: 445-4264 Commercial: (302) 677-4264/65 Message Address: 436APS DOVER AFB DE//TRXL//	62 APS/TRXL 1419 Union Avenue, Room. 2 McChord AFB WA 98438-5270 DSN: 984-2681 Commercial: (206) 984-2681M Message Address: 62APS MCCHORD AFB WA//TRXL//
McGuire AFB	Travis AFB

305 APS/TRXL 1702 Vandenberg Avenue McGuire AFB, NJ 08641-5507 DSN: 440-3434 Commercial: (609) 724-3434/2228 FAX DSN: 440-4517 Message Address: 305 APS MCGUIRE AFB NJ//TRXL//	60 APS/TRXL 90 Ragsdale Road Travis AFB CA 94535-2941 DSN: 837-4476 Commercial: (707) 424-4476 FAX DSN: 837-4485 Message Address: 60APS TRAVIS AFB CA//TRXL//
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Section H—Cooperative Airlift Agreement (CAA) Cargo

82. General. The Governments of Australia, Canada, United Kingdom (England), New Zealand and the United States have entered into agreements that provide for the reciprocal transportation of cargo. The agreements provide for the transportation of cargo of the military forces of Australia, Canada, United Kingdom (England) and New Zealand on aircraft operated by the military forces of the United States and for transportation of US military forces cargo on aircraft operated by the military forces of the aforementioned countries.

82.1. All exchange traffic transported under these agreements is on a reimbursable basis. The rate of reimbursement is at the rate charged to the military forces of the United States for airlift in the US Defense Transportation System. Imbalances in the exchange of airlift are computed and paid for by the appropriate finance centers.

82.2. The responsibility of the nation supplying airlift is limited to provide airlift from the onload air terminal to the offload air terminal. The requesting nation is responsible for delivery of cargo to the onload air terminal and for transportation of cargo from the offload air terminal to the ultimate destination. The operation and maintenance of the loading and unloading equipment is the responsibility of the owning nation.

82.3. Responsibilities for coordinating the movement of CAA cargo with the foreign activity concerned rest with HQ AMC TACC/XOG. Requests received by other activities are to be referred to HQ AMC TACC/XOG for action. The TACC can only honor requests from official CAA validators of the country concerned. Therefore, instruct requesters to route requests to their CAA validator for submission to the TACC. Except for TCN construction, which HQ AMC TACC/XOG is responsible for, all documentation will be IAW with MILSTAMP procedures. Construct CAA TCN's IAW **Figure 18.**

Figure 17. CAA TCN Construction.

Country	Record Position					
	30-32	33-35	36-39	40	41-43	44-46
Australia	RAA	Three	Four Digit Julian	X	Serial	XXX
Canada	RCF	Letter	Date	X	No.	XXX
United Kingdom (England)	RAF	APOE		X		XXX
New Zealand	RNF	Code		X		XXX

82.4. CAA cargo will not be entered into the airlift system until authority for movement and a valid TCN constructed as above are received from the TACC. Listing CAA cargo on the same TWCF manifest as other TWCF cargo shipments is authorized.

Section I—Category "A" (Cat A) Cargo, Foreign Military Sales (FMS), and Defense Courier Service (DCS) Material

83. Cat A, Cargo:

83.1. Definition. Cat A door to door (DTD) cargo is DoD one way traffic moved in less than plane-load lots from consignor depots to consignee facilities by regularly scheduled air carriers over their commercial routes. It is used to accommodate customer requests for commercial service for specific requirements. Movement is from the CONUS to an overseas area. Such movement is in accordance with an international airlift contract between the government and the air carrier. The contract terms provide that Cat A DTD transportation can be ordered from month-to-month, as required. Cost is calculated at the AMC tariff rate. Cost to the TWCF is applicable for international airlift contracts.

83.2. Responsibilities.

83.2.1. HQ AMC/DONC is responsible for managing the command's Cat A program. All requirements will be submitted to their office for appropriate action.

83.2.2. HQ AMC/DONC is designated the Revenue Traffic Data Processing Center (RTDPC) site for the Cat A commercial database. They are responsible for monitoring inputs into the data base IAW **Figure 19**. to ensure information is not garbled and corrections made, if necessary.

83.2.3. AMC will receive carrier movement data and forward this information upon receipt to the customer's tracking system, i.e. Army's Logistics Support Activity's Logistics Intelligence File.

83.2.4. Cat A carriers:

83.2.4.1. Transmit movement data to HQ AMC IAW formats specified in the contract.

83.2.4.2. Carriers provide intransit movement data on all shipments within approximately one hour of departure from contractor's APOE, arrival at contractor's APOD, departure from contractor's APOD, and within approximately 24 hours of arrival at consignee's facility. Format data IAW DoD 4500.32R and send via automated means, i.e. E-mail to AMC. If data is unreadable, the contractor shall retransmit the data within approximately 24 hours of government's request for retransmission.

83.2.4.3. Pick up, pack and ship cargo within the time frames specified by the contract. Shipments will generally be consolidated on 463L pallets.

83.2.5. Shippers:

83.2.5.1. Generate a DD Form 1348-1A **Issue Release/Receipt Document**, DD Form 1387 and an SF 1103, **US Government Bill of Lading**, and/or a carrier manifested airway bill, and assure each accompanies the shipment to final destination.

83.2.5.2. Provide carrier with general shipment data (total weight and cube by category, hazards, tally, and signatures, etc.), specific pickup locations, and no-cost access to the designated freight pickup areas.

Figure 18. Commercial Carrier Record Layout--Manifest Header.

Record Positions (RP)	Description	Procedure	Number Of Positions
1-3	Document Identifier Code	Always enter "TAA."	3
4-8	Carrier Code	Carrier abbreviation, e.g. "FEDEX. " Precede with zeros if necessary (A/N - 5 positions, zero fill to the left).	5
9-14	Aircraft Tail Number	Must be alphanumeric, no blanks. Zero fill to the left.	6
15-17	Departure Hour/Day	The GMT alphabetic code (Figure 20.) goes into the first position and the last two digits of the Julian date are placed in the last two positions, i.e. 0530 on 274 day = "F74."	3
18-21	A/C Model/Serial No.	Always enter "COML."	4
22-23	IATA Carrier Code	Enter the two-character, alpha-numeric IATA carrier code, i.e. "5X" for United Parcel Service.	2
24-26	Port of Debarkation (POD) Air Terminal	Port of debarkation code where flight ends.	3
27	Mode Code	Always enter "Q" for commercial air freight.	1

28-29	Manifest Reference Code	Must be alphabetic. Never use the letters I or O. Codes are created in sequential order and are used repeatedly starting with AA and continuing through the alphabet to ZZ before returning to AA, i.e. "AA," "AB," ... "ZZ." See Figure 21.	2
30-44	Destination Airport	Enter the in-the-clear destination airport, i.e. "Narita IAP."	15
45-47	Future Use	Leave blank.	3
48-59	Mission Number	Type in flight number and Julian date, i.e. "FMX0015FM270)." Positions 1-9 must be alphanumeric with no spaces. Positions 57-59 contain the Julian date which must be >=001 and <=366.	12
60-62	Manifest Port Of Embarkation (POE) Code	Enter the air terminal code for the manifesting station, i.e. "SFO," "OAK," "JFK," etc.)	3
63	Fiscal Year (Last Digit)	Type in the last digit of the fiscal year. Government fiscal year starts in October and ends in September, i.e. type a "5" for cargo moved in FY95.	1
64	Type Manifest	Always enter "C."	1
65-69	Manifest Number	Manifest number (sequential number assigned by carrier which corresponds with the Manifest Reference [MR]). For Ex., "AA"="00001," "AB"="00002," etc. through MR "ZZ." Generate sequentially through "ZZ" and start with "AA" again. Zero fill to the left.	5
70-75	Gross Weight (Pounds)	Enter total gross weight in pounds (the sum of the weight from all the TXA records of shipments on this manifest). Zero fill to the left.	6
76-80	Cargo Cube	Enter total gross cubic feet (the sum of the cubes from all the TXA records of shipments on this manifest). Zero fill to the left.	5
Commercial Carrier Record Layout (Continued)--Prime Shipment Record.			
Record Positions (RP)	Description	Procedure	Number Of Positions
1-3	Document Identifier Code	Always enter "TXA."	3

4-5	Bay Location Code	Type "99" for pallet load shipments or "98" for less than pallet load shipments.	2
6-8	GMT Hour/Date Received At POE	The GMT alphabetic code (Figure 20.) goes into the first position and the last two digits of the Julian date are placed in the last two positions, i.e. 0530 on 274 day = "F74."	3
9-14	Consignor DoDAAC	Enter the consignor's Department of Defense Activity Address Code, i.e. "W62N2A." No blanks, always alphanumeric.	6
15-17	GMT Hour/Date Shipment Leaves POE	The GMT alphabetic code (Figure 20.) goes into the first position and the last two digits of the Julian date are placed in the last two positions, i.e. 0530 on 274 day = "F74."	3
18-19	Air Commodity/Special Handling Code	Type "VZ" for ALOC shipments or "MZ" for MEDEX shipments.	2
20	Air Dimension Code	Always enter "A."	1
21-23	Manifest Port Of Embarkation (POE) Code	Enter the air terminal code for the manifesting station, i.e. "SFO," "OAK," "JFK," etc.)	3
24-26	Terminating Port of Debarkation (POD) Code	Type in applicable code listed from attach Y.	3
27	Mode Code	Always enter "Q" for commercial air freight.	1
28-29	Manifest Reference Code	Type in the same manifest reference as in R.P. 28-29, from the corresponding TAA (air manifest) record.	2
30-46	Transportation Control Number (TCN)	Enter the TCN from the corresponding GBL. The TCN is alphanumeric with no blank spaces.	17
47-52	Ultimate Consignee DoDAAC	Enter the ultimate consignee's Department of Defense Activity Address Code, i.e. "W62N2A". No blanks, always alphanumeric.	6
53	Transportation Priority	Always "1."	1
54-56	Required Delivery Date (RDD)	Leave Blank.	3
57-59	Project Code	Leave Blank	3

60-62	Hour/Date Shipment Arrived At The APOE	The GMT alphabetic code (Figure 20.) goes into the first position and the last two digits of the Julian date are placed in the last two positions	3
63	Service Use Only	Leave Blank.	1
64-67	Transportation Account Code (TAC)	Type in "QCML." May change in future due to change in AMC billing procedures.	4
68-71	Total No. Pieces In Shipment	Type "0001." In the future, the actual number of pieces may need to be entered in this field with zero filling to the left.	4
72-76	Shipment Weight	Weight of shipment (from GBL) in pounds.	5
77-80	Shipment Cube	Cube of shipment (from GBL) in feet.	4
Commercial Carrier Record Layout (Continued)--Prime Shipment Record			
Record Positions (RP)	Description	Procedure	Number of Positions
1-3	Document Identifier Code	Always enter "TXI."	3
4-5	Bay Location Code	Type "99" for pallet load shipments or "98" for less than pallet load shipments.	2
6-8	GMT Hour/Date Received At POE	The GMT alphabetic code (Figure 20.) goes into the first position and the last two digits of the Julian date are placed in the last two positions.	3
9-14	For Future Use	Blank	6
15-17	GMT Hour/Date Shipment Leaves POE	The GMT alphabetic code (Figure 20.) goes into the first position and the last two digits of the Julian date are placed in the last two positions, i.e. 0530 on 274 day = "F74")	3
18-19	Air Commodity/Special Handling Code	Type "VZ" for ALOC shipments or "MZ" for MEDEX shipments.	2
20	Air Dimension Code	Always enter "A."	1
21-23	Manifest Port Of Embarkation (POE) Code	Enter the air terminal code for the manifesting station, i.e. "SFO," "OAK," "JFK," etc.)	3
24-26	Terminating Port of Debarkation (POD) Code	Type in applicable code listed from attach. Y.	3
27	Mode Code	Always enter "Q" for commercial air freight.	1

28-29	Manifest Reference Code	Type in the same manifest reference as in R.P. 28-29, from the corresponding TAA (air manifest) record.	2
30-46	Transportation Control Number (TCN)	Enter the TCN from the corresponding GBL. The TCN is alphanumeric with no blank spaces.	17
47-52	Ultimate Consignee DoDAAC	Enter the ultimate consignee's Department of Defense Activity Address Code, i.e. "W62N2A." No blanks, always alphanumeric.	6
53	Transportation Priority	Always "1."	1
54-56	GBL	Type "GBL."	3
57-58	For Future Use	Leave Blank	2
59-66	GBL Number (provided by consignor)	Enter the Government Bill of Lading (GBL) number. A GBL number is alphanumeric with no blank spaces.	8
67	For Future Use	Leave Blank.	1
68-71	Cost	Type "COST."	4
72	For Future Use	Leave Blank.	1
73-77	GBL Dollar Amount	Enter the dollar amount from block 28 of the GBL. Do not place "\$" (dollar sign), "," (comma) or "." (period) in this numeric field. Zero fill to the left.	5
78-79	Shipment Weight	Weight of shipment (from GBL) in pounds.	2
80		Always "1."	1

Figure 18. Commercial Carrier Record Layout (Continued)-GBL and Cost Record.

Record Positions (RP)	Description	Procedure	Number of Positions
1-3	Document Identifier Code	Always enter "TK6."	3
4-6	Routing Identifier	Leave Blank.	3
7-12	Consignor	Leave Blank.	6
13-16	Date Shipped To APOE	Leave Blank.	4
17	Mode	Leave Blank.	1
18-19	Type Pack	Leave Blank.	2
20-22	Port of Debarkation (POD) Air Terminal Code	Port of debarkation code where flight ends.	3

23-29	Pallet Serial Number	Leave Blank.	7
30-46	Transportation Control Number (TCN)	Enter the TCN from the corresponding GBL. The TCN is alphanumeric with no blank spaces.	17
47-52	Ultimate Consignee DoDAAC	Enter the ultimate consignee's Department of Defense Activity Address Code, i.e. "W62N2A"). No blanks, always alphanumeric.	6
53-68	For Future Use	Leave Blank	16
69-72	POD Receipt Date	Type in the last digit of the fiscal year. Government fiscal year starts in October and ends in September, i.e. type a "5" for cargo moved in FY95. Positions 70-72 contain the Julian date which must be >=001 and <=366.	4
73-76	POD Forward Date	Type in the last digit of the fiscal year. Government fiscal year starts in October and ends in September, i.e. type a "5" for cargo moved in FY95). Positions 70-72 contain the Julian date which must be >=001 and <=366.	4
77-80	SSA Receipt Date	Type in the last digit of the fiscal year. Government fiscal year starts in October and ends in September, i.e. type a "5" for cargo moved in FY95). Positions 70-72 contain the Julian date which must be >=001 and <=366.	4

Figure 19. Creating MILSTAMP Compliant Hour/Date Shipped/Received Codes.

NOTE: Select the first position (hour) code from the following:

CODE	GMT HOUR		CODE	GMT HOUR	
A	0001	0100	N	1201	1300
B	0101	0200	P	1301	1400
C	0201	0300	Q	1401	1500
D	0301	0400	R	1501	1600
E	0401	0500	S	1601	1700
F	0501	0600	T	1701	1800

G	0601	0700	U	1801	1900
H	0701	0800	V	1901	2000
J	0801	0900	W	2001	2100
K	0901	1000	X	2101	2200
L	1001	1100	Y	2201	2300
M	1101	1200	Z	2301	2400

NOTE: The first position of the three position code is a letter indicating the GMT hour (Zulu time). The last two positions of the code are the last two digits of the applicable day of the year (Julian day), e.g. **X24** represents a shipment that has either been shipped or received between 2101 & 2200 hours on 24 JAN, 4 MAY, 12 AUG, or 20 NOV.

Creating MILSTAMP Compliant Hour/Date Shipped/Received Codes (Continued).

NOTE: Select the last two digits of the correct day of the year from the conversion.

DATE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	001	032	060	091	121	152	182	213	244	274	305	335
2	002	033	061	092	122	153	183	214	245	275	306	336
3	003	034	062	093	123	154	184	215	246	276	307	337
4	004	035	063	094	124	155	185	216	247	277	308	338
5	005	036	064	095	125	156	186	217	248	278	309	339
6	006	037	065	096	126	157	187	218	249	279	310	340
7	007	038	066	097	127	158	188	219	250	280	311	341
8	008	039	067	098	128	159	189	220	251	281	312	342
9	009	040	068	099	129	160	190	221	252	282	313	343
10	010	041	069	100	130	161	191	222	253	283	314	344
11	011	042	070	101	131	162	192	223	254	284	315	345

12	012	043	071	102	132	163	193	224	255	285	316	346
13	013	044	072	103	133	164	194	225	256	286	317	347
14	014	045	073	104	134	165	195	226	257	287	318	348
15	015	046	074	105	135	166	196	227	258	288	319	349
16	016	047	075	106	136	167	197	228	259	289	320	350
17	017	048	076	107	137	168	198	229	260	290	321	351
18	018	049	077	108	138	169	199	230	261	291	322	352
19	019	050	078	109	139	170	200	231	262	292	323	353
20	020	051	079	110	140	171	201	232	263	293	324	354
21	021	052	080	111	141	172	202	233	264	294	325	355
22	022	053	081	112	142	173	203	234	265	295	326	356
23	023	054	082	113	143	174	204	235	266	296	327	357
24	024	055	083	114	144	175	205	236	267	297	328	358
25	025	056	084	115	145	176	206	237	268	298	329	359
26	026	057	085	116	146	177	207	238	269	299	330	360
27	027	058	086	117	147	178	208	239	270	300	331	361
28	028	059	087	118	148	179	209	240	271	301	332	362
29	029		088	119	149	180	210	241	272	302	333	363
30	030		089	120	150	181	211	242	273	303	334	364
31	031				151		212	243		304		365

Creating MILSTAMP Compliant Hour/Date Shipped/Received Codes (Continued). *Leap-Year*

DATE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	001	032	061	092	122	153	183	214	245	275	306	336

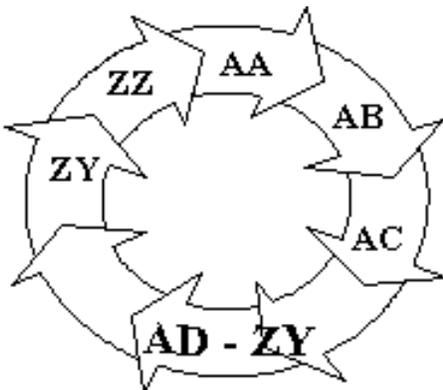
2	002	033	062	093	123	154	184	215	246	276	307	337
3	003	034	063	094	124	155	185	216	247	277	308	338
4	004	035	064	095	125	156	186	217	248	278	309	339
5	005	036	065	096	126	157	187	218	249	279	310	340
6	006	037	066	097	127	158	188	219	250	280	311	341
7	007	038	067	098	128	159	189	220	251	281	312	342
8	008	039	068	099	129	160	190	221	252	282	313	343
9	009	040	069	100	130	161	191	222	253	283	314	344
10	010	041	070	101	131	162	192	223	254	284	315	345
11	011	042	071	102	132	163	193	224	255	285	316	346
12	012	043	072	103	133	164	194	225	256	286	317	347
13	013	044	073	104	134	165	195	226	257	287	318	348
14	014	045	074	105	135	166	196	227	258	288	319	349
15	015	046	075	106	136	167	197	228	259	289	320	350
16	016	047	076	107	137	168	198	229	260	290	321	351
17	017	048	077	108	138	169	199	230	261	291	322	352
18	018	049	078	109	139	170	200	231	262	292	323	353
19	019	050	079	110	140	171	201	232	263	293	324	354
20	020	051	080	111	141	172	202	233	264	294	325	355
21	021	052	081	112	142	173	203	234	265	295	326	356
22	022	053	082	113	143	174	204	235	266	296	327	357
23	023	054	083	114	144	175	205	236	267	297	328	358
24	024	055	084	115	145	176	206	237	268	298	329	359

25	025	056	085	116	146	177	207	238	269	299	330	360
26	026	057	086	117	147	178	208	239	270	300	331	361
27	027	058	087	118	148	179	209	240	271	301	332	362
28	028	059	088	119	149	180	210	241	272	302	333	363
29	029	060	089	120	150	181	211	242	273	303	334	364
30	030		090	121	151	182	212	243	274	304	335	365
31	031		091		152		213	244		305		366

Figure 20. Creating MILSTAMP Compliant Manifest Reference Codes.

NOTE: General. The air cargo manifest reference code is used to further identify a particular manifest and to cross-reference the air manifest header record (TAA) with air cargo pallet/shipment unit records (TXA). The codes are used repeatedly starting with AA and continuing through the alphabet to ZZ before returning to AA. The letters I and O are not used in either position.

CODE	EXPLANATION
AA	1st manifest
AB	2nd manifest
AZ	24th manifest
BA	25th manifest
BB	26th manifest
BC-ZZ	27th through 576th manifest



Manifest reference codes recycle

83.2.5.3. Assure material, is properly packed, marked, and labeled to maintain accountability and identify handling criteria for prudent care in preventing neglect, deterioration, or other shipment damage.

83.2.5.4. Prepare shipments with appropriate documentation IAW MILSTAMP procedures.

83.3. Requirements and Scheduling. Determination to utilize Cat A service for movement of traffic is made by HQ AMC/DONC. Customers must submit Cat A requirements to DONC when forecasting annual cargo estimates. Also, include time frame for service, fund cite, POCs, routing (to include pick up and delivery locations) weight and/or number of pallets and special handling requirements, i.e. hand receipts or hazardous.

83.3.1. The basic airlift contract may provide for movement of a guaranteed amount of Cat A pallets/tons each month. Service orders may also be issued for a specified number of pallet/tons or a not-to-exceed dollar amount for movement of additional cargo during the month as needed.

83.3.2. HQ AMC/DONC is responsible for ensuring the amount of cargo airlift purchased, is not exceeded. Service orders are amended at the end of the month to confirm the amount of Cat A cargo moved.

83.4. Movement to and from Commercial Gateways. The carrier is responsible for the surface movement of cargo between the designated pick up point via the commercial airport to final destination delivery point (to include custom requirements). The rate specified in the contract includes any charges for surface movement.

83.4.1. Minimum shipments will be in accordance with the current contract. Unless otherwise specified in the airlift contract, all pallets should be loaded to take full advantage of cube limitations.

83.4.2. Pallet buildup can be negotiated as part of the contract for facilities that do not have buildup capability.

83.4.3. All hazardous materials shipments must be in air authorized containers and meet 49 CFR or IATA standards for packaging, marking and labeling. All hazardous materials must be easily accessible on all shipments.

83.5. Reports. A government bill of lading (GBL) will be used for Cat A DTD movement as stipulated in the appropriate contract. The purpose of this report is to control movement of cargo on Cat A DTD flights, evaluate the effectiveness of this mode of movement and provide data for reimbursable services furnished by commercial carriers.

83.5.1. The GBL shall be annotated with the contractor's name, the contract number, date of shipment, destination of cargo, weight and quantity of pallets, and transportation control numbers (TCN). This document will be used for certifying services rendered by the Contractor. The GBL will be certified by signature of an authorized government representative at the receiving activity in Block 18 and returned with the contractor's agent. The original certified GBL shall be submitted with the SF 1113 by the Contractor when requesting payment. Documents shall be submitted to the following address:

DFAS-OM/A P.O. Box 7030 Bellevue NE 68005-1940
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83.5.2. Cargo tracing and movement reports are available through the AMC Commercial Cargo Database (CCS).

84. Cat A, Less Than Full Pallet (LTFFP) Cargo:

84.1. Definition. Cat A LTFFP cargo is cargo configured in loose or less than full 463L pallet loads for movement from the consignor's facilities to consignee's facility by regularly scheduled air carriers over their commercial routes. Movement is in accordance with an international airlift contract between the government and the air carrier. The contract terms provide specifics such as locations, intransit visibility, consolidation special handling requirements and reports. Tiered pricing will apply to two CONUS zones (East/West) and consist of three international zones (Japan, Europe and Korea). An example of less than full pallet load is defense logistics agency's (DLA's) movement of medical supplies to specified destinations.

84.2. Responsibilities:

84.2.1. HQ AMC/DONC is responsible for managing cargo requirements for less than full pallet loads. Requirements must include destinations, pick up locations, and time frame for delivery.

84.2.2. HQ AMC/DONC is designated the RTDPC site for the Cat A commercial database. They are responsible for monitoring inputs into the data base IAW [Figure 19](#), to ensure information is not garbled and corrections made, if necessary.

84.2.3. AMC will receive carrier movement data and forward this information upon receipt to the customer's tracking system, i.e. Army's Logistics Support Activity's Logistics Intelligence File.

84.2.4. Carriers:

84.2.4.1. Transmit lift data to the HQ AMC Gateway as follows IAW the contract:

84.2.4.2. Lift Time, APOD receipt.

84.2.4.3. Provide intransit movement data on all shipments to the government within approximately 1 hour of departure from contractor's aerial port of embarkation, within approximately 1 hour of arrival at contractor's aerial port of debarkation, within approximately 1 hour of departure from contractor's aerial port of debarkation, and within approximately 24 hours of arrival at consignee's facility. Format data IAW DoD 4500.32R and send via automated means, i.e. E-mail, to AMC. If data is unreadable, the contractor shall retransmit the data within approximately 24 hours of government's request for retransmission.

84.2.4.4. Pick up, pack and ship cargo within the time frames specified by the contract. Shipments may be shipped loose or in other shipment configuration, e.g. shrink-wrapped, 40"x 48" wooden skids.

84.2.5. Shippers:

84.2.5.1. Generate DD Form 1348-1A, DD Form 1387, SF 1103 and/or a carrier manifested

airbill, and assure each accompanies the shipment to final destination.

84.2.5.2. Provide carrier with general shipment data (total weight and cube by Cat, hazards, tally, and signatures, etc.), specific pickup locations, and no-cost access to the designated freight pickup areas.

84.2.5.3. Assure material is properly packed, marked, and labeled to maintain accountability and identify handling criteria for prudent care in preventing neglect, deterioration, or other shipment damage.

84.2.5.4. Prepare shipments with appropriate documentation IAW MILSTAMP procedures.

84.3. Requirements and Scheduling. Customers must submit all requirements for less than full pallet load requirements to HQ AMC/DONC. Submissions must be forwarded when forecasting annual cargo estimates. Also, include time frame and frequency for service, fund cite, POCs, routing (to include pick up and delivery locations), estimated weight and any special handling requirements.

84.4. Movement To and From Commercial Gateways. The carrier is responsible for the surface movement of cargo between the designated pick up point via the commercial airport to final destination (to include custom requirements). The rate specified in the contract includes all changes for surface movement.

84.4.1. The GBL shall be annotated with the contractor's name, the contract number, date of shipment, destination of cargo, weight, quantity and TCN. This document will be used for certifying services rendered by the Contractor. The GBL will be certified by signature of an authorized government representative at the receiving activity in Block 18 and returned with the contractor's agent. The original certified GBL shall be submitted with the SF 1113 by the Contractor when requesting payment. Documents shall be submitted to the following address:

DFAS-OM/A

PO Box 7030

Bellevue NE 68005-1940

84.4.2. A GBL will be generated by the shipper for each day's movement to one destination for commercial ALOC and medical express (MEDEX) less than full pallet loads. Receipt of the cargo will be certified on the GBL at the final destination by an authorized government representative.

84.4.3. Pallet buildup can be negotiated as part of the contract for facilities that do not have this capability.

84.4.4. All hazardous material shipments must be in air authorized containers and meet 49 CFR and IATA standards for packaging, marking and labeling. All hazardous materials must be easily accessible on all shipments.

84.5. Reports. GBL may be used for less than full pallet load requirements as stipulated in the appropriate contract.

84.5.1. GBL Register. The customer must submit a weekly GBL register to HQ AMC DOYAM, noting TCNs and GBL number of shipments offered to the carrier. The purpose of this report is to control movement of cargo on regularly scheduled commercial flights, evaluate the effectiveness

of this mode of movement and provide data for reimbursable services furnished by commercial carriers.

84.5.2. Reports are available from the AMC commercial database. Data available include: TCNs, tonnage, cost figures and movement status by commercial line item number (CLIN).

85. Foreign Military Sales (FMS) Material:

85.1. FMS material moves through the airlift system in three modes: AMC TWCF channel traffic, AMC SAAM and pilot pickup by country-owned or controlled aircraft. FMS material shipped as channel traffic is given the same considerations and handled the same as all other channel traffic. Therefore, no specific instructions for FMS channel traffic are included in this volume. This volume provides guidance and procedures to be used by air terminal and TALCE personnel in handling FMS shipments moved by AMC SAAM and country owned or controlled aircraft.

85.1.1. Publications. The following publications apply to the movement of FMS material.

DoD 4500.32R	<i>Military Standard Transportation and Movement Procedures (MILSTAMP)</i>
DoD 5105.38M	<i>Security Assistance Management Manual</i>
AFMAN 16-101	<i>International Affairs and Security Assistance Management</i>
AFR 170-3	<i>Financial Management and Accounting for Security Assistance and International Programs</i>

NOTE: With the exception of DoD 4500.32R, retention of these publications is not mandatory, however, it is recommended that the air freight officer/NCOIC ascertain that the publications are available through other on-base activities in the event they need to be referred to.

85.2. Marking and Labeling. FMS material shipments are marked and labeled IAW MILSTD 129, or as specified in the sales order (FMS case). Besides the requirements of MILSTD 129, FMS marking also includes:

85.2.1. The freight forwarder's address and the customer's in-country address. When DD Form 1387 is used, the "TO" block shows the freight forwarder address. The "ULTIMATE CON-SIGNEE" block shows the overseas address.

85.2.2. The FMS case number is normally found in the last line of the overseas address. If it is not in this position, it will be in the last line of the freight forwarder address.

85.3. Packaging. FMS material is given the same protective handling that is given to Air Force material. All appropriate packaging and handling publications apply. Packaging and handling of hazardous material must conform with AFJMAN 24-204, CFR 49, ICAO, IATA regulations or be packaged IAW approval from the foreign government's Competent Authority.

85.4. Compatibility. Hazardous material compatibility on foreign-owned or controlled aircraft will be IAW AFMAN 16-101.

85.4.1. Hazardous material scheduled for movement aboard foreign-owned or -controlled aircraft must be packaged, marked, labeled, and certified according to Title 49 CFR, IATA, and ICAO regulations. Commercial air carriers must obtain the required exemptions by Title 49 CFR.

85.4.2. Noncompatible hazardous material cannot be shipped by commercial carrier without approval from the Department of Transportation.

85.4.3. Noncompatible hazardous material may be shipped by foreign military aircraft provided approval to ship noncompatibles is obtained from the foreign government and forwarded to HQ USAF/LGTT.

85.5. Shipments Requiring Diplomatic Clearance. See AMCI 24-101, Volume 9, for processing instructions for FMS cargo requiring diplomatic clearance prior to shipment.

85.6. Manifest Procedures:

85.6.1. Special Assignment Airlift Mission (SAAM). Prepare and distribute manifests in accordance with procedures contained in AMCI 24-101, Volume 9.

85.6.2. Pilot Pickup by Country-Owned or Controlled Aircraft. Prepare a non-TWCF manifest with as much data as possible, i.e. aircraft type and number, TCN, pieces, weight, cube, destination, etc.

85.7. Intransit Data Reporting. FMS shipments moving outside the Defense Transportation System (DTS) are excluded from intransit data reporting.

85.8. Requests for Information. Channel questions received from customer representatives, other than routine questions relating to in-being operations, as follows:

85.8.1. SAAM Pricing - refer to the TACC/XOOMS.

85.8.2. Cargo Terminal Charges (Loading and Unloading)--refer to HQ AMC/FMB.

85.8.3. 463L Pallet/Net Leasing Charges - refer to AMCR 76-8, *Commercial Airlift Management—Civil Air Carriers*.

85.9. Responsibilities of Customer Representative. When a country has negotiated an FMS program with the US Government, it is liable for transporting the FMS material from the CONUS to destination. Sometimes this responsibility is handled by the country's staff, but if the staff is not able to do all the required work, they will hire an international freight forwarder to handle the material. Following are the responsibilities of the customer representative/freight forwarder as they relate to AMC air transportation operations. The US Government has no jurisdiction or responsibility for doing this work.

85.9.1. Repackage, recreate, or reinforce inadequate containers. The only exception is containers damaged by AMC will be repaired by AMC.

86. Defense Courier Service (DCS) Material:

86.1. General. The Defense Courier Service is a joint-service command established by the Secretary of Defense in September 1987 to replace the former tri-service Armed Forces Courier Service (ARF-COS). The Air Force is designated as Executive Agent for the DCS, a responsibility delegated to the Commander, Air Mobility Command.

86.2. DCS Material:

86.2.1. The Defense Courier Service is chartered to provide secure, common-use transportation for sensitive and highly-classified national security material requiring escort by courier.

86.2.2. DCS material may be consolidated in several forms, to include wooden crates or skids, large/small cardboard boxes, and DCS canvas pouches, as well as US State Department Diplomatic pouches or crates, for shipment on military aircraft pallets. For the purposes of this directive, articles in DCS custody/control and consolidated and transported by the DCS, will be referred to as DCS material.

86.2.3. Compromise of material entrusted to the custody of the DCS could gravely affect the security of the United States. The primary DCS security objective is to prevent unauthorized access to material while it is within the DCS system.

86.3. Shipment Handling:

86.3.1. All DCS shipments moved via the DTS will use TAC 0003 in accordance with DoD 4500.32R.

86.3.2. Document DCS material in accordance with DoD 4500.32R on the TCMD turned over to ATOC.

86.3.3. Personnel escorting DCS material entered into DTS are authorized to travel on aircraft transporting hazardous cargo identified as P3/P4 in Attachment A4-1 of AFJMAN 24-204.

86.3.4. Pallet Building. Although air freight terminals are normally responsible for preparing pallets for airlift, it is DCS policy that only DCS personnel handle and process DCS material. Couriers should ensure that cargo of excessive weight that could crush or otherwise damage DCS material is not loaded atop the material. When sharing pallets with another shipper on a DTS aircraft, DCS stations must separate DCS material from other material using a sheet of plastic and netting, when possible. DCS station commanders may request that the air terminals provide pallet building support.

86.4. Pallet Netting and Wrapping. There is minimal handling of material involved in applying the protective plastic wrap and restraint netting to the pallet. It also takes a certain amount of practice to accomplish these tasks successfully. Therefore, it is acceptable for DCS station commanders to obtain netting and wrapping "training/support" from the air terminal.

86.4.1. Loading and unloading of cargo pallets on DTS aircraft is the air terminal's responsibility. DCS couriers may assist in the loading/unloading of unpalletized material.

86.4.2. Move DCS material as expeditiously as possible IAW airlift priorities and space allocations. DCS is authorized to use expedited shipment handling procedures IAW AMCI 24-101, Volume 9.

86.5. Do not load DCS material on a pallet with hazardous materials unless this has been approved/cleared with the shipping DCS station in advance. If this cannot be avoided, do not place the hazardous materials atop the DCS articles. Separate them from the DCS material by double plastic sheets.

86.5.1. DCS personnel sign a local release/truck manifest to maintain the audit trail and provide statistical data.

86.5.2. Prepare separate TCMDs for each shipment of DCS material IAW DoD 4500.32R.

87. Forms Prescribed. AMC 33, **Report of Frustrated Cargo**; AMC 39, **Pallet Invoice**; AMC 106, **Biologicals/Re-Icing/Refrigeration Log**; AMC 156, **Terminating Cargo/Mail Manifest Control Log**; AMC 214, **Security Cage Log and Inventory**; AMC 292, **C-141 Special Loading Equipment Receipt**;

AMC 1003, **Transportation Project Action Request**; and AMC 1015, **HAZMAT Inspection and Acceptance Checklist**. All AMC forms are either accessed from the AMC web site or from the AMC Publications Distribution Center. Contact HQ AMC/SCYV for forms' questions.

ROGER A. BRADY, Maj Gen, USAF
Director of Operations

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

Code of Federal Regulations (CFR) 49

DoDD 3025.1, *Military Support to Civil Authorities (MSCA)*

DoDM 4000.25-6, *DoD Activity Address Directory (DoDAAD)* (Available in microfiche only)

DoDR 4500.9, *Defense Transportation Regulation*, Parts I, II, III and IV

DoDR 4500.32, *Military Standard Transportation and Movement Procedures (MILSTAMP)*, Volumes I and II

DoDR 4515.13, *Air Transportation Eligibility*

DoDR 5030.49, *Customs Inspection*

DoDM 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*

DoDR 5200.33, *Defense Courier Service Regulation*

DoDL 6050.5, *DoD Hazardous Materials Information System Hazardous Item Listing*

AFOSH 48-19, *Hazardous Noise Program*

AFOSH 91-5, *Welding, Cutting and Brazing* (when applicable)

AFOSH 127-12, *Machinery* (when applicable)

AFOSH 127-22, *Walking Surfaces, Guarding Floor and Wall Openings and Holes, Fixed Industrial Stairs, and Portable and Fixed Ladders*

AFOSH 127-31, *Personnel Protective Equipment*

AFOSH 127-32, *Emergency Shower and Eyewash Units*

AFOSH 127-46, *Materials Handling and Storage Equipment*

AFOSH 91-66, *General Industrial Operations*

AFOSH 127-100, *Aircraft Flight Line--Ground Operations and Activities*

MILSTD 129, *Military Standard Marking for Shipment and Storage*

AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AFI 24-201, *Cargo Movement*

AFI 24-202, *Preservation and Packing*

AFI 25-201, *Support Agreement Procedures*

AFI 31-101, Vol 1, *The Physical Security Program*

AFI 31-209, *The Air Force Resource Protection Program*

AFI 31-401, *Managing the Information Security Program*

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*
AFI 34-501, *Mortuary Affairs Program*
AFI 91-101, *Air Force Nuclear Weapons Surety Program*
AFI 91-201, *Explosive Safety Standards*
AFI 91-202, *The US Air Force Mishap Prevention Program*
AFI 91-204, *Safety Investigations and Reports*
AFI 91-207, *The US Air Force Traffic Safety Program*
AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*
AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards*
AFMAN 24-306, *Manual for the Wheeled Vehicle Driver* (formerly AFR 77-2)
AFMAN 24-309, *Vehicle Operations*
AFMAN 37-126, *Preparing Official Communication*
AFMAN 37-139, *Disposition of Air Force Records - Records Disposition Schedule*
AFR 400-54, *Reporting of Item Packaging Discrepancies*
MCI 11-203, *C-5 Configuration and Mission Planning*
AMCI 11-208, *AMC Tanker/Airlift Operations*
AMCI 23-102, *Expeditious Movement of AMC MICAP VVIP and FSS Items*
AMCI 24-101, *Military Airlift, Volumes 1, 4, 6, 7, 8, 9, 10, 12, 14, 15, 16, 18, 21, 22*
AMCR 50-16, *Nuclear Weapons Airlift Training*
AMCR 55-3, *AMC Tanker/Airlift Policy*
AMCR 55-4, *C-141B Configuration/Mission Planning*
AMCR 55-41, *Civil Reserve Air Fleet Load Planning Guide*
Indexes (as appropriate)
TA-006, *Organizational and Administrative Equipment*
TA-016, *Special Purpose Clothing and Personal Equipment*
TA-758, *Aerial Port/Combat Control/Special Tactics Group/Airlift Control Element*
TO 00-20B-5, *USAF Motor Vehicle and Vehicular Equipment Inspection*
TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*
TO 36M-1-141, *463L Materials Handling Equipment (MHE) System*
TO 1C-1-71, *Listing of Cargo Tiedown Equipment Authorized for All Series Cargo Airlift*
TO 13C2-1-1, *Cargo Tiedown Equipment--Cleaning Repair and Test Instructions*

TO 00-85-20, *Engine Shipping Instructions*

TO 35D33-2-2-2, *463L Air Cargo Pallets*

TO 35D33-2-3-1, *Maintenance and Repair Instructions Air Cargo Pallet Net*

TO 1C-17A-9, *Technical Manual Cargo Loading Instruction*

TO 1C-135(K)A-9, *Technical Manual Cargo Loading Instructions*

TO 1C-141B-5, *Basic Weight Checklist and Loading Data*

TO 1C-141B-9, *Loading Instructions*

TO 1C-141B-16-1, *Loading and Air Transport of Nuclear Weapon Cargo (Non-palletized)*

TO 1C-5A-5-1, *Basis Weight Checklist and Loading Data*

TO 1C-5A-9, *Loading Instructions*

TO 1C-10(K)A-5, *Basic Weight Checklist and Loading Data*

TO 1C-10(K)A-9, *Cargo Loading Manual*

TO 34-1-3, *Inspection and Maintenance of Machinery and Shop Equipment*

TO 0085 series

TOs for all assigned vehicles

Department of Transportation (DOT) Exemptions, as appropriate. International Air transport Association (IATA) Dangerous Goods Regulation (required). International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air (recommended).

Abbreviations and Acronyms

ACA—Airlift Clearance Authority

ADS—Aerial Delivery Rail System

AE—Aeromedical Evacuation

ALOC—Air Lines of Communication

AMT—Air Mail Terminal

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

ATCMD—Transportation Control and Movement Document

ATOC—Air Terminal Operations Center

CAA—Cooperative Airlift Agreement

CAPS—Consolidated Aerial Port System

CB—Center of Balance

CETS—Contract Engineering and Technical Services

CGP—CONUS Generation Point

CONUS—Continental United States
CSB—Customer Service Branch
DCS—Defense Courier Service
DGR—Dangerous Goods Regulation
DPM—Direct Procurement Method
DPSC—Defense Personnel Support Center
DTS—Defense Transportation System
DTD—Door to Door
EMO—Equipment Management Office
FFS—Forward Supply System
FMS—Foreign Military Sales
GATES—Global Air Transportation Execution System
GBL—Government Bills of Lading
GMT—Greenwich Mean Time
JHCS—Joint Hazard Classification System
HR—Human Remains
IATA—International Air Transport Association
ICAO—International Civil Aviation Organization
LTFP—Less Than Full Pallet
MEDEX—Medical Express
MHE—Materials Handling Equipment
MICAP—Mission Capability
OI—Operating Instruction
PCP—Pentachlorophenol
PGP—Primary Generation Points
POD—Port of Debarkation
POE—Port of Embarkation
PSI—Pounds Per Square Inch
PNAF—Prime Nuclear Airlift Force
RCAPS—Remote Consolidated Aerial Port System
RCRA—Resource Conservation Recovery Act
RDD—Required Delivery Date

RTDPC—Revenue Traffic Data Processing Center

SAAM—Special Assignment Airlift Missions

SET—System Entry Time

SGP—Secondary Generation Points

SR—Surface Reading

SSN—Social Security Number

TAC—Transportation Account Code

TALCE—Tanker Airlift Control Element

TCMD—Transportation Control and Movement Document

TCN—Transportation Control Number

TI—Transport Index

TMO—Transportation Management Office

TWCF—Transportation Working Capital Fund

UMMIPS—Uniform Military Movement Issue and Priority System

USPS—United States Postal Service

UTC—Unit Type Code

VVIP—Very Very Important Parts

Attachment 2

PROCEDURES AND REQUIREMENTS FOR OPENING AND CLOSING HAZMAT CARGO

	Opening	Closing
a. Fiberboard boxes	<ul style="list-style-type: none"> --Cut tape along seams. --Do not tear tape. --Adhesive seals: Do not open. 	<ul style="list-style-type: none"> --Same type/quality/specification tape. --Same method as original. --Can return to original condition without repacking.
b. Wood boxes	<ul style="list-style-type: none"> --Opening causes damage to packages. --Need trained carpenter with associated materials, tools, and packaging materials. 	<ul style="list-style-type: none"> --Replace all damaged components. --Cannot close to initial standards by nailing closed through existing holes. --Replacing packaging material components considered repacking.
c. Drums	<ul style="list-style-type: none"> --Once opened gaskets and seals must be replaced with new ones. -- Old gaskets won't reseal. 	<ul style="list-style-type: none"> --New gaskets and seals. --Torque wrench. - Have shipper torque and closing instructions. --Considered Repacking.
d. Inner package inspection	<ul style="list-style-type: none"> --Visual. --Don't rearrange inner packaging contents or configurations. --Don't cut wraps or barrier material. 	<ul style="list-style-type: none"> --Noncompliance with any of these actions is considered repackaging

Attachment 3

IC FY01-01 TO AMCI 24-101V11, MILITARY AIRLIFT—CARGO AND MAIL

30 June 2001

SUMMARY OF REVISIONS

This interim change (IC) provides updated guidance for transfer of Signature Service cargo at destination, en route, and transship points and updated guidance on nuclear cargo loading. It incorporates the C17 into the prime nuclear airlift force (PNAF) program. It also provides clarification for completing DD Form 1907.

29.5.6. The terminal representative at the destination, en route, or transship point will relieve the escort or crewmember of the material upon arrival. The escort or crewmember retains a signed manifest copy for personal records and turns over remaining manifest copies to the terminal representative. Terminal representatives are not required to relieve escorts or crewmembers during standard ground times, also known as quick turns, where there is not a change of crews.

29.5.6.1. En route transfer: When an aircraft is scheduled for extended ground time or aircraft maintenance dictates an extended ground time at an en route location, an appropriate air terminal representative will accept responsibility for the cargo upon aircraft arrival. Terminal personnel will determine whether the Intransit Signature Service cargo should remain on the aircraft or be transported/stored in the terminal's secure area. In either event, the air terminal will relieve the aircrew of custody. Prior to aircraft departure, a crewmember will again take responsibility for the cargo by signing the cargo manifest.

29.5.6.1.1. Deleted

29.5.6.1.2. Deleted

29.5.6.2. Direct Transfer. If no extended ground time is projected, direct transfer between escorts or crewmembers may be accomplished at an en route station where the outbound escort or appropriate crewmember is available to relieve the inbound escort or crewmember, normally within 30 minutes. If outbound escort or aircrew personnel are not available, an appropriate air terminal representative will accept responsibility and sign for the cargo.

29.5.6.3. The transfer cycle continues until the cargo is delivered to the consignee/consignee representative. When cargo is manifested to the consignee/consignee representative, a DD Form 1907 must be accomplished by the APOD. The air terminal acts as the shipper in this capacity and will complete DD Form 1907 as the shipper (Block 1a). The origin (Block 1b) will be the current APOD and routing (Block 7.) will only show the final portion of APOD to final consignee. All other blocks are self-explanatory. This form will serve as verification of final delivery.

74. Nuclear Cargo Loading:

74.1. General. Nuclear airlift missions are one of the most important missions in the airlift system. Bases with operational PNAF wings and divert bases will have written plans to support nuclear airlift missions.

74.1.1. Training. AMC air terminals collocated with airlift wings with a prime nuclear airlift force and those required to support AMC operational plans (OPLAN) involving nuclear cargo will maintain trained military/DOD US citizen civilian vehicle operators to support the nuclear airlift mission. Operators will be fully qualified to drive the vehicles (minimum 5-skill level). Operators must possess at least a Secret security clearance. All affected vehicle operators receive annual explosive safety training IAW AFI

91-201. In addition, these personnel are required to complete the local Nuclear Surety Awareness training through the base Nuclear Surety office annually. Supervisory personnel will ensure this training is recorded on the military member's AF Form 1098 and placed in their AF Form 623 or civilian supervisor's employee brief, as appropriate. AMC terminals that support PNAF or nuclear airlift OPLAN requirements will train sufficient personnel to ensure qualified personnel are on duty.

74.1.2. Terminal personnel selected to support nuclear airlift missions will comply with AFI 91-204, Safety Investigations and Reports, at all times. Certification under the personnel reliability program (PRP) is not required. (Per DOD C-5210.41-M, Nuclear Weapon Security Manual, and AFI 31-101.)

74.1.3. Air Freight will publish and maintain a letter listing personnel who have received the appropriate training and are qualified for nuclear loading operations.

74.2. Procedures. Nuclear cargo governed by AFI 11-299, Nuclear Airlift Operations, Chapter 1, Section 1, paragraph 1.10.2.1, or limited life components (LLC) will not be accepted for movement as channel traffic.

74.2.1. Detailed instructions concerning AMC airlift of nuclear cargo during peacetime are contained in AFI 11-299. Contingency/Emergency airlift procedures are in AFI 11 2C-XXX, Vol 3, and AMCI 11-208, AMC Tanker/Airlift Operations.

74.3. Shoring and Equipment Requirements (Stockpile):

74.3.1. Aerial port/transportation squadrons maintain nuclear shoring kits as outlined below to support PNAF during peacetime and contingency/emergency requirements levied by the operating wing in support of AMC/OPLANS.

74.3.2. Issue and Return. Administer the issue and return of shoring from the respective storage units as follows:

74.3.2.1. The responsible aircrew loadmaster notifies the ATOC, or appropriate office, of the type and amount of shoring required for the planned mission using the AMC Form 292, C17/C-141 Special Loading Equipment Receipt.

74.3.2.2. The unit storing and maintaining the shoring stockpile fills the requirement and delivers the shoring to the aircraft, along with AMC Form 292 prepared in duplicate, for transfer of accountability. This applies to the loading of training kit components as well as kit components loaded on flyaway missions.

74.3.2.3. The responsible aircrew member inventories and receipts for items received. The storing unit keeps the original copy of AMC Form 292, and the duplicate copy is given to the aircrew member.

74.3.2.4. Upon return of the shoring and equipment to the storing unit, it will be inventoried jointly by the aircrew member and the storing unit representative. To justify stock replenishment, annotate in the remarks section of AMC Form 292, the number of missing items and the condition of returned items. Once the shoring kit has been returned to the storing activity, AMC Form 292 is retained in station files and disposed of IAW AFMAN 37-139.

74.3.3. Nuclear Shoring Kit Inventory, RCS: AMC-DON (A) 8002. An annual inventory will be accomplished during the first quarter of each fiscal year by the unit storing the kit to ensure the required stockpile is maintained and the equipment is serviceable. AMC Form 292 may be used to accomplish this inventory. The unit performing the inventory maintains a copy of the inventory in station files and disposes of IAW AFMAN 37-139. Send AMC Forms with a cover letter identifying the inventory as RCS:

AMC-DON (A) 8002, Nuclear Shoring Kit Inventory. Responsibility for preparation and submission of this report rests with the operations officer.

74.3.4. The number of required PNAF shoring kits for each unit is shown in **Figure 12**. A detailed listing of minimum shoring kit/equipment is contained in **Figure 13**. and 13.1.

Figure 12. PNAF Shoring Kit Requirements.

PNAF	Number of Kits
62 AW (C-141) (Figure 13.)	5
62 AW (C17) (Figure 13.1)	5

Figure 13.1. Special Loading Kit.

C-141 Special Loading Kit.	
Item (Color-Coded)	Quantity
A Shoring – Green (3/4 24 X 12)	2
B Shoring – Green/Black (3/4 X 24 X 16)	2
C Shoring – Green/Red (3/4 X 24 X 20)	2
D Wedge	2
E Shoring – Green/Silver (3/4 X 16 X 16)	2
F Wedge	2
G Shoring - Black (3/4 X 16 X 77 or 3/4 X 22 X 77)	2
H Shoring - Gray (3/4 X 24 X 92 1/2)	2
I Shoring - Silver (3/4 X 48 X 96)	3
J Shoring - Silver/Blue (3/4f X 36 1/2 X 96)	1
#1 Shoring - Yellow (3/4 X 24 X 60)	30
#2 Shoring - White (3/4 X 24 X 96)	50
#3 Shoring - Clear/Gray (2 X 12 X 12)	14
Ramp Pedestal Shoring (8 PCS 1/2 X 11 X 20 or greater)	* 8 Sets
Chocks (2 Ea Set)	3 Sets
MA- 1 Wheeled Pry bar (Note 3)	2
Bridge Plate (2 Ea Set)	1 Set
* Any wood shoring which forms a solid base (11 X 20 or greater) footprint is authorized for use to support the ramp.	
NOTES:	

1. The wheeled pry bar type MA-1 authorized by TO 1C-141-B-9 may be used for loading/offloading. The limitations specified in that technical order apply.
2. Steel or aluminum bridge plates authorized by TO 1C-141-B-9.
3. Pry bars will be maintained IAW TO 35B10-2-4-2
4. Shoring kits are developed IAW 1C-141B-16-1

C-17A Special Loading Kit.

Item (Color-Coded)	Quantity
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A Shoring – Green (3/4 24 X 12)	2
B Shoring – Green/Black (3/4 X 24 X 16)	2
C Shoring – Green/Red (3/4 X 24 X 20)	2
D Shoring – Green/Blue (3/4 X 24 X 24)	2
F Wedge, Aluminum (1 EA)	2
G Wedge (1 EA)	2
H Shoring – White (3/4 X 24 X 96)	36
I Shoring – Red/Yellow (3/4 X 24 X 48)	10
J Shoring - Silver (3/4 X 48 X 96)	18
L Shoring – Blue/Yellow (3/4 X 48 X 76)	2
Chocks (2 Ea Set)	3 Sets
MA- 1 Wheeled Pry bar (Note 3)	2
Aluminum Bridge Plates (2 Ea Set)	1 Set
Ramp Pedestal Shoring – (3/4 X 18 X 30) (8 pcs = 1 set)	*4 sets

* Any wood shoring which forms a solid base (11 X 20 or greater) footprint is authorized for use to support the ramp.

NOTES:

1. The wheeled pry bar type MA-1 authorized by TO 1C-17A-9 may be used for Loading/offloading. The limitations specified in that technical order apply
2. Steel or aluminum bridge plates authorized by TO 1C-17A-9.
3. Pry bars will be maintained IAW TO 35 B10-2-4-2
4. Shoring kits are developed IAW 1C-17A-16-1

74.4. Equipment. AMC air terminals provide equipment to meet AMC nuclear contingency plan requirements. Air Freight must ensure aerial port equipment is safeguarded, accounted for, and maintained.

74.4.1. Vehicles. Operators inspect vehicles IAW AFI 91-201, AFI 24-301, AFI 24-307, TO 36-1-191.

74.4.2. 463L Pallets and Tie-down Equipment. Inspect and ensure pallets and tie-down equipment are maintained and serviceable IAW TO 35D33-2-2-2, 463L Air Cargo Pallets, and 13C2-1-1, Cargo Tie-down Equipment Cleaning Repair and Test Instructions.

75. Missile Loading and Offloading. Load missiles IAW instructions contained in the aircraft TO 1C-XXX-9-2.