

**BY ORDER OF THE
INSTALLATION COMMANDER**

**CHARLESTON AIR FORCE BASE
PAMPHLET 24-201**

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Transportation

**PRESERVATION AND PACKING REUSABLE
CONTAINER PROGRAM**

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OPR: 437 APS/TRT (SSgt Armstrong)

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This regulation establishes a reusable container program for the 437th Airlift Wing and tenant units assigned to Charleston Air Force Base. This regulation outlines the purpose of the program, assigns responsibilities and identifies procedures to be utilized in controlling reusable containers.

1. Purpose. The purpose of this program is to ensure availability of reusable containers to be utilized in redistribution of serviceable and repairable assets to customers and repair facilities.

2. Terms and Definitions.

2.1. Base Reusable Container Monitor. The Chief, Traffic Management Flight is designated as the 437th Airlift Wing's Reusable Container Monitor.

2.2. Reusable Container. A shipping and storage container designed for reuse (and can be repaired and/or refitted) without impairing its protective function. Reusable containers can be either long-life (100 trips) or short-life (10 trips).

2.3. Reusable Container Program Committee. A board of officers, NCO's (E-5 or higher) or civilians, with equivalent grade, appointed by unit commanders for the purpose of directing and controlling their reusable container program. The board will consist of the following members:

2.3.1. Chairperson:

2.3.1.1. Chief, Traffic Management Flight, 437th Aerial Port Squadron/TRT

2.3.2. Representatives:

2.3.2.1. 437th Aerial Port Squadron/TRTFC (Packaging and Preservation)

2.3.2.2. 437th Supply Squadron

2.3.2.3. 437th Aircraft Generation Squadron

2.3.2.4. 437th Equipment Maintenance Squadron

2.3.2.5. 437th Component Repair Squadron

2.3.2.6. 637th Aircraft Generation Squadron

3. Responsibilities.

3.1. All activities assigned to, or supported by, Charleston AFB are responsible for protecting issued reusable containers until items are turned in to base supply.

3.2. The base Reusable Container Program Office of Primary Responsibility (OPR) is the Traffic Management Flight, 437 APS/TRT.

3.3. The Base Supply Inspection Section (LGSDI) is responsible for ensuring a SF 364, **Report of Item Discrepancy**, is prepared and submitted to applicable agencies for each item received in a damaged reusable/nonreusable, or poorly packed container. A copy of this form, along with an AF Form 451 **Request for Packaging Service**, identifying all errors, will be attached to the container prior to issue.

3.4. Each unit assigned/attached to Charleston AFB who requires/utilizes reusable containers will submit a letter (signed by the unit commander and addressed to the Base Reusable Container Monitor, 437 APS/TRT, identifying personnel authorized to sign AF Form 451.

3.5. The Reusable Container Committee is responsible for:

3.5.1. Ensuring all units make every effort to track and maintain control of reusable containers.

3.5.2. Ensuring all units properly safeguard reusable containers against theft, damage and adverse weather conditions.

3.5.3. Ensuring all units are aware of correct storage procedures. Guidance is available from 437 APS/TRTFC.

3.5.4. Ensuring the Base Reusable Container Monitor is informed of units who are not in compliance with this program or have repeated discrepancies of abuse or neglect. (OPR 437 APS/TRTFC)

3.5.5. Ensuring all units initiate an individual unit training program, instructing personnel regarding proper management of reusable containers. AFI 24-202, *Preservation and Packing and Applicable Supplements*, will be utilized to establish proper maintenance and management procedures. Base reusable container management training is available through Supply Customer Training, Block II-b. (OPR: Individual Unit)

3.5.6. Ensuring units comply with requirements of AFI 24-202, regarding the preparation of AF Form 451. Compliance is monitored by 437 APS/TRTFC. (OPR: Individual Unit)

3.5.7. The Traffic Management Flight will provide technical assistance to Supply and Maintenance activities regarding packing, cleaning and storage of containers, when requested. (OPR: 437 APS/TRTFC)

4. Procedures. Guidelines implementing a reusable container program are in AFI 24-202 (paragraphs 1.2.3. and 1.2.4.) and AMC Supplement 1. The following additional guidelines may not apply to all users. Ensure individual compliance with those that apply.

4.1. Using Organization:

4.1.1. Ensure technical order requirements are met for correct cleaning and placing of items in the proper container prior to turn-in to Base Supply. Restricted items requiring a vacuum seal do not apply.

4.1.2. Provide clean and dry storage space for the retention of reusable containers and internal packing materials. Wooden boxes and crates may be stored outside, provided they are placed on pallets and covered with tarpaulin or plastic sheeting.

4.1.2.1. Unit Reusable Container Monitor(s) and the Base Reusable Container Program Monitor (or designated representatives) will conduct quarterly physical inventories of unit's work and storage areas to identify excess containers, IAW AFI 24-202.

4.1.3. Ensure parts and items received from Base Supply in damaged or wrong containers have an AF Form 451 and DD Form 1348-1, **Issue Release/Receipt Document**. Identify problems to LGSDI for resolution.

4.1.4. Ensure items returned to supply for shipment are in proper reusable containers or have an AF Form 451 attached, explaining why a reusable container was not available.

4.1.5. Ensure reusable containers, in serviceable condition and no longer is needed by user or Base Supply, are reported to the Traffic Management Flight (437 APS/TRT) for disposition.

4.2. Base Supply.

4.2.1. To the maximum extent possible, ensure serviceable items are issued in original containers.

4.2.2. Ensure assets delivered to the Traffic Management Flight (437 APS/TRTFC) for shipment are in proper reusable containers or have completed AF Form 451(s) attached.

4.2.3. When the base supply computer is not operational and documents are manually prepared, base supply must cross-check the Stock Number User's Directory, ensuring Special Packaging Instruction (SPI) requirements are entered on all applicable forms.

4.3. Traffic Management Flight.

4.3.1. The Base Reusable Container Program Monitor and Unit Reusable Container Monitor(s) (or designated representatives) will conduct quarterly physical inventories of unit's work and storage areas, identifying excess reusable containers IAW AFI 24-202.

4.3.2. Ensure AF Form 451's are received when reusable containers are not available. Construct new container(s), if required.

4.3.3. Ensure all documentation is in compliance with governing regulations and maintained.

4.3.4. Prepare a monthly Reusable Container Replacement Cost Analysis Report, indicating unfavorable trends regarding the management of reusable containers. If deemed necessary, forward report to the applicable unit commander for information and corrective action.

5. Reusable Container Committee. A minimum of three voting members must be present to establish a quorum. Recorder will prepare the minutes for the Base Reusable Container Monitor's review and approval. Minutes will be sent to each unit.

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