

**14 OCTOBER 1999**



**Transportation**

**REUSABLE CONTAINER PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 6 TRNS/LGTT (SMSgt Anthony Thomas)  
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This instruction implements AFD 24-2, Preparation and Movement of Air Force Material, and outlines the responsibilities and procedures for maintenance and operation of the Reusable Container Program at MacDill Air Force Base, Florida. This instruction applies to all unit personnel assigned, attached, and tenant to the 6th Air Refueling Wing. This instruction does not apply to Air National Guard or Air Force Reserve units or members.

**SUMMARY OF REVISIONS**

This revision incorporates the information, procedures and requirements formerly in MACDR 71-1. It designates the Traffic Management Officer as Base Reusable Container Manager and establishes a minimum standard of 90 percent for return of reusable containers.

**1. References.** AFI 24-202/AMC Sup 1, Preservation and Packing, AFJPAM 24-234, Logistics Packaging Management, and AFP 71-16, Vol 2, Packing.

**2. Explanation of Terms.**

2.1. Container. Any receptacle used to enclose and afford maximum protection to government property during storage and shipment.

2.2. Reusable Container. A specially designed container which is engineered for repeated use without impairment of its protective function. The reusable container is intended to be used, saved and reused as a complete system, excluding the wrap or barrier material. These containers are marked "Reusable Container...Do Not Destroy."

2.2.1. Category I Container. Container usually made of metal, plastic, synthetic, or composted materials fabricated to ensure a minimum of 100 trips.

2.2.2. Category II Container. Container usually made of plywood, wood, or fiberboard. It can be identified by military federal specification number. It is constructed to withstand a minimum of 10 trips.

2.2.3. Discrete Special Packaging Instruction Container. This container is a specially designed reusable container for a particular commodity. This will be identified on the exterior of the container by a Special Packaging Instruction (SPI) number, i.e., SPI 080-6214.

2.2.4. Fast Pack. A family of standard size reusable containers whose design permits shipment of a large variety of items within certain limits of size, weight, and fragility.

2.2.5. Standard Pack. A pack for which the packaging components, including the shipping container, have been standardized as to material and size. The cushioning in the Standard Pack is not bonded to the interior container walls.

### 3. Responsibilities.

3.1. The 6th Transportation Squadron will:

3.1.1. Appoint the Chief, Traffic Management Flight, as the Base Reusable Container Manager.

3.1.2. Train all Unit Reusable Container Monitors and document training.

3.1.3. Track reusable container usage/non-usage by squadron ([Attachment 1](#)).

3.1.4. Conduct an initial on-site inspection of reusable container storage areas and additional inspections when deemed necessary or if a unit does not meet the Wing standard ([Attachment 2](#)).

3.1.5. Convene a reusable container working group meeting at least on a yearly basis. The working group will consist of representatives from the major base shipping activities who initiate over 10 shipments through the Traffic Management Flight each year (or generate container replacement requests for stored items), i.e., supply, maintenance, fighter squadrons, and some tenant organizations. The objective of this working group will be to minimize unnecessary expenditures of Department of Defense funds necessary to replace containers.

3.1.6. Provide staff assistance and training to units upon request from the unit commander or Unit Reusable Container Monitor.

3.1.7. Monitor all reusable containers on the base for redistribution to units that need them, eliminating the need to buy reusable containers unnecessarily.

3.1.8. Provide recommendations for the proper disposition of excess reusable containers and associated materials.

3.1.9. Process and monitor fund recoupment for replacement containers through finance.

3.1.10. Enforce the Wing minimum standard of 90 percent. If the monthly return rate is below 90 percent, a letter signed by the Base Reusable Container Manager will be forwarded to the applicable unit commander for corrective action. This letter will summarize data collected from AF Forms 451, Request for Packing Service, and is geared to assist the organization in initiating corrective actions.

3.2. Unit Responsibilities (for units that initiate over 10 shipments, or generate container replacement requests for stored items, i.e., WRM assets):

- 3.2.1. The unit commander will appoint a primary and alternate Unit Reusable Container Monitor (units may have multiple alternates appointed) to represent the unit on all matters pertaining to the Base Reusable Container Program. The unit program monitor must be in the grade of E-5 or above.
- 3.2.2. Forward an updated Reusable Container Monitor appointment letter, signed by the unit commander, to the 6th Transportation Squadron, Traffic Management Flight (6 TRNS/LGTT), within 10 days of any changes.
- 3.2.3. Ensure that all cargo received is in the proper container or have this discrepancy annotated on the issue document and maintained with the property.
- 3.2.4. Ensure all cargo turned in to Base Supply or the Traffic Management Flight is in the proper container or has an AF Form 451 (original plus 2 copies) attached with the paperwork for the item (see [Attachment 3](#) for directions on completing the form). The AF Form 451 should be signed only by either the Unit Reusable Container Monitor, alternate, or the unit commander, and will contain a chargeable unit fund cite.
- 3.2.5. Identify and maintain an active reusable container storage area. Excess containers obtained through initial issue may be redistributed to other organizations that need them to preclude buying/building containers unnecessarily.
- 3.2.6. Provide the Base Reusable Container Monitor with an updated listing of all excess containers on a monthly basis.
- 3.2.7. Report packaging improvements to the Base Reusable Container Monitor that will increase the efficiency of the Base Reusable Container Program
- 3.2.8. Protect all containers and packaging materials to maintain containers for reuse.
- 3.2.9. Provide adequate facilities, equipment, and materials to maintain containers for reuse.
- 3.2.10. Train unit personnel on the importance of reusing containers and packaging materials and document training.
- 3.2.11. Attend Base Reusable Container Monitor directed reusable container program meetings and training sessions.
- 3.2.12. Train (document training) and appoint key unit personnel on use and preparation of AF Forms 451, ([Attachment 3](#)).
- 3.2.13. Monitor and establish effective metrics to account for and control reusable containers and materials.

#### 4. Procedures.

##### 4.1. 6th Supply Squadron:

- 4.1.1. The Receiving Section will make sure that items received are not separated from their respective containers.
- 4.1.2. Storage and Issue will ensure the original container remains with the issued item. When property requiring a SPI is issued without the SPI container, Supply will annotate the accompanying DD Form 1348-1A, Issue Release/Receipt Document, to indicate whether or not the property

was issued in a reusable container. The using agency will retain the annotated DD Form 1348-1A to validate future turn-in shipments of reparable assets without the proper container.

4.1.3. The Flight Service Center will not accept an item for turn in needing a reusable container unless the item is accompanied by an AF Form 451 or proof that the item was received on base or issued to the unit without the correct container. Supply will attach a copy of the SF 364, Report of Discrepancy, to the item if it was received on base without the proper container or an AF Form 451 if an item was issued without the proper container.

4.1.4. When an item is received in a container that is contractor packed, every effort should be made to return that item or its authorized substitute in the original container. Do not obliterate any markings on that container or any other container (i.e., ID, serviceable tag, packaging labels, etc.).

4.2. Other units:

4.2.1. On receipt of an item from base supply, make sure the item is in the required container. Items received will stay in their containers until such time as required for bench stock or inspection.

4.2.2. When an item is removed from the container and put in use, make sure the change-out reparable is immediately put in the same container for turn-in to 6th Supply Squadron. If the item is removed and the container is not immediately reused, it will be stored in an appropriate storage area. Ensure all internal blocking, bracing and cushioning materials are placed in the container.

ARTHUR F. DIEHL, III, Colonel, USAF  
Commander

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Chief, Support Flight

## Attachment 1

## REUSABLE CONTAINER ANALYSIS

## REUSABLE CONTAINER PROGRAM

Oct 99

Table A1.1.

SQUADRON	# ITEMS TURNED IN	# ITEMS WITH CONTAINER	# ITEMS WITH OUT CONTAINER	COST TO REPLACE	REUSE RATE
6 AGS	15	15	0		100 %
6 MDG	9	7	2	\$51	78%
6 MSS	3	3	0		100%
6 SUP	20	7	13	\$346	35%
6 MXS	16	16	0		100%
6 SFS	8	6	2	\$60	75%
6 CES	2	2	0		100%
6 MDSS	1	1	0		100%
6 CS	1	1	0		100%
TOTAL	75	58	17	\$457	77%

**Attachment 2**

**REUSABLE CONTAINER QUARTERLY INSPECTION**

Reusable Container Inspection

ALL PURPOSE CHECKLIST		PAGE 1 OF 1		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
Reusable Container Inspection Checklist		6 TRNS/ LGTT	05 OCT 99	
NO.	ITEM	YES	NO	N/A
	<i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph)</i>			
	1. Are reusable containers stored in a secure area with internal packaging and cushioning materials intact?			
	2. Is the unit providing adequate facilities, equipment and material to maintain containers?			
	3. Are reusable containers free from protruding dangerous objects?			
	4. Are reusable containers stored under cover?			
	5. Is the reusable container storage area clearly identified?			
	6. Does the Unit Reusable Container Monitor prepare an AF Form 451 with required information when the required container is not available?			
	7. Is the unit providing the Base Reusable Container Monitor with updated unit appointment letters within 10 days of changes?			
	8. Has the Unit Reusable Container Monitor provided unit personnel training on the importance of reusing containers and packaging materials?			
	9. Has the Unit Reusable Container Monitor trained and appointed key unit personnel on using and preparing AF Form 451?			
	10. Are Reusable Containers properly identified and categorized by NSN/ SPI?			

**Attachment 3**

**PROCEDURES FOR COMPLETING AF FORM 451**

**REQUEST FOR PACKAGING SERVICE**

**A3.1.** Instructions for completing AF Form 451. You may fill out AF Form 451 by hand. The guidance in this attachment corresponds to the numbers shown on the sample AF Form 451 in [Figure A3.1.1](#).

Figure A3.1. AF Form 451, Request for Packaging Service

REQUEST FOR PACKAGING SERVICE		DATE 27 JAN 99	PRIORITY ROUTINE	REQUEST #
TO: 6 TRNS/SQD		FROM: YOUR UNIT		
SHIPPING DOCUMENT # FB23002057X001XX		ISSUE DOCUMENT # FB230030420187XXX		
<i>Request the following packaging materials be procured. I understand special boxes are not to be requested when standard boxes may be used. I have Tried to secure reusable containers as prescribed in AFR 71-9.</i>				
REASON FOR REQUEST		ITEM REQUESTED		
	CONTAINER DESTROYED BY USER	X	TPO PACK	X CRATE (s)
	ITEM ISSUED WITHOUT PROPER CONTAINER		BOX(es)	SKID(s)
	ITEM DUE OUT-REPLACEMENT NOT RECEIVED	SPECIFICATIONS		
	INITIAL REQUIREMENT	QUANTITY 1	UNIT 1	SPEC/TOP # 0018746
X	OTHER (SPECIFY)	NSN  6850011444298AU	NOMENCLATURE  MOTOR ALTERNATING C	
PURPOSE				
	DOMESTIC			
	EXPORT SHIPMENTS	LENGTH 22 5/8"	WIDTH 14 1/2'	DEPTH 7"
X	STORAGE			
BLDG # 152 Area C		PHONE # 77873	SIGNATURE OF REQUESTER	
<i>FOR USE BY PACKAGING PERSONNEL</i>				
COSTS		REMARKS		
MANPOWER	\$			
MATERIAL	\$			
TOTAL	\$			

A3.1.1. (Item 1) Date. Enter the date that you initiate the form.

A3.1.2. (Item 2) Priority. Enter the supply priority and required delivery date assigned to the shipping document. If the request is not for a shipment, enter the date that you need the service.

A3.1.3. (Item 3) Request No. Packaging personnel will assign control numbers on AF Forms 451 received. Construct the control number from the requesting unit's organization/shop code and a three digit serial number (i.e., 209XR-001). Control numbers will be issued on a fiscal year basis. (AFI 24-202/AMC Sup 1)

A3.1.4. (Item 4) To. Enter the organization symbol or name of the packaging and crating activity, i.e., 6 TRNS/ LGTT.

A3.1.5. (Item 5) From. Enter the organization symbol or name of the activity initiating the request. If you prepare the form during the supply sum-in process, enter the office symbol or name of the activity turning in the item. Do not enter the office symbol or name of the supply activity unless you are shipping the item (or packaging it for storage) from supply stock. Enter the name and phone number of the person to contact for information on the request.

A3.1.6. (Item 6) Shipping Document No. Enter the transportation control number (TCN) from accompanying documents. If the documents have no number, enter not applicable (N/A).

A3.1.7. (Item 7) Issue Document No. Enter the supply document number from accompanying documents. If the documents have no number, enter N/A.

A3.1.8. (Item 8) Reason for Request. Check the applicable block:

A3.1.8.1. Container Destroyed by User. Check this block when the user has disposed of a reusable container according to local procedures, and local reusable container program resources have no replacement. You may check this block for containers needed to replace containers that have deteriorated in storage.

A3.1.8.2. Item Issued Without Proper Container. When turning in an unserviceable reparable item, check this block when the correct SPI container was not issued with the serviceable replacement item. If the serviceable item came in another service's pack, a contractor's reusable pack, or a pack marked with an ALC deviation number in the lower right corner of the container, you may use the pack for shipment or storage.

A3.1.8.3. Item Due-Out Replacement Not Received. Check this block for Credit Due-In from maintenance turn-ins when the supply or reusable container program resources do not have the SPI pack. If you check this block, write "turn-in" in item 16 (Remarks).

A3.1.8.4. Initial Requirement. Check this block when:

*Units turn in items, you can't get the containers, and replacement items came in a different SPI pack.*

A3.1.8.5. Other. Check this block and specify the reason for the request when none of the blocks above cover the circumstances. Examples: Containers not available through supply, blocking and bracing, or pallet repair needed.

A3.1.9. (Item 9) Item Requested. Check the applicable block to indicate the type of container required. NOTE: TPO Pack is now SPI Pack.

A3.1.10. (Item 10) Specifications. Enter the applicable information in the blocks. When you need additional room to describe the requested service, attach sufficient detail to the original AF Form 451 and write "Details attached" in the remarks block.

A3.1.10.1. Quantity. Enter the number of units required.

A3.1.10.2. Unit. Enter "each," "pieces," "bags," or any other descriptive unit of issue.

A3.1.10.3. Spec/TPO(SPI) No. Enter the specification number or SPI number. If the SPI number is unknown, enter the item NSN. (*The packaging activity determines the SPI number required for the item and enters the number.*) If the specification or SPI does not cover the required service, enter N/A.

A3.1.10.4. NSN. Enter the part number when you have no NSN. You may leave this block blank if you put an SPI number on the Spec/SPI No. line.

A3.1.10.5. Nomenclature. Enter the name of the requested item or service if you checked none of the blocks in item 9.

A3.1.10.6. Length, Width, and Depth. Enter the measurements of the item requested in this order.

A3.1.11. (Item 11) Purpose. Check the applicable block to indicate the item destinations. You need not check these blocks when you provide a complete shipping document.

A3.1.12. (Item 12) Bldg. No. Enter the building number of the requesting activity if you want the container or item when complete.

A3.1.13. (Item 13) Phone No. Enter the phone number of the person to contact for information on the request or to alert for pick-up when the item is complete.

A3.1.14. (Item 14) Signature of Requester. The Unit Reusable Container Monitor, alternate, or unit commander is authorized to initiate AF Forms 451.

A3.1.15. (Item 15) Costs. To be computed by Preservation and Packaging personnel only.

A3.1.16. (Item 16) Remarks. Other necessary information.