



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 452 LG/LGTM (Howard E. Sullivan) Certified by: 452 LG/CC (Col Robert E. Miller)
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The OPR for this supplement is 452 LG/LGTT (Mr. Howard E. Sullivan). This Supplement establishes local guidance and responsibilities for control of reusable containers and their interior parts in accordance with Air Force Policy Directive 24-2, *Preparation and Movement of Air Force Material* and Air Force Instruction 24-202/AFRC Supplement 1, *Preservation and Packaging*. This instruction applies to all March Air Reserve Base units receiving or shipping government property through the local Traffic Management Office and meeting the established criteria for reusable containers.

1.2.3.1.1. (Added) Base Reusable Container Program Manager. The Traffic Management Officer is designated as the Reusable Container Program Manager for March Air Reserve Base.

1.2.3.2.1. (Added) Establish a reusable container working group consisting of the TMO, Supply, and applicable base units. The group will meet at least annually to coordinate actions, analyze deficiencies, and provide for corrective action.

1.2.4.1. (Added) Ensure all assigned and tenant organizations assigned to March ARB comply with the provisions outlined in AFI 24-202/AFRC Supplement 1, and this instruction regarding the proper use, storage, and reuse of containers.

1.2.4.2. (Added) Provide training to base units, as required.

1.2.4.3. (Added) Conduct annual quality assistance visits to each unit's reusable container storage area to determine suitability and the condition of stored containers. Identify excess containers.

1.2.7. (Added) Base Supply. Base Supply will:

1.2.7.1. (Added) Ensure serviceable items are forwarded to receiving units in the proper condition. Annotate the DD Form 1348-1, **DOD Single Line Item Release/Receipt Document**, or DD Form 1348-1A, **Issue Release/Receipt Document**, with either "Reusable Container Issued" or "Issued Without Reusable Container." In addition, prepare AF Form 451, **Request for Packaging Service**, and provide it to the unit when an item is issued without the proper container.

1.2.7.2. (Added) Ensure items turned in to the Pickup/Deliver and Repair Cycle Support Centers (Repairable) are in the proper containers (including interior components) or have an AF Form 451 completed by the unit attached.

1.2.7.3. (Added) Submit a letter to the TMO (452 LSS/LGTT) appointing a unit reusable container monitor and indicate the location of the unit's storage area. In addition, list personnel authorized to sign the AF Form 451.

1.2.8. (Added) Unit/Tenant Organizations. Unit/Tenant Organizations with Reusable Containers will:

1.2.8.1. **(Added)** Comply with paragraph 2.2.3.

1.2.8.2. **(Added)** Ensure items received from Base Supply are in the proper container or have an AF Form 451 attached. This form should remain with the container until it is eventually selected for turn-in for shipment. Any item received in an unserviceable container must be annotated as "Item Received in Damaged Container" by the individual signing for it. If an AF Form 451 is not issued the item should be refused.

1.2.8.3. **(Added)** Ensure containers that will not be immediately reused are placed in the unit's reusable container storage area once items are removed from containers.

1.2.8.4. **(Added)** Prepare an AF Form 451 for any item turned in for shipment or other disposition for which the proper container has been lost or destroyed.

1.2.8.5. **(Added)** Identify excess containers to the TMO.

1.2.9. (Added) Base and Tenant Units. (Added) All Base and Tenant Units will:

1.2.9.1. **(Added)** Keep reusable container or packaging material for reuse. Use these containers for future shipments.

1.2.9.2. **(Added)** Identify excess containers or packaging materials to the TMO Packaging and Preservation Section who will provide disposition instructions.

1.2.9.3. **(Added)** Contact the TMO for training and any other necessary guidance.

1.2.10. (Added) TMO Packaging and Preservation. TMO Packaging and Preservation will:

1.2.10.1. **(Added)** Make every effort to use reusable containers to ship parts.

1.2.10.2. **(Added)** Check containers upon receipt and repair/replace the container or its internal components as required.

1.2.10.3. **(Added)** Not accept items offered for shipment without the original reusable container; if not available, unit must provide completed AF Form 451.

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Commander

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS ACRONYMS AND TERMS***Terms*

(Added) Reusable Container Program. An Air Force program implemented at base level to ensure containers and packing materials for incoming shipments are recovered, cared for, and reused to package outgoing shipments. Recovery and reuse reduces the cost of purchasing new containers and materials, labor, and the impact of waste packaging materials on the environment.