

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**



**AIR FORCE INSTRUCTION 24-201**

**PACIFIC AIR FORCES COMMAND  
Supplement 1**

**13 APRIL 2001**

**Transportation**

**CARGO MOVEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication supplements AFI 24-201, Cargo Movement. It applies to all Air Force Traffic Management Offices within the Pacific Air Force. This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members.

**SUMMARY OF REVISIONS**

This PACAF supplement has been completely revised. New training requirements for the International Merchant Purchase Authorization Card (IMPAC) program have been included, as well as requirements for local procedures for handling munitions shipments. Additionally, **Attachment 3** has been added to provide guidance on completing Government Bills of Lading (GBLs) for customs purposes into the Republic of Korea (ROK).

**AFI 24-201, 1 January 1999, is supplemented as follows:**

- 1.3.9. (Added) The Cargo Movement Section will develop and maintain a continuity folder that contains:
  - 1.3.9.1. (Added) Information pertaining to active but incomplete projects.
  - 1.3.9.2. (Added) Programmed actions, including facility, equipment and manning.
  - 1.3.9.3. (Added) Special mission considerations.
  - 1.3.9.4. (Added) All other unique situations the TMO/superintendent deems necessary for organizational continuity.
  - 1.3.9.5. (Added) Local transportation procedures regarding purchases made under International Merchant Purchase Authorization Card (IMPAC), AF Form 9 or Blanket Purchase Agreement (BPA).
- 1.3.10. (Added) Provide training to wing and tenant Air Force IMPAC cardholders. Training should include as a minimum:

- 1.3.10.1. (Added) Overview of general and hazardous cargo definition and federal compliance guidelines.
- 1.3.10.2. (Added) Identification of WWX-approved carriers.
- 1.3.10.3. (Added) How to construct AMC channel air or MSC sealift costs for over-ocean transportation.
- 1.3.10.4. (Added) Procedures for establishing a Transportation Account Code (TAC) through HQ AFMC/LSO/LOT when unit fund cite authorizations are required to pay for transportation charges.
- 1.3.10.5. (Added) Responsibilities of commercial vendors to meet the requirements for marking, labeling and of packaging items that enter the Defense Transportation System (DTS).
- 1.3.10.6. (Added) Purchasers' responsibility to provide government supplied Transportation Control Numbers (TCNs), Advance Transportation Control and Movement Document (ATCMD), and Military Shipping Labels (MSLs) to vendors.
- 1.3.10.7. (Added) Purchasers' responsibility to coordinate clearance for shipments through the appropriate Air Force Shipper Service Liaison Office (AFSSLO).
- 1.3.10.8. (Added) Requirements for providing advance clearance of all cargo that will enter the DTS.
- 3.2.1.2. (Added) Shipments offered for movement citing local unit Operation and Maintenance (O&M) funding must also have the Standard Document Number (SDN) included on the DD1149, Requisition and Invoice/Shipping Document. Procedures for coordination with local Financial Service Office (FSO)/Accounting Liaison Office (ALO) must be in place to ensure validity of SDN and approval from FSO/ALO to obligate money against the SDN.
- 4.2.1.1. (Added) The TMO will periodically review transportation transit times to validate commercial carrier and AMC performance.
- 5.1.2.1. (Added) TMOs must physically sign and date the shipping document (DD1348-1, DD1348-1A, DD1149) for items that are classified, controlled or pilferable when the use of electronic signature is unavailable.
- 5.1.4.1. (Added) TMOs will establish and publish local receiving hours for outbound shipments based on TP, Project Code, RDD, and shipment characteristics.
- 5.2.2.7. (Added) See paragraph **3.2.1.2. (Added)** for funding information on DD 1149 shipments.
- 5.12.1. (Added) TACs have been established for each wing to effect the movement of excess-to-quarters household goods returning to the CONUS for NTS. Wing O&M funds will be used to pay overseas inland transportation, port handling and over ocean movement. When shipping unaccompanied baggage shipments for TDY personnel, contact AFMC to establish a TAC with the member's unit funds.
- 5.13.3.1. (Added) The unloading of Seavan containers will be closely monitored to preclude unnecessary detention charges. DoD4500.9R Volume II, AFI 65-601, and the MSC Container Agreement and Rate Guide give information on detention rules and charges. The TMO or his/her designated representative will ensure all personnel responsible for prompt unloading of Seavan containers are aware of the guidelines contained in the above referenced publications.
- 5.15.1. (Added) TMOs and Munitions units will develop local procedures to identify roles and responsibilities for the movement of munitions shipments. These procedures must include (as a minimum) the following:

5.15.1.1. (Added) Document preparation.

5.15.1.2. (Added) Inspection, blocking and bracing of containers/seavans. **NOTE:** TMO personnel will provide technical expertise when securing munitions in Seavan containers. Munitions personnel will perform the actual loading of containers and TMO personnel will be at the work site to interpret drawings and ensure munitions are properly secured. TMO personnel are responsible to procure and maintain drawings required for the movement of munitions in Seavans.

5.15.1.3. (Added) Carrier/Mode selection.

5.15.1.4. (Added) Advance aerial or water port clearance.

5.15.1.5. (Added) Loading, stuffing, or packaging of containers.

5.15.1.6. (Added) Hazardous materials preparation, packaging and certification.

5.15.1.7. (Added) Funding for packaging and labeling materials.

5.15.1.8. (Added) Escort of loaded vehicles.

5.15.2. (Added) The actual crating and uncrating of sensitive firearms/munitions for shipment and custody transfer will be accomplished within the owning units' secure storage facilities. The TMO will coordinate with the aerial port officer to determine availability of outbound AMC/PACOM aircraft in order to schedule outbound sensitive firearms/munitions cargo movements.

7.1.5.1. GBLs are required for shipments to clear customs entering or leaving the Republic of Korea (ROK). See [Attachment 3](#) of this supplement for instructions on completing CMOS GBL's specifically for the purpose of customs clearance.

8.3.1. (Added) An ACA will be established at each PACAF base. ACA's will:

8.3.1.1. (Added) Generate, transship, or receive cargo into or from the military airlift segment of the DTS. The ACA will be the single point of contact in its geographic area between all USAF shippers in that area and the connecting military airlift system. The ACA is responsible for controlling the movement of USAF-sponsored air-eligible cargo into the military airlift system.

8.3.1.2. (Added) Establish local overseas clearance agreements. If the shipping activity and originating air terminal are located on the same installation, a formal local clearance agreement between the shipping activity, ACA, and the air terminal operator should be accomplished to relieve the advance TCMD submission requirements contained in MILSTAMP Chapter 2, Figure 2-B-5. This agreement will not delete the requirement for a TCMD, but will allow the on-base shipper flexibility presenting the TCMDs and cargo simultaneously. This clearance agreement will not include exemption-from-clearance procedures established in AMCI 24-101, Volume 11 and AFI 24-201, PACAF Sup 1, para [8.3.1.4. \(Added\)](#), pertaining to deferred air freight (TP-4) cargo.

8.3.1.3. (Added) Challenge cargo in accordance with para 8.2. of the basic instruction and this paragraph. Challenges may be made telephonically when it is determined that shipments should not be shipped as indicated in the advance TCMD.

8.3.1.4. (Added) Establish and maintain close coordination with the air terminal operator and shipping agencies. The ACA is encouraged to maintain liaison with the aerial port by attendance at staff meetings, etc., at their invitation.

8.3.1.5. (Added) Arrange for diversion of cargo from the APOE as conditions require, e.g. embargoes. Diversions will not be made without proper coordination with shipper and/or consignee.

8.3.1.6. (Added) Initiate, monitor, and analyze USAF space assignment, cargo generation, and cargo movement trends.

8.3.1.7. (Added) Initiate necessary corrective action with the shipper for discrepancies in documentation, shipment identification, or packing. The ACA is required to identify discrepant cargo and/or documentation before it enters the airlift system and to ensure such discrepancies are corrected. The ACA will assist, when possible, to correct discrepancies identified, after AF cargo has been entered into the system which are caused by error on the part of an air terminal, and reooperage facilities are not available at the air terminal.

8.3.1.8. (Added) Coordinate with the terminal operator and shipper to ensure shipments are cleared subject to airlift space assignment, port management levels, and physical capacity of the air terminal. All airlift shipments will be offered and cleared by the ACA prior to physical movement to the port unless otherwise stipulated in a formal local AMC/ACA agreement.

8.3.1.9. (Added) Monitor Air Force cargo transiting the local terminal to ensure expeditious movement of such materiel. ACA's are expected to be knowledgeable of responsibilities for reentering frustrated transshipment cargo into the airlift system IAW applicable directives. While ACA's are not normally involved in the processing/handling of Special Airlift assignments Missions (SAAMs), mission requirements may dictate involvement/assistance when problems arise with onboard cargo at en route or refueling stops. In this case, ACA will provide assistance to the maximum extent possible.

8.3.1.10. (Added) Respond to requests for movement information, expediting service, and tracer action. ACA's are authorized to initiate "green sheet" action on shipments originating or transiting their station per request of consignee with concurrence of local Traffic Management Officer, or as directed by HQ PACAF/LGTT.

8.3.1.11. (Added) In accordance with AMC/PACAF command-to-command agreement, signs acknowledgment of notification that cargo has arrived, notify consignee (TMO) for pickup, and coordinate truck positioning/loading at the aerial port. The ACA or TMO freight representative will verify and sign receipts from AMC for shipments listed on the truck manifests. (**Note:** It is the responsibility of the AMC aerial port to download, break down, and in-check terminating air cargo. They will segregate cargo by service consignee, provide temporary storage of terminating air cargo awaiting pickup, notify the ACA, and provide a listing of cargo ready for pickup. Also, the AMC aerial port will provide MHE and drivers to perform truck loading and provide completed truck manifests to the ACA.)

8.3.1.12. (Added) Maintain TCMDs or appropriate ledgers for internal ACA use on shipments cleared into the airlift system. If an automated information system is capable of providing proof of air clearance, this may be used instead of manual ledgers or hard-copy TCMD's.

8.3.1.13. (Added) Challenge any TP-2 household goods shipment destined for airlift to other than hard lift areas, that do not have approval from the airlift authority (JPPSO-SAT).

8.3.1.14. (Added) Comply with TP-4 responsibilities and procedures contained in AMCI 24-101, Volume 11, Subject: Deferred Air Freight (TP-4) Inbound CONUS and Intratheater policy and AFI 24-201, para 5.9.

8.3.1.14.1. (Added) Establish and coordinate movement and clearance plans with the Air Terminal Manager (ATM) regarding the amount of TP-4 cargo the aerial port can accept and move. Obtain clearance for TP-4 cargo into the airlift system on a shipment-by-shipment basis.

8.3.1.14.2. (Added) Actively monitor the aging of TP-4 cargo in the aerial port backlog. Ensure TP-4 cargo moves within the UMMIPS time standards established for TP-3 surface cargo on a first-in, first-out basis.

8.5.1. (Added) The AF/WPLO or U.S. Air Force port representatives at the following ports will be under the operational control (OPCON) of units as designated below:

<b>PORT</b>	<b>OPCON OFC</b>
Pusan	607 ASUS/LGT
Pearl Harbor	15 ABW/LSD
Naha	18 TRNS/LGT
Yokohama	374 TRANS/LGT
Guam	36 LG/LSS

8.5.2. (Added) The AF/WPLO or Air Force port representative will:

8.5.2.1. (Added) Coordinate all Air Force matters of policy and procedures pertaining to port operations and ocean transportation with the port commander responsible for the operation of the ocean terminal, MSC representatives, and all Air Force activities within their respective command.

8.5.2.2. (Added) Represent the Air Force at MSC cargo meetings, port operations, and staff conferences, and participate in any decisions affecting Air Force cargo to ensure actions taken are in the best interest of the Air Force.

8.5.2.3. (Added) Analyze reports pertinent to port operations and ocean transportation. Assist with the annual preparation of budget requirements for port handling charges. Screen contracts and cost factors affecting the movement of Air Force cargo through water ports within their area of responsibility.

8.5.2.4. (Added) Maintain close liaison with the respective operating divisions of the water port.

8.5.2.5. (Added) Monitor Air Force sponsored cargo movement through the loading and discharging terminal to ensure expeditious loading or discharging, handling, and onward movement of cargo to meet required delivery dates at the lowest overall cost to the U.S. Government. Coordinate with the Water Terminal Clearance Authority (WTCA) when necessary to ensure timely decisions on Air Force cargo offered for movement. Develop procedures to be followed when cargo exceeds normal hold time.

8.5.2.6. (Added) Ensure cargo clearances are allotted on an equal basis among the activities servicing the port, without exercising preferential treatment to particular activities.

8.5.2.7. (Added) Observe port and shipping operations affecting Air Force materiel, personnel, and logistics matters; develop and recommend policies and procedures to improve conditions. Ensure that Air Force cargo is afforded adequate protection from pilferage, theft, and damage.

8.5.2.8. (Added) Monitor Seavan container shipments and conduct inspections of warehouses and piers.

8.5.2.9. (Added) Provide assistance to Air Force personnel in cases of loss or damage to material and furnish advice on repacking and recovering Air Force supplies and equipment.

8.5.2.10. (Added) Provide technical assistance on customs matters for Air Force-sponsored cargo commercially shipped through the water terminal.

8.5.2.11. (Added) Inspect Air Force inbound and outbound cargo for proper markings.

8.5.2.12. (Added) Review each transportation control and movement document (TCMD) to ensure it is properly prepared as prescribed in DoD 4500.32-R (MILSTAMP). Correct erroneous information, and/or challenge shipments, which due to size, RDD, or priority, appear to be eligible for another mode of transportation.

8.5.2.13. (Added) Accomplish necessary liaison with other ports in the immediate vicinity to which no USAF port representative is assigned.

8.5.2.14. (Added) Maintain vessel schedules and current support agreements pertinent to port operations; coordinate inland transportation, and execute necessary administrative tasks required.

8.5.2.15. (Added) Monitor all requests for diversion of Air Force sponsored shipments on vessels transiting the water port for which they have responsibility.

8.5.2.16. (Added) Review and verify expenditures for port handling charges.

9.1. The importance of positive and continuing control must be stressed to all personnel involved in the preparation, handling, and movement of sensitive items. As a minimum, the provisions of this supplement, AFI 24-201, Chapter 9, and the self-inspection checklist described below will be made known to all personnel responsible for processing such shipments, on initial assignment of duties, and at least quarterly thereafter. A record of acknowledgment of reading and understanding of these provisions by TMO personnel who handle classified or sensitive shipments will be maintained in TMO for each individual.

9.1.4. (Added) During packing and packaging operations, extreme care must be taken to ensure that all sensitive items in containers are verified.

9.1.5. (Added) One copy of DD Form 1348-1A will be sealed in a waterproof case liner or waterproof envelope, and placed inside the number one container on top of the contents.

9.5.1.1. (Added) In all cases, only U.S. military or U.S. civilian personnel will verify and sign all required documentation. In this regard and IAW para 9.5 of the basic instruction, the base supply, munitions supply, and TMO/superintendent, will prepare rosters of personnel who are authorized to receipt/handle confidential, secret, sensitive firearms, or munitions shipments. These rosters will be exchanged by these functions and kept current. A similar procedure will be established between the TMO and the ATM. For TDY personnel receipting for classified or sensitive cargo, a copy of the TDY order will be maintained with the DD Form 1907 or other appropriate hand-to-hand receipt documentation.

9.5.10. (Added) In accordance with this supplement, **Attachment 1** and **Attachment 2** will be accomplished for each shipment of firearms, classified, or sensitive cargo. The level of certification will be determined by the TMO. Use All Purpose Checklist, AF Form 2519 or sample forms found in **Attachment 1** and **Attachment 2** to document required actions.

9.5.10.1. (Added) The NCOIC of the packaging function, or a designated representative, will initiate the required checklist for every outbound shipment of firearms, sensitive items, or classified materials.

9.5.10.2. (Added) The NCOIC of shipment planning/freight will certify in writing that Section II has been completed.

9.5.10.3. (Added) The TMO or a designated representative will complete Section III.

9.8.2.5. (Added) Contingency/Mobility Operations. A REPSHIP is required for movements of classified and AA&E shipments. A REPSHIP will be generated regardless of the mode of transportation selected.

Reference para 9.8.2.3 for destination response criteria. REPSHIPS will be transmitted via secure telephone or CMOS, and must be received by the destination prior to shipment arrival.

**Attachment 1**

**SAMPLE ENTRIES REQUIRED FOR AF FORM 2519, ALL PURPOSE CHECKLIST,  
OUTBOUND SHIPMENTS OF FIREARMS**

**I. PACKAGING/PREPARATION: (PACKING AND CRATING)**

a. Has the shipping document been properly annotated to record serial numbers? (Use either the DD Form 1348-1A, or record on a separate sheet of paper securely attached to the shipping document.)

b. Has a physical count been conducted to verify nomenclature, national stock number, quantity, and serial number of each weapon?

c. Are items packed IAW the applicable special packaging instruction (SPI) and MIL-STD-129 to prevent exposure of material, undetected entry, loss or damage and illegal acts?

d. Has the packing list been placed in the number 1 container? Is the serial number listed on the packing list? Has the DD Form 1387-2 been properly prepared?

e. Are all previous exterior markings obliterated from the container?

f. Has an escort been arranged for movement to the air/water terminal?

g. Has a DD Form 1907, Signature and Tally Record (or air/truck manifest for AMC movements) been initiated and completed properly?

\_\_\_\_\_  
NCOIC, PACKAGING OR DESIGNATED REPRESENTATIVE

\_\_\_\_\_  
DATE

**II. DOCUMENTATION AND RECORDS (SHIPMENT PLANNING/FREIGHT)**

a. Has each CONEX (if used) been sealed with a numbered car seal and the serial number entered on the TCMD ?

b. Has the shipment been properly routed through the ACA, and the TCMD properly prepared?

c. Has a REPSHIP been prepared IAW MILSTAMP and the DTR? Has the REPSHIP been forwarded to the appropriate receiving agencies?

d. Has all pertinent documentation been attached to the number 2 copy of the shipping document and filed in the records section?

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NCOIC, FREIGHT OR DESIGNATED REPRESENTATIVE

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DATE

**Attachment 2****SAMPLE ENTRIES REQUIRED FOR AF FORM 2519, ALL PURPOSE CHECKLIST,  
OUTBOUND SHIPMENTS OF SENSITIVE AND/OR CLASSIFIED ITEMS****I. PACKAGING/PREPARATION: (PACKING AND CRATING)**

- a. Has the shipping document been thoroughly reviewed to validate security classification?
- b. Has the shipping document been properly annotated showing receipt of the item?
- c. Are items packed IAW the applicable special packaging instruction (SPI) to prevent loss or damage while in-transit?
- d. Has the packing list been placed inside the container and has the DD Form 1387-2 been properly prepared?
- e. Are all previous exterior markings obliterated from the container?
- f. Has a DD Form 1907, Signature and Tally Record, (or air/truck manifest) been initiated and prepared to ensure control of the classified/sensitive item until delivery to ultimate consignee?

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 NCOIC, PACKAGING OR DESIGNATED REPRESENTATIVE

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 DATE
**II. DOCUMENTATION AND RECORDS (SHIPMENT PLANNING)**

- a. Has the shipment been properly routed through the ACA and the TCMD properly prepared?  
NOTE: Classified material will only be moved via the DTS or authorized commercial carrier utilizing the GSA Domestic Small Package Contract Carrier. Classified material will no be sent through the International Postal System.
- b. Has a REPSHIP been prepared IAW MILSTAMP and the DTR? Has the REPSHIP been forwarded to the appropriate receiving agencies?

c. Has all pertinent documentation been attached to the number 2 copy of the shipping document and filed in the records section?

\_\_\_\_\_  
NCOIC, FREIGHT OR DESIGNATED REPRESENTATIVE

\_\_\_\_\_  
DATE

III. CERTIFICATION: (TRAFFIC MANAGEMENT SUPERINTENDENT)

I certify that the above checklist items have been accomplished.

\_\_\_\_\_  
TRAFFIC MANAGEMENT SUPERINTENDENT

\_\_\_\_\_  
DATE

**Attachment 3****INSTRUCTIONS FOR COMPLETING A GBL IN CMOS FOR CUSTOMS CLEARANCE INTO AND OUT OF THE REPUBLIC OF KOREA**

**A3.1.** For shipments that will be paid for by one of the Third Party Billing accounts managed by HQ AFMC/LSO, follow these additional steps when completing the GBL in CMOS.

**A3.1.1.** Ensure the CFM indicator has been set to 'N' at the Site Specific Data window in CMOS.

**A3.1.2.** Create an advice number in CMOS, titled "CUSTOMS". Assign this to each TCN that will be assigned to a GBL.

**A3.1.3.** In the "Marks and Annotations" block of the GBL, enter: "DOOR TO DOOR SERVICE REQUIRED FOR CUSTOMS PURPOSES ONLY". **NOTE:** You **MUST** ensure this statement is on the GBL or it will not clear customs properly, resulting in frustration of the shipment.

**A3.1.4.** Do not print an entire set of GBLs, print only the Memorandum copies. This document will **NOT** be used for payment. **NOTE:** If you are still required to use one of the carriers proprietary documents, ensure you enter the correct TPB account number.

**A3.2.** For shipments that will be paid with a GBL by DFAS, and are not TPB eligible, complete the GBL as you normally would, and add any carrier-unique documentation. You will print out an entire set of GBLs, as the carrier will need the originals for payment through DFAS. **NOTE:** If the commercial carrier will accept the CMOS-generated CBL, complete this as your pay document, and use the GBL for customs clearance only.

MICHAEL A. COLLINGS, Brig Gen, USAF  
Director of Logistics