

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



AIR FORCE INSTRUCTION 24-202

**PACIFIC AIR FORCES COMMAND
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PRESERVATION AND PACKING

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SUMMARY OF REVISIONS

This revision incorporates requirements, information, and procedures for the PACAF reusable container program and designates Traffic Management Officers as base reusable container managers. New or revised material is indicated by a (|).

AFI 24-202, 29 June 1994, is supplemented as follows:

1.2.2.1. (Added) Monitor requests for packaging waivers and hazardous materiel and waste packaging submitted to HQ AFMC, ALCs, and other service points of contact, to include DLA and GSA, by PACAF activities.

1.2.3.3. (Added) An aggressive container/packaging materiel recovery program can reduce O&M expenditures for new purchases and also facilitate the reuse of United Nations Performance Oriented Packaging (POP) certified containers for hazardous materiel and waste shipments.

1.2.3.4. (Added) PACAF activities must ensure funds are allocated in O&M budgets for mission essential training; such as hazardous materiel certification courses in the event the AETC mobile training team courses are canceled. In these cases, bases would be required to request out-of-cycle quotas in one of the in-resident courses listed in AFJMAN 24-204.

1.2.4. The Base Reusable Container Manager will ensure quarterly inspections of reusable container storage areas are conducted. Use AF Form 2519, All Purpose Checklist, to develop a checklist that as a minimum, will contain the following:

- Are reusable containers stored in a secure area with internal packaging and cushioning materials intact?

- Are reusable containers properly identified and categorized by NSN/SPI?
- Are reusable containers free from protruding dangerous objects?
- Are reusable containers stored under cover?
- Are reusable container storage areas clearly identified?
- Does the unit container monitor prepare an AF Form 451 with required information when required reusable container is not available?

1.2.4.1. (Added) Responsibilities:

- Activities will designate a unit monitor for the reusable container program.
- Unit monitors, upon appointment, will receive documented training on their duties by traffic management flight personnel.

1.3. Requests for RADS team assistance will be submitted to HQ PACAF/LGSPR with an information copy to HQ PACAF/LGTT. The request must include information stipulated in AFM 67-1, Vol I, Part 1. HQ PACAF/LGSPR will evaluate RADS requests and forward to HQ AFMC if the request cannot be satisfied with command resources.

3.1.2.1. (Added) All specialized cleaning, purging, drying, or preserving of items will be accomplished by the using organization prior to turn-in for shipment or storage.

3.2. All locations will establish and maintain an ESD protective workstation and ensure all ESDS items are handled according to ESD precautionary procedures. ESDS items must not be handled outside the protective wrap.

3.5.1. Send information copy of waiver requests to HQ PACAF/LGTT.

3.5.4. Requests for containers will be signed by the transportation squadron commander.

3.16.1. (Added) Reusable Container Program:

- Review AF Forms 451 received from organizations monthly. Forward a monthly summary of unit reusable container rates to applicable unit commanders.
- The PACAF minimum standard for return of SPI reusable containers is 90 percent. If the monthly return rate is below 90 percent, forward a letter signed the base reusable container manager to the unit commander for corrective action. The letter will summarize data collected from AF Forms 451 to assist organizations in initiating corrective actions.
- Transportation Squadron Commanders will convene a reusable container council at least annually to evaluate the overall base program. The council shall consist of the base reusable container manager and representatives from major shipping activities, such as maintenance, supply, and communications squadrons.

5.1.5.3. POP markings will not be obliterated from SPI containers.

6.2.3. When Standard Forms 364 are received reporting packaging discrepancies, personnel must evaluate the processing, preparation, and packaging provided those shipments. Action will be taken to correct deficient operations and statements of corrective action will be forwarded to the reporting activity, when requested.

7.4. Bases should consider sponsoring on-site packaging courses to conserve base O&M funds. Limited quotas in AETC-controlled in-resident courses will result in the bases seeking other training sources. Also consider regional and multi-service training to obtain a higher number of students.

7.5. (Added) Correspondence Courses. Correspondence courses are an excellent source of information when developing local proficiency training programs. Several films and sound-on-slide packages are available on safety, woodworking machinery, ESD packaging, etc.

8.2.4. Hazardous materiel must be packaged, marked, and labeled in a manner to meet the host country requirements when transported over public and military installation roadways. All hazardous materiel shipments destined to or originating in a foreign country must be packaged, marked, and labeled to meet the United Nations POP requirements.

8.2.5. All hazardous wastes must be packaged in United Nations POP-certified containers for international shipments and movement within foreign countries. The activity generating must properly package (collect in approved container), label, mark, and prepare hazardous materiel for shipment according to applicable agency, department, and host country regulations.

8.2.4.4. (Added) Hazardous materiel will not be prepared for military airlift unless the shipment priority and RDD justify airlift. Shipments will be prepared according to the appropriate regulations.

8.2.6.2. Radioactive waste shipments must be certified according to the appropriate agency, department, host country, and international regulations.

8.5.1.2. All items in WRM storage must be properly packaged. Reusable containers will be kept with the deployed items for return of the repairable assets.

8.5.2.2. Locations with bare base commitments must maintain a 45-day stock of all required packaging materials. Items and quantities to be maintained will be determined locally based on historical and/or current usage rates.

8.5.2.3. Locations with bare base commitments must maintain required hand and power tools as WRM stock. Items and quantities will be determined locally based on planned inbound forces and equipment.

Attachment 1, Section C - Terms

- Unit Container Monitor. A top level supervisor responsible for managing the reusable container program in their respective organization.

A3.1. Requesting activities must complete Blocks 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14 of the AF Form 451. Traffic management personnel must complete Blocks 3, 15, and 16 of the AF Form 451. At least three copies of the form will be furnished to the packaging element.

A3.1.3. 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.

A3.1.14. Traffic management personnel are not required to maintain letters authorizing personnel to sign the AF Forms 451. Activities that request containers or packaging services must establish internal controls to ensure only authorized personnel sign AF Forms 451.

A3.1.15. Packaging personnel will enter actual costs associated with providing the service requested.

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