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Transportation

REUSABLE CONTAINER PROGRAM

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This instruction implements the information and requirements set forth in AFI 24-202. It establishes guidelines for maintenance and operation of the Reusable Container Program at Pope Air Force Base, North Carolina. It designates the Traffic Management Flight Commander as Base Reusable Container Program (RCP) Manager and establishes a Wing goal for maximal return of reusable containers. It outlines procedures for reimbursement of materials used to replace lost, destroyed, or discarded reusable containers. This instruction applies to all unit personnel assigned, attached, and tenant to the 43d Airlift Wing. **Records Disposition:** Documentation created by this publication will be maintained and disposed of IAW AFMAN 37-123, *Management of Records* and the Air Force Records Disposition Schedule, accessible on-line at <https://webrims.amc.af.mil/>.”

1. Responsibilities.

1.1. The Installation Commander will:

1.1.1. Designate a senior logistics officer to monitor the base RCP.

1.2. The Traffic Management Flight Commander will:

1.2.1. Appoint designated representatives within the 43d Logistics Readiness Squadron, Traffic Management Flight (TMF) (43LRS/LGRT) as base Reusable Container Program Monitors.

1.3. The base RCP monitors will:

1.3.1. Provide documented training for all unit RCP monitors.

1.3.2. Track reusable container usage/non-usage by squadron.

1.3.3. Conduct an initial on-site inspection of reusable container storage areas and additional inspections when deemed necessary.

1.3.4. Convene a reusable container working group meeting on a quarterly basis. The working group will consist of representatives from the major base shipping activities and their Resource

Advisors (RA), i.e., 43 LRS, 43 MXS, 43 CS, 23AMXS, 23 MXS, 743 AMXS, 43 AMXS, and any tenant organizations. The objective of the working group will be to eliminate unnecessary expenditures of Department of Defense funds needed to replace containers.

1.3.5. Provide staff assistance visits annually. Conduct follow on training to units upon request from the unit commander or unit RCP monitor.

1.3.6. Monitor all reusable containers on base for possible redistribution to eliminate the need to buy replacements unnecessarily.

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

1.3.8. Process and monitor material reimbursement for replacement containers through unit RA.

1.3.9. Enforce maximum return of containers for re-use.

1.4. Unit Commander Responsibilities:

1.4.1. The unit commander will appoint primary and alternate RCP monitors (units may have multiple alternates appointed) to represent the unit on all matters pertaining to the Base Reusable Container Program.

1.4.2. Forward an updated RCP monitor appointment letter signed by the unit commander to the TMF, within 10 days of any changes.

1.4.3. Ensure all cargo received is in the proper container prior to acceptance or obtain a SF 364, **Report of Discrepancy**, from the issuing activity.

1.5. Unit RCP monitors will:

1.5.1. Ensure all cargo turned in to 43 LRS is in the proper container or has an AF Form 451, **Request for Packaging Service**, (original plus 3 copies) attached with the paperwork for the item. Items without the proper container will not be accepted for turn-in without this form. (*Note:* If the item was issued without the proper container evident by a SF 364, the unit will not be charged). The AF Form 451 will only be signed by the primary/alternate unit RCP monitors, RA, or the unit commander. Procedures for filling out the AF Form 451 can be located in [Attachment 2](#).

1.5.2. Identify and maintain an active reusable container storage area. The storage area must be a covered, clean, dry space to protect reusable containers and packing materials from inclement weather.

1.5.3. Provide the base RCP monitor with an updated listing (a standard listing will be generated/distributed to each unit) of all excess containers on a monthly basis. Excess containers obtained through initial issue may be turned in to the TMF, (Ext 6664/6357) to be redistributed to other using organizations to preclude unnecessary purchase or construction.

1.5.4. Report packaging improvements that will increase efficiency of the program to the base RCP monitor.

1.5.5. Protect all containers and packaging materials to maintain containers for reuse.

1.5.6. Train unit personnel on the importance of reusing containers and packaging materials. Training will be documented on AF Form 797, **Job Qualification Standard Continuation/Command JQS**.

1.5.7. Attend reusable container program meetings and training sessions as directed by the base RCP monitor.

2. Procedures.

2.1. 43 LRS/LGRM:

2.1.1. The Receiving Section (LGRMR) will make sure items received are not separated from their respective containers. If an item is received without the proper container, a SF 364 will be accomplished and distributed accordingly.

2.1.2. Storage and Issue (LGRMS) will ensure the applicable items are issued in the original container. Property received without the required SPI container should be accompanied by a SF 364 noting the discrepancy. The SF 364 will be used to support requests for packaging. If the item is going into storage, it will be taken to the TMF for issuance or construction of the proper container.

2.1.3. The Flightline Service Center (LGRMF) will not accept an item needing a reusable container for turn in unless the item is accompanied by an AF Form 451 or SF 364 stating the item was received on base or issued to the unit without the correct container.

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

2.2. Other units:

2.2.1. On receipt of an item from 43 LRS, verify the item is in the required container. Items received will stay in their containers until such time as required for use or inspection.

2.2.2. When an item is removed from the container and put in use, ensure the repairable is immediately placed in the same container for turn in to the 43 LRS. 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 stored in the container.

2.3. Reimbursement process:

2.3.1. When a unit presents an item to 43 LRS for turn in or storage, it is required to be in the package specified on the Supply Asset Tracking System label under Special Provisions or on the DD 1384-1A Block 17 identified by SPI. If the prescribed container is not available, the unit RCP monitor will fill out an AF Form 451 for turn in to the TMF. The TMF will assign a Unique Control Number (UCN). The UCN will be used to identify the responsible unit in case questions arise concerning reimbursement.

2.3.2. Once a UCN has been issued, the AF Form 451 will accompany the property throughout the storage process or shipment by the TMF.

2.3.3. Using organizations will reimburse the TMF for all materials used in connection with special packaging services and replacement of fast packs and standard packs. Units should use the Government Purchase Card (formerly IMPAC) to replace these items and replenish the TMF

bench stock. The TMF will assist in providing a source (normally GSA) for requisition of replacement items to ensure best value.

2.3.4. TMF will compute applicable costs on the AF Form 451 for materials and document results on the quarterly report. The report will be forwarded to each squadron commander to review performance/compliance with applicable instructions.

2.3.5. Completed AF Form 451s with a performance report will be forwarded to the unit RA on a quarterly basis for processing. It will specify type of container, lumber used if applicable, and any miscellaneous costs incurred (i.e., carriage bolts, cushioning, etc). Discrepancies found will be resolved by the unit RA and base RCP monitor prior to purchase of materials. If further assistance is required, the matter will be elevated to the Base Reusable Container Manager for review/resolution. After verification of charges materials will be purchased and delivered to the TMF within 15 working days.

2.4. Excess Reusable containers:

2.4.1. Excess is defined by any reusable container (i.e., fast pack, crate, composite pack, or container) above bench stock requirements.

2.4.2. Containers identified as excess will be coordinated through TMF for disposition instructions. The base RCP monitor will inspect unit storage areas to validate the necessity for redistribution.

2.4.3. If a reusable container is turned in as excess and not redistributed, it will become part of the TMF bench stock. These containers will be made available for use by unit RCP monitors if/when required. (**Note:** This will not be considered courtesy storage and these containers may be shipped, reissued, or reused at the discretion of the TMF).

2.4.4. TMF will post excess containers on the RECON World-Wide Warehouse website to ensure maximal utilization throughout the Defense Transportation System.

FRANK J. KISNER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-202, *Preservation and Packing*

Abbreviations and Acronyms

GSA—Government Services Agency

RA—Resource Advisor

RCP—Reusable Container Program

TMF—Traffic Management Flight

UCN—Unique Control Number

Terms

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

Reusable Container— A complete shipping and storage system that integrates interior cushioning material with the exterior container; can be re-used without impairment of its protective function; and which can be repaired or retrofitted to prolong its serviceable life. The reusable container is intended to be used, saved and reused as a complete system. These containers are marked "Reusable Container...Do Not Destroy."

Long Life Container— A container usually made of metal, plastic, synthetic, or composted materials fabricated to ensure a minimum of 100 trips.

Short Life Container— A container usually made of plywood, wood, or fiberboard. Military federal specification number can identify it. It is constructed to withstand a minimum of 10 trips.

Special Packaging Instruction— This container is a specially designed reusable container for a particular commodity. A Special Packaging Instruction (SPI) number, i.e., SPI 080-6214, will identify this on the exterior of the container.

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.

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.

Attachment 2

PROCEDURES FOR COMPLETING AF FORM 451

A2.1. 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.

Figure A2.1. AF Form 451, Request for Packaging Service.

REQUEST FOR PACKAGING SERVICE		DATE DATE REQUESTED	PRIORITY BLOCKS 60-61 DD1348-1A	REQUEST NO. ISSUED BY TMO	
TO: 319 LRS/LGRDCO 400 EIELSON ST BLDG 408, GRAND FORKS AFB 58205		FROM: YOUR PRINTED NAME ADDRESS AND BUILDING NUMBER			
SHIPPING DOCUMENT NO. FOUND ON 1348-1A BLOCK 24		ISSUE DOCUMENT NO. ANY ACCOMPANIED DOCUMENT NO., IF NOT (N/A)			
Request the following packaging materials be procured. I understand special boxes are not to be requested when standard boxes can be used. I have tried to secure reusable containers as prescribed in AFR 71-9.					
REASON FOR REQUEST (Pick one)		ITEM REQUESTED (Pick one)			
<input type="checkbox"/>	CONTAINER DESTROYED BY USER.	<input type="checkbox"/>	TPO PACK	<input type="checkbox"/>	CRATE (s)
<input type="checkbox"/>	ITEM ISSUED WITHOUT PROPER CONTAINER.	<input type="checkbox"/>	BOX(es)	<input type="checkbox"/>	SKID (s)
<input type="checkbox"/>	ITEM DUE OUT-REPLACEMENT NOT RECEIVED.	SPECIFICATIONS			
<input type="checkbox"/>	INITIAL REQUIREMENT	QUANTITY HOW MANY	UNIT EA	SPEC/TPO NO. BLOCK 16 SPI-	
<input type="checkbox"/>	OTHER (Specify) SPECIFY WHY NO CONT. IS AVAILABLE	NSN BLOCK 25 (DD1348-1A)		NOMENCLATURE WHAT IS THE ITEM	
<input type="checkbox"/>	PURPOSE				
<input type="checkbox"/>	DOMESTIC				
<input type="checkbox"/>	EXPORT SHIPMENTS	LENGTH	WIDTH	DEPTH	
<input type="checkbox"/>	STORAGE	Fill this in if you have the old container but it was destroyed			
BLDG NO. YOUR BLDG NUMBER	PHONE NO. YOUR PHONE #	SIGNATURE OF REQUESTER Must be Reusable container monitor or SQ/CC no exceptions			
FOR USE BY PACKAGING PERSONNEL					
COSTS		REMARKS			
MANPOWER	\$	Always remember if you have a box that is destroyed bring it to TMO to see if they can repair it, they are the only ones authorized to dispose of reusable containers.			
MATERIAL	\$				
TOTAL	\$				

AF FORM 451, 19770201 (EF-V2)

A2.1.1. (Item 1) Date. Enter the date that you initiate the form.

A2.1.2. (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.

A2.1.3. (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)

A2.1.4. (Item 4) To. Enter the organization symbol or name of the packaging and crating activity with address, i.e., 43 LRS/LGRT, 1415 Reilly Road, Bldg 560, Pope AFB NC 28308.

A2.1.5. (Item 5) From. Enter the organization symbol or name of the activity initiating the request. If you prepare the form during the supply turn-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.

A2.1.6. (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).

A2.1.7. (Item 7) Issue Document No. Enter the supply document number from accompanying documents. If the documents have no number, enter N/A.

A2.1.8. (Item 8) Reason for Request. Check the applicable block:

A2.1.8.1. 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.

A2.1.8.2. 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.

A2.1.8.3. 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).

A2.1.8.4. Initial Requirement. Check this block when items are turned in, containers are not available, and replacement items are received in a different SPI pack or no replacement item is required.

A2.1.8.5. Other. Check this block and specify the reason for the request when none of the blocks above cover the circumstances. (**Example:** Containers not available through supply, blocking and bracing, or pallet repair needed.)

A2.1.9. (Item 9) Item Requested. Check the applicable block to indicate the type of container required. (**Note:** TPO Pack is now SPI Pack.)

A2.1.10. (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.

A2.1.10.1. Quantity. Enter the number of units required.

A2.1.10.2. Unit. Enter "each," "pieces," "bags," or any other descriptive unit of issue.

A2.1.10.3. 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.

A2.1.10.4. 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.

A2.1.10.5. Nomenclature. Enter the name of the requested item or service if you checked none of the blocks in item 9.

A2.1.10.6. Length, Width, and Depth. Enter the measurements of the item requested in this order.

A2.1.11. (Item 11) Purpose. Check the applicable block to indicate the item destinations. These blocks do not need to be checked when you provide a complete shipping document.

A2.1.12. (Item 12) Bldg. No. Enter the building number of the requesting activity if you want the container or item when complete.

A2.1.13. (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.

A2.1.14. (Item 14) Signature of Requester. The unit Reusable Container Monitor, alternate, or unit commander is authorized to initiate AF Forms 451.

A2.1.15. (Item 15) Costs. To be computed by TMF personnel only.

A2.1.16. (Item 16) Remarks. Enter the date completed, required completion date, or other necessary information. This block is also used by TMF for list of supplies used.