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AFI 24-202, 29 June 1994, is supplemented as follows: This supplement implements Air Force Policy Directive (AFPD) 24-2, *Preparation and Movement of Air Force Materiel*. It establishes policies and procedures for the Base Reusable Container Program. The program includes the Base Reusable Container Committee, each agencies responsibility for storing containers, and reimbursement of funds for lost or destroyed containers. This supplement applies to all activities that receive, store, issue, or ship government equipment on Travis Air Force Base.

SUMMARY OF REVISIONS

Due to re-organization, office symbols have been changed throughout this instruction. Paragraph **1.2.4**. Deleted 60 DGMC, OL-E AFCESA/CEMIRT, and 60 TRNS. Paragraph 1.2.4.7. Deleted man-hour cost. **A bar (|) indicates a change since the last edition.**

1.2.4. The Base Reusable Container Committee members will consist of representatives from the following agencies: 60 AMXS, 60 CS, 60 CMS, 60 EMS, and 60 LRS.

1.2.4.1. (Added) Individuals appointed by their commanders as members of the Base Reusable Container Committee will be E-7 (civilian equivalent) or higher for primary members and E-5 (civilian equivalent) for alternate members and will attend meetings chaired by the 60 LRS Distribution Flight or designated representative as scheduled (at least annually).

1.2.4.2. (Added) The Flight Service Center (60 LRS/LGRDMF) is the coordinating unit for the Reusable Container Program within the aircraft maintenance complex.

1.2.4.3. (Added) Agencies are responsible for their reusable containers. Containers that cannot be kept with the item will be stored in the area designated by the user. Agencies will establish their own storage locations.

1.2.4.4. (Added) The location of reusable container storage and a point of contact will be furnished to 60 LRS/LGRDCO, Cargo Movement Center, (CMC) by the responsible agency on a continuing basis. Periodic inspections of storage locations will be conducted by CMC.

1.2.4.5. (Added) Under no circumstances will reusable containers be destroyed unless approved by CMC. Units making a turn-in of an item requiring a reusable container will make every effort to locate the proper container. Reusable containers that have been disassembled will not be turned in to the Defense Reutilization and Marketing Office (DRMO) without first being checked by CMC for possible reuse. Containers and lumber that have cleared by CMC for turn in to DRMO will be accompanied by an AF Form 451, **Request for Packaging Service** from CMC to verify they were screened.

1.2.4.6. (Added) Units are responsible for turning in containers to DRMO.

1.2.4.7. (Added) 60 LRS/LGRDCO will maintain a file of AF Form 451 and will prepare a quarterly report by unit showing:

1.2.4.7.1. (Added) Number of shipments.

1.2.4.7.2. (Added) Number of containers.

1.2.4.7.3. (Added) Material cost.

1.2.4.7.4. (Added) Special packaging instruction containers used.

1.2.4.7.5. (Added) Cumulative cost for calendar year.

1.2.4.8. (Added) This quarterly report will be furnished to 60 LRS/LGRD with an attached Standard Form 1080, **Voucher for Transfers between Appropriations and/or Funds** not later than ten (10) working days after the quarter has ended for verification and signature. Agencies receiving a Standard Form 1080 will also receive a copy of this quarterly report.

1.2.4.9. (Added) Organizations that require packaging services will provide 60 LRS/LGRDCO with a list of individuals authorized to sign AF Form 451, signed by their commanders.

1.2.4.10. (Added) Maintain records in accordance with AFMAN 37-123, *Management of Records*, and AFMAN 37-139, *Records Disposition Schedule*.

DENNIS M. MCCARTHY, Colonel, USAF
Director Wing Staff