

**BY ORDER OF THE COMMANDER  
TRAVIS AIR FORCE BASE**

**TRAVIS AFB INSTRUCTION 24-102**

**15 JUNE 2001**



**Transportation**

**OFF-LOADING PROCEDURES FOR  
COMMERCIAL FREIGHT SHIPMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 24-2, *Preparation and Movement of Air Force Material*. It provides procedures and establishes responsibility for receiving and off-loading commercial shipments consigned to Travis Air Force Base. It pertains to all 60th Air Mobility Wing and tenant units serviced by commercial freight shipments. It also pertains to 349th Air Mobility Wing (AFRES) personnel (as concurred with by the 349 AMW Commander).

**SUMMARY OF REVISIONS**

General changes to update instruction.

**1. References:**

- 1.1. AFMAN 23-110, *USAF Supply Manual*.
- 1.2. AFI 24-201, *Cargo Movement*.
- 1.3. AFJMAN 23-215, *Reporting of Supply Discrepancies*.
- 1.4. DoD 4500.9R, *Defense Transportation Regulation*.
- 1.5. AFI 23-220, *Reports of Survey for Air Force Property*.

**2. PROCEDURES:**

- 2.1. The following procedures will govern receipt, handling and damage to government property aboard a commercial carrier for shipments consigned to this station:

**2.2. Less-than-Truckload (LTL) Shipments.** The receiving agency will accomplish unloading of delivery vehicles diverted to its facility with the least possible delay. Unloading should be completed within two hours after spotting LTL shipments.

**2.3. Truckload Shipments.** Receiving agency will affect unloading with least possible delay with a maximum time limit of two hours after truck is in place.

**2.4. Ammunition and Petroleum Officers.** Receiving agencies in ammunition and petroleum sections are responsible for assigning personnel from within their sections to unload and check all incoming shipments marked for them for correct amounts, weights, shortages, overages, and damages. They will ensure that all receipted freight bills with required receiving form (AMC Form 369, **Shipment Tally**) and the certificate required by paragraph 2.5. (when applicable) are turned over to the Traffic Management Flight (TMF) no later than one working day from date of receipt of each shipment.

2.5. In the event truckload unloading is not completed within specified time limits due to the fault of the receiving agency, the responsible agency representative will furnish a certificate to TMF indicating the cause for delay to support the payment of detention. Under no circumstances will the receiving agency certify delays on any carrier paperwork.

**2.6. Discrepancies in shipment.** All assigned or attached units are responsible for rendering required assistance for processing freight loss and damage claims when requested by the Chief, Traffic Management Flight or designated traffic technicians.

### 3. RESPONSIBILITY:

3.1. Designated freight in-checkers at any base activity (e.g., FB, FE, and FY for base supply, FM for medical supply, etc.) which receives material directly from a carrier will examine and count all containers and pieces received in each shipment. Each item will be checked as it is being unloaded to record any overage, shortage, or damage.

3.2. When containers show evidence of damage or pilferage, let the driver know and notify TMF immediately. After release from the TMF representative, the receiving agency will segregate damaged items from other items unloaded to ensure that a proper record is made and have the carrier sign delivery receipt indicating damage or pilferage.

3.3. Place commingled cargo off-loaded at base supply central receiving in a designated TMF holding area for disposition by TMF personnel.

3.4. Keep a record of count and condition of material when shipment is in-checked. This record will show shipment identification, carrier equipment number, time, date, seal number, condition of seals, and checker's name. Consignee's copy of bill of lading, a tally sheet, or other approved form will be used for this purpose.

3.5. Should there be insufficient space on the delivery receipt, initiate AMC Form 369, Shipment Tally, or automated equivalent to provide the necessary information for marking on the shipment to include the Government Bill of Lading (GBL) number or Commercial Bill of Lading (CBL) number, if known. The following symbols will be annotated on transportation documents used for tally counts:

3.6. For containers received intact, record the appropriate package count with a check mark.

3.6.1. Record item shortages with an "S". Identify the shortage with the actual package number, weight, and TCN for the missing item, when known.

3.6.2. Record item damages with a "D". Identify the damaged item with the actual package number, weight, and TCN.

3.6.3. Record over-shipments with an "O". Identify the over-shipment with the actual package number, weight, and TCN. In addition, note the origin, stock number, and other pertinent data.

3.7. The Chief, Traffic Management Flight or designated representative will:

3.7.1. Ensure proper in-checking procedures and guidance are provided to all base receiving activities.

3.7.2. Identify and maintain a list of designated in-checkers at any base activity which receives material directly from a carrier (e.g., supply, hospital, commissary, base exchange, contracting, etc.).

3.7.3. Provide guidance to individuals designated as in-checkers at any activity to which cargo is delivered.

3.8. When there is evidence of damage or pilferage, the receiving agencies will:

3.8.1. Stop off-loading operations.

3.8.2. Notify TMF's Over/Short and Damaged Section (OS and D) of pertinent information, carrier's name, pro bill number and date, GBL/CBL, and vehicle number.

3.8.3. Receipt for property as appropriate.

3.8.4. Complete a SF Form 364, **Report of Discrepancy**.

3.8.5. Frustrate property pending investigation of damage claim.

3.9. OS and D Personnel will:

3.9.1. Inspect conditions of property on the vehicle.

3.9.2. Obtain photographs as evidence to support claim for loss/damage.

3.9.3. Notify the commercial carrier agent of damage.

3.9.4. Release local shipment to the base receiving activity.

#### **4. EXEMPTION:**

4.1. Provisions of this instruction do not apply to prepaid shipments of subsistence delivered to the commissary.

**5. KEEPING RECORDS:** Maintain records in accordance with AFMAN 37-123 and AFMAN 37-139.

#### **6. EXPLANATION OF TERMS:**

**6.1. Truckload (TL).** A shipment that visibly fills a truck or truck-trailer to authorized carrying capacity or quantity of freight required for application of truckload rate. This also includes exclusive use of equipment.

**6.2. Less-than-Truckload (LTL).** A quantity of freight less than that required for the application of truckload rate or items tendered for shipment on space used basis below that required for application of truckload rates.

**6.3. Detention.** Charges for holding commercial transportation equipment for unloading, forwarding directions, or for any other purposes beyond that free time authorized in the Carrier's Tariff.

**6.4. Receiving Agency.** Unit or final consignee to whom articles are shipped for receipt and/or custody.

**7. PRESCRIBED FORMS:** AMC Form 369 and SF Form 364.

JACK F. PETERS, Col, USAF  
Director, Wing Staff

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFMAN 23-110, *USAF Supply Manual*.

AFJMAN 23-215, *Reporting of Supply Discrepancies*.

AFI 23-220, *Reports of Survey for Air Force Property*.

AFI 24-201, *Cargo Movement*.

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