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Transportation

REUSABLE CONTAINER PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 926 LG/LGT (James H. Fitts)

Certified by: 926 LG/CC
(Lt Col Michael O'Halloran)

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This instruction implements AFRPD 24-2, *Preparation and Movement of Air Force Material*, and establishes policies and procedures for a reusable container program. It applies to all activities that are supported by the 926th Fighter Wing.

SUMMARY OF REVISIONS

This revision changes series number and title; updates format, language and directives. A (I) indicates revisions from the previous edition.

1. Policy. The maximum reuse of packaging materials is required to ensure adequate protection of government property during its shipment and storage at the least possible cost. Specially engineered containers are used many times. They are designed to protect delicate items and are difficult and expensive to duplicate at packing and crating facilities. Other general purpose containers and materials are reclaimed for opportune use. This also represents a substantial savings as it often negates the requirement for new containers or materials.

2. Reusable Container Program. The shipping container, wood, fiberboard, metal drum or a specially engineered container, is an item that must be treated with care. These containers are reused for as long as it is economical to do so. Under normal circumstances, items of supply are retained in their original containers until issued for use. A repairable item is placed in the container when the serviceable item is removed. When this procedure is not feasible, the empty container and all material removed during the opening process is retained and protected until a repairable item becomes available. Excess containers and packing materials beyond foreseeable requirements of the using activity are delivered to the packing and crating section for disposition.

3. Responsibilities. Responsibility for the protection of Air Force property begins when an item is received on an Air Force installation. The Transportation Officer (LGT) is designated Wing Monitor for the Reusable Container Program. Other specific functions are:

3.1. Receiving:

- 3.1.1. Inspecting inbound shipments and preparing appropriate documentation on any loss that is evident at time of delivery.
- 3.1.2. Monitoring turn-ins from base activities to ensure proper identification and further processing for shipment in condition received.
- 3.1.3. Retaining property in protective containers along with packing and barrier materials to permit maximum reuse of serviceable materials.

3.2. Packing and Crating:

- 3.2.1. Packing items for shipment in accordance with (IAW) AFI 24-202, Preservation and Packing.
- 3.2.2. Exercising general base management over packaging, packing and material handling activities prescribed by this regulation.
- 3.2.3. Reviewing and evaluating the program and subsequent submission of recommendations to AFRES/LGT concerning improvements and changes.

3.3. Reusable Container Monitor (RCM) will:

- 3.3.1. Establish a comprehensive damage control program.
- 3.3.2. Make periodic inspections to ensure facilities equipment, materials, packaging personnel and training programs are adequate.
- 3.3.3. Publish detailed local procedures for recovery, retention, reuse and disposal of packaging materials and containers, stressing the control of specially designed containers and packing systems.
- 3.3.4. Monitor local requests to Air Logistics Center (ALC) for transportation packing order (TPO) packs to identify potential problems in packaging capabilities.
- 3.3.5. Establish joint inspection procedures with base supply, transportation, maintenance and other user organizations to ensure inspection of reusable container facilities, equipment and materials at least once every 120 days.
- 3.3.6. Require base activities to submit a report to the LGT every 120 days evaluating effectiveness of the program, identifying positive negative trends in utilization of reusable containers and listing reusable containers on hand.

3.4. Base Supply Activity Will:

- 3.4.1. Ensure items received are not separated from their respective containers while in their possession.
- 3.4.2. Prepare a SF 364, **Report of Discrepancy**, and forward according to AFJI 23-215, *Report of Item and Packaging Discrepancies*, when items requiring a TPO container are received in a

non-TPO container. Additionally, a copy of the SF 364 is sent to the base Transportation Management Office (TMO) and to the organization receiving the cargo.

3.4.3. Ensure items are issued to using activities in the original container. When this is impractical, supply advises the using activity as to disposition/location of the reusable container. The issue document, DD Form 1348-1, **DOD Single Line Item Release/Receipt Document**, indicates whether or not the item requires a special container.

3.4.4. Only accept an item for turn-in in its required TPO container unless it is accompanied by a letter as outlined in Attachment 1. When issues requiring containers are made to organizations/activities, annotate the issue document to reflect whether or not the container was also issued. If an item is issued without a reusable container, over stamp the DD Form 1348-1 in blocks "FF" and "GG" with the following words: "Reusable Container Not Issued".

3.5. Maintenance and Other Using Activities Will:

3.5.1. Prepare detailed procedures for recovery, retention, cleaning and reuse of packaging materials and containers.

3.5.2. Ensure upon receipt of TPO item from base supply, container is available or its disposition/location is annotated on the issue document. Item remains with container unless it requires bench check or inspection. Upon completion of these actions, return the item to its container and hold until installed.

3.5.3. Return a repairable item to its original container before turning it into supply. Store unused containers in the applicable activity storage area and ensure all packaging are placed in the container for reuse.

3.5.4. Ensure items turned in to base supply are in the required reusable container. When reusable container is not available for turn-in with repairable, the Unit Commander or designated representative initiates an investigation to determine the reason and forwards a letter, with the item, indicating the results of the investigation. See Attachment 1.

3.5.5. Perform an inventory and inspection of containers in designated storage facilities every 120 days and submit a written listing of all reusable containers on hand to the LGT.

3.6. Group Transportation Office Will:

3.6.1. Prepare and package items received for shipment according to applicable directives. Process items requiring specialized containers (code devised by local base supply) according to applicable TPO.

3.6.2. Only accept items requiring reusable containers for shipment if they are in required container complete with all component parts.

3.6.3. Require a statement from the using activity commander explaining why a required container is not available. Items are not accepted for shipment unless accompanied by the commander's statement of non-availability of TPO container.

3.6.4. Process items received without required container according to applicable TPO.

3.6.5. Contact the item manager at the respective ALC and request a container or authority to ship an item in a locally manufactured container when TPO requirements cannot be met locally. Furnish HQ AFRC/LGTN a copy of all requests submitted to ALC for TPO packs.

3.6.6. Under no circumstances should an item be prepared for shipment without its required container unless authorized to do so by the responsible ALC.

4. Inspecting the Container. The method used in opening container is of prime importance to the Reusable Container Program.

4.1. Fiberboard and Wooden Containers. Rough and careless handling in opening fiberboard and wooden containers often make them unusable. Appropriate band cutters and nail pullers are used to the fullest extent. Crowbars, claw hammers or other leverage devices are not employed in such a manner as to damage the top or side panels of containers. The top and/or side panels, as well as any internal blocking or bracing material are protected and stored with the empty container.

4.2. Metal Shipping Drums. Care must be exercised in opening metal shipping drums to avoid damage to the locking ring and rubber gasket inside the drum lid. Use only the proper hand tools when opening drums. When empty, the cover, gasket, exterior locking ring, bolt and nut are fastened together to prevent loss.

JACK C. IHLE, Colonel, USAFR
Commander

Attachment 1

SAMPLE LETTER

Date_____

MEMORANDUM FOR

FROM:

SUBJECT: Non-return of Reusable Container (AFI 24-202)

The item identified below is being turned in to Supply for shipment without its required container because:

Document Number:

Stock Number:

Quantity:

(Signature)_____

Squadron Commander/Designated Representative

FROM:

Date_____

TO:

Comments:

(Signature)_____

Base Supply Representative