

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AIR FORCE INSTRUCTION 24-201

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

24 MARCH 2000

Transportation

CARGO MOVEMENT

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at: <http://www.aetc.randolph.af.mil/im>. If you lack access, contact your Base Publishing Manager.

OPR: HQ AETC/LGTT (CMSgt W. Harris, III) Certified by: HQ AETC/LGT (Col R. Bonnell, Sr.)
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★AFI 24-201, 1 January 1999, is supplemented as follows:

SUMMARY OF REVISIONS

A ★ in the left margin indicates revised material.

NOTE: Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

★5.7. Submit requests to purchase increased liability coverage to HQ AETC/LGTT along with all pertinent data, such as item nomenclature, stock number, and value.

5.13.2. Receiving units will forward shipping papers to the TMO within 2 duty days after receiving property.

5.13.3. The ultimate consignee will, in turn, sign for shipments from TMO to ensure that an audit trail for each shipment is maintained.

5.13.4. Organizations will ensure cargo is picked up as soon as practical, but not later than 3 workdays after being notified.

5.14. T.O. 00-85-20 requires all Air Force jet engines on engine trailers to be shipped on air ride truck and trailers during off-base movement. "Hot shot" equipment (small trailers pulled by pickup trucks) is not authorized.

7.1.1. Maintenance of inbound GBL and CBL registers (or automated equivalent) is optional.

10.1. Federal regulations require employers to provide and document several types of HM training, depending upon the employee's level of involvement and specific roles. These include general awareness and familiarization training, task-specific training, safety training, and recurring training. Within Air Force transportation organizations, task-specific training consists of handler, packer, inspector, preparer, and technical specialist training. Except for the initial HM preparer course, a 10-day course, which requires attendance at the Transportation School, Lackland AFB TX, all HM training must be provided by base-level personnel currently qualified at, or exceeding, the level of training being taught. Contact HQ AETC/LGTT for assistance in locating HM training materials. This material can and should be augmented with information applicable to locating requirements and conditions.

13.3. The traffic management officer, or designated representative, will comply with DTR, Part II, Cargo Movement, Chapter 209, and AFD 24-2, *Preparation and Movement of Air Force Material*, except that the TMO has the option to visit or telephone the freight terminals quarterly to search for astray freight. Visits are required if a phone call determines there is unidentified freight in the terminal, a carrier requests assistance, or the carrier's previous astray freight activity warrants continued visits. At minimum, a yearly physical inspection of carrier terminals and warehouses is required.

★16.1. Submit recommended changes to mobility service requirements to HQ AETC/LGTR.

★16.3. Submit recommendations for MAJCOM supplements to HQ AETC/LGTT.

★A13.4. For installations with SBSS/CMOS Interface, recommend the R40 and TAR listings be worked within 3 business days to allow for SBSS computer updates to prevent duplicate research actions. In those rare instances when 5 business days are required to complete updates by both Transportation and Supply, a new listing will not be processed until all update actions are completed. Recommend local coordination to ensure integrity of programs.

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