

SHIPPING INSTRUCTIONS

If the acquisition is by dedicated contract, it is the Contracting Officer's or Purchasing Agent's responsibility to ensure that the proper transportation procedures are expressly and clearly incorporated into the contract and POC's for appropriate Air Clearance and/or Defense Contracting Management Agency (DCMA) are included.

The below forms are required for any Department of Defense (DoD) shipment:

1. DD Form 1387, Military Shipment Label (bar coded). Glue or tape to outside of container.
2. DD Form 1384, Transportation Control and Movement Document. This is the information you need to clear through the Air Clearing Authority (ACA). Place two copies in packing envelope on outside of container.
3. DD Form 1387-2, Special Handling Data/Certification. Must be on outside of each container with three copies in packing envelope attached to piece 1 of shipment (if multiple pieces to one TCN). (For protected service, constant surveillance, chill/frozen shipments, secret, confidential, top secret, etc.) Refer to Mil Standard 129 and DTR 4500.9R for guidance.
4. DD Form 1149, Requisition and Invoice/Shipping Document. Place in the packing envelope and attach to cargo. Official website to prepare subject form is: <https://isotools.wpafb.af.mil/dd1149/>

NOTE: If the purchase is by Government Purchase Card (e.g. Visa Credit Card) or other simplified acquisition method; the Contracting Officer or Purchasing Agent MUST ensure that the vendor is provided with the above three forms for shipping cargo via military air, or they are sufficiently familiar with the process for properly marking and preparing the cargo for shipment. It is ultimately the Contracting Officer's responsibility to ensure that cargo is not frustrated.

Other Requirements for Specific Circumstances:

For Hazardous Shipments: Please ensure you use a vendor that will complete a shipper's declaration for hazardous goods. One (1) Set (4 copies) of declarations needs to be completed for commercial carrier bringing the shipment to Dover, and another set needs to be completed for military air.

Certified to either AFJM 24-204 or IATA: There are specifications in the AFJM for IATA (IATA cannot be used for vehicles, compressed cylinders, etc.) Four copies of the shipper's declaration are required and must be placed in an envelope on the outside of container. The vendor needs to label and mark per regulation. If the vendor will not comply do not requisition from them. There are many vendors who will comply. If only one vendor is available, request the vendor hire a professional packer to properly prepare hazardous shipment/documents.

Signature Service/Constant Surveillance Shipments: For any shipment requiring these services, please ensure a DD Form 1387-2 is attached to the outside of box or carton. The vendor needs to use an authorized carrier—one that is bonded to carry protected/classified cargo.

Shipments that are Frozen: A DD Form 1387-2 and a DD Form 1502 are additionally required. Please attach one copy of each to the outside of the container. If frozen with dry ice (Carbon Dioxide Solid) ensure Shipper's Declaration for Dangerous Goods is also provided.

Shipments that are Perishable, Chilled: A DD Form 1387-2 and a DD Form 1502-1 are additionally required. Please attach one copy of each to the outside of the container.

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Shipments that are Oversized: Oversized shipments are defined as bigger than 8 ft x 8 ft x 20 ft ISO box or weighs more than 10K lbs, rolling stock or airdrop. In these instances please contact the Air Transportability Test Loading Agency (ATTLA) for an air certification. The air certification will provide all the technical data required to accurately ship this item on military aircraft.

Their website is: <https://www.en.wpafb.af.mil/attla/attla.asp>

Phone numbers for the ATTILA team are:

Commercial 937-255-4505/1821/2330/9639, DSN is 785.

Mobility Shipments: All freight containers or pallets must arrive with an inventory listing all items contained inside. Either keys or a Cut Letter (a letter granting Dover permission to cut the locks) is required for containers that arrive with locks. If Dover personnel have to cut the locks, inspectors will replace them with seals after the inspection has been completed (***All containerized loads will be inspected to ensure internal contents are secured, no undeclared HAZMAT is present, no potential leaks are detected and all compatibility/segregation requirements have been met.***) Cargo within ISUs and other freight containers, particularly HAZMAT, must be secured/restrained to prevent movement and damage during flight. If possible, we recommend sending a representative from your unit to be present during inspection. If you have couriers or escorts who must travel with the cargo, please clearly include this requirement on the individuals' orders.

References

Detailed Instructions for shipping military air can be found in:

DOD Reg 4500.9R, Part II.

DD Form 1384 – Appendix M
Packing and Handling – Chapter 208,
Shipper, Transshiper and Receiver Requirements and Procedures –
Chapter 203 (Priority/Air Clearance/TCMD/CCP/Shipping
Forms/Green Sheet/Purple Sheet, etc.)
FMS Material – Appendix E
DD Form 1387-2s – Chapter 205
Unit Move Documentation – Appendix O

AFMAN 24-204 – Preparing Hazardous Materials for Military Air Shipments

MILSTD-129
For DD Form 1387-2s, paragraph 5.3.3

Applicable TOs

Air Clearance Authorities

Air Force ACA Office at Scott AF:

Main # - DSN:576-1773, commercial #: 618-256-1773

Mark Didier: DSN: 576-4749; commercial #: 618-256-4749

Army Air Clearance Authority – Commercial: 256-955-9764/65; Liaison at Dover:

John Alba: DSN: 445-4269; commercial #: 302-677-4269

Marine Air Clearance Authority- Commercial: 760-577-7875

Navy Air Clearance Authority – Commercial: 757-443-5434/5457

Norfolk Water Port (Customer Service Office) : 757-444-2017

Any other questions, please contact Dover Customer Service at DSN 445-4262/63/64/65
or commercial 302-677-4262/63/64/65. Group e-mail box: 436apscsb@us.af.mil

Our public website: <http://www.dover.af.mil/units/436thaerialportsquadron.asp> or
Google: 436 Aerial Port Squadron Customer Service.

Delivery Address and Procedures

Delivery address:

436 APS TMO Truck Dock, 550 Atlantic Street, Dover AFB DE 19902.

IMPORTANT: Announced on 15 Jul 2011, all commercial carriers delivering cargo to Dover AFB, DE **must request an appointment** prior to delivery by accessing the SDDC Carrier Appointment System (CAS) on the ETA Portal. For specific delivery instructions, please contact 302-677-2315 or 2317.

Tariff Rates

For additional tariff rate information, please contact HQ USTRANSCOM/J8-BT at DSN 779-5074. Commercial phone number 618-229-5074. For billing information/challenges call 618-229-5098. E-mail address: transcom.scott.tcj8.mbx.rates@mail.mil and website address: www.transcom.mil/dbw/rates.cfm

In case you ever wonder about airlift rates or asked, they are found on USTRANSCOM's webpage. Below is the direct link to the FY15 rates: