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| **Air Force Life Cycle Management Center (AFLCMC)**  **Standard Process**  **For**  **Packaging, Handling, Storage & Transportation (PHS&T)**  Process Owner: AFLCMC/LG-LZ  Date: 23 Jan 25  Version: 8.0 |

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| **Record of Changes** | | |
| **Version** | **Effective Date** | **Summary** |
| 1.0 | 8 Feb 2016 | Basic document. Approved by S&P Board |
| 1.1 | 21 Feb 2017 | Annual review complete; no updates/changes required. Approved by S&P Board |
| 2.0 | 26 Feb 2018 | Annual review complete; updates/corrections completed. Approved by S&P Board |
| 3.0 | 21 Mar 2019 | Annual review complete; Administrative and table updates/corrections completed. Approved by S&P Board on 21 Mar 2019 |
| 4.0 | 20 Mar 2020 | Annual review complete; Administrative corrections completed. Approved by S&P Board on 19 Mar 2020 |
| 5.0 | 20 May 2021 | Annual review complete; Administrative and outdated AFI’s corrected. Approved by S&P Board on 20 May 21. |
| 6.0 | 19 Jan 2023 | Major revision of the PHS&T Standard Process was completed. Revisions include readability, administrative corrections, updated policy, metric business rules, and separation of organic and contractor logistics support process flowcharts and work breakdown structures. Approved by SP&P Board on 19 Jan 23. |
| 7.0 | 18 Jan 2024 | Annual review. Minor grammatical and/or updates to 1.0 Description, 2.0 Purpose, Metric, Table 4 Guidance and Work Breakdown Structure. Approved by SP&P Group Meeting on 18 Jan 24. |
| 8.0 | 23 Jan 2025 | Minor grammatical revisions and added AFPTEF to Organic and CLS Process Flow Charts |

1. **Description**
   1. Per AFI 63-101/20-101, *Integrated Life Cycle Management*, the Program Manager (PM), in collaboration with the Chief Engineer and Product Support Manager (PSM), identifying PHS&T requirements based on operational capabilities and life cycle cost considerations. This document provides a standardized process for identifying, planning, and resourcing PHS&T requirements for acquisition of materiel. Materiel items are typically managed and maintained through a supply chain process which includes activities related to the acquisition, storage, distribution, management of materiel items (procurement, manufacturing, transportation, and inventory management).
   2. This process applies to Air Force Life Cycle Management Center (AFLCMC) organizations during acquisition stages of supply procurement for the PHS&T of materiel and is not applicable to non-materiel purchases such as services and studies.
      1. Programs not bound by AFI 63-101/20-101, *Integrated Life Cycle Management*, are not required to utilize this Standard Process.
      2. Foreign Military Sales (FMS) programs are governed by the Security Assistance Management Manual (SAMM), however processes in this standard process may be used to assist in determining PHS&T requirements.
   3. PHS&T combines resources, processes, procedures, design considerations and methods. This combination ensures usability and availability of systems, equipment, and support items required for training and mission requirements. Environmental considerations must also be considered when determining requirements. The four elements of PHS&T are packaging, handling, storage, and transportation.
      1. Packaging provides product security, transportability, and storability for materiel. The nature of an item determines the type and extent of protection needed for prevention of deterioration, physical and mechanical damage.
      2. Handling within this standard process involves the movement of materiel from one place to another within a limited range and normally confined to a single area, such as between warehouses, storage areas or operational locations.
      3. Storage within this standard process refers to the short or long-term holding of materiel in a designated location and facility. Storage examples include general purpose, special or humidity-controlled warehouses.
      4. Transportation within this standard process refers to the movement/shipment of materiel from place to place by land, air, and/or sea transportation modes.
2. **Purpose** 
   1. PHS&T activities must be properly addressed to avoid negative impact on the Availability Key Performance Parameter. Lack of proper data can contribute to shipping delays, increased life cycle costs, item degradation due to improper storage, and loss of shipment due to improper handling.
3. **Entry/Exit Criteria**
   1. Entry Criteria. Program Office (PO) anticipates requirements for PHS&T by identified Product Support need or requirement.
   2. Exit Criteria. PHS&T data is entered into applicable Air Force systems with data transmittal to Department of Defense (DoD) systems. Logistics information systems across the DoD provide infrastructure to receive, store, process, analyze, and communicate information to enable system sustainment. System examples include: Stock Control System (SCS) D035T Shipping Information System (SIS), D375 Contractor Supported Weapon Systems-Data Exchange (CSWS-DE), Special Packaging Instruction Retrieval and Exchange System (SPIRES), Web Federal Logistics Information System (WebFLIS), Integrated Logistics Systems-Supply (ILS-S), Defense Property Accountability System (DPAS) and the United States Transportation Command (USTRANSCOM) Integrated Development Environment/Global Transportation Network Convergence (IGC) Database.
4. **Process Workflow and Activities**
   1. Suppliers, Inputs, Process, Outputs, Customers (SIPOC) Table 1.

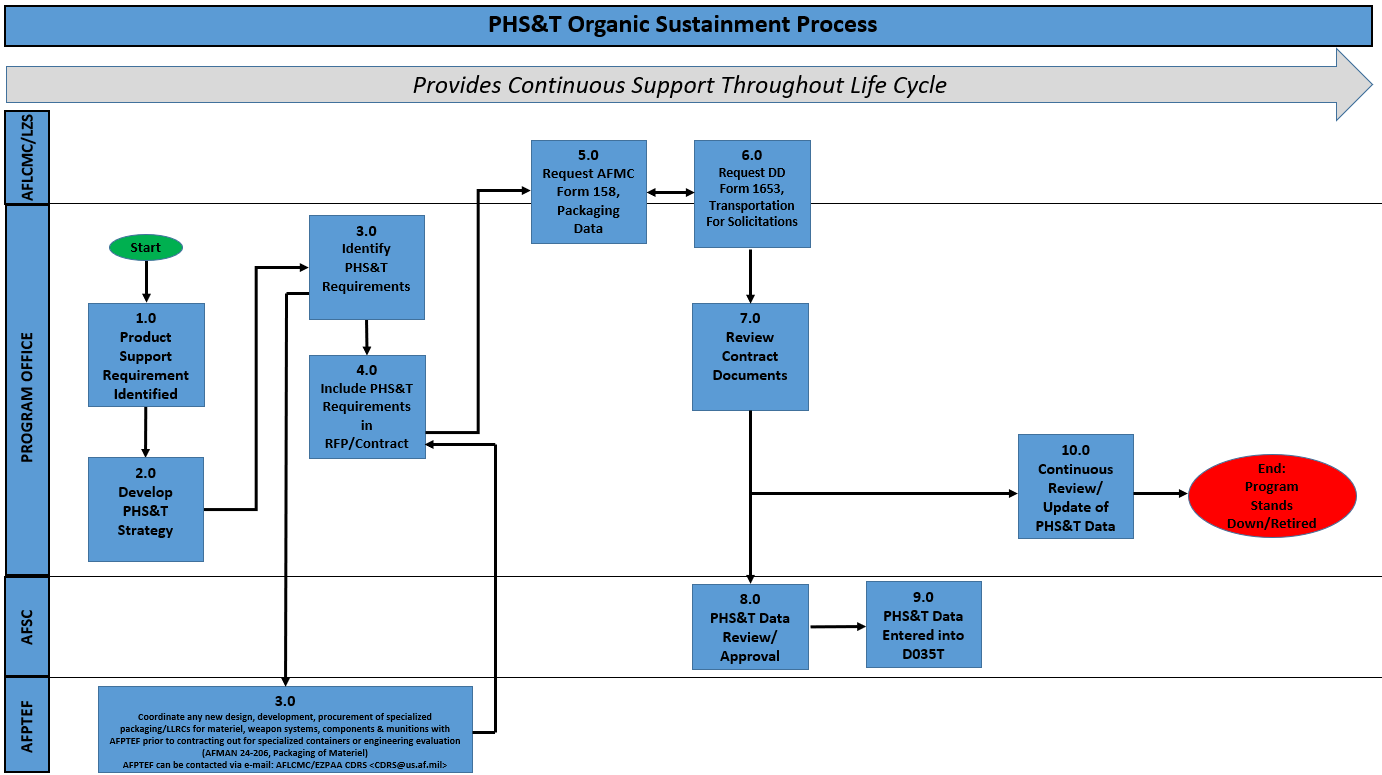
**Table 1. SIPOC**

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| --- | --- | --- | --- | --- |
| **S**uppliers | **I**nputs | **P**rocess | **O**utputs | **C**ustomers |
| * AFLCMC/PO\* * AFLCMC/LG-LZ * Air Force Sustainment Center (AFSC) * AFLCMC/EZPAA (AFPTEF) * Prime Contractor | * PHS&T Requirements * Contract Requirements, Data Item Descriptions (DIDs), Contract Data Requirements List (CDRLs) | * Develop PHS&T Strategy * Identify PHS&T Requirements * Include PHS&T Requirements in RFP, SOW, SOO, PWS and obtain applicable forms * Develop Long-Life Reusable Containers (LLRC) designs and test reports/Non-DoD Container Test Reports * PHS&T Data Received * PHS&T Data entered in applicable systems * Review/Update PHS&T Data, as applicable | * PHS&T data available within Air Force/DoD systems * Special Packaging Instructions * Approved LLRC designs, prototypes, and test plans | * Traffic Management Office * Materiel Management * Defense Logistics Agency * Depots * Defense Contract Management Agency * Department of Transportation * Storage Facilities * Contractors * Military Units * Materiel Management * DoD Customers * Air Force Security Assistance & Cooperation Center Directorate * Program Offices * Foreign Partners |

\*The Program Office (PO) may include but is not limited to the following functionals: Program Manager (PM), Product Support Manager (PSM), Contracting (PK), Financial Management (FM), Engineering (EN), Information Protection (IP), Intelligence (IN), Configuration Management (CM), Test and Evaluation (TE) and Logistics (LG).

* 1. Process Flowchart. The process flowcharts, Figure 1 and 2, represents the PHS&T process for organic and contractor logistics support (CLS) sustainment.

**Figure 1. PHS&T Organic Acquisition Process Flowchart**

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* 1. Work Breakdown Structure (WBS). The WBS, Table 2 and Table 3 provides detail on the flowchart activity boxes. The Microsoft Excel versions of the organic and CLS WBS are included as Attachment 1.

**Table 2. Organic PHS&T WBS Excerpt**

|  |  |  |  |
| --- | --- | --- | --- |
| **WBS** | **Activity** | **Description** | **OPR** |
| 1.0 | Product Support Requirement Identified | Requirement to sustain readiness and operational capability of a system. | Program Office |
| 2.0 | Develop PHS&T Strategy | Combination of resources, processes, procedures, design, considerations, and methods to ensure all system, equipment, and support items are preserved, packaged, handled, and transported properly, including environmental considerations, equipment preservation for short and long-term storage, and transportability.  Consider use of Design Engineering Tools/Model Based Systems Engineering when identifying/developing PHS&T requirements as applicable. PHS&T strategy will be addressed within the Life-Cycle Sustainment Plan (LCSP) identifying the strategy for safely packaging, handling, storing, and transporting of items and any special/unique requirements and interfaces with agencies or DoD components responsible for transporting the system. PHS&T risks shall also be included within the LCSP to include a mitigation strategy addressing identified risks. | Program Office |
| 3.0 | Identify PHS&T Requirements (Reference Attachment 1: PHS&T WBS Tab 1) | Identify PHS&T requirements to maximize availability and usability of materiel to include support items.  Coordinate any new design, development, or procurement of specialized packaging and LLRCs for Air Force materiel, weapon systems, components, and munitions with the Air Force Packaging Technology and Engineering Facility (AFPTEF) IAW AFMAN 24-206, Packaging of Materiel. | Program Office |
| 4.0 | Include PHS&T Requirements in Request for Proposals (RFP), Statements of Work (SOW), Statement of Objectives (SOO), Performance Work Statement (PWS) | PHS&T requirements will be included in Request for RFP, SOW, SOO, and PWS to identify, plan, resource, and acquire PHS&T requirements to maximize availability and usability of materiel to include support items. | Program Office |
| 5.0 | Request AFMC Form 158, Packaging Data Requirements | Program Office will request an Air Force Materiel Command (AFMC) Form 158 IAW AFMCI 24-201, Packaging, Handling, Storage, and Transportation Acquisition and Sustainment Product Support Instruction. AFMC Form 158 is used to specify contractual packaging data requirements by providing level of packaging, preservation and marking requirements.  The AFMC Form 158 is to be completed by designated Packaging Specialist; contractors cannot complete/sign the form. Completed /signed AFMC 158 will be an attachment in Section J (List of Attachments) within the solicitation/contract.  An annotation will be made within the PHS&T section of the LCSP stating the AFMC Form 158 was included or will be included as an attachment to applicable contract(s). | AFLCMC/LZS |
| 6.0 | Request DD Form 1653, Transportation for Solicitations | Program Office will request a DD Form 1653, Transportation Data for Solicitations IAW Defense Federal Acquisition Regulation Supplement 247.371.  The Transportation Specialist prepares the DD Form 1653 to accompany requirements for the acquisition of supplies. The completed form should contain recommendations for suitable Free On Board (F.O.B) terms and other suggested transportation provisions for inclusion in the solicitation.  The DD Form 1653 is to be completed by a designated Transportation Specialist.  Completed/signed DD Form 1653 will be an attachment in Section J (List of Attachments) within the solicitation/contract.  An annotation will be made within the PHS&T section of the LCSP stating the DD Form 1653 was included or will be included as an attachment to applicable contract(s). | AFLCMC/LZS |
| 7.0 | Review Contract Documents | Review contract documents to ensure applicable PHS&T requirements/documents are captured (SOW language, applicable DIDs, AFMC Form 158 and DD Form 1653) for inclusion into contract. | Program Office |
| 8.0 | PHS&T Data Review/Approval | Air Force Sustainment Center (AFSC) Packaging and Transportation Specialists are responsible for accepting and approving contractor prepared packaging data and regulated materials data. | AFSC Packaging and Transportation Specialists |
| 9.0 | PHS&T Data Entered into Air Force Shipping Information System (D035T) | AFSC Packaging Specialists use Stock Control System (SCS) D035T Shipping Information System (SIS) to enter packaging data IAW MIL-STD-2073-1 and hazardous material (HAZMAT) regulated data.  AFSC Transportation Specialists also use D035T to enter transportation and regulated material for Air Force organically managed inventory items.  D035T passes relevant data details to Air Force Master Item Identification Control System (Cataloging System), FLIS, SPIRES, ILS-S and Automated Contract Preparation System (ACPS) for AFSC Purchase Requests. | AFSC Packaging and Transportation Specialists |
| 10.0 | Continuous Review/Update of PHS&T requirements, as applicable | Conduct reviews of PHS&T CDRL/DIDs, PHS&T SOW/PWS language, AFMC Form 158 and DD Form 1658 and revise as applicable prior to entering Milestone C.  AFLCMC/LZS can assist in review, upon request, to assist program managers in the review of PHS&T requirements. | Program Office |

**Figure 2. PHS&T CLS Acquisition Flowchart**

**Timeline

Description automatically generated with medium confidence**

**Table 3. CLS PHS&T WBS Excerpt**

|  |  |  |  |
| --- | --- | --- | --- |
| **WBS** | **Activity** | **Description** | **OPR** |
| 1.0 | Product Support Requirement Identified | Requirement to sustain readiness and operational capability of a system. | Program Office |
| 2.0 | Develop PHS&T Strategy | Combination of resources, processes, procedures, design, considerations, and methods to ensure all system, equipment, and support items are preserved, packaged, handled, and transported properly, including environmental considerations, equipment preservation for short and long-term storage, and transportability.   Consider use of Design Engineering Tools/Model Based Systems Engineering when identifying/developing PHS&T requirements as applicable.  PHS&T strategy will be addressed within the LCSP identifying the strategy for safely packaging, handling, storing, and transporting of items and any special/unique requirements and interfaces with agencies or DoD components responsible for transporting the system. PHS&T risks shall also be included within the LCSP to include a mitigation strategy addressing identified risks. | Program Office |
| 3.0 | Identify PHS&T Requirements (Reference Attachment 1: PHS&T WBS Tab 2) | Identify PHS&T requirements to maximize availability and usability of materiel to include support items.  Coordinate any new design, development, or procurement of specialized packaging and LLRCs for Air Force materiel, weapon systems, components, and munitions with the Air Force Packaging Technology and Engineering Facility (AFPTEF) IAW AFMAN 24-206, Packaging of Materiel. | Program Office |
| 4.0 | Include PHS&T Requirements in Request for Proposals (RFP), Statement of Work (SOW), Statement of Objectives (SOO), Performance Work Statement | Include PHS&T requirements in RFP, SOW, SOO, PWS to identify, plan, and resource PHS&T requirements to maximize availability and usability of materiel to include support items. | Program Office |
| 5.0 | Request AFMC Form 158, Packaging Data Requirements | Program Office will request AFMC Form 158 IAW the AFLCMC PHS&T Standard Process. AFMC Form 158 is used to specify contractual packaging data requirements by providing level of packaging, preservation and marking requirements.  Completed/signed AFMC 158 will be an attachment in Section J (List of Attachments) within the solicitation/contract.  An annotation will be made within the PHS&T section of the LCSP stating the AFMC Form 158 was included or will be included as an attachment to applicable contract(s). | AFLCMC/LZS |
| 6.0 | Request DD Form 1653, Transportation Data for Solicitations | Program Office will request a DD Form 1653, Transportation Data for Solicitations IAW Defense Federal Acquisition Regulation Supplement 247.371. The Transportation Specialist prepares the DD Form 1653 to accompany requirements for the acquisition of supplies. The completed form should contain recommendations for suitable Free On Board (F.O.B) terms and other suggested transportation provisions for inclusion in the solicitation.  The DD Form 1653 is to be completed by a designated Transportation Specialist. Completed/signed DD Form 1653 will be an attachment in Section J (List of Attachments) within the solicitation/contract.  An annotation will be made within the PHS&T section of the LCSP stating the DD Form 1653 was included or will be included as an attachment to applicable contract(s). | AFLCMC/LZS |
| 7.0 | Review Contract Documents | Review contract documents to ensure applicable PHS&T requirements are captured (SOW/PWS language, applicable DIDs, AFMC Form 158, DD Form 1653) for inclusion into contract. | Program Office |
| 8.0 | PHS&T Data Entered into Contractor Supported Weapon Systems – Data Exchange (CSWS-DE) D375 | The Contractor Inventory Control Point (C-ICP) shall gain and maintain access to CSWS Data Exchange (CSWS DE)/D375 to load required data as identified in the CSWS DE Student Training Course Guide and the CSWS DE Checklists on the Training & Documentation page within D375. This includes, but is not limited to, basic management data, asset data, item management and equipment specialist data, packaging and transportation data, logistics reassignment data, and spares computation data. | Contractor |
| 9.0 | Continuous Review/Update of PHS&T Data, as applicable | Conduct a review of PHS&T CDRLs/DIDs, PHS&T SOW/PWS language, AFMC Form 158 and DD Form 1658 and revise as applicable prior to entering Milestone C.  Note: This is important when transitioning from C-ICP to organic sustainment. Packaging/Transportation Specialist (AFLCMC/LZS) can assist in review, upon request, to serve as a technical advisor to assist program managers in review of PHS&T requirements. | Program Office |

1. **Measurements.** 
   1. The PHS&T process will be measured (Table 4) by reviewing program office’s responses to PHS&T questions in annual Logistics Health Assessments (LHA).

**Table 4. PHS&T Metric**

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|  | **Metric Attribute** | **Description** |
|  | **Process Name** | Packaging, Handling, Storage & Transportation (PHS&T) |
| **Process Lead** | Jennifer Owen |
| **Metric POC** | Jennifer Owen |
| **Date Completed** | Perpetual |
| **S** | **Metric Name / Description** | Supply Contracts with AFMC Form 158 & DD Form 1653  AFMC Form 158 & DD Form 1653 included as attachments within Section J (List of Attachments) |
| **Calculation** | # of programs with AFMC Form 158 & DD Form 1653 divided by # of total programs with supply contracts X 100 = compliance % |
| **Business Rules** | Supply Contracts  Program Office response to Logistics Health Assessment Questions: PHST-001 (AFMC Form 158) & PHST-002 (DD Form 1653) |
| **M** | **Data Source** | Logistics Health Assessment |
| **A** | **Process Owner** | AFLCMC/LG-LZ |
| **Decision Maker** | AFLCMC/LZSB |
| **Review Forum / Governance Body** | AFLCMC/LZSB |
| **Target** | 85% Compliance |
| **Thresholds (R/Y/G)** | Green: > =85%  Yellow > =40% < 85%  Red: < 40% |
| **Baseline Performance** | > = 85% Compliance |
| **R** | **Enterprise Impact / Process Purpose** | AFLCMC program offices to plan and budget for PHS&T by identifying requirements based on item characteristics, known/anticipated environmental conditions, and logistics requirements to meet the Key Performance Parameter of Availability |
| **T** | **Baseline Date** | Logistics Health Assessment 2022 |
| **Review Frequency** | Annual |
| **Update Frequency** | Annual |

1. **Roles and Responsibilities.**
   1. HQ AFMC/A4RT, Transportation and Packaging Policy Branch
      1. Establish and/or monitor HQ AFMC PHS&T policies and procedures with emphasis on standardizing procedures and cost effectiveness.
      2. Provide technical direction, plans, and programs for the life cycle of Air Force materiel.
      3. SharePoint Site for HQ AFMC/A4R Logistics Readiness Division [HQ AFMC/A4R Logistics Readiness Division - Home](https://usaf.dps.mil/teams/AFMC-A4R?e=1%3A2e8a01474fa041e0b882554c12a20d2f)
   2. Air Force Sustainment Center Packaging Specialists (AFSCPS)
      1. Develop, obtain, and maintain packaging data for assigned items.
      2. Provide technical assistance to Life Cycle Center Packaging Specialist (LCPS) and user commands upon request.
      3. Provide PHS&T input into planning and program documents.
      4. Approve contractor-prepared packaging data for use when acceptable.
      5. Support data call requirements to ensure packaging Data Item Descriptions are included into contractual documents when determined to be advantageous to procure packaging data from contractors.
      6. Participate in scheduled organic provisioning and support equipment guidance conferences.
   3. AFLCMC Packaging and Transportation Specialist (AFLCMC/LZS)
      1. Provide recommendations and assist program managers to ensure packaging and transportation requirements are identified and included in planning and program documents.
      2. Participate in program data calls to assist in identifying packaging requirements when requested by program office.
      3. Complete and sign AFMC Form 158, Packaging Requirements specifying contractual packaging data requirements for inclusion into Section J (List of Attachments) of contract.
      4. Complete and sign DD Form 1653, Transportation Data for Solicitationsfor inclusion into Section J (List of Attachments) of contract.
      5. Evaluate packaging and transportation data during source selection when requested by program office.
   4. AFLCMC Program Offices
      1. Ensure applicable PHS&T data is included in RFP for supply solicitations.
      2. Ensure applicable PHS&T data is included within SOO, SOW/PWS, DD Form 1423, CDRL and contract.
      3. Contact AFLCMC/LZS for completion of AFMC Form 158 and DD Form 1653 for inclusion into Section J (List of Attachments) of contract.
      4. Send all requests for evaluation and development or testing of LLRCs to the Air Force Packaging Technology and Engineering Facility (AFPTEF) for design, evaluation and approval as applicable (AFLCMC/EN-EZPAA), [Air Force Packaging Technology and Engineering Facility (af.mil)](https://www.aflcmc.af.mil/Air-Force-Packaging-Technology-and-Engineering-Facility/).
2. **Tools.**
   1. Data Item Description (DIDs) can be accessed via the [**ASSIST Quick Search**](https://quicksearch.dla.mil/qsSearch.aspx)**.** PHS&T DIDs are listed below:
      1. DI-PACK-80120, *Preservation and Packaging Data*
      2. DI-PACK-80121, *Special Packaging* *Instructions (SPI)*
      3. DI-PACK-80455, *Packaging Plan*
      4. DI-PACK-80456, *Packaging Test Plan*
      5. DI-PACK-80457, *Packaging Test Report*
      6. DI-PACK-80458, *Packaging Cost Analysis*
      7. DI-PACK-80683, *Container Design Retrieval System (CDRS) Search Request*
      8. DI-PACK-80684, *CDRS Data Input*
      9. DI-PACK-80877, *Transportation Data Report*
      10. DI-PACK-80880, *Transportability Report*
      11. DI-PACK-80932, *Air Transportability Report*
      12. DI-ILSS-80967, *Spares Shipping Data Sheets*
      13. DI-PACK-81059, *Performance Oriented Packaging (POP) Test Report*
      14. DI-MISC-81499, *Packaging Kit Contents List*
      15. DI-PACK-81582, *Packaging Development Data Report*
   2. Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation (DFARS), and Air Force Federal Acquisition Regulation Supplement: <https://www.acquisition.gov/content/regulations>
   3. AFLCMC/LG-LZ PHS&T SharePoint: <https://usaf.dps.mil/sites/41289/Pages/SitePages/Packaging,-Handling,-Storage-and-Transportation-(PHS&T).aspx>
   4. AFLCMC/LG-LZ Product Support Contracts Requirements Tool (PSCRT): <https://usaf.dps.mil/sites/41289/Pages/SitePages/Product-Support-Contracts-Requirements-Tool.aspx>
   5. AFLCMC/LG-LZ Product Support Tool Kit (PSTK): <https://usaf.dps.mil/sites/41289/Pages/SitePages/Product-Support-Toolkit.aspx>
3. **Delivery Approach.**
   1. Defense Acquisition University Courses: <https://www.dau.edu/>
      1. LOG 0130: DoD Packaging
      2. LOG 0140: Packaging of Hazardous Material
      3. LOG 0450: Designing for Transportability
      4. LOG 0460: The Twelve Integrated Product Support Elements
      5. LOG 1000: Life Cycle Logistics Fundamentals
   2. AFLCMC PHS&T Focus Week Training Sessions
   3. Change Management Plan. The PHS&T Standard Process Change Management Plan is provided as Attachment 2.
4. **Definitions, Guidance Principles or Ground Rules, Assumptions and/or Acronyms.**
   1. Acronyms.

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| AFFARS | Air Force Federal Acquisition Regulation Supplement |
| AFLCMC | Air Force Life Cycle Management Center |
| AFMAN | Air Force Manual |
| AFMC | Air Force Materiel Command |
| AFMCI | Air Force Materiel Command Instruction |
| AFPAM | Air Force Pamphlet |
| AFPTEF | Air Force Packaging Technology and Engineering Facility |
| AFSC | Air Force Sustainment Center |
| ASTM | American Society for Testing and Materials |
| CDRL | Contract Data Requirements List |
| CDRS | Container Design Retrieval System |
| CFR | Code of Federal Regulations |
| CM | Configuration Management |
| DAU | Defense Acquisition University |
| DCMA | Defense Contract Management Agency |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DGR | Dangerous Goods Regulation |
| DID | Data Item Description |
| DLA | Defense Logistics Agency |
| DoD | Department of Defense |
| DoDI | Department of Defense Instruction |
| DOT | Department of Transportation |
| DTR | Defense Transportation Regulation |
| EN | Engineering |
| FAR | Federal Acquisition Regulation |
| FDT | First Destination Transportation |
| FM | Financial Management |
| FMS | Foreign Military Sales |
| HAF | Headquarters Air Force |
| HMIRS | Hazardous Materials Information Resource System |
| HQ | Headquarters |
| IATA | International Air Transport Association |
| ICAO | International Civil Aviation Organization |
| ICS | Interim Contractor Support |
| IMDG | International Maritime Dangerous Goods |
| IMO | International Maritime Organization |
| IPT | Integrated Product Team |
| LG | Logistics |
| PHS&T | Packaging, Handling, Storage & Transportation |
| PK | Contracting |
| PM | Program Manager |
| PO | Program Office |
| PSCRT | Product Support Contracts Requirements |
| PSTK | Product Support Tool Kit |
| PSM | Product Support Manager |
| PR | Purchase Request |
| PWS | Performance Work Statement |
| RFP | Request for Proposal |
| SAMM | Security Assistance Management Manual |
| SP | Standard Process |
| S&P Board | Standards and Process Board |
| SIPOC | Suppliers, Inputs, Process, Outputs, Customers |
| SOO | Statement of Objectives |
| SOW | Statement of Work |
| SPIRES | Special Packaging Instruction Retrieval & Exchange System |
| TMO | Traffic Management Office |
| TO | Technical Order |
| WBS | Work Breakdown Structure |
| WPM | Wood Packaging Material |

1. **References to Law, Policy, Instructions or Guidance.**

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| --- | --- |
| **Reference** | **Overview/Purpose** |
| Code of Federal Regulations (CFR), Title 29, Labor | Contains codified Federal laws and regulations pertaining to labor, employment, wages, and mediation. |
| Code of Federal Regulations (CFR), Title 49, Transportation | Principle set of rules and regulations issued by Department of Transportation and Homeland Security, federal agencies of the United States regarding transportation and transportation-related security. |
| International Air Transport Association (IATA) Dangerous Goods Regulations (DGR) | Requirements for shipping dangerous goods by air IAW industry regulations and procedures. |
| International Civil Aviation Organization (ICAO) Technical Instructions For The Safe Transport of Dangerous Goods by Air | List of requirements for the transportation of hazardous items by air. |
| DTR 4500.9-R, Defense Transportation Regulation (DTR), Part II – Cargo Movement | Prescribes procedures and guidance and assigns responsibilities for performing traffic management functions initiated or sponsored by Department of Defense (DoD) activities, to include the transportation and movement of materiel. |
| Defense Security Cooperation Agency (DSCA) 5105.38-M, Security Assistance Management Manual (SAMM) | Primary document through with DSCA directs, administers, and provides DoD guidance to the DoD Components and DoD representatives to U.S. missions for the execution of DoD security cooperation programs. |
| 32 CFR 2002 Part IV National Archives and Records Administration, Controlled Unclassified Information | Standardizes designation and handling of information that qualifies as Controlled Unclassified Information (CUI). Section 2002.4 of Title 32 CFR defines CUI as unclassified “information the government creates or possesses, or that an entity creates or possesses for or on behalf of the government, that a law, regulation, or government-wide policy requires or permits an agency to handle using safeguarding or dissemination controls.” (Note: The National Industrial Security Program Operating Manual Rule (NISPOM Rule) is for classified information and does not cover CUI). |
| 32 CFR Part 117 National Industrial Security Program Operating Manual (NISPOM) Rule | Establishes standard procedures and requirements for all government contractors, regarding classified information. (Note: The NISPOM Rule replaced the NISPOM previously issued as DoD policy (DoD 522.22-M). |
| DoD Manual 4140.01, Vol 2, DoD Supply Chain Materiel Management Procedures: Demand and Supply Planning | Describes procedures for the DoD supply chain materiel management processes associated with demand and supply planning |
| DoDM 4140.01, DoD Supply Chain Materiel Procedures Management Procedures: Vol 9, Materiel Programs | Describes procedures for the DoD logistics programs for packaging material. |
| DoDM 4140.65, Issue, Use and Disposal of Wood Packaging Material (WPM) | Provides guidance for the issue, use, and disposal of WPM in compliance with International Standards for Phytosanitary Measures Number 15 (ISPM 15). |
| DoDI 4540.07, Operation of the DoD Engineering for Transportability and Deployment Program | Implements policies, establishes procedures, and assigns responsibilities for operating the DoD Engineering for Transportability and Deployability Program in accordance with the authority in DoD Directives (DoDDs) 5134.01 and 4510.11 and the July 13, 2018 Deputy Secretary of Defense Memorandum. |
| DoDI 4140.01, DoD Supply Chain Materiel Management Policy | Establishes policy and assigns responsibilities for management of materiel across the DoD Supply Chain |
| AFI 63-101/20-101, Integrated Life Cycle Management | Contains directive overarching processes and procedures required to deliver and sustain warfighting capabilities. Integrated Life Cycle Management governs all aspects of infrastructure, resource management, and business systems necessary for the successful acquisition of systems, subsystems, end items, and services to satisfy validated warfighter or user requirements. |
| DAFI 24-602 Vol 2, Cargo Movement | Provides guidance to Transportation Officers (TO), Logistics Readiness Squadron Commanders (LRS/CC)/Aerial Port Squadron Commanders (APS/CC) and Small Air Terminal Operations Managers to meet the cargo movement needs of customers. |
| AFMCI 24-201, Packaging, Handling, Storage, and Transportation Acquisition and Sustainment Product Support Instruction | Clarifies roles and responsibilities for packaging, testing, planning, documentation, materiel handling, and provides guidance for Headquarters Air Force Materiel Command (HQ AFMC), Air Force Life Cycle Management Center (AFLCMC), and Air Force Sustainment Center (AFSC) packaging personnel. |
| AFMAN 16-101, Security Cooperation (SC) and Security Assistance (SA) Management | Provides guidance and procedures for validating, approving, and preparing essential parts of International Affairs (IA), SC, and SA programs. |
| AFMCI 16-101, Security Cooperation (SC), Security Assistance (SA), and Foreign Military Sales (FMS) Management | Outlines the SC/SA legal authorities and responsibilities of Headquarters (HQ) Air Force Materiel Command (AFMC), and Direct Reporting Units (DRU), Field Operating Agencies, activities, centers, and offices under AFMC (hereafter referred to collectively as the AFMC SC/SA community). It also provides the procedures for planning, developing, implementing, and administering the AFMC portions of these programs. |
| AFMAN 24-206, Packaging of Materiel | Establishes policies and procedures and assigns responsibilities for managing packaging requirements, specifications, levels of protection. |
| AFMAN 24-604, Preparing Hazardous Materials for Military Air Shipments | Implements Department of Defense (DoD) Instruction (DoDI) 4500.57, Transportation and Traffic Management, Defense Transportation Regulation (DTR) 4500.9-R, Defense Transportation Regulation, Department of Transportation (DOT) Special Permits 7573 and 9232 (DOT-SP 7573 and DOT-SP 9232) for commercial aircraft under contract to the Air Mobility Command (AMC), and AFPD 24-6, Distribution and Traffic Management. |
| DAFMAN 24-210, Packaging of Hazardous Material | Establishes uniform policy for packaging Hazardous Materials (HAZMAT) for safe, efficient, and legal storage, handling, and transportation. |
| FED-STD-313, Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities | Establishes requirements for the preparation and submission of Safety Data Sheets (SDSs) and hazardous warning labels by contractors who provide hazardous materials to government activities. |
| MIL-STD-129, Military Marking for Shipment and Storage | Provides the minimum requirements for uniform military marking for shipment and storage. |
| MIL-STD-130, Identification Marking of U.S. Military Property | Provides the item marking criteria for development of specific marking requirements and methods for identification of items of military property produced, stocked, stored, and issued by or for the Department of Defense (DoD). |
| MIL-STD-147, Palletized Unit Loads | Covers the methods, materials, and techniques to be employed in the formation of bonded palletized unit loads of military supplies, which are adaptable to unit loading. The methods prescribed herein shall be utilized with a standard, general purpose, 40- by 48-inch pallet. |
| MIL-STD-648, Specialized Shipping Containers | Establishes general design guidelines and associated tests for specialized shipping containers used by the Department of Defense. |
| MIL-STD-2073-1, Standard Practice for Military Packaging | Outlines standard processes for the development and documentation of military packaging. Standard covers methods of preservation to protect materiel against environmentally induced corrosion and deterioration, physical and mechanical damage, and other forms of degradation during storage, multiple handling, and shipment of materiel in the Defense Transportation System (DTS). |
| MIL-STD-1366, Transportability Criteria | Standard establishes basic transportability interface criteria for use in the development and shipment of items of materiel. Covers dimensional and weight limitations for all modes of transport to ensure that new and modified systems meet the interface requirements of the Defense Transportation System (DTS) (highways, tunnels, bridges, railways, etc.) and the DTS lift assets (rotary and fixed wing aircraft, railcars, ships, barges, etc.) for unrestricted worldwide transport and deployment. It also covers lifting and tiedown provisions, containerization criteria, overloads, assembly/disassembly, air delivery, shelter criteria, transportability testing, and modeling and simulation of the transportation environment. |
| MIL-STD-1791, Designing for Internal Aerial Delivery in Fixed Wing Aircraft | Provides design and performance requirements to assure the airworthiness of USAF fixed wing aircraft during safe and effective cargo transportation missions. Presents design requirements and operating limits from the basic aircraft loading manuals and technical publications and is supplemented by additional useful air transport data. |
| MIL-STD-209, Lifting and Tiedown Provisions | Establishes dimensional limits, design considerations, positioning requirements, and strength requirements for lifting (to include helicopter sling load (HSL)) and tiedown provisions for lifting or tying down tanks and other tracked vehicles, tactical wheeled vehicles, helicopters, and other military equipment shipped assembled or disassembled in unboxed or uncrated condition, and for restraining cargo or accessories to such equipment. |
| ASTM D3951-18, Standard Practice for Commercial Packaging | Establishes minimum requirements for packaging of supplies and equipment, exclusive of ammunition, explosives, or hazardous materials, as covered in Title 49 of the Code of Federal Regulations. |
| TO 00-85B-3, How To Package Air Force Spares | Provides essential information for packaging selected items of supply. Fast packs, standard packs, or other special handling packaging instructions (SPIs), as specified, will protect the items during shipment, storage, and on-base handling. |
| Federal Acquisition Regulation (FAR) Clauses 52.247 (as applicable) | Various clauses (e.g., F.O.B Origin, F.O.B Destination, etc.) |
| Federal Acquisition Regulation (FAR) Clause 52.223-3, Hazardous Material Identification and Material Safety Data | FAR Clause 52.223-3 The contracting officer shall insert the clause at 52.223-3, Hazardous Material Identification and Material Safety Data, in solicitations and contracts if the contract will require the delivery of hazardous materials as defined in FAR 23.301 Definition. |
| Defense Federal Acquisition Regulations (DFARS) Subpart 247.3 Transportation in Supply Contracts (as applicable) | Contains clauses for Evaluation factor or subfactor and solicitation provisions, contract clauses and transportation factors (packing, marking, and consignment instructions; DD Form 1384, Transportation and Movement Document; DD Form 1653, Transportation Data for Solicitations; DD Form 1654, Evaluation of Transportation Cost Factors). |
| DFAR Subpart 225.73 Acquisitions For Foreign Military Sales (as applicable) | Contains policies and procedures for acquisitions for FMS under the Arms Export Control Act. |

**List of Attachments:**

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| **Attachment 1: PHS&T Organic and CLS WBS**  **Tab 1 – Organic PHS&T WBS**  **Tab 2 – CLS PHS&T WBS** |  |
| **Attachment 2: Change Management Plan** |  |
| **Attachment 3: AFMC Form 158, Packaging Requirements (form to be completed by packaging specialist)** |  |
| **Attachment 4: DD Form 1653, Transportation Data for Solicitations (form to be completed by transportation specialist)** |  |