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***Department of the Army Pamphlet 700–32**

Logistics

Packaging of Army Materiel

By Order of the Secretary of the Army:

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History. This publication is an expedited revision.

Applicability. This pamphlet applies to the Regular Army, the Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this pamphlet by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–4 (DALO–SUS), usarmy.pentagon.hqda-dcs-g-4.mbx.publications@army.mil.

Distribution. This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This pamphlet supersedes DA Pam 700–32, dated 12 November 2020.

SUMMARY of CHANGE

DA PAM 700–32
Packaging of Army Materiel

This expedited revision, dated 23 October 2023

- Adds new DA Form 7924 (Special Packaging Instruction) to replace obsolete DD Form 2169 (Special Packaging Instruction) (para 2–3*b*).

Contents (Listed by chapter and page number)

Contents—Continued

Chapter 1
General

1–1. Purpose
This pamphlet provides uniform guidelines for packaging and marking within the Army.

1–2. References, forms, and explanation of abbreviations
See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA database located at https://armypubs.army.mil/abca/.

1–3. Associated Publications
Policy associated with this pamphlet is found in DoDI 4140.01; AR 700–15/OPNAVINST 4030.2/AFMAN 24–206/MCO 4030.33F/DLAR 4145.7/DCMA–1101; AR 700–37; and MIL–STD 2073–1E. Packaging for the Army will conform to this pamphlet regardless of where performed. Materiel offered for storage and shipment will be adequately protected, consolidated for effective handling, safe for transport, properly marked, and identified per MIL–STD–129R.

1–4. Records management (recordkeeping) requirements
The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2
Preparation and Documentation of Packaging Requirements

Section I

Preparation

2–1. Developing requirements
The Army Packaging Design Activity (APDA) packaging data developers must—

a. Provide military packaging technical data sufficient to support items uniquely developed for the Army and for commercial or non-developmental items used by the Army, including procurement support, shipment planning, distribution, and storage items. Information is not required for emplacements, facilities, fixed items, and items not distributed for military use. Materials and cited packaging methods will comply with DoD standard practice. Expendable and recoverable item packaging will preserve and protect to military level and provide for all distribution and any necessary field handling.

b. Describe in appropriate detail and in explicit terms to ensure that multiple sources are normally available for packaging.

c. Limit the number of methods and designs to simplify buying and stocking materials, but, when necessary, allow for an appropriately wide selection of material types, classes, grades, styles, and sizes to preserve flexibility.

d. Strive for minimum weight and cube that provides the required protection.

e. Use standard-sized modular units, intermediate units, and exterior packs compatible with established pallet, containerization, and air cargo transport system sizes approved by the International Organization for Standardization and the American National Standards Institute.

f. Ensure packaging requirements for depot-level reparable items specify reusable containers for the life cycle of the item. Develop and use long-life reusable containers (LLRCs) when cost-effective.

g. Include packaging technical data in production and procurement contracts and solicitations. Include military packaging technical data requirements in initial provisioning and development contracts.

h. Develop item military preservation and levels of packing from the standard practice specified in MIL–STD–2073–1E.

i. Develop marking per MIL–STD–129R.

j. Test designs and materials and evaluate historical records to determine the adequate protection necessary to ensure military distribution and life cycle protection.

k. Require military distribution and packaging technical data during initial provisioning if possible. Do not procure or present items for transport or distribution within the Army supply system without military distribution and packaging technical data.

l. There are two sources for packaging: design and testing. In either case, the responsible APDA will approve and maintain the data. A Government facility must be used to develop military distribution and packaging technical data, except when, if it is determined to be cost-effective or technically advantageous, the packaging design, documentation, and a supporting packaging test report are obtained from the prime contractor. The packaging design and test report documents are Government property.

m. Ensure packaging materials meet life cycle environmental requirements (for example, green products and sustainable materials), including their disposal, per DoDI 4140.01, to reduce waste volume, costs related to disposal, and negative environmental impacts and to preserve natural capital.

n. Require APDAs to consider the lack of adequate disposal facilities, increased expense, and manpower requirements to ensure proper treatment or disposal of all waste streams at Government activities operating in contingency environments. When practical, select packaging that minimizes the use of materials listed as covered waste, such as plastics and foam, in accordance with DoDI 4715.19. Selected packaging should also strive to minimize the volume required for disposal. Without proper disposal data, no item may be procured or presented for transport or distribution to a contingency environment.

2–2. Coordinating requirements

a. Army activities that prepare and coordinate MIL–STD–961E, MIL–STD–962D, MIL–STD–967, commercial item descriptions or the Federal Standardization Manual, and technical publications that contain packaging requirements, in detail or by reference, will submit draft copies to the Chief, Army Sustainment Command (ASC) Packaging, Storage, and Containerization Center (PSCC) (AMAS–SPS–P), 11 Hap Arnold Boulevard, Tobyhanna, Pennsylvania 18466–5097, for review and comments.

b. Standardization documents include—

(1) Documents relevant to the packaging area (to include all packaging-of documents).

(2) Documents with packaging requirements that apply to Army-managed or Army-used items. Army preparing activities and document custodians will ensure that Army policy is included in commodity specifications.

(3) Industry standards dealing with packaging machinery, methods, materials, procedures, or packaging operations being considered or being used within DoD packaging operations.

(4) Documents for packaging related items and materials (for example, MIL–STD–147E).

c. Excluded documents include—

(1) Publications dealing with installation, operation, maintenance, and repair parts in support of Army materiel.

(2) Special packaging instructions (SPIs) and coded packaging data listings.

Section II

Documentation

2–3. Prescribing requirements

a. Data item descriptions. Preparing activities and product support providers must refer to appropriate data item descriptions and MIL–STD–2073–1E when determining military packaging requirements. In addition, they must—

(1) Use the concept of military packaging design for the item. Identify item characteristics—including size, weight, fragility, and related data to ensure item integrity in the packaged configuration.

(2) Use the concept of minimum weight and cube. Protect items within the minimum weight and cube consistent with efficient distribution. In solicitations and resulting contracts, maximum weight and dimensions are cited to ensure executors of the packaging requirements do not exceed the weight and volume intended by package designers.

b. Special packaging instructions. Use DA Form 7924 (Special Packaging Instruction), or APDA's internal developed SPI; they contain all the MIL–STD–2073–1E required data elements. The first position

of the SPI number must be an A for Army. The second position of the SPI number must equal the first position of the Army materiel category code listed in the Army Enterprise System Integration Program (AESIP) (see AR 710–1 for a description of the materiel category codes). The remaining eight positions may be alphanumeric, and the approving APDA provides them.

c. Packaging data. When logistics management information for distribution and packaging is provided in electronic format, the format is per packaging data in the SAE GEIA–STD–0007.

2–4. Packaging data files

a. Upon creation and APDA approval, the APDA must enter packaging data into the Logistics Modernization Program (LMP) system. LMP then transmits the packaging and related data to AESIP. AESIP is used to store all packaging requirements. If an SPI is prepared for the item, the APDA must input the SPI as a PDF-type file into the AESIP SPI repository.

b. If packaging requirements cannot be found in AESIP, contact the APDA. If the APDA is unable to provide packaging requirements, then contact ASC PSCC at usarmy.tyad.usamc.mbx.pt@army.mil.

(1) The Army's authoritative packaging data file prescribing individual item packaging requirements for storage and shipment resides in AESIP, except for supply class V which resides in multiple locations. The logistics data analysis center (LDAC) is the Army activity responsible for AESIP packaging files.

(2) The AESIP packaging file contains packaging requirements, packaging technical data, and logistical information, which must be used to determine packaging material requirements and packaging procedures for a given national stock number (NSN).

c. Use the packaging segment of AESIP to transmit Army packaging data to Federal and DoD organizations outside Army.

Chapter 3
Packaging Requirements for Life Cycle Support

3–1. Procurement work directive

a. This pamphlet is the authorizing document for procurement action. The procurement work directive (PWD) contains information needed to process a contract or order, including packaging requirements. Packaging personnel at the procuring activity must review PWDs to ensure that packaging requirements are technically adequate and cost-effective in meeting the anticipated distribution and environmental requirements of the materiel being procured from the time of acquisition to consumption by the end user. If packaging requirements are missing or require updating, and if the procuring activity is not the APDA, immediately contact the APDA to provide technically adequate, cost-effective packaging requirements to include in the PWD.

b. The PWD process at a government-owned, Government-operated (GOGO) or a Government-owned, contractor-operated (GOCO) facility starts after a decision is made to obtain the needed parts from a GOGO or a GOCO facility. A statement of work (SOW) must be developed that describes the part to be obtained. Within the SOW, a technical section will provide all the necessary technical information, including, but not limited to, packaging requirements. If the packaging requirements have not been developed, immediately contact the APDA. Develop packaging requirements prior to releasing the documents to the GOGO or GOCO facility for a quote.

3–2. National Maintenance Program

a. Package materiel that is repaired as part of the National Maintenance Program per the national- or depot-maintenance work requirement SOW approved by the applicable APDA. If packaging requirements are not specified in the SOW, contact the appropriate APDA packaging office before an estimate is submitted or work begins. Apply all preservation to the unit container before the repaired item is picked up to be recorded as ready for issue.

b. Reusable containers accompany the item throughout its life cycle unless directed otherwise by the appropriate APDA's packaging office personnel. Policies for container use and turn-in are per AR 710–1.

c. Prepare items that are or consist of materials that are regulated by the Department of Transportation (DOT) as hazardous materials (HAZMAT) for shipment per Parts 100–199, Title 49, Code of Federal Regulation (49 CFR 100–199) and AFMAN 24–204/TM 38–250/NAVSUP PUB 505/DLAI 4145.3.

d. Mark all shipments per MIL–STD–129R. Apply special markings required by the SOW or the national maintenance office.

e. Process unserviceable materiel shipped for repair per the APDA's packaging requirements to prevent further deterioration. Applicable reusable containers and closure instructions may not be waived.

3–3. Military packaging

a. Accomplish military packaging per MIL–STD–2073–1E and this pamphlet.

b. Military packaging is to be provided for, but not limited to—

(1) Items delivered during wartime for deployment with or sustainment to operational units.

(2) Items that are depot-level repairable.

(3) Items requiring reusable containers.

(4) Items intended for delivery at sea.

(5) Security assistance, foreign military sales, or grant aid (unless otherwise directed by the destination country).

c. Mark military packaging per MIL–STD–129R.

3–4. Industrial packaging

a. When items are not entering the military distribution system and will be used in the assembly of major end items or of sets, kits, and outfits, industrial packaging must meet the requirements of the American Society for Testing and Materials (ASTM) International, ASTM D3951, or the specific industry packaging standard for the commodity being purchased. Tailoring may be required to ensure proper marking and safe arrival at the final destination. Packages may be tested per the applicable distribution-cycle requirements of ASTM D4169 as specifically directed by the acquisition activity.

b. Mark industrial packaging per MIL–STD–129R.

c. Use of industrial packaging is contingent upon its ability to provide adequate protection to the item with no increase in packaging charges, size, weight, or delay in delivery. Bulk practices used in interplant and intraplant movements or in shipments to jobbers are acceptable when they are the usual trade practices for individual commodities, such as coal, bulk petroleum, and fresh produce.

d. Use items packed in industrial packing within 90 days from packaging date.

e. When MIL–STD–2073–1E requires using military packaging, do not use industrial packaging.

3–5. Consumer (retail) packaging

a. Consumer packaging must meet the requirements of ASTM D3951 or the specific industry packaging standard for the commodity being purchased. Tailoring may be required to ensure proper marking and safe arrival at the final destination. Packages may be tested per the requirements of ASTM D4169 as specifically directed by the acquisition activity.

b. Mark consumer packaging per MIL–STD–129R.

c. Use of consumer packaging is contingent upon its ability to provide adequate and cost-effective protection to meet the anticipated distribution and environmental requirements of the materiel being procured from the time of acquisition to consumption by the end user.

d. When MIL–STD–2073–1E requires using military packaging, do not use consumer packaging.

3–6. Levels of packing

a. APDA packaging subject matter experts (SMEs) must determine the correct level of protection for all materiel movements. The APDA communicates special packaging not covered by the requirements contained in AESIP via phone, written instructions, fax, or email. Shipping activities must comply with the APDA packaging SME's selection of the level of packing and follow the packaging instructions.

b. Palletize or provide skids for packs and shipping containers as required to provide safe handling per MIL–STD–147E.

c. Reusable containers that are transit cases accompany the item unless otherwise directed by the APDA. Direct challenges to the item manager. Base selection of consolidation containers used on the specified level of packing.

3–7. Documentation and marking requirements

a. Maintenance and condition code (CC) documentation must comply with AR 725–50.

b. Properly identify all packaged items.

c. Markings, applications, placements, bar codes, and materials for all classes of supply—including vehicles, HAZMAT, ammunition, or explosives, and sensitive or pilferable multipacks and unitized loads—must comply with MIL–STD–129R.

d. In addition to the requirements in MIL–STD–129R, mark aircraft per the applicable preparation-for-shipment manual.

e. Continental United States (CONUS) and outside the continental United States (OCONUS) address markings must comply with MIL–STD–129R and the shipping orders.

f. Apply passive radio frequency identification per MIL–STD–129R and applicable contract documents.

g. Rules to apply distinctive markings include—

(1) Apply distinctive markings, including labels, only when specified to expedite the segregation and distribution of supplies. Use these markings to identify special projects, project, or product manager equipment, and special equipment. Apply markings by means of labels, stenciling, painting, or any combination of these per MIL–STD–129R. Distinctive markings not provided in MIL–STD–129R or ASC PSCC must approve this regulation prior to use. Hand printing is not authorized on ammunition containers.

(2) Submit requests for changes or uses of distinctive markings to the Chief, Army Sustainment Command Packaging, Storage, and Containerization Center (AMAS–SPS–P), 11 Hap Arnold Boulevard, Tobyhanna, Pennsylvania 18466–5097, or to usarmy.tyad.usamc.mbx.pt@army.mil.

(3) Requests for approval of markings not in MIL–STD–129R or this regulation must include the following:

(a) A sample of the desired marking.

(b) Instructions for use and applications.

(c) Evidence that existing markings are not suitable or adequate.

(4) Approved markings are referred for later inclusion in MIL–STD–129R or this regulation.

3–8. Unitization

Use unitization loads commensurate with the level of packing specified in the contract or order whenever the total quantity for shipment to one destination exceeds 250 pounds (excluding the pallet) or 20 cubic feet. All shippers of military supplies must adhere to the following unitization tasks—

a. Unitize materiel at shipment origin or at the earliest point thereafter.

b. Unitize items for a single destination at the source to avoid unitizing at terminals or other intermediate points.

c. Ship materiel in unitized loads as a part of acquisition actions whenever the quantity can be unitized. Unitize ammunition and explosives according to approved drawings showing the technique designed for the specified items.

d. Use shipment planning per DTR 4500.9–R-Part II and AR 725–50 to ensure efficient unitization of materiel for movement.

e. Segregate materiel, including materiel with different project codes, into distinct unit loads when loads are sent to a single break-bulk point or a central receiving point for distribution to supply support activities.

f. Ensure that technical requirements for unit loads on pallets are compatible with levels of protection prescribed for the shipment. Level B packing may be used for shipments when an intermodal container provides added item protection during all overseas distribution to the final destination.

g. Ensure that unitizing is compatible with the characteristics of the commodities and the need for protection during handling, storage, and movement. Materiel designed to be handled, stored, and shipped as a complete unit need not be further unitized.

h. Unitize loose cargo of compatible items for reshipment at terminals and freight consolidation (or other assembly points) and for overall economy results.

i. Mark unitized loads so the items within the load can be identified without disassembly of the load. Use marking boards per MIL–STD–129R.

j. Place three drums per pallet when shipping materiel in 55-gallon drums. Drums must be on standard 40- by 48-inch, four-way entry pallets, be bonded with shrink-wrap or horizontal straps, and be secured to the pallet using tie-down straps.

(1) When shrink or stretch film (see MIL–STD–147E) is not available or when the commodity is not compatible with the shrink film processes (for example, nuclear explosives; petroleum, oils, and lubricants; or explosives), secure drums with the appropriate strapping per ASTM D3953.

(2) Nonmetallic strapping may be used per ASTM D3950 (use with ASTM D4675) as an alternative, when available, subject to the criteria of MIL–STD–147E. If fewer than three drums are shipped, they need not be palletized.

3–9. Palletization

Prepare palletization based on guidance in MIL–STD–147E and this pamphlet.

a. Unitize loads on pallets that are intended for military use per MIL–STD–147E and MH1–2019.

b. Quantity for shipment to one destination of less than 250 pounds or 20 cubic feet need not be palletized.

c. For shipments with an evenly distributed total weight of 1,500 pounds or less, pallets must comply with MH1–2019, part number MH1/9–02SW4048. For shipments when the total weight is greater than 1,500 pounds but less than 3,000 pounds, evenly distributed, pallets must comply with MH1–2019, part numbers MH1/9–03SW4048, MH1/9–10BW4048, or MH1/9–11BW4048P.

d. Pallets must have a length of 40 inches and a width of 48 inches (1,000 by 1,200 millimeters), except when palletizing supply class V items. Pallet load, including the pallet, must not exceed 54 inches in height, 43 inches in length, and 52 inches in width unless otherwise specified for International Organization for Standardization or Civil Reserve Air Fleet shipment.

e. The maximum weight limit for palletized unit loads is 3,000 pounds, except for ammunition, which is limited to 4,000 pounds. Shipments to North Atlantic Treaty Organization (NATO) forces must not exceed 2,500 pounds.

f. Minimal-to-no overhang is permitted beyond the perimeter of a pallet deck when using expendable-type pallets to unitize fiberboard containers for CONUS shipments.

g. Pallets must conform to the International Standard for Phytosanitary Measures (ISPM) 15 requirements issued by the International Plant Protection Convention (IPPC).

h. Use the four-way entry, double-wing pallet complying with MIL–DTL 15011, 4,000-pound maximum capacity for ammunition or use MH1–2019, part number MH1/9–11BW4048P, when four-way entry is required to support NATO forces per NATO Standardization Agreement 2828. Copies of standardized agreements are available at https://nso.nato.int/nso/nsdd/listpromulg.html or through ASC PSSC at usarmy.tyad.usamc.mbx.pt@army.mil.

i. The requirements of MIL–STD–147E must be prescribed in specifications, standards, drawings, contract documents, and SPIs for handling, storage, or issue of the item.

j. Shipping activities must bond palletized unit loads using strapping, shrink film, or stretch wrap per MIL–STD–147E.

(1) Find additional guidance on the use of strapping in ASTM D4675.

(2) Find additional guidance on the use of stretch film packaging in ASTM D4649.

k. Mark pallets per MIL–STD–129R.

l. Palletized unit load requirements are stated by reference to load types in MIL–STD–147E when engineered unit loads are not required. Requirements for items and containers that need stacking and handling aids because of quantity, design, weight, or protection needs are prescribed there. Base weight and overall dimensional limits of palletized unit loads on guidance in MIL–STD–147E, except when prohibited by item or container characteristics. This is also true in separate directives for a specific use, commodity, geographical area, or mode of shipment.

3–10. Consolidation

Consolidation is prohibited for ammunition.

a. Use appropriate unit packs or intermediate containers for an individual NSN. To consolidate mixed NSNs into one outside shipping container to ease handling during shipment, use appropriate containers per MIL–STD–2073–1E. When packing quantities of mixed items in consolidation containers, position, and secure the items in a manner that permits ready identification upon opening. Alternatively, consolidate the items by bagging, bundling, tying, wrapping, packing in cartons, and so forth. Identify the consolidated items and quantity before placing them in the outside shipping container. Center heavy items on the bottom of the container; place light, critical items and transportation priorities on top. Fill all voids with cushioning material. Identification and documentation per MIL–STD–129R are required.

b. Do not use consolidation containers as individual outside containers for a single line item, except when the container is the unit package container for a complete end item assembly (a weapons system) or partial set, kit, or outfit. This does not prohibit their use in specifications, standards, or SPIs for a broad

group of items where consolidation is feasible and likely to occur in shipments from contractors or Army activities.

c. Consolidation containers protect the contents during shipment to the final destination. Base the type of consolidation containers used on the specified levels of protection.

d. Dimensions for consolidation containers for OCONUS shipments are compatible with containerization media to permit the greatest use of available space. The load-bearing surface of a MIL–DTL–27443 pallet is 84 by 104 by 84 inches. The type of aircraft being used to transport the pallets determines the height.

e. Consolidation containers on 40-inch by 48-inch, four-way entry pallets must not exceed the maximum length and width permitted by MIL–STD–147E for conventional shipment. When shipped OCONUS within containerization media, consolidation containers must not exceed the dimensions of the pallet.

f. Prepare containerized shipments of ammunition and military explosives per specifically approved drawings, permits, and procedures for the items involved and as directed by the applicable commodity command.

g. Clearly mark and label all class VIII items (medical supplies). Segregate perishable and high-priority class VIII supplies from consolidated packs.

3–11. Air shipments

a. General.

(1) These procedures apply to all Army materiel (except security assistance shipments or hazardous cargo) shipped by air and originating at CONUS activities.

(2) Consolidate shipments of air-eligible materiel whenever practical within the limits of DTR 4500.9–R-Part II and paragraph 3–11.

b. Preparing shipment.

(1) Consolidate materiel destined for one consignee per MH1–2019 on 40- by 48-inch pallets or in consolidation containers, when possible, before shipping to a consolidation and containerization point. Direct-to-user shipments may be made on 463L pallets if the shipment is to one consignee and can be made within the timeframes in AR 725–50.

(2) Consolidate assorted stock numbers of small parts as multipacks.

(3) Palletize consolidation containers, random size exterior containers, loose items, and palletized unit loads on 463L pallets.

(4) If there is not enough cargo available to fill (gross or cube) a 463L pallet (5,000 to 10,000 pounds or 116 to 485 cubic feet), move the shipment as a unit load per MH1–2019 on 40- by 48-inch pallets or as loose cargo to the consolidation and containerization point.

(5) Ship consolidation containers and random size exterior containers to a consolidation and containerization point only when the quantity is insufficient to palletize on a 463L pallet or on a 40- by 48-inch pallet or both. The maximum weight is 5,000 pounds for the half-size 463L pallet and 10,000 pounds for the full-size 463L pallet. The maximum weight for the standard 40- by 48-inch pallet is 3,000 pounds; ensure that the 463L pallet is not overloaded.

c. Unit protection. Shipping activities must adhere to the following guidelines when preparing materiel for air shipment to provide adequate protection without adding unnecessary weight.

(1) Although the cost for military air shipments is normally based on tonnage, designated, or required packing materials, such as wood pallets, wood boxes, and metal shipping containers, may not be eliminated to reduce the tonnage.

(2) Materiel for air shipments may be repacked when tare weight and cube can be reduced; however, the materiel's required level of protection and security must remain intact. The performance of special-engineered container design must not be affected.

3–12. Small-parcel shipments

a. Preservation and packing. A small-parcel is a pack that meets the size and weight limit and other requirements set by the carrier—for example, United States Postal Service (USPS), commercial parcel service, and so on. The preservation applied provides item protection and ensures acceptance and safe delivery by commercial carriers. The USPS Domestic Mail Manual is used to determine—

(1) Shipments that can go by parcel post.

(2) The limits placed on these shipments.

b. Consolidation of parcel post shipments to the same consignee.

(1) Consolidate parcel post shipments at the source when possible. Activities with automated systems consolidate utilizing machine-generated shipment planning.

(2) Activities that do not operate under mechanized procedures consolidate shipments manually to one consignee.

c. Exterior containers.

(1) Shrink film may be used to pack and unitize small-parcel shipments whenever the item size permits, except ammunition; nuclear explosives; petroleum, oils, and lubricants; and other flammable or materials listed in MIL–STD–147E.

(2) Items to be packed may be placed on trays or locally fabricated fiberboard sheets. In some cases, because of item size or configuration, a tray or sheet may not be required.

d. Items not packed per paragraph 3–11.

(1) *Continental United States shipments.* Containers conform to the Domestic Mail Manual, except for registered parcel post. Close fiberboard containers in a way that ensures acceptance and safe delivery.

(2) *Outside the Continental United States shipments.*

(a) Containers for OCONUS parcel post shipments are classified as weather-resistant per ASTM D5118/D5118M and are closed and sealed per ASTM D1974/D1974M. Reinforced or cushioned paper shipping sacks and cotton mailing bags may be used when they meet the needs of the shipment.

(b) Close and reinforce fiberboard boxes per ASTM D1974/1974M. Do not use staples when a barrier bag is used as an element of the method of preservation. If staples are present in the manufacturer's joint, apply a strip of tape over the staples.

e. Registered and numbered insured parcel post. Completely seal fiberboard containers for registered shipments with type II, class II (nonstrippable) A–A–1671 tape. The USPS does not accept pressure-sensitive tapes for sealing registered packages.

f. Required mail classification markings. Mark all official mailings (except letter-size, first class mail) below the postal indicia with the designated postal service (mail classification) with a rubber stamp or by hand if a rubber stamp is unavailable. Return any official mailing without the proper mail classification markings to the sender.

3–13. Preparing vehicles for shipment and storage

For overseas shipment, the requirements of MIL–STD–1366E and the requirements specified below apply to shipments of vehicles and related equipment from CONUS supply sources (vendors and Army activities) to overseas requisitioners.

a. Protection. Protect wheeled vehicles as specified in MIL–STD–3003B. Protect tracked vehicles as specified by vehicle-specific shipment and storage instructions, obtainable from the U.S. Army Tank-Automotive and Armament Command (TACOM) Life Cycle Management Command.

(1) Vehicles to be stored are given the level of preservation required for planned storage conditions.

(2) Vehicles should be stowed on a ship's deck only if circumstances necessitate and the APDA has provided special preservation instructions.

b. Security assistance shipments (long-term protection). Maximum preservation is provided for all vehicles shipped to security assistance customers, except when a lower level is—

(1) Requested by the receiving country and supply support arrangements.

(2) Recommended by the responsible military assistance advisory group, security assistance office, or implementing service.

c. Actions for preparing vehicles for overseas shipment. CONUS shipping activities must—

(1) Process vehicles per applicable procedures, as referenced in the AESIP, and with exterior dimensions reduced per TB 55–46–1.

(2) Upon request of the commander of a terminal, replace, or repair any vehicle damaged in transit that requires repair beyond the abilities of the terminal.

(3) Advise the Military Surface Deployment and Distribution Command (SDDC) of the preservation that has been given the vehicles.

d. Terminal responsibilities. The SDDC CONUS terminal is responsible for preparing vehicles for overseas shipment. All SDDC CONUS terminal personnel—

(1) Determine if damage to the vehicles has occurred in transit.

(2) Make repairs within the capability of the terminal.

(3) Remove vehicles to designated repair facilities as instructed by the item manager when vehicles are damaged beyond the repair capability of local terminal shops.

(4) Secure doors to prevent accidental opening.

e. Shipments in support of overseas movement of troops. Unit commanders ensure that unit vehicles are prepared for overseas movement. The provisions herein do not change the responsibilities of the SDDC ocean terminals.

3–14. Preparing vehicles for shipment to continental United States requisitioners

For shipments to CONUS, the requirements of MIL–STD–1366E and this paragraph apply.

a. All shipments to CONUS using units are considered to be for immediate use.

(1) Vehicles must be processed for shipment with appropriate protection and be drivable (if self-propelled) and towable (if nonself-propelled).

(2) All fluids and lubricants must be at operating level, and there must be enough fuel in the fuel tanks of self-propelled vehicles to permit off-loading and movement of 10 miles at the receiving point.

(3) Unit commanders are responsible for sustaining vehicles prepositioned but not issued.

b. The following applies to preparing vehicles for shipment to CONUS storage facilities:

(1) *New vehicles.* Process vehicles prior to shipment based on known or projected storage times and location. Unique requirements must be coordinated with storage activities, including exercising, inspection, and deterioration prevention procedures.

(2) *Vehicle turn-ins.* Unit commanders must ensure that required maintenance and all preventive maintenance requirements have been performed. Unit commanders must ensure that vehicles are processed to prevent deterioration as specified in the applicable technical manual (TM). Upon receipt from units, storage activities process the vehicles per applicable vehicle preservation requirements based on known or anticipated storage times and locations.

(3) *Retrofitted or overhauled vehicles.* Process retrofitted or overhauled vehicles for shipment and storage as specified by the maintenance work directive, such as a national maintenance work requirement or depot-maintenance work requirement. Materiel acquisition and development managers must ensure that requirements are developed for each maintenance work request.

c. The following requirements apply to shipments of vehicles and related equipment from CONUS supply sources (vendors and Army activities).

(1) *Long-term protection.* Long-term protection is specified for—

(a) Tracked vehicles during shipment, handling, and storage for more than 90 days from the date of processing with periodic care of supplies in storage (COSIS).

(b) Vehicles that might be stored outside for a period of 2 years in any worldwide environment without exercising or maintenance. This level of protection is suitable for shipments to any destination.

(2) *Short-term protection.* Short-term protection is specified to protect vehicles during shipment, handling, immediate use, or storage not to exceed 90 days from the date of processing. Periodic care of the equipment while in storage is required under the COSIS program. Short-term protection for wheeled vehicles is specified to provide protection in controlled humidity storage for a period of 48 months and processing for shipment, drive-on or drive-off, and temporary outside storage for 90 days maximum without any exercising or maintenance. This preservation level is suitable for domestic or overseas shipment (except for open deck loading aboard ship). For tracked vehicles—

(a) Vehicle is closed, air vents are left open for recirculation, floor drains are opened, screens are installed to prevent insect infestation, and additional ventilation is installed to minimize condensation inside the vehicle. All openings that could permit free entry of water to the inside of the vehicle are sealed with tape.

(b) Drive-away capability is provided when required.

(3) *Manufacturer's domestic or export practice.* Manufacturers' procedures may be used, provided they are approved by the activity responsible for the vehicle. The marking must reflect the appropriate level.

(4) *Mounted equipment and components.* Other than those that must remain operable, mounted equipment and components of vehicles and equipment are provided a level of preservation equal to that required for the vehicle.

(5) *Basic issue item.* Basic issue items are preserved, packaged, and packed to prevent damage and pilferage during shipment and storage. Use guidance for wheeled vehicles provided in MIL–STD–3003B.

(6) *Batteries.* All batteries are activated and fully charged for all drive-on or drive-off equipment. Remove wet-charged batteries and package dry-charged batteries for long-term storage, either in bulk or with the equipment, as appropriate. Store batteries separate from but near the equipment when stowed

with the equipment, as appropriate. When stowed with the equipment, store batteries separately but near the basic issue item.

(7) *Shipment in support of combat operations.* Give wheeled and tracked vehicles shipped to support combat operations specific protection as required by the requisitioner or as directed by the item manager, based on an agreement between the shipper and the requisitioner or the major commander.

(8) *Air shipment of vehicles.* Carrier rules govern the air shipment of vehicles for that mode of shipment. MIL–STD–1791 gives general requirements for air transport. Observe general precautionary measures that apply to shipping these items by air.

(9) *Shipments to arctic regions.* Shipping activities ensure that any vehicular equipment shipped to arctic regions is winterized to withstand the mean ambient temperatures of the locale to which shipment is made. Winterization measures include at the least, the use of arctic lubricants and fluids, proper anti-freeze protection, and other specific winterization measures required by the activity responsible for the vehicle.

3–15. Preparing aircraft for shipment and storage

The information for Army aircraft shipment and storage is based on TM 1–1500–204–23–1 requirements.

a. Preservation. Determine preservation requirements for aircraft by the mode of shipment and the period of time the aircraft must remain inactive.

(1) Preservation instructions in the applicable preparation-for-shipment manual normally provide protection for 45 days.

(2) When an aircraft remains inactive for more than 45 days or when it is to be shipped by truck or on the weather deck of a vessel, preserve it for intermediate storage per the applicable aircraft unit and intermediate maintenance manual.

b. Storage. TM 1–1500–204–23–1 defines the types of storage applicable to aircraft. The applicable aircraft unit and intermediate maintenance manual provide specific requirements.

(1) Flyable storage maintains the aircraft in operable condition. There is no time limit for flyable storage; however, flyable storage requires periodic inspection and ground run of the aircraft.

(2) Short-term storage procedures preserve aircraft for up to 45 days. These procedures require extensive preservation, but the requirement is eliminated for periodic ground runs of the aircraft.

(3) Intermediate storage procedures preserve aircraft for 46 to 180 days. These procedures require very extensive preservation of the aircraft. Intermediate storage is the longest term of storage applicable to aircraft. At the end of a 180-day period, the aircraft must be depreserved, have all required maintenance operations performed, be operated, and either returned to flyable status or (if further storage is required) represerved for storage.

c. Shipment. Aircraft for shipment are prepared per requirements in the preparation-for-shipment manual applicable to the aircraft, which is available at the LDAC or in electronic TMs at https://www.ldac.army.mil/.

3–16. Electrostatic discharge sensitive items

Use electrostatic discharge sensitive (ESDS) items for protective workstations (or for field service kits) in all areas where ESDS items are handled and packaged. Protect ESDS items at all maintenance and supply levels. Personnel must be trained in properly packaging and handling ESDS items per MIL–HDBK 773. Packaging is per MIL–STD–2073–1E, and markings are per MIL–STD–129R, including ESDS item markings.

3–17. Fast pack containers

a. The PPP–B–1672 containers (fast packs) are standard, exterior, reusable packing media for the packaging, preservation, handling, shipment, and storage of serviceable and repairable items prescribed by the APDA—such as packaging ESDS items and for shipping by parcel post or commercial small-parcel service. Use them—

(1) For items under repair and return programs.

(2) When a container capable of withstanding multiple uses is required.

(3) For items susceptible to damage in shipment. For example, delicate, or fragile electronic items may be shipped in fast pack containers if the item’s size is compatible with the container’s guidance.

b. Fast packs are reusable containers. Each activity will reuse fast packs, especially for the return of repairable items. However, do not return empty containers to shippers.

3–18. Guided missile and large rocket systems, ammunition, explosives, and other hazardous materials

This paragraph sets guidelines for packaging and marking ammunition, explosives, and other HAZMAT within the Army. DoD policies for packaging HAZMAT are available in DLAR 4145.41/AR 700–143/NAVSUPINST 4030.55D/AFMAN 24–210_IP/MCO 4030.40C. DoD policies to transport HAZMAT are in DTR 4500.9–R-Part II. Do not construe this document as authorizing any compromise with established safety standards when selecting packaging for HAZMAT. HAZMAT packaging and marking must comply with the requirements contained in International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air, International Air Transport Association (IATA) Dangerous Goods Regulations, 29 CFR 1910, 40 CFR, 49 CFR 100–199, International Maritime Dangerous Goods Code (IMDG–Code), and AFMAN 24–204/TM 38–250/NAVSUP PUB 505/DLAI 4145.3.

a. Preparing and documenting. Develop and test requirements for packaging and marking ammunition, explosives, and other HAZMAT per the IMDG–Code; ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air; and 49 CFR 100–199 requirements and documented on SPIs. Hand printing is not authorized on ammunition containers.

b. Preservation.

(1) Preservation of conventional, chemical, and nuclear ammunition, missiles, explosives, or other HAZMAT must comply with approved drawings, SPIs, packaging data sheets, or specifications.

(2) Packing ammunition items and other HAZMAT must comply with approved drawings and specifications, SPIs, or packaging data sheets and, when applicable, certificates of equivalency.

(3) In addition to paragraphs 3–18*b*(1) and 3–18*b*(2), test and certify all HAZMAT packaging that is subject to performance-oriented packaging meets both national and international regulations. When a HAZMAT or dangerous good is regulated to move within CONUS—

(a) By highway, rail, or vessel, ship it per 49 CFR 100–199.

(b) By commercial air, ship it per 49 CFR and the ICAO.

(c) By vessel, ship it per 49 CFR 100–199.

(d) By military or Government air, ship it per AFMAN 24–204/TM 38–250/NAVSUP PUB 505/DLAI 4145.3.

(4) When a HAZMAT or dangerous good is regulated to move OCONUS—

(a) By commercial air, ship it per ICAO.

(b) By vessel, ship it per IMDG–Code.

(c) By military air or Government, ship it per AFMAN 24–204/TM 38–250/NAVSUP PUB 505/DLAI 4145.3.

c. Marking. Markings for ammunition items and other HAZMAT must comply with MIL–STD–129R, the item specification or general marking drawing, DoD, and DOT regulations, and international regulatory requirements.

d. Safety and security measures. Follow separate instructions—such as AR 385–10, AFMAN 24–204/TM 38–250/NAVSUP PUB 505/DLAI 4145.3, AR 700–141, 49 CFR 100–199, 29 CFR 1910, other applicable DoD and DOT regulations, ICAO, IMDG–Code, and international regulatory requirements—when shipping and storing ammunition, explosives, toxicants, or other dangerous goods.

3–19. Security of sensitive items

Shipments of sensitive items must comply with AR 190–11. Sensitive items include items shown in AR 740–26. For security reasons, the requirement for overpacking sensitive-item shipments to achieve a specified minimum weight per shipment unit, per AR 190–11, is not excessive packaging per this regulation. Such over-packing is done on an individual-case basis in the absence of required cargo containers.

3–20. Direct vendor delivery shipments

a. Direct vendor delivery shipments must be adequately protected, consolidated for effective handling, safe for transport, and properly marked and identified (see ASTM D3951 for guidance). Contract requirements include a statement that the item arrives in undamaged, operable condition at the final destination. Only packaging designed and approved for specific items should be used for direct vendor delivery items to field locations. The procuring APDA packaging SME may require specific packaging and packing for items, depending on the logistics environment or anticipated time of storage. Marking is as specified in the contract or order.

b. Direct delivery of class V items will be per paragraph 3–18. Items that fail to comply with class V packing and marking requirements will submit SF 368 (Product Quality Deficiency Report) per AR 702–7 and DA Pam 742–1.

3–21. Security assistance and foreign military sales

The APDA must ensure that the proper protection is specified following the sales agreement with a foreign government. If the sales agreement does not specify a specific level of protection, the packaging is per MIL–STD–2073–1E. Marking is per MIL–STD–129R. Special markings are applied if identified in the sales agreement or required by international law. Ammunition is packaged per the APDA-developed NSN requirements and packed per the final hazard classification.

Chapter 4
Control and Evaluation of Packaging Requirements

4–1. Control of packaging requirements in shipment and storage applications

a. Transmit requests for deviations by phone, message, or letter, depending on urgency.

(1) If the packaging requirements are subject to configuration control board (CCB) processing, formally document the request through an engineering change process and submit it to the item CCB for review and processing. The responsible packaging activity reviews item packaging requirements, ownership purpose, historical packaging, and distribution data for the item and provides a response to the applicable CCB. Final approval by the configuration manager is required. Approved deviations are configuration controlled. Details are configuration controlled and included in the CCB directive.

(2) If the packaging requirements are not subject to CCB processing, then the responsible packaging activity reviews item packaging requirements, ownership purpose, historical packaging, and distribution data for the item. It also responds to the requesting activity providing permission to proceed with the waiver.

(3) When waivers are required, and the responsible activity cannot be contacted, the waiver may be approved locally if urgency dictates. The waiver is recorded and sent to the activity responsible for the item. The activity responsible for the item evaluates the waiver after the fact and contacts the installation regarding their decision.

b. Regarding coordination for HAZMAT—

(1) Waivers for HAZMAT shipments are not approved locally.

(2) Submit requests for DOT special permits (formerly exemptions), DOT certificate of equivalency, competent authority approvals, or packaging waivers to the Army Service focal point for HAZMAT: Chief, Army Sustainment Command Packaging, Storage, and Containerization Center (AMAS–SPS–P), 11 Hap Arnold Boulevard, Tobyhanna, Pennsylvania 18466–5097, or by email to usarmy.tyad.usamc.mbx.pt@army.mil.

c. Regarding notice of packaging waiver in shipments—

(1) Waivers, special permits, DOT certificates of equivalency, or competent authority approvals from packaging requirements and accepted nonconforming materiel from contractors must have a description of the waiver and the approving authority, date, and number noted in the acquisition receipt document or the contract or modifications.

(2) On DD Form 1348–1A (Issue Release/Receipt Document), describe each waiver and the approving authority, including the number and date of approval.

(3) Document all waivers when preparing (preserving) unboxed or uncrated vehicles and equipment on two copies of DA Form 2258 (Depreservation Guide for Vehicles and Equipment). Notations must describe the waivers involved. Show the approving authority, date, and number on the form.

4–2. Analysis of packaging requirements and applications

a. For Army shipping and storage activities—

(1) Provide requests for packaging analysis to appropriate activities, with NSNs or part number and commercial and Government entity codes, of Army-owned items that need packaging improvements.

(2) Give the APDA packaging SMEs the basis for the recommended analysis.

(3) For other-than-Army-owned items, contact ASC PSCC at usarmy.tyad.usamc.mbx.pt@army.mil, which in turn contacts the owner service for guidance.

b. Activities execute the program by—

(1) Maintaining a record of analyses performed and acknowledging requests upon receipt.

(2) Analyzing packaging requirements based on supply discrepancy reports (SDRs), packaging document reviews, and documented field observations.

(3) Coordinating with the other packaging activities to determine the standards and supply status of the item.

(4) Analyzing the current packaging for adequacy and coordinating the development of alternate packaging, testing, and validation.

(5) Advising requesting activities of the action taken or planned.

(6) Providing for the distribution of changes in packaging and ensuring that revised packaging requirements are reflected in the applicable documents.

Chapter 5
Training

5–1. General

a. Personnel who design packaging, develop packaging data, apply data requirements, inspect, or certify completed packages, or are involved in other packaging operations must be trained per AR 700–37. This training includes policies, procedures, design criteria, and application and verification or inspection techniques used to protect DoD materiel from deterioration or degradation during storage, multiple handling, and shipment associated with the military distribution system.

b. As applicable to the specific functions mentioned, certify packaging personnel assigned under the logistics career field of the Army Acquisition Corps to the level applicable for their position per Army Acquisition Corps requirements.

5–2. Sources of training

a. Defense Ammunition Center. The Defense Ammunition Center (DAC) is the DoD's prime source for military packaging training in McAlester, Oklahoma. DAC offers resident courses, distance learning courses, and resident workshops. View the schedule and descriptions of these courses, which cover all aspects of military packaging, at https://www.dactces.org. This information is also available in the Army Training Requirements and Resources System (ATRRS) course catalog available at https://atrrs.army.mil/atrrscc. In addition to maintaining student input, the ATRRS maintains a database of course information on virtually every course that is taught at military and DoD training institutions. The school code for DAC is 910.

(1) Per AR 350–10, the Total Army Centralized Individual Training Solicitation (TACITS) is the only official solicitation that recognizes the Total Army's training requirements for military and civilian personnel. Participation in the TACITS survey affords your organization the opportunity to identify, project, and resource future training needs. The TACITS survey is available only on the ATRRS channels website. It is imperative that, prior to the release of the survey, each Army command (ACOM), Army service component command (ASCC), or direct reporting unit (DRU) reviews the sub-quota source codes currently defined for their quota source to ensure that the individuals providing input to the survey can provide a survey response. To update the ATRRS website, each respondent requires an ATRRS log-on identification and password, plus reservation authority on the RL, RP, A2, and RC functions for the sub-quota source they report for. Add, change, and delete the current codes using the VR function in portals. Check the ATRRS website annually to find the suspense date and point of contact (POC).

(2) Regarding enrollment in DAC courses through ATRRS—

(a) If the nominating official or training coordinator has access to ATRRS, nominations must be made through ATRRS.

(b) If ATRRS is not available, contact the Army Learning Management System help desk by phone: Defense Switched Network (DSN) 826–4745 (open 0700 to 1600 Eastern Standard Time); toll-free, 1–877–251–0730; or commercial, 757–878–4745. If the Army Learning Management System number does not work, use the Army training help desk: toll-free at 800–275–2872, option 1, or DSN: 826–3666 (open Monday through Friday, 0700 to 1600 eastern standard time).

b. Defense Acquisition University. The Defense Acquisition University (DAU) offers training for the Army acquisition, logistics, and technology workforce. Information about DAU courses and the achievable certification levels is available at https://icatalog.dau.edu/. These DAU courses are offered by the

following modes: resident, local, or onsite, distance learning, facilitated online learning environment, or a hybrid (combination of classroom and distance learning). Army acquisition, logistics, and technology workforce—both civilian and military—personnel desiring DAU training can apply for a course through the ATRRS website or https://www.dau.edu/ by selecting I Need Training, then Apply for DAU Course, then Army Military and Civilian (or if contractor, select Employee Working for a Company that Supports DoD).

Chapter 6
Asset Protection Programs

6–1. Care of Supplies in Storage Program

a. This program ensures the owners and custodians of stored materiel know the materiel's actual condition. It apprises the owner so an informed decision can be made on further restorative, testing, or preservation actions to return the materiel to its issuable condition or to dispose of materiel excess to the item manager's needs. The COSIS Program includes stock readiness for supply classes II (sets, kits, and outfits), IV, and IX (secondary items and components), and all aspects of exercising for major end items. All storage activities must periodically survey the condition of materiel and its packaging during receipt processing while in storage and before issuing or shipment. Costs for packaging related to the national maintenance program, including packaging unserviceable returns and refurbishing or replacing containers, are incorporated in the costs of the maintenance program (see TM 38–8145–709 for detailed COSIS inspection guidelines that describe the supply support activity (SSA) processes required to adequately care for supplies in storage fulfilling the SSA's custodial responsibility).

b. Basic COSIS Program actions are—

(1) Performing scheduled inspection actions, including—

(a) Monthly checks of humidity indicators and overall condition of LLRCs.

(b) Other periodic checks, based on table 6–1, for all material in storage.

Table 6–1
Frequency of inspections at organizations storing Department of Defense materiel

Type of storage	Frequency (months)
Controlled humidity	60
Controlled temperature	30
Noncontrolled temperature	24
Shed	12
Open	6
Hazardous or flammable preventive	6
LLRC	1

(2) Performing required exercising actions.

(3) Properly identifying items.

(4) Determining the adequacy of the storage environment, preservation, packing, and marking.

(5) Accurately determining item condition and posting this condition to record.

(6) Preventing all forms of deterioration that adversely affect the end use of required items.

(7) Restoring required items to a serviceable condition for issue.

(8) Detecting fungi, mildew, spoilage, insect infestation, or rodent or other pest damage to stocks; prescribing or administering treatment; and determining that adequate preventive and corrective measures are taken.

(9) Inspecting shelf-life items and migrating CCs per DoDM 4140.27, Volumes 1 and 2. The shelf-life of an item should never be confused with the service life of an item.

Note. The term shelf-life does not apply to class I, perishables; class III, bulk petroleum; class VIII–B, blood, and fluids; or local stock numbers.

(10) Ensuring that all applicable elements are informed of any unsatisfactory conditions found to exist in stocks, the reasons therefore, corrective actions required and taken, pertinent data that can be used to

improve the item and its care, and the packaging or storage environment considered to be best suited for its continued storage.

(11) Recommending to the applicable DoD component basic changes in serviceability standards or adaptations to local conditions, such as storage environment or availability of specialized testing capacity not normally found in storage installations. For example, the quality analysis may indicate the need for adjusting the inspection frequency, changing the preservation procedures, or revising acceptable quality levels or defect classifications.

c. Guidelines for systematic inspection of material in storage are—

(1) *Cyclic inspection.* Inspecting material in storage is an extremely important step in evaluating material quality. Its purpose and objectives are directly related to a COSIS Program. In many instances, long periods elapse from receipt of material by the storage activity until the ultimate issue or shipment to the user. During this interim period, stored material must be systematically inspected to detect the condition, degradation, corrosion, damage, and other deficiencies caused by improper storage methods, extended periods of storage, or the inherent deterioration characteristics of the material. Detect minor deficiencies before they become of major significance, thus providing for corrective actions before the material becomes unserviceable or unusable. In this regard, a cyclical inspection program identifies stocks that require corrective preservation and packing to ensure that material is maintained in a serviceable condition. It also identifies assets that require condition reclassification to a lesser degree of serviceability.

(2) *Effective and efficient execution of the cyclic inspection system requirements.* This will ensure that—

(a) Stored material is inspected at intervals indicated by the assigned shelf-life code, inspection frequency code, or type of storage afforded the material.

(b) Quantitative data generated by the cyclic inspection system are thoroughly analyzed, summarized, and furnished periodically to management to assist in eliminating causes for deficiencies.

(3) *Recording.* Record all packaging-specific related deficiencies on DA Form 7790 (Care of Supplies in Storage (COSIS)). This includes visual inspection deficiencies found with items, unit packages, containers (including LLRCs), and storage. Use DD Form 1225 (Storage Quality Control Report) to record visual and dimensional inspection results unless a specialized report is required, or the military services have prescribed a different detailed form. When testing is required, the requesting or testing facility (as appropriate) will use DD Form 1222 (Request for and Results of Tests) to initiate the form and to record test results. Use DD Form 1225 to report inspection results unless a summary report, satisfactory for the purpose, has been established. For certain supplies, such as subsistence supplies, the requirement to report voluminous amounts of quality data makes it essential to use a summary report. When a summary report is used, use DD Form 1225 only to report quality deficiencies. When DD Form 1222 and DD Form 1225 are used for an inspection lot, attach a copy of DD Form 1222 to each copy of DD Form 1225.

d. All storage activities will conduct in-storage cyclical inspections of general supply materiel in storage to conform to applicable storage serviceability standards. Storage serviceability standards are available at the LDAC and in electronic TMs at https://www.ldac.army.mil/. If there are no storage serviceability standards outlining the frequency of inspection, all storage activities will, as a minimum, inspect materiel as shown in table 6–1. The COSIS inspections will, at a minimum, consist of a visual survey of the materiel in storage. The survey will include inspecting for deterioration of the unit pack, MIL–STD–129R markings, and inspecting LLRCs, including humidity indicators, per APDA's container guidance.

e. For personnel who receive or store Army material, a COSIS inspection video series is an aid designed to assist personnel conducting each COSIS cyclic inspection. The videos are available at https://www.dvidshub.net/search/?q=pscccosis&view=list. In-storage special inspections are reimbursable per DoDI 4140.01 and can result from a safety of use message, an aviation safety action message, a safety of flight message, or a special request from the item manager or owner. Complete DD Form 1225 per DLAR (JSR) 4145.04/AR 740–3/AFMAN 23–125/NAVSUPINST 4400.100B/MCO 4450.15B, except—

(1) Block 28, indicate N/A.

(2) Block 29, show total on hand by CC after inspection. Account for any discrepancies in the count in block 35 (for example, write "previously misidentified," "could not locate," or "sent to maintenance").

(3) Block 30, indicate N/A.

(4) Block 31a, indicate estimated cost of labor required for the inspection.

(5) Block 31b, indicate estimated cost of materials required for the inspection.

(6) Block 33, indicate N/A.

(7) Block 34, indicate message number or requestor's name.

(8) Block 35, show the specific type of special action (safety of use, aviation safety action message, or safety of flight and the quantity of items requiring inspection). Provide the cost of labor in total hours and total dollars (fully burdened). Provide additional information as required in the owner's request document and any additional information, such as the severity of deterioration, necessary to explain any information in paragraphs 6–1*f*(1) through 6–1*f*(5). If additional room is required, continue on the reverse side of the form or a separate page.

(9) Leave blocks 38 through 42 blank for subsequent processing.

f. For special materiel condition marking, materiel condition tags or labels, use DD Form 1574 (Serviceable Tag—Materiel), DD Form 1574–1 (Serviceable Label—Materiel), DD Form 1575 (Suspended Tag—Materiel), DD Form 1575–1 (Suspended Label—Materiel), DD Form 1576 (Test/Modification Tag—Materiel), DD Form 1576–1 (Test/Modification Label—Materiel), DD Form 1577 (Unserviceable (Condemned) Tag—Materiel), DD Form 1577–1 (Unserviceable (Condemned) Label—Materiel), DD Form 1577–2 (Unserviceable (Repairable) Tag—Materiel), or DD Form 1577–3 (Unserviceable (Reparable) Label—Materiel), per MIL–STD–129R, to identify materiel when it may possibly become mixed during maintenance, storage, or shipment within (or between) installations or when physical evidence of inspection is necessary for materiel control to prevent duplicate inspections. These forms and labels are not for indiscriminate use on materiel that presents no problem in storage or transfer. The five materiel condition tags and five materiel condition labels to be used in identifying materiel are itemized, and their uses are explained in table 6–2. To preclude inadvertent shipment of unserviceable or condemned materiel, store such materiel separately from serviceable materiel.

Table 6–2
List of material condition tags, labels, colors, and instructions

Tag	Label	Name	Color	Use
DD Form 1574	DD Form 1574–1	Serviceable Materiel	Orange/ yellow	To identify serviceable materiel in CCs A, B, and C.
DD Form 1576	DD Form 1576–1	Test/Modification Materiel	Blue	To identify serviceable materiel that requires test, alteration, modification, conversion, or disassembly prior to issue (CC D).
DD Form 1575	DD Form 1575–1	Suspended Materiel	Brown	To identify materiel that is suspended (stocks awaiting classification, returned material awaiting classification, or stock held pending negotiation or litigation (CCs J, K, L, and Q)).
DD Form 1577–2	DD Form 1577–3	Unserviceable (Reparable) Materiel	Green	To identify unserviceable materiel that is potentially restorable to a usable condition. This includes material in CCs E, F, and G.
DD Form 1577	DD Form 1577–1	Unserviceable (Condemned) Materiel	Red	To identify unserviceable materiel that is condemned as unsuitable for restoration to a usable condition (CCs H and P).

(1) The tags or labels—conspicuously marked "Serviceable," "Unserviceable (reparable)," "Unserviceable (condemned)," "Suspended," Or "Test/Modification," as applicable—will contain adequate information regarding the identity and condition of the item.

(2) Any additional information or data required to assist in depot materiel control may be added to the tags or labels provided that such data are compatible with the prescribed usage of each tag or label.

(3) It is extremely important that materiel condition tags or labels be protected from being removed, defaced, mutilated, or altered to avoid duplicating work by redetermining the condition and identification of the materiel.

(4) Obtain these tags and labels through normal supply channels.

(5) Responsibility for authenticating materiel condition tags or labels will be restricted to quality assurance, quality control, or inspection-certified personnel.

6–2. Ammunition Surveillance Program

Quality assurance specialist, ammunition surveillance (QASAS), general schedule 1910 series (Career Program 20) personnel are directly responsible for inspecting supply class V materiel. Under the direction of a QASAS, military ammunition inspectors (staff sergeant or sergeant first class) (military occupational specialty 89B) and designated civilian technicians (including local nationals at OCONUS locations) may supplement and assist the QASAS in accomplishing ammunition inspection functions within a surveillance organization. These surveillance organizations will conduct inspections per DoDI 5160.68, AR 702–6, DA Pam 742–1, and supplementing ammunition information notices for inspection policies and procedures. Units can contact their regional ammunition supply point or ammunition depot to request QASAS assistance with inspecting class V, associated packing, and marking.

6–3. Stock Readiness Program

a. The Stock Readiness Program (SRP) ensures Army Materiel Command (AMC) materiel is inspected and properly preserved to protect items from deterioration and damage. The SRP applies to all AMC materiel supply classes II (sets, kits, and outfits), IV, and IX (secondary items). In the SRP, Headquarters AMC reimburses approved Army activities for taking appropriate action to preserve AMC items that are improperly protected or packaged at their respective Army activities. Army activities that determine an inability to preserve improperly protected or packaged AMC items may forward a request with justification and the scope of the request for inclusion in the SRP through the ASC PSCC, the responsible office for the SRP.

b. As the responsible office, ASC PSCC centrally administers the program including packaging technical support, financial management, and audit. ASC PSCC will manage and account for all SRP expenditures consumed by the approved Army activities under the AMC SRP. Contact the ASC PSCC SRP program lead at 570–615–6408 (DSN 795) or at usarmy.tyad.usamc.mbx.pt@army.mil with questions regarding the SRP or when requesting approval for participation in the SRP.

c. All approved Army activities performing functions in support of the AMC SRP will adhere to the SRP business rules and follow the SRP's standard operating procedure (SOP). Document all procedures, processes, and requirements to participate in the AMC SRP in the SRP business rules and SRP SOP.

6–4. Army prepositioned stock

Prepare Army prepositioned stock materiel for storage per TM 38–470.

a. Materiel and equipment (nonself-propelled).

(1) Preservation requirements for secondary items will follow AR 700–15 and are developed per MIL–STD–2073–1E.

(2) If not consolidated in intermodal containers, Level A packing for items is provided. Level B packing can be used if materiel is consolidated and deployed in these consolidation containers.

(3) Any packaging may be used when it meets or exceeds the requirements and is approved by the responsible packaging activity.

(4) The APDA or applicable owning command ensures that materiel moved to Army prepositioned stock sites is packaged per TM 38–470.

(5) Repackage items repaired or unpackaged for maintenance or inspection at Army prepositioned stock sites at that site per the baseline APDA packaging requirements.

(6) Package all supply class V per the APDA-developed or approved NSN packaging drawings and palletization procedures.

b. Self-propelled equipment. APDA packaging SMEs develop preservation requirements that minimize the cost of labor and materials to store the equipment, allow for rapid deployment, and provide adequate protection between maintenance cycles.

6–5. Retrograde materiel

a. Consumable, serviceable excess returns for credit are retrograded from the materiel collection points and turned in using the standard procedures contained in AR 710–2 and associated pamphlets.

(1) To prevent deterioration and damage, consumable, serviceable returns must be returned in the original unit pack or a unit pack equal to or better than the original unit pack. Failure to follow this requirement for serviceable returns could result in the loss of credit. To minimize the possibility of credit loss, it is imperative that the item not be removed from the original unit pack until ready for use. Ensure item

serviceability or condition warrants return and that the inventory control point (ICP) has authorized the return per DoDI 4140.01 and DLM 4000.25, Volume 2.

(2) Preserve and package materiel for shipment and storage per APDA packaging requirements. If packaging requirements for a specific item are not available, contact the APDA for instructions. The shipper is responsible for adequate protection of materiel returns. The ICPs have the authority to bill shippers for repackaging discrepant shipments. Materiel packaging that dictates the use of reusable containers must be afforded that protection throughout their life cycle. If an item's reusable container is damaged, destroyed, or lost, the last accountable activity is responsible for reasonably attempting to obtain the correct container.

(3) Identify all items with the NSN or part number and quantity. MIL–STD–129R labels, markings, and radio frequency automatic identification technology devices are required.

b. Unserviceable repair parts or components must be turned into the SSA, and job ordered to the appropriate maintenance repair facility or evacuated to an intermediate staging base, forward operating base, or other designated element at echelons above brigade level for repair or disposition.

c. All communication-security equipment items and unclassified controlled cryptographic items are specifically prohibited from disposal through Defense Reutilization and Marketing Office channels. If any of these items are unserviceable or uneconomically repairable, they must be evacuated through supply channels to the Commander, Tobyhanna Army Depot in Tobyhanna, Pennsylvania.

6–6. Defense disposition services

a. When a disposal release order is received for a partial quantity of materiel in storage, fill the disposable release order with the poorest quality stock at the storing activity. Prime candidates for selection are materiel in improper packaging, deteriorated packaging, and oldest date of pack.

b. Do not expend labor or materiel to correct packaging discrepancies, except as needed for HAZMAT to comply with applicable regulations or to comply with specific item manager instructions.

c. When materiel destined for disposal is packed in a reusable container—

(1) If the container is an LLRC, the storing activity contacts the owning ICP before completing the disposable release order to determine if the ICP wants to retain the containers.

(2) If the reusable container is not an LLRC, the storing activity retains and reuses the container for like items.

d. Remove materiel destined for disposal that is undamaged and reuse that packaging material to package other items. The exception is packaging provided for the safe handling of items (for example, skid bases).

Chapter 7
Army Phytosanitary Measures for Wood Packaging Material Transiting International Borders

7–1. Phytosanitary requirements

These requirements for wood packaging material (WPM) have been imposed by the ISPM 15 to protect forests worldwide against pest infestation. WPM includes pallets, crates, boxes, reels, and dunnage composed of nonmanufactured wood. Wood packaging made wholly of processed wood material (such as particleboard, oriented strand board, and finished wood used in furniture) is unaffected. Direct questions on the WPM Program to ASC PSCC at usarmy.tyad.usamc.mbx.wpm@army.mil.

a. ASC PSCC is the Army DoD component manager for the Army WPM Program.

b. Army activities using WPM for transnational shipments must comply with the procedures contained within DoDM 4140.65 to gain access to aerial and water ports.

c. If these procedures are not followed, there is a strong risk that unmarked or improperly marked material will become frustrated cargo and be destroyed at the port of debarkation. Alternatively, it may be required to be repacked at the port or consolidation and containerization point, causing increased cost and time delays to the Army.

d. The Army actively promotes, implements, monitors, and measures procedures within DoDM 4140.65 to reduce the risk of introducing and spreading quarantined pests associated with the movement in international trade of WPM made from raw wood. The intent is to treat, test, replace, or phase out of inventory all non-compliant WPM.

e. Army guidelines for WPM self-certification are available from ASC PSCC at usarmy.tyad.usamc.mbx.wpm@army.mil or from the Navy at https://tarp.navsup.navy.mil/wpm.

7–2. Management controls

ACOMs, ASCCs, or DRUs maintain documentation for compliance purposes throughout the process. ACOMs, ASCCs, or DRUs audit, report, and enforce WPM standards and measures. Audit and enforcement include onsite inspections and may also include using a centralized DoD web-based program. Each activity certifying WPM must be audited per Army audit procedures. ACOM, ASCC, or DRU activities provide monthly reports, coordinated through their chain of command, to the DoD centralized website. Post the reports to the DoD centralized website within two weeks of the end of the reported month, per the required reporting instructions in DoDM 4140.65.

a. Online report validation. Validate reports monthly for DoD activities authorized to apply the IPPC or DoD pest-free mark using the current WPM standards. Each reporting activity will register its Department of Defense activity address code (DoDAAC), site auditor, and site custodian via https://tarp.navsup.navy.mil/wpm. Each validating activity will register their DoDAAC and WPM program manager via https://tarp.navsup.navy.mil/wpm. The ACOM WPM program manager validates the monthly reports.

b. Outside audits. Trained site auditors will perform initial and annual onsite audits using DA Form 7635 (U.S. Army Wood Packaging Material (WPM) Site Self-Certification Auditor`s Checklist) (see app E for instructions). Auditors will physically inspect DoD-certified material stamped or stenciled with the IPPC mark or DoD pest-free mark to ensure compliance. Auditors will document discrepancies and compliance data online or forward it to the WPM program manager for comparison with online or collected report-verification data. Auditors will provide a copy of the completed DA Form 7635 through their chain of command WPM POCs. The WPM site auditor must also use DA Form 7635 whenever the validity of the process is questioned by receipt of a valid SDR. The WPM site custodian, WPM site auditor, and WPM site custodian's supervisor will sign off on a statement that the installation has completed the steps necessary to bring the installation logistics and shipping activities in compliance with DoDM 4140.65 on the front cover of the WPM audit checklist. Forward a scanned and printed copy of the completed DA Form 7635 to AMC WPM responsible office, ASC PSCC, at the following address: ASC PSCC Attention: WPM Program Manager, 11 Hap Arnold Boulevard, Tobyhanna, Pennsylvania 18466–5097.

c. Wood packaging material training. The ACOMs, ASCCs, or DRUs will use the DoD comprehensive WPM web-based training course at https://tarp.navsup.navy.mil/wpm. It is available to all military, DoD Civilian, and contractor personnel operating at GOCO facilities. The course provides self-certification and familiarization training. Personnel will retake the training once every two years. This practice ensures inspectors, packers, wood fabricators, and assemblers stay current with IPPC, U.S. Department of Agriculture Animal and Plant Health Inspection Service, and DoD WPM policy and procedural changes. For those sites where personnel do not have common access cards, contact ASC PSCC, the Army WPM POC, for instructions on how to obtain WPM training.

Chapter 8
Army Packaging Policy Work Group

8–1. Army Packaging Policy Work Group objectives

The Army Packaging Policy Work Group (APPWG) is a permanent forum established to develop and recommend changes to policy, guidance, and standardization of packaging throughout the Army as it relates to the overall Federal and DoD distribution system. The APPWG is chaired by the Deputy Chief of Staff (DCS), G–4. The ASC PSCC representative serves as the deputy chair. The deputy chair functions as the chair in the absence of the DCS, G–4. ACOMs; ASCCs; DRUs; the Assistant Secretary of the Army for Acquisition, Logistics, and Technology; and AMC Life Cycle Management Command representatives should comprise the APPWG membership. The APPWG provides a forum to discuss and disseminate the following items of interest to the Army packaging community:

a. Domestic and international packaging requirements.
b. Packaging equipment, methods, and technology.
c. Engineering and data development and maintenance.
d. Education and training.
e. Productivity cost improvement and effectiveness.

f. International and domestic distribution and transportation requirements.
g. Environmental issues and mandates.
h. Information systems for logistics management information and packaging data.
i. Army projects affecting the DoD distribution system.
j. DoD acquisition initiative issues.
k. Industry standardization organizations, committees, and documents.
l. Packaging career issues and the Army packaging workplace.
m. Areas of interest to the DCS, G–4.

8–2. Department of Defense packaging awards
Army nomination packets are solicited in August each year. During the annual APPWG meeting, the Army representative nominees are selected for the DoD awards.

8–3. Functions
a. The APPWG members provide and exchange information and develop, coordinate, and recommend packaging policy to the DCS, G–4. They work together to detect and recommend solutions to systemic and Army packaging policy problems. They promote the standardization of packaging within the Army and DoD. Consideration is given to individual ACOMs, ASCCs, DRUs, or organization-unique requirements.
b. The APPWG provides a forum to advise DAC on developing and improving training pertaining to packaging.
c. The APPWG establishes working groups, as required, to improve operational packaging, to study and resolve packaging policy issues, and to promote DoD standardization.

8–4. Procedures
a. Meetings. The APPWG meets annually or at the call of the chair, who approves the dates and locations of meetings. Meetings may be face-to-face or conducted by other appropriate means consistent with available funding, such as, but not limited to, video teleconference, telephonic conference call, or Defense Collaboration Services web conference. The deputy chair notifies APPWG membership or invited activities and requests proposed agenda topics at least 90 days before the meeting date. APPWG member organizations not able to provide a representative must notify the deputy chair in writing. Commands failing to attend constitute agreement with a majority vote.
b. Agenda. Members propose agenda topics by submitting information papers to the deputy chair 30 days before the meeting. The deputy chair coordinates the agenda with the chair and distributes the final agenda at least 15 days before the meeting.
c. Minutes. The deputy chair prepares the meeting minutes and submits them to the chair within 15 working days after each meeting for approval. The deputy chair disseminates copies to members within five working days after approval by the chair.
d. Funding. A member's parent organization provides funds for travel and participation in APPWG activities.
e. Decision-making process. The APPWG is a decision-making work group that recommends packaging policy to the DCS, G–4. Policy recommendations are determined by consensus. When a consensus of members cannot be reached, resolve the issue by one vote per member, with the majority opinion prevailing. Specific procedures include—
(1) Discussing the issue in need of consensus. All members (primary and advisory) provide input and request more information.
(2) Discussing alternatives (primary and advisory members).
(3) Determining if consensus can be reached (all members can support the decision). If consensus cannot be reached, identify points of conflict and agreement and attempt to negotiate a solution. If consensus still cannot be reached by all members (primary and advisory), decide by a majority vote of the primary members.
(4) Providing to the chair, in writing, detailed rebuttals concerning majority-approved issues no later than 45 days after publication of the meeting minutes for timely review and decision. Rebuttals must be fully substantiated to support opposing positions.
f. Communication. APPWG members may communicate directly with the DCS, G–4 chair.

g. Guests. Members are responsible for the invitation of their respective service or agency guests. To maintain the effectiveness of the APPWG, guests are limited to those who can contribute significantly to the established agenda. Guest attendance is subject to approval by the chair or the deputy chair in the absence of the chair.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, all Army publications are available on the Army Publishing Directorate website (https://armypubs.army.mil/).

AR 700–37
Packaging of Army Materiel (cited in para 1–3.)

Section II

Prescribed Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (https://armypubs.army.mil/).

DA Form 7635
U.S. Army Wood Packaging Material (WPM) Site Self-Certification Auditor's Checklist (prescribed in para 7–2*b*.)

DA Form 7924
Special Packaging Instructions (Prescribed in para 2–3*b*.)

Appendix B

Packaging Discrepancy Reporting – Supply Discrepancy Report

B–1. What is a packaging discrepancy?
It is an unsatisfactory condition attributable to improper packaging. This includes any omission or misapplication of prescribed packaging requirements in specifications, standards, regulations, manuals, contracts, or packaging data sheets. These discrepancies apply to methods, materials, or procedures that cause or render the item, shipment, or package vulnerable to loss, delay, or damage. Find types of preservation, packing, and marking SDRs in DLM 4000.25, Volume 2.

B–2. Why should I prepare a supply discrepancy report?
Prepare SDRs to determine the cause of discrepancies, effect corrective action, and prevent recurrence. SDRs provide information as a basis for adjustment of property and financial inventory accounting records; claims against contractors; notification to shippers; preservation, packing, marking, and unitization decisions; required corrective actions; disposition instructions; and management evaluations. Using SDRs, consistent problems can be found and fixed. The importance of the requirement for expeditiously reporting discrepancies that present a potential hazard to personnel, which could impair military operations, or that have an adverse effect on other material cannot be overemphasized.

B–3. What are some of the things to look for when receiving an item?
Examples of discrepancies are—

a. Improper preservation (MIL–STD–2073–1E) or corrosion on the item.

b. Wrong method of preservation (MIL–STD–2073–1E) or required materials; that is, barriers, desiccant, and cushioning are missing, inadequate, or improperly used.

c. Materials or workmanship does not meet contract requirements or the materials release order, or materials or workmanship does meet requirements but is inadequate.

d. Inadequate protection for materiel in retrograde shipment.

e. Inadequate or improper cushioning or blocking and bracing.

f. Improper, inadequate, or incomplete marking per MIL–STD–129.

g. Improper unitization or palletization per MIL–STD–147E.

h. Expired shelf-life, not marked, or opened. These issues will negate the actual shelf-life of an item.

B–4. Accessing Web Supply Discrepancy Reporting System
To get access to Web Supply Discrepancy Reporting System, go to https://dla.dod.afpims.mil/hq/informationoperations/transactionservices/offers/websdr.aspx/. Begin by selecting New under the Submit an SDR link from the left side of the screen. The system will walk you through each step of the process. The regulations governing reporting supply discrepancies are available at https://www.dla.mil/hq/informationoperations/dlms/elibrary/manuals/v2/.

Appendix C

Army Packaging Requirements Points of Contact

C–1. U.S. Army Tank-Automotive and Armament Command, Warren—routing identifier code AKZ
Commander, U.S. Army Tank-Automotive and Armaments Command, Integrated Logistics Support Center, Maintenance Logistics Support Group, Packaging Team (AMSTA–LCL–MSP), Warren, Michigan 48397–5000. For packaging information associated with AKZ items, including SPIs, use—

a. For SPIs associated with AKZ items, go to the TACOM–Warren Packaging Website Packaging Database Query web page, https://ilsc.army.mil/packaging. Search by NSN, national item identification number, or product number.

b. If no data is found, go to TACOM–Warren, Packaging Website Special Group Item Packaging Instructions Archive web page at https://ilsc.army.mil/packaging. Search by product number.

c. If no data is found, go to TACOM–Warren, Packaging Website Help/Feedback web page https://www.ilsc.army.mil/packaging/help or email the SPI request information to usarmy.detroit.tacom.mbx.ilsc-packaging@army.mil.

d. Also use the Help/Feedback web page for other TACOM–Warren packaging information requests.

C–2. Combat Capabilities Development Command, Soldier Center—routing identifier code A12
Commander, U.S. Army Combat Capabilities Development Command, Soldier Center, Integrated Logistic Support Team, Packaging, 10 General Greene Avenue, Natick, Massachusetts 01760–5000. For packaging information associated with Combat Capabilities Development Command, Soldier Center, A12 items, including SPIs, go to the TACOM–Warren packaging website and perform a packaging database query as instructed in paragraph C–1.

C–3. Combat Capabilities Development Command, Armaments Center—routing identifier code B14
Commander, U.S. Army Combat Capabilities Development Command, Armaments Center (FCDD–ACE–LTP), Rock Island, Illinois 61299–7300, or by usarmy.ria.rdecom-ardec.mbx.ardec-ppfsb@army.mil. For packaging information associated with B14 items, including SPIs and the SPI numbers beginning with AM or AD, contact Combat Capabilities Development Command, Armaments Center at usarmy.ria.rdecom-ardec.mbx.ardec-ppfsb@army.mil or using 309–782–8203, 309–782–8133, 309–782–8202, 309–782–8205, 309–782–3553, or DSN 793-extension. The fax number is DSN 793–8204.

C–4. Combat Capabilities Development Command, Chemical, and Biological Center—routing identifier code A12
Commander, U.S. Army Combat Capabilities Development Command, Chemical, and Biological Center (FCDD–CBE–LP), 8198 Blackhawk Road, Aberdeen Proving Ground, Maryland 21010–5424, or by usarmy.apg.rdecom-ecbc.list.packaging-team@army.mil. For packaging information, including SPIs, use usarmy.apg.cecom.mbx.lrc-leo-packaging-team@army.mil or 410–436–5575.

C–5. Communications-Electronics Command—routing identifier code B16
Commander, U.S. Army Communications-Electronics Command, Life Cycle Management Center, Logistics Readiness Center, Logistics, and Engineering Operations Directorate, Materiel Management Division, Contingency Support Branch, building 6001/C5–120–164, Aberdeen Proving Ground, Maryland 21005. Communications-Electronics Command SPIs can be found in the AESIP SPI repository. Communications-Electronics Command SPIs begin with the letters AG. For packaging information, including SPIs that cannot be found in AESIP, use usarmy.apg.cecom.mbx.lrc-leo-packaging-team@army.mil or 443–861–6317.

C–6. Army Aviation and Missile Command, Missile—routing identifier code B64
Commander, U.S. Army Aviation and Missile Command (AMSAM–MSC–OTP), Building 5302, 2nd Floor, Redstone Arsenal, Alabama 35898–5000. For packaging information, including SPIs, use usarmy.redstone.amcom.mbx.amcom-packaging-team-inquiries@army.mil or main, 256–876–7473; stock readiness, 256–842–9130; LMP 256–876–3622; missile lead 256–876–3611; or missile, 256–876–8177.

C–7. Army Aviation and Missile Command, Aviation—routing identifier code B17
Commander, U.S. Army Aviation and Missile Command (AMSAM–MSC–OTP), Building 5302, 2nd Floor, Redstone Arsenal, Alabama 35898–5000. For packaging information, including SPIs, use useusarmy.redstone.amcom.mbx.amcom-packaging-team-inquiries@army.mil or main, 256–876–7473; stock readiness, 256–842–9130; LMP, 256–876–3622; aviation lead, 256–876–8179; or aviation, 256–876–0284.

Appendix D

Long-Life Reusable Container Guidance

D–1. Check containers with humidity indicators monthly

Best business practices indicate that all storage activities should inspect LLRCs monthly, for example, check humidity indicators and perform sustainment, such as replenishing desiccant—and record the actions and results. If a humidity indicator does not fall into any category listed in this document or for assistance or questions relating to humidity indicators or LLRCs, contact ASC PSCC via 570–615–7257 or usarmy.tyad.usamc.mbx.pt@army.mil. Humidity indicator discs and plugs provide external monitoring of humidity levels inside containers.

D–2. Color-change (reversible) humidity indicator discs

Color-change (reversible) humidity indicator discs include single-spot discs and multiple-spot/multiple-section (pie) discs. The color-change disc turns from blue to lavender to pink as the humidity increases, and it turns back to blue as the humidity decreases, which allows a disc to be reused as long as it has not turned white. A white disc indicates the humidity indicator has been exposed to excessive humidity; it is no longer functioning and must be replaced (see fig D–1).

a. Blue: humidity level is less than the number indicated on disc/spot-good.
b. Lavender: humidity level is equal to the number indicated on disc/spot-caution.
c. Pink: humidity level has surpassed the number indicated on disc/spot-bad.
d. White: humidity indicator is not functioning—bad disk.

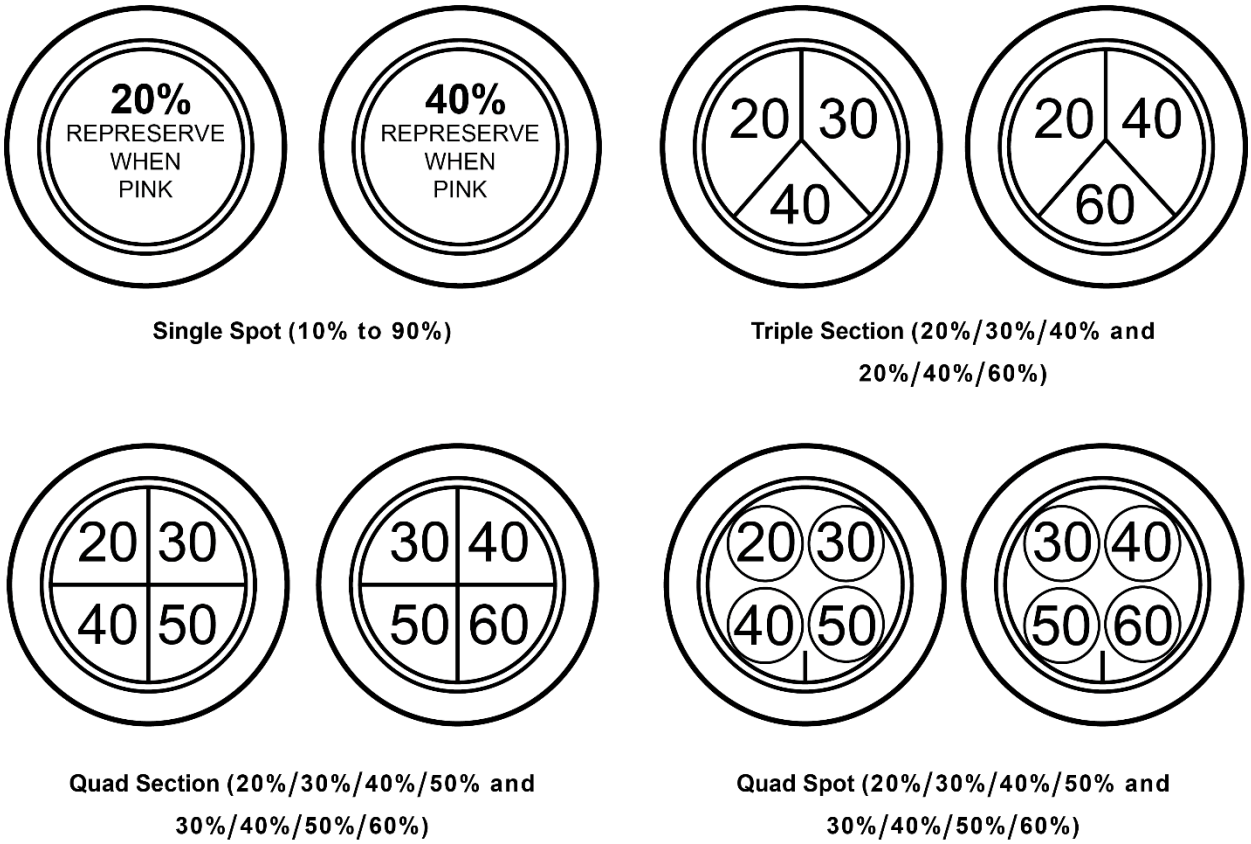

Figure D–1. Color-change (reversible) humidity indicator discs

D–3. Nonreversible delayed response maximum humidity indicator discs

These discs contain an irreversible color-stain element; therefore, they should only be installed in a desiccated (dry) atmosphere. Initially white, the disc is stained orange when exposed to 55 percent relative humidity for a continuous 8 hours or 85 percent relative humidity for 2 hours. The disc will turn brown with continued exposure (see fig D–2).

a. White: good.

b. Orange or brown: humidity level has been exceeded—bad.

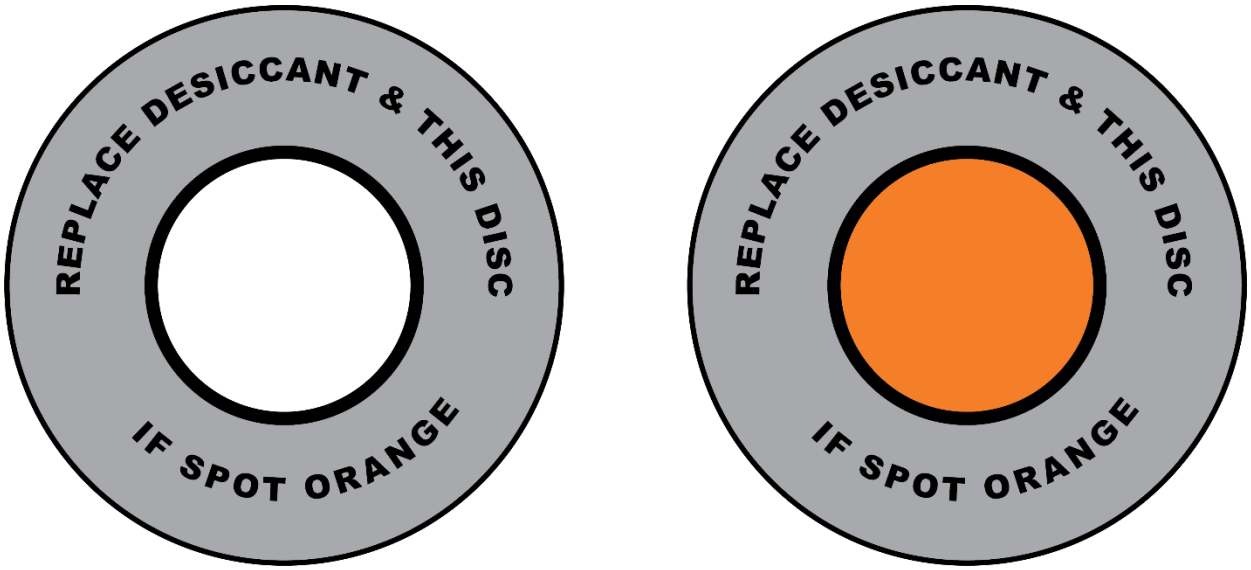

Figure D–2. Nonreversible delayed response maximum humidity indicator discs

D–4. Plugs for nonreversible delayed response maximum humidity indicator discs

As shown in figures D–1 and D–2, Indicator discs may be mounted on reusable or long-term storage containers, in flexible barrier material, in moisture-sensitive electronic or optical equipment, or in any other humidity-controlled enclosure using plugs. They readily detect changes in the relative humidity of the space being monitored by means of a color-change reversible humidity indicator disc or nonreversible delayed response maximum humidity indicator disc (see fig D–3).

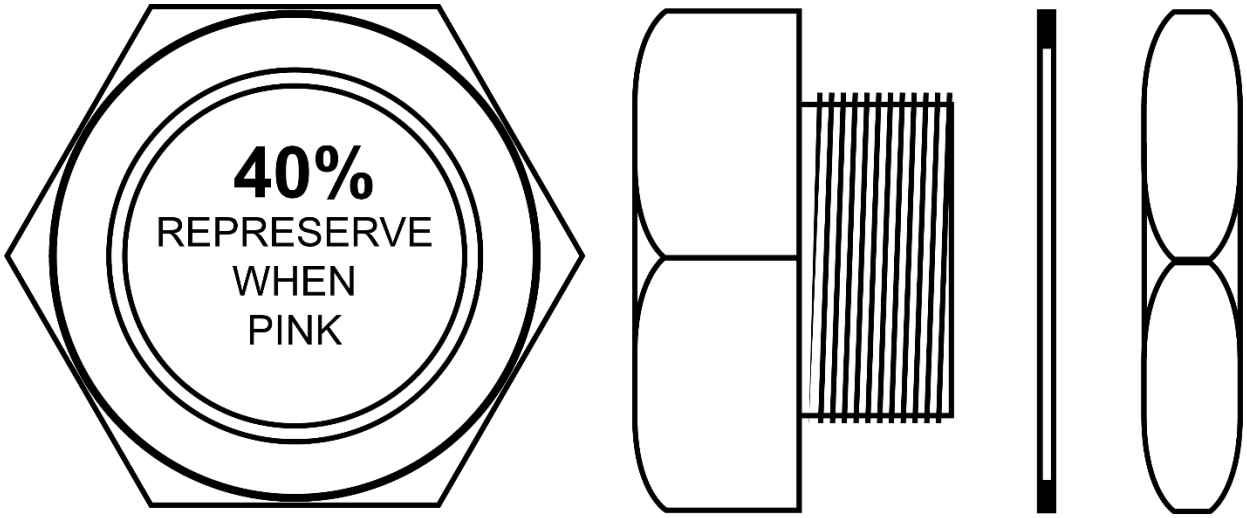

Figure D–3. Humidity indicator plug

D–5. Ports for and types of humidity indicators

There are two types of desiccant ports and two types of humidity indicators: desiccant ports and no-desiccant ports, single-spot discs and multiple-section (or multiple-spot) discs (see figs D–4 and D–5).

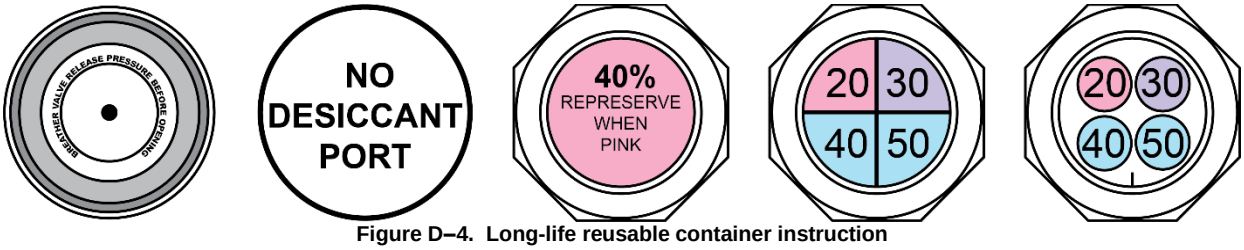

Figure D–4. Long-life reusable container instruction

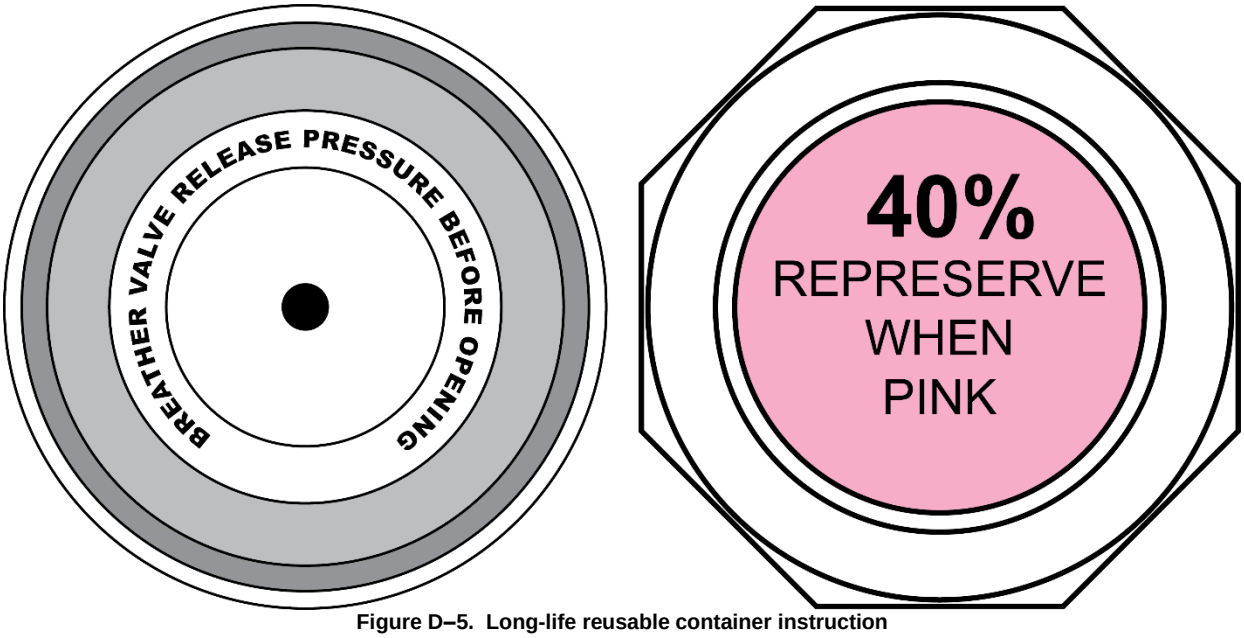

Figure D–5. Long-life reusable container instruction

D–6. Monitoring long-life reusable containers with desiccant ports without opening the long-life reusable containers with single-spot disk humidity indicators

To monitor long-life LLRCs with desiccant ports without opening the LLRC with single-spot disc humidity indicators, read the humidity indicator.

a. Color is blue—good, do nothing.

b. Color is lavender or has begun to change from blue to lavender—

(1) Replace the desiccant within the desiccant port.

(2) Reread the humidity indicator in 24 hours.

(a) If the humidity indicator is blue—good, do nothing further.

(b) If the humidity indicator is not blue.

1. Replace the desiccant within the desiccant port again.

2. Reread the humidity indicator in 24 hours. If the humidity indicator is blue—good, do nothing further. If the humidity indicator is not blue, open the LLRC and proceed with instructions in paragraphs D–6*c*(1) through D–6*c*(5).

c. Color is pink or white—

(1) Open the LLRC in a controlled environment (that is, low humidity), if possible.

(2) Inspect the asset. If it has deteriorated in appearance, downgrade the CC and pick it up to record with a proper CC.

(3) Replace the desiccant, replace the humidity indicator, and reseal the LLRC.

Note. If a used humidity indicator is white, discard it. Otherwise, place the used humidity indicator in a sealed container or bag with desiccant. The humidity indicator can be reused if the color changes back to blue. If the color does not change back to blue, discard it.

(4) If the LLRC had been relocated to a maintenance area to open, retain the LLRC within this area until the humidity indicator retains its blue color for 24 hours.

(5) Reread the humidity indicator 24 hours after the LLRC was resealed.

(a) If the humidity indicator is blue—good, do nothing further.

(b) If the humidity indicator is not blue, contact ASC PSCC for assistance.

D–7. Monitoring long-life reusable containers with desiccant ports without opening the long-life reusable containers with multiple-spot disk humidity indicators

The threshold number is the level of relative humidity that cannot be exceeded within the container; usually, this is 40 (that is, 40 percent relative humidity). Below number 10 means it is less than the threshold. Over number 10 means it is more than the threshold. For example, on a 20/30/40/50 disc, with a humidity level not to exceed 40 percent, the threshold is 40, below the threshold, is 30, and over the threshold is 50. To read the humidity indicator—

a. Color is blue on all dots/sections—good, do nothing.

b. Color on the below or threshold dot/section is lavender or pink, but the color on the exceeded dot/section is not pink—

(1) Replace the desiccant within the desiccant port.

(2) Reread the humidity indicator in 24 hours.

(a) If the color on all dots/sections is blue—good, do nothing further.

(b) If the color on all dots/sections is not blue—

1. Replace the desiccant within the desiccant port again.

2. Reread the humidity indicator in 24 hours. If the color on all dots/sections is blue—good, do nothing further. If the color on all dots/sections is not blue, open the LLRC.

c. Color on exceeded section is pink (that is, the entire disc is pink) or the disc is white—

(1) Open the LLRC in a controlled environment (that is, low humidity), if possible.

(2) Inspect the asset. If the asset has deteriorated in appearance, downgrade the CC and pick it up to record with a proper CC.

(3) Replace the desiccant, replace the humidity indicator, and reseal the LLRC.

Note. If a used humidity indicator is white, discard it. Otherwise, place the used humidity indicator in a sealed container or bag with desiccant. The humidity indicator can be reused if the color changes back to blue. If the color does not change back to blue, discard it.

(4) If the LLRC had been relocated to the maintenance area to open, retain it within this area until the humidity indicator retains its blue color for 24 hours.

(5) Reread the humidity indicator 24 hours after the LLRC was resealed.

(a) If the color on all dots/sections of the humidity indicator is blue—good, do nothing further.

(b) If the color on all dots/sections of the humidity indicator is not blue, contact ASC PSCC for assistance (see fig D–6).

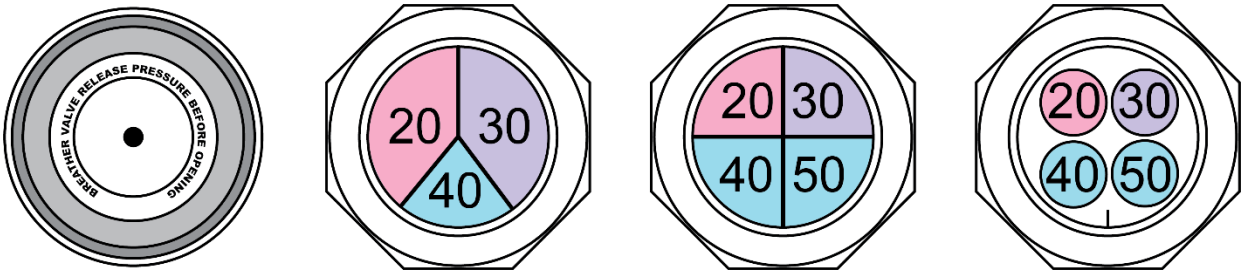

Figure D–6. Long-life reusable containers instruction

D–8. Monitoring long-life reusable containers with desiccant ports without opening it with nonreversible delayed response maximum disc humidity indicators

To read the humidity indicator—

a. Color is white—good, do nothing.

b. Color is stained orange or brown—

(1) Open the LLRC in a controlled environment (that is, low humidity), if possible.

Note. The LLRC must be opened regardless of whether there is a desiccant port or not because the humidity indicator must be replaced. The humidity indicator cannot be replaced without opening the container.

(2) Inspect the asset. If it has deteriorated in appearance, downgrade the CC and pick it up to record with a proper CC.

(3) Replace the desiccant, replace the humidity indicator, and reseal the LLRC.

(4) Discard the stained humidity indicator.

(5) If the LLRC had been relocated to a maintenance area to open, retain it within this area until the humidity indicator retains its white color for 24 hours.

(6) Reread the humidity indicator 24 hours after the LLRC was resealed.

(a) If indicator is white—good, do nothing further.

(b) If indicator is stained orange or brown, contact ASC PSCC for assistance (see fig D–7).

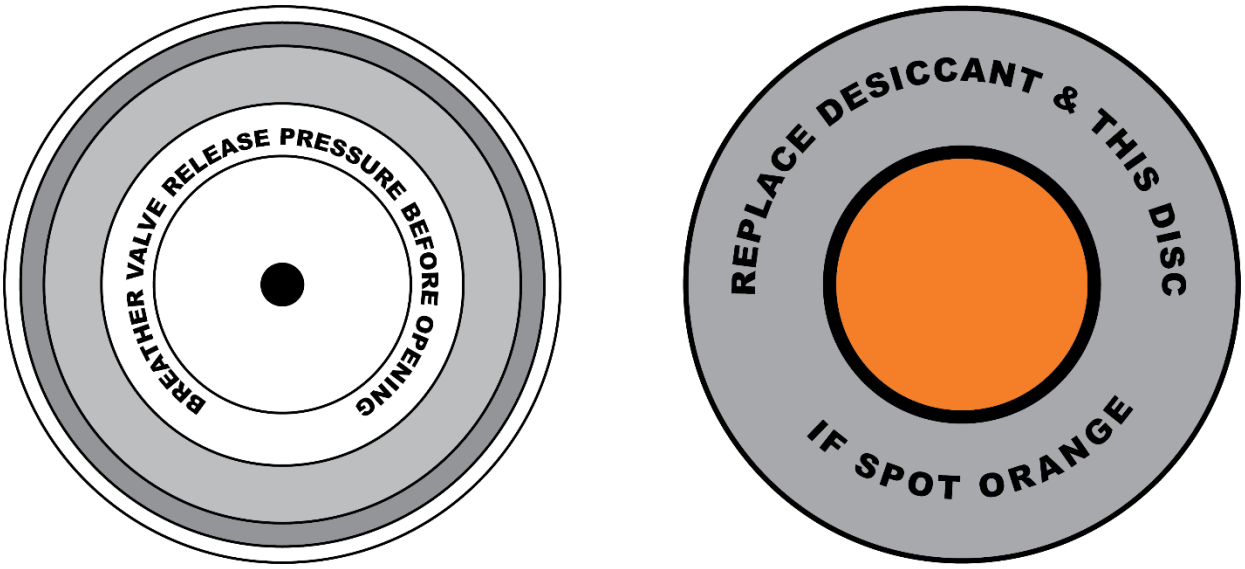

Figure D–7. Long-life reusable containers instruction

D–9. Monitoring long-life resealable containers without desiccant ports with single-spot disc humidity indicators

To read the humidity indicator—

a. Color is blue—good, do nothing.
b. Color is lavender, pink, or white—
(1) Open the LLRC in a controlled environment (that is, low humidity), if possible.
(2) Inspect the asset. If it has deteriorated in appearance, downgrade the CC and pick it up to record with a proper CC.
(3) Replace the desiccant, replace the humidity indicator, and reseal the LLRC.

Note. If the used humidity indicator is white, discard it. Otherwise, place the used humidity indicator in a sealed container or bag with desiccant; the humidity indicator can be reused if the color changes back to blue. If the color does not change back to blue, discard it.

(4) If the LLRC had been relocated to a maintenance area to open, retain it within this area until the humidity indicator retains its blue color for a 24-hour period.
(5) Reread the indicator 24 hours after the LLRC was resealed.
(a) If the humidity indicator is blue—good, do nothing further.
(b) If the humidity indicator is not blue, contact ASC PSCC for assistance (see fig D–8).

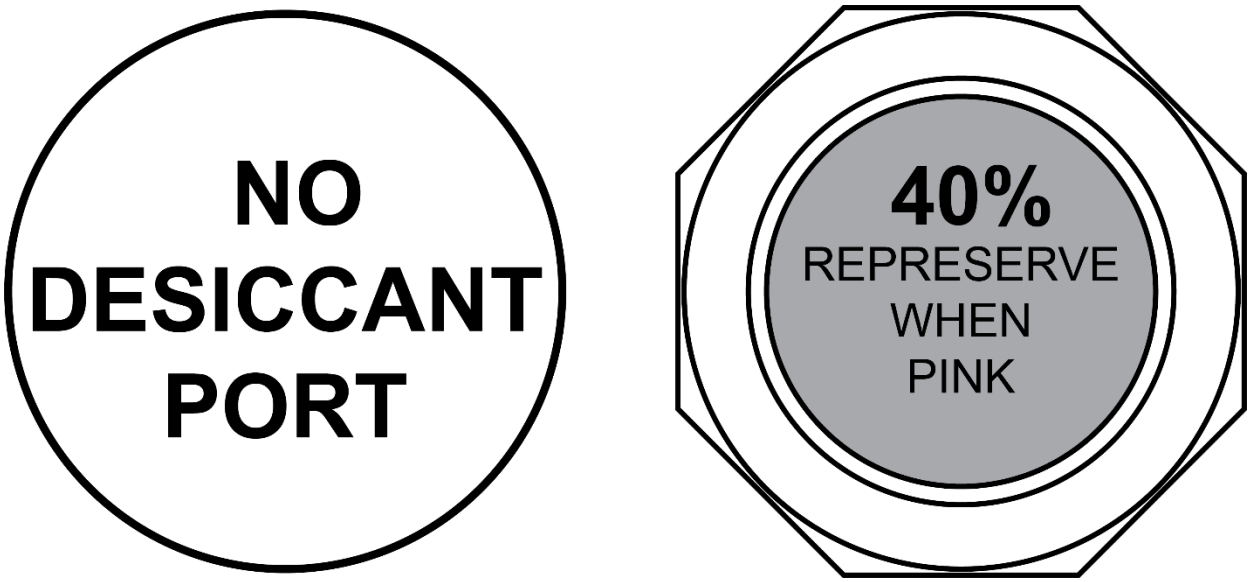

Figure D–8. Long-life reusable containers instruction

D–10. Monitoring long-life reusable containers without desiccant ports with multiple-spot or multiple-section (pie) disc humidity indicators
The threshold number is the level of humidity that cannot be exceeded within the container; usually, this is 40 (40 percent relative humidity). If below number 10, it means it is less than the threshold. If over the number 10, it means it is more than the threshold. For example, on a 20/30/40/50 disc, with a humidity level not to exceed 40 percent, the threshold is 40, below the threshold, is 30, and over the threshold is 50. To read the humidity indicator—
a. Color is blue on all dots/sections—good, do nothing.
b. Color on the below dot/section is lavender, pink, or white—
(1) Open the LLRC in a controlled environment (that is, low humidity), if possible.
(2) Inspect the asset. If the asset has deteriorated in appearance, downgrade the CC and pick it up to record with a proper CC.
(3) Replace the desiccant, replace the humidity indicator, and reseal the LLRC.

Note. If the used humidity indicator is white, discard it. Otherwise, place the used humidity indicator in a sealed container or bag with desiccant. The humidity indicator can be reused if the color changes back to blue. If the color does not change back to blue, discard it.

(4) If the LLRC had been relocated to a maintenance area to open, retain it within this area until the humidity indicator retains its blue color for 24 hours.

(5) Reread the indicator 24 hours after the LLRC was resealed.

(a) If the color on all dots/sections is blue—good, do nothing further.

(b) If the color on all dots/sections is not blue, contact ASC PSCC for assistance (see fig D–9).

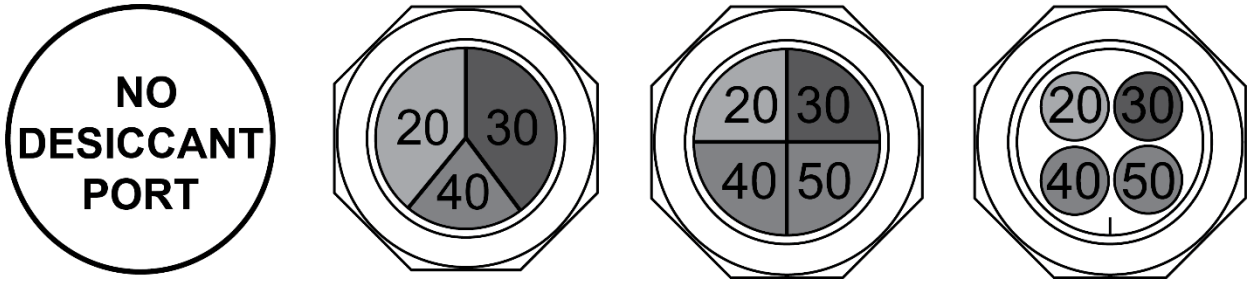

Figure D–9. Long-life reusable containers instruction

D–11. Monitoring long-life reusable containers without desiccant ports with nonreversible delayed response maximum disc humidity indicators

To read the humidity indicator—

a. Color is white—good, do nothing.

b. Color is stained orange or brown—

(1) Open the LLRC in a controlled environment (that is, low humidity), if possible.

(2) Inspect the asset. If the asset has deteriorated in appearance, downgrade the CC and pick it up to record with a proper CC.

(3) Replace the desiccant, replace the humidity indicator, and reseal the LLRC.

(4) Discard the stained humidity indicator.

(5) If the LLRC had been relocated to the maintenance area to open, retain it within this area until the humidity indicator retains its white color for 24 hours.

(6) Reread the indicator 24 hours after the LLRC was resealed.

(a) If the indicator is white—good, do nothing further.

(b) If the indicator is stained orange or brown, contact ASC PSCC for assistance (see fig D–10).

Figure D–10. Long-life reusable containers instruction

Appendix E

DA Form 7635

The following explains how to complete DA Form 7635.

E–1. Section I—General Site Information

Note. All site information should match what is listed on the DoD WPM website, https://tarp.navsup.navy.mil/WPM.

a. Block 1—Department of Defense activity address code (DoDAAC). Write the DoDAAC.
b. Block 2—Site name. Write the name of the operation as listed in the site address.
c. Block 3—Address. Write the installation, street, and building number for operation.

E–2. Section II—Auditor's Site Certification

a. Block 4–I, _____ hereby certify. Print the name of the auditor.
b. Block 5—Auditor's signature. The appointed auditor signs here.
c. Block 6—Title. Write the auditor's job title.
d. Block 7—Organization. Write the organization where the auditor is assigned.
e. Block 8—Address. Write the installation, street, and building number for the auditor.
f. Block 9—Date of the audit. Write the date of the audit in YYMMMDD format.

E–3. Section III—Site Custodian

a. Block 10—Name (Last, First, MI). Write the name of the site custodian.
b. Block 11—Title. Write the site custodian's job title.
c. Block 12–DSN telephone number. Write the site custodian's DSN telephone number.
d. Block 13—Commercial telephone number. Write the site custodian's telephone number.
e. Block 14—Email address. Write the site custodian's email address**.**

E–4. Section IV—Records

a. Block 15—Answer the following yes-or-no questions:

(1) Block 15a—Verify that section III information matches the site custodian information on the DoD WPM website, https://tarp.navsup.navy.mil/wpm.

(2) Block 15b—Verify that the site custodian and any alternates have a copy of their appointment orders signed by the Senior commander or designated representative.

(3) Block 15c—Verify that the site custodian has the most current WPM policy and procedural guidance readily available. Also, verify that the WPM SOP contains current DoD or Army policy and procedures, including local procedural requirements.

(4) Block 15d—Verify that the site custodian has a current WPM SOP readily available.

(5) Block 15e—All WPM site personnel and WPM certification training information should match what is listed on the DoD WPM website. Training required by the local SOP for specific shop operations must also be documented. Verify there is a list of WPM-certified personnel with training completion dates, job positions, and places or areas of work. Verify that all WPM personnel have a current WPM training certificate on record.

(6) Block 15f—Verify that the daily logs of certified lumber receipts were maintained for at least two years.

(7) Block 15g—Verify that the WPM requirements described in DoDM 4140.65 are met in every solicitation for goods.

(8) Block 15h—Determine if the site custodian has ever received any SDRs for noncompliant WPM shipped.

(9) Block 15i—Verify that corrective actions are developed to ensure the root cause of a discrepancy can be removed from the process.

(10) Block 15j—Verify that the site custodian is maintaining a daily log of cut and fabrication work orders. The site custodian will maintain cut and fabrication work orders with the job order number for at least two years. Compare lumber receipts with daily logs for accuracy.

(11) Block 15k—Verify that the site custodian has properly maintained monthly lumber tracking roll-up reports for a minimum of 2 years.

(12) Block 15l—Verify that the site custodian reports monthly lumber usage reports via the DoD WPM website.

(13) Block 15m—Verify that the site custodian is reporting lumber usage in board feet as opposed to pieces.

(14) Block 15n—Verify that, during the last 12 months, the amount of WPM used is equal to or less than the amount of procured plus on hand certified heat treated (HT) (that is, using a conventional steam or dry kiln heat chamber) wood. If not, it indicates that more WPM was used than the total compliant WPM readily available.

(15) Block 15o—Verify that the site custodian submits a monthly DoD pest-free report even if there are no pest-free shipments.

(16) Block 15p—Verify that there is a functional moisture meter on hand and that the certifier knows how to use it to record moisture. The moisture meter should have an accuracy of 2 percent moisture content or better and be able to read a moisture range of 6 to 25 percent, as a minimum.

(17) Block 15q—Verify that each shipment inspected, certified, and marked with the DoD pest-free certification mark contains the NSN, quantity of WPM by type, transportation control number or requisition number, tested moisture percentage, and a statement that the wood contained no bore or grub holes larger than 3 millimeters (quarter inch) with no presence of visible bark and no other sign of pest infestation.

b. Block 16—Overall records evaluation. Add comments or note any observed discrepancies. Then select the appropriate overall evaluation of section IV's records- go or no go.

Note. Questions 15a through 15q must be marked as yes—with the exception of 15h—for this section to be considered "a go."

E–5. Section V—Certification Marking Devices

a. Block 17—Answer the following yes-or-no questions:

(1) Block 17a—Only personnel who have successfully completed the DoD web-based training course use the WPM certification stamps.

(2) Block 17b—Only personnel that have successfully completed the DoD web-based training course are securing the WPM certification stamps. Secure marking devices in a locked desk, file cabinet, or safe. Log who and when users marking devices were accessed. Maintain all sign-out logs for a minimum of 2 years or from the date the site became self-certified.

(3) Block 17c—Verify that the site custodian documents the results of periodic WPM marking tests.

b. Block 18—Use the table to record the number, legibility, size, and whether the DoD self-certification ISPM 15 marking devices are compliant or non-compliant. Test marking devices to ensure they are still serviceable and legible. Using a blank sheet of paper is advisable. Recorded WPM marking device test results will include the sheet of paper the marking device was tested on and will be kept as part of the site's WPM files for a minimum of 2 years or from the date the site became self-certified. If stamps or branding iron marks are not legible, document the deficiencies and remove the stamps from service. Request new stamps or branding irons by contacting the Army WPM site component manager at usarmy.tyad.usamc.mbx.wpm@army.mil. Include the WPM site's DoDAAC, site custodian contact information, ship-to address, justification for the request, and a copy of tested defective marking devices. A WPM component manager will reply pending approval of the order. Ship old stamps and branding irons to ASC PSCC, Wood Packaging Material Site Component Manager, 11 Hap Arnold Boulevard, Tobyhanna, Pennsylvania 18466–5097.

c. Block 19—Use the table to record the number, legibility, size, and whether the DoD pest-free WPM marking devices are compliant or non-compliant. Test marking devices to ensure they are still serviceable and legible. If necessary, follow instructions in section V regarding testing, documenting, record keeping, returning, and replacing illegible DoD pest-free WPM marking devices.

E–6. Section VI—Onsite Physical/Visual Inspections

a. Block 20—Answer the following yes-or-no questions:

(1) Block 20a—During receipt, determine if incoming WPM is inspected to ensure compliance with ISPM 15 heat treatment requirements.

(2) Block 20b—Determine if an SDR is prepared for each noncompliant WPM received.

b. Block 21—List all locations where WPM and dunnage are made or assembled on the installation.

c. Block 22—Answer the following yes-or-no questions.

(1) Block 22a—Verify that WPM, site-compliant HT-marked lumber, is segregated by at least 4 feet from unknown or non-compliant lumber.

(2) Block 22b—Verify that personnel maintain control of cut lumber awaiting assembly.

(3) Block 22c—Verify that personnel identify off-fall HT-marked lumber and keep separated by a minimum of 4 feet from unknown or non-compliant lumber.

(4) Block 22d—Determine if personnel select and cut HT lumber and properly annotate wood used on each cut and fabrication work order.

(5) Block 22e—Determine if personnel annotated on cut and fabrication work orders that a DoD ISPM 15 marking was used.

(6) Block 22f—Verify WPM-certified personnel fabricating WPM properly apply WPM certification marks on at least two opposite sides.

(7) Block 22g—Inspect WPM placement. Verify WPM markings are located in an area that will not be obstructed (for example, on strapping).

(8) Block 22h—Inspect WPM and dunnage fabricated by site personnel. Verify WPM markings are visible, readable, and in a proper location.

d. Block 23—Answer the following yes-or-no questions:

(1) Block 23a—Verify packers use compliant dunnage WPM for blocking and bracing in packing.

(2) Block 23b—Determine, if not already applied, whether block and bracers properly apply the dunnage WPM marks to the dunnage.

e. Block 24—Add comments or note any observed discrepancies. Then select the appropriate overall evaluation of section V's records- go or no go.

Note. Questions 20(a) and 23(b) should be marked as yes for this section to be considered "a go."

f. Block 25—Write any other pertinent comments about the trip (see figs E–1 through E–3 for a completed sample of DA Form 7635).

U.S. ARMY WOOD PACKAGING MATERIAL (WPM) SITE SELF-CERTIFICATION AUDITOR'S CHECKLIST

For use of this form, see DA PAM 700-32; the proponent agency is DCS G-4.

SECTION I - GENERAL SITE INFORMATION

1. DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DoDAAC):	2. SITE NAME:	3. ADDRESS
W62T43	Logistics Readiness Center Fort Ready, ND	3000 North Rd. South Oak, ND 11111

SECTION II - AUDITOR'S SITE CERTIFICATION

4. I First, Last Name hereby certify that the above named installation meets the requirements established in the DoD 4140.65-M. This installation is authorized to certify WPM and apply the DoD WPM markings.

5. AUDITOR'S SIGNATURE:	6. TITLE:	
Sign Here	Chief, Quality Assurance Division	
7. ORGANIZATION:	8. ADDRESS:	9. DATE OF AUDIT:
CMD Staff, Fort Ready	3010 North Rd. South Oak, ND 11111	XX/XX/2020

SECTION III - SITE CUSTODIAN

10. NAME (Last, First, MI):	11. TITLE:	12. DSN TELEPHONE NUMBER:
Last, Frst, MI	Chief, Fabrication Division	123-4567
13. COMMERCIAL TELEPHONE NUMBER:	14. E-MAIL ADDRESS: first.mi.last name.civ@mail.mil	
(XXX) XXX-XXXX		

SECTION IV - RECORDS

15. Please answer the following:	YES	NO
a. Does the site custodian information in Section III match the site custodian information on the DoD WPM web site?	X	
b. Are the site custodian, and any alternates, appointment orders signed by the installation commander or representative?	X	
c. Does the site custodian have access to the most current WPM policy and procedural guidance, (DoD 4140.65-M, ISPM-15, etc)?	X	
d. Does the site have a WPM SOP? Appendix R, DA Pam 700-32 is acceptable.	X	
e. Does the custodian maintain a file containing DoD WPM website training certificates issued within the past 2 years?	X	
f. Does the site custodian maintain a record of certified lumber receipts for at least two years?	X	
g. Are the WPM requirements in subparagraph 1.b. (1), Enclosure 3, DoD 4140.65-M, met in every solicitation for goods?	X	
h. Has the site custodian received any supply discrepancy reports (SDR) for non-compliant WPM shipped?		X
i. If so, does the site custodian develop corrective actions to ensure the root cause of discrepancy is removed from their process?	X	
j. Does the site custodian maintain a record of cut and fabrication (C&F) work orders (WO) for at least two years?	X	
k. Does the site custodian maintain Monthly Lumber Tracking Roll Up reports for a minimum of two years?	X	
l. Does the site custodian submit monthly lumber usage reports via the DoD WPM website (or manually due to SAAR issues)?	X	
m. Does the site custodian report usage in board-feet as opposed to pieces?	X	
n. During the last 12 months, is the amount of WPM used equal to or less than the amount of procured plus on-hand certified HT wood?	X	
o. Does the site custodian submit a monthly DoD "Pest Free" report even if there are no DoD "Pest Free" shipments?	X	
p. Is there a moisture meter available, and does the certifier know how to use and record moisture?	X	
q. Does each shipment inspected, certified, and marked with the DoD "Pest Free" certification mark document:	YES	NO
*NSN?	X	
*Quantity of WPM by type?	X	
*Transportation Control Number (TCN) or requisition number?	X	
*Tested moisture percentage?	X	
*A statement that the wood contained no bore or grub holes larger than 3 mm or 1/4 inch, no presence of visible bark, and no other sign of pest infestation?	X	

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Figure E–1. DA Form 7635

16. Overall records evaluation:	GO	NO GO
Good	◉	○

SECTION V- CERTIFICATION MARKING DEVICES

17. With regard to WPM certification marking devices:	YES	NO
a. Are the WPM certification stamps only being used by personnel that have successfully completed the DoD Web-based training course?	X	
b. Are the WPM certification stamps only being secured by personnel that have successfully completed the DoD Web-based training course?	X	
c. Does the site custodian document results of periodic WPM marking tests?	X	

18. Use the following table to record number, legibility, size and whether the DoD self-certification ISPM-15 marking devices are compliant (GO) or non-compliant (NO GO).

Type	Total	Legibility	Size	GO	NO GO	Remarks
Rubber Stamp	2	2	1.5" x 3"	X		
Stencil	0	0	-			
Branding Iron	0	0	-			

19. If site has "Pest-Free" WPM, use the following table to record the number, legibility, size, and whether the marking devices are compliant (GO) or non-compliant (NO GO).

Type	Total	Legibility	Size	GO	NO GO	Remarks
Rubber Stamp	1	1	1.5" x 3"	X		
Stencil						
Branding Iron						

SECTION VI - ONSITE PHYSICAL /VISUAL INSPECTIONS

20. During receipt processing, do installation central receiving point personnel:	YES	NO
a. Inspect incoming WPM to ensure compliance with ISPM-15 heat treatment requirements?	X	
b. Prepare an SDR for non-compliant WPM?	X	

21. List all locations where WPM and dunnage are made or assembled on the installation (e.g., supply, maintenance, etc.).

Supply Wood Shop

22. In the WPM fabrication areas--	YES	NO
a. Do personnel keep HT marked lumber separated by a minimum of 4 feet from non-treated lumber?	X	
b. Do personnel maintain control of cut lumber awaiting assembly?	X	
c. Do personnel identify "off-fall" HT marked lumber and keep separated by a minimum of 4 feet from non-treated lumber?	X	
d. Do personnel select and cut HT lumber and properly annotate wood used on the C&F WO?	X	
e. Do personnel annotate C&F WO that DoD ISPM-15 marking was used?	X	
f. Do WPM certified personnel fabricating WPM properly apply WPM certification marks on at least two opposite sides?	X	
g. Inspect WPM marking placement. Are WPM markings in an areas that will be obstructed, i.e., by strapping, MSL, etc?		X
h. Inspect WPM and dunnage fabricated by site personnel. Are WPM markings visible, readable, and in the proper location?	X	

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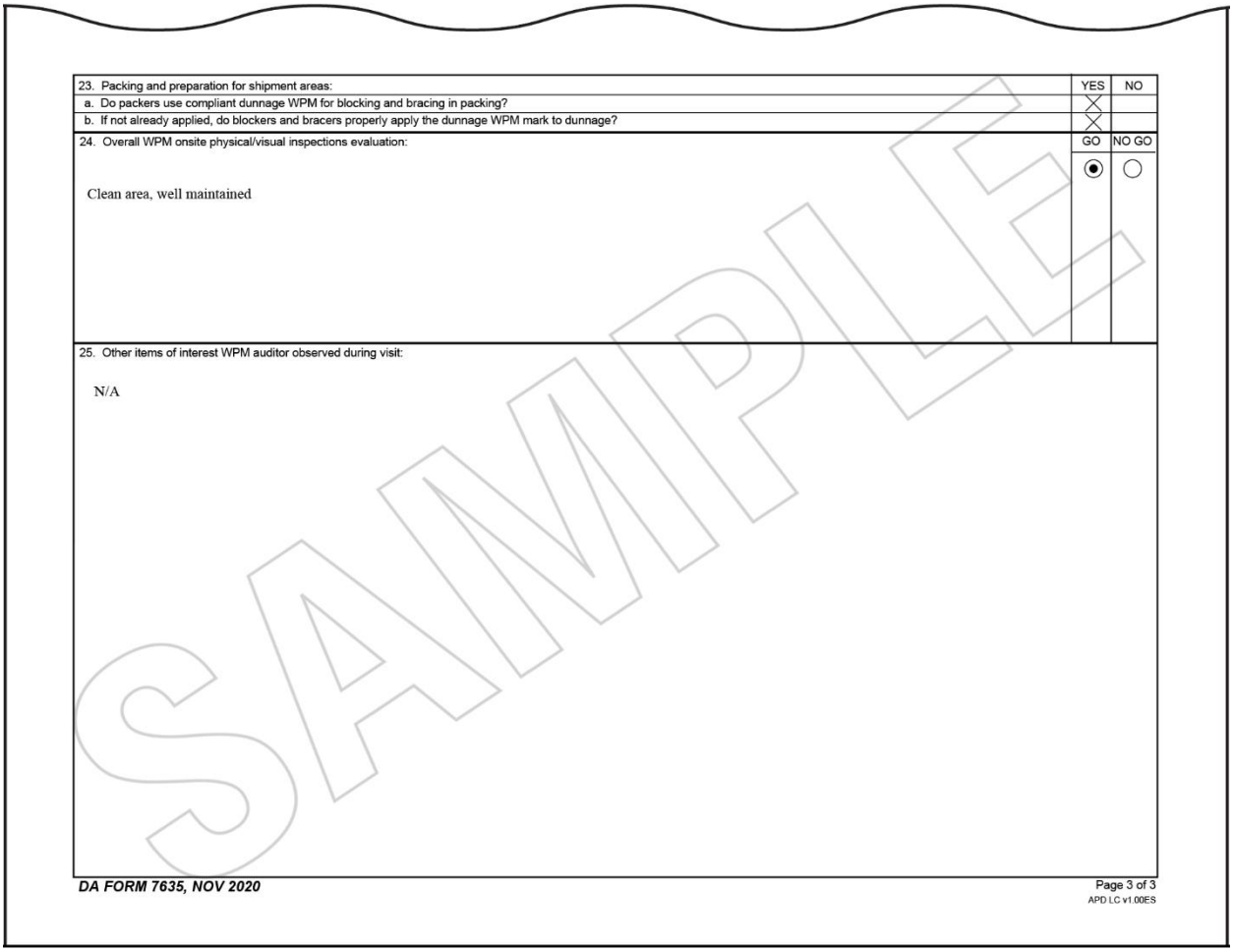
Figure E–2. DA Form 7635–continued



23. Packing and preparation for shipment areas:	YES	NO
a. Do packers use compliant dunnage WPM for blocking and bracing in packing?	X	
b. If not already applied, do blockers and bracers properly apply the dunnage WPM mark to dunnage?	X	

24. Overall WPM onsite physical/visual inspections evaluation:	GO	NO GO
Clean area, well maintained	◉	○

25. Other items of interest WPM auditor observed during visit:

N/A

Figure E–3. DA Form 7635–continued

Glossary of Terms

American Lumber Standard Committee
An organization comprising manufacturers, distributors, users, and consumers of lumber that serves as the standing committee, which operates under the consent decree and the voluntary product standard system of the Department of Commerce, for the grade marking of lumber produced under the system to include HT and dielectric heating. The committee also administers accreditation programs for the quality marking of treated lumber produced under standards written and maintained by the American Wood Preserver's Association and for labeling WPM produced under their standards.

Army Packaging Design Activity
The research, development, and engineering command or the life cycle management command responsible for developing and maintaining packaging technical information required to protect a weapons system, its components, and its spare parts during its life cycle. Packaging design and data-management responsibility for items transferred to the Defense Logistics Agency under the consumable item transfer will remain the responsibility of the engineering support function retained by a Service during partial ICP function transfer to another Service or agency.

Auditor
A trained, independent, and impartial inspector assigned by the DoD-certified WPM site commander.

Bag
A preformed container of tubular construction made of flexible material, generally enclosed on all sides except one forming an opening that may or may not be sealed after filling.

Bark–free wood
Wood from which all bark has been removed, excluding the vascular cambium, ingrown bark around knots, and bark pockets between rings of annual growth.

Box
A rigid, closed container, usually rectangular or prismatic in shape.

Bundle
Two or more articles are held together by whatever means (for example, banding, strapping, tying, shrink-wrap, and stretch wrap) to form a shipping unit.

Carton
A folding, collapsible container generally made from fiberboard or paperboard.

Certificate
An official document that attests to the phytosanitary status of any consignment affected by phytosanitary regulations.

Closure
A means of closing a container to retain the contents.

Commodity
A type of plant, plant product, or other article being moved for trade or other purpose.

Consignee
Also known as a receiver, is a party to whom materiel is shipped and whose name and address appear in the ultimate consignee or mark for the block of the shipping label.

Consignment
A quantity of plants, plant products, and other articles being moved from one country to another and covered, when required, by a single phytosanitary certificate. A consignment may be composed of one or more commodities or lots.

Consolidation container
A container used to consolidate more than one line item into a single shipping container to be shipped to one destination but not necessarily to one addressee.

Crate
A rigid shipping container of framed construction joined with nails, bolts, or other fastening means. The framework may or may not be enclosed with sheathing. It may be demountable or non-demountable.

Critical item
Items that would become unfit for use as a result of physical activity on the item or on its integral surfaces. This includes, but is not limited to, items having a surface finish of 64 micro inches root mean square or less; items that have surfaces that mate with surfaces of other parts; optical and reflective devices having highly polished surfaces; items requiring a high degree of cleanliness; and items requiring special protection against shock, vibration, or abrasion.

Cube
The volume or space occupied by the unit under consideration is computed by multiplying the overall exterior length, width, and height.

Cushion
Protection of an item from physical damage by using materials designed to absorb shocks and vibrations by compression.

Cushioning material
A material used to isolate or reduce the effect on a product of externally applied shock or vibration force.

Dangerous goods
Articles or substances which are capable of posing a significant risk to health, safety, or property and which are subject to special regulations for their storage and transport.

Debarked wood
Wood that has been subjected to any process that results in the removal of bark. Debarked wood is not necessarily bark-free wood.

Department of Defense activity address code
A distinct, six-position alphanumeric code assigned to identify specific units, activities, or organizations. The DoDAAC may be found in the acquisition document ship-to information.

Dielectric heating
Wood HT using microwaves or radio frequency waves where wood temperatures reach or exceed 60 degrees Celsius (140 degrees Fahrenheit) for one continuous minute throughout the entire profile of the wood, including its surface.

Dimensions
The measurement of length, width (or diameter), and depth of containers expressed in that order; state it as “inside” or “outside.”

Drum
A cylindrical shipping container with straight sides and flat, convex, or embossed ends is designed for storage and shipment as an unsupported outer package that may be shipped without boxing or crating. It may be made of metal, plywood, or fiber with wooden, metal, or fiber ends. Drums are also made of rubber or plastic.

Dunnage
Materials not constituting a part of the container, frequently byproduct or scrap, used for filling space, blocking, and bracing, or otherwise protecting and securing the contents. WPM used to secure or support a commodity, but which does not remain associated with the commodity.

Electrostatic discharge
The transfer of electrostatic charge between bodies at different electrostatic potentials.

Electrostatic discharge sensitive devices
Electrical and electronic devices that are susceptible to damage from electrostatic discharge (static electricity). These devices include but are not limited to, integrated circuits and discrete devices (for example, resistors, transistors, and other semiconductor devices).

Emergency action
A prompt phytosanitary action undertaken in a new or unexpected phytosanitary situation.

Emergency measure
A phytosanitary regulation or procedure established as a matter of urgency in a new or unexpected phytosanitary situation. An emergency measure may or may not be a provisional measure.

Expendable pallet
A pallet intended to be discarded after a single use.

Exterior container
A container, bundle, or assembly that is sufficient by reason of material, design, and construction to protect unit packs and intermediate containers and their contents during shipment and storage. It can be a unit pack or a container with a combination of unit packs or intermediate containers. An exterior container may or may not be used as a shipping container.

Exterior pack
A container, bundle, or assembly that is sufficient by design and construction to protect unit and intermediate packs and contents during shipment and storage. This can be a unit pack or a container with any combination of unit or intermediate packs.

Fast pack container
A standard-sized, reusable container with foam cushion inserts.

Fiberboard box
A container made of one or more pieces of corrugated or solid fiberboard.

Free from
Without pests or without a specific pest in numbers or quantities that the application of phytosanitary procedures can detect, said of a consignment, field, or place of production.

Fumigation
Treatment with a chemical agent that reaches the commodity wholly or primarily in a gaseous state.

Gross mass
The combined mass of the container, packing material, and contents.

Hazardous material
An item or items of supply consisting of materiel that—because of its quantity, concentration, or physical, chemical, or infectious characteristics—may either cause or significantly contribute to an increase in mortality or an increase in serious, irreversible, or incapacitating reversible illness. It may pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. This includes all items listed as hazardous in 29 CFR 1910, 40 CFR, 49 CFR 100–199, and other applicable modal regulations effective at the time of shipment.

Heat treated
Heated using a conventional steam or dry kiln heat chamber to a minimum core temperature of 56 degrees Celsius (132 degrees Fahrenheit) for 30 minutes.

Heat treatment
The process in which a commodity is heated until it reaches a minimum temperature for a minimum period of time according to an officially recognized technical specification.

Infestation
The presence in a commodity of a living pest of the plant or plant product concerned. Infestation includes infection (see ISPM 5).

Inspection certificate
A certificate issued by the U.S. Department of Agriculture, satisfying import regulations of foreign countries and indicating that a U.S. export shipment has been inspected and is free from harmful pests and plant diseases.

Interception
The detection of a pest during the inspection or testing of an imported consignment.

Intermediate pack
A wrap, box, or bundle that contains two or more unit packs of identical items.

International Plant Protection Convention
An international treaty relating to plant health, to which 138 governments, including the United States (as of 25 April 2005), currently adhere. Its main purpose is to secure action to prevent the spread and introduction of pests of plants and plant products and to promote appropriate measures for their control.

International Standard for Phytosanitary Measure
An international standard adapted by the Conference of Food and Agriculture Organization, or the Commission on Phytosanitary measure, established under the IPPC.

Item description
The name and description of an item as it appears in the contract, purchase order, or requisition. The source document for this information is DD Form 61 (Request for Nomenclature), which contains an item's exact name and description.

Jobber
A wholesaler who operates on a small scale or who sells only to retailers and institutions.

Kiln drying
A process in which wood is dried in a closed chamber using heat or humidity control to achieve required moisture content.

Label
A piece of paper or other material to be affixed to a package, container, or article and on which is printed either information concerning the product or addressees.

Levels of protection
A means of specifying the level of military preservation and packing that a given item requires to ensure that it is not degraded during shipment and storage.

Load
Determined by the degree of structural strength supplied to the shipping container by the contents. Loads are classified as type 1, easy loads; type 2, average loads; and type 3, difficult loads.
a. Type 1, easy load. An item that completely fills the outer shipping container or from items of moderate density prepackaged in an interior container that completely fills the outer shipping container. Easy load items are not easily damaged by puncture or shock and do not shift or otherwise move within the package. Examples include items packaged in boxes or cans that are prepackaged in fiberboard boxes before overpacking in the shipping container; chests; tool kits; and sturdy instruments that are fully in contact with and support all faces of the shipping container.
b. Type 2, average load. A type 2 average load is developed from moderately concentrated weight items packed directly into the shipping container and provides partial support to all panels. It also includes items prepackaged by wrapping or positioning in partitions, cells, or paperboard boxes or by other means that support all panels of the shipping container. Examples include items packaged in boxes or cans which are not prepackaged in an interior container and bottles individually separated one from the other by cells or partitions.
c. Type 3, difficult load. A type 3, difficult load is developed from items that require a high degree of protection to prevent puncture, shock, or distortion of the shipping container. It also includes items that do not provide complete support to the panels of the shipping container. Examples include wrenches, long bolts, and rods that exert concentrated forces on the shipping container; motors, telephones, typewriters, drop forgings, rivets, hardware, or other items randomly packed in bulk; and fragile or delicate items requiring special protection.

Loose or unpacked item
An identifiable item that is unencumbered by a tie, wrap, or container.

Lumber
The product of the saw and planing wood mill is not further manufactured than by sawing, resawing, planning, crosscutting to length, and matching.

Mark
An official stamp or brand, internationally recognized, applied to a regulated article to attest its phytosanitary status.

Marking
Application of numbers, letters, labels, tags, symbols, or colors for the handling of identification during shipment and storage.

Military levels of packing
The packing levels are level A, which provides maximum protection to meet the most severe worldwide shipment, handling, and storage conditions, and level B, which provides protection to meet moderate worldwide shipment, handling, and storage conditions.

Multipack
Consolidation of packages containing nonidentical items.

Multiple unit
The items, subassemblies, and components comprise a single unit for a specific assignment.

National Wooden Pallet & Container Association
This international trade association represents manufacturers, recyclers, and distributors of wood pallets, containers, and reels.

Official
Established, authorized, or performed by a national plant protection organization.

Pack
To place materiel into a container for handling, storage, or transport.

Package
One or more articles or pieces contained or secured into a single unit.

Packaging
Methods and materials used to protect materiel from deterioration or damage. Includes the preservation, cleaning, drying, packing, marking, and unitization processes.

Packing
The assembly of items into unit packs and intermediate or exterior containers, with the necessary blocking, bracing, cushioning, weatherproofing, reinforcement, and marking.

Palletized load
A load made up of articles, either loose or in containers, placed on pallets or skids.

Parcel post
Any packed materiel placed in USPS channels.

Performance-oriented packaging
Type of packaging based on the ability of packaging to perform to a specified level of integrity when subjected to performance test.

Pest risk analysis
The process of evaluating biological or other scientific and economic evidence to determine whether a pest should be regulated and the strength of any phytosanitary measures to be taken against it.

Phytosanitary
Matters related to plant health, which includes the protection of natural flora and plant products, such as soft and hardwood trees. Also includes both direct and indirect damage by pests.

Phytosanitary action
An official operation, such as inspection, testing, surveillance, or treatment, undertaken to implement phytosanitary regulations or procedures.

Phytosanitary measure
An agreed interpretation for any legislation, regulation, or official procedure prevents the introduction or spread of quarantine pests or limits the economic impact of regulated nonquarantine pests. The agreed interpretation of the term phytosanitary measure accounts for the relationship of phytosanitary measures to regulated nonquarantine pests.

Phytosanitary procedure
Any officially prescribed method for implementing phytosanitary regulations, including the performance of inspections, tests, surveillance, or treatments in connection with regulated pests.

Phytosanitary regulation
Official rule to prevent the introduction or spread of quarantine pests or to limit the economic impact of regulated nonquarantine pests, including establishing procedures for phytosanitary certification.

Plant products
Unmanufactured material of plant origin (including grain) and those manufactured products that, by their nature or that of their processing, may create a risk for the introduction and spread of pests.

Preservation
The processes and procedures used to protect materiel against corrosion, deterioration, and physical damage during shipment, handling, and storage. Includes cleaning, drying, application of preservatives, wrapping, cushioning, containerizing (for both unit and intermediate), and completing identification markings up to but not including the exterior shipping container. Military methods of preservation are defined in MIL–STD–2073–1E.

Preservative
A substance that, when applied directly to an item, provides initial environmental protection.

Pressure–sensitive labels
A label that has a backing coated so as to permit it to adhere instantaneously to most surfaces with the application of slight pressure.

Processed wood material
Products that are a composite of wood constructed using glue, heat, pressure, or any combination thereof. Examples are plywood, particleboard, oriented strand board, veneer, and wood wool.

Project code
A three-position alphanumeric code that identifies plans, programs, and exercises.

Quantity
The number of units of issue contained in a unit pack, intermediate pack, shipping container, bundle, or secure lift.

Quarantine pest
A pest of potential economic importance to the area endangered thereby and not yet present there or present, but not widely distributed and being officially controlled.

Raw wood
Wood that has not undergone processing or treatment.

Recyclable
Capable of being removed, separated, or diverted from the solid waste stream in an available program, established by, but not limited to, manufacturers, retailers, or municipalities; processed and returned to use in the form of raw materials or products.

Recycled
Diverted, separated, or removed from the solid waste stream, then processed and returned to use in the form of raw materials or products.

Reel
A cylindrical device with a rim at each end and an axial hole for the shaft or spindle on which a product is wound to facilitate handling and shipping.

Regulated article
Any plant, plant product, storage place, packaging, conveyance, container, soil, and any other organism, object, or material capable of harboring or spreading pests and, therefore, deemed to require phytosanitary measures, particularly where international transportation is involved.

Remediation
To provide remedial aid.

Required delivery date
The day of the year (for example, 087, or 198) specified on the requisition when the requisitioner or the consignee requires materiel.

Reusable
Intended to be used for its original purpose one or more times.

Reusable container
A shipping and storage container that is designed for reuse without impairment of its protective function. A shipping and storage container that can be repaired or refitted to prolong its life or to adapt it for shipment of items other than that for which it was originally intended.

Seal
A means of securing a container to prevent undetected loss or deterioration of contents.

Sealed
An item is considered sealed if the entrances to the interior of the item are sealed with gaskets or closely mated surfaces under mechanical pressure or are sealed by threaded closure devices (except plastic caps). Sealed items also include assemblies that are encapsulated in plastics, ceramics, glass, or metal, with completely cemented seams or joints closing the interior to the entrance to liquid water. Hermetic sealing is a seal that will exclude air and will be leakproof at ambient temperatures and atmospheric pressures and is usually glass to glass, metal to metal, or metal to glass.

Self–certifier
An organization or person who acts as a certifier in their own packaging regard, approved by the competent authority.

Shipping container
A container that meets minimum carrier regulations and is of sufficient strength by reason of material, design, and construction to be shipped safely without further packing.

Shrink film
Thermoplastic film which shrinks when subjected to heat.

Site custodian
A trained local individual within the packaging or WPM fabrication areas assigned by the DoD-certified WPM site commander as the commander's WPM responsible representative.

Skid
An adjustable flat surface pallet designed to fit the size of the container being shipped. One of a pair of series of parallel runners, usually wood, affixed to the underside of boxes, crates, or an item to allow entry of trucks or forks or to facilitate sliding.

Stretch wrap
A thermoplastic material having elastic properties to permit stretching and wrapping around small unit packs or pallet loads.

Test
Official examination, other than visual, to determine if pests are present or to identify pests.

Treatment
Officially authorized procedure to kill or remove pests or to render pests infertile.

Unit load
A single item or an assembly of items (in or out of containers) designed so the whole is handled as a single entity.

Unit pack
The first tie, wrap, or container applied to a single item, or a quantity thereof, or to a group of items of a single stock number, preserved, or unpreserved that constitutes a complete or identifiable package. A unit pack is also often referred to as a package or merely as a pack.

Unitization
Assembly of exterior packs of one or more line items of supply into a single load so the load can be handled as a unit through the distribution system. Unitization (unitized loads or unit loads) encompasses consolidation in a container, placement on a pallet or load base, or securely binding together.

Weight
Force exerted by a mass due to acceleration submitted; force measured by a scale.

Wood
A commodity class for round wood, sawn wood, wood chips, or dunnage—with or without bark.

Wood packaging material
Nonconiferous (hardwood) and coniferous (softwood) packaging material used to support, protect, or carry a commodity (includes dunnage). Examples of WPM include but are not limited to, pallets, skids, pallet collars, containers, crates, boxes, cases, bins, reels, drums, load boards, and dunnage. Wood packaging made of exempt materials but combined with solid wood components must still be treated and marked. WPM does not include processed wood materials and manufactured wood products. WPM was previously known as nonmanufactured WPM or solid WPM.

Wood packaging material compliance
Satisfying the intent and provisions of the IPPC guidelines of March 2002, as implemented by the United States (see 7 CFR 319.40), U.S. allies, and other friendly governments.

Wood packaging material component point of contact
DoD component's representative to the Defense Packaging Policy Group.

Wood packaging material program manager
Any identified ACOMs, ASCCs, and DRUs or subordinate command WPM representatives responsible for the WPM compliance program in their command. If no subordinate representative is assigned, duties revert to the WPM component POC.

Wood packaging material site auditor
A trained, independent, and impartial examiner assigned in writing.

Wood packaging material site custodian
A Government or contractor employee responsible for maintaining WPM Program documents and records, for completing monthly the DoD WPM website data, and for controlling the access and use of the marking devices. The Senior commander, logistics director, or highest-ranking person on the facility appoints, in writing, the WPM site custodian.

Wrap
Piece of flexible material, either precut or cut to length for manual or mechanical wrapping of the item to be packaged.