Defense Logistics Agency

INSTRUCTION

DLAI 4140.04
Effective September 8, 2014

J34(TQ)

SUBJECT: Defense Logistics Agency (DLA) Packaging Program

References: Refer to Enclosure 1.

1. PURPOSE. In accordance with the authority in DODM 4140.01, Volume 9 (Reference (a)), this Issuance reissues DLAI 1506 (Reference (b)) to update policy, responsibility, and procedures necessary to the effective, efficient and economical conduct of packaging materiel for the Agency's business in accordance with AR 700-15/NAVSUPINST 4030.28E/AFJMAN 24-206/MCO 4030.33E/DLAR 4145.7 (Reference (c)).

2. APPLICABILITY. This Instruction applies to all DLA activities.

3. DEFINITIONS. See Glossary

4. POLICY.

a. In accordance with Reference (a), materiel must be procured, received, stored, and shipped with adequate, continuous packaging protection at the lowest overall cost. The proper packaging of materiel is an essential DLA mission. All personnel involved with the preparation and shipment of materiel must be provided the policy guidance and training required for safe, adequate and continuous packaging of materiel bought and/or distributed by DLA.

b. All Military Service-managed materiel received, stored and shipped will be packaged according to the technical data specified by the managing service packaging office at the Inventory Control Point (ICP) as further defined in the procedures enclosure.

c. The DLA Packaging Board will serve as the forum for developing policy and guidance on DLA packaging.

d. Local operating procedures may be developed by the Defense Supply Center (DSC), DLA Distribution, and DLA Disposition to supplement this policy.

e. This Chapter implements policy established by reference (a).

5. RESPONSIBILITIES.

a. THE DIRECTOR, DLA LOGISTICS OPERATIONS (J3) will enure the content of this instruction is current with Reference (c).

b. THE EXECUTIVE DIRECTOR, SUPPORT (J34), UNDER THE AUTHORITY, DIRECTION, AND CONTROL OF THE DIRECTOR, DLA LOGISTICS OPERATIONS (J3) will:

(1) Review the DLA Supply Centers' (DSC), DLA Distribution, DLA Disposition packaging systems and procedures for compliance with this chapter.

(2) Provide for representation to joint committees, boards, task groups, and industry groups on packaging matters, except when delegated to DLA Field Activities, as required.

(3) Represent DLA on the Defense Packaging Policy Group (DPPG).

(4) Establish DLA packaging goals and objectives, as required.

(5) Serve as the DLA focal point for all matters of packaging, including Area PACK and other packaging standardization documents; suggestions having application above and beyond the local DSC and/or DLA Distribution level; packaging of hazardous materials; and developing parameters for automated systems applications.

(6) Chair and operate the DLA Packaging Board as noted in Enclosure 5.

c. THE DIRECTOR, DLA ACQUISTION (J7) will ensure procurement procedures are implemented in accordance with Enclosure 2.

d. COMMANDERS/DIRECTORS OF PRIMARY LEVEL FIELD ACTIVITES (PLFAs) will ensure procedures are implemented in accordance with Enclosures 2 through 5.

6. PROCEDURES. Refer to Enclosures 2 thru 4.

7. INFORMATION REQUIREMENTS.

a. DLA Form 161, “Dunnage and Fabrication Work Order,” DLA Form 163, “Dunnage and Fabrication Production Control Register,” and DLA Form 1759, “Reimbursable Processing of Materiel,” are available electronically from the official DLA Forms Management Program website at http://www.dla.mil/OfficialForms/Pages/default.aspx.

b. DLA Form 1737, “Project Code Disc 3x3,” and DLA Form 1737a, “Project Code Disc 9x9,” are non-electronic print on demand locally procured forms.

8. INTERNAL CONTROLS. DLA J34 will review DSCs, DLA Disposition and DLA Disposition packaging systems and procedures for compliance during packaging field assistance visits, either with a technical assistance and operational review program, or separately, on an as-needed basis to evaluate the adequacy of field packaging operations, and conformance to the DLA Packaging Program.

9. RELEASABILITY. UNLIMITED. This issuance is approved for public release and is available on the Internet from the DLA Issuances Internet Website.

10. EFFECTIVE DATE. This Issuance:

a. Is effective on September 8, 2014.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective September 8, 2024 and be removed from the DLA Issuances Website.

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Date: 2014.09.08 16:02:31 -04'00'

PHYLLISA S. GOLDENBERG
Director, DLA Strategic Plans and Policy

Enclosures
Enclosure 1 – References
Enclosure 2 – DSC Procedures
Enclosure 3 – DLA Distribution, DLA Disposition, and DSC Retail Procedures
Enclosure 4 – Training Procedures
Enclosure 5 – DLA Packaging Board Charter
Glossary

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ENCLOSURE 1

REFERENCES

(a) DODM 4140.01, Volume 9, "DOD Supply Chain Materiel Management Procedures: Materiel Programs," Feburary 10, 2014
(b) DLAI 1506, "DLA Packaginig Program", June 6, 2003 (modified March 31, 2010 (hereby cancelled)
(c) AR 700-15/NAVSUPINST 4030.28E/AFJMAN 24-206/MCO 4030.33E/ DLAR 4145.7, "Packaging of Materiel", January 12, 2004
(d) MIL-STD-2073-1, "DoD Standard Practice for Military Packaging," December 15, 1999
(e) ASTM D 3951, "Standard Practice for Commercial Packaging," October 2010[1]
(f) MIL-STD-129P, "Military Marking for Shipment and Storage," September 19, 2007
(g) MIL-STD-147, "Standard Practice: Palletized Pallet Loads", May 16, 2008
(h) Title 49 Code of Federal Regulation, Chapter I, Part 171, Section 100-178, Transportation[2]
(i) DLAD 4145.41/ AR 700-143/AFJI 24-210/NAVSUPINST 4030.55B/ MCO 4030.40B, "Packaging of Hazardous Materials," September 25, 2008
(j) AFMAN 24-204(I)//TM 38-250/NAVSUP PUB 505/MCO P4030.19/ DLAI 4145.3, "Preparing Hazardous Materials For Military Air Shipment," dated December 3, 2012
(k) DLM 4000.25-M, "Defense Logistics Management System (DLMS), Volume II (Reporting of Supply Discrepancies)," June 2012
(l) DLAI 4145.4/AR 740-3/AFJMAN 23-231/NAVSUPINST 4400.100/MCO 4450.15, "Stock Readiness Program," November 9, 2012
(m) DOD 4140.65-M, "Compliance for Defense Packaging: Phytosanitary Requirements for Wood Packaging Material (WPM)", August 21, 2012
(n) DLAI 4145.11/TM 38-410/NAVSUP PUB 573/AFJMAN 23-209/MCO 4450.12A, "Storage and Handling of Hazardous Materials", January 13, 1999
(o) DLAI 4145.21/ TB MED 284/NAVSUPINST 4610.31A/AFR 167-9, "Preparation of Medical Materiel Requiring Freeze or Chill Environment for Shipment", April 23, 1990
(p) DODM 5200.01, Volume 3, "DOD Information Security Program: Protection of Classified Information", February 24, 2012
(q) DLAI 4306, "Physical Security Program", December 7, 2009
(r) DLAM 5200.08, "Physical Security Manual", 2011
(s) DLM 4000.25-1, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)"
(t) DLAI 4000.01, "Over/Under Shipment Policy", July 25m 2013
(u) MIL-HDBK-263, "Electrostatic Discharge Control Handbook for Protection of Electrical and Electronic Parts, Assemblies, and Equipment (Excluding Electrically Initiated Explosive Devices)", July 1994

[1]Copies of ASTM documents may be obtained: http://www.astm.org
[2]Copies of Title 49 CFR may be obtained: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49tab_02.tpl

ENCLOSURE 2

DLA SUPPLY CENTER (DSC) PROCEDURES

COMPLETE PROCUREMENT PACKAGING REQUIREMENTS. Complete procurement packaging requirements at the DLA Supply Centers, to include developing technical packaging data, and support to procurement. When technical packaging data is provided with Service item transfer, review for completeness and except packaging data for procurement.

a. Packaging for Procurement. All materiel will be procured, fully packaged in a ready for issue state. When the contractor/vendor is unable or unwilling to provide required packaging at a reasonable cost and is unwilling to subcontract for such services, the contracting office will attempt to obtain required packaging from packaging services contractors. Only as a last resort, the materiel may be shipped to the storage depot for packaging provided that:

(1) The contracting office advises the recipient depot(s) in advance of the repackaging work load; and

(2) Provides the reimbursable funding to accomplish the required work.

b. Packaging Requirements. Detailed packaging requirements will be clearly stated in procurement documents for packaging, in terms of levels of protection in accordance with MIL-STD-2073-1 (see reference d)), by means of Federal and Military specifications and standards, and for commercial packaging by means of industry standards to include ASTM D-3951 (see reference (e)). For marking military packages of medical materiel (previously, S9M), procurement documents will cite Medical Marking Standard No. 1. For marking all other packaging, procurement documents will cite MIL-STD-129 (see reference (f)) and include requirements for bar coding and 2D symbology. Bar coding and 2D symbology requirements need not be cited in contracts for fresh fruits and vegetables, and bulk petroleum, oil and lubricants. When an unreasonable charge for bar coding occurs, the contracting office will attempt to negotiate a fair and reasonable price. If all efforts to resolve the refusal to provide reasonable price bar coding or 2D symbology fail, the contracting office may delete the requirement from the contract, following the steps outlined in paragraph a(1)(a) above. Unless otherwise specified in the procurement document, medical items must only be bar coded on the exterior (shipping) container and unitized load.

c. Methods of Packaging. Method selection will be by MIL STD 2073-1 to assure uniform packaging for similar items. Each National Stock Number (NSN) or part number will have documented packaging requirements for the military levels of protection appropriate for that item and stored in the FLIS. The Optional Procedure Indicator (OPI) field will be filled with Code “M” (Mandatory) only when specific materials and containers are needed for packaging critical items, such as ESDS items, IRPODs, CSI, or hazardous materials. For packaging items in accordance with special packaging instructions, the OPI code shall be “A”. For packaging other items, the OPI code shall be “O” (Optional). For Electro-static Discharge Sensitve (ESDS) items,

Individual Repair Parts Ordering Data (IRPOD), or Critical Safety Items (CSI), the quantity of items in a unit pack shall be one. When packaging requirements are provided by the Service ESA in the Technical Data Package (TDP) or coded in accordance with MIL-STD-2073-1, follow the procedures in paragraph 2.g. When supplemental packaging data applies to multiple National Item Identification Numbers (NIIN), such as, hazardous materials and ESDS items, a Standard Text Object (STO) may be created and stored in Enterprise Business System (EBS).

d. Preservation and Packing. The following matrix outlines the minimum preservation and packing required for typical DLA shipments from contractors' facilities. An asterisk (*) means that commercial packaging in accordance with ASTM D-3951 may apply. When MIL and (*) is specified, the materiel composition, storage lengths and destination dictates which method of preservation is appropriate; i.e., materiel that meets the Frist Destination Packaging Program (FDP) exclusion criteria from ASTM D-3951 will be preserved using MIL-STD-2073-1. Below is the approved list of exclusions as of October 2013. Contact the Headquarters (HQ) Packaging Program Office for the most recent exclusion criteria and excluded NIINs.

Type of Shipment	**Preservation**	**Packing**
Mission Capabe/Mission Capability (MICAP)/999/Not Mission Capable Supply (NMCS)	*	*
Prepositioned War Reserves/Mobilization	MIL	A
Military Assistance Program	MIL/*	B/*
Foreign Military Sales (FMS)	MIL/*	B/*
Grant Aid	MIL/*	B/*
Overseas Small Parcel Shipment	*	*
Continental United States (CONUS) Small Parcel Shipment	*	*
FMS Small Parcel	*	*
Delivery for Wholesale Depot Stock	MIL/*	*
Direct Vendor Delivery (CONUS)- IPG I, II, or III	*	*
Overseas Delivery, other than Small Parcel, Priority 01-08, IPG I or II	MIL/*	B/*
Overseas Delivery, Other than Small Parcel, Priority 09-15, IPG III	MIL/*	B/*

FDP PACKAGING EXCLUSIONS

Supply Chains – Medical, Subsistence, and Clothing and Textile
FSCs – 3110, 2840, 5330
Weapons System Designator Codes (WSDC) - 21N, KKN, WAN, XBN, XCN
Shelf-Life Items – EBS designation is the required shelf-life months
Special Procedural Codes (SPC) – 01, 02, 03, 04, 05, 06, 07
ESDS items with Method of Preservation (MOP) equal to 'GX'
Hazardous Materials with MOP equal to 'HM'
NIINs with an OPI equal to 'A' or 'M'
NIINs based on ESA requirements (dynamic list)

e. Unitization. Cargo will be unitized to the maximum extent practical, following the requirements of MIL-STD-147 (see reference (g)), Palletized Unit Loads, using the standard warehousing and shipping pallet, four-way entry, 40x48 inch, nonreversible, winged pallet. Pallets should conform to American National Standards Institute (ANSI) MH1, Part 9, Pallet, part numbers MH1/9-02SW4048 or MH1/9-03SW4048 or MH1/9-10BW4048. Maximum weight of the load is 3,000 pounds. Maximum height will follow the criteria of MIL-STD-147 and no unitized load will exceed 54 inches in height. Unit loads prepared for shipment in International Organization for Standardization (ISO) configured freight containers should not exceed 43 inches in height when 2-pallet high stacking is desirable.

(1) Materiel will be unitized to the extent practical at the time of procurement, and will be shipped in a unitized mode whenever possible to take full advantage of mechanized material handling equipment. Methods of unitization include palletizing, bundling, skidding, and multi-packing. All procurements must include a 'YES' on the classification screen/packaging tab of the material master in EBS defining the requirement for Palletization No. MD00100452 Revision B dated 07/2008. The palletization sheet may be found at: http://www.landandmaritime.dla.mil/Offices/Packaging/palletization_WPMnotice.asp

(2) Shipments of empty 55-gallon drums need not be palletized.

(3) When shipping materiel in 55-gallon drums, the drums will be palletized. When the drums are shipped in truckload lots using 102-inch wide trailers (98 inch inside width) or less than truckload lots, the drums will be palletized on 48x48 inch pallets, with four drums per pallet. For other truckload lots, drums will be palletized on 40x48 inch pallets, with three drums per pallet. Drums will be secured to the pallet by stretch film per MIL-STD-147, or 3/4 inch steel strapping of finish A, ASTM D 3953, applied lengthwise and girth wise per MIL-STD-147. As an alternate, use nonmetallic strapping of ASTM D 3950, following the criteria of MIL-STD-147. When strapping is used, the load will be provided with a wooden frame cover that does not exceed the length and width of the pallet.

f. Excessive Packaging. Care will be exercised in developing packaging requirements to avoid excessive packaging, which may add to the tare weight, packaging cost, and transportation cost.

g. Void-Fill/Loose-Fill Packaging. All loose-fill packaging materials (polystyrene "peanuts", corn-starch "peanuts", shredded paper, etc.) are prohibited from use by all DoD activities. Prohibition of loose-fill packaging materials will be clearly stated in all procurement documents for military and commercial packaging.

2. SUPPORT PROCUREMENT PACKAGING REQUIREMENTS.

a. Packaging Requirements Reviews. Packaging requirements will be reviewed and changed when it is beneficial to the customer and does not degrade the quality of the item, or when major policy changes dictate.

a. Engineering Support for Packaging. When engineering support is required, it will be obtained in accordance with DLAD 3200.1/AR 715 13/ NAVSUPINST 4120.31/AFPD 21 4/MCO 4000.18D, Engineering Support for Items supplied by DLA and General Services Administration (GSA). When packaging testing support is required, it will be obtained per reference (d), using DD Form 1222, Request For and Results of Tests.

b. Commercial Packaging. Commercial packaging will be used when the technical details of the packaging construction and/or test performance are well enough known to assure that the commercial packaging will satisfy DoD logistical requirements. Bulk packaging is unacceptable. Commercial standards, such as ASTM D 3951 (reference (e)) or other similar documents shall be used. The contract packaging requirement should read, "Packaging. All items shall be packaged using commercial packaging in accordance with the latest revision of ASTM D 3951.

c. Level A Shipping Containers. Level A exterior containers are listed in reference (d). Weather resistant class fiberboard will be specified for Level B packing, and either domestic or weather-resistant class fiberboard for Minimal Military Packing shipping containers. Fiberboard will not be specified for Level A shipping containers, except as follows:

(1) For subsistence, packing shall be in accordance the commercial or military specification or standard specified in the procurement contract; such as, MIL-PRF-44073F, Packaging Food in Flexible Pouches.

(2) For medical materiel, packing in weather resistant fiberboard is acceptable for Level A, packing in domestic fiberboard is acceptable for Level B, and packing in accordance with ASTM D 3951 is acceptable for Minimal Military Packing.

d. Hazardous Materials packaging. References (h) through (j) set uniform policy for the preparation of hazardous materials in a safe manner to provide for conforming storage, handling, packaging and transportation. Hazardous materials will be identified in the DSCs' data management files as such, and contracts and purchase orders will require materiel to be packaged to conform to Title 49 Code of Federal Register (CFR) (see reference (h)), and other applicable modal regulations.

(1) The provisions of reference (j) will be strictly adhered to in preparing hazardous material for military air shipments. Appropriate regulations and the latest version of the DLA

Distribution Performance Oriented Packaging (POP) program will be utilized to prepare hazardous materials shipments by other modes of transportation.

(2) Training for all persons engaged in packaging hazardous materials for any mode of shipment will be provided according to references (h) through (j) with recertification as required therein. Persons lacking the necessary training are prohibited from developing packaging requirements for hazardous materials unless constantly supervised by qualified personnel.

(3) DLA Distribution-J4 is the DLA central manager for the repository of hazardous materials packaging test reports for all the Military Services and Defense Agencies, as well as maintaining the DLA Distribution POP program. All testing of hazardous materials packaging configurations, and contacts with the various test facilities, will be coordinated through the DLA central manager for hazardous materials.

e. International Logistics (IL). Military preservation and a minimum of Level B packing will be provided to IL freight shipments, including Grant Aid. Reference (d) will be used as a basis for preparing IL shipments. In all cases, packaging will comply with any special packaging requirements contained in applicable Grant Aid agreements or Foreign Military Sales (FMS) Letters of Acceptance (LOA).

f. Packaging specifications transferred during item transfer to DLA. Upon receipt of the packaging specifications by the Service ESA, DSCs will review for completeness. If the specification is included in the Technical Data Package (TDP), the DSC will assign a Method of Preservation (MOP) code of 'ZZ' and specify the TDP drawing number in the Supplemental Packaging data field in EBS. If the packaging specification is provided in MIL-STD-2073-1 coded format, the DSCs will update EBS with the packaging requirements code as defined by the Service and ensure FLIS is updated with same information. If specification is incomplete, DSCs will coordinate with the Service ESA for appropriate requirements, and update EBS and FLIS, as needed.

g. Field Visits. DSC packaging personnel will conduct field assistance visits to the depots stocking their materiel. DSC packaging personnel will perform management visits to contractors' plants to evaluate the adequacy of technical packaging requirements, packaging conformance to design intent, and the effectiveness of technical packaging support in coordination with applicable Administrative Contracting Officers (ACOs) and Defense Contract Management Agency (DCMA) Office.

h. Suggestions. Packaging suggestions will be evaluated locally when appropriate. When HQ DLA approval is required, they will be forwarded through channels to J34, as appropriate, with approval rationale included. Locally adopted suggestions having use at other DLA field activities will also be coordinated by J34 Packaging Program Office.

i. Packaging Discrepancies.

(1) When there is a packaging discrepancy with a receipt at a depot due to nonconformance with contractual packaging requirements, follow the procedures outlined in

reference (k), except that DLA managed materiel will not be automatically suspended in condition code L for packaging discrepancies. Unless the packaging is so defective as to warrant retention for evidentiary purposes, DLA managed materiel will be received in condition code A and the required packaging will be accomplished as soon as practical. In conjunction with the DLAI 4145.4 (reference (l)), Stock Readiness Program, the following procedures will be followed for receipt of materiel, except hazardous material, from contractors with deficient packaging that does not conform to contractual requirements:

(a) Materiel, except for Clothing and Textiles (C&T) (Contract SPM100*), costing up to $300 to repackage for a contractor caused packaging discrepancy, will be received in condition code A and work will be performed without further authority. An informational SDR shall be submitted to the DSC for contractor trend analysis. For C&T items, the cost threshold is $500.

(b) Materiel, except for Medical Materiel (Contract SPM200*), costing in excess of $300 ($500 for C&T) to repackage for a contractor caused packaging discrepancy will be received in condition code L. A Supply Discrepancy Report (SDR) will be submitted to the DSC for the packaging review, authorization and disposition instructions. The DSC disposition instructions can include the following:

1. The DSC can authorize the depot to photograph the discrepancy if the photos will clearly show the discrepancy, then release the materiel for repackaging and induction into stock.

2. The DSC can direct the depot to hold a sample of the discrepant packaging for evidence, then, release the balance of the materiel for repackaging and induction into stock.

3. The DSC does not necessarily need to hold an entire shipment in condition code L indefinitely while waiting for a response from the contractor. That way, the materiel can be released for corrective work or disposal, as applicable.

4. The DSC will notify the appropriate DCMA Packaging Specialists of repeated discrepancies from contractors in their geographic area of responsibility.

(c) Medical materiel (Contract SPM200*) received in defective or damaged containers or in noncompliance with contractual levels of protection, shall be received in condition code L. SDRs will be submitted to the ICP for resolution. Medical materiel, except hazardous materials, not marked as specified in the procurement document will be received in condition code A; contact the Medical ICP for authorization prior to remarking materiel.

(2) The following procedures will be followed for receipt of DLA managed materiel from customer returns with deficient packaging:

(a) Materiel costing up to $300 to repackage will be received in condition code A and work performed without further authority. An informational SDR shall be submitted to the DSC for customer trend analysis and customer notification.

(b) Materiel costing more than $300 to repackage will be reviewed by the DSC Packaging/Product Specialist prior to any work being performed.

(c) Follow the procedures outlined in reference (h) to report the packaging discrepancy to the managing DSC.

(3) When hazardous materials are received from contractors with deficient packaging that does not conform to contract requirements, follow the procedures outlined in reference (k).

(4) When deficient packaging is a result of the ASTM D3951, Commercial Packaging standard, a review of the vendor's packaging and process must be conducted by the assigned Packaging Specialist. If the commercial packaging does not properly protect the item for one-year in covered storage as defined in ASTM D3951 or materials used do not meet ASTM D3951, the Packaging Specialist must change the requirements from ASTM D3951 to MIL-STD-2073-1 for future procurements to ensure damages and degradation do not occur.

k. Establishing Quantity Unit Pack (QUP) and Intermediate Container Quantities (ICQ)

(1) When establishing the initial QUP during the provisioning process and there is no customer demand history or no visibility of the next higher assembly, use the factors and formulas in MIL-STD-2073-1, Appendix B to calculate the QUP and/or ICQ.

(2) When there is an established customer demand or knowledge of the next higher assembly and the quantity required is greater than one, the QUP should be one and the Unit of Issue (U/I) should be changed to a non-definitive U/I and a quantitative expression set at the required quantity.

(3) When there are multiple customers with various demand levels, the QUP shall be set using the factors and formulas in MIL-STD-2073-1, Appendix B and consideration for the customer ordering pattern. For example: If the Navy and Army are ordering bolts in various quantities, ensure the cost, size, method of preservation and fragility factors are considered when establishing the QUP. Some common factors to consider as defined in MIL-STD-2073-1 are (not limited to):

(a) QUP shall be one for all consumable items with an item cost of $50.00 or more.

(b) Items of less than $50.00 unit cost may be assigned a QUP of greater than one (1) when the computation utilizing Formula A or B so indicates. However, the maximum dollar value of the QUP shall not exceed $200.00 for parts applicable to more than one assembly or $100 for parts applicable to only one assembly.

(4) When a non-definitive unit of issue is defined and it is appropriate to overpack in an intermediate container, use Formula B and the factors to establish the ICQ. The ICQ shall be used to overpack QUPs greater than one with the following conditions:

(a) Maximum of 100 unit packs to the intermediate container.

(b) Maximum net load of 40 pounds.

(c) Maximum size of 1.5 cubic feet with at least two dimensions not exceeding 16 inches.

l. Retail Operations

(1) When the DSCs operate a receipt, storage and issue operation in support of the Military Services local customer, they must comply with procedures defined herein when applicable.

(2) Wood Packaging Program. Establish and maintain a Wood Packaging Material (WPM) program at retail sites that are performing packaging operations in accordance with reference (m). The DSCs are required to identify a WPM Program Coordinator and comply with the same procedures required by the DLA Distribution centers as outlined herein. The DSC may mirror the DLA Distribution's approach and contract with ALSC to establish andmonitor a WPM program or establish a DOD self-certification program. The WPM Program Coordinator must comply with the monitoring and auditing requirements of reference (m). All Program Coordinator's must be identified and provided to HQ Packaging Policy office.

(3) Depacking of Service-owned Condition Code 'F' materiel. DLA Distribution and DSC Retail sites will receipt condition code 'F' materiel in accordance with reference (l) and the following guidance:

(a) Materiel received at the DLA Distribution and Retail sites shall not be depacked prior to storage. Retail sites shall not store condition code 'F' material for the local customer. When issued to the local customer for maintenance, materiel shall not be removed from the packaging; including reusable containers unless local agreements to provide this service are documented, signed and reimbursed. If material is received bare, the DLA Distribution shall provide the level of protection specified in reference (l).

(b) When materiel is received at a DLA Distribution or Retail site that requires draining, purging, dust caps, etc., they must suspend the materiel to condition code 'K' and submit a Standard Form (SF) 364, Supply Discrepancy Report to the materiel manager for disposition. The Retail site shall not provide this service unless local agreements to provide this service are documented, signed and reimbursed.

(c) If materiel received is leaking fluids that may be considered hazardous to the handler, they must follow the procedures out-lined in reference (n), contact their local environmental office or the fire department and submit a packaging discrepancy in accordance with reference (k). When retail sites receive leaking containers from the DLA Distribution, they shall reject the receipt and contact the co-located Distribution center for pick-up. Materiel shall be contained and staged in an approved location defined in reference (n) until pick-up.

ENCLOSURE 3

DLA DISTRIBUTION, DLA DISPOSITION AND DSC RETAIL (WHEN APPLICABLE) PROCEDURES

1. COMPLETE DISTRIBUTION PACKAGING REQUIREMENTS

a. Methods of Packaging. DLA Distribution will refer to the technical packaging data file of the DSC or Military Service that manages the item to determine and execute the proper packaging method.

b. Level A, Shipping Containers. Level A exterior containers are listed in reference (d). Weather resistant class fiberboard will be specified for Level B packing, and either domestic or weather-resistant class fiberboard for Minimal Military Packing shipping containers. Fiberboard will not be specified for Level A shipping containers, except as follows:

(1) For subsistence, packing shall be in accordance with DSCP Form 3507 Loads, Unit, Preparation for Semi-perishable Subsistence Items, General Specifications For. Marking shall be in accordance with DSCP Form 3556, Marking Instructions for Boxes, Sacks, and Unit Loads of Perishable and Semi-perishable Subsistence.

(2) For medical materiel, packing in weather resistant fiberboard is acceptable for Level A, packing in domestic fiberboard is acceptable for Level B, and packing in accordance with ASTM-D-3951 is acceptable for Minimal Military Packing. For cold chain medical products, the DLA Distribution must follow the packaging protocols and procedures defined in reference (o).

c. Determine proper packaging methods.

(1) Packaging Protection. The following matrix outlines the preservation and packing required for 'typical' DLA shipments from DLA distribution sites. Materiel that is preserved and/or packed at higher levels than those shown below will not be repackaged to match this table unless reimbursed by the customer.

Type of Shipment	Level of **Preservation**	Level of **Packing***
MICAP/999/NMCS- - - - - - - - - - - - - - - -- - - -	Minimum	Min. Mil
Prepositioned War Reserves/Mobilization - - - -	MIL	A
Military Assistance Program - - - - - - - - - - - - -	Minimum	B
Foreign Military Sales (FMS)- - - - - - - - - - - -	Minimum	B

Grant Aid -	Minimum	B
Overseas Small Parcel Shipment - - - - - - - - - -	Minimum	Min. Mil
CONUS Small Parcel Shipment - - - - - - - - - - -	Minimum	Min. Mil
FMS Small Parcel - - - - - - - - - - - - - - - - - - -	Minimum	Min. Mil
Delivery for Wholesale Depot Stock (FDP)- -	Minimum	Min. Mil
Delivery of Wholesale Depot Stock (Excluded from FDP (ASTM D3951)	MIL	Min. Mil
Direct Vendor Delivery (CONUS)- IPG I, II, or III -	Minimum	Min. Mil
Overseas Delivery, other than Small Parcel, Priority 01-08, IPG I or II - - - - - - - -	Minimum	Min. Mil-B
Overseas Delivery, Other than Small Parcel, Priority 09-15, IPG III - - - - - - - - - - -	Minimum	B

Note: Minimum Military Packing (formerly known as Level C) must meet ASTM D3951 (current version).

(a) When unit packs are used as shipping containers, the preservation and packing designators are combined into a single level of pack that matches the appropriate preservation from the table above. Criteria for using cushioned mailing envelopes in small parcel shipments are when the shipment does not weigh more than 8 pounds, is not more than 2 inches high, and is not irregular in shape. Cushioned mailing envelopes are authorized as the shipping container for small parcel shipments.

(b) When cushioned mailing envelopes or small containers are too small to accommodate all labeling and marking requirements in accordance with reference (f), use an appropriate size envelope or container.

(2) Packaging of Military Service and DLA Managed Materiel. As a general rule, depots will follow the technical packaging data that the Military Service ICP prescribes for an item of supply or equipment. Those packaging requirements must be clearly outlined for military packaging in terms of levels and methods by means of ASTM, Federal or Military Specifications and Standards, or MIL-STD-2073-1 coded data for military packaging, and by means of industry standards for commercial packaging. When Military Service data records lack requirements for the required level of protection, depots will follow the general guidelines of reference (d) in developing a suitable package for shipping, and advise the DLA or Military Service ICP to develop the needed packaging data. If the ICPs coded data includes an Optional Indication Code of 'M' (mandatory), the DLA Distribution must follow the prescribed packaging requirements or Special Packaging Instruction (SPI). If the OPI Code is 'O' or blank, the depot may select alternative packaging materials provided the protection is equal to or better than what was

specified by the ICP. Each Service and DLA packaging data websites include a feedback link for the DLA Distribution to provide proposed packaging requirements changes as noted in paragraph c.(3)(b)[3].

(a) When depots receive requests from ICPs to upgrade, repack or modify the packaging of materiel in storage, the depots will provide the requestor with a cost estimate for the requested work via submitting a DD Form 1225. The cost estimates will include accurate projections of direct labor hours and direct non-labor costs. Depots will provide those estimates within 10 working days after receiving the request. No packaging work will be performed until the depot receives the funding from the ICP who requested the work.

(b) In the event of a conflict between the technical packaging requirements from the owning Military Service, and the packaging received with the item or equipment, the following procedures apply:

1. If the item or equipment is procured with commercial packaging and the Military Service's did not authorize commercial packaging, suspend the materiel in Condition Code J and provide the Military Service with a cost estimate to correct the packaging to meet authorized packaging requirements.

2. If the packaging received with a Military Service managed item or equipment does not conform to the contractual packaging requirements, follow the procedures outlined in reference (k) to report the packaging discrepancy to the managing ICP.

(c) Depots are encouraged to recommend changes to packaging requirements to the ICPs that needlessly drive up costs without any corresponding benefits, or are inconsistent with packaging requirements for similar items or equipment. Such forms as the DD Form 1716, or a locally developed form or procedure have resulted in better applications of military packaging requirements. Send any recommended changes to improve packaging to the appropriate ICP to update their packaging data files. Contact information may be obtained at: http://www.landandmaritime.dla.mil/Offices/packaging/DLApoc.asp.

(3) Excessive Packaging. Depots will exercise care and prudent judgment in packaging materiel for shipment to avoid excessive packaging which needlessly adds extra weight and cube, and/or drives up packaging and transportation costs.

(4) Void-Fill/Loose-Fill Packaging. All loose-fill packaging materials (polystyrene “peanuts”, corn-starch “peanuts”, shredded paper, etc.) are prohibited from use by all DoD activities. Prohibition of loose-fill packaging materials will be clearly stated in all procurement documents for military and commercial packaging. Depots will report discrepancies to the DSC/ICP of materiel received with loose-fill packaging materials.

(5) Packaging Requirements Challenges. The depots will challenge those packaging requirements that are obsolete or incorrect when it is beneficial to the customer and does not degrade the quality of the item. The DLA Distribution will submit a DD Form 1225, Storage

Quality Control Report, to the ICP when challenging the packaging requirements. Upon receipt of disposition instructions by the ICP, the DLA Distribution centers will repackage as needed.

(6) Engineering/Testing Support for Packaging. When engineering support is required, it will be obtained in accordance with DLAD 3200.1/AR 715 13/ NAVSUPINST 4120.31/AFPD 21 4/MCO 4000.18D, Engineering Support for Items supplied by Defense Logistics Agency and General Services Administration.. When packaging-testing support is required, it will be obtained per reference (d), using DD Form 1222, Request For and Results of Tests.

(7) Hazardous Materials Packaging. Reference (h) through (i) sets uniform policy for the packaging of hazardous materials in a safe manner to provide for conforming storage, handling, and transportation.

(a) A depot file will be maintained for identifying, handling, and packaging of hazardous materials, compatible with the Military Services' and DLA ICPs' data. Receipts at depots will be matched to the file to prevent inadequately or incorrectly prepared hazardous material from entering the distribution system, to aid in proper handling, storage and cyclic surveillance, and to aid in preparation for shipment.

(b) The provisions of reference (j) will be strictly adhered to in preparing hazardous material for military air shipments. Appropriate regulations and the latest version of the DLA Distribution POP program will be utilized to prepare hazardous materials shipments by other modes of transportation.

(c) Training for all persons engaged in packaging hazardous materials for any mode of shipment will be provided for according to references (h) through (j) with recertification as required therein. Persons lacking the necessary training are prohibited from handling hazardous materials unless constantly supervised.

(d) All DLA Distribution centers that package, mark, and/or certify hazardous materials for shipment will have current editions of the following documents available in either hard copy or electronic media:

1. Title 49, Code of Federal Regulations, Parts 100 to 199.

2. International Air Transport Association Dangerous Goods Regulation (IATA).

3. International Maritime Dangerous Goods Code (IMDG).

4. DLAI 4145.3/AFMAN 24 204(I)/TM38 250/NAVSUPPUB 505/MCO P4030.19, Preparing Hazardous Materials for Military Air Shipments.

5. MIL STD 129, Department of Defense Standard Practice Military Marking for Shipment and Storage.

6. The DLA Distribution POP Program.

(8) Classified Material. References (p) through (r) sets uniform policy for the handling and processing of classified material. DLA Distribution will ensure DLA Distribution centers are properly trained to handle and process classified material in accordance with references (p) through (r) and all other DOD security policies. DLA Distribution training and Standard Operating Procedures will be updated as policies and procedures change.

(9) International Logistics (IL). Military preservation and a minimum of Level B packing will be provided to IL freight shipments, including Grant Aid and FMS. Military preservation/minimal military packing will be provided to small parcel shipments to freight forwarders in cushioned mailing envelopes when the DSC/ICP data allows a choice of shipping containers, and the shipment does not weigh more than 8 pounds, is not more than 2 inches high, and is not irregular in shape. If the packing data calls for a specific container, the DLA Distribution center may not use a cushioned mailing envelope. If the data calls for a SPI, the DLA Distribution center may not use a cushioned mailing envelope. In all cases, packaging will comply with any special packaging requirements contained in applicable Grant Aid agreements or FMS Letters of Acceptance.

(10) Field Visits. DLA Distribution's Packaging Specialists will perform management visits to DLA Distributiom centers to evaluate the adequacy of depot packaging operations, and conformance to the DLA Packaging Program.

(11) Suggestions. Packaging suggestions will be evaluated locally when appropriate. When HQ DLA approval is required, they will be forwarded through channels to DLA J34, as appropriate, with approval rationale included. Locally adopted suggestions having use at other DLA field activities will also be coordinated by DLA J34.

d. Stock Readiness Program. The DLAI 4145.4, Stock Readiness Program includes detailed procedures of the receipt, inspections, suspending stock, COSIS, etc. procedures. Any conflicts between reference (l) and this Instruction, this Instruction takes precedence.

2. DETERMINE MARKING REQUIREMENTS

a. DLA Distribution centers will mark shipments in accordance with reference (f).

b. Produced Bar Code Labels. When DLA Distribution centers produce bar code labels with identification data to be applied to unit containers, the item identification data will appear in the following sequence on those labels:

(1) Logistics Applications of Automated Marking and Reading Symbols (LOGMARS) Bar Code NSN (2D symbology may be used as an alternative and include all data elements required in reference (f)).

(2) NSN.

(3) Commercial and Government Entity (CAGE) and item part number preceded by the letters CAGE and either the part number or PN.

(4) Item description or nomenclature.

(5) Quantity and Unit of Issue.

(6) Contract number.

(7) Method of preservation, and preservation date.

(8) Shelf-Life code

(9) The statement "RE/PACK DLA/*" where * = The first two positions of the RIC for the depot.

(10) UII data, if required bar coded in 2D symbology

c. DLA Distribution centers will contact DSCP-Medical ICP prior to producing labels for unit containers of medical materiel.

d. Special Markings and Labels. Project code disc labels, DLA Form 1737 and DLA Form 1737a are print on demand locally procured pressure sensitive labels. Project codes will be stenciled or machine printed within the disc.

3. FABRICATE PACKAGING. A consolidated fabrication and dunnage facility (box shop) will be operated at depots for fabrication and assembly of fiberboard boxes, wood boxes, case liners, car and truck gates, dunnage materials, and specialized skid boxes. Automatic or semiautomatic nailing guns will be used to the maximum.

a. Wood and fiberboard boxes will be locally fabricated only in nonstandard sizes which are not available through the GSA or when GSA is not responsive to immediate requirements.

b. Maximum use will be made of personnel, equipment, supplies, and operating area to effect best economies. DLA Form 161 will be used to order the fabrication of boxes and dunnage. DLA Form 163 will be used as a register for all work orders.

c. Items fabricated or assembled will conform to applicable specifications, standards, or other authorized documents. An up to date library of technical data governing container manufacture and fabrication will be maintained. Maximum use will be made of lumber and fiberboard sheet stock.

d. Certification markings for fiberboard boxes will be applied as shown in the Uniform Freight Classification or National Motor Freight Classification for domestic class boxes and in ASTM D 5118 or ASTM D 5168, Standard Practice for Fabrication of Fiberboard Shipping Boxes, for weather resistant class boxes. Wood boxes will be marked with the applicable specification number.

e. Fabrication equipment will have periodic preventive maintenance performed to minimize downtime. Older equipment will be scheduled for replacement or remanufacture when there is excessive downtime or excessive repairs, and the depot continues to have the documented need for that equipment.

f. Packaging Work Orders. DD Form 1225, Storage Quality Control Report will be used as the standard form for documenting work required and associated costs. All reimbursable work will be documented on this form.

4. PACKAGE MATERIEL

a. Excessive Packaging. Depots will exercise care and prudent judgment in packaging materiel for shipment to avoid excessive packaging which needlessly adds extra weight and cube, and/or drives up packaging and transportation costs.

b. Packaging Requirements Challenges. The depots will challenge those packaging requirements that are obsolete or incorrect when it is beneficial to the customer and does not degrade the quality of the item.

c. Void-Fill/Loose-Fill Packaging. All loose-fill packaging materials (polystyrene "peanuts", corn-starch "peanuts", shredded paper, etc.) are prohibited from use by all DoD activities. Prohibition of loose-fill packaging materials will be clearly stated in all procurement documents for military and commercial packaging. Depots will report discrepancies to the DSC/ICP of materiel received with loose-fill packaging materials.

d. Multipacking:

(1) When shipping to Military Clothing Sales Stores, each multipack box will be approximately 24 inches long by 20 inches wide with a gross weight of not more than 115 pounds. Shipments to Military Clothing Sales Stores are identified by DoD Activity Address Codes (DODAAC) with the prefix "HX" in the first two positions.

(2) When triple wall corrugated fiberboard boxes are used for multi-packing any commodities, each box will be approximately 48 inches long by 40 inches wide, and not exceed 42 inches in height. The maximum gross weight of the unitized load will not exceed 500 pounds. Each box will be secured to a 40x48 pallet base with steel strapping. Consolidation of materiel in triple wall corrugated fiberboard boxes complies with MIL STD-2073-1, Method 10.

(3) Double-wall P2-Pack containers, aka P2-20 and P2-30, will be used for domestic shipments only. Triple wall corrugated fiberboard boxes noted in f(4)(b) above will be used when shipping to overseas customers.

(4) When downsizing from tri-wall containers due to smaller cube utilization, use the appropriate sized double-wall containers; e.g. 6- or 10-cube, secured to the appropriate dimensional pallet or skid avoiding excess cube space.

e. Quantity Unit Pack (QUP)/Unit of Issue - Receiving and Issuing

(1) When material under five pounds is received in a QUP different than what is specified in the contract, DLA Distribution centers shall receipt as packaged and not submit a Packaging SDR. When issuing to the customer in multiples of the U/I, the unit pack shall be opened to fill the desired quantity ordered by the customer. The customer ordered quantity shall be placed in the appropriate unit pack and relabeled accordingly (see paragraph 2). The depot is not required to label to the U/I level.

(2) The DLA Distribution centers may ship a higher quantity of the U/I than the ordered quantity in accordance with reference (s) and (t).

5. ELECTROSTATIC SENSITIVE DISCHARGE ITEMS (ESDS)

a. Electrostatic discharge (ESD) protective work stations will be established in all areas where electrostatic discharge sensitive (ESDS) items are inspected and packaged at the depots. Each ESD work station will include a conductive work surface and personnel grounding devices, which shall be kept clean and in good working order. When not in use, the conductive work surface will be kept covered. Additional information about ESD protective work stations is in MIL-HDBK-263, Electrostatic Discharge Control Handbook for Protection of Electrical and Electronic Parts, Assemblies, and Equipment (Excluding Electrically Initiated Explosive Devices) (see reference (u)).

b. People who handle ESDS items will be trained in ESD precautionary procedures. This training must include instructions on the proper use of grounding devices, ESD packaging and handling procedures, and proper marking. The recommended source of this ESD training is the DLA Distribution Process module.

6. REUTILIZE PACKAGING MATERIALS AND CONTAINERS

a. When practical and economically feasible, packaging materials and containers, such as wood products, boxes, cushioned mailing envelopes, dunnage and cushioning materials, will be recovered, cared for, and reused to package outgoing shipments. Recovery and reuse of packaging materials generated from unpacking reduces the cost of purchasing new material, and the cost to properly dispose of packaging materials with minimum adverse impact on the environment.

b. Retaining and Reusing packaging materials. DLA Distribution centers will prepare procedures for recovering, retaining, and reusing packaging materials and containers. The procedures will include on the job training to ensure that personnel are aware of the following steps.

(1) Carefully open and unpack materiel to prevent damage to containers and components. Remove all protruding nails, staples, metal strapping and other sharp metal objects. Place all container parts in, or attach them to the container in a way to prevent loss or damage.

(2) Use packs in which they received reparable items to return a reparable like item to stock. When a reparable like item is not immediately available, keep all interior components and cushioning within the container and place it in storage.

(3) Remove and segregate by class and grade all cushioning materials such as flexible polyurethane foam from packs used to ship consumable items. Also make sure personnel place packs in receptacles for reuse.

(4) Protect reclaimed materiel from contamination and inclement weather during recovery, collection and storage operations.

(5) Deliver SPI packs and wood containers to the storage site in a setup condition; deliver fiberboard boxes knocked down for storage.

(6) Avoid high labor cost tasks in reclaiming fiberboard containers. For example, do not strip tapes and labels since this stripping delaminates the fiberboard and reduces the number of times the container can be reused. Open box flaps by a shallow cutting of the closure tapes (do not cut the inner flaps). Cut off loose ends of existing tape. Tape over the original tapes and place the new label over the old label.

(7) Identify the collection, screening, and storage sites and make sure that the packaging materials and containers are separated from refuse and supply pickup points.

(8) Ensure that reusable containers for reparable items are available for packaging assets for storage and shipment. Identify containers by a SPI number. If a SPI number has not been assigned by a Military Service, use the container NSN, item NSN, or item part number.

(9) Identify any procedures needed for obtaining containers and materials from storage and screening and disposing of excesses.

(10) Establish a reusable container working group to meet as needed to coordinate actions, analyze deficiencies, and take corrective actions on deficiencies.

c. Reusable Containers. A reusable container is designed to be used, reclaimed, and reused as a complete system. Reusable containers fall into two categories, depending upon the durability of the exterior shipping container and complexity of the design.

(1) Long Life Reusable Containers. Long life reusable containers should withstand at least 100 trips. The exterior of a long life reusable container usually is made of metal, plastic, synthetic, or composite materials. It is fabricated according to an engineering drawing and produced by industrial equipment. Depots do not generally have the capability to build most long life reusable containers, but may have the capability to repair them. Slotted angle crates (ASTM D 6255), covered by NSNs in FSCs 8140 and 8145, are considered long life reusable containers. Such crates are reparable at the depots.

(2) Short life Reusable Containers. Short life reusable containers should survive at least 10 trips. The exterior of a short life reusable container is made of plywood, wood, fiberboard, slotted angle, or corrugated plastic material. A short life reusable container conforms to a Federal or Military Specification. The SPI describes the complete container system, including the cushioning, die cuts, inserts, fasteners, exterior container, by a drawing and bill of materials. The depot consolidated fabrication and dunnage facility (box shop) has the capability to construct, repair, and renovate short life reusable containers.

(3) There are two reusable container styles, based on use or application. Either reusable container style can be used in constructing either long or short life reusable containers.

(a) Specialized Reusable Containers. Specialized reusable containers generally are the long life variety. Specialized reusable containers will support and protect a specific item, or a limited variety of items, during handling, storage, forward and return shipment, and unpacking operations. Such containers also may protect personnel and equipment from hazardous contents. This type of container frequently includes special features, such as energy absorbing systems or temperature control systems. Engineering drawings define form, fit, function, materials, tolerances and manufacturing techniques. Normally, maintenance activities repair specialized long life reusable containers and control them as accountable property.

(b) Multi-application Reusable Containers. Multi-application reusable containers will protect a variety of items within a given fragility and dimensional range. They can be manufactured in a manner similar to specialized reusable containers or according to an applicable Federal or Military Specification, or Non-Government Standard.

1. Short life multi-application reusable containers include the four types of fast packs included in PPP-B-1672.

2. Long life multi-application reusable containers include Types VI through IX in Appendix C of reference (d). These containers are made of a rugged plastic construction and contain internal cushioning pads or permanent shock mitigation systems (e.g., shear mounts, steel coils, springs). They will protect a variety of reparable components during handling, storage and shipment.

(4) Reusable containers specified in SPIs for reparable items will be used for handling, storage, and shipping operations unless the ICP packaging office grants the depot a waiver.

(a) DLA Distribution will requisition long life reusable containers through supply channels before manufacturing alternate packs, but alternate packs may be manufactured to meet shipping deadlines. However, requisitions for the long life reusable containers will be processed to support projected packaging requirements. This procedure is intended to make sure that depot stocks of long life reusable containers are used for their intended purpose. This policy also applies to Military Service owned engine and munitions account items.

(b) When the SPI specifies a short life container with an alternate foam-in-place (FIP) pack, and the depot has FIP capability, the most cost effective pack will be manufactured.

When insufficient data is available to readily determine the most cost effective pack, the depot will manufacture the primary pack. The DLA Distribuiton will only manufacture the number of FIP alternate packs needed for immediate packaging requirements and projected stocks. Depots will periodically review these manufacturing decisions since the cost of FIP operations vary depending upon the quantity of packs manufactured and the cost of component materials.

7. WOOD PACKAGING MATERIAL (WPM) PROGRAM. DLA Distribution will act as the WPM Program Manager ensuring the Distribution depots are compliant with reference (m). The depots will ensure all personnel are properly trained and all shipments with WPM are certified to the ISPM 15 standards in accordance with reference (m).

a. DLA Distribution will maintain contract with American Lumber Standards Committee (ALSC) to monitor WPM program at CONUS depots. Depots under contract with an ALSC agency must submit monthly reports to DLA Distribution with board feet of lumber procured and used. DLA Distribution shall perform on-site annual audits at DLA Distribution Susquehanna and San Joaquin to ensure compliance with the WPM Program in accordance with reference (m). If depots are non-complaint with the procedures outlined in reference (m), DLA Distribution shall conduct an on-site audit following the audit procedures in reference (m).

b. DLA Distribution will establish procedures for Overseas Continental United States (OCONUS) depots to become WPM self-certified in accordance with reference (m). OCONUS depots will provide monthly reports to DLA Distribution with board feet of lumber procured and used.

(1) DLA Distribution maintain log of depots using DoD self-certification procedures and stamps used to mark WPM. Monthly report will include moisture meter testing results of WPM that is certified in accordance with reference (m).

(2) DLA Distribution maintains electronic records of monthly reports and training records for DoD auditing purposes via the Learning Management System (LMS). The depots will provide certifications to the training coordinator to update LMS.

(3) Depots will submit packaging discrepancies using discrepancy code ‘P215” when receiving non-compliant WPM from the Services and Agencies. New procurements of non-compliant WPM will be suspended and placed in Condition Code ‘L’. Materiel received as unserviceable will be placed in storage as received and WPM will be remediated when materiel is restored to CC ‘A’. When non-compliant pallets are received at the Container Consolidation Point (CCP), they will be replaced with compliant WPM pallets. If required, shipments will be placed in Transportation Hold Code ‘W’ until remediation is complete.

8. UNITIZATION/PALLETIZATION.

a. Depots will build unitized loads in accordance with MIL-STD-147, Palletized Unit Loads (see reference (g)). Repalletization will be required if shipments are received by suppliers on non-compliant pallets.

b. Contracted depots shall perform repalletization of material for serviceable return receipts and issues on non-compliant WPM standard or non-standard pallets or skids. The Contractor also shall complete a DLA Form 1759, including the estimated labor hours and material cost and annotating the non-reimbursable Internal Order Number provided (currently 60004ZWOOD) on the form and submit to the Contracting Officer or designee for approval prior to performing the repalletization. The KO or designee will provide the Contractor with written approval on the DLA Form 1759. The Contractor shall perform the repalletization of material. The Contractor shall not enter the material in DSS using the "PPP&M" work order. The Contractor shall provide a copy of each DLA Form 1759 with their monthly invoice.

9. VALIDATE DISCREPANCY REPORTS INVOLVING PACKAGING

a. When there is a packaging discrepancy with a receipt at a depot due to nonconformance with contractual packaging requirements, follow the procedures outlined in reference (k), except that DLA managed materiel will not be automatically suspended in condition code 'L' for packaging discrepancies. Unless the packaging is so defective as to warrant retention for evidentiary purposes, DLA managed materiel will be received in condition code A and the required packaging will be accomplished as soon as practical. The following procedures will be followed for receipt of materiel, except hazardous material, from contractors with deficient packaging that does not conform to contractual requirements:

(1) Materiel, except for Clothing and Textiles (C&T) (SMP100*), costing up to $300 to repackage for a contractor caused packaging discrepancy, will be received in Condition Code (CC) 'A' and work will be performed without further authority. For C&T items, the cost threshold is $500.

(2) Materiel, except for Medical Materiel (SPM200*), costing in excess of $300 ($500 for C&T) to repackage for a contractor caused packaging discrepancy will be received in CC 'L' and will be referred to the DSC for the ICP packaging review, authorization and disposition instructions. The DSC disposition instructions can include the following:

(a) The DSC can authorize the depot to photograph the discrepancy if the photos will clearly show the discrepancy, then release the materiel for repackaging and induction into stock.

(b) The DSC can direct the depot to hold a sample of the discrepant packaging for evidence, and then release the balance of the materiel for repackaging and induction into stock.

(3) Medical materiel (SPM200*) received in defective or damaged containers or in noncompliance with contractual levels of protection, shall be received in CC 'L'. SDRs will be submitted to the ICP for resolution. Medical materiel, except hazardous materials, not marked as specified in the procurement document will be received in CC 'A'; contact the Medical ICP for authorization prior to remarking materiel.

b. The following procedures will be followed for receipt of DLA managed materiel from customer returns with deficient packaging:

(1) Materiel costing up to $300 to repackage will be received in condition code A and work performed without further authority.

(2) Materiel costing more than $300 to repackage will be reviewed at Directorate level at the depot and DSC prior to any work being performed.

(3) Follow the procedures outlined in reference (k) to report the packaging discrepancy to the managing DSC.

c. When hazardous materials are received from contractors with deficient packaging that does not conform to contract requirements, follow the procedures outlined in reference (k).

d. ASTM D3951 requires the vendor to preserve and protect materiel for a minimum storage requirement of one-year in covered facilities. Materiel that requires a preservative for storage should be properly preserved and wrapped to protect the materiel from corrosion and dust. When new procurements specify ASTM D3951, Commercial Packaging standard, a packaging discrepancy shall be submitted when the following requirements, but not limited to, are not met:

(1) MIL-STD-129, Military Marking for Shipment and Storage.

(2) Method of Preservation of MCP (Method equals Commercial Packaging) on the identification label.

(3) Prohibition of loose-fill packaging materials, such as, Styrofoam peanuts, shredded newspaper or paper, shredded biodegradable foam, etc.

(4) Wood Packaging Material (WPM) in accordance with DOD 4140.65-M, Issue, Use, and Disposal of Wood Packaging Material – All new procurements shall be heat treated in accordance with International Standards for Phytosanitary Measures (ISPM) Number 15.

(5) Palletization in accordance with MIL-STD-147, Palletized Unit Loads.

(6) RFID requirements, as applicable.

(7) Section B and D contract requirements and clauses.

(8) ASTM D4169, Performance Testing of Shipping Containers and Systems

(9) Protected in certified ASTM containers as identified on the bottom of the fiberboard container. Wood boxes/crates shall meet ASTM and WPM standards and be of appropriate strength to handle and transfer to second destination customers.

10. MANAGE DOD HAZMAT PACKAGING CENTRAL FILE. DLA Distribution J4 is the DLA central manager for hazardous materials who serves as the repository for hazardous

materials packaging test reports for all the Military Services and Defense Agencies, as well as maintaining the DLA Distribution POP program. All testing of hazardous materials packaging configurations, and contacts with the various test facilities, will be coordinated through the DLA central manager for hazardous materials. Upon receipt of the test reports, DLA Distribution will enter the data into the POP data base providing the Service search capability to identify approved POP containers.

11. CONDUCT FIELD ASSISTANCE VISITS AS NEEDED

a. HQ DLA J34 will perform packaging field assistance visits to the DSCs and DLA Distribution, either with a technical assistance and operational review program, or separately, on an as-needed basis to evaluate the adequacy of field packaging operations, and conformance to the DLA Packaging Program.

b. DSC packaging personnel will conduct field assistance visits to the depots stocking their materiel. DSC packaging personnel will perform management visits to contractors' plants to evaluate the adequacy of technical packaging requirements, packaging conformance to design intent, and the effectiveness of technical packaging support in coordination with applicable ACO and DCMA Offices.

c. DLA Distribution Packaging Specialists will perform management visits to depots to evaluate the adequacy of depot packaging operations, and conformance to the DLA Packaging Program.

ENCLOSURE 4

TRAINING
PROCEDURES

RECEIVE PACKAGING TRAINING. All personnel performing any of the duties described in Enclosures 2 and 3 involved in any process of packaging materiel for handing, storage or transport must complete training in accordance with DLAI 4145.7, Packaging of Materiel. The DOD approved training source for packaging is the Defense Ammunition Center (formally School of Military Packaging Technology (SMPT)), located at McAlester Army Depot, Oklahoma (see http://ammo.okstate.edu). For correspondence courses, personnel will be required to request an Army AKO ID and password before applying for packaging training courses. Personnel will successfully complete the following preservation and packing (or equivalent) courses:

a. PACK-1A-DL – Military Preservation and Packing for Storage and Shipment (computer-based prerequisite to PACK-1B) (Completion of SMPT F1 and F2 satisfy the prerequisite for PACK-1B) – (designed for all personnel involved in receiving, storage, and handling materiel and/or packaging, packing and marking materiel for shipment and/or developing packaging requirements for procurement)

b. PACK-1B – Military Preservation and Packing for Storage and Shipment (resident hands-on packaging at DAC) (designed for all personnel involved in packaging, packing and marking for shipment and/or developing packaging requirements for procurement)

c. PACK-2A-2B – Military Packaging Design (Designed for personnel developing packaging requirements for procurement.) Under development by DAC. Replacement for SMPT F16, Packaging Design.

d. Hazardous Material Training Requirements are defined below and further detailed in the DLAI 1307, Hazardous Material (HAZMAT) Training for Packaging and Transportation Personnel.

(1) Hazardous Material Certification - Approved Courses and Schools:

(a) Hazardous Material Preparer Course (LCAZP2T051 00AA, Initial (Resident) or L7AZT2T051 00AA, Initial (Mobile)), 345 TRS/TTTH, Fort Lee VA 23801-1529. Telephone DSN 539-1586/1761 or Commercial (804) 765-1586/1761

(b) Technical Transportation of Hazardous Materials (AMMO-62, Resident or AMMO-62OS on-site), U.S. Army Defense Ammunition Center and School, McAlester OK 76544. Telephone DSN 956-8398 or Commercial (918) 420-8398.

(c) Transportation of Hazardous Material-Basic (A-822-0012), Navy Supply Corps School, 1378 Porter Ave., Naval Station Newport, Newport, RI 02841. Telephone DSN 841-4820, Commercial (401) 841-4820.

(d) Transportation Safety Institute, 6500 South MacArthur Blvd, Oklahoma City, OK 73169-6900, Commercial: (405) 954-4500, tami.mosier@dot.gov Web address: www.tsi.dot.gov. Note: This is an alternative training source when DOD schools cannot meet the time and schedule requirements. You must work through your training coordinator for authorization and scheduling.

(2) Hazardous Recertification – Approved Courses and Schools:

(a) Hazardous Material Preparer Refresher (Exportable) (L6ARW2T051 00AA), 345 TRS/TTTH, Fort Lee VA 23801-1529. Telephone DSN 539-1559/1560/1586/1761 or Commercial (804) 765-1559/1560/1586/1761. This course approved for Air Force, Army, DLA, DCMA, and Marine Corps activities only.

(b) General Transportation of Hazardous Materials (AMMO-37, Resident or AMMO-370S, On Site), U.S. Army Defense Ammunition Center, McAlester OK 76544. Telephone DSN 956-8398 or commercial (918) 420-8398.

(c) Transportation of Hazardous Material-Recertification (A-822-0011), Navy Supply Corps School, 1378 Porter Ave., Naval Station Newport, Newport, RI 02841. Telephone DSN 841-4820, Commercial (401) 841-4820.

(d) Hazardous Materials Inspector Refresher (Exportable) (L6ARW2T251 00AA), 345 TRS/TTTH, Fort Lee VA 23801-1529. Telephone DSN 539-1586/1761 or Commercial (804) 765-1586/1761

(e) Transportation Safety Institute, 6500 South MacArthur Blvd, Oklahoma City, OK 73169-6900, Commercial: (405) 954-4500, tami.mosier@dot.gov Web address: www.tsi.dot.gov. Note: This is an alternative training source when DOD schools cannot meet the time and schedule requirements. You must work through your training coordinator for authorization and scheduling.

ENCLOSURE 5

DLA PACKAGING BOARD CHARTER

1. PURPOSE AND SCOPE. The DLA Packaging Board is a permanent forum established to address packaging issues, identify potential solutions, and make recommendations concerning packaging policy, guidance, and standardization throughout the DLA enterprise. Special areas of interest include:

(a) The DLA Packaging Board will convene at the call of the chairperson. Attendance will ordinarily be limited to the designated members from the Primary Level Field Activities (PLFA) and their alternates.

(b) Develop the agenda and submit to participants at least 45 days before regularly scheduled meetings.

(c) The Board will recommend establishing task or study groups or ad hoc committees, the suggested membership, and scope of activities for a particular area of study. These groups will report their findings in writing to the chairperson.

(d) The Board will review the need to develop new, or revise/cancel existing packaging specifications and standards, and make its recommendations to the proper standardization authorities.

(e) Minutes will be distributed within 45 days after each meeting to Board members.

(f) Conduct and support field assistance visits to the PLFAs.

2. MEMBERSHIP.

(a) Chair. The Technical and Quality Assurance Division (J34) will chair the DLA Packaging Board.

(b) ES. Members of the DLA Packaging Board will rotate ES duty for 2-year periods in the order listed in paragraph 2d of this enclosure. In the absence of the Chair, the ES assumes the Chair's duties during meetings.

(d) Other Members. Other members are full-time or permanent part-time federal employees who are packaging managers and Business Process from the following organizations:

(1) DLA Distribution

(2) DLA Land and Maritime

(3) DLA Energy

(4) DLA Aviation

(5) DLA Troop Support (Supply Chain Packaging Leads)

(6) DLA Logistics Information Services

3. COMMANDERS/DIRECTORS OF PRIMARY LEVEL FIELD ACTIVITES (PLFAs) shall

a. Participate and support the DLA Packaging Board meetings as required.

(1) Names of members and their alternates will be provided to the chairperson no later than 60 days after receipt of this instruction. Changes in members' names, addresses, telephone numbers and Email addresses will be furnished to the chairperson as they occur.

(2) The board members and invited participants making presentations will provide a synopsis of their presentations to the chairperson at the meeting for use in preparing meeting minutes. Any recommendations which require decision of higher authority will be submitted for approval by the chairperson.

(3) The respective organizational unit of each Board member from local funds will provide funds for travel and participation in Board activities.

b. Perform packaging field assistance visits to the DSCs and DLA Distribution, either with a technical assistance and operational review program, or separately, on an as-needed basis to evaluate the adequacy of field packaging operations, and conformance to the DLA Packaging Program.

c. Implement the procedures defined herein when acquiring, handling, storing and distributing materiel.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ACO	Administrative Contracting Officers
ALSC	American Lumber Standards Committee
ASTM	American Standards for Testing Material
CAGE	Commercial and Government Entity
CCP	Container Consolidation Point
CFR	Code of Federal Regulation
CONUS	Continental United States
COSIS	Care of Supplies in Storage
CSI	Critical Safety Item
DAC	Defense Ammunition Command
DCMA	Defense Contract Management Agency
DLA	Defense Logistics Agency
DLAD	Defense Logistics Agency Directive
DLAI	Defense Logistics Agency Instruction
DLAR	Defense Logistics Agency Regulation
DLMS	Defense Logistics Management System
DPPG	Defense Packaging Policy Group
DSC	DLA Supply Chain
EBS	Enterpise Business System
ESA	Engineering Support Activity
ESDS	Electrostatic Discharge Sensitve
FIP	Foam-in-Place
FLIS	Federal Logistics Information System
FMS	Foreign Military Sales
FSC	Federal Supply Class
HM	Hazardous Materials
IATA	International Air Transport Association
ICP	Inventory Control Point
ICQ	Intermediate Container Quantity
IMDG	International Maritime Dangerous Goods
IRPOD	Individual Repair Parts Ordering Data
ISO	International Standards Organization

LMS	Learning Management System
LOGMARS	Logistics Applications of Automated Marking and Reading Symbols
MICAP	Mission Capable/Mission Capability
MOP	Method of Preservation
NIIN	National Item Identification Number
NMCS	Not Mission Capble- Supply
NSN	National Stock Number
OCONUS	Outside [the] Contiguous United States
OPI	Optional Procedural Indicator
PLFA	Primary Level Field Activity
POP	Performance Oriented Package
QUP	Quantity Unit Pack
SDR	Supply Discrepancy Report
SF	Standard Form
SPC	Special Procedural Codes
SPI	Special Packaging Instruction
STO	Standard Text Object
TDP	Technical Data Package
WPM	Wood Packaging Material
WSDC	Weapons System Designator Codes