

MANAGEMENT AND CONTROL OF 463L PALLET AND NET TIE DOWN SYSTEM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

This instruction assigns responsibilities, establishes procedures, and outlines requirements for the management and control of the War Reserve Materiel (WRM) 463L Pallet and Net Program. This instruction is applicable to all Louisiana Air National Guard units. Any conflicts between this instruction and higher headquarters directives will be addressed to 159LS/LGTT office for resolution and incorporation into this instruction.

1. Responsibilities:

1.1. The Wing Commander, will appoint a War Reserve Materiel Program Manager who will be responsible for the WRM program in accordance with (IAW) AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*.

1.2. The War Reserve Materiel Program Manager will:

1.2.1. Appoint the War Reserve Materiel Officer (WRMO) and alternate to manage, control, and direct the WRM program and its assets IAW AFI 25-101.

1.2.2. Appoint an Installation 463L Pallet and Net Monitor (IPM) to monitor the 463L pallet and net assets authorized and assigned to the Louisiana Air National Guard IAW DODR 4500-9, Part 2, *Defense Transportation Regulation Cargo Movement*.

1.3. The War Reserve Materiel Officer will:

1.3.1. Establish an authorization and distribution document for 463L pallet and net assets. This document will be validated at least annually as required in AFI 25-101.

1.3.2. Establish areas for storage of pallet and net assets.

1.3.3. Conduct annual inventories of all 463L pallet and net assets with the Installation Pallet and Net Monitor (IPM) or designated representative.

1.4. The Installation Pallet and Net Monitor will:

1.4.1. Brief all newly assigned WRM 463L System Pallet and Net Monitors on their responsibilities as contained in the 463L Pallet Monitor Checklist. (See Attachment 1)

1.4.2. Conduct annual inventories of all 463L pallet and net assets with the WRMO or designated representative.

1.4.3. Conduct an inventory of all on base 463L pallets and nets and forward quarterly reports by message to ANGRC/LGTT, 3500 Fetchet Ave, Andrews AFB, MD 20762-5157.

1.4.4. Conduct an annual Pallet and Net Monitor Training Meeting with unit System Pallet and Net Monitors/Alternates.

1.4.5. Inspects organizations possessing 463L pallets and nets annually to ensure compliance with governing regulations. Written reports will be submitted to each possessing organization indicating the findings of the inspection, corrective action required, and possible solutions. Unit replies to the findings of this inspection are required to be submitted to the 159FW/XPL within 10 working days of the report date.

1.5. Unit Commanders, to include Geographically Separated Units (GSUs) will:

1.5.1. Appoint, in writing, a primary and alternate from their unit to serve as System Pallet Monitors for 463L Pallet and Net assets. (See Attachment 2)

1.5.2. Submit, in writing, the location of all 463L pallet and net assets being maintained by their unit to 159LS/LGTT. The unit System Pallet Monitor will also submit in writing to 159LS/LGTT notification when assets are deployed in support of an exercise or contingency.

2. Procedures:

2.1. The WRMO will:

2.1.1. Annually prepare an allowance and authorization document for WRM 463L pallets and nets, using the most current information contained in OPLANS, Unit Type Code, Logistic Details, Functional Manager Letters, Tables of Allowances, and other governing directives.

2.2. Each Unit System Monitors will:

2.2.1. Monitor, inspect, account for, and maintain all 463L pallets, nets, straps, and chains prior to, during, and after deployments. All assets will be maintained in a serviceable condition in accordance with prescribing directives.

2.2.2. Units whose pallets and nets are stored and maintained by the Traffic Management Office (TMO), will request issuance of these assets utilizing HQ LA ANG Form 19, **Pallet and Net Sign-Out Sheet**. Upon return from an exercise or contingency, units will turn such assets into TMO not later than 10 working days following the exercise or contingency. Assets will be checked by TMO personnel for cleanliness and serviceability.

2.2.3. System Monitors for GSUs maintaining 463L Pallets and Nets, will report on hand quantities to the Installation Pallet and Net Monitor (IPM), by the 5th of the beginning month of each quarter.

2.2.4. Requests for issue, turn-in, and condemnation, etc., of 463L equipment, will be forwarded through the TMO shop.

2.2.5. Use of the reports, checklists, and sample letters contained as attachments to this instruction is highly recommended and encouraged to ease processing.

3. Referenced Publications. AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures* and DODR 4500-9, Part 2, *Defense Transportation Regulation Cargo Movement*.

4. Referenced Form. HQ LA ANG Form 19, **Pallet and Net Sign-Out Sheet**.

BY ORDER OF THE GOVERNOR

BENNETT C. LANDRENEAU
Major General, LAARNG
The Adjutant General

OFFICAL

BILLY M. JAMES, LTC, LA ANG
Administrative Officer

Attachments:

1. Pallet Monitor Checklist
2. Appointment Letter (Sample)

PALLET MONITOR CHECKLIST 463L SYSTEM PALLETS

1. Is the Pallet Monitor Appointment Letter on file, current, and info copy forwarded to the IPM (LGTT)?
2. Is a copy of the last two WRM Surveillance Visits on file? (Annual)_____
3. Are the following publications on hand or easily accessed?
 - a. AFI 25-101, as Supplemented._____
 - b. AFR 76-13, as Supplemented._____
 - c. HQ LANG Instruction 24-1._____
4. Have 463L assets (pallets and nets) been inventoried at least annually?_____
5. Are pallets properly stored IAW T.O. 35D33-2-2-2
 - a. Are pallets stored top side up?_____
 - b. Are pallets stacked 10 to a stack and not more than 50 high?_____
 - c. Dunnage must support each stack of ten pallets along two equal length sides and through the center of the stack (3 pieces of dunnage per stack)_____
 - d. Are pallets clean, free from dirt and corrosion?_____
 - e. Are top and bottoms (skins) of the pallets free from damage?_____
6. Are cargo nets reasonably clean (free of excessive or large amounts of soil)?_____
7. Are nets stored in bins, boxes, or on racks in accordance with T.O. 33D33-2-3-1?_____
8. Are nets free of bent or twisted hardware and is hardware free of corrosion?_____
9. Are hardware moving parts or sliding parts working easily without lubricant?_____
10. Do authorized quantities of pallets and nets agree with on-hand quantities?_____

SAMPLE APPOINTMENT LETTER

LOUISIANA AIR NATIONAL GUARD
HEADQUARTERS 159TH FIGHTER WING
NAVAL AIR STATION-JOINT RESERVE BASE
NEW ORLEANS, LA

Date

MEMORANDUM FOR 159LS/LGTT

SUBJECT: 463L Pallet System Monitor Appointment Letter

FROM: Unit/CC

1. The following personnel are appointed as 463L Pallet System Monitor for this unit:

Primary: _____
Alternate: _____

2. The above named personnel are required to attend Pallet and Net Monitor training conducted by 159LS/LGTT, additionally personnel will comply with HQ LA ANGI 24-1, Management and Control of 463L Pallet and Net Tie Down Systems.

UNIT COMMANDER