

THE DLA PACKAGING PROGRAM
[This publication has been revised significantly
and must be reviewed in its entirety.]

A. REFERENCES

1. DLAD 4145.12, The DLA Packaging Program, 8 Aug 95.
2. DoD 4140.1-R, DoD Materiel Management Regulation.
3. DLAR 4145.7/AR 700-15/AFR 71-6/NAVSUPINST 4030.28C/MCO 4030.33C, Packaging of Materiel.
4. DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18/AFR 400-54, Reporting of Item and Packaging Discrepancies.
5. Deputy Under Secretary of Defense (Logistics) Memorandum for Secretaries of the Military Departments, Director, Defense Logistics Agency, and DOD Comptroller, 23 December 1993, Subj: Definitions of Distribution Depot Functions.
6. DLAD 5000.4, Contract Management.
7. DLAI 4145.12, The DLA Packaging Program.
8. MIL-STD-2073-1, Standard Practice for Military Packaging.

B. PURPOSE. This directive:

1. Supersedes reference A1.
2. Implements references A2, A3 and A5.
3. Establishes the DLA Packaging Program, including the DLA Packaging Board.

C. APPLICABILITY AND SCOPE. This directive is applicable to HQ DLA, Defense Logistics Support Command (DLSC), Defense Contract Management Command (DCMC), Defense Supply Centers (DSCs), Defense Distribution Center (DDC), Defense Distribution Depots (DDs), Defense Contract Management Districts (DCMDs), and Defense Contract Management Command Offices (DCMCs).

D. DEFINITIONS

1. Packaging - The elements of packaging are defined in reference A8.
2. Levels of Protection - Levels of protection are defined in reference A1.
3. Distribution Depot Functions - Definitions of Distribution Depot Functions

are contained in reference A4.

E. POLICY

1. All DLA-managed materiel procured, received, stored, and shipped will have adequate, continuous protection at the lowest overall cost. 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).

2. Packaging will be developed and applied to support the needs of the ultimate consignee.

3. Packaging levels, methods, materials, and processes will be uniformly applied.

4. Materiel will be procured, fully packaged in a ready-for-issue state. Packaging services will be obtained at source with the following exceptions. 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 after the contracting office coordinates with the recipient depot(s) about their capabilities, i.e. availability of labor, materials, equipment, etc., in advance of the repackaging workload, and provides the reimbursable funding per reference A5.

5. Packaging requirements will be documented for each item in accordance with MIL-STD-2073-1.

6. Regular reviews will be made of procedures, systems, and overall cost-effectiveness.

7. State-of-the-art materials, processes, and equipment will be used to the maximum extent possible. Contractors will be encouraged to use state-of-the-art materials, processes, and equipment to fulfill contract requirements.

8. Appropriate corrective action will be taken with contractors who fail to conform to contractual packaging requirements, such as recouping money spent to correct the errors, warning letters, and using other sources of supply.

9. Packaging procedures for protecting materiel for distribution will promote environmental protection.

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

F. RESPONSIBILITIES

1. The Defense Logistics Support Command, Logistics Management Directorate, Distribution Management Group (DLSC-LDD) will:

- a. Publish and keep this directive current.
- b. Comply with the policies and objectives in this directive.

- c. Publish and keep DLAI 4145.12 current.
- d. Review the Defense Supply Centers' (DSC), the Defense Distribution Center's (DDC), and the Defense Contract Management Command's (DCMC) packaging systems and procedures for compliance with this directive.
- e. Provide for representation to joint committees, boards, task groups, and industry groups on packaging matters, except when delegated to DLA Field Activities, as required. Represent DLA on the Defense Packaging Policy Group.
- f. Establish DLA packaging goals and objectives, as required.
- g. 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, DDC, DD, and/or DCMD level; packaging of hazardous materials; and developing parameters for automated systems applications.
- h. Operate the DLA Packaging Board.
- i. Perform packaging field assistance visits to DSCs, the DDC, DDs, and DCMDs, 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.

2. The Commander, Defense Distribution Center will:

- a. Implement the provisions of this policy directive.
- b. Effect maximum economy in the packaging of all DLA-managed and Military Service-managed materiel.
- c. Provide for staff expertise in packaging in the professional series of GS-2032.
- d. Aggressively pursue programs to detect, report, and correct deficient packaging of DLA-managed and Military Service-managed materiel throughout the wholesale distribution environment.
- e. Review the Defense Distribution Depots' (DD) packaging systems and procedures for compliance with this directive.
- f. Ensure coordination with DLA or the Military Services' ICPs, and the affected DCMCs, when packaging problems arise to preclude recurrence.
- g. Promote depot programs to use, store, reclaim, handle, and dispose of all packaging materials to minimize adverse impact on the environment.
- h. Provide guidance to personnel assigned to non-distribution functions (maintenance, installation services) for effective depot reusable container programs.
- i. Perform packaging field assistance visits to the DDs 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.
- j. Ensure that personnel are trained in accordance with Title 49, Code of Federal Regulations (49 CFR) for shipping hazardous material, and in accordance with the DLA Environmental Training Program.
- k. Provide a representative to participate in the DLA Packaging Board.

3. The Commanders of DDs will:

- a. Implement the provisions of this directive.
- b. Effect maximum economy in the packaging of all DLA-managed and Military Service-managed materiel.
- c. Provide for staff expertise in packaging, preferably in the professional series of GS-2032.

d. Aggressively pursue a program to detect, report, and correct deficient packaging of DLA-managed and Military Service-managed materiel throughout the depot environment.

e. Identify and accomplish necessary packaging not provided at source (returns, redistribution, and new procurement) at the time of receipt. If funding has not been provided for packaging, track costs by unfunded job order numbers so the DDC Budget office can contact the customer and request reimbursement. For medical materiel (RIC S9M), contact the Medical ICP prior to repackaging or remarking new procurement receipts.

f. Ensure that project orders, work orders, set assemblies, and special packaging tasks have included the necessary, documented packaging requirements.

g. Prepare and maintain a documented plan for updating, replacing, and obtaining new packaging equipment and systems.

h. Ensure coordination with ICPs when packaging problems arise to preclude recurrence.

i. Use, store, reclaim, handle, and dispose of all packaging materials to minimize adverse impact on the natural environment.

j. Implement procedures for the recovery, retention, and reuse of packaging materials and containers to ship serviceable and repairable materiel.

k. Provide guidance to personnel assigned to non-distribution functions (maintenance, installation services) and develop Memoranda of Agreement as needed to maintain an effective depot reusable container program.

l. Provide recommendations to the DLA and Military Services' ICPs for improvements to specified packaging requirements.

m. Ensure personnel are trained in accordance with 49 CFR for shipping hazardous materials, and in accordance with the DLA Environmental Training Program prior to handling hazardous materials.

4. The Commander, Defense Contract Management District East (DCMDE) will:

a. Implement the provisions of this directive and references A5 and A7.

b. Provide for staff expertise in packaging in the professional series of GS-2032.

c. Assist DLA in performing Internal Operation Assessment Reviews (IOARs) of all DCMCs and DPROs as requested.

d. Provide packaging and materials handling technical assistance and guidance to the DCMCs and DPROs.

e. Ensure DCMD functional elements coordinate their efforts when addressing packaging-related issues, especially in the areas of SDRs, Technical Support to Negotiations (TSNs), Transportation Discrepancy Reports (TDRs), Preaward Surveys (PAS), Post Award Surveys, Contractor Purchasing Systems Reviews (CPSRs), and Value Engineering Change Proposals (VECPs).

f. Provide the following packaging training support:

(1) Maintain Train-the-Trainer capability and provide on-site assistance to the DCMCs when requested.

(2) Develop, administer and provide instruction for Packaging Technical Support for Negotiation (TSN), including Forward Price Rate Agreements (FPRA) and other related packaging costs elements.

(3) Coordinate instruction and use of the PACKCOST cost estimating system.

g. Provide the following small business packaging support:

(1) Develop, administer, and maintain packaging database for the Procurement Automated Source System (PASS).

(2) Provide administrative guidance and support in the conduct of the regional small business workshops.

h. Review and recommend changes to various packaging publications and reference A6.

i. Maintain liaison with the Districts to collect and disseminate packaging information and review packaging problems and offer resolutions and recommend corrective actions.

j. Represent Districts East, West and DCMC International on the DLA Packaging Board.

5. The Commanders, Defense Contract Management Districts (DCMDs) will:

a. Manage the Loss and Damage Prevention Program for packaging-related discrepancies.

b. Provide operational support to the Preaward Survey Program, Postaward Orientation conferences, conduct of Contractor Packaging Capability Survey Reviews, contractor surveillance and facilities reviews and other operational functions as may be required in accordance with reference A6.

c. Encourage the use of automated data processing systems to accomplish DCMD packaging functions and share such accomplishments with the other Districts through established protocol.

d. Ensure that personnel are trained in accordance with Title 49, Code of Federal Regulations (49 CFR) for shipping hazardous material and the DLA Environmental Training Program prior to handling hazardous materials, and evaluate contractors' conformance to 49 CFR requirements on shipments of hazardous materials.

e. Ensure that source inspection functions include review of contractual packaging requirements, and use the DD Form 1716, Contract Data Package Recommendation/Deficiency Report for appropriate action. Also, use DLA Form 528, Packaging Requirements Worksheet, to approve, clarify and/or disseminate packaging data to contractors.

f. Provide recommendations to the DLA and Military Services' ICPs for improvements to specified packaging requirements.

g. Provide appropriate instructions for the preparation of Government property for shipment and storage on plant clearances from contractor facilities, or in preparation of Government-owned industrial plant equipment.

6. The Commanders, Defense Contract Management Command Offices (DCMCs) will:

a. Implement the provisions of this directive and references A5 and A7.

b. Ensure the implementation of the packaging provisions in reference A5 are carried out in timely manner.

c. Provide packaging expertise in the professional series of GS-2032 at the journeyman level or higher.

d. Establish a packaging training program for all cognizant contractors within the DCMC geographic area of responsibility.

e. Request technical assistance of DCMD Staff Packaging Specialists as required.

f. Provide recommendations to the DLA and Military Services' ICPs for improvements to specified packaging requirements.

g. Maintain packaging instructor capability through instructor training available military education institutions.

h. Encourage and assist contractors with Single Process Initiatives (SPIs)/Block Change Proposals and the generation of packaging concept papers. Provide recommendations to the DLA and Military Services' ICPs regarding these concepts.

i. Assist contractors and monitor their efforts in the ILS functional area of packaging.

7. The Commanders, DLA Defense Supply Centers (DSCs) will:

- a. Implement the provisions of this policy directive.
- b. Provide for development of adequate packaging requirements for each managed item by trained packaging personnel.
- c. Specify appropriate packaging requirements in procuring new materiel making maximum use of automated data processing systems, matching appropriate levels of protection consistent with logistical needs at the lowest overall cost.
- d. Obtain packaging services for all procurement instruments. When the contractor cannot or will not provide required packaging, attempt to use packaging services contractors within a contractor's area who can provide the best specified packaging at the lowest possible cost. Coordinate efforts with DCMC Packaging Specialists in cognizant contractor's geographic area.
- e. Ensure that all managed items have accurate packaging data requirements that include levels of protection, Quantity Unit Pack (QUP), preservation, packing, marking, unit pack weight, and unit pack cube.
- f. Monitor packaging discrepancies and ensure that all storage points and affected DCMCs are advised when a complaint has surfaced.
- g. Automate packaging method selection and level of protection selection to the fullest extent.
- h. Monitor all packaging costs.
- i. Ensure corrective action is taken with contractors who fail to conform to contracted packaging requirements. Notify cognizant DCMD or DCMC Packaging Specialists for packaging assistance with non-conforming packaging from contractors in their geographic area of responsibility.
- j. Provide representatives to participate in the DLA Packaging Board.

G. EFFECTIVE DATE. This publication is effective immediately.

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE DIRECTOR

NORMAN B. HODGES III
Colonel, USA
Headquarters Complex Commandant

COORDINATION: DLSC-LDT, DLSC-PO, DCMC-OG,
CAHS, FOB