

## APPENDIX G

### PALLET AND NET PROGRAM GUIDELINES

#### A. GENERAL

System 463L Asset Management, Control, and Accountability Suggested Unit Guidelines.

1. Each unit appoints, at a minimum, a primary and alternate System 463L asset manager.
2. Each unit will provide an official appointment letter that will specify the primary and alternate's name, rank, Defense Switched Network telephone number, and office symbol to Major Command (MAJCOM)/Department of Defense (DOD) Component pallet and net manager annually and anytime there are changes that deem the previous appointment letter to be obsolete.
3. Unit pallet and net managers will create/maintain a System 463L asset management continuity book.
4. Each unit is required to request a Global Asset Reporting Tool (GART) account through their MAJCOM/DOD Component pallet and net manager for the purpose of submitting or viewing unit 8001 reports. Each unit is authorized no more than five GART accounts. This limitation is required to keep the bandwidth to a minimum for workability of the system.
5. Each unit's System 463L asset manager is responsible for issuing, accounting for, and controlling System 463L pallets, nets, tie-down chains and devices, straps, pallet couplers, and radio frequency identification tags.

#### B. INSPECTION

1. Accurate inspection is vital to maintaining accurate levels of System 463L assets. Each unit will inspect all System 463L assets in their possession on a monthly (between the 15<sup>th</sup> and 20<sup>th</sup>) basis utilizing T.O. 35D33-2-2-2 and T.O. 35D33-2-3-1. All System 463L assets will be categorized as one of the following:
  - a. Available – These are assets that are serviceable and readily available to be used.
  - b. In Use – These are assets that are currently built and capped out to be shipped within 10 days, which include pallets that are awaiting transport. This also includes all System 463L assets signed out in the System 463L asset control log.
  - c. Unserviceable – These are assets that have been inspected and determined to be damaged and in need of repair.
  - d. Uninspected – These are assets that have not been inspected to determine serviceability.

#### C. REPORTING

1. Accurate reporting is essential in the accountability of all System 463L assets within the Defense Transportation System (DTS). Each unit is required to report all System 463L assets in their possession and submit a monthly (between the 15<sup>th</sup> and 20<sup>th</sup>) 8001 asset report. Input 8001 data in GART using the following link: <https://webapp.amc.af.mil/GART/Login.aspx>.
  - a. Each unit must use a System 463L asset control log to account for all System 463L assets that enter or leave the DTS.
  - b. The System 463L asset control log will be balanced at the end of every month. The System 463L asset manager will ensure all System 463L assets signed out in the control log are returned within 60 days of issuance.

- c. All DOD Components who have an authorization for System 463L pallets and nets are required to submit an annual pallet and net revalidation letter to HQ AMC/A4TR no later than 15 August.

#### **D. ASSET REPAIR**

Repair of damaged System 463L pallets and nets is a critical part of overall mission success. All units are required to ship depot repairable pallets and nets to the repair facility. Contact the IM for shipping instructions and appropriate TAC code. Field-level, repairable System 463L pallets are to be repaired at the unit level in accordance with T.O.35D33-2-2-2. 463L nets in need of depot repair must be inspected and packaged according to T.O.35D33-2-3-1.

**NOTE:** Boxes of nets that have been tasked to move via surface (i.e., to/from depot or between units) cannot be loaded on 463L pallets. Boxes of nets must be individually loaded onto wooded skids and transported utilizing an enclosed box truck or any other like means to protect nets from heat, direct sunlight, and moisture and humidity.

#### **E. SYSTEM 463L ASSET AUTHORIZATION**

Pallet and net authorizations are determined by annual revalidation requirements from each MAJCOM/DOD Component.