



DEPARTMENT OF THE NAVY

NAVAL SUPPLY SYSTEMS COMMAND

5450 CARLISLE PIKE

PO BOX 2060

MECHANICSBURG PA 17055-0791

NAVSUPINST 4630.22C

SUP 44

11 Jun 98

NAVSUP INSTRUCTION 4630.22C

Subj: AIRLIFT OF NAVY FUNDED/SPONSORED MATERIAL

Ref: (a) OPNAVINST 4630.26 (Series)
(b) NAVSUP PUB 490
(c) OPNAVINST 4631.2D
(d) DOD Regulation 4500.32-R (MILSTAMP)
(e) DOD 4500.9-R, Defense Transportation Regulation (DTR), Part II, Cargo Movement

Encl: (1) Procedures for Use of Commercial Air and AMC Channel Airlift
(2) Air Clearance Authority (ACA) Decision Process
(3) Airlift Authorization for Perishable/Semi-Perishable Subsistence Items

1. Purpose. To provide guidance for the clearance, documentation, challenge and tracing of Navy funded/sponsored material air shipments.

2. Cancellation. NAVSUPINST 4630.22B. This instruction has been completely revised and should be read in its entirety.

3. Scope. This instruction applies to the airlift by all shippers of all Navy funded/sponsored material by Air Mobility Command (AMC) channel service and commercial air freight services, including those shipments routed by the Military Traffic Management Command. Reference (a) addresses the movement of material by Special Assignment Airlift Mission. Airlift of personal property is covered in reference (b). Use of Navy organic airlift is addressed by reference (c). Reference (d) provides challenge and tracing procedures, data formats to use in the clearance process, sets time standards for Transportation Control and Movement Document (TCMD) submissions and challenge actions, and establishes the relationship between the Air Clearance Authority (ACA) and AMC. Reference (e) directs the order of precedence to use when AMC airlift does not meet Navy requirements.

4. Background. This instruction provides specific shipment criteria to shippers of Navy material when using AMC or commercial air service. To conserve limited transportation resources, minimize costs and control cargo movement, additional restraints are imposed on the use of air transportation. These restraints are included in enclosures (1) through (3).

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5. Action. Enclosure (1) contains procedures with specific requirements for airlift of Navy funded/sponsored shipments by commercial air and AMC channel airlift. Enclosure (2) provides a quick reference guide for shippers. Enclosure (3) contains airlift criteria for sensitive perishable/semiperishable subsistence items. All shippers and ACAs must follow procedures in enclosures (1) through (3) for processing Navy funded/sponsored material in the airlift system. This includes airlift challenges, airlift clearance requests, responses to challenges, shipments automatically diverted to surface, tracer requests and mandatory surface shipments.



M. E. FINLEY
Captain, SC, USN

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PROCEDURES FOR USE OF
COMMERCIAL AIR AND AMC CHANNEL AIRLIFT

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PROCEDURES FOR USE OF
COMMERCIAL AIR AND AMC CHANNEL AIRLIFT

1. AIRLIFT CLEARANCE REQUESTS. All shippers of Navy funded/sponsored air eligible shipments offered for airlift by AMC channel or commercial air freight will submit an advance TCMD data covering these shipments directly to the appropriate Navy ACA (from Appendix J of Military Standard Transportation and Movement Procedure (MILSTAMP), Volume I). The ACA will clear (approve) the requested airlift or challenge the request as appropriate and ensure proper consignment and routing instructions are used for shipments to ships and mobile units. The Naval Transportation Support Center (NAVTRANS), Norfolk, Virginia, is the ACA responsible for providing clearance or challenging the request for all Navy material airlift shipments originating in Continental United States (CONUS) and all Coast Guard CONUS export air cargo. Overseas ACAs will provide clearance or challenge requests for airlift from and between overseas areas. The Naval Ordnance Center, Inventory Management Systems Division (NAVORDCEN IMSD) has air validation authority for Service-Wide Transportation (SWT) funded conventional ammunition shipments when surface lift is unavailable or prohibited. Commander, Naval Special Warfare Command, is the air validator for special warfare ammunition.

2. MANDATORY AIRLIFT CLEARANCE REQUESTS. Shipping activities must always request airlift clearance from the ACA for:

- a. Shipments using an AMC channel.
- b. Shipments exceeding the challenge thresholds in paragraph 3b below.
- c. Shipments to be accompanied by couriers or monitors.
- d. Shipments requiring special handling such as environmental control, hand-to-hand receipt, Report of Shipments (REPSHIPS), hazardous/dangerous cargo, short shelf life material, sensitive shipments and classified cargo. This includes:
 - (1) All classes of hazardous/dangerous cargo.
 - (2) Confidential, Secret, Top Secret shipments (Top Secret requires a courier).
 - (3) AMC shipments that require the aircraft to stop at a point not normally served.

e. Shipments requiring expediting action or shipments that must move on a specific flight.

3. AIRLIFT CHALLENGES. When the ACA receives an air shipment clearance request, they will clear the shipment or initiate a challenge by telephone or by sending a priority message to the consignee/requisitioner with an info copy to the shipper.

a. A challenged shipment will not be released for airlift until confirmed by the requisitioning activity or shipper that the airlift is justified.

(1) If the requisitioner requires air shipment, shippers or consignees responding to airlift challenges must provide an impact statement and fully justify the need for airlift. If approved the ACA will advise the shipping activity accordingly and provide updated routing information as appropriate. If the ACA considers the justification inadequate, the ACA will divert the shipment or refer the matter to the respective Fleet Commander, systems command headquarters or Type Commander (TYCOM) expeditors for resolution.

(2) If the requisitioner requests surface shipment or does not confirm the need for airlift within 5 calendar days of the ACA's challenge notification, the shipper must divert the shipment to a surface mode of transportation on the 6th calendar day.

b. Airlift clearance requests for all Navy-originating TP-1 and TP-2 shipments will be challenged under any of the following conditions:

- (1) Weight is 100 pounds or more;
- (2) Volume is 15 cubic feet or more;
- (3) 90 days or more have elapsed since requisition date;
- (4) Transportation cost is \$4,000 or more;

(5) Request is for commercial airlift from or within CONUS (See page 6, paragraph 7, for GSA Domestic Express Small Package Delivery Service Contract.);

(6) Shipment is designated for automatic diversion to surface by paragraph 9 below.

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c. For shipments paid by a Defense Logistics Agency (DLA) fund cite/Transportation Account Code (TAC) (Defense Working Capital Fund (DWCF)), see enclosure (2) matrix for clearance/challenge parameters.

4. AIRLIFT CHALLENGE EXEMPTIONS. The following types of AMC shipments are exempt from challenge (but must still be offered to the ACA for clearance):

- a. Air eligible shipments that:
 - (1) weigh less than 100 pounds and
 - (2) are less than 15 cubic feet and
 - (3) the Julian date of requisition is less than 90 days prior to the date offered for airlift and
 - (4) the transportation cost is less than \$4,000.

b. Shipments funded by the U.S. Coast Guard.

c. Joint Chiefs of Staff designated project codes (9-- series) listed in Appendix B13 to Military Standard Requisitioning and Issue Procedures (MILSTRIP) (DOD Instruction 4000.25-1-M) and as issued by separate messages during contingencies and exercises.

d. Required Delivery Date (RDD) 999, Not Mission Capable Supply (NMCS), Partial Mission Capable Supply (PMCS) shipments with requisition dates less than 90 days and the transportation cost is less than \$4,000.

e. Authorized work stoppage project codes constructed in accordance with NAVSUP Pub 437, MILSTRIP, Appendix 8 (PROJECT CODES).

f. Foreign Military Sales (FMS) shipments.

g. Unaccompanied baggage.

h. Prevalidated shipments (shipments that the ACA has received a request and airlift justification from Fleet Commanders or systems command headquarters or other appropriate authority in charge of the material). When prevalidated shipments are offered to NAVTRANS, the Date Time Group of the authorizing message must be provided.

5. URGENT UNPROGRAMMED REQUIREMENTS. If an urgent unprogrammed requirement of limited duration occurs, NAVTRANS is authorized to

grant an exemption from air challenge not to exceed 30 days if the following criteria are met:

a. Requisitioner must provide an operational impact statement when requesting a limited exemption by message to the respective Fleet (CINCLANTFLT); Commander in Chief, U.S. Pacific Fleet (CINCPACFLT); Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR); Commander, U.S. Naval Forces, Central Command (COMUSNAVCENT), or systems command headquarters via the chain of command with NAVTRANS (Code 03) as information addressee.

b. The request must provide procurement appropriation accounting data and/or TAC, the reason for the exemption including impact statements, the consignee, type of material, estimated number of shipments, priority and term of requested exemption.

c. CINCLANTFLT, CINCPACFLT, CINCUSNAVEUR, COMUSNAVCENT or systems command headquarters must endorse the request and either confirm or deny the need for temporary exemption by message to NAVTRANS (Code 03). Message address is "NAVTRANSSUPPCEN NORFOLK VA//03//." When a decision is made on the request, NAVTRANS will notify the requesting activity.

6. COMMERCIAL AIR. Except when authorized by specific transportation support plans validated by NAVTRANS, commercial airlift may be used only after adequate justification is provided to the ACA and determination has been made that surface transportation or scheduled Department of Defense (DOD) air transportation, e.g., AMC, will not meet Uniform Material Movement and Issue Priority System (UMMIPS) standards, will not meet the RDD of a shipment or destinations are not serviced by DOD air transportation. Reference (e), Chapter 203, lists the order of precedence to follow when using other than AMC airlift. (See enclosure (1), page 3, Airlift Challenges for ACA procedures.) Commercial air shipments from or within CONUS are not exempt from airlift challenge except as indicated in paragraph 7 below.

a. All commercial air shipments within CONUS citing an SWT Operations and Maintenance, Navy (O&M,N) TAC will be diverted to surface unless they are Casualty Reports (CASREPs), NMCS, PMCS or will alleviate a work stoppage, or when surface transit times will not meet the validated RDD.

b. Commercial air shipments from CONUS to overseas must be cleared by NAVTRANS.

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c. A Navy Air Route Order (NARO) number is required for all commercial air shipments under each of the following conditions:

(1) Shipment is destined overseas regardless of weight (except for shipments moving to Alaska, Hawaii, or Puerto Rico via the GSA Domestic Express Small Package Delivery Service Contract that weigh 150 pounds or less for which a NARO is not required).

(2) Shipment is from overseas or within overseas areas and weighs 100 pounds or more.

(3) Shipment is within CONUS and weighs more than 150 pounds.

d. The NARO number will be obtained from the ACA (see Appendix J of MILSTAMP, Volume I for overseas ACAs). The NARO number must be entered in the description of articles block on the bill of lading.

7. GOVERNMENT SERVICES ADMINISTRATION (GSA) DOMESTIC EXPRESS SMALL PACKAGE DELIVERY SERVICE CONTRACT.

a. The GSA Domestic Express Small Package Delivery Service Contract serves movements within CONUS and CONUS points to Alaska, Hawaii, and Puerto Rico.

b. Single shipments must be 150 pounds or less. Multi-parcel shipments must be 250 pounds or less. SWT O&M,N shipments over 150 pounds must be cleared by the ACA.

c. SWT O&M,N shipments of 150 pounds or less are exempt from air clearance and challenge as long as this premium service results in a lower cost than surface modes.

8. USE OF FOREIGN FLAG AIR CARRIERS. U.S. certified air carriers are those holding certificates under Section 401 of the Federal Aviation Act of 1958, 49 U.S.C. 1371 (1970). U.S. certified air carriers must be used for all U.S. Government financed commercial foreign air transportation of DOD sponsored persons or property if service provided by those carriers is "available." Generally, passenger or freight service by a certified air carrier is considered "available" if the carrier can perform the air transportation needed by the agency and if the service will accomplish the agency's mission.

a. If U.S. certified air carriers are not available, a statement signed by the shipper must be attached to or placed on the bill of lading. The statement must indicate U.S. flat air

service does not operate over the route, will not operate in time to meet the RDD, cannot accommodate the shipment or other reasons why foreign flag air service is being used.

The Comptroller General of the United States disallows payment from appropriated funds to a foreign flag carrier or air freight forwarder unless the statement adequately explains why service by U.S. flag air carriers is unavailable and is on or attached to the document presented for payment. Bills of lading will not be paid without this signed certificate.

b. FMS loan funds may be used to pay air transportation costs only if U.S. flag aircraft are used. Refer to paragraph 90208.F.2 of the Security Assistance Management Manual (DOD 5105.38-M).

9. MANDATORY SURFACE SHIPMENT. Shippers of SWT O&M,N funded cargo will automatically divert the following to the surface mode of shipment:

a. All shipments intended for commercial air within CONUS that cite any First Destination Transportation, SWT O&M,N TAC.

b. All requisitions that do not contain a RDD of 999, 777, N or E in the first position, or a Julian RDD less than 15 days from the date processed at the issuing activity.

c. All National Stock Numbered commodities in the 79 and 85 Groups (cleaning equipment and supplies and toiletries).

d. All ships stores stock and GSA items except for short shelf life items and work stoppage project codes. Some specific examples of exceptions include:

(1) 6135 00 120 1010 (batteries - duration 168 hours).

(2) 6140 (batteries).

(3) 8040 (adhesive).

e. All intra-Japan shipping except if airlift results in a lower cost than surface modes on a case-by-case basis.

f. Subsistence items except those sensitive items designated for air shipment by enclosure (3).

g. All new production aircraft engines unless airlift is required to prevent slowdown in aircraft production line schedule. The following exceptions apply:

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- (1) Work stoppage project codes.
 - (2) CASREPs (usually identified by G or W in 11th position or requisition).
- h. All CONUS movement of repaired and retrograde engines.
- i. All movement of ammunition and ammunition assets unless requirements for airlift are validated by NAVORDCEN ISMD Mechanicsburg, Pennsylvania; Fleet Commanders; Naval Special Warfare Command; NAVTRANS or locations not capable of receiving ammunition via water port including Keflavik, Iceland.
- j. All TP-2 shipments between CONUS and Hawaii except for classified material, shipments with MILSTAMP special handling Code H or Y and shipments exempt from air challenge per paragraph 4 above.
- k. Requisitions with a blank RDD field except shipments with MILSTAMP special handling Code Y.
- l. Exceptions to automatic surface diversion are allowed for the following types of shipments. However, clearance action is still required IAW paragraph 1 of enclosure (1).
- (1) CASREP requirements.
 - (2) NMCS or PMCS requirements.
 - (3) Work stoppage when properly project coded and adequately justified.

10. GREEN SHEET. Green Sheet is a procedure whereby an urgently needed and specifically identified shipment already on hand at an air terminal may gain movement precedence over Navy cargo which is not green sheeted, including those with an RDD of 999. While this does not provide a guarantee a Green Sheeted shipment will lift on the next available flight, Green Sheeting does provide "head of the line privileges."

a. Green Sheet is designed to expedite movement of shipments that are in the AMC system over other high priority shipments of the requesting Service. The shipper, consignee, or consignee's representative may request Green Sheet by contacting the ACA and providing an impact statement. Green Sheet will not be approved if the impact statement is not sufficient or other procedures/movement will meet the requirement. The ACA will contact the air terminal manager and levy the approved Green Sheet request.

b. Requested Green Sheet material must be on hand at the aerial port for Green Sheet action to take place. The procedure is designed to override priorities when expedited movement is required in the national interest and is designated an operational necessity by the Navy. Green Sheet will not be used as an additional transportation priority. Requests for Green Sheet of CASREPs/NMCS/PMCS will not be submitted since these items already receive priority shipment by policy.

11. AMC DEFERRED AIR FREIGHT (TP-4). The AMC Deferred Air Freight Program, commonly known as TP-4, is a program for moving nonairlift eligible cargo on a "space available" basis at rates comparable to surface transportation rates. It provides an excellent way to move surface cargo to and from CONUS and intratheater. The TP-4 Program helps both AMC and the Navy because AMC generates revenue from airlift capability that would have been unused, and the shipper moves surface cargo via airlift at TP-4 rates which are lower than normal air rates.

a. AMC moves TP-4 cargo as expeditiously as possible and assures the shipper cargo will meet the UMMIPS time standards for TP-3 shipments. In practice TP-4 generally moves much faster than TP-3 standards and provides an excellent way to move surface cargo to and from CONUS and intratheater, such as personal property, Navy Exchange, or time insensitive shipments.

b. The TP-4 Program is administered through the AMC aerial ports and available space varies by location and current operational requirements. TP-4 airlift availability can be sporadic but offers shippers another possible alternative in moving freight. Traffic managers may obtain TP-4 availability by contacting their ACA. TP-4 shipments must be cleared into the airlift system by the ACA prior to shipping.

c. All retrograde Advanced Traceability and Control (ATAC) material will use TP-4 (or surface transportation) as allocations become available. TP-4 is the preferred method of shipment as credit for non-Ready-For-Issue (non-RFI) Depot Level Repairables (DLRs) will be posted in a timelier manner. If an AMC Aerial Port of Embarkation (APOE) suspends acceptance of any or all TP-4 cargo, shipping activities shall inform NAVTRANS Code 033 via naval message requesting authorization to upgrade the transportation priority of ATAC shipments. NAVTRANS Code 033 will either authorize an upgrade of the transportation priority or direct the surface shipment of the particular non-RFI DLR. Message address is NAVTRANSSUPPCEN NORFOLK VA//033//.

12. TRACING REQUESTS. Requests for tracing actions and shipping data are generally not initiated until the UMMIPS transit time

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standard or specified RDD has elapsed. Activities desiring to trace commercial air shipments will contact the consignor and/or the commercial air carrier. To trace AMC shipments originating in CONUS, contact the NAVTRANS Customer Service Cargo Tracing and Expediting Section at 757-443-5457/5458 or DSN 646-5457/5458 or via email at "NAVTRANS_Duty_Officer@navsup.navy.mil". To trace AMC shipments originating overseas, submit requests to the proper overseas ACA listed in Volume I, Appendix J (CLEARANCE AUTHORITIES AND BOOKING OFFICES) of reference (d).

AIR CLEARANCE AUTHORITY (ACA) DECISION PROCESS

The Navy Air Clearance Authority (ACA) decision process is based on the sponsor and the type of funds used for the material movement, i.e., whether the funds are Defense Working Capital Fund (DLA), Navy Working Capital Fund (Navy), Operations and Maintenance, Navy (O&M,N), or other Navy. Within sponsorship categories the decision whether to clear or challenge a shipment is based primarily on the Transportation Priority determined from the Required Delivery Date, the weight and cube of the shipment, the age of the requisition, and the expected cost of transportation.

The following table delineates the action for shipments with specific characteristics. Unless otherwise indicated, all conditions in a row must be met for the circumstance to apply, i.e., the conditions are "and" not "or." An entry of "N/A" indicates the condition is not considered in determining the action. Column headings are defined on the second page and are an integral part of the chart.

<u>TAC</u>	<u>TP</u>	<u>WEIGHT</u>	<u>CUBE</u>	<u>AGE</u>	<u>COST</u>	<u>ACTION</u>
WCF (DLA/Navy)	1&2	<500	<50	<90	<\$4000	Clear
	1&2	>=500	or >=50	or >=90	or >=\$4000	Challenge
O&M,N & Other Navy	1&2	<100	<15	<90	<\$4000	Clear
	1&2	>=100	or >=15	or >=90	or >=\$4000	Challenge

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DEFINITIONS:

TAC = Transportation Account Code. NWCF means Navy Working Capital Fund. NWCF TACs are listed in MILSTAMP, Volume II, Chapter 7.

TP = Transportation Priority assigned per UMMIPS as follows:

TP1 = RDD entry of 999, N, or E.
TP2 = RDD entry of 444, 555, or 777.
TP3 = No RDD entry or a date more than 21 days following the processing date; all sent surface.

WEIGHT = The total weight of the shipment.

CUBE = The total cubic measurement of the shipment.

AGE = The difference between the current date and the date contained in the requisition/transportation control number.

COST = The estimated cost of air transportation between the APOE and the Aerial Port of Debarkation.

ACTION = The normal action by the ACA in response to the request for air clearance. "Clear" means the shipment is cleared for air movement although some commodities are subject to exception (See enclosure (1), page 7, paragraph 9.); "Challenge" means the shipment will be challenged and the requisitioner will be asked to validate the need for air movement.

AIRLIFT AUTHORIZATION
FOR PERISHABLE/SEMIPERISHABLE SUBSISTENCE ITEMS

1. Only perishable/semiperishable subsistence items specifically indicated in this instruction are authorized for airlift. The subsistence items not listed will not be airlifted unless weather conditions or remoteness of location preclude surface access.

2. Airlift authorized by specific location:

a. Iceland is authorized airlift of fresh meat and any item in DOD 4145.19-R-1 (Storage and Materials Handling) whose shelf life at 32-35 degrees Fahrenheit does not exceed 21 days.

b. All Fresh Fruits and Vegetables (FF&V) and dairy products are authorized for airlift to Diego Garcia.

3. FF&V.

a. Regardless of airlift origin, the FF&V listed in the table below are approved for airlift.

b. All FF&V items must be purchased by Defense Personnel Support Center procurement agents. Hawaii, Rota, Naples, Olbia and Sigonella will use Defense Subsistence Regions, Pacific/Europe or other local markets as appropriate.

c. Airlift of FF&V items is authorized to the following locations by DESTINATION GROUPS:

<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>
Bahamas	Japan	Alaska
Crete	Newfoundland	Australia
Puerto Rico		Bahrain
Scotland		Cuba
		Guam
		Iceland
		Okinawa

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d. FF&V AUTHORIZED FOR AIRLIFT BY DESTINATION GROUP.

<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>
Apricots	Apricots	Apricots
Bananas	Bananas	Bananas
Beans, Green	Beans, Green	Beans, Green
Berries, All	Berries, All	Berries, All
Cantaloupes	Cantaloupes	Cantaloupes
Corn on the Cob	Corn on the Cob	Corn on the Cob
Cucumbers	Cucumbers	Cucumbers
Eggplant	Eggplant	Eggplant
Figs	Figs	Figs
Lettuce, Romaine	Lettuce, Romaine	Lettuce, All
Mushrooms, All	Mushrooms, All	Mushrooms, All
Papayas	Papayas	Papayas
Sprouts, All	Sprouts, All	Sprouts, All
Squash, Summer	Squash, Summer	Squash, Summer
Yellow & Zucchini	Yellow & Zucchini	Yellow & Zucchini
	Cherries	Cherries
	Grapes, All	Grapes, All
	Greens, All	Greens, All
	Mangoes	Mangoes
	Melons, All	Melons, All
		Asparagus
		Avocados
		Bok Choy
		Broccoli
		Cauliflower
		Nectarines
		Onions, Green
		Oranges, Honey,
		Mandarin & Tangelo
		Peaches
		Peppers, All
		Pineapples
		Plums
		Radishes, Red
		Tangerines
		Tomatoes