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Transportation and Travel

UNIT MOVEMENT PLANNING

***This regulation supersedes Eighth Army Regulation 55-26, 20 May 2005.**

FOR THE COMMANDER:

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Summary. This regulation—

- a. Prescribes policies, requirements, and procedures for unit movement planning and unit movement data (UMD) reporting.
- b. Describes unit movement coordinator and unit movement officer duties.
- c. Gives procedures for preparing detailed Unit Movement Plans (UMPs).

Summary of Change. Not applicable.

Applicability. This regulation applies to all Eighth United States Army Major Subordinate Commands (MSCs) and activities assigned, attached, or under operational control (OPCON) to Eighth Army.

Forms. AK forms are available at http://8tharmy.korea.army.mil/g1_ag/.

Supplementation. Supplementation of this regulation and issuance of command and local forms by subordinate command is prohibited unless prior approval is obtained from ACofS, G-4, 8th Army, (EAGD-T-AM), Unit # 15236, APO AP 96205-5236.

Internal Control Provisions. This regulation does not contain Management Control Checklists.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is ACofS, G-4, 8th Army. Users may send suggestions to improve this regulation on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, 8th Army, ATTN: G4 Trans Division.

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Chapter 1

General

1-1. Purpose

This regulation –

- a. Prescribes unit movement policy for 8th Army commands.
- b. Applies to unit movements conducted under contingency, exercises, and peacetime operations.

1-2. References

Required and related references are listed in appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Concept Of Unit Movement Planning

- a. UMOs prepare and maintain UMPs. Chapter 5 prescribes procedures for preparing UMPs.
- b. UMPs—
 - (1) Are prepared in order to execute an armistice or contingency move and written in OPORD format. FM 3-35.4, app E. provides sample UMPs. Appendix D of the same FM provides checklists for preparing UMPs.
 - (2) Include operational and logistical requirements.
 - (3) Incorporate coordinated responses from as many elements as possible. Every deployable unit will prepare and maintain an up-to-date UMP. The UMP will be maintained at the unit and will include plans to load and transport all unit equipment. These plans and other movement information comprise the UMD. The UMO will report UMD to the unit's Transportation Coordinators Automated Information for Movement System II (TC-AIMS II) host and will update the UMD on the system. Unit movement coordinators (UMC) will use UMD to develop task organizations and identify logistical requirements for contingencies. Theater commanders, joint planning communities, and transportation operating commands will review UMD to refine plans for meeting the needs of units scheduled to move.

1-5. Security of Movement Plans and Data

- a. UMD will—
 - (1) Include all assigned unit equipment.
 - (2) Require modification for specific deployment missions.
- b. UMD is unclassified unless it indicates unit mission and capability. Units should secure UMPs and UMD in a locked file cabinet or safe.

Chapter 2

Functions and Responsibilities

2-1. 8th Army G-4

The 8th Army G4 will—

- a. Appoint a theater TC-AIMS II point of contact for reporting problems, defining requirements, developing and upgrading software, and maintaining systems.
- b. Guide 8th Army MSCs and activities assigned, attached, or under OPCON to 8th Army TC-AIMS II site coordinators in reporting UMD.
- c. Provide movement planning guidance to subordinate commands.

2-2. 8th Army MSCs and Activities Assigned, Attached, or Under OPCON to 8th Army

Commanders of MSCs and activities assigned, attached, or under OPCON to 8th Army will—

- a. Appoint on orders a UMC and an alternate UMC. The UMC will assist assigned UMOs in data acquisition, movement planning concepts and techniques. Appendix C is a checklist to assist UMC and UMO.
- b. Ensure designated units submit UMD as directed by operation plans (OPLANs), operation orders (OPORDs), and exercise directives.
- c. Coordinate with the theater TC-AIMS II System Administrator/Database Administrator (SA/DBA) to ensure the host site has a current list of assigned unit identification codes (UICs).
- d. Direct and develop procedures for reviewing and validating assigned units' UMD and ensure these procedures accurately identify the unit equipment being deployed.
- e. Coordinate training associated with unit movement reporting and the use of TC-AIMS II with 8th Army G4, TCAIMS II System Administrator/Database Administrator (SA/DBA), and units.
- f. Ensure subordinate units verify, at least quarterly, that their UMD and UMP is current.
- g. Coordinate with the TC-AIMS II SA/DBA to establish the type data code (TDC) and publish the TDC in the exercise directive for MSCs and activities assigned, attached, or under OPCON to 8th Army -controlled exercises.
- h. All units will incorporate inspection of Unit Movements and TC-AIMS II into their command inspection programs.

2-3. 19th Expeditionary Sustainment Command (ESC)

The Commander 19th ESC will, in addition to the duties in paragraph 2-2, do the following:

- a. Function as the TC-AIMS II SA/DBA for the Korea Theater of Operations (KTO).
- b. Maintain connectivity to the Program Manager-Transportation Information Systems (PM-TIS) server in Reston, Virginia for 8th Army.
- c. Provide end-to-end technical expertise for the TC-AIMS II network in the KTO.

- d. Help assigned units report and process UMD.

2-4. Units

Units include troops, companies, batteries, and detachments. Unit commanders will appoint, on orders, a UMO and an alternate. The UMO/Alternate will—

- a. Have at least 6 months retainability in the unit at the time they are appointed. They will be replaced when they are within 60 days of their date eligible for return from overseas (DEROS).

- b. Have at least an Interim Secret security clearance.

- c. Be in the rank of staff sergeant or above.

- d. Be responsible to the unit commander for movement planning and execution.

- e. Ensure the unit—

- (1) Develops, reports, and maintains accurate UMPs and UMD.

- (2) Conducts unit mobility training, evaluates UMP, and verifies UMD.

- (3) Reports to the TC-AIMS II site coordinator to register on the TC-AIMS II system.

- (4) Reviews UMD at least quarterly and updates the UMD in TC-AIMS II when changes occur.

- (5) Maintains at least one hazardous-cargo qualified person certified to prepare hazardous cargo for transport. These personnel will also be able to properly prepare Shippers Declaration of Dangerous Goods (for shipment by air).

Chapter 3 Deployment Process

3-1. General

This chapter describes the deployment process, organizations that help with the deployment, and deployment automation.

3-2. Deployment Process

Units listed in a concept plan (CONPLAN) or in an operation plan will have a UMP to support each CONPLAN or OPLAN in which they are listed. Chapter 5 provides guidance on UMP development. 8th Army HQ, G3 Ops, will issue a warning or alert order to notify units of CONPLAN or OPLAN execution. 8th Army G3 will follow the warning with an execution or movement order.

- a. Warning or alert orders will be issued as early as possible in a crisis. On receipt of warning or alert orders, units will—

- (1) Comply with instructions included in the order.

- (2) Verify their UMD and ensure that it is current.
- (3) Review the UMP.
- (4) Prepare for a movement or execute order.

b. The movement or execution order will include detailed deployment guidance and instructions. Issuance of the movement or execute order alerts United States Transportation Command (USTRANSCOM) component commands: Surface Deployment and Distribution Command (SDDC), Military Sealift Command (MSC), and Air Mobility Command (AMC) of the lift requirement. It will also identify transportation assets, and make the orders available to issue port call directives.

(1) Units transporting equipment by ship will receive a port call through operational channels from SDDC (837th Trans Bn). The port call will specify when and in what configuration the equipment must arrive at the seaport, and the number of supercargoes (app C) that the unit will provide. Appendix D provides guidance for preparing for ocean movement

(2) 25th Movement Control Battalion, 19th ESC, will provide an air movement order to units shipping personnel and equipment by air. This order will advise the unit of the flight schedule. 25th Movement Control Battalion will coordinate with the unit to ensure unit personnel and equipment will be transported to the aerial port and are called forward in an orderly fashion.

c. 25th Movement Control Battalion will provide 8th Army G3 OPS Crisis Action Team (CAT) a copy of the air movement plan.

d. Units will, within their capabilities, self-deploy their equipment to the POE. Units will coordinate movement requirements that exceed their capability, 2UEX units with the 2UEX transportation office and non 2UEX units with their servicing movement control team (MCT).

(1) Units conveying 5 or more vehicles to deployment ports will obtain appropriate march credits from 25th Movement Control Battalion (USFK Reg 55-355 and AK 350-4).

(2) Transportation Engineering Agency (TEA) Pam 55-19 provides requirements for loading and securing military wheeled and tracked vehicles on Korean railcars.

(3) Units will coordinate movement of air cargo (personnel and equipment) to the aerial port through their servicing MCT, which will coordinate with the arrival/departure airfield control group (A/DACG) to ensure timely arrival and orderly call-forward. Units will prepare cargo for air shipment, including preparing the hazardous cargo certification Shippers Declaration of Dangerous Goods in accordance with (IAW) TM 38-250.

(4) Units will provide drivers, maintenance support commensurate with equipment types/numbers, and internal command and control OPCON to the post support activity (PSA).

3-3. Preparing, Packing, and Loading Unit Equipment

The following movement planning actions apply to both air and surface movement. Units will—

- a. Maximize use of—

- (1) Deployable containers on current property books.
- (2) Cargo compartments of cargo vehicles as secondary loads.
- b. Provide guards to accompany shipments requiring security IAW AR 190-11.
- c. Provide necessary protective covers for supplies and equipment.
- d. Ensure each container, palletized load, and vehicle is marked appropriately.
- e. Prepare the equipment for shipment based on the mode of transportation, anticipated climatic conditions, and duration of movement. Units will ensure vehicle loads are properly blocked, braced, and tied down to prevent movement during shipment.
- f. Contact the MCT and view the deployment tasking order to determine whether or not basic loads of ammunition can be uploaded. If ammunition can be uploaded, units will determine the specific documentation and markings required and ensure ammunition compatibility. The UMO must understand the mission and the commander's intent. This understanding will allow the UMO to coordinate loading with the aircraft loadmaster, ship's captain or civilian rail representative. The UMO will consider the following:
 - (1) How quickly the unit must offload the aircraft or vessel.
 - (2) What materiel/container handling equipment (M/CHE) is available at the destination to help offload.

3-4. Port Support Activity

- a. The PSA ensures the equipment of deploying units is ready to be loaded onto vessels. The PSA also operates unique loading equipment in conjunction with ship-loading at the SPOE. Appendix F provides more information on SPOE support.
- b. The 837th Trans Bn Commander has OPCON over all Port Support Activity resources. These resources are used to assist with the loading, discharge, and clearance of cargo at seaports of Korea. Deploying units will find it advantageous to establish an internal chain-of-command for their personnel to receive and coordinate operational tasking from the 837th Trans Bn cargo operations office.
- c. A memorandum of understanding between the support organization and the port manager SDDC identifies PSA support requirements. 8th Army G3 will task a subordinate command to provide PSA support at the deploying seaport.
- d. PSA responsibilities —
 - (1) 837th Trans Bn will:
 - (a) Serve as the single Port Manager
 - (b) Provide overall supervision over all port support personnel and equipment.

(c) Identify and notify deploying units concerning their PSA requirements as far in advance of deployment as possible.

(d) Assist deploying units with host installation/port agency point of contacts (POCs) for coordinating billeting and messing facilities with local installations as required.

(e) Supervise the daily Port Operations Meeting during which mission taskings and priorities will be assigned to port support personnel. (The meeting is held at 1500 hours daily).

(f) Provide office space and means for PSA personnel to communicate with their headquarters while at Pier 8. Units will provide own communication assets and office space when operations are conducted at other locations/piers.

(g) Provide orientation and safety briefings.

(h) Plan, coordinate, and direct all ship loading and discharge operations, staging area requirements, and port clearance operations.

(2) Deploying units will:

(a) Provide PSA personnel and equipment as required. (These requirements will be tailored to fit the mission).

(b) Provide PSA personnel with proper safety equipment to work at the port (i.e. hardhats, reflective vest, earplugs, etc.)

(c) Coordinate with 837th Trans Bn on the composition of their PSA.

(d) Ensure all PSA personnel have attended a safety briefing before each shift. (Safety briefings will be under the direction of the 837th Trans Bn Operations Officer/NCO).

(e) Provide supercargoes (shipboard passenger) to guard classified/sensitive cargo until cargo accountability can be transferred to port security detail. (Unit personnel should alert the port operations officer if any cargo damage/pilferage is detected).

(3) Support Units will:

(a) Provide limited class IX as available and as required coordinate additional logistical support in support of all personnel operating at the port.

(b) Provide maintenance support within the limits of their capabilities.

(c) Augment terminal security police as appropriate.

(d) Provide messing and billeting facilities as appropriate

(e) Provide transportation to/from the billeting and port area as determined by the PSA

(4) 65th MED BDE will provide medical support in support of all personnel conducting SPOE operations. Additional PSA information can be obtained from the 837th Trans Bn PSA Book dated 1 March 05.

3-5. Arrival/Departure Airfield Control Group

- a. The A/DACG coordinates and controls unit onloading and offloading at the aerial port of embarkation (APOE) for deployment or redeployment.
- b. The A/DACG liaisons with the Air Force at the airfield. Field Manual 55-12 provides detailed guidance on A/DACG organization and functions. Appendix G provides additional guidance.
- c. For major deployments (larger than battalion) the 8th Army G3 OPS will task 19th ESC to provide the A/DACG. Deploying units will provide a liaison officer in the rank of staff sergeant or above to the A/DACG. For minor deployments, the deploying units brigade (BDE) level higher headquarters should be prepared to provide the A/DACG.

Chapter 4 Duties and Responsibilities Of Movement Personnel

4-1. General

Commanders of the 19th ESC, 2UEx, brigades, support commands, battalions, regiments, and squadrons will appoint a UMC and an alternate to help subordinate units with movement planning and data preparation and verification.

4-2. Appointment Criteria

UMCs and alternates will—

- a. Have 6 months retainability in the unit at the time they are appointed.
- b. Be relieved of their duties when they are 60 days from their DEROS.
- c. Have at least an Interim Secret security clearance.
- d. Be in the rank of E7 or above.
- e. Be familiar with the roles and responsibilities of UMOs through self-study or attendance at a UMO course.

4-3. 8th Army MSCs and Activities Assigned, Attached, or Under OPCON TO 8th Army UMC Responsibilities

UMCs of 8th Army MSCs and activities assigned, attached or under OPCON to 8th Army command will ensure each assigned unit—

- a. Maintains current UMD.
- b. Verifies and updates UMD quarterly.
 - (1) Reviews UMD for accuracy.
 - (2) Reviews and approves UMPs.

4-4. Unit Movement Officer (UMO) Responsibilities

a. UMOs will understand —

(1) Service or Major Command mobility planning, unit movement planning, and military traffic movement regulations.

(2) Organization structure, e.g., Air Force, Army, and terms pertaining to air and/or surface operations.

(3) The transportability requirements of the unit's organic equipment and cargo.

(4) Hazardous materials certification process.

b. UMOs will —

(1) Prepare, maintain, or recommend changes to UMPs and standing operating procedures.

(2) Review UMPs to ensure plans conform to higher headquarters directives.

(3) Prepare and maintain documentation needed for unit movements.

(4) Prepare and maintain unit equipment loading plans.

(5) Supervise preparation and execution of vehicle load plans.

(6) Maintain a liaison with higher headquarters and support activities on unit movements.

(7) Coordinate operational and logistic requirements for the unit move.

(8) Prepare, review, and validate UMD.

(9) Verify that UMD in the TC-AIMS II is current at least once each quarter and update as necessary.

(10) Act as the representative of the unit commander.

(12) Supervise and ensure movement training for all modes of transportations is conducted bi-annually. Movement training of unit personnel will include tasks for pre-deployment, deployment, retrograde, rotation and redeployment missions.

(13) Prepare movement plans to support all OPLANs, modes of transportation and ports of departure.

(14) Coordinate and supervise marshalling and out loading of the unit.

(15) Maintain liaison with the pusher unit, Installation Management Agency (IMA) Transportation Officer, servicing MCT, SDDC port activity, and the railroad representative as required for the specific movement. Provide personnel augmentation for loading operations as necessary, and act as the unit representative at Aerial/Seaport Ports of Embarkation (A/SPOE) and Aerial/Seaport Ports of Debarkation (A/SPOD).

- (16) Assist in unit off loading and reassembly in theater.
 - (17) Ensure unit cargo is marked and cleared for movement.
 - (18) Help prepare the unit's passenger or cargo manifest based on mode of transportation.
 - (19) Inspect cargo, equipment, and passenger manifests for accuracy.
 - (20) Coordinate necessary communications.
 - (21) Ensure that all containers, 463L pallets, vehicles and trailers are RFID tagged in accordance with FM 3.35.4 Appendix M or Appendix I to this regulation prior to movement to the POE.
 - (22) Keep the commander informed of all aspects of the operation.
 - (23) For air shipments:
 - (a) Ensure all cargo and equipment is prepared to pass the joint airlift inspection, DD Form 2133, (Joint Airlift Inspection Checklist). This checklist is used within the deploying unit (as a guide) prior to the joint airlift inspection.
 - (b) Ensure the planeload or troop commander understands his/her responsibilities and conducts any required briefing to the troops.
 - (24) Know the Unit Line Number (ULN) and relay the ULN to the passenger agent MCT for manifesting.
 - (25) Ensure an electronic manifest list is built and the manifest is sent in accordance with Department of Defense criteria to the Global Transportation Network.
 - (26) Establish unit procedures to ensure accountability is maintained for all shipping containers, pallets and nets used in the movement, until that equipment is returned to the Defense Transportation System through the A/SPOD.
 - (27) Ensure transportation documentation training is provided to unit Government Purchase Card holders who will deploy with or support deployed forces. Ensure unit Government Purchase Card holders have the latest Department of Defense Address Activity Code and "mark for" shipping instruction information for all unit deployed forces.
- c. Each UMO will maintain continuity folders. Folders will include the following three sections:
- (1) Administrative Section: The administrative section will contain the following:
 - (a) Index cover sheet.
 - (b) Unit standard operating procedures for air and surface movement, including notes from previous operations.
 - (c) Unit orders appointing the UMO and assistant UMO.
 - (d) List of pertinent references which include the following: Names and orders of

personnel who are school trained or otherwise qualified to certify hazardous loads (Air Force interservice Manual 24-204, Technical Manual 38-250, Marine Corps Order P4030.19H, Naval Supply Pub 505, and Defense Logistics Agency Instruction 4145.3, Preparing Hazardous Materials for Military Air Shipments).

(e) Point of contact and telephone numbers for key personnel to ensure de-confliction of problems and smooth movement of passengers, supplies, and equipment.

(2) Operational Section: The operational section will contain the following:

(a) Index cover sheet.

(b) Air movement planning work sheet.

(c) Weight and dimension data on unit vehicles and equipment.

(d) Manifest forms with copies.

(e) Planning data on transport aircraft, transport ships, railcars, and trucks.

(f) Any other data required for movement of the unit.

(3) References: The following references can be found on the internet or at <http://www.tea.Army.mil>. These references will be available either on disk, computer hard drive, or in paper copy.

4-5. Training

a. The 8th Army G4 Trans Division will coordinate a Mobile Training Team UMO course in Korea with the assistance of 8th Army G3 Training. In addition, G4 Trans may conduct a two day UMO Familiarization course if mission needs exceed the capabilities of the aforementioned UMO course.

b. Companies, batteries, headquarters detachments and separate detachments will have at least one person certified to prepare hazardous cargo for transport. These personnel must be able to prepare DD Form 1387-2. Mobile training teams will provide hazardous cargo certification training. Commanders will request this training through unit training channels.

c. Air Load Planners training is conducted by the 7th Air Force at Osan on a semi-annual basis. The G4 Trans Air Mobility Liaison Officer (AMLO) will coordinate slots in this class with 7th Air Force. G4 Trans will provide slots to MSCs based on current operational needs, as they become available.

Chapter 5

Unit Movement Planning

5-1. General

a. This Chapter outlines—

(1) Unit commander and UMO requirements for preparing movement plans when the unit has been troop listed in directed concept, deployment, or mobilization plans.

(2) Procedures for completing exercise requirements that include preparing movement plans.

b. In addition, paragraph 1-4 describes the UMP concept and appendix H also discusses UMPs and provides a sample UMP.

5-2. Requirements for Movement Plans

a. Units that are deployable or that are directed to deploy according to a specific OPLAN, CONPLAN, or exercise, will have UMPs that address the needs specified in the directive. Deployable units not specifically listed in an OPLAN, CONPLAN, or other directive will have UMPs for air, sea, rail, and inland waterways.

b. Units troop-listed in an approved exercise plan will have exercise movement plans when directed by the exercise directive. Exercise movement plans and deployment movement plans will be filed separately.

5-3. Sequence for Developing, Approving, And Testing Movement Plans

a. UMOs will analyze the tasking directive.

b. UMOs will determine—

(1) Requirements for equipment, supplies, and personnel to support movement missions.

(2) The mode of transportation used.

(3) The type of movement plan to be written based on the requirements and the transportation mode.

c. UMOs will determine movement requirements.

(1) Passengers. UMOs will consider—

(a) Movement of personnel anticipated to be assigned to the unit during the deployment phase of the move.

(b) Only the number of passengers identified in the operation or tasking directive for concept or exercise movement plans.

(2) Unit Equipment. UMOs will—

(a) Consider moving unit equipment that will be an asset to the unit. This unit equipment includes vehicles, ammunition, authorized stockage list (ASL), common table of allowances (CTA), prescribed load list (PLL), and unit supplies required during the deployment.

(b) Develop unit equipment movement requirements for concept or exercise movement plans, based on guidance in the tasking directive.

(3) Split Shipments. UMOs will consider moving cargo and personnel by multiple modes of transportation (for example, convoy, rail, commercial truck, ship), if directed in a CONPLAN, OPLAN, or other directive.

d. Develop vehicle load plans.

(1) UMOs typically must base initial motor transport planning on broad planning factors and assumptions. Because of the varied services performed and the type of loads carried, UMOs should use general planning factors with caution and only in the absence of specific data on the local situation.

(2) UMOs making load plans will consider the maximum use of each vehicle's cargo compartment capacity to determine shipping configuration for loading equipment and supplies. The appropriate shipping configuration is reduced for commercial or deployment moves. In determining vehicle load, UMOs will consider the weight and cube of packaging and packing materials. Units will configure vehicles according to Department of the Army (DA) approved standards as found in SDDC-TEA pamphlets listed in the reference section. Cargo vehicles with items (such as fuel pods or communication shelters) attached may be shipped in their original configuration.

(3) The anticipated payload per vehicle is determined as follows:

(a) Off-road, Deployment, or Commercial. The payload is the rated cargo capacity of the vehicle (except 5000 gallon fuel tankers, which must be shipped empty and purged for deployment).

(b) Noncargo Carrying Vehicles. Noncargo carrying vehicles may transport unit equipment and supplies when the commander determines the cargo and the vehicle can be adequately protected during transit. Examples of non cargo-carrying vehicles are ambulances, armored personnel carriers, and similar types of tactical and combat vehicles with a cargo or personnel carrying capability not listed in Technical Bulletin 55-46-1. Units will be careful when loading these vehicles to ensure the cross-country-rated load capacity of the vehicle is not exceeded.

(4) Annual load plan testing will include actually configuring and loading unit equipment. When commercial conveyance or unit equipment is not available, units can draw diagrams of the conveyance on parking areas, floors, or other locations to simulate loading functions.

e. In order to determine administrative, logistic, and coordination requirements for the plan, UMOs will consider petroleum, oil, and lubricant requirements and enroute maintenance, medical, and messing.

f. Assemble and test. UMOs will—

(1) Assemble available equipment and supplies and test the vehicle load plans developed in c above.

(2) Prepare AK Form 55-26-A-E (Vehicle Load Card) for each vehicle and unitized shipment.

g. Prepare a UMP. UMOs will send copies of the UMP to the UMC for coordination, validation, and approval. UMCs will validate and approve movement plans each year. UMCs will validate and approve changes to the UMP caused by significant changes in unit equipment, as the changes occur.

5-4. Using Non-Unit Transportation

a. Non-unit surface transportation will be used for unit equipment and personnel that the unit cannot transport via organic means.

b. 2UEx units will coordinate with the 2UEx transportation officer to request non-unit transportation support from their servicing MCT. All non-divisional units will go directly to their servicing MCT. Military or commercial buses, trucks, or railcars will arrive at pickup points at times set and coordinated by the unit's servicing MCT.

5-3. Moving Ammunition And Hazardous Cargo

a. Ammunition and hazardous cargo will not be placed in military vehicles for movement, unless required by the tasking directive. This cargo will be moved by non-unit transportation and configured into pallets or containers.

b. The unit commander will ensure ammunition is not in the possession of, or accessible to, individuals during the movement, unless directed by the tasking directive.

c. Ammunition, hazardous, sensitive, or classified cargo will be identified in the unit deployment list (UDL) and identified to the SPOE before the cargo arrives. Units will not take ammunition greater than .50 caliber with them unless directed in the tasking directive.

Chapter 6

Blocking, Bracing, Packing, Crating and Tiedown (BBPCT) Material

6-1. General

This Chapter prescribes policy for obtaining and stocking BBPCT material and containers for deploying units.

6-2. Policy

Policy objectives ensure required materials are available in time for units to comply with movement orders. These objectives help avoid stocking BBPCT material readily available from 19th ESC and commercial sources.

a. IMA will centrally stock BBPCT materials only when it is not possible to procure the material from local sources before the unit deployment date.

b. Units requiring BBPCT material for training will fund, manage, and stock those supplies.

6-3. Determining BBPCT Material

Units will determine BBPCT material requirements using the appropriate equipment technical manuals. The unit will determine the following requirements:

- a. When the movement involves rail, units will use SDDC TEA PAM 55-19 to determine BBPCT requirements.
- b. Nets, 463L pallets, restraining devices, and shoring materials required to support the unit deployment by air. Coordinate use through the 8th Army Air Mobility Liaison Officer at 725-3739.
- c. Banding materials, boxes, containers, crates, pallets, and other material required to protect and unitize the unit equipment and supplies during shipment to the theater of operation. Units will procure lumber and banding material locally.

6-4. Disposition Of BBPCT Material

- a. Blocking, bracing, and tie down material is the property of the unit. BBPCT material not used on the ship or aircraft will be returned to the unit for re-deployment.
- b. Residual material will be returned by available transportation to IMA for issue to subsequent deploying units.

6-5. Container Ordering Procedures

- a. USFK Regulation 55-355 provides procedures for requesting containers.
- b. Units will procure TEXTAINER leased containers for long term use.
- c. Universal Service Contract containers will be used for Fort-to-fort short term use.

Chapter 7

Unit Equipment List and Unit Movement Data (UMD)

7-1. General

This Chapter prescribes unit commander and UMO responsibilities in preparing the UDL, the Organizational Equipment List (OEL), and UMD.

7-2. Organizational Equipment List

All OEL data will be maintained in the TC-AIMS II system. Battalion and brigade headquarters will have a trained primary and alternate TC-AIMS II operator. Personnel selected for the training must have eight months of retainability after training. Units are required to have one TC-AIMS II operator per separate numbered company.

- a. 19th Expeditionary Sustainment Command will--

(1) Function as the TC-AIMS II System Administrator/Database Administrator (SA/DBA) for the KTO.

(2) Maintain connectivity to the Program Manager-Transportation Information Systems (PM-TIS) server in Reston, Virginia for 8th Army.

(3) Provide end-to-end technical expertise for the TC-AIMS II network in the KTO.

b. 8th Army MSCs and separate brigades will—

(1) Identify an individual in the rank of E-6 or above to serve as the SA/DBA at the brigade level. Separate battalions also have this requirement. Separate numbered companies do not have to identify a SA/DBA. This will be an additional duty.

(2) Supervise the establishment of subordinate user accounts with the Program Manager in order to establish User IDs and Passwords for new accounts. Set the Read/Write privileges at the Brigade and Battalion level.

(3) Ensure user accounts and permissions are correct and up to date with the 19th ESC SA/DBA. Verify that the personnel requesting access is authorized (clearance or command directed). Provide this information to the 19th ESC SA/DBA and 8th Army G4 CSSAMO.

(4) Consolidate the battalion movement plans and develop them into movement plans for the brigade.

(5) Insert movement data into the movement plan (e.g. train, convoy, etc).

(6) Develop a plan for the movement of personnel and equipment beyond the capability of organic assets with the Brigade Unit Movement Coordinator.

(7) Ensure laptops and all components are used only for TC-AIMS II missions. The equipment and records will be a Command Inspection Program (CIP) item.

(8) Coordinate with the servicing CSSAMO to update software when a unit is required to use TC-AIMS II in a stand-alone mode.

(9) Ensure user laptops are at the base load (no non-standard software). Maintain administrator passwords for computers. Verify that unit equipment and personnel data is accurate and up to date.

c. UMOs will build a master OEL file for their units. If a master OEL has already been developed, UMOs will validate its accuracy, make necessary changes, and print a detailed OEL report.

d. The UMO will—

(1) Verify that the master OEL is current each quarter.

(2) Update the OEL in TC-AIMS II each quarter, if necessary.

(3) Send a printed copy of the updated OEL to the MSC UMC for validation.

(4) Once validated, the printed copy of the OEL will be filed as part of the UMP.

7-3. Unit Movement Data (UMD)

a. UMD is required for unit deployments and exercises as stipulated by the exercise directive. Higher headquarters may require UMOs to develop multiple UMD files (for example, OPLANs and

CONPLANS in which the units are troop-listed, and field training exercises).

- b. The UMO will develop and the unit commander will approve the UMD for each plan.
- c. The UMO will maintain a copy of the approved UMD in his or her movement plans book.
- d. The following are steps for UMOs to develop and report UMD:

(1) On receiving the warning order for a deployment, the UMO will—

(a) Review the OEL.

(b) Verify that the OEL is current. The UMO will make required changes to update the OEL, as necessary.

(c) Review the assigned mission. The UMO will modify the OEL to show what is necessary to accomplish the assigned mission.

(2) On receiving the final time-phased force deployment data (TPFDD), the UMC will build the deployment data base with 8th Army G3 Strategic Deployment Cell and command structure in the TC-AIMS II system. The UMC will ensure the ULNs on the TC-AIMS II command structure accurately show those from the TPFDD.

(3) On completing (2) above, the UMC will ensure deploying units create a UDL. The UMC will copy the OEL into the deployment data base and "echelon" the equipment (glossary) using the ULNs from the TPFDD. UMOs will be careful to match the equipment to the proper ULNs. The UDL will show deploying equipment in the proper reduced (glossary) configuration with secondary loads. The UMO will produce a final UDL. Commanders of 8th Army MSCs and activities assigned, attached, or under OPCON to 8th Army will work with the UMC to coordinate this process.

(4) When deploying units have completed their UDL for a TPFDD ULN move, UMCs will—

(a) Coordinate with HQ 8th Army G3, ASD to process the UMD and update the DEPEND in Joint Operations Planning and Execution System (JOPES) with the TC-AIMS II data.

(b) Ensure TC-AIMS II data is saved as a sealift format then emailed directly to the 837th Trans Bn, Chief Cargo Documentation Section (CDS). This allows SDDC to convert TC-AIMS II files to Enhanced Cargo Documentation Execution System (ICODES) for determining vessel prestow plan, staging plans and call forward priority plans. It also allows SDDC to convert files to Worldwide Port System (WPS) for vessel manifest, vessel payment and uploading the data into the Global Transportation System (GTN).

(5) On receiving a movement order and before moving from the home station (HS), the UMO will have the TCAIMS II print out military shipping labels for unit equipment.

(6) The UMO will ensure the RFID tags are picked up, attached to each container, pallet, trailer, or vehicle being shipped, mounted properly and proper information is burned to the tag. See Appendix I to this regulation.

Appendix A References

Section I. Required Publications

AR 190-11, Physical Security of Arms, Ammunition and Explosives.

AK REG 350-4, EUSA Tactical Vehicle Movements in the Korean Theater of Operations (KTO)

USFK REG 55-355, Korea Traffic Management

Section II. Related Publications

Related publications can be found at <https://tea.army.mil>.

Technical Bulletin (TB) 55-46-1 Standard Characteristics (Dimensions, Weight, and Cube) for Transportability of Military Vehicles and Other Outsize/Overweight Equipment.

TB 55-46-2: Standard Characteristics (Dimensions, Weight, and Cube) for Transportability of Military Vehicles and Equipment.

FM 4-01-011 Unit Movement Operations

FM 3-35.4 Deployments Fort to Port

FM 55-15 Transportation Reference Data.

FM 55-30 Army Motor Transport Units and Operations.

FM 55-65 Strategic Deployment

Technical Manual 38-250 Packaging and Material Handling: Preparing of Hazardous Materials for Military Air Shipments.

PAM 55-19 Tie down Handbook for Rail Movements

PAM 55-20 Tie down Handbook for Truck Movements

PAM 55-21 Lifting and Tie down Handbook for Helicopter Movements

PAM 55-22 Marine Lifting and Lashing Handbook

PAM 55-23 Tie down Handbook for Containerization Movements

PAM 55-24 Vehicle and Equipment Preparation Handbook for Fixed Wing Air Movements

PAM 70-1 Transportability for Better Deployability

PAM 700-2 Logistics Handbook for Strategic Mobility Planning

PAM 700-4 Vessel Characteristics for Ship Loading

PAM 700-5 Deployment Planning Guide

PAM 700-6 Large, Medium Speed, Roll-On/Roll-Off Ships Users' Manual

DLA Instruction 4145.3, Preparing Hazardous Materials for Military Air Shipments Marine Corp

Order P4030.19H, Preparing Hazardous Materials for Military Air Shipments AF Interservice

Manual 24-204, Preparing Hazardous Materials for Military Air Shipments Naval Supply

Pub 505, Preparing Hazardous Materials for Military Air Shipments

Section III. Related Forms

DA Form 1594, Daily Staff Journal on Duty Officer's Log

DA Form 2404, Equipment Inspection and Maintenance Worksheet

DD Form 1750, Packing List

DD Form 1384, Transportation Control and Movement Document

DD Form 2133, Joint Airlift Inspection Record

DD Form 1610, Request Authorization for TDY Travel of DOD Personnel

Appendix B

Unit Movement Coordinator and Unit Movement Officer Considerations

B-1. General

Strategic mobility is the ability to rapidly deploy combat effective units. Two key factors to strategic mobility success are unit readiness and the efficiency of transportation operation agencies. Several factors (such as availability of ships, planes, force size, political considerations, and the degree of movement planning done by the unit) limit the ability of a unit to move from point to point in the time frame required. Planning considerations affecting reaction time include—

- a. Accuracy of the unit's TC-AIMS II files.
- b. Air movement of personnel and equipment immediately required for the combat mission.
- c. Coordination of transportation so the transportation terminal throughput is not exceeded.
- d. Early movement of personnel and equipment required for immediate use.
- e. Specific operation plans directing the move.

B-2. Questions

Unit movement coordinators and unit movement officers must be able to answer the following questions to ensure an efficient move. These questions are guidelines and may not be relevant to every movement:

- a. If the unit will move by convoy—
 - (1) Has the convoy been properly cleared?
 - (2) Has the convoy route been reconnoitered and determined adequate for the types and numbers of vehicles?
 - (3) Are the bridges over which the convoy must pass capable of supporting the load?
 - (4) Are the overhead obstructions high enough for the tallest piece of equipment to go under safely?
 - (5) Where will the unit take rest breaks?
 - (6) Have enroute maintenance and fueling breaks been planned?
 - (7) Are sufficient resources available to support this requirement?
 - (8) Have provisions been made to feed unit personnel enroute?
 - (9) What plans have been made for medical emergencies along the route?
 - (10) What will happen to vehicles that break down en route?
 - (11) Does each driver have a strip map?
 - (12) Does each vehicle have its proper on-vehicle equipment or basic issue item?

- (13) Will vehicles be operationally ready after the convoy?
- (14) Does the unit need an exemption to allow the vehicles to travel an excessive distance?
- (15) Does the unit have a pre-coordinated alternate route that it can use during the move?
- (16) Have drivers been briefed on (1) through (15) above?
- b. If the unit will move by rail—
 - (1) Are unit rail load teams trained and proficient?
 - (2) Does the unit have a pre-coordinated request for rail sets?
 - (3) Has adequate consideration been given to the transportation terminal capabilities at both the origin and destination railheads?
 - (4) Has the unit planned and coordinated its requirement for blocking and bracing material (BBM)?
- c. If the unit will move by air—
 - (1) Are the unit vehicles properly reduced for transport on aircraft? Is the unit prepared to reduce the vehicles after arriving at the APOE?
 - (2) Are pintle hooks mounted on the front of any of the unit's prime movers to help load trailers onto the aircraft?
 - (3) Does the unit have adequate plans for loading its vehicles onto the aircraft?
 - (4) Has the unit trained in loading aircraft?
 - (5) Does the unit have a program for weighing and determining the center of balance on its cargo?
 - (6) Does the unit have a pre-coordinated request for storing materials, 463L pallets, and nets?
 - (7) Does the unit have a program for inspecting cargo and certifying it as transportable?
- d. If the unit has classified, hazardous, or sensitive cargo—
 - (1) Does the unit have at least two personnel trained and proficient to certify hazardous cargo for air transport?
 - (2) Have appropriate security precautions been planned?
 - (3) Does the unit have a program for inspecting cargo and certifying it as transportable?
 - (4) Has the cargo been adequately documented?

- e. If the unit has bulk cargo to move—
 - (1) Who will pack and crate the cargo?
 - (2) Who will load the cargo onto conveyances for movement?
 - (3) Is Movement Handling Equipment (MHE) required to support the move?
 - (4) Has the unit determined and coordinated the availability of its entire blocking, bracing, packing, crating, and tie down requirements?
 - (5) Have packing lists been prepared for the cargo?
- f. If the unit moves by split modes of transportation—
 - (1) Have loading times and sites been coordinated?
 - (2) Is MHE available or has MHE been requested to help load equipment?
 - (3) Is stuffing material available?

Appendix C Supercargo Personnel

C-1. General

- a. Supercargoes are personnel from the deploying unit who travel from the SPOE to the SPOD aboard the vessel with the unit's equipment.
- b. Supercargoes will—
 - (1) Make periodic checks of unit cargo onboard the vessel.
 - (2) Maintain key control of vehicles.
 - (3) Make repairs, as practical, and document the items that could affect discharge operations.
- c. Supercargoes will provide maintenance support and liaison during cargo reception at the SPOE, ship loading and discharge operations, and SPOD clearance operations.
- d. Unit commanders providing supercargoes will ensure supercargoes have a copy of this appendix and are fully briefed on their duties and responsibilities.

C-2. Personnel

- a. The composition of the supercargo team will depend on the following factors:
 - (1) Length of voyage.
 - (2) Number of passenger berths available aboard ship.
 - (3) Number of units deploying on the ship.
 - (4) Quantity and type of vehicles and equipment.
- b. Ships are not usually equipped to carry more than 12 passengers. Working and living conditions are harsh. Supercargoes on commercial vessels are dependent on availability of berths.
- c. An ideal composition for the supercargo team is—
 - (1) One officer in charge (OIC) or noncommissioned officer in charge (NCOIC) (preferably, a warrant officer with maintenance experience or a senior maintenance sergeant).
 - (2) Classified or sensitive cargo escorts, as required by applicable regulations.
 - (3) Enlisted personnel. The number of personnel used is limited to the number of berths available.
 - (a) One mechanic per 30 prime movers (tractor-trailer trucks and other major moving vehicles) for roll-on and roll-off ships.
 - (b) One mechanic per 20 prime movers stowed on deck on break-bulk ships.

c. Mechanics are required for aircraft, communication equipment, wheeled and tracked vehicles. Supercargoes must be experienced and licensed on all types of vehicles being shipped. While it may not be practical for each supercargo to be licensed on each vehicle deployed, the team will include at least one qualified driver for each vehicle on the ship.

C-3. Responsibilities

a. The Commander, Military Sealift Command (MSC), will—

- (1) Inform the 837th Trans Bn of the berthing availability for supercargoes on each ship.
- (2) Assume OPCON of supercargoes when they report aboard ship.
- (3) Brief supercargoes on ship procedures and protocol during the voyage.
- (4) Orient supercargo on the ship layout and facilities.

b. The Commander, 837th Trans Bn, will—

(1) Coordinate with MSC for the number of supercargoes required and their planned reporting date.

(2) Notify deploying units of the number of supercargoes authorized and furnish reporting instructions.

(3) Brief soldiers bringing equipment to the port concerning cargo operations.

(4) Provide the OIC or NCOIC with a final stow plan.

(5) Assume OPCON of supercargoes until they report on board.

(6) Help supercargo place equipment and supplies aboard ship in a way to allow access enroute.

(7) On completion of port clearance operations, release supercargo at the SPOD to return to their unit.

(8) Distribute supercargo space between units when more than one unit deploys cargo on a ship.

c. Unit commanders will—

(1) Select and brief responsible individuals capable of performing their duties without supervision. Supercargo will be familiar with the overall concept of deployment and capable of briefing the SDDC terminal commander at the SPOD on the status of the equipment.

(2) Appoint individuals on temporary orders using DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel).

(3) Send a message to 837th Trans Bn identifying selected individuals by name, rank, social security number, and unit.

d. The supercargo OIC or NCOIC will—

(1) Report to the SDDC port commander immediately on arriving at the SPOE.

(2) Finalize supercargo berthing, messing, and personal hygiene arrangements with the vessel captain or the designated representative. The OIC or NCOIC will bring problems to the attention of the SDDC port commander or MSC representative for resolution.

(3) Exercise responsibility for discipline (for example, counseling, remedial training, uniform) and administration. (The parent unit retains authority to impose non-judicial punishment.)

(4) Ensure supercargoes comply with vessel regulations.

(5) Coordinate supercargo routine and emergency duty stations with the vessel captain or his or her designated representative.

(6) Establish a duty roster for supercargo for continuous coverage of the cargo operation and full responsiveness to the SDDC port commander or vessel first mate.

(7) Ensure the vessel officer of the deck (OOD) gives permission to send personnel into the cargo areas to perform maintenance or other work.

(8) Brief the SDDC or port commander at the SPOD on special aspects of the cargo.

(9) Provide key control measures.

(10) Maintain a log of daily supercargo activities using DA Form 1594 (Daily Staff Journal or Duty Officer Log).

(11) Identify special load or discharge requirements and vehicles with problems (for example, fluid leaks, flat tires).

(12) Provide status reports on vehicle and equipment checks to the vessel first mate.

(13) Attend port operations meetings at the SPOD and SPOE to become familiar with operations and vehicle status.

(14) Supervise preparation of discrepancy reports.

(15) Maintain continuous liaison with the first mate.

e. Supercargoes will—

(1) Observe and help load cargo and discharge other operations, as directed by the SDDC port command or designated representative.

(2) Report suspected damage or pilferage to the SDDC port commander or to the designated representative.

(3) Provide key control of vehicles and help port operations personnel maintain keys.

(4) Conduct periodic checks of cargo on ship (for example, visual checks of vehicles, repair

actions, damage reports, key control actions). Supercargo teams will report unusual circumstances (for example, fire, smoke, lack of ventilation, loose tie downs) immediately to the OOD.

(5) Record and report items that could affect discharge operations and were not repairable en route (for example, dead batteries, flat tires, fuel or hydraulic leaks) to the supercargo OIC or NCOIC.

(6) Start accessible vehicles and equipment periodically to maintain operational status. Vehicles nearest loading and discharge ramps will receive priority to ensure unloading of vessels is not hindered.

(7) Escort classified or sensitive cargo, as required by applicable regulations.

(8) Observe discharge operations to ensure correct unit equipment is offloaded (if equipment from multiple units is to be discharged at separate seaports).

(9) Repair vehicles and equipment, where possible (change or charge dead batteries, replace headlights and reflectors) and document repairs on DA Form 2404 (Equipment Inspection and Maintenance Work Sheet).

(10) Comply with vessel regulations and protocol (proper uniform and maintenance of living quarters).

(11) Deploy with coveralls, ear protection, personal equipment, individual weapon (less ammunition for exercises), safety helmets, and work gloves.

C-4. Command and Control

a. On arriving at the SPOE, supercargoes are under the OPCON of the SDDC port commander.

b. While on ships, supercargoes are under the command and control of the vessel captain.

c. The supercargo OIC or NCOIC will coordinate activities with the vessel captain or the designated representative. Coordination will include maintenance, repair of cargo, supervision, and vehicle start-up.

d. On arriving at the SPOD, supercargoes are under the OPCON of the SDDC port commander. Supercargoes normally will be released to the unit on completion of port clearance operations.

C-5. Documentation

a. Temporary Duty Orders. DD Form 1610 must be noted for all supercargo.

b. Duty Log. DA Form 1594 will be used to record daily activities of supercargoes as follows:

(1) One DA Form 1594 will be completed for each 8-hour period or shift change (whichever is shorter) with 24hour coverage.

(2) Required entries include equipment checks, damage reports, and key control. If the situation is severe, supercargoes will request the information be sent to the SPOD from the ship

while en route.

(3) DA Form 1594 will be completed in 3 copies. Distribution will be as follows:

(a) The original to the SDDC port commander at the SPOD.

(b) One copy to 19th ESC

(c) One copy to the unit commander of the supercargo.

c. Deficiencies. DA Form 2404 will be used to note deficiencies and corrective actions on vehicles and equipment. Distribution will be as follows:

(1) One copy attached to the original DA Form 1594 and provided to the SDDC port commander.

(2) One copy attached to the DA Form 1594 provided to the unit commander of the supercargo.

(3) One copy attached to the equipment.

C-6. Equipment

In addition to personal items, supercargoes will take sufficient maintenance-related items. These items include, but are not limited, to the following:

a. Administrative supplies and forms.

b. Jumper slave cables (one per hatch or hold).

c. Limited class III and IX items required for en route repairs (for example, batteries, deicer, headlights, oil and lubricants, reflectors).

d. One battery charger.

e. Organizational vehicle equipment (OVE) for each type of vehicle. Supercargo teams will carry one set of OVE per hatch or hold.

f. Tool set, general mechanic (one per mechanic).

g. 5200 series locks and security bands as required

Appendix D Preparing For Ocean Movement

D-1. Purpose

This appendix provides basic information for deploying units by ship.

D-2. General

This appendix prescribes actions required to move a unit's equipment by ship.

D-3. Loading Of Vehicles for Ocean Transportation

Units will ship the equipment at the vehicle height reported in the organizational equipment list (OEL). Equipment normally will be shipped in the reduced configuration for ocean shipping (Technical Bulletin 55-46-1).

a. When unit cargo is loaded on organic vehicles, personnel must ensure vehicle side rails are erect.

b. Correct cargo loading is essential to ensure full use of organic vehicles. Loading personnel will—

(1) Place heavy items on the bottom and distribute them evenly over the cargo bed of the vehicle.

(2) Load cargo so it will not shift. Loading personnel will ensure proper blocking and bracing prevent the load from shifting. The center of gravity of the load must be kept as low as possible.

(3) Fill the vehicle cargo space to the maximum weight allowed for the conditions under which the vehicle will be operated.

c. Load distribution is spreading the load in the cargo space of a vehicle so that it is carried evenly by the wheels and axles of the vehicle. Vehicles not loaded beyond their capacity may still be improperly loaded. The load must be properly distributed, even if the weight does not exceed the vehicle's capacity. An improper load distribution can place an excessive load on one or more tires or axles.

d. Cargo loaded aboard organic vehicles will be secured to ensure safe delivery to the destination. Securing refers to blocking and bracing or lashing cargo to prevent the load from shifting or falling from the vehicle.

D-4. Preparing Vehicles for Ocean Transportation

a. Units will clean vehicles and ensure they have no fuel and oil leaks.

b. Lifting shackles and tie down rings will be serviceable and installed.

c. Vehicles arriving at the port should have fuel tanks three-fourths full when deploying to a hostile environment and one-quarter full when restationing to continental United States (CONUS). The fuel level will not exceed this amount.

d. Tow pintles and trailer tongue wheels or stands will be serviceable. Safety chains and air-brake hoses will be installed and functioning.

- e. Fuel in generators mounted on trailers will not exceed one-quarter tank.
- f. Mess gear (M2 burner, immersion heaters, and ranges) will be empty and flushed.
- g. Batteries will be free of corrosion.
- i. Heavy expanded mobility tactical truck (HEMTT) tankers, 5,000 gallon fuel tankers, truck-mounted pods, and rubber fuel blivets will be empty and purged.
- j. Fuel cans will not be more than three-fourths full of diesel fuel. Fuel cans will not contain gasoline. If the cans contain diesel fuel, they will be carried in the vehicle rack designed to carry such cans.
- k. Cargo loaded in or on the vehicle will be properly secured. Loose loads are not permitted. Metal-to-metal contact of loaded cargo will be avoided.

D-5. Hazardous and Sensitive Cargo

Hazardous and sensitive cargo will include a packing list indicating special handling requirements. Hazardous cargo will be properly marked, segregated, and posted. USFK Regulation 55-355 and CFR-49 prescribes the requirements for shipping hazardous cargo. Units will inform the port of hazardous and sensitive cargo in advance of cargo arrival. Ammunition is not allowed into the port or aboard a ship without the port commander's authorization.

D-6. Helicopter Preparation for Ocean Transportation

- a. Minimum disassembly will be done on helicopters. Units will stow helicopters below deck (away from spray and the saltwater environment) when possible. Helicopters stowed on deck will be sprayed with a corrosion prevention compound according to the individual aircraft shipping manual. Helicopter inlet and windshield covers will be installed before the helicopter is loaded onto the ship.
- b. Units removing aircraft components for shipping will bring the appropriate shipping box or crate (for example, helicopter rotor blade storage boxes) to the port to ensure proper packing and stowage for the voyage.
- c. Sufficient mechanics with tool boxes are required to accomplish the disassembly (a above) and to remove items, such as avionics antennae, if necessary. Bubble wrap and tape is required to protect the synchronized elevators. Units will package these items in boxes and place them in the aircraft or in a 2½- or 5-ton truck, with the tool boxes. These items will be stowed on the ship with the helicopters.
- d. Aviation units will bring sufficient ground handling equipment for each type of aircraft. Tow bars and ground handling equipment will be stowed on the ship near the helicopters.
- e. The port will provide cherry pickers and tugs for disassembly if available.
- f. Helicopter tie down rings will be installed. Each aircraft manual gives the proper location and type.
- g. Aircraft will be refueled before landing at the port. Fuel tanks will be three-fourths full.

- h. Armament launchers may be installed, without ammunition.

D-7. Container Shipments

a. Units will weigh containers. The weight will be marked on the containers before the unit departs from its HS. Shipping containers with hazardous cargo will display the appropriate placards. The objective of loading containers is to distribute light and heavy equipment throughout the container, filling the container as much as possible without going over the weight limit. The weight of the cargo must be equally distributed throughout the container. Units will use proper blocking and bracing equipment to prevent the cargo from shifting.

b. Shipping containers will meet International Standards Organization (ISO) standards for transporting items across international borders. Units should pay particular attention to the container's maximum weight capacity. Units will not exceed the container weight capacity.

c. Passive security measures should be taken, such as using multiple high security locks for banding container expresses (CONEXs). When possible, units will use security seals and will stow containers carrying sensitive items door-to-door to prevent unauthorized entry. When this is not possible, container doors will be stowed against another item, if possible, so they cannot be opened while in transit.

D-8. Packing Lists

a. Units will prepare a DD Form 1750 for each container and military-owned demountable container (MILVAN) or vehicle in which general cargo is shipped. The packing list will identify the items in the container. Units will ensure they identify hazardous cargo.

- b. The following are exceptions to the policy in a above:

(1) Classified shipments will not have packing lists attached to the outside of the container.

(2) Units will not attach packing lists to the outside of containers holding items such as small arms and maps when the contents should not be known.

(3) Communications security equipment and Medical Unit, Self-contained, Transportable (MUST) equipment will not have packing lists on the outside of the container.

D-9. Documentation

Shipments require proper documentation.

a. The TC-AIMS II will be used to produce Military Shipping Label (MSL). 19th ESC or the 25th Movement Control Battalion (Movement Control) will assist with MSL printing upon request. The deploying unit will apply the MSLs to the equipment before the equipment leaves HS and the SPOE. TC-AIMS II will generate RFID tags at the same time as the MSLs. Assistance can be requested from the 19th ESC as needed.

b. At least two labels will be printed for each unit shipped. Personnel will attach a label to the left front fender of each vehicle and the left side door of each piece of vehicular equipment. For other than vehicular equipment, the labels will be placed on corresponding locations (on a container or MILVAN, the labels will be placed on two adjacent sides).

D-10. Process for Booking Cargo Via Sealift

a. Booking cargo out of the KTO is accomplished through the following steps: Shipping activity/unit submits the following information to the Cargo Distribution Section (CDS), 837th Transportation Battalion. Tel: 763-7163; fax: 763-7175.

(1) Valid Transportation Account Code (TAC Code).

(2) DD Form 1384, Advance Transportation Control & Movement Documents (ATCMDs) or a TC-AIMS II UDL data file.

(3) The 837th Trans Bn offers the cargo to the best value carrier who is able to meet the Required Delivery Date (RDD) and cargo-specific requirements (e.g. tracked vehicles are too large to be containerized or flat-racked and thus eliminate container ship companies like Maersk and APL from consideration). For cargo destined to CONUS or Japan, the offering usually takes the following precedence:

(a) Maersk Line Limited (MAEU)

(b) American President Lines (APLS)

(c) Central Gulf Lines (CEGL)

(d) Toho Shipping Co (TOHO)

(e) Ocean Cargo Clearance Authority (OCCA) who will put out a One-Time-Only (OTO) offer or coordinate for an MSC vessel.

(4) If one carrier cannot meet the requirements of the shipment, the cargo is offered to the next carrier on the list. U.S. Flag-Service options must be exhausted before foreign-flag justification is approved.

b. Time Phased Force Deployment Data (TPFDD) deployments:

(1) The unit submits a UDL in TC-AIMS II format to United States Forces Korea (USFK), who sends the data to PACOM, who forwards the data to USTRANSCOM for validation and assignment of a vessel to meet the requirement.

(2) USTRANSCOM through SDDC/MSD assigns a vessel to meet the requirement.

(3) SDDC/837th Transportation Battalion sends a port call message to the unit, and along with 25th Movement Control Battalion inbound clears the transportation movement plan to the SPOE.

c. Booking cargo by sealift requires a long lead-time for execution of any large movements. 45-60 days is preferable if not a TPFDD move. Shippers/units wanting to book their cargo on a vessel for movement out of the KTO should submit their available to load and shipping dates at least 45 days in advance of the Earliest Arrival Date (EAD). Shippers/units should also use this timeline in establishing their Required Delivery Date (RDD) to the final destination. Simply providing a RDD does not mean that a vessel will be prepared to meet the movement requirement(s). Vessels transit the ports within the Pacific Command (PACOM) Area of Responsibility (AOR) constantly. However, if requirements are not identified in advance through the proper booking process (like making an airline reservation), the space on vessels may not be available.

Appendix D
Example Port Call Message to Preparing For Ocean Movement

Unclass 01 April 2005 From: Cdr, 837th Transportation Battalion, Busan, South Korea

To:
CDR, 2d ID
CDR, ENG BDE
CDR, 50th ENG Co (MRBC)

Info:
Chief, 8th Army G3
Chief, 8th Army G4 Trans Division
Cdr, 19th ESC, G3/DMC
Cdr, 25th Movement Control Battalion

Subject: Port Call Message for 50th ENG CO (MRBC) Re-stationing to CONUS

D-1. References:

- A. FM 4-01.011, Unit Movement Operations dated 31 Oct 02
- B. USFK REG 55-355, Korean Traffic Management, 28 May 2002
- C. Code of Federal Regulations (CFR), title 49, Hazardous materials transportation.
- D. International Maritime Dangerous Goods Code (IMDG)
- E. AK REG 55-26 Unit Movement Planning, 5 Jan 2010

D-2. Port Call: This constitutes the call forward of all equipment scheduled for surface deployment through the Seaport of Embarkation (SPOE) Pier 8 Pusan, South Korea. **A Vessel TBD** will load on **05-06 May 05**. Strict adherence to unit Seaport of Embarkation (SPOE) arrival date is required. Deviations to this schedule are not authorized unless approved by this HQs. HDs for these units are indicated in paragraph D-4 below. The assigned Transportation Accounting Code (TAC) is A1PE.

D-3. Movement from Origin to SPOE: Unit must coordinate transportation requirements with the 25th Movement Control Battalion local Movement Control Team (MCT). Movements to the port will occur via rail, commercial line-haul trucking or convoy. Ensure arrangements have been made to move the deploying cargo to the port. Transportation officers requiring commercial line haul support should contact the local MCT or transportation office having responsibility for requesting commercial trucks; coordinate with their force protection office to ensure all commercial carriers picking up or delivering freight are not delayed at the gate; ensure all movements have adequate commercial assets to successfully complete the missions.

D-4. Port Security: At Pier 8 security is executed by 24/7 contracted guards. CCTV provides additional observation of all pier operations. 100% bids identification checks are conducted at the main gate for everyone entering the pier. Camp Hialeah military police conduct numerous, random, vehicular roving patrols daily at Pier 8. 3rd ROK fleet provides waterside security during all ship operations and provides random security patrols throughout the harbor daily. Korean national police

provide a 24/7-security presence outside the main gate of Pier 8 and are able to increase their presence depending on the current threat. Units wishing to provide additional security can do so if they deem necessary. If staging occurs outside of Pier 8, such as the ROKPOG, 2nd Logistics Depot, Busan Storage Facility or any of the commercial piers, unit or external security would be required.

D-5. For load out at Pier 8, Busan, South Korea:

HOME ARRIVAL DATES ULN UIC STATION NET NLT NA WBA0AA CP La Guardia 26 APR 05
04 May 05

D-6. All equipment arriving: TBD, South Korea should be **consigned to:**

US APO Port Address: Commercial Port Address: 837th Trans BN 837th US Army Trans BN Unit
15179 8th Pier Gamman-Dong Nam-Ku APO AP 96259 Busan, Korea 608-070

D-7. Cargo Preparation: Cargo must arrive at the Seaport of Embarkation (SPOE) prepared IAW REFS A through F. This message highlights preparation and reporting issues that may require special attention to ensure safe cargo transit and proper accountability.

D-8. Cargo documentation and accountability:

a. Units are responsible for inputting their Deployment Equipment List (DEL) into TC-AIMS II or coordinating support from their MACOM, 19th ESC or the 25th Transportation Battalion. If the unit does not have access to TCAIMS II, Advanced Transportation Control & Movement Documents (ATCMDs) must be generated manually IAW REF C and provided to the port at the request for booking sealift.

b. An accurate DEL is essential for transportation planning. Any item not reported accurately will be considered frustrated cargo at the port. Frustrated cargo won't be loaded until the unit resolves all documentation issues. Major unit commands will provide LNOs to the port to facilitate fixing all cargo documentation discrepancies of frustrated cargo. LNOs should be familiar with the documentation process and the equipment of the unit deploying. The Unit Movement Officer/NCO (or their designated representative) for each unit should be the individual representing the deploying unit at the port.

c. All cargo requiring sealift must be documented using Military Shipping Labels (MSLs). MSLs will be printed by the Unit Movement Officer (UMO) and must be affixed to corresponding equipment prior to departure from HS. Deploying units must receive one set of MSLs for each piece of cargo reflected on their DEL. MSLs must reflect the UIC, shipment unit name, model number, and dimensional data as provided on the DEL. Labels for military vehicles must be applied uniformly. Labels must be placed on the driver's side (left side) of the front bumper and on the driver's (left) side door. Equipment must be marked on the front and rear bumpers with the UIC and shipment unit number as provided on the DEL. Corresponding locations must be used for equipment without bumpers or doors. For Containers, ISUs, and other break bulk cargo, two labels need to be placed on each item, as previously described. Any other similarly constructed MSLs from previous deployments must be removed to avoid confusion.

d. Units need to report vehicles and trailers in "reduced for sealift/operational" configuration when possible in their DELs. For vehicles, trailers and containers carrying secondary cargo, actual weights must be annotated in the DEL prior to Military Shipping Labels being produced.

e. Vehicle loads that could possibly be shipped separately (secondary loads) must also have a

MSL in the event the cargo is un-nested from its prime mover to satisfy transporting or loading requirements.

f. RFID tags: provides the capability to see timely and accurate information concerning deploying unit cargo and equipment. RFID can provide visibility of vehicles, secondary cargo packed inside containers, secondary cargo packed inside cargo vehicles and trailers. Units will affix RFID tags at HS. Level 5 & 6 secondary cargo detailed data must be reflected on the unit's DEL for this data to be transferred to the RFID tags. Units requiring additional RFID tags should contact the 8th Army G4T for procurement procedures.

D-9. Hazardous Cargo:

a. Unit personnel are responsible for packing, marking, labeling, placarding, and certifying hazardous material items. The unit POC will ensure actions are completed IAW REF D or E. Items shipped IAW Department of Transportation Exemption (DOT-E), DOT special approval, or Competent Authority Approval (CAA) must be attached to the shipping manifest.

b. Hazardous cargo must be segregated and labeled IAW REF D or E. For example, flammables must be segregated from oxidizers and oxygen and acetylene cylinders must be removed from the vehicles and strapped to separate wooden palletized crates to firmly and securely hold the cylinders.

c. IAW REF C, the multimodal dangerous goods form is required for HAZMAT shipments transported on commercial vessels in US, and international waters. However, a DD Form 836 dated Jan 01 may be used to document regulated amounts of hazardous material. Organic vehicles, trailers, containers, and any other unit equipment containing HAZMAT arriving at the port will require the following documentation:

(1) Completed DD Form 836 for each vehicle/container/equipment shipped or convoyed carrying HAZMAT IAW REF D or E. The DD Form 836 must be visible and completed in four (4) copies for containerized cargo. One copy will be retained by the certifying unit/installation, one will be placed inside the container or package, one copy will be affixed to the outside of container or package in a waterproof envelope, and one copy will be provided to the port. Three copies of the DD Form 836 are required for vehicles. One copy will be retained by the certifying unit/installation, one copy in a waterproof envelope will be affixed to the vehicle, and one copy will be provided to the port.

(2) For all HAZMAT shipment of units deploying to CONUS, an equipment list containing the proper cargo category codes must be transmitted to the port via TC AIMS II. The shipper will attach a DD Form 836 to the TC AIMS II generated GBL to provide the correct HAZMAT certification information or the unit's LNO will provide a hard copy of all shipping papers for all equipment to the port documentation teams.

d. Unit vehicles/containers will be properly placarded IAW REFS C, D or E.

e. Containers will have a packing list, which includes the HAZMAT information affixed to both the inside and outside of the container in a waterproof envelope. Be sure to affix cargo document envelope as to have the opening facing downward, to prevent rain intrusion into the envelope.

f. Ammunition or explosives will not be permitted in the port or aboard the vessel without authorization from this command. This prohibition extends to container shipments also.

D-10. Sensitive/Classified:

- a. Sensitive/classified shipments shall be transported IAW REF C.
- b. Applied seal numbers will be annotated on the DD Form 1907, signature and tally record, which will accompany the Government Bill of Lading (GBL) to create a “change of custody” IAW REF C for all sensitive items being shipped.
- c. A separate packing list, listing the sensitive items, for each item of cargo containing sensitive items needs to be provided to the 837th Trans Bn via fax or delivered with the cargo. Fax to DSN: 763-7847 or COMM: (051) 501-7847.
- d. Crew served weapons must be removed from vehicles and placed in a locked container approved for sensitive item shipments IAW AR 190-11 with a security seal.
- e. For specific transportation protective security questions, please contact USFK provost marshal physical security section at DSN: 738-4713.

D-11. Agriculture Inspection: Units deploying to the United States or a US territory (I.E. GUAM) are responsible for coordinating for a pre-agriculture inspection at home station prior to shipping equipment to the port. A final agriculture inspection is required at the port. Keep in mind there is limited to no wash down capability at Pier 8. The pier does not have an oil-water separator required for vehicle wash down. The following POCs can provide support.

- a. 8th Army (G-3) 725-6190/5135
- b. 65th MED BDE DESOPS 763-7017

D-12. Seavans/Containers/Quadcons: Containers must be marked with their actual gross weight before departure from home station. Accurate weight data must be easily identifiable to port personnel to avoid injury or equipment damage. Do not exceed container weight limitations. The actual gross weight must be annotated on the unit’s DEL in order for the actual weight to be entered on the Military Shipping Label (MSL). The packing list, which includes the HAZMAT information, must be affixed to both the inside and outside of the containers. During deployment, containers must be inspected to ensure that they meet the current Container Safety Certification (CSC) inspection requirements and have a current CSC decal affixed on the container in the appropriate location.

D-13. Vehicles/Trailers/Miscellaneous:

- a. Equipment arriving at the port must be clean, free from fluid leaks, meet 10/20 maintenance standards and be in good mechanical condition. Vehicles must be equipped with serviceable and proper lifting devices or shackles. Equipment repair is the responsibility of the deploying unit and PSA prior to vessel loading
- b. Vehicles must not have their fuel tanks greater than ¼ full.
- c. Units shipping wreckers need to ensure tow bars and tools are placed in the cab of the vehicle to allow easy access at the SPOE. This equipment may be required to discharge unserviceable vehicles from the vessel due to limited recovery assets in theater.

d. Cargo loaded in or on vehicles must be properly blocked, braced and secured for sea shipment. Loose cargo loads are not permitted. Providing dunnage for blocking and bracing unit vehicles and containers is a unit responsibility. Dunnage for ship operations is a port responsibility. Unit should prevent metal-to-metal contact if there is a possibility of abrasive damage.

e. Jerry cans may be shipped half full if secured in a rack designed for such carriage. Otherwise, they must be shipped empty, vapor free, and documented on a DD form 836.

f. Generators may not have their fuel tanks greater than ¼ full. Bulk fuel carrier (Trailers) must be drained. If drained but not purged, vehicles will be handled as HAZMAT. CFR 49 dated 1 Oct 2004 pg 491, 172.514 Bulk (a) (b) Packaging states (a). Except as provided in paragraph (c) of this Chapter, each person who offers for transportation a bulk packaging which contains a hazardous material, shall affix the placards specified for the material in 172.504 and 172.505. Each bulk packaging that is required to be placarded when it contains a hazardous material, must remain placarded when it is emptied, unless it is (1) sufficiently cleaned of residue and purged of vapors to remove any potential hazard: or (2) Refilled, with a material requiring different placards, to such an extent that any residue remaining in the packaging is no longer hazardous. Also 172.203(e) (2) states that Shipping Papers for empty packaging containing residue of a hazardous material must include the phrase RESIDUE: LAST CONTAINED before the basic description.

D-14. Equipment maintenance: must be accomplished at home station prior to departure. When equipment is convoyed/railed to the SPOE, vehicle preparation that could not be accomplished prior to departure from home station will be done at the port within a designated area. A unit maintenance team will be required at the port for any vehicle breakdowns that occur.

D-15. The vessel for this operation is TBD. LNOs for major deploying units are required to be at the port during cargo receipt and vessel load operations. LNOs must be in duty uniform and must have hard hats and reflective vests provided by the unit. As mentioned previously, the unit movement officer would serve best in this capacity to handle equipment issues (documentation, configuration, maintenance, etc...)

D-16. Supercargo: The number of berths available for supercargo is **five**. 8th Army G3 is the decision maker for Army units if requested requirements exceed berth availability. Requesting units will provide Standard Name Line (SNL) of all supercargo. Supercargoes will be under the OPCON of the port commander, but must be on TDY orders during the load out period. Supercargoes will report two days prior to the vessel sail date. Personnel must have travel orders and sufficient funds to defray the costs of lodging/meals between arrival at the port and boarding the ship. It is the unit's responsibility to provide/coordinate messing and billeting prior to vessel arrival. In order to board and depart the vessel, supercargoes must carry with them a Military ID card and travel orders.

D-17. Points of contact:

- a. Cargo Operations. CPT Wolfe, wolfec@sddc.army.mil, DSN 763-7976
- b. Cargo Documentation: Dr. Son, sonhc@sddc.army.mil DSN 763-7163

D-18. Coordinating Instructions:

- a. **Life Support Area (LSA):** billeting, mess and transportation support will be provided.

b. **Port Support Activity (PSA):** The size of the PSA will be based on the final unit DEL and the vessel to be loaded. Final PSA requirements will be staffed between the 837th Trans Bn, 8th Army G3, 19th ESC and the deploying unit.

c. The PSA OIC will coordinated with the 837th Transportation Battalion OIC/NCOIC on reporting times at the port.

d. All port operation activities/support will be identified by the 837th operations OIC/NCOIC and tasked down to the PSA OIC.

e. Any port support not able to be coordinated for by the PSA or deploying unit will be identified to the 837th operations OIC/NCOIC who will in turn relay those requirements to the supporting ASG/support unit for coordination.

Appendix E

Preparing For Rail Movement

E-1. Purpose

This appendix provides basic information for deploying units preparing for rail movement. SDDC TEA PAM 55-19 provides additional information.

E-2. Unit Responsibilities

The deploying unit commander will ensure the unit—

- a. Initiates the request for transportation to its servicing MCT as soon as possible.
- b. Provides an accurate list of items to be transported to its servicing MCT. Changes to this list require the rail clearance process to be restarted, causing significant delays in obtaining transportation. The equipment list will include the following information:
 - (1) Height.
 - (2) Length.
 - (3) Nomenclature.
 - (4) Weight.
 - (5) Width.
- c. Provides an accurate count of the number of personnel to be transported.
- d. Ensures vehicles are properly loaded and configured as described in paragraph E-4 and TEA PAM 55-19. Vehicle cargo will be properly blocked, braced, and tied down. Unit commanders will ensure vehicles are properly reduced. Improper reduction can invalidate the clearance process.
- e. Creates an accurate UDL in TC-AIMS II for the deployment. This list allows the MCT to provide KORAIL a printout of the personnel and equipment to be moved, for train clearance and scheduling.
- f. Provides a detailed list of weapons to be shipped. This list will include weapon types and serial numbers.

E-3. Loading Vehicles for Rail Transportation

Units will ship the equipment at the vehicle height shown in the OEL. Equipment will be shipped in the reduced configuration IAW TEA PAM 55-19.

- a. When unit cargo is loaded on organic vehicles, vehicle side rails are usually necessary to restrain the cargo. Unit cargo will be properly blocked, braced, and tied down.
- b. Correct loading of cargo is essential to ensure full use of organic vehicles. Heavy items will be loaded first and evenly distributed over the cargo bed of the vehicle. Vehicles not loaded beyond their capacity may still be improperly loaded. The load must be properly distributed, even if the weight does not exceed the vehicle's capacity. Improper load distribution can place an excessive load on one or more tires or axles.

c. Units will ensure proper blocking and bracing is used to prevent the cargo from shifting. Units will keep the center of gravity of the load as low as possible. The vehicle cargo space will be filled to the maximum weight allowable for the conditions under which the vehicle will be operated.

E-4. Preparing Vehicles for Rail Transportation

- a. Vehicles will be clean and free of fuel and oil leaks.
- b. Lifting shackles and tie down rings will be installed and serviceable.
- c. Vehicles arriving at the railhead will have fuel tanks three-fourths full.
- d. HEMTT tankers, 5,000-gallon fuel tankers, truck-mounted pods, and rubber fuel blivets will be either empty and purged or full. When any of these vehicles are full, the unit will tell the servicing MCT the exact loaded weight.
- e. Fuel in generators mounted on trailers will not exceed one-quarter tank.
- f. Fuel cans will not be more than three-fourths full of diesel fuel. Fuel cans will not contain gasoline. If the cans contain diesel fuel, they will be carried in the vehicle rack designed to carry such cans.
- g. Tow pintles and trailer tongue wheels or stands will be serviceable. Safety chains and air-brake hoses will be installed and functioning.
- h. Mess gear (immersion heaters, M2 burner, and ranges) will be emptied and flushed.
- i. Batteries will be free of corrosion.
- j. Cargo loaded in or on the vehicle will be properly secured. Loose loads are not permitted. Metal-to-metal contact of loaded cargo will be avoided.

E-5. Hazardous and Sensitive Cargo

Hazardous and sensitive cargo will include a packing list indicating the special handling requirements. Hazardous cargo will be prepared and segregated. USFK Regulation 55-355 prescribes the requirements to be followed for labeling, marking, and documenting hazardous or explosive materials. Units will inform the servicing MCT of hazardous and sensitive cargo before cargo arrives.

E-6. Container Shipments

- a. Units will weigh containers before they depart home station. Shipping containers with hazardous cargo will display the appropriate labels. The objective of loading containers is to distribute light and heavy equipment throughout the container, filling the container as much as possible without going over the weight limit. The weight of the cargo must be equally distributed throughout the container. Units will use proper blocking and bracing equipment to prevent the cargo from shifting.
- b. Units will inspect shipping containers to ensure they are in good condition and are serviceable before loading. Containers will meet International Standards Organization (ISO) certification for transporting across international borders. Units should pay particular attention to

the container's maximum weight capacity. Units will not exceed container capacity.

c. Passive security measures should be taken, such as using multiple high security locks for banding Container Expresses (CONEXs). When possible, units will use security seals and will stow containers carrying sensitive items door-to-door to prevent unauthorized entry. When this is not possible, container doors will be stowed against another item, if possible, so they cannot be opened while in transit.

E-7. Packing Lists

a. Units will prepare a DD Form 1750 for each container and military-owned demountable container MILVAN or vehicle in which general cargo is shipped. The packing list will identify the items in the container. Units will ensure they identify hazardous cargo on a Shippers Declaration of Dangerous Goods (SDDG).

b. The following are exceptions to the policy in a above:

(1) Classified shipments will not have packing lists attached to the outside of the container.

(2) Items such as small arms and maps will not have packing lists attached to the outside of the container when the nature of the contents should not be known.

(3) Communications security equipment and MUST equipment will not have packing lists on the outside of the container.

E-8. Documentation

Shipments require proper documentation. Units will use TC-AIMS II to identify equipment being shipped by rail to the MCT. The MCT will use the TC-AIMS II printout to prepare rail movement requests for Korean Rail (KORAIL). These lists will be accurate; the MCT uses the list to order railcars and to obtain the rail routing clearances.

Appendix F

Seaport of Embarkation (SPOE) Support

F-1. Concept Of Operations

a. A sea movement operation involves transporting units and equipment across an ocean. Movement by other modes of transportation may proceed or follow sea movement.

b. Any combination of task organizations may conduct sea movements. The operation may include a unified command, a subordinate unified command, or a joint task force. Planning will include providing forces to support staging and loading. Continuous coordination between the transported units, the transporting units, and other support activities is necessary.

F-2. Control and Coordination

Sea movement requires close control of participating units and close coordination of the many interservice activities. The unit commander has initial control of the deploying units resources. Control is passed to the SDDC terminal commander at the seaport. The unit commander resumes control of the resources at the arrival seaport, when the terminal commander releases control. The SDDC terminal commander will establish an operations center at the departure and arrival seaports. The SDDC terminal operations center will—

- a. Provide a means for control and operations.
- b. Provide a jointly staffed facility for exchanging information about the movement.
- c. Receive information affecting loading and offloading. Each of the principal representatives in the operations center will have continuous communications with the activities of their respective organizations.

F-3. Responsibilities

a. The Commander, 8th Army will—

(1) Task 19th ESC to provide PSA support once SDDC identifies the requirement and seaport.

(2) Task KORO to provide life support.

(3) Task deploying units to provide driver and maintenance support OPCON at the SPOE as determined by the PSA.

b. The 19th ESC will develop a memorandum of understanding (MOU) with SDDC to identify support requirements (for example, drivers and mechanics) and define responsibilities for the PSA.

c. Deploying Unit will –

(1) Provide driver and maintenance support at the SPOE OPCON to the PSA.

(2) Operate unit-unique equipment.

d. The Commander, SDDC, (837th Transportation Battalion, Pier 8, Busan) will -

- (1) Perform all Single Port Management (SPM) functions for the KTO.
- (2) Designate seaports of embarkation/debarkation and issue appropriate deploying unit port call messages.
- (3) Provide 8th Army G4 Transportation Division and supported commanders an information copy of the port call messages issued to units scheduled to deploy through assigned seaports.
- (4) Prioritize call forward of unit equipment in conjunction with the vessel pre-stow and equipment staging plan.
- (5) Coordinate size and required functions of the PSA with deploying and supporting units and assume OPCON of the PSA upon arrival to the port.
- (6) Perform terrain management functions at Pier 8 and any other port being used for exercises or deployments.
- (7) Transmit Worldwide Port System (WPS) manifest to GTN within 24 hours of completion of vessel operations.

Appendix G Aerial Port Operations

G-1. Concept of Operations

a. Air movement—

(1) Involves air transport of units and equipment.

(2) Covers related technical and administrative movements.

b. Any combination of task organizations may conduct air movements. The operation may include a unified command, a joint task force, or a subordinate unified command. Planning will include provisions of forces to support staging and loading.

G-2. Control And Coordination

a. Continuous coordination between the transported units, the transporting units, and other supporting activities is necessary. Air movement requires close control of participating units and close coordination of the many interservice activities.

b. 7th Air Force has overall control of airlift and the departure/arrival airfields. The deploying unit's resources are initially under the control of the unit commander. The departure airfield control group will assume control of the unit resources at the Army alert holding area. The Air Force assumes control at the loading ramp area ready line. Control is returned to the unit commander at the arrival airfield when the arrival airfield control group (AACG) releases control.

c. The Air Force may establish an Air Operations Center (AOC) at both departure and arrival airfields depending on the scope of the mission. The AOC is a jointly-staffed facility for exchanging information about the movement. Information affecting loading and offloading operations will be funneled through the AOC. Each of the principal representatives in the AOC will have continuous communications with the activities of their respective organizations.

G-3. Mission and Functions

a. Arrival and Departure Airfield Control Groups (A/DACGs) are U.S. Army assets designed to expedite the process of moving Army forces and equipment using USAF airlift. They will—

(1) Coordinate and control loading and offloading of units for deployment or redeployment. Personnel and equipment resources come from units or activities that are not required to go with the transported force. The A/DACG will be in place before the first deploying unit arrives.

(2) Provide essential support for deploying units. Each group will include a command and operations element and other administrative and support personnel, as determined by the size and scope of the operation. The A/DACG is the Army's liaison with the Air Force at the airfield. Commanders of units that have a directed or implied contingency mission involving air movement will continuously identify, maintain, and train personnel who will staff the A/DACG. This training ensures responsibilities can be met at short notice. When possible, A/DACGs will survey marshalling areas to provide current and accurate information on available facilities and support.

b. Airlift Control Element (ALCE). The ALCE—

- (1) Is an element of the Air Force command and control system.
- (2) Is employed at departure and arrival airfields.
- (3) Plans airlift control operations and controls, coordinates, and reports airlift operations.
- (4) Maintains OPCON over Air Force airlift units and airlift aircraft participating in operations at ALCE sites.
- (5) Coordinates Air Force operational aspects of the airlift mission.
- (6) Is responsible for—
 - (a) Aeromedical evacuation.
 - (b) Aircraft marshalling.
 - (c) Aircraft movement control.
 - (d) Communications.
 - (e) Technical supervision of loading and offloading operations.
- (7) Provides continuous liaison with interested agencies to ensure the operation is proceeding according to plans.

c. Unit Liaison Team. The unit liaison team—

- (1) Is established by the unit commander to keep the commander of the transported unit informed of the current situation and activities at the airfield. The A/DACG and the unit movement officer will coordinate to determine the composition, position, and size of the liaison team.
- (2) Represents the unit commander at the airfield and assists the commander of the A/DACG.

G-4. Planning and Preparation

The deploying unit commander and supporting forces require extensive detailed information to prepare for an airlift operation. 8th Army G4 Trans will coordinate with the 19th ESC DMC, Mobility Section and Air Mobility Liaison Officer to ensure the flight schedule and operation orders are provided to the developing unit; and ensure units have arranged for transportation to APOEs.

Appendix H Unit Movement Plan

Section I. Introduction

H-1. General

This appendix provides UMOs information for developing a UMP. UMOs will use the format of the sample UMP in figure I-1 to prepare their UMP.

H-2. UMP Concept

a. UMOs will prepare UMP—

(1) To execute armistice and contingency moves.

(2) After considering operational and logistic requirements. The UMP will incorporate coordination responses from as many elements as possible.

b. When a unit is included in the troop load list, only the modes of transportation required will be addressed in the UMP.

c. A UMP defines UMD that will be reported to the TC-AIMS II host. UMD helps develop task organizations and identify logistic requirements in contingencies. UMD is used to order transportation for unit moves. The United States Transportation Command will use the JOPES to find sources to meet transportation requirements for operation orders and operation plans.

H-3. Loading Teams

Loading teams are responsible for loading aircraft, railcars, and trucks.

H-4. Convoy Procedures

AK Reg 350-4 defines convoy procedures in the KTO.

H-5. Unitization Of Unit Cargo

Unit cargo will be carefully packed and protected. Bulk cargo requirements (for example, authorized stockage list, prescribed load list, unit supplies) will be configured for safe movement of the cargo and packed to maximize use of available space. Items that can be moved safely on a warehouse pallet will be palletized. Items that must be containerized will be planned for that type of move. Vehicle load placement will be planned and executed on organic vehicles using locally produced vehicle load cards. Units will use DD Form 1750 (Packing List) to maintain proper accountability of items.

H-6. Blocking, Bracing, Packing, Crating, and Tiedown Material

The UMO will plan, as far in advance as possible, for BBPCT material required to unitize unit cargo. Materials needed can be found using FM 38-701(Packaging of Material). UMOs will use normal supply channels to order BBPCT material not on hand when the unit is alerted to deploy. The UMO will determine the—

a. Number of pallets required to palletize equipment.

b. Number of boxes required, by size and type, to pack equipment.

c. Amount of banding material required to band boxes and items.

d. Requirement for shoring material, 463L pallets, and restraining devices, if the unit is deploying by air.

H-7. Notification Hour (N-HOUR) Sequence of Events

The N-hour sequence of events is shown in a graph in the UMP. This graph identifies for the commander and UMO the sequence of events and the timeline of when these events should occur.

Unit Movement Plan 1-94

HQ, 3-3 Field Artillery Unit or community mailroom number APO AE 09xxx REFERENCE:
Operation Plan 4122 TASK ORGANIZATION: HQ BTRY A BTRY B BTRY C BTRY SVC BTRY

1. Situation

- a. Enemy Forces: Current intelligence summary.
- b. Friendly Forces: Task organizations.
- c. Assumptions:
 - (1) Unit equipment will meet -10/-20 standards.
 - (2) Unit personnel will be available for movement.

2. Mission

On order, move to a designated theater of operations.

3. Execution

- a. Concept of operations

(1) The deployment order will be sent through command channels to the unit. The N-hour sequence begins on receipt of the deployment order.

(2) Within 2 hours of receiving the movement order, unit personnel will assemble at the unit and begin movement preparations.

(a) On receiving a port call, the unit will submit transportation and convoy clearance requests to the unit's servicing MCT to order railcars or convoy clearances.

(b) On receiving an air movement order, the UMO will arrange to move personnel to the aerial port of departure. If the aerial port is beyond the unit's organic transport capability, the UMO will arrange movement with the unit's servicing MCT to move personnel and equipment to the aerial port.

b. The UMO will order BBPCT for the unit. The UMO will ensure unit equipment is prepared for shipment while the unit awaits receipt of the port call message.

4. Service Support

a. Supply. (Address only the classes of supply that pertain to moving to the aerial and seaports of departure.)

(1) Class 1. See Annex B.

(2) Class 2. See Annex C.

(3) Class 3. See Annex D.

Figure H-1. Sample Unit Movement Plan

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- (4) Class 4. See Annex E.
 - (5) Class 5. See Annex F.
 - (6) Class 7. See Annex G.
 - (7) Class 8. See Annex H.
 - (8) Class 9. See Annex I.
- b. Maintenance.
 - (1) Pre-movement Support Requirements. See Annex J.
 - (2) Enroute Support Requirements. See Annex K.
 - c. Transportation.
 - (1) Air. See Annex L.
 - (2) Convoy. See Annex M.
 - (3) Rail. See Annex N.
 - (4) Unit Movement Data. See Annex O.
 - d. Procurement. See Annex A.
 - e. Facilities. See Annex Q.
 - f. Personnel.
 - (1) Personnel. Current Standard Installation/2UEx Personnel System.
 - (2) Morale.
 - (3) Maintenance of Law, Order, and Discipline.
 - g. Other. Add any other information that applies to the plan.
 - (1) Points of Contact. See Annex R.
 - (2) Other. See Annex S.

5. Command and Signal

- a. Command.
- b. Signal. Current communications-electronics operation instructions.
- c. N-Hour Sequence. See Annex T.

Figure H-1. Sample Unit Movement Plan (Cont')

Annexes

There are 20 ANNEXES (Only use annexes that apply)

Annex A - Procurement

Annex B - Class I

Appendix 1 - Movement Menu

Annex C - Class II

Appendix 1 - Organizational Clothing, Individual Equipment (OCIE) Requirements

Annex D - Class III

Appendix 1 - Packaged Products Requirements

Appendix 2 - Bulk Requirements

TAB A - Motor Fuels

TAB B - Aviation Fuels

Annex E - BBPCT Material Requirements

Annex F - Class V

Annex G - Class VII

Annex H - Class VIII

Annex I - Class IX

Annex J – Pre-movement Support Requirements

Annex K - Enroute Support Requirements

Appendix 1 - Coordination for Maintenance Requirements

Appendix 2 - Preventive Maintenance Checks and Services During Operation

Requirements

Annex L - Air Transportation

Appendix 1 - Aircraft Commander Standard Operating Procedures (SOP).

Appendix 2 - Load Team SOP

Appendix 3 - Shoring Material Requirements

Appendix 4 - 463L Pallet Requirements

Appendix 5 - Aircraft Loading Plan

Annex M - Convoy Requirements

Appendix 1 – CHQ Form 25EK Requests

Appendix 2 - Driver Strip maps

Appendix 3 – Pre-brief Requirements

Annex N - Rail Movements

Appendix 1 - Security Guard SOP

Appendix 2 - Load Team SOP

Appendix 3 - Load Plans

Annex O - Unit Movement Data

Annex P - Not used

Annex Q - Facilities

Annex R - Points of Contact

Annex S - Safety

Annex T - N-Hour Sequence

Annex U - Appointment Orders

Figure H-1. Sample Unit Movement Plan (Cont')

Appendix I Military Shipping Labels and Radio Frequency Identification (RFID) Tags

I-1. Introduction

Unit equipment and sustainment cargo, (such as vehicles, containers, and 463L pallets), moving in a force projection operation should be labeled and tagged with data storage devices. This appendix describes labeling requirements and provides a set of checks to assist organizations in applying data storage devices to equipment. If applied properly these devices can be efficiently utilized throughout the mobilization, deployment, redeployment, and demobilization (MDRD) process to automatically collect and report supply and ITV data.

I-2. Established Requirements

Current Army guidance only addresses attaching military shipping labels to equipment and containers. There are no standards for attaching RFID tags. Current requirements are—

- a. All containers will display two military shipping labels. One label is placed on a container door and the other on the adjacent side. (See figure I-1 below for an example of where to attach MSLs to container shipments.)

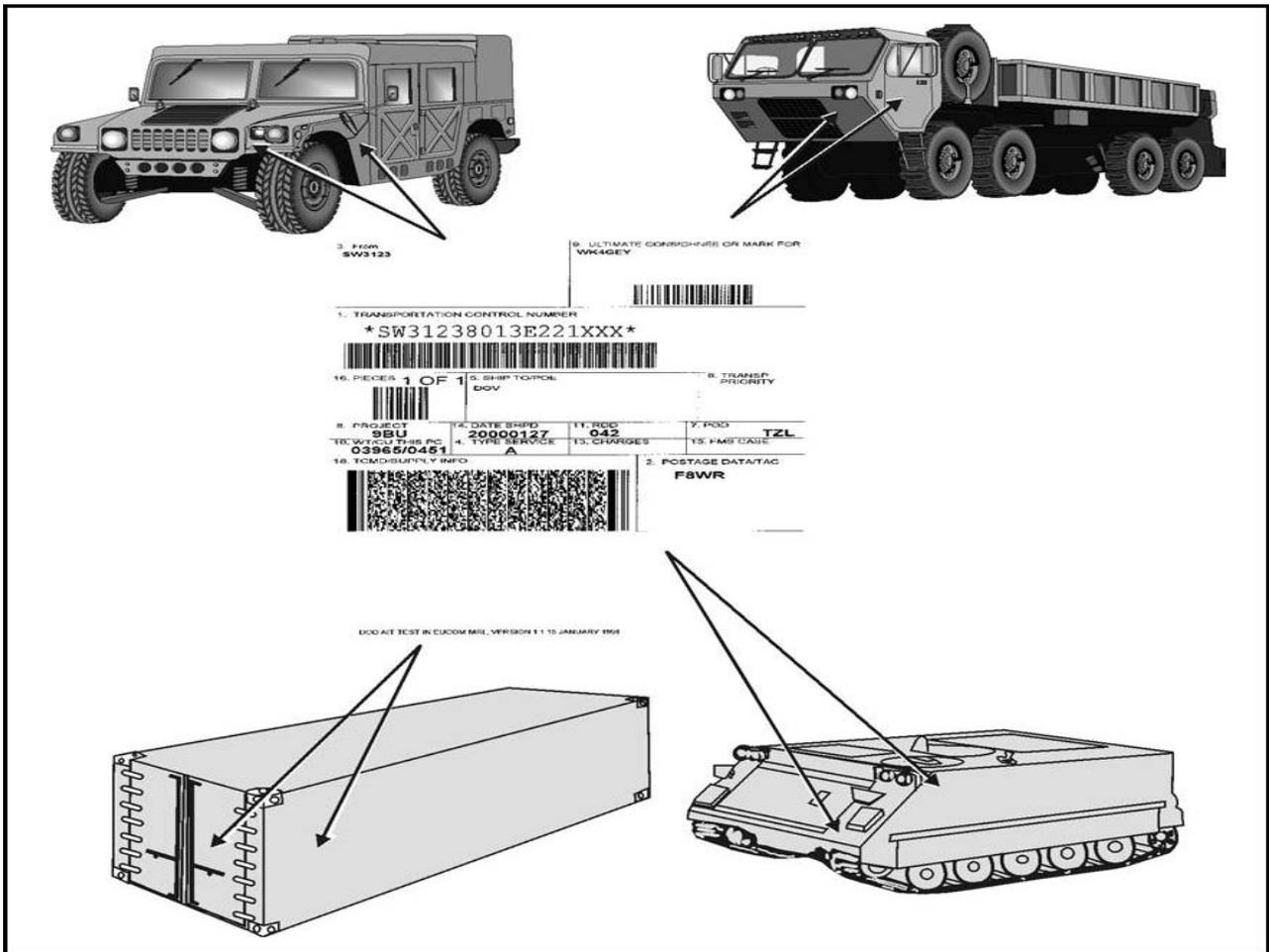


Figure I-1, Placement of the MSL on Rolling Stock and Containers

b. For vehicles, one label will be attached to the left front bumper (driver's side), and the other label will be placed.

I-3. Additional Considerations

The information that is passed to GTN and other Automated Information Systems (AIS) from the source AIS must be the same information that is on the data storage device. If changes occur to source data prior to movement, the AIS (TC-AIMS II) must be updated and new data storage devices (MSLs and RFID tags) produced and affixed to the equipment. The following two sections provide considerations and guidelines for AIT data storage device use on unit equipment and cargo. The UMO or other designated representative will be responsible for ensuring that AIT data storage devices are properly produced and attached to unit equipment.

I-4. Military Shipping Labels

The following general guidelines should be considered when working with, and attaching MSLs to unit equipment:

a. Whenever possible, use Mylar MSLs. They are more resistant to damage by the weather. If paper MSLs are used, ensure they are laminated or otherwise protected from the elements. Ensure the label can still be scanned through the lamination or protective material. Ensure that every piece of equipment on the UDL has two military shipping labels produced and attached.

b. Ensure all required data fields are filled out correctly before printing the labels.

c. After producing the MSLs, scan the bar codes to ensure they are readable and accurate.

d. Ensure the correct MSLs are attached to the proper piece of equipment in such a manner to reasonably ensure they will not be lost or destroyed during transit.

e. When attaching MSLs, ensure the surface area where the label will be attached is clean. This allows the adhesive on the label to stick.

f. After attaching the MSLs, visually check to ensure they are properly attached and were not damaged during placement on the equipment. Scan the bar codes to ensure that the correct MSLs are on the correct piece of equipment.

g. For items that do not possess the physical characteristics of the equipment in paragraph I-1, follow these general guidelines when attaching MSLs.

h. For equipment without bumpers or doors, attach the MSL in a similar position (left front and left side). Ensure the labels can be easily found by individuals that need to scan the data at the various transit locations.

i. Do not attach the label to a part of the equipment that may be removed and packed separately during the movement. (For example, do not attach an MSL to the driver's door of a soft-top high mobility multipurpose wheeled vehicle (HMMWV) if the door will be removed and packed before loading strategic transportation.)

j. Attach MSLs to 463L pallets and other multipacks the same as containers. Place MSLs on one end and on the adjacent side at the same end of the multipack or pallet.

k. Do not mark on the code 3-of-9 or portable data file (PDF)-417 symbology on the MSLs. If

local procedures require operators to physically mark the label after it has been scanned (to provide a visual check showing the bar code has been read), mark somewhere other than the symbologies. Marking over the code 3-of-9 or (PDF)-417 symbology may make the linear and 2D bar code unreadable at other transit locations.

I-5. Radio Frequency Tags

The following general guidelines should be considered when working with, and attaching RFID tags to unit equipment.

- a. When burning RFID tags, interrogate the tag after the burn to ensure that the data transferred correctly.
- b. Ensure the RFID tag is attached to the correct piece of equipment. When attaching the RFID tags to equipment, place tags in a location that reasonably assures they can be interrogated as they flow through the movement process with the piece of equipment. The RFID tags must be on the outside of the piece of equipment.
- c. Develop a method to attach the RFID tags so that they will not be lost or damaged in shipment. Plastic 'zip' strips, nylon strips, or magnetic holders have worked well in previous operations. (Note: previous operations have shown that the plastic strips are not as durable as the nylon strips.) Tie down both the top and the bottom of the tag so that it will not bounce and be damaged during movement. When attaching the newer 410 tag to containers, mount them on the shipment, right side near the top. Ensure that the RFID tag is mounted between the ribs in an indentation. When attaching the older Seal Tag II RFID tags, use the nylon strips and mount them to the front door. When attaching RFID tags to vehicles tie the tag to the top of the grill, using two long nylon strips to attach the device ensures the tag will not bounce or be lost during transit.
- d. Attach RFID tags on 463L pallet netting using nylon strips. Put the tag near the MSL. When attaching RFID tags on other equipment, mount the tag so that it can easily be read, but not damaged. Use nylon or plastic strips to attach the tag.
- e. Do not drill holes in equipment without prior approval from the owners. (In previous operations, organizations have created brackets to attach RFID tags to containers. Mounting the brackets required drilling holes in the commercial containers. As prior approval to drill the holes was not obtained from the container owner, DOD paid for the damage.)
- f. Verify the battery life of RFID tags. If the battery power is low, replace the batteries. RFID tags with low battery power will not operate properly and will not respond to interrogator 'wake up' calls. The process of checking RFID tag batteries, as equipment and sustainment supplies flow through the force projection pipeline, will require advanced planning. For example, the newer 410 tag has two mounting holes (one at the top and one at the bottom). When the tag is attached to a vehicle, for example an M923 5-ton cargo truck, zip strips are used to fasten the top and bottom of the tag to the front grill of the truck. In order to turn the tag over and replace the batteries at least one of the zip strips will have to be cut or broken. Procedures must be in place so that the individual checking tag batteries can quickly and easily break the zip strip, replace the batteries, and then replace the zip strip ensuring that the tag is once again securely fastened to the vehicle. If only one end of the tag is fastened to the vehicle, the tag will bounce around during movement and may be damaged or lost.

Glossary

Section I. Abbreviations

A/DACG	Arrival and Departure Airfield Control Groups
ALCE	Airlift Control Element
AMC	Air Mobility Command
AOC	Air Operations Center
APOE	Aerial Port of Embarkation
BBPCT	Blocking, Bracing, Packing, Crating and Tiedown
CAT	Crisis Action Team
CONPLAN	Concept Plan
CONUS	Continental United States
8th Army	Eighth United States Army
GTN	Global Transportation System
HQ	Headquarters
HS	Home Station
IAW	In accordance With
IMA	Installation Management Agency
JOPEs	Joint Operations Planning and Execution System
KTO	Korean Theater of Operations
MCT	Movement Control Team
MHE	Movement Handling Equipment
MILVAN	Military-Owned Demountable Container
MSL	Military Shipping Label
MSC	Major Subordinate Commands
NCOIC	Noncommissioned Officer in Charge
OEL	Organizational Equipment List

OIC	Officer in Charge
OPCON	Operational Control
OPLAN	Operational Plan
OVE	Organizational Vehicle Equipment
PSA	Port Support Activity
RFID	Radio Frequency Identification
SA/DBA	System Administrator/Database Administrator
SDDC	Surface Deployment Distribution Command
SPOE	Seaport of Embarkation
TC-AIMS II	Transportation Coordinators-Automated Information for Movement System II
DC	Type Data Code
TEA	Transportation Engineering Agency
TSC	Theater Support Command
UIC	Unit Identification Code
UMD	Unit Movement Data
UMO	Unit Movement Officer
UMP	Unit Movement Plan

Section II. Terms

Bulk cargo

Cargo that is—

- a. Not containerized, palletized, or utilized.
- b. Made up of individual shipment unit dimensions less than 104 by 84 by 96 inches.
- c. Not classified by the Interstate Commerce Commission as dangerous and hazardous or security classified.
- d. Also known as general cargo.

Shipping configuration

The manner in which an item is prepared for shipment.

Significant change

As applied to unit movement date, a change that materially affects the movement requirement. Changes to the destination of the movement will affect the movement requirement. Also, changes in

the number of passengers or the dimensions of cargo will increase or decrease the need for transportation equipment (aircraft, buses, cars, rail, and trucks) and will effect the movement requirements.

Supercargo

Personnel who accompany cargo on board a ship to accomplish enroute maintenance and security.

Unit movement data

A detailed listing and summary of unit-related information describing passenger and cargo movement requirements

Unitize

Shipping pieces of related equipment that must travel together.