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Regulation 55-355

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Transportation and Travel
KOREA TRAFFIC MANAGEMENT

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For the Commanding General:

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Summary. This regulation establishes Armistice policies and responsibilities for the management of cargo and personnel movements within the Republic of Korea (ROK) via all modes of military and commercial transportation. See Combined Forces Command (CFC) Logistics Policies and Procedures (LP&P) and the Combined Transportation Movements Center (CTMC) SOP for contingency transportation procedures.

Applicability. This regulation applies to all United States Forces Korea (USFK) personnel, component commands, Defense Agencies, and units deploying to Korea for exercises. It does not prescribe policies or procedures for the management and use of non-tactical vehicles (See Army Regulation 58-1); individual passenger travel outside of Korea (See Joint Federal Travel Regulation (JFTR) and DOD Reg. 4500.9-R Part I (Defense Transportation Regulation (DTR))), or the movement of personal property and related services (See AR 55-71, Eighth Army Supplement 1 to AR 55-71, and DTR Part VI).

Forms. USFK forms are available at <http://8tharmy.korea.army.mil>.

Supplementation. Issue of further supplements to this regulation by subordinate commands is authorized as required. Provide two copies of such supplements to Eighth United States Army (Eighth Army), (EAGD-T), Unit #15236, APO AP 96205-5237.

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. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Eighth Army, (EAGD-T), Unit #15236, APO AP 96205-5236. This publication is available electronically on the Eighth Army website at <http://www-eusa-7.korea.army.mil/publications/prmwebapplication/prmframeset.htm>

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Section I

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Definitions and Terms

**Section I
GENERAL**

1. PURPOSE. This regulation establishes Armistice/Peacetime policies and responsibilities for the management of cargo and personnel movements within the ROK via all modes of military and commercial transportation. See CFC LP&P and the CTMC SOP for contingency transportation procedures.

2. REFERENCES. Related publications and required forms are listed in Appendix A.

3. EXPLANATION OF ABBREVIATIONS AND TERMS. Abbreviations and terms used in this regulation are explained in the glossary located at the end of this regulation.

4. RESPONSIBILITIES. Within Korea, USFK designates Eighth Army as the executive agent for theater transportation and traffic management.

a. Transportation Division, Assistant Chief of Staff (ACS), G4 , Eighth Army, will--

(1) Exercise staff supervision over this regulation.

(2) Develop policies and procedures for the movement of DOD-sponsored cargo and personnel within Korea.

(3) Supervise the implementation of policies and procedures related to movement of cargo and personnel.

(4) Exercise staff proponency for all actions associated with transportation and traffic management, including transportation activities, assets, documentation, and cargo security.

(5) Exercise staff supervision for the use of Eighth Army second destination transportation (SDT) (BA42) funds.

(6) Provide USFK and Eighth Army guidance to the 837th Transportation Battalion (Trans Bn), Busan, concerning ocean terminal operations in Korea.

(7) Exercise tasking authority of theater CULT assets and manager of theater transportation and traffic management operations.

b. 19th Theater Support Command will establish policies and procedures of sufficient detail to accomplish the following:

(1) Operate highway line-haul services using organic military assets or contracted assets within area boundaries.

(2) Provide local haul/local drayage services in and around installations within area boundaries.

(3) Provide movement control services for USFK.

(4) Receive transportation requests from TOs and determine the mode of shipment.

- (5) Arrange for all line-haul common carrier service for the movement of cargo and personnel within Korea.
- (6) Manage surface and air movements based on priority and required delivery date (RDD).
- (7) Exercise commitment authority over military line-haul assets within the theater to transport DOD-sponsored cargo.
- (8) Request commercial transportation contracts and provide contracting officer's representative services as required.
- (9) Manage SDT (BA42) funds for payment of contracted transportation in Korea.
- (10) Monitor contractor activities to ensure compliance with regulations and contracts, and the prudent use of transportation funds.
- (11) Apply appropriate transportation internal control measures.
- (12) Establish movement control operations at air terminals where mission requirements exist.
- (13) Coordinate claims for cargo loss or damage with the United States Army Contracting Command Korea (USACCK) against contracted carriers.
- (14) Operate, manage, and maintain the U.S. owned railcar fleet.
- (15) Act as USFK representative to the Korea Railroad (KORAIL) for all rail movements and facilities coordination.
- (16) Supervise using units in the staging, loading, blocking and bracing, and unloading of equipment.
- (17) Act as the Container Control Activity (CCA) and manage container procedures for USFK.
- (18) Coordinate with other USFK subordinate commands to ensure mission accomplishment.
- (19) Manage the receipt and discharge of supplies and equipment to ensure efficient use of transportation assets, containers, and 463L pallets.
- (20) Ensure appointed transportation representatives comply with this regulation and any supplemental transportation management instructions issued by Commander, 19th Theater Support Command (TSC).
- (21) Submit reports in accordance with (IAW) Section 11 of this regulation.

c. The Commander, 837th Trans Bn will--

- (1) Receive mission tasking and guidance from 599th Transportation Group.

(2) Provide units with shipping cost estimates using the SDDC USC. USC is container door to door delivery service.

(3) Act as the single point of contact for terminal operation with the carrier. Monitor ocean carrier performance and coordinate execution of contract requirements by the carrier.

(4) Monitor terminal operations and coordinate terminal activities within the theater.

(5) Coordinate with the 19th TSC for onward movement of military vans (MILVAN), SDDC container agreements (leased containers), and DOD cargo.

(6) Coordinate with 19th TSC for consignee notification of USC delivered containers/cargo.

(7) Provide U.S. common user water terminal and related services in Korea.

(8) Acts as the Ocean Cargo Clearance Authority (OCCA) IAW SDDC Reg 55-67, SDDC Reg 56-69, and DOD 4500.9-R part II.

(9) Comply with this regulation and any supplemental transportation management instructions issued by Commander, 19th TSC.

(10) Coordinate with USFK subordinate commands to ensure mission execution and activity reporting is timely, efficient, and accurate.

d. 7th U.S. Air Force (AF) will--

(1) Provide transportation services within its area of responsibility through the Traffic Management Office (TMO).

(2) Ensure proper use of assigned/contracted transportation assets.

(3) Coordinate with the 19th TSC for onward movement of DOD cargo.

(4) Comply with this regulation and any supplemental traffic management instructions issued by Commander, 19th TSC.

(5) Manage the receipt and discharge of supplies and equipment to ensure efficient use of transportation assets, containers, and 463L pallets.

(6) Submit reports IAW Section 11 of this regulation.

e. Defense Distribution Depot Korea (Defense Logistics Agency) will ---

(1) Provide distribution services within its area of responsibility through the TMO.

(2) Ensure proper use of assigned/contracted transportation assets.

(3) Coordinate with 19th TSC, 837th Trans Bn, and 731st Air Mobility Squadron (AMS) for onward movement of DOD cargo.

(4) Comply with this regulation and any supplemental traffic management instructions issued by Commander, 19th TSC.

(5) Manage the receipt and discharge of supplies and equipment to ensure efficient use of transportation assets, containers, and 463L pallets.

(6) Provide distribution of DLA owned material all DOD activities within Korea.

(7) Provide units with shipping cost estimates as required.

(8) Coordinate distribution services with other DLA agencies as required.

(9) Direct shipments to consignees are the preferred method of distribution.

(10) Authorized to contract for commercial carriers through USACCK, if required to pay for commercial transportation.

f. Major Subordinate Commands (MSCs), to include Service components, commanders of assigned units reporting directly to USFK or Eighth Army, Defense Agencies, and commanders of units that originate or receive shipments of DOD-sponsored cargo will--

(1) Ensure appointed transportation representatives comply with this regulation and any supplemental transportation management instructions issued by Commander, 19th TSC.

(2) Ensure adequate reception capability is available to receive and off-load inbound cargo shipments.

(3) Use organic transportation to meet local haul movement requirements, within unit capability.

(4) Coordinate and arrange required material handling equipment (MHE), blocking, bracing, and tie-down supplies, less unit moves by rail.

(5) Manage the receipt and discharge of supplies and equipment to ensure efficient use of transportation assets, containers, and 463L pallets.

(6) Submit reports IAW Section 11 of this regulation.

g. 2UEX, Division Transportation Officer (DTO) will only coordinate directly with the G4 Trans Division, Eighth Army on issues/problems 19th TSC and its subordinates cannot resolve.

(1) Manage the receipt and discharge of supplies and equipment to ensure efficient use of transportation assets, containers, and 463L pallets.

(2) Ensure appointed transportation representatives comply with this regulation and supplemental transportation management instructions issued by Commander, 19th TSC.

(3) Use organic transportation to meet local haul movement requirements, within unit capability.

(4) Submit reports IAW Section 11 of this regulation.

5. APPOINTMENT OF TRANSPORTATION OFFICER (TO).

a. Activity commanders will appoint a military member or U.S. civilian employee as TO at each activity where it is necessary to get transportation services. For Army activities, a Transportation Corps officer or transportation field civilian should be appointed as TO. The appointed TO will be a member of the activity commander's technical staff. AR 55-13 provides authority for Army appointments.

b. Activity commanders may appoint military members or civilian employees as an Acting Transportation Officer (ATO) to perform limited transportation duties.

c. A TO or ATO will be appointed--

(1) For each movement coordinating headquarters (HQ), installation, terminal, or Supply Support Activity (SSA) to obtain transportation by common use carrier.

(2) By activity commanders in the grade of O-5 or above to meet mission requirements.

(3) In writing IAW the example in Appendix B of this regulation.

d. MSCs that have activities which share facilities and require TOs, will have the largest activity appoint the TO. All other activities will have personnel appointed as transportation agents (TAs) responsible to the TO.

e. At the request of an appointed TO/ATO, activity commanders may appoint military members or civilian (U.S. or local national) employees as TAs to assist the TO. The TO/ATO is responsible for the actions of assigned TAs.

Section II COMMON USER LAND TRANSPORTATION

6. RESPONSIBILITIES.

a. Transportation Division, ACS, Eighth Army.

(1) Develops theater policy concerning use of U.S. CULT within the ROK.

(2) Assigns priorities for U.S. CULT movements and resolves conflicts.

(3) Provides staff guidance and supervision of U.S. CULT assets.

(4) Ensures procedures within this regulation are followed.

(5) Provides interpretation of Department of Transportation (DOT), DOD, ROK Defense TRANSCOM, and other regulatory guidance for use in USFK.

b. 19th TSC.

- (1) Functions as the theater U.S. CULT manager within the ROK for all component Services during Armistice.
- (2) Establishes policies and procedures for efficient use of U.S. CULT assets and services.
- (3) Makes available, operates, and maintains land transportation service for all component services, using civilian and military resources.
- (4) Reviews land traffic movement requirements of component Services and allocates military and commercial land transportation capabilities.
- (5) Operates a transportation movement release (TMR) system for common user transportation of line-haul shipments.
- (6) Coordinates with consignors and consignees to ensure timely cargo movements and to prevent unnecessary detention and demurrage charges. Coordinates closely with the 837th Trans Bn for USC containers/cargo.
- (7) Provides technical assistance as required.
- (8) Requests from USACCK contract arrangements for USFK common user transportation services by commercial carriers.
- (9) Determines military land transportation requirements and determines capabilities. Notifies Transportation Division, ACS, G4, Eighth Army of transportation resource issues.
- (10) Coordinates movement control requests with commercial transportation agencies.
- (11) Coordinates planning and requirements for the use of DOD controlled land transportation equipment and facilities.
- (12) Establishes and maintains efficient, cost-effective land transportation service within the theater.
- (13) Serves as the CCA for USFK.

7. USFK TRANSPORTATION SYSTEM.

a. Use of theater U.S. CULT.

- (1) Theater U.S. CULT consists of 121 heavy rail flat cars, the 46th Transportation Company (PLS), Korean Service Corps (KSC) HET Company (24 assigned HETs), and commercial transportation line-haul contracts. These assets are tasked by the 25th Trans Bn.
- (2) Installation and / or organic transportation assets will be used to support local movement requirements not qualifying for U.S. CULT support. Units may request additional transportation assets for requirements exceeding unit capabilities through their area Movement Control Team (MCT) by using a CMR, CHQ Form 26EK.

(3) 2UEx transportation assets from the BSB/FSC (formerly B Co., 702nd assets) are not considered theater CULT.

b. Highway clearance. Units request convoy clearance through their local MCT using a Combined Highway Clearance Request (CHCR) CHQ Form 25EK (see Section IX of this regulation). Refer to AK Reg 350-4 for convoy procedures.

8. MOVEMENT CONTROL.

a. The 19th TSC is designated as the single agency responsible for providing common use military and commercial line-haul transportation service.

b. Line-haul highway and rail movements will be coordinated through the 19th TSC's MCT or Port Movement Control Team (PMCT) servicing the origin installation.

c. The 19th TSC will consolidate requirements and determine what must be contracted. Once requirements are identified, the 19th TSC will contract all line-haul transportation services through USACCK, yearly Logistics Cost Sharing (LCS) submissions (if available), and SDT funds.

d. The 19th TSC is responsible for obtaining transportation outside a 40-mile radius or exceeding the IMA-KORO's capability.

9. OUTSIZED / OVERWEIGHT VEHICLE ESCORT PROCEDURES. All USFK units must properly coordinate outsized/overweight vehicle movement in a timely manner in order to safely move their equipment and ammunition to mitigate risk on Korean roadways.

a. Any vehicle considered outsized/overweight requires escorts. This section clarifies which outsize / overweight equipment requires MP escorts and which can be escorted with unit personnel. In addition, this section clarifies ammunition escort requirements and general guidelines for "command directed" vehicle movements requiring escorts.

(1) The following conditions / situations require escorts:

(a) Any vehicle that exceeds 44 short tons e.g., M1A1s and M88s.

(b) Any outsize vehicle i.e., any vehicle that exceeds any of the following dimensions: 18.0 meters (708 inches) in length, 2.6 meters (102 inches) in width, and 3.9 meters (154 inches) in height.

(c) Command directed. These are case-by-case based on METT-TC. For example, all of the 35th ADA Brigade's onward movement convoys from the SPOD to Gwangju Airbase were escorted per CG directive.

(d) Ammunition shipments required IAW Controlled Item Inventory Code (CIIC) and Eighth Army Reg. 700-3.

(2) Outsized / Overweight equipment is further broken down into two categories. Those that require MP escort and those that can be escorted w/ unit personnel.

(a) Appendix H: Lists Outsized equipment requiring MP escorts.

(b) Appendix I: Lists Outsized equipment requiring unit escorts.

b. USFK Subordinate Unit Responsibilities.

(1) G4 Transportation Division:

(a) When required, coordinate with ROK Defense TRANSCOM to obtain outsized/overweight movement waiver.

(b) Provide oversight of outsized/overweight movements approved by ROK Defense TRANSCOM.

(2) USFK Provost Marshall:

(a) Coordinate with MPs for escort support as needed.

(b) Provide MP convoy commander for escort required moves when a unit representative is not required, for example, when one or two commercial contracted vehicles are moving.

(c) Coordinate ammunition escort requirements when required IAW Controlled Item Inventory Code (CIIC) and Eighth Army Reg. 700-3.

(3) 19th TSC / 25th TC BN:

(a) Upon receipt of a CMR CHQ Form 26EK, coordinate for commercial contractor or military transportation unit to move the requesting unit's equipment.

(b) Coordinate with USFK Provost Marshall for MP / KNP / SP / ROK MP escorts when required.

(4) All USFK MSCs:

(a) Provide convoy commander for outsized/overweight moves that require unit escorts.

(b) Provide escorts for equipment requiring unit escorts.

c. Coordinating instructions.

(1) An MP escort can be provided from any service police (i.e., Army, Navy, AF or USMC) or ROK MP or KNP.

(2) Units will submit a CMR to their servicing MCT 72 hours prior to an outsized move that requires unit escorts (Appendix I). Submission of a CMR in less than 72 hours prior to a movement must be signed by an O-4 or above.

(3) Units will submit a CMR and an MP Escort Information Requirements Worksheet (Annex C) to the servicing MCT no later than (NLT) 10 US Government working days prior to a movement requirement for outsized vehicles that require MP escorts (Appendix H). Submission

of a CMR in less than 10 US Government working days prior to a movement must be signed by an O-4 or above.

(4) Units are responsible for coordinating with installation commanders to ensure gates are accessible for oversize equipment and/or convoys, and for coordinating gate access.

(5) The Eighth Army may direct MP escorts for certain high visibility or sensitive movements. In this case, it is the supported unit's responsibility to submit a CMR and an MP Escort Information Requirements worksheet to the servicing MCT NLT 10 U.S., working days prior to the movement.

(6) This regulation does not require any change to published convoy procedures and SOPs. Convoys or vehicles requiring MP and unit escorts will consist of a lead and trail vehicle. The unit is responsible for providing convoy placards in English and Hangul on the lead and trail convoy vehicles. The supported unit is responsible for providing placards if MP escorts are required. All convoys should have internal communications; hand held radios or cell phones are authorized.

(7) Plan outsized/overweight vehicle movement between the hours of 2300-0500. Movements outside of this timeframe, such as an Ammunition Depot / Supply Point appointment, require a request memorandum submitted to Eighth Army G4 Transportation Division, Attention Land Movement Branch (see example in Appendix K) 10 days prior to requested movement.

(8) Ammunition movements requiring MP escorts are IAW Controlled Item Inventory Code (CIIC) and Eighth Army Reg. 700-3.

(9) Escorted movements require a lead and trail vehicle.

10. SEA AND AERIAL PORT CLEARANCE.

a. Transportation for clearance of sea and aerial ports receiving inbound shipments will be coordinated by the PMCT operating the sea or aerial port. Based upon a request for movement the PMCT makes mode and carrier determination, and funds movement of all DOD sponsored shipments. The PMCT coordinates onward movement of cargo from aerial ports and works closely with the 837th Trans Bn on the distribution of USC/commercial cargo.

b. Transfer of responsibility for cargo from the service operating the port to the 19th TSC will occur when the mode operator accepts the loaded truck or railcar at the port. For rail moves, acceptance may take place at the port or at an installation railhead or staging area. The service operating the port is responsible for the proper loading, blocking and bracing of cargo, and preparation of documentation of the cargo until the transfer takes place.

c. Once transfer of responsibility for cargo takes place, the 19th TSC through its subordinate Transportation Bn, is responsible for managing the movement of the cargo to destination IAW the transportation priority (TP) and the RDD.

d. For outbound shipments moved by CULT, transfer of responsibility for the cargo takes place upon delivery to the specified location at the port and the receiving activity is notified. The receiving activity is responsible for unloading of cargo and providing complete terminal service

to accomplish delivery aboard the vessel or aircraft. This includes reception of railcars with outbound shipments.

11. SERVICE INSTALLATIONS.

a. The term installation includes posts, camps, stations, air bases, naval bases, yards, base complexes, and ports.

b. The component services are responsible for land transportation and terminal services on their installations. Local drayage and local haul transportation service are included in this responsibility.

c. Movement of cargo destined for CULT on the installation is a service responsibility until the U.S. CULT mode operator accepts the cargo. For rail moves, the acceptance may take place on the installation or at a Korea Railroad (Korail) rail facility. The service owning the installation is responsible for the proper loading blocking and bracing of cargo, and preparation of documentation of the cargo until the transfer takes place.

d. For shipments inbound to the installation moved by CULT, transfer of responsibility for the cargo takes place after the receiving activity is notified and cargo is delivered to the specified location on the installation. The receiving activity is responsible for receipt and unloading of cargo to complete the delivery expeditiously.

12. ACTIVATION OR INACTIVATION OF INSTALLATIONS.

a. When services activate or inactivate installations within the ROK, coordination must be made with USFK, KORO, and 19th TSC to modify CULT requirements.

b. Changes to commercially contracted CULT operators will be accomplished by the 19th TSC / 25th TC BN through the USACCK.

13. TRANSFER OF PERSONNEL, FACILITIES, AND EQUIPMENT FOR CULT.

a. If requested, and based on a joint recommendation from all the USFK component commands, the theater commander can make available to Eighth Army through 19th TSC as it manages the use of other service component personnel, assets, and facilities for use in military common use transportation service activities.

b. Transfer of personnel, facilities, and equipment, when necessary, will be made IAW AR 55-15/OPNAVINST 4640.3A/AFR 75-95/MCO 4600.34. All transfers of personnel will be temporary until 19th TSC is manned to assume full responsibility for CULT. Transfer of facilities or equipment may be on a permanent basis.

14. FISCAL.

a. The Eighth Army budget must be coordinated with the USFK Deputy, Assistant Chief of Staff, Resource Management (ACSRM).

b. Eighth Army will budget for military highway transportation used to support U.S. CULT. This budget will include projections for use by all DOD activities.

c. Eighth Army will also budget for Army SDT requirements.

d. Eighth Army will coordinate with USFK and submit budget requirements to the Republic of Korea Government (ROKG) as part of the LCS Program. LCS funds, if available, will be allocated to line-haul rail and highway operations. Commercial contract transportation costs not paid for with cost sharing funds must be budgeted for and paid by the Service or unit benefiting from the movement.

15. WARTIME MOVEMENTS PROGRAM (WMP). USFK Reg. 55-35 outlines the requirements for wartime movements planning and execution.

Section III FREIGHT MOVEMENTS

16. RESPONSIBILITIES.

a. Transportation Division, ACS, G4, Eighth Army.

(1) Ensures freight movement procedures within this regulation are followed.

(2) Provides interpretation of DOT, DOD, and other regulatory guidance for use in USFK.

(3) Provides guidance and resolves conflicts involving movement priorities.

(4) Tasks and prioritizes theater CULT assets.

(5) Develops and oversees policies and procedures for RFID / ITV.

b. 19th Theater Support Command.

(1) Maintains tasking authority over all theater line-haul assets.

(2) Publishes and enforces policies and procedures for the efficient movement of freight within Korea.

(3) Provides forecast cargo movement requirements to the common user mode operators as information becomes available.

(4) Operates a TMR system for common user transportation of line-haul shipments.

(5) Coordinates with consignors and consignees to ensure timely movement of freight to prevent unnecessary detention and demurrage charges.

(6) Ensures Air Lines of Communications (ALOC), less World Wide Express (WWX) commercial ALOC door to door service cargo, and Sea Lines of Communications (SLOC) identified Transportation Control and Movement Documents (TCMDs) move in a timely manner. Arranges for movement IAW established ALOC/SLOC time standards.

(7) Immediately notifies consignees of pending arrival of inbound shipments once cargo is released from a point of origin within Korea.

(8) Through subordinate Trans Bn, acts as the customer's single point of contact for all transportation requests, for all modes of transportation minus rotary aircraft.

(9) Acts as the CCA for all MILVANs and SDDC container agreements or SDDC USC containers and manage container procedures for USFK.

(10) Reports transportation discrepancies on SF 361 (Transportation Discrepancy Report) IAW DOD Reg. 4500.9-R. The SF 361 is further discussed in paragraph 11-2 of this regulation.

(11) Reports supply discrepancies on SF 364 (Report of Discrepancy) IAW AR 735-11-2/SECNAVINST 4355.18/AFR 400.54/MCO 4430.3J/DLAI 4540.55.

(12) Submits container detention report IAW Section 11 of this regulation.

(13) Maintains the RFID / ITV infrastructure. Provide technical assistance to USFK units.

c. 7th Air Force (7th AF), U.S. Naval Forces Korea (USNFK), and U.S. Marine Forces Korea (MARFORK) will--

(1) Provide local haul service by using assigned military or contracted vehicles in their areas of responsibility.

(2) Consolidate requirements and request line-haul support from the Branch Movement Control Team (BMCT) on behalf of customers not having a TO.

(3) Request BMCT support when available assets cannot fulfill local haul missions. Funding is provided by using activity for use of commercial line-haul assets used for local haul missions, except port clearance using Eighth Army SDT funds.

(4) Arrange for necessary MHE to accomplish loading and unloading of cargo and containers.

(5) Report transportation discrepancies on SF 361 (Transportation Discrepancy Report) IAW DOD Reg. 4500.9-R. The SF 361 is further discussed in paragraph 11-2 of this regulation.

(6) Report supply discrepancies on SF 364 (Report of Discrepancy) IAW AR 735-11-2/SECNAVINST 4355.18/AFR 400.54/MCO 4430.3J/DLAI 4540.55.

(7) Expeditiously discharge containerized freight to eliminate detention charges.

d. MSCs, Service Components, and Defense Agencies .

(1) Uses organic transportation to meet local haul movement requirements, within unit capability.

(2) Requests Installation Transportation Officer (ITO)/TMO/DTO support for local haul movement requirements exceeding organic capabilities.

(3) Promptly inspects each truck, van, or railcar for signs of damage or pilferage.

(4) Off-loads shipments received as promptly as possible.

(5) Provides security and weather protection for all cargo during operations.

(6) Reports transportation discrepancies on SF 361 (Transportation Discrepancy Report) IAW DOD Reg. 4500.9-R. The SF 361 is further discussed in paragraph 11-2 of this regulation.

(7) Reports supply discrepancies on SF 364 (Report of Discrepancy) IAW AR 735-11-2/SECNAVINST 4355.18/AFR 400-54/MCO 4430.3J/DLAR 4540.9.

17. GENERAL.

a. Use of Assets. Activities submit requests for movement of cargo to the local TO. The TO will fulfill local haul requirements within his capabilities. If the request exceeds the TO's capabilities, the TO will advise the requesting unit to submit their request to the local MCT.

b. Movement Priorities. Armistice movement priorities are based on time standards found in the following regulations: DOD Reg. 4500.32-R Volume I, Military Standard Transportation and Movement Procedures (MILSTAMP); USFK Reg. 700-6, (Direct Support Systems Procedures (DSS)); and this paragraph. The movement priority list determines order of movement if requirements exceed capabilities. If a shipment cannot be moved to meet consignor delivery requirements, the consignor and PMCT will consider upgrade of priority or schedule transportation when available. The following is the list of categories in order of movement priority:

- (1) Special weapons support missions.
- (2) Air Lines of Communications – Korea (ALOC-K).
- (3) Direct Support System – Korea (DSS-K).
- (4) Mail.
- (5) Weapons systems and ammunition movements.
- (6) Petroleum, oils, and lubricants (POL) movements.
- (7) Military air and military sea port clearance.
- (8) Shipments requiring TPS.
- (9) Exercise support.
- (10) Retrograde materiel and equipment.
- (11) Defense Reutilization and Marketing Office shipments.

c. Loading and Unloading of Assets. Transportation assets will be loaded and pulled on the day assets are spotted. Assets will be unloaded on the day of delivery. Exceptions must be coordinated with the origin servicing BMCT fulfilling the movement request.

d. Transportation modes available. Modes available to the 19th TSC for line-haul movement are primarily commercial highway, commercial rail, and military and commercial air (less rotary wing). The modes available to the TO for local haul are military tactical and non-tactical vehicles and contracted or leased highway assets.

e. Use of U.S. Mail. Freight shipments may be made by registered mail if U.S. Postal Service specifications are satisfied and the RDD can be met. If U.S. Postal Service cannot meet RDD requirements for small parcels, coordinate with the local BMCT to request transportation.

f. Frustrated Cargo. Frustrated cargo will be returned to the nearest supply point. Supply point personnel will coordinate with Defense Distribution Depot Korea (DDDK) or a theater commodity manager to determine disposition of frustrated cargo. Items returned to DDDK will be forwarded to the proper consignee.

g. Water or Fuel Delivery. Units requiring water or fuel support will submit requests IAW local procedures to the servicing installation activity.

h. Less-Than Truck Load (LTL) Shipments. LTL services are available through the servicing BMCT. Requests for movements that are LTL are processed the same as other movements. Line-haul and local delivery services are available, depending on origin, destination, and distance.

i. Military / Commercial Airlines of Communication (ALOC) Freight Shipments. See Section V of this regulation.

j. Transportation Account Codes (TAC). A TAC code is used in the shipping and transportation process to link movement authority, funding approval, and accounting data for shipments of cargo and personal property in the Defense Transportation System (DTS). United States Transportation Command (USTRANSCOM) administers general policies and guidelines pertaining to the TAC.

(1) A TAC consists for a four-position alphanumeric code. The first position identifies the sponsoring Military Shipper Service, DOD/non-DOD agency, or contractor who will be billed for all services incident to movements within DTS. The second, third, and fourth positions are assigned and controlled by each sponsoring Service/Agency. They are assigned to identify the appropriate fund citation, functional identity of the cargo, or commodity.

(2) Each Service/Agency is responsible for developing and maintaining its own codes. The participating Service/Agency designates an office of primary responsibility to serve as the TAC Coordinator who ensures that all codes are validated annually and updated in the Master TAC Reference Tables. These tables facilitate shippers using the correct TAC at the beginning of the shipment process.

(3) DOD shippers and TOs must ensure that all cargo and personal property movements shipped within the DTS have a valid TAC assigned. Additionally, the airlift, ocean cargo authorities must validate the TAC being used against the master TAC table prior to sending Advanced Transportation Control and Movement Documents (ATCMDs) to the port.

(4) The ODCS, G4 direct that all Army freight movement documentation cite a four character TAC in lieu of a Line of Accounting (LOA) code. Transportation Offices (TO) are

instructed to only accept TACs as the funds citation for these moves. The requirement pertains to all Fiscal Year 2004 (FY04) movements and beyond, and includes multi-modal moves both in CONUS and OCONUS. Additionally, all shipment requests must be accompanied by a funds verification document specifying the TAC to be used and its dollar value.

(5) Financial Managers (FMs) are instructed to acquire TACs for all the LOAs they control. To obtain TACs, FMs should contact HQDA, G-4 TAC administrators: Mr. Edgar Suckfiel at 703-614-4016/DSN 224-4016 (edgar.suckfiel@hqda.army.mil) or Mr. Leo Gonano at 703-614-1524/DSN 224-1524 (leo.gonano@hqda.army.mil). The HQDA, G-4 TAC administrators will advise on information required for TAC assignment.

18. MILITARY CONTROLLED CONTAINER PROCEDURES.

a. MILVANs will be assigned to units within USFK based upon recognized needs for point-to-point transportation. Other uses must be approved by AIDPMO through the 19th TSC CCA. Requests for assignment of MILVANs and exceptions to policy for other uses will be forwarded through the 19th TSC CCA to AIDPMO (email: aidpmo@logsa.army.mil). This does not apply to unit owned or controlled containers. Units who request movement of unit containers will ensure the containers are inspected and certified for shipment.

b. 19th TSC is designated as the CCA and is tasked with MILVAN control and reporting for USFK. The CCA maintains information on status and location of MILVANs in Korea and reports status to AIDPMO (email: aidpmo@logsa.army.mil), and copy furnish Eighth Army G4 Transportation Division.

c. Units assigned MILVANs will designate a Container Control Officer (CCO) who is responsible for performing spot checks for accountability and serviceability and will initiate repairs as needed.

d. To effectively control the use of MILVANs, the CCO must report MILVAN maintenance condition and location to the CCA, 19th TSC, on a monthly basis.

e. MILVANs issued on chassis must remain on chassis while assigned to a unit in order to extend container life.

f. MILVANs will be used for movement of cargo requiring TPS when directed by USFK, Eighth Army, or Commander, 19th TSC.

g. Units will inspect MILVANs every three years IAW AR 55-1 for compliance with the Convention for Safe Container (CSC) standards. Unit CCOs will arrange for required inspection and certification and report completion to the 19th TSC CCA.

h. User activities (for example, installation, depots, ports, units and supply points) are responsible for proper maintenance and repair at the organizational (user) lever while common-uses or CADS containers are in their possession. (Reference FM 55-80)

i. DOD-wide container inventories are conducted on an annual basis upon direction of the HQ, SDDC. This inventory is used to maintain the DOD ANSI/ISO container register. For the CADS fleet, this inventory will be used to verify property accounting and financial records as well as external reporting requirements. (Reference FM 55-80)

19. TRANSPORTATION OF HAZARDOUS MATERIAL AND HAZARDOUS WASTE.

a. Hazardous Materials (HAZMAT). Hazardous material is a substance or material determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. This includes, but is not limited to the following:

- (1) Explosives. Class 1.1, and 1.2 blasting agents.
- (2) Flammable, combustible, and pyrophoric liquids.
- (3) Flammable solids, oxidizers, and organic peroxides.
- (4) Corrosive materials.
- (5) Compressed gases.
- (6) Poisons. Class A and B and irritating agents.
- (7) Radioactive materials. White I label, Yellow II and III label materials.
- (8) Other regulated materials. Classes A, B, C, and D.

b. Shipments of Ammunition.

(1) Specific guidance for the movement of classes 1.1, 1.2 and 1.3 explosives and ammunition is found in Eighth Army Reg. 700-3. All ammunition shipments must comply with U.S. DOT requirements and United Nations Command performance-oriented packaging standards.

(2) All requirements for shipping ammunition between ordnance companies will be coordinated through Eighth Army, G4 Ammunition Branch and are processed through the 19th TSC Distribution Management Center (DMC). The MND will coordinate with the ROK Army Ammunition Support Command (ASC) for movement of ammunition under the Single Ammunition Logistics System - Korea (SALS-K) Agreement.

(3) Eighth Army command directed ammunition movements require MP escorts. USFK Provost Marshal Coordinate ammunition escort requirements when required IAW Controlled Item Inventory Code (CIIC) and Eighth Army Regulation 700-3.

c. Transportation Requests. Shippers must identify hazardous material/hazardous waste when requesting transportation from the 19th TSC. Identification is mandatory for notification of Korean authorities to obtain a road clearance IAW the Korean Presidential Order 51 pertaining to the ROK Waste Management Law.

d. Preparation of TCMD. Shippers of hazardous material/hazardous waste must prepare the TCMD for hazardous material and hazardous waste IAW DOD Reg. 4500.9-R DTR. All TCMDs will appropriately reflect transport of toxic or hazardous cargo.

e. TCMD Verification. The TO or qualified representative must visually inspect the TCMD for accuracy and physically inspect the load prior to being pulled. The inspector will then certify the accuracy of the TCMD by signing it over a signature block.

f. Container Inspection. Commercial and military vehicle operators will physically inspect the interior contents of containers and boxed flatbed trailers to ensure proper blocking and bracing. Upon completion of the inspection, the shipper seals the container.

g. Vehicle Loading. Shippers must properly block and brace loads. Ensure cargo is loaded, blocked, and braced IAW specified service regulations and Code of Federal Regulation (CFR) Title 49.

h. Required Documents. IAW DOD Reg. 4500.9-R DTR and other regulations, the proper HAZMAT forms will be used as directed. The shipping unit will ensure TCMDs are properly used and accompany HAZMAT shipments.

i. Labels and Placards. The shipper is responsible for proper labeling and marking of packages, and placarding of vehicles and railcars. Bilingual labels and placards are available through the Printing and Publication Center Korea, Camp Market. See Appendix E of this regulation for available listing.

j. Movement of Hazardous Waste. To the greatest extent possible, use local national contractors to transport hazardous waste from generation point to accumulation point to disposal point.

k. Movement of Radioactive Materiel. Movement of radioactive materiel will be coordinated through the USFK Radiation Safety Office for proper handling and transportation procedures.

20. RADIO FREQUENCY IDENTIFICATION (RFID) / IN-TRANSIT VISIBILITY (ITV).

a. RFID Infrastructure Requirements.

(1) All activities operating logistics nodes within the USFK AOR where RFID tagged cargo or equipment originates, terminates or transits to include but not limited to supply, distribution, and military and commercial aerial and sea ports, will have RFID read capability. Activities building air pallets, stuffing Sea commercial- or government-owned shipping container (SEAVAN) containers, or preparing unit equipment for deployment / redeployment will also have RFID write capability.

(2) Handheld RFID interrogators are highly effective tools for locating pallets and containers and identifying their contents. As a minimum, all aerial ports, seaports, distribution centers and other high volume logistics activities should acquire and use handheld interrogators to support RFID operations.

(3) Unit movements, in addition to paragraph a. above, must have active data-rich RFID tags placed on all major organizational equipment excluding self-deploying aircraft and ships.

(4) As a general rule, organizations responsible for operating logistics nodes are responsible for installing, operating and maintaining RFID capability. Some locations support

multiple logistics operations. Redundant RFID capability is not required, however sufficient capability is needed to support each activity's business process.

(5) When responsibility for operating a logistics node changes, the losing activity is responsible for coordinating with the gaining activity to ensure uninterrupted RFID operations. Upon handoff, each RFID interrogator and write station will be reregistered to reflect the correct responsible unit and POC.

(6) Organizations with base operation responsibilities will provide power and communications to support the RFID infrastructure regardless of the service requiring support.

(7) The priorities for using RFID are as follows:

- RFID read/write at all strategic/theater Aerial Ports of Debarkation (APOD)
- RFID read at all Sea Ports of Debarkation (SPOD)
- RFID read/write at tactical Forward Distribution Points (FDP) and supply activities
- RFID read at and along rail lines
- RFID read/write at unit tactical assembly areas
- RFID read/write at other logistics nodes shipping/receiving air pallets and containers
- RFID read at key secure points along main supply routes providing visibility of theater surface movements

b. RFID Tagging Requirements.

(1) All active data-rich RFID tag files will be written with content level detail (level 6) to the National Stock Number (NSN) /noun, nomenclature level in accordance with approved formats. For unit movements, if the Unit Line Number (ULN) is not part of the Transportation Control Number (TCN) the ULN must be included in the free text field of the RFID tag.

(2) All sustainment, unit movement, ammunition, and prepositioned material and supply freight containers (e.g. 20/40 foot SEAVAN containers, large repairable component containers, major assembly containers, Class VII items, 463L air pallets and pallet trains / married pallets) moving to / from / within the USFK AOR must have active data-rich RFID tags with full content level detail applied at point of origin by all activities (including vendors) stuffing containers or building air pallets. Additional tagging requirements are addressed below. In theater shipping activities are responsible for placing RFID tags on pallets / containers moving on trucks and trains. For line haul deliveries one RF Tag per stop / Department of Defense Activity Address Code (DODAAC) is needed.

(3) Unit movements, in addition to paragraph b. (1) above, must have active data-rich RFID tags placed on all major organizational equipment excluding self-deploying aircraft and ships.

(4) Containers and pallets reconfigured at in-transit nodes must have RFID tags updated to accurately reflect amended contents by the organization making the change.

c. Transmission of all RFID data (data written to a tag or RFID interrogators recording the passage of tagged shipments) will be sent to the servicing RFID server for further transmission to GTN and other asset visibility systems. The USFK ITV server (operated by Product Manager-Automatic Identification Technology (PM-AIT)/UNYSIS) supports activities within the USFK AOR. The transmission must be in accordance with established I TV data timeliness guidelines in Joint Pub 4-01.4 and DOD Pub 4500.9-R: Unit strategic movements and sustainment airlift within one hour; theater surface movement of sustainment within two hours; sustainment sealift within four hours.

d. Funding is the responsibility of activities consolidating or reconfiguring cargo on air pallets, in SEAVAN containers, or preparing unit equipment for movement to procure and maintain sufficient quantities of RFID equipment (to include but not limited to interrogators, write stations, tags, batteries, tag brackets) to support required operations.

(1) The cost of implementing and operating RFID technology is considered a normal cost of transportation and logistics and as such will be funded using routine operations and maintenance (O&M) funds. In those cases where working capital fund activities provide the support, activities will use working capital fund cost authority. If the originating activity is vendor/contractor operated, it is the responsibility of the procuring/contracting activity to provide and maintain sufficient RFID equipment to support required RFID operations.

(2) All RFID equipment (less tags, batteries and brackets) for use in the USFK AOR and RFID Field Service Engineer (FSE) support must be procured through PM-AIT. This will ensure all RFID equipment/software is compatible with existing theater infrastructure. RFID tags and brackets may be procured through PM-AIT or ordered from DLA.

e. Components will adhere to service-specific procedures concerning the retrograde and accountability of RFID tags. As a general rule, components will ensure old manifest data is removed from the tags, then turn excess tags in to their respective FDP that receive and ship cargo using RFID tags. FDPs will take the following actions when they receive the tags to ensure proper distribution back into the supply system for reuse.

(1) Remove and collect tags affixed to commercial shipping containers, 463L pallets, commercial vans, boxes and drums. Prepare tags for retrograde by inverting the battery to deactivate it for future use.

(2) Do not remove RFID tags that are affixed to military vehicles, MILVANs, and Internal Slingable Units (ISU). These tags are considered a component of that equipment.

(3) Return excess RFID tags to the DDDK. Ship the RF tags to Commander, DDDK, Unit 15758, ATTN: DDDK-T, APO, AP 96260-5759. The following statement will be placed on the side of the shipping package: "This package contains non-regulated lithium batteries."

(4) DDDK in coordination with 19th TSC and J4/G4 Transportation will ensure an adequate on-hand supply of RFID tags in the KTO prior to returning any excess tags back to Defense Depot San Joaquin.

21. WRITING INDIVIDUAL RF TAGS. Note: Use these procedures when no data input files are available.

a. Preparing the data for writing the tag.

- (1) Click the application TIPS WRITE 3 icon on your desktop.
- (2) Click YES at the message concerning the docking station or the interrogator.
- (3) Close the message concerning the tag status.
- (4) Click SHIPMENT on the top pull down menu.
- (5) Click NEW and then click SUSTAINMENT

Note: Current References for Port Codes

http://www.transcom.mil/j5/pt/dtrpart2/dtr_part_ii_app_cc.pdf (for air port codes)

http://www.transcom.mil/j5/pt/dtrpart2/dtr_part_ii_app_nn.pdf (for water port codes)

(Scroll to appendix MM)

(6) Fill in a TCN by following the Shipping label information (reference DOD 4500.32-R Ch 6 Appendix C).

(a) The following is the standard sustainment TCN format:

Positions 1-14 - Enter the 14 position Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisition document number. If the shipment unit contains multiple requisitions, use any of the document numbers, but ensure the earliest RDD (if any) is reflected on the shipment label (DD Form 1387) and Transportation Control and Management Document (TCMD) (DD Form 1384).

Position 15 - Enter the Suffix code; if none, enter X.

Position 16 - Enter Partial shipment codes (see paragraph 11 this appendix).

Position 17 - Enter Split shipment codes (see paragraph 11 this appendix).

(b) The following is how to construct a deployment TCN:

Position 1 - Service code. A=Army, M=Marines, N=Navy F=Air Force

Position 2-7 - 6 Digit UIC

Position 8-9 - Service Use

Position 10-14 - Shipment Unit Number (SUN) - A SUN is a 5 digit number.
D = Wheeled/Tracked Vehicles, F = Special Handling Equipment, i.e., Containers, Pallets, To
Accompany Troops (TAT) Equipment, Non-Line Item Numbers (LIN) Equipment, items that
require special lift

Position 15 - Unit Cargo TCN indicator or zero

Position 16-17 - Split/Partial Shipment Indicator

(7) Fill in the rest of the header information:

POE/POD/Consignor/Consignee: It is important this information is correct.

Carrier Code: This should be Sea, Air, Land, Rail, or Truck.

Service: The name of the unit.

Commodity Class: Class of supply that is in the container or vehicle type; i.e., CL IX
or CL VII.

Operation code: Operation the tagged item will be supporting such as: "OIF" for
Operation Iraqi Freedom or "OEF" for Operation Enduring Freedom, etc.

Free Text: It is recommended that you should enter as a minimum, the POC's name,
phone number, unit UIC, and operation code or name. **Note:** This field is the most queried field
on the ITV Server so it's important to put information that will be useful to you and the people in
theater.

(8) After you have finished the header portion, click the TCMD tab and Commodity
tab and fill in that information based on your shipping document.

b. This is an example of data input to TIPS.

The screenshot shows the 'Edit Shipment' window with the following data:

- Create Date: 09/23/2004 13:11:10 GMT
- Tag ID: 573208
- Shipment Format: S
- Lead TCN: AWA1T0\$0D00010XX
- Container ID: TNG1
- Write Status: Not Ready
- Header: TCMD | Commodity
- Consignor: W26DDJ
- Hazmat: V
- Carrier Code: SEA
- Consignee: W26DDJ
- Ship Date: A33
- Service: TSCHOOL
- POE: 1M9
- Pieces: 0001
- Cmdty Class: CL VII
- POD: LS8
- Weight: 24940 (Pounds)
- Operation: BULL RUN
- Priority: 3
- Cube: 0495 (Cubic Feet)
- Free Text: TRANS SCHOOL BULL RUN RON WILSON 757-878-5990
- Denotes fields required for writing to a tag
- Denotes fields user for Copy Fields
- Buttons: New, Copy, Previous Shipment, Next Shipment, Save, Close
- Selected Interrogator: 900120018
- Copy Fields:

c. This is how data input looks on the ITV Server.

The screenshot shows the 'LICENSE PLATE' data input screen with the following data:

- Lead TCN: AWA1T0\$0D00010XX
- Container: TNG1
- POE: 1M9
- POD: LS8
- Consignee: W26DDJ
- Consignor: W26DDJ
- Hazmat Code: V
- TP: 3
- Service: TRANS SCHOOL
- Operation: BULL RUN
- Comm Class: CL VII
- Free Text: TRANS SCHOOL BULL RUN RON WILSON 757-878-5990

Section IV CARGO MOVEMENT BY SURFACE THROUGH SEA PORTS

22. RESPONSIBILITIES.

- a. Transportation Division, ACS, G4, Eighth Army.
 - (1) Ensures cargo movement by surface through sea ports are IAW this regulation.
 - (2) Provides interpretation of DOT, DOD, and other regulatory guidance for use in USFK.
 - (3) Provides guidance and resolves conflicts involving movement priorities.
 - (4) Provides oversight and recommends to Commander, Eighth Army on the use of containers during unit deployments and redeployments, and non-unit cargo movements.
 - (5) Monitors container detention charges and rail demurrage charges as reported by the 19th TSC and or SDDC.
- b. Commander, 837th Transportation Battalion.

(1) Provides surface and intermodal traffic-management services, and common-user ocean terminal support.

(2) Interprets, coordinates, and manages SDDC container agreements and the USC IAW SDDCR 55-67 and SDDCR 56-69.

(3) Monitors and coordinates ocean carrier contract performance to ensure the efficient and cost effective delivery of USC containers to and from Korea.

(4) Manages terminal operations and coordinates terminal activities with USFK.

(5) Receives, and offers all inbound cargo that requires transportation, not provided by the ocean carrier, to 19th TSC at least 72 hours before the available date to arrange for delivery to consignees. Consignees will receive and off-load containers within allowable free time, except cargo and containers consigned to the 837th Trans Bn.

(6) Operates, or arranges for operation of, common-user ocean terminals based on agreement with commander USFK, to include contracting for terminal services. Acts as the single point of contact for terminal operations with commercial carriers.

(7) Issues delivery notice to the carrier with necessary documentation to the carrier for onward movement.

(8) Maintains official records for the verification of carrier bills for detention and other services.

(9) Identifies changes and corrects inbound containers requiring terms of service conversion and nominates inbound containers requiring terms of service conversion IAW the USC, SDDCR 55-67 and SDDCR 56-69.

(10) Controls shipment of ammunition through sea ports. Coordinates with 19th TSC Distribution Management Center (DMC) and Materiel Officer (MATO), 6th Ordnance Battalion) as required.

(11) Acts as U.S. single point of contact for all SALS-K ammunition vessel operations.

(12) ICW 19th TSC, monitors all container activities to prevent unnecessary detention charges.

(13) Provides port call message to units deploying from the KTO by surface mode.

(14) Provides necessary documentation to commercial carriers for customs clearance and onward movement of cargo from the port in a timely manner.

(15) Conducts joint inspection of " misrouted container" and un-manifested container with carriers. Open, Inspects, and reseals SEVANs at carrier facilities in the Port area when appropriate.

c. Commander, 19th Theater Support Command.

(1) Controls the inland movement of cargo using the TMR process.

- (2) Coordinates with the 837th Trans BN for inland transportation of cargo transiting the seaports, less ammunition.
- (3) Controls inland transportation for ammunition transiting the sea ports on an exception basis.
- (4) Designates a PMCT as the single point of contact with each destination or origin TO for all cargo movement and control.
- (5) Manages Eighth Army SDT (BA42) funds.
- (6) Recommends terms of service and/or conversions to 837th Trans Bn. The Ocean Cargo Booking Office (OCBO) section of 837th Trans BN (DSN 763-7169) will review the request, coordinate with the ocean carriers, and determine which term of service to assign IAW the Eighth Army and HQ, SDDC directives and guidelines.
- (7) Acts as the CCA for all MILVANs and SDDC container agreements or SDDC USC containers, and commercial container lease agreements.
- (8) Establish SDDC container agreement and USC container management control procedures that prevent container detention or rail car demurrage charges for the DOD within Korea.
- (9) Provides traffic management assistance to TOs concerning use, stuffing, and unstuffing of containers.
- (10) Provides traffic management assistance to TOs concerning use, loading, and unloading of breakbulk cargo onto trucks and railcars.
- (11) Provides container management information to 837th Trans Bn to ensure an accurate record of USC container movements and services provided. This information provides an audit trail for verification and certification of commercial billings.
- (12) Submits monthly "Container Delivery and Detention Report" to the Transportation Division, ACS, G4, IAW Section 11 of this regulation.
- (13) Acts as the single point of contact for coordination with the Republic of Korea Army (ROKA) Army Logistics Command (ALC) for inland movement of ammunition under the SALS-K Agreement.
- (14) Coordinates with USFK activities for inland movement of ammunition not accepted for movement by the ROKA ALC under the SALS-K Agreement.
- (15) Establish guidance for the delivery of cargo from the ports of debarkation within the theater using Uniform Materiel Movement and Issue Priority System (UMMIPS) or Eighth Army / USFK supplemental standards to the UMMIPS.
- (16) Provides necessary documentation to commercial carriers for timely customs clearance and onward movement of cargo from the port.

(17) Prepares a cost comparison with each new container agreement to obtain the lowest transportation costs.

(18) Verifies and endorses ocean carrier detention charges as required by the USC.

d. 7th AF Water Port Liaison Office (WPLO).

(1) Acts as the USAF single point of contact at the sea port for all AF cargo arriving/departing via sealift.

(2) Coordinates with the 19th TSC for movement to and from the sea port and with 837th Trans Bn to arrange sealift.

(3) The WPLO is collocated with the 837th Trans Bn.

e. United States Navy Forces Korea (USNFK).

(1) Acts as the U.S. Navy single point of contact at the sea port for all Navy cargo arriving/departing via sealift.

(2) Coordinates with the 19th TSC for movement to and from the sea port and with 837th Trans Bn to arrange sealift.

f. United States Marine Forces - Korea (USMARFORK).

(1) Acts as the U.S. Marine Corps single point of contact for all Marine Corps cargo arriving/departing via sealift.

(2) Coordinates with the 19th TSC for movement to and from the sea port and with 837th Trans Bn to arrange sealift.

g. Activities Receiving Cargo (Consignee). Comply with policies and procedures established by 19th TSC to prevent container detention and or rail car demurrage charges.

23. IMPORT PROCEDURES.

a. Procedures for Receipt of Ammunition Shipments. The 837th Trans Bn and the 19th TSC will coordinate with each other as soon as an inbound ammunition shipment has been identified. The 19th TSC will prepare a distribution plan for all inbound ammunition and control its movement. The 837th Trans Bn will observe terminal operations and provide assistance as needed to resolve any issues during the ship discharge.

b. SLOC Shipments. Procedures used to process and move SLOC shipments are found in USFK Reg. 700-6.

24. EXPORT PROCEDURES.

a. Surface Clearance Procedures. Surface transportation is normally used for export cargo. All shipments are offered through the servicing MCT using DTR procedures and those found in Section 6 of this regulation. The OCCA, 837th Trans Bn, clears the cargo prior to physical

movement to the port. The OCCA issues an export traffic release (ETR) for cargo cleared. Consignors will pack, band, mark, and document cargo using an ATCMD IAW the DTR.

b. Ammunition Export Procedures. The 19th TSC will issue all instructions for movement of ammunition to the sea port for export shipment via surface transportation based on requirements from Army Missile Command (AMCOM) and United States Army Pacific Command (USARPAC), with approval of Eighth Army and USFK Munitions Divisions.

25. PORT CALL PROCEDURES.

a. Port Call. This constitutes the call forward of all equipment scheduled for surface deployment through the Seaport Of Embarkation (SPOE) Busan, Pier 8, South Korea. Strict adherence to unit Sea Port of Embarkation (SPOE) arrival date is required. Deviations to this schedule are not authorized unless approved by this HQS.

b. Movement from Origin to SPOE. Unit must coordinate transportation requirements with the 25th Trans Bn local 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. TOs 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.

c. 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. U.S. military police conduct four random, vehicular roving patrols daily at pier 8, 3rd ROK fleet provides water-side 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. Load Out (Pier 8, Busan, South Korea). 837th TC BN provides the following information:

<u>ULN</u>	<u>UIC</u>	<u>HOME STATION</u>	<u>ARRIVAL DATES</u>	
			<u>NET</u>	<u>NLT</u>

e. Arriving Equipment. Pier 8, Busan, South Korea should be consigned to:

US APO Port Address:
837th Trans BN
Unit 15179
APO AP 96259

Commercial Port Address:
837th US Army Trans BN
Eighth Pier Gamman-Dong
Nam-Ku Busan, Korea 608-070

f. Cargo Preparation. Cargo must arrive at the Seaport of Embarkation (SPOE) prepared IAW cargo documentation and accountability procedures listed below:

(1) Units are responsible for inputting their Unit Deployment List (UDL) into TC-AIMS II or coordinating support from their MACOM, 19th TSC or the 25th Trans Bn. If the unit does not have access to TC-AIMS II, ATCMDs must be generated manually IAW DOD REG 4500.9-R, Part II, Cargo movement, May 2003 and provided to the port at the request for booking sealift.

(2) An accurate UDL 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 all documentation issues are resolved. Major unit commands will provide LNOs to the port to facilitate fixing all cargo documentation discrepancies of frustrated cargo.

(3) 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 home station. Deploying units must receive one set of MSLs for each piece of cargo reflected on their UDL. MSLs must reflect the Unit Identification Code (UIC), shipment unit name, model number, and dimensional data as provided on the UDL. 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 UDL. 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 will be removed to avoid confusion.

(4) When possible, units need to report vehicles and trailers in "reduced for sealift/operational" configuration in their UDLs. For vehicles, trailers and containers carrying secondary cargo, actual weights must be annotated in the UDL prior to Military Shipping Labels being produced.

(5) 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.

(6) RFID tags: provides in-transit visibility (ITV) capability that enhances the ability to identify, document, and track 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 home station. Level 6 secondary cargo detailed data must be reflected on the unit's UDL for this data to be transferred to the RFID tags. Units requiring additional RFID tags should contact the Mobility Branch, 19th TSC for procurement procedures. Refer to Section III, paragraph 20 of this regulation.

g. Hazardous Cargo.

(1) Unit personnel are responsible for packing, marking, labeling, placarding, and certifying hazardous material items, and will ensure actions are completed IAW CFR, title 49, Hazardous Materials Transportation (CFR 49). Items shipped IAW Department of Transportation Exemption (DOT-E), DOT special approval, or Competent Authority Approval (CAA) must be attached to the shipping manifest.

(2) Hazardous cargo must be segregated and labeled IAW CFR, title 49, Hazardous Materials Transportation. 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 in an upright or vertical position.

(3) 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:

(a) Completed DD Form 836 for each vehicle/container/equipment shipped or convoyed carrying HAZMAT IAW CFR 49. 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.

(b) 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 Government Bill of Lading (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.

(4) Unit vehicles/containers will be properly placarded IAW DOD REG 4500.9-R, Part II, Cargo movement, May 2003 and CFR 49.

(5) 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.

(6) 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.

h. Sensitive/Classified Material.

(1) Sensitive/classified shipments shall be transported IAW DOD REG 4500.9-R, Part II, Cargo movement, May 2003.

(2) Applied seal numbers will be annotated on the DD Form 1907, signature and tally record, which will accompany the GBL to create a "change of custody" IAW REF C for all sensitive items being shipped.

(3) 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.

(4) 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.

(5) For specific transportation protective security questions, please contact USFK provost marshal physical security section at DSN: 738-4713.

i. 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. The following POCs can provide support:

- (1) Eighth Army (G-3) 723-6190/5135
- (2) 18th MEDCOM DESOPS 763-7017
- (3) 168th MED BN (AS) (S-3) 764-4982

j. 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 UDL in order for the actual weight to be entered on the 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 CSC inspection requirements and have a current CSC decal affixed on the container in the appropriate location.

k. Vehicles/Trailers/Miscellaneous.

(1) Equipment arriving at the port must be clean, free from fluid leaks, and 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 Port Support Activity (PSA) prior to vessel loading.

(2) Vehicles must not have their fuel tanks greater than ¼ full.

(3) 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.

(4) Cargo loaded in or on vehicles must be properly blocked, braced and secured for sea shipment. Loose cargo loads are not permitted. Unit should prevent metal-to-metal contact if there is a possibility of abrasive damage.

(5) 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.

(6) 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.

l. Equipment Maintenance. Must be accomplished at home station prior to departure. When equipment is convoyed to the SPOE, vehicle preparation that could not be accomplished prior to departure from home station will be done at the port within a designed area.

m. Vessel LNO Responsibilities. LNOs for major deploying units are encouraged 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.

n. Supercargo. The number of berths available for supercargo is TBD. Eighth 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 operational control of the port commander, but must be on Temporary Duty (TDY) orders during the load out period. It is strongly recommended that supercargoes report no earlier than one day 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.

o. Points Of Contact. 837th Trans Bn.

(1) Cargo Operations: DSN 763-7976

(2) Cargo Documentation: DSN 763-7163

p. Coordinating Instructions.

(1) Life Support Area (LSA): billeting, mess and transportation support will be provided by the 20th Area Support Group (ASG) or IMA KORO.

(2) Port Support Activity (PSA): The size of the PSA will be based on the final unit UDL and the vessel to be loaded. Final PSA requirements will be staffed between the 837th Trans Bn, Eighth Army G3, 19th TSC and the deploying unit.

26. CARGO BOOKING PROCUDURES FOR SEALIFT.

a. Booking Cargo Out of the KTO.

(1) Shipping activity/unit submits the following information to the Cargo Distribution Section (CDS), 837th Trans Bn. Tel: 763-7163; fax: 763-7175:

(a) A valid TAC Code.

(b) DD Form 1384, Advance ATCMDs or a TC-AIMS II UDL data file.

(2) The 837th TC BN offers the cargo to the best value carrier who is able to meet the 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 (A)

(c) Central Gulf Lines (CEGL)

(d) Toho Shipping Co (TOHO)

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

(3) 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 exports their UDL in TC-AIMS II to JFRG II via the Transportation Information System (TIS) Enterprise server. USFK validates the UDL and notifies PACOM and USTRANSCOM for validation and assignment of a vessel to meet the requirement.

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

(3) SDDC/837th Trans Bn Seaport of Embarkation (SPOE) sends a port call message to the unit and inbound clears the transportation movement plan through the 25th Trans Bn to the port.

c. Booking Cargo by Sealift. This action 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 any surface movement. Shippers/units should also use this timeline in establishing their 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 PACOM AOR regularly. Requirements must be identified in advance through the proper booking process (like making an airline reservation) or the space on vessels fills up quickly and isn't available for use.

Section V

SHIPMENT OF CARGO THROUGH AERIAL PORTS

27. RESPONSIBILITIES.

a. Transportation Division, ACS, G4, Eighth Army.

(1) Ensures procedures for shipment of cargo through aerial ports are IAW this and other applicable regulations.

(2) Provides interpretation of DOT, DOD, and other regulatory guidance for use in USFK.

(3) Provides guidance and resolves conflicts involving movement priorities.

b. 7th Air Force (7AF) through appropriate subordinates.

(1) Receives advance documentation from the Airlift Clearance Authority (ACA).

(2) Provides all pertinent advance manifest documentation to the PMCT for scheduling aerial port clearance.

(3) Receives, loads, and provides tie down services for all air cargo bound for inland destinations IAW PMCT prepared load plans and instructions.

(4) Processes cargo on a first-in, first-out (FIFO) basis IAW destination, priority, and system entry time (SET)

(5) Publish procedures for the efficient movement of intra-theater cargo by air.

(6) Maintains records concerning movement of ALOC 463L pallets.

(7) Ensure the timely return of dunnage, 463L pallets, and pallet components to the predetermined aerial port.

(8) Process ALOC cargo IAW USFK Reg. 700-6, Section 6.

(9) Report transportation discrepancies on SF 361 (Transportation Discrepancy Report) IAW DOD Reg. 4500.9-R.

(10) Report supply discrepancies on SF 364 (Report of Discrepancy) IAW AFR 400.54.

c. 19th TSC.

(1) Performs functions of Airlift Clearance Authority (ACA) for all USFK activities, less AF, using military airlift. The ACAs mission is to clear all cargo into the airlift system and to verify documentation and eligibility of all cargo offered for shipment. Validate TACs prior to sending an ATCMD to aerial port of embarkation (APOE). HQ PACAF establishes ACAs at air bases served by AMC flights. Operating procedures for the ACA are found in DOD Reg 4500.9-R. Guidance on air eligibility of cargo is found at Appendix C of this regulation.

(2) Provides aerial PMCT as required.

(3) Operates a TMR system for common user transportation of line-haul shipments to and from APOE and APOD.

(4) Arranges timely inland transportation to facilitate aerial port clearance.

(5) Establish guidance for the delivery of cargo from the ports of debarkation within the theater using UMMIPS or Eighth Army / USFK supplemental standards to the UMMIPS.

(6) Coordinates with consignors and consignees to ensure timely movement of transportation and to prevent unnecessary detention and demurrage charges.

(7) Maintains records concerning movement of ALOC 463L pallets.

(8) Ensures ALOC 463L pallets have movement priority.

(9) Ensure the timely return of dunnage, 463L pallets, and pallet components to the predetermined aerial port.

(10) Process ALOC cargo IAW USFK Reg. 700-6, Section 6.

(11) Report transportation discrepancies on SF 361 (Transportation Discrepancy Report) IAW DOD Reg. 4500.9-R.

(12) Report supply discrepancies on SF 364 (Report of Discrepancy) IAW AR 735-11-2.

d. MSCs, Service Components, and Defense Agencies.

(1) Provide dunnage and properly block and brace cargo for movement.

(2) Ensure the timely return of dunnage, 463L pallets, and pallet components to the predetermined aerial port.

(3) Validate every TAC against the master TAC reference table prior to creating the shipping documentation.

e. Process ALOC cargo IAW USFK Reg. 700-6, Section 6.

f. Ensure timely download of cargo by consignees.

g. Report transportation discrepancies on SF 361 (Transportation Discrepancy Report) IAW DOD Reg. 4500.9-R.

h. Report supply discrepancies on SF 364 (Report of Discrepancy) IAW the applicable Service or agency regulation.

28. IMPORT PROCEDURES.

a. Military ALOC Shipments. Procedures used to process and move military ALOC shipments are found in USFK Reg. 700-6.

b. Commercial ALOC Shipments.

(1) Commercial ALOC shipments are direct door to door shipments from the Distribution Depot San Joaquin, California (DDJC) to select distribution drop points (DDPs) and SSA. The commercial carriers Federal Express (FedEx) and Emery Worldwide Freight Co. are responsible for cargo delivery. No military intervention is required unless carriers fail to meet delivery time standard established by the contract.

(2) Commercial air services are by WWX (door to door service) for air movement of small parcels less than 150 pounds.

c. Ammunition Shipments.

(1) The 7th AF will notify the MATO, 6th OD BN (Ammo) through the PMCT of inbound ammunition shipments to coordinate port clearance.

(2) The 19th TSC coordinates directly with the ROKA ASC to arrange for movement of inbound air shipments to the destination.

29. EXPORT PROCEDURES.

a. General. Military or civilian aircraft may be used to move cargo via air transportation. Consignors may use joint airborne/air transportability training missions, special assignment airlift mission (SAAM), or channel missions to ship cargo intra-theater or inter-theater. Additionally, Army aircraft may be available to ship cargo within Korea. Commercial air services are by WWX for air movement of small parcels

(1) Request procedures for joint airborne/air transportability training missions are found in Eighth Army Reg 350-6.

(2) Request procedures for SAAMs are found in PACAF Pam 24-1.

(3) Intra-theater SAAM requests in Korea are forwarded by users through the appropriate component commands validating authority (Air Branch, Eighth Army, G4 Transportation Division, ATTN: AMLO) to the Pacific Airlift Management Office (PAMO) in Hawaii. The priority of the request is relative to other airlift requirements. The PAMO address is HQ, Pacific Air Force, ATTN: LGT/PAMO, Hickman Air Force Base, Hawaii 96853.

(4) Space on channel missions is requested through the ACA, PMCT, 25th Trans Bn, 19th TSC.

b. Airlift Clearance Authority (ACA). The 19th TSC performs the functions of ACA for all USFK activities, less AF, using military airlift. See paragraph 25.c (1).

30. USE OF ARMY AVIATION

a. Request for Army Aircraft. USFK Reg. 95-4 contains procedures for requesting Army aircraft during armistice. Refer to CFC LP&P for wartime procedures.

b. Requests for Military Aircraft.

(1) Request for movement by airlift.

(a) The unit will contact the servicing MCT to request air movement of cargo. Requests will be submitted on a CHQ Form 109EK (Combined Airlift Request). Preparation and disposition instructions are found on the form. This form is used in both peacetime and contingencies.

(b) The servicing MCT coordinates with the PMCT at Osan Air Base (AB).

(c) The unit cargo documentation is reviewed and forwarded to the PMCT 3 days in advance of movement.

(d) All cargo needs to have a completed DD Form 1384 TCMD with appropriate prime mover and trailer data and a DD Form 1387 shipping label. Hazardous shipments need to be certified IAW AFJMAN 24-204 with a minimum of three shippers declarations.

(e) Once the cargo arrives at Osan AB, it is cleared by the ACA and handed over to the 731st AMS.

(f) If the unit cannot move cargo to Osan AB, transportation can be requested from the servicing MCT.

(2) Joint Airborne/Air Transportation Training (JA/ATT) movements.

(a) The requesting unit submits a JA/ATT request to the Battlefield Control Detachment Korea (BCD-K) Airlift Section at least 90 days in advance of the fiscal quarter that contains the air movement date.

(b) The BCD-K Airlift enters the proposed mission data into the Pacific Command Air Forces (PACAF) web site.

(c) The PACAF JA/ATT coordinator usually takes about three days to approve the mission for posting on the web.

(d) If the coordinator disapproves any item in the mission, he notifies BCD-K Airlift so the request can be re-worked by the unit for resubmission.

(e) Any USAF airlift unit can "buy" the proposed mission, including Air National Guard squadrons.

(f) Once the airlift unit and a Combat Control Team have bought the mission, the airlift unit assigns it a mission number and it is approved for flight. This process can take approximately one to four weeks after the mission is posted.

c. C-12 Air Shuttle Service. Section 10 of this regulation contains procedures for using the C-12 shuttle service between Seoul and Taegu.

d. Airfield Information. Airfield information is available from the Eighth Army Aviation Office (EACJ-EA).

Section VI SHIPPING AND RECEIVING PROCEDURES

31. RESPONSIBILITIES.

a. Transportation Division, ACS, G4, Eighth Army.

(1) Ensures shipping and receiving procedures within this regulation are followed.

(2) Provides interpretation of DOT, DOD, and other regulatory guidance for use in USFK.

b. 19th Theater Support Command.

(1) Establishes procedures to ensure timely movement of transportation cargo and transportation assets and to prevent unnecessary detention and demurrage charges.

(2) Maintains liaison with and provides technical assistance to shipping and receiving activities.

- (3) Receives transportation requests from TOs and determines mode of shipment.
- (4) Provides customer assistance in resolving transportation discrepancies.
- (5) Arranges re-consignments and diversions with 837th Trans Bn and other receiving and shipping activities.
- (6) Establishes procedures to ensure issue and receiving activities use and maintain legible truck manifests IAW Section VIII of this regulation.
- (7) Establishes procedures to ensure issue and receiving activities use and maintain legible customer cargo pick-up sheets and for customers to pick-up high priority cargo within established time standards.

c. 7th Air Force.

- (1) Establishes procedures to ensure timely movement of transportation cargo and transportation assets and to prevent unnecessary delays.
- (2) Maintains liaison with and provides technical assistance to shipping and receiving activities.
- (3) Receives transportation requests from TOs and determines mode of shipment.
- (4) Provides customer assistance in resolving transportation discrepancies.

d. MSCs, Service Components, and Defense Agencies.

- (1) Establishes procedures to ensure timely movement of transportation cargo and transportation assets and to prevent unnecessary detention and demurrage charges.
- (2) Provides local haul service by using assigned military or contracted vehicles.
- (3) Requests MCT support when available assets cannot fulfill local haul missions. TOs will fund use of line-haul assets used for local haul missions.
- (4) Load, block, and brace cargo, and prepare cargo documentation, as required.
- (5) Arrange for necessary MHE and manpower to accomplish loading and unloading, as required.

32. SHIPPING PROCEDURES.

a. Transportation. The shipper requests transportation support from the appropriate activity, depending on type of move and mode. Requests for transportation support must include identification of hazardous material, if applicable. Any type of TPS must be provided by the unit or MPs. (Refer to Section VIII of this regulation).

- (1) Ensure that all personnel participating in the shipment of explosives and other hazardous material comply with regulations governing hazardous material movement. Direct

questions or issues concerning the establishment, amendment, or clarification of such rules and regulations to the Eighth Army G4, Transportation Division.

(2) Use organic transportation to meet local haul movement requirements, when mission permits. If support is required for local haul movements, request additional support from the appropriate servicing transportation office.

(3) Line-haul transportation support is requested from the servicing MCT a minimum of 72 hours prior to the desired movement date. Requests for oversize / overweight movements requires 10 U.S. Government working days. (Refer to Section II, paragraph 9 of this regulation).

b. Records and Files. Maintain files IAW AR 25-400-2 or applicable DOD regulations. Records will include:

(1) Appointments for TOs, ATOs, TAs.

(2) Records for all shipments to include classes 1.1, 1.2 or 1.3 explosives, Class A or B poisons and radioactive Yellow III label materials.

(3) A list of personnel authorized to certify air shipment of hazardous cargo.

33. RECEIVING ACTIVITY PROCEDURES

a. Receiving the Shipment. Shipments will arrive at the receiving activity by a variety of modes. The TCMD data will arrive prior to or concurrent with the shipment. TCMD data may be in the form of a TCMD, GBL, CBL, or other document containing the information necessary to account for the shipment.

b. Intransit Documentation. Receiving activities must complete the appropriate in-transit data documentation that accompanies the shipment. Specific instructions are contained in MILSTAMP.

c. Interrupted Movements. The receiving activity may be involved in holding, diverting, and tracing shipments as a result of irregular or interrupted movement of cargo. Detailed instructions are contained in MILSTAMP. Coordinate requirements for holding, diverting, and tracing shipments within U.S. CULT with the servicing BMCT. Report misconsignments to and request reconsignments from the servicing transportation office or BMCT.

d. Discrepancies. When a discrepancy occurs in a shipment and information is needed to process a possible claim, the receiving activity will process a TDR. Instructions for processing TDRs are contained in Section 11 of this regulation and DOD Reg. 4500.9-R.

e. Claims for Loss or Damage.

(1) Consignee TOs will initiate claims for cargo loss or damage for cargo received from commercial or contract carriers. The TO will file a SF 361 and assemble the TDR (claims) package IAW DOD Reg. 4500.9-R. AR 55-38 or applicable service regulation has separate procedures for reporting discrepancies involving classified or protected cargo using TPS.

(2) The consignee must notify the TO who will request the provost marshal to conduct an investigation if lost cargo is due to suspected theft or pilferage. The TO will annotate the SF 361 to reflect the provost marshal point of contact, address, and telephone number for the police report if required later for claims adjudication.

(3) The U.S. Government must prove the carrier is at fault for losses or damages in order to collect on a claim for loss or damage. Commercial and contract carriers are responsible for providing proper care and custody of cargo entrusted to them for shipment. Claims are settled under a uniform system that protects both the interests of the government and the carrier. Accordingly, when initiating a claim for loss or damage, the TO must clearly demonstrate and document that loss or damage resulted from failure of the carrier to provide proper care and custody.

(4) The TO must notify the local MCT immediately upon the discovery of loss or damage to a shipment. The MCT will record the name of the TO who reported the discrepancy, telephone number, date, and time. For USC commercial containers, the MCT will also notify the PMCT who will inform the 837th Trans Bn. For carriers contracted through 25th Trans Bn, the MCT will notify the MCT who contracted for the line haul and the 25th Trans Bn Headquarters. The carrier must be afforded the opportunity to participate in a joint survey of the alleged loss or damage. The government's claim is weakened substantially and the carrier's ability to take preventive action against future loss or damage is lessened if the carrier is not afforded the opportunity to survey the alleged loss or damage. Carriers will be allowed 4 hours after telephonic notification to arrive for a joint survey. TOs must ensure that the carrier's representative is allowed access to the facility. If the carrier declines to participate in a joint survey, the TO will record this fact and proceed with unloading the cargo.

(5) Classified, small letters, or technical supplies or equipment will not be released to a carrier for inspection, salvage, or repair.

(6) When surveying suspected loss or damage, including spoilage of refrigerated cargo, note in detail the actual condition of the cargo, suspected cause of loss or damage, the condition of the transportation cargo seal at time of delivery, and any apparent deficiencies in the carrier's equipment. Using a digital camera, take pictures of any discrepant conditions and include them in the claims package as evidence. Record all findings on the SF 361. For refrigerated cargo examine the temperature record and make a copy for enclosure to the claims package. Note that temperature recording equipment and records are the property of the carrier, and while the devices and records may be inspected by the TO, they must be returned to the carrier.

(7) Distribution of TDR (claims) packages.

(a) Send the original claims package for cargo loss or damage involving USC commercial containers moving under the provisions of the USC Container Agreement and Rate Guide to Commander, 837th Trans Bn, ATTN: MTPC-PU-TM, Unit #15179, APO AP 96259-0268.

(b) Send the original claims package for cargo loss or damage involving the Korail, a contract trucking company, or any other carrier arranged by the 25th Trans Bn to Commander, 25th Trans Bn, ATTN: EATC-SA, Unit #15264, APO AP 96205-0037.

(c) Additional distribution made for claims involving other carriers will be made IAW DOD Reg. 4500.9-R and subparagraph 11-4d.

f. Records and Files. All receiving activities will maintain shipping and receipt files IAW AR 25-400-2 or applicable service regulations. Maintain a record of commercial highway shipments received to provide necessary information for certification of demurrage or detention charges. The following will be included in the record:

- (1) Carrier's name, contract number, and vehicle identification.
- (2) Date and time of vehicle arrival.
- (3) Date and time loading or off-loading of vehicle began.
- (4) Date and time loading or off-loading of vehicle was completed.
- (5) GBL or Bill of Accessorial Services (BAS) numbers.

(6) A copy of USFK Form 79EK (Bill for Accessorial Services) issued to cover any demurrage.

Section VII TRANSPORTATION DOCUMENTATION

34. ACCOUNTABLE FORMS.

a. The following forms are accountable documents:

- (1) USFK Form 79EK (Bill for Accessorial Services (BAS)).
- (2) USFK Form 79-1EK (US Government Transportation Request for Passenger Travel).
- (3) USFK Form 79-2EK (U.S. Government Transportation Request for Passenger Equipment).
- (4) USFK Form 79-3EK (US Government Bill of Lading).
- (5) USFK Form 79-3-1EK (U.S. Government Bill of Lading (Continuation Sheet for USFK Form 79-3EK)).

b. All Services/activities TOs will be appointed in writing as the responsible officer and held accountable for control, safekeeping, and disposition of these accountable forms.

c. The responsible officer will maintain an accurate record of each accountable form received, transferred, or issued. Automated spreadsheets are acceptable as ledgers. This information will be maintained for 1 year after the date of final entry. The following entries will be included as a minimum:

- (1) GBL/CBL/BAS received. Record the date-time group, serial numbers (for example, 00001 to 01500), name of person, or unit from who issue was received.

(2) GBL/CBL/BAS issued. Record the date-time group, serial numbers, and the name of the person receiving the documents. The individual receiving the serial numbered documents will sign the register.

(3) Voided documents. Record the date-time group, serial number, names, and file reference number where original copy is filed.

(4) Remarks. This column can be used to record any additional data required for accountability. For example, the unit can enter data on a daily basis to record the issue of documents to individuals within the activity for its preparation for shipments.

d. Use proper receipt procedures when transferring all accountable documents. When accountable documents are received by an activity, the responsible officer will verify the serial number of each document against the serial number listed on the form.

e. Each Service activity receiving accountable documents will maintain a separate register by type document reflecting an audit trail from time of receipt until time of issue. All receipts, transfers, issues, losses, returns, cancellations, and destruction of accountable documents will be reflected on the register.

f. Blank accountable documents may be transferred only to other responsible officers or their designated representative.

g. Voided accountable documents will also be annotated on the appropriate register. All copies of the voided document will be returned to the individual or activity maintaining the register. The document will be prominently marked with the word "Void" or "Canceled." A memorandum for record will be prepared and attached to copy number 1 of the voided document indicating destruction of the remaining copies and filed with the completed documents.

h. When bills of lading have become mutilated or otherwise unfit for use, all parts except the original will be destroyed. The original accountable document will be marked "Canceled" or "Void" and will be filed in the appropriate file.

i. When blank original accountable documents are lost, stolen, or missing, the issuing officer will submit a memorandum with an appropriate explanation and the respective serial number to the appropriate finance office for that Service.

j. When blank original accountable forms previously reported lost, stolen, or missing are recovered, the issuing officer will destroy the form and submit a memorandum with the form serial number to the appropriate finance office.

35. USFK FORM 79EK.

a. USFK Form 79EK is used for supporting payment of accessorial services (for example, railcar demurrage, layover charges, car cleaning, and refrigerated truck detention) occurring against the U.S. Government that are not normally covered under a shipping and handling contract.

b. Preparation and disposition instructions for USFK Form 79EK are found on the form.

c. Railcar demurrage or cancellation, switching charge, refrigerated trucks detention, and MHE charges are billed on the BAS.

(1) To avoid delay or duplication of demurrage payment, all bills for demurrage will be certified or otherwise disposed of as soon as possible after receipt from the carrier.

(2) The Service's TO is the only person authorized to certify payment of demurrage bills and in the manner authorized for issuance or use of the GBL.

d. Demurrage charges will be chargeable to the activity responsible for the demurrage.

e. Duplicates or copies of demurrage bills will not be certified unless accompanied by a statement from the contractor that the original has been destroyed and has not been presented for payment.

f. Bills covering demurrage charges that occurred at stations that are abandoned or are in the hands of caretaker personnel will be forwarded without certification, with all related correspondence and available data, to the 19th TSC.

g. Settlement of outstanding accounts will be carried out as follows:

(1) Prior to departing TOs leaving a station, Service commanders will ensure the TO will make disposition of all unsettled demurrage bills or leave with the successor a detailed statement on any outstanding accounts which cannot be disposed of prior to departure.

(2) Newly appointed TOs reporting for duty will inquire into the status of the demurrage account and, as soon as possible, dispose of any outstanding accounts.

(3) Outstanding accounts that cannot be substantiated will not be certified for payment. Instead, they are forwarded, with copies of all related correspondence and available information, to the 19th TSC for instructions regarding certification for payment. USC related outstanding account packets are forwarded to the 837th Trans Bn, ATTN: : MTPC-PU-TM, Unit #15179, APO AP 96259-0268.

36. USFK FORM 79-1EK (US GOVERNMENT TRANSPORTATION REQUEST FOR PASSENGER TRAVEL).

a. USFK Form 79-1EK is used to purchase tickets for passenger travel on scheduled commercial service. Air, rail, and bus travel for individuals or small groups may be purchased using this form.

b. Preparation and disposition instructions are found on the form.

c. Servicing Commercial Transportation Offices (CTOs) and MCTs can provide assistance.

37. USFK FORM 79-2EK (U.S. GOVERNMENT TRANSPORTATION REQUEST FOR PASSENGER EQUIPMENT).

a. USFK Form 79-2EK is used to charter passenger equipment for large group moves. Railcars and buses may be chartered using this form.

- b. Preparation and disposition instructions are found on the form.
- c. Servicing CTOs, and MCTs can provide assistance.

38. USFK FORM 79-3EK (U.S. GOVERNMENT BILL OF LADING).

a. USFK Form 79-3EK is used for the procurement of transportation and related services provided by a commercial carrier contract, that are ordered incident to a line-haul movement by a commercial carrier when the charges for such service(s) are properly payable by USFK directly to the carrier concerned.

(1) Miscellaneous services such as disassembly, blocking, or bracing are not normally considered services payable under a GBL, but paid by BAS, USFK Form 79EK..

(2) Truck detention charges, except for refrigerated trucks, are annotated on the GBL.

b. Preparation and disposition instructions for USFK Form 79-3EK are found on the form.

c. Service TOs will determine from the terms of the contract whether shipment is to be made on a GBL.

d. Except as provided below, GBLs are required for all line-haul movements by commercial carriers for which the USFK is responsible for payment of transportation charges directly to the carrier concerned.

e. Issuing GBLs.

(1) The issuance of a GBL after the service has been performed by the carrier is prohibited, except for the following purposes:

(a) For conversion of a TCMD or truck manifest as provided in transportation service contracts.

(b) To authorize payment of additional charges resulting from the diversion or reconsignments of a line-haul shipment moving on a prepaid CBL.

(c) To cover a portion of shipments diverted when a single bill of lading shipment is moving on more than one unit of transportation equipment.

(2) The issuance of a duplicate GBL is prohibited. In cases where an original GBL is lost, the carrier will apply for payment of charges by submitting USFK Form 79-6EK (Certificate in Lieu of Lost U.S. Government Bill of Lading).

(3) A separate GBL will be issued for each of the following units of transportation unless otherwise directed by Commander, 19th TSC:

(a) One or more rail carloads or one or more truckloads comprising a volume shipment, occurring on a single day or date, to one destination.

(b) One empty freight car in "deadhead" (empty rail car, one way) movement. When the length of the article requires the use of one or more "idler" cars (empty flatcars), one GBL will be issued for both the rail cars that carry the load and the idler cars.

(4) A GBL is the only document required for shipment of cargo by the KORAIL during the in-country deployment or redeployment phases of an exercise or contingency operations.

f. Completion and surrender of original GBLs by consignee.

(1) Upon signing the GBL, the consignee certifies that the service has been performed by the carrier. The consignee is responsible for determining the accuracy and completeness of the GBL prior to signature.

(2) Consignees will complete and turn in the GBL to the carrier upon receipt of shipment in full and good order. If the GBL is not received 15 days after the shipment has been received, the consignor will contact the consignee to obtain the original USFK Form 79-3EK or USFK Form 79-6EK.

(3) Prior to completing a GBL or giving a temporary receipt to the carrier, the GBL will be compared with the shipping document, tally out, (reconcile/verify shipment), packing list, or other shipping record. If there is a shortage or damage, the consignee will promptly notify the carrier and request a joint inspection. This notification will be confirmed in writing. If the carrier fails to respond to the notification, a record of the circumstances will be made and appropriate remarks (including the actual loss of or damage to the property) will be made in the space provided on the reverse side of the original. Copies 5 and 7 of the GBL will be signed and dated.

(4) A notation is not required on the reverse side of the GBL in cases where the loss or damage in any one shipment on the GBL is considered to be inconsequential. The term inconsequential is when the estimated money value of shortage or damage does not exceed \$10 or when the damage (unrepaired) does not impair the usefulness of the article.

(5) When shipments are billed to and received by a TO and subsequently delivered to some other government agency or individual, the receiving officer or other individual actually receiving the shipment will be required to furnish a receipt for the property in writing to the TO, showing the condition of the lading and a list of the shortages, if any.

(6) Consignees will establish necessary procedures to ensure that all above actions are accomplished effectively and within a reasonable time frame as a safeguard against unauthorized diversion or pilferage of U.S. owned freight.

g. After completion by the consignee, the following disposition of GBLs is made: The original GBL and copy 7 will be immediately returned to the carrier's destination representative and copy 5 will be retained for filing. Carriers will submit invoices with supporting documents (GBL) to the 25th Transportation Battalion, Resource Management Office (RMO) as required by the tender or convention. If there's a problem with incorrect, incomplete documents, or missing documents, the RMO will return the invoice to the carrier. The RMO will request missing documents from the appropriate MCT/ITO only as an exception.

39. ALTERATIONS AND CORRECTIONS TO USFK FORM 79-3EK.

a. Alterations and corrections to GBLs by the consignor.

(1) When the original and all copies of the GBL are available, corrections will be made and initialed on the original and all copies by the authorized individual responsible for the action.

(2) When the original and all copies of the GBL are not available, corrections cannot be made. Any change in weight, description of property, or other discrepancies will be described by the issuing officer to the consignee in writing. Necessary action to make corrections will be requested through the following distribution:

(a) Original and one copy to the consignee.

(b) Two copies to Centralized Pay and Accounting (CP&A), 175th Finance Command (FINCOM), ATTN: EAFC-CPA-AO, Unit #15300, APO AP 96205-5300.

(c) Three copies to the carrier to be delivered to the origin station, destination station, and the carrier's main office.

(d) One copy to the Commander, 25th Trans Bn, ATTN: EANC-TB-RMO (Resource Management Office).

(e) One copy retained for filing with the issuing officer's file copy (copy 4) of the GBL.

b. Alterations and corrections to GBLs by consignee.

(1) When the original GBL is available--

(a) Corrections authorized by the issuing officer will be annotated, "Authority of Issuing Office (date)." The individual who signs in the SIGNATURE OF CONSIGNEE block will sign the corrections.

(b) In cases where corrections were not authorized by the issuing officer, the consignee will discuss proposed corrections with the issuing officer. If a reply is not received within 15 days, the consignee will make the correction, as necessary. The individual completing the GBL will sign the notation next to the correction.

(c) When it is obvious that immediate alteration or corrections are necessary to reflect the exact facts relating to the shipment, the consignee will make the necessary alterations or corrections without the issuing officer's authorization.

(2) If corrections affecting freight charges or chargeable appropriations need to be made after the GBL has been surrendered to the carrier, the consignee will notify the appropriate disbursing or finance officer in writing. One copy of the notice will be furnished the consignor, the carrier at the destination, and the Commander, 19th TSC. One copy will be attached to the consignee's file copy (copy 5) of the GBL.

(3) If the correction does not affect freight charges or appropriation chargeable and is merely to perfect the GBL, a notice will not be initiated. However, a record will be attached to or noted on the consignee's file copy (copy 5) of the GBL.

40. USFK FORM 79-3-1EK (U.S. GOVERNMENT BILL OF LADING (CONTINUATION SHEET FOR USFK FORM 79-3EK)).

a. USFK Form 79-3-1EK will be used as a part of USFK Form 79-3EK only on shipments of wheeled or tracked vehicles by rail or contractor vehicles. It may also be used for special train movements as directed by Commander, 19th TSC. The USFK Form 79-3EK will be prepared by the origin TO who issues the GBLs covering the shipment.

b. Preparation and disposition instructions are found on the form.

41. COMMERCIAL GOVERNMENT BILL OF LADING (CBL). The CBL is a commercial form that is prepared when a bill of lading is required and when: a GBL is not available, an overseas activity is not required to prepare a GBL, or a U.S. flag ship is not available and a foreign carrier refuses to accept a GBL.

42. USFK FORM 79-5EK (DIVERSION AND/OR RECONSIGNMENT REQUEST).

a. USFK Form 79-5EK is used to authorize diversion or reconsignment of a shipment to an activity or location other than that indicated on the GBL. This form is used only in conjunction with GBL shipments.

b. Preparation and disposition instructions are found on the form.

c. TOs authorized to issue GBLs at the station where diversion or re-consignment is implemented will issue this form.

d. USFK Form 79-5EK will be presented to the carrier's authorized representative at the point where the diversion or reconsignment is to be made. The carrier's authorized representative will sign and enter the date of receipt on the original and all copies of the form.

e. The carrier on the GBL covering the shipment will add additional costs and charges on the diverted shipment. Information on the costs and charges will be obtained by the TO issuing the USFK Form 79-5EK and will be contained in the letter. No other GBL will be issued for the diversion or reconsignment of the shipment.

43. USFK FORM 79-6EK (CERTIFICATE IN LIEU OF LOST U.S. GOVERNMENT BILL OF LADING).

a. USFK Form 79-6EK is used for settlement of transportation charges when the original GBL is lost.

b. Preparation and disposition instructions are found on the form.

c. One of the following conditions must be met before a USFK Form 79-6EK is issued:

(1) The carrier has not received the original USFK Form 79-3EK within 15 days after confirmed delivery of the shipment.

(2) The carrier cannot find the original USFK Form 79-3EK after diligent efforts to locate it, and it is evident that it has been lost or destroyed.

(3) The consignee receives a shipment with a mutilated or missing USFK Form 79-3EK.

d. Prior to issuing a USFK Form 79-6EK, the TO must--

(1) Ensure a duplicate GBL or USFK Form 79-6EK has not been issued to cover the shipment received, except when used by the carrier and subsequently declared lost or destroyed.

(2) Make an inquiry to CP&A, 175th FINCOM, ATTN: EAFC-CPA-AO, Unit #15300, APO AP 96205-5300, to determine whether or not payment of the transportation charge has been made.

e. The office issuing the original GBL will issue USFK Form 79-6EK, when required.

44. PREPARATION, USE, AND DISTRIBUTION OF SF 1103 (U.S. GOVERNMENT BILL OF LADING).

a. Certain shipments require use of the SF 1103 instead of the USFK Form 79-3EK. In most cases of export shipments by commercial carriers, the SF 1103 is used. Coordination with the 837th Trans Bn for sea shipments and the PMCT for air shipments (less AF), and the TMO, Osan AB for AF air shipments is necessary to determine which form should be used for the shipment.

b. Preparation and distribution is made IAW AR 55-355/NAVSUPINST 4600.70/AFJI 24-211VI/ MCO P4600.14B/DLAR 4500-3.

45. PREPARATION, USE, AND DISTRIBUTION OF DD FORM 1384 (TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT) FOR IN-COUNTRY SHIPMENT.

a. Preparation of TCMDs. Detailed instructions on preparation of TCMDs are provided in DOD Reg 4500.32-R. The TCMD is now an automated form that can be found in your electronic forms program. The TMR number, which governs a shipment is obtained from the servicing BMCT and will be entered in block 21 of the TCMD.

b. Use of TCMDs.

(1) A TCMD will be issued for all freight movements using common user military or commercial contracted transportation. Bulk fuel shipments do not require a TCMD. Use DD Form 1348-7.

(2) A TCMD will be issued for all LTL contracted or military shipments by each consignor. A designated MCT will issue a GBL based on TCMDs as provided for transportation contracts.

(3) Discrepancies noted between the data contained in the actual shipment and the TCMD will be promptly acted upon IAW Section 11 of this regulation and DOD Reg. 4500.9-R.

c. Distribution of TCMDs

(1) Each shipping activity will prepare (in four copies) a TCMD that contains a list of all cargo loaded on a mode of transport. The shipper keeps copy 4 of the manifest when the cargo

departs the facility as proof of shipment. Copies 1, 2, and 3 of the TCMD are given to the transporter and will accompany the shipment.

(2) The carrier provides all three copies of the TCMD to the consignee when the shipment arrives at its destination. A TCMD will be made for each stop that the vehicle makes.

(3) The consignee uses the TCMD as a means of inventorying the shipment at the time of receipt.

(4) The consignee annotates on the TCMD the receipt or non-receipt of cargo destined for him or any other discrepancy discovered. Copy 2 of the TCMD will be returned to the consignor and copy 3 returned to the transporter. Copy 1 is retained by the consignee and filed.

(5) The consignor copy of the TCMD is forwarded to the issuing ITO or MCT who will issue the GBL.

46. DD FORM 626 (MOTOR VEHICLE INSPECTION).

a. DD Form 626 is used to inspect motor vehicles carrying hazardous material, especially explosives.

b. Preparation instructions are on the form. The parent unit will inspect vehicles using DD Form 626. The original and one copy will be furnished to the driver of the vehicle inspected. The driver provides the copy to the consignor for the files.

47. DD FORM 836 (SHIPPING PAPER AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES).

a. DD Form 836 is used to provide the driver of vehicles loaded with hazardous material special instructions in case of accidents, fires, or spills.

b. Preparation instructions are on the form. The consignor will prepare the DD Form 836 in two copies. The original copy will be furnished to the driver of the vehicle and remain with the vehicle as drivers change. The consignor will retain a copy. The consignors must ensure translation or explanation of key details and information is provided to any non-English speaking drivers.

48. DD FORM 1348-7 (DOD MILSPETS SINGLE LINE ITEM REQUISITION / RELEASE / RECEIPT DOCUMENT)

a. DD Form 836 is used to requisition bulk petroleum products, natural gas, or coal delivery by commercial or military truck and by commercial rail. The DESC- Korea POC is Mr. Han at DSN 764-4660.

b. Creation of the DD Form 1348-7 is available in the FCC Gaslog Module using the DFSP setup. The function allows the user to create a DD Form 1348-7 document with such information as the document number, national stock number, quantity requested, quantity received, issuing tank and its sample date, truck number, seals, gross gallons, temperature, API, net gallons, and emergency contact. For specific information on creating the DD Form 1348-7 shipping document contact the DESC Help Desk.

DSN: 697-6733/34/35/36/37/38
Toll Free: 800-446-9450
Web Link: <http://www.desc.dla.mil>
E-Mail: helpdesk@desc.dla.mil

49. USC CONTAINER DELIVERY ORDER.

a. Commercial USC container carriers may issue a commercial delivery order in place of hard copy TCMD to effect delivery of commercial containers to consignees in Korea.

b. The delivery order is a three-part commercial form. Each copy is marked "Consignee," "Trucker," or "Suspense." Consignees will annotate delivery discrepancies and receipt for delivery on all copies and retain the "Consignee" copy as record of receipt. A separate delivery order will be provided for each consignee of a multi-stop container.

c. The delivery order contains essential MILSTAMP TCMD data as required by DOD 4500.32-R, Volume I, Section 3, Section D, subparagraph 2C(2)(A), page 3-D-6.

50. USE AND DISTRIBUTION OF TRUCK MANIFEST.

a. Truck manifests may be issued in lieu of a TCMD for line-haul movements of cargo within the ROK by U.S. military transportation. The truck manifest must also account for dunnage, pallets, and net sets loaded.

b. Distribution of truck manifest.

(1) Each shipping activity will prepare (in four copies) a manifest that contains a list of all cargo loaded on a mode of transport. The shipper keeps copy 4 of the manifest when the cargo departs the facility as proof of shipment. Copies 1, 2, and 3 of the manifest are given to the transporter and will accompany the shipment.

(2) The carrier provides all three copies of the manifest to the consignee when the shipment arrives at its destination. A manifest will be made for each stop that the vehicle makes.

(3) The consignee uses the manifest as a means of inventorying the shipment at the time of receipt.

(4) The consignee annotates on the manifest the receipt or non-receipt of cargo destined for him or any other discrepancy discovered. Copy 2 of the manifest will be returned to the consignor and copy 3 returned to the transporter. Copy 1 is retained by the consignee and filed.

51. USE OF THE TRAIN MANIFEST. A train manifest is used in lieu of a TCMD and is prepared by the consignor.

52. CHQ FORM 25EK, 10 JUN 05 (COMBINED HIGHWAY CLEARANCE REQUEST). This form is used to request convoy clearance on the Korean Road network. Units will submit this form to the local MCT. Refer to Section IX of this regulation.

53. CHQ FORM 26EK, 10 JUN 05 (COMBINED MOVEMENT REQUEST). This form is used to request transportation that exceeds unit capabilities and / or IMA-KORA capabilities. Units will submit this form to the local MCT. Refer to Section II, paragraph 9 of this regulation.

54. USFK FORM 301-E, 1 APR 05 (INTERMODAL EQUIPMENT LEASE CHECKLIST). This form is used to request commercially leased containers. Refer to Section XII of this regulation.

55. USFK FORM 302-E, 1 APR 05 (CONTAINER MANAGEMENT REPORT). This form is used to inspect leased containers upon delivery. Refer to Section XII of this regulation.

Section VIII TRANSPORTATION SECURITY

56. TRANSPORTATION PROTECTIVE SERVICES (TPS).

a. The provisions of this paragraph apply to all shipments of cargo requiring TPS within the theater. Munitions shipments moving under SALS-K provisions have security provided by the ROK Army. For munitions that are not releasable to foreign governments, U.S. protective services must be provided, even though transportation may be provided by the ROK Army.

b. Shipping services will determine the appropriate security risk category and applicable transportation security requirements for safeguarding sensitive, conventional arms, ammunition, and explosives as follows:

(1) For Army-sponsored shipments IAW AR 190-11.

(2) For Navy-sponsored shipments IAW NAVSEA OP 2165, volumes I and II.

(3) For AF-sponsored shipments IAW AFI 24-201.

(4) For Defense Logistics Agency or Marine Corps sponsored shipments IAW DOD Reg. 5100.76-M or appropriate service management data list.

(5) For sensitive, confidential, or secret shipments minimum security standards are in DOD Reg. 4500.9-R and DOD Reg. 5100.76-M.

c. Under no circumstances will classified materiel or CCI be released to commercial carriers or their representatives.

d. Shipping activities are responsible for ensuring the appropriate TPS are applied to shipments.

e. The following TPS are available within Korea:

(1) DD Form 1907 (Tally and Signature Record) provided by transporting units.

(2) Dual driver protective service provided by transporting unit. Dual driver protective service requires continuous attendance and surveillance of a shipment by qualified dual drivers. Carrier / transporting unit drivers providing dual driver protective service must--

(a) Maintain a DD Form 1907 or Cargo Manifest.

(b) Be aware of the sensitivity of DOD materiel moving under TPS.

(c) Be knowledgeable of the safety, security, and emergency procedures that must be followed.

(d) For brief stops en route, ensure at least one of the drivers remains in the cab of the vehicle, or within 10 feet (3 meters) of the vehicle provided the vehicle is within full, unobstructed view.

(e) When circumstances require more lengthy stops en route, ensure the vehicle is parked only at a carrier terminal or a USFK installation. While parked, a qualified driver or carrier representative must keep the shipment in view and stay within 10 feet of the vehicle or shipment at all times. Or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier/terminal representative, or USFK personnel.

(3) Armed Guard Service (AGS) provided by shipping activity / unit. AGS requires two U.S. military personnel, at least one of whom is armed, to maintain constant surveillance of a shipment. The activity furnishing AGS must--

(a) Maintain a DD Form 1907 or Cargo Manifest.

(b) Maintain continuous patrol by an armed guard of the shipment and check the shipment at least once every 30 minutes while in the terminal area.

(4) Security Escort Vehicle Service (SEVS) provided by shipping activity / unit or contracted carrier. SEVS requires two unarmed personnel in an escort trail vehicle to maintain constant surveillance over a freight vehicle. This will enable rapid response to emergency situations to obtain law enforcement or other emergency assistance.

(a) Shipping activity / unit must support this requirement.

(b) Escort vehicles will contain a mobile communications device capable of being used to contact local agencies to obtain emergency assistance and maintain two-way communications.

(c) Escort vehicle may be a tactical or non-tactical vehicle.

(5) Protective Security Service (PSS) provided by shipping activity / unit. PSS is used for classified shipments, CCI's, and shipments of category I sensitive arms, ammunition, and explosives. U.S. personnel must provide PSS with a security clearance equal to or greater than that of the cargo. A minimum of two personnel is required for each vehicle when commercial trucking is used. Personnel providing PSS must--

(a) Provide continuous attendance and surveillance of the shipment.

(b) Maintain a DD Form 1907 or Cargo Manifest.

(c) If time and distance do not permit delivery during the same day of pickup, at least one qualified person must maintain continuous attendance and surveillance of the shipment until delivery is completed.

f. Rail surveillance service is not commercially available. Shipments requiring TPS and moving by rail must have train guards/escorts provided by the shipping activity. Train guards/escorts may be available through support agreements with other services or activities on a reimbursable or non-reimbursable basis. Requests for guard railcars can be made through the servicing MCT.

g. Shipments requiring TPS will be made in containers or semi-trailer vans when available and both shipping and receiving activities can support stuffing and unstuffing containers. Open trailers or trucks carrying freight requiring TPS will be tarped in such a manner as to allow no view of the cargo.

h. The consignor will secure and seal TPS cargo moving in a closed conveyance such as a rail boxcar, DOD containers, or closed body truck.

i. The consignor will NOT mark the exterior of shipping containers, crates, or boxes to indicate the security classification or if TPS is required. However, the DD Form 1384, truck manifest, USFK Form 79-3EK, and DD Form 1387-2 (Special Handling Data/Certification) must show the level of TPS required IAW DOD Reg. 4500.32-R.

j. Shipping activities requiring external support for AGS, SEVS, and PSS must request support through their next higher HQ. Army military police and AF security police are not normally available for performing TPS missions. Requests for military police will go to G3, Eighth Army for official tasking.

k. DD Form 1907 or Cargo Manifest will accompany every shipment of TPS cargo. Consignee escort personnel will sign the DD Form 1907 or Cargo Manifest as part of the audit trail for providing continuous surveillance of a container or box from origin to destination. Escort personnel will inspect the container or box for signs of tampering at each stop while in transit.

57. CONTROLLED CRYPTOGRAPHIC ITEM (CCI) SHIPMENT.

a. General. CCI is a category of communications security equipment that is unclassified when unkeyed but must be controlled against espionage, tampering, and loss. CCIs are secure telecommunications or information handling equipment, associated cryptographic components, and common fill devices which are unclassified when unkeyed, but are controlled items. Equipment, components, and fill devices so designated will bear the designation "Controlled Cryptographic Item" or "CCI." Cargo designated as CCI requires PSS.

b. Inbound Procedures. CCI will be delivered from CONUS through AMC channels to Osan AB, Korea. The PMCT of the 19th TSC will be notified by the 731st AMS airfreight personnel of CCI shipment arrival. The PMCT will coordinate for military truck assets with U.S. driver(s) to deliver CCI to designated DDPs and/or SSAs. When military trucks are not available, commercial trucks may be used with escorts meeting PSS standards. The cargo consignee will provide escorts for movements from PODs. Consignee will pick up CCI shipment from the designated DDP/SSA. A chain of custody will be maintained for each CCI shipment utilizing DD Form 1907 or Cargo Manifest. In extreme cases where a DOD container is not available, a tarped, open-box trailer may be used. Drivers or escorts must be U.S. soldiers and at least one must remain with the cargo at all times.

c. Outbound Procedures. The consignor will offer CCI for shipment to the appropriate DDP/SSA. The DDP/SSA will contact the servicing MCT to arrange transportation of the CCI to

Osan AB. Once transportation is scheduled, the DDP/SSA will notify PMCT at Osan AB of a CCI shipment to the continental United States. PMCT coordinates with the 731st AMS for CCI transport through AMC channels to continental United States.

58. USE AND CONTROL OF TRANSPORTATION CARGO SEALS.

a. All DOD or DOD sponsored shippers moving equipment, parts or supplies in closed ocean containers within the Defense Transportation System (DTS) will ensure that containers are sealed upon loading of the container and that the high security seal numbers must be recorded on all applicable documentation. Containers that arrive without high security seals at destination represent a risk to in theater personnel. As a result, it is critical for containers to be sealed. The contents of sustainment containers arriving without seals will be deemed unusable and be returned to the original shipper. (**NOTE:** Postal officers will order seals prescribed by U.S. Postal/DOD regulations.)

b. Primary seals used must be a high security type hardened steel bolt seal meeting ISO/PAS 17712 high security seal specifications or higher with a unique alpha-numeric marking. Primary seals must be applied to the locking handle(s) after the container is closed following loading.

c. A secondary steel cable seal with a unique alpha-numeric marking/bar code must be applied to the locking bars on all sustainment containers and any containers loaded with unit equipment. The cable must be wrapped a minimum of two times around the two center locking bars until tight and then sealed. Ensure that adequate cable length seals are procured.

d. The shipper will use closed-type container transportation equipment with a U.S. Government approved seal. The shipper will not use a carrier provided seal to originate a shipment.

e. Shippers will use the following two types of seals:

(1) Vu Bolt Container Seal.

https://www.gsaadvantage.gov/advgsa/advantage/search/search.do?BV_UseBVCookie=Yes

Product:	VU BOLT CONTAINER SEAL		Contractor:
NSN/Mfr Part #:	CVUBOLTBLUIJ38		TYDENBRAMMALL
Mfr:	TYDENBRAMMALL		409 HOOSIER DRIVE, ANGOLA, IN 46703
Desc:	3.75L X 0.875W (E8) High Security Bolt Seal for securing shipping containers, tucks, and trailers. Unique serial number is protected by a clear cover, 3/8" thick steel shank must be cut with large bolt cutters. Color: Blue		http://www.tydenbrammall.com Phone: 260-665-3176 GS-07F-0685N - Small Business Contract end date: Jul 16, 2008

(2) Pull Tight Cable Seal. Cable seals should be a minimum of 76" long with a minimum diameter cable of 3/16". Metric equivalents are permitted. The figure eight pattern around the two center locking bars should be as high on the locking bars as practicable.

https://www.gsaadvantage.gov/advgsa/advantage/catalog/product_detail.do?BV_UseBVCookie=Yes&oid=28804518

Product: PULL TIGHT CABLE SEALS NSN/Mfr Part #: PT 3/32 Mfr: ONESEAL A/S Desc: 14L X 8W HIGH SECURITY SEALS FOR TRUCKS, CONTAINERS ETC. STANDARD CABLE LENGTH 12.6". LONGER CABLE AVAILABLE. ALSO AVAILABLE: PTW 3/32 (WITH WINDOW PROTECTION ON CYLINDER). - BAR CODING CAN BE APPLIED.	Contractor: ONESEAL INC. 628 ROUTE 10 #2, WHIPPANY, NJ 07981 http://www.onesealusa.com Phone: 973 599 1155 GS-07F-0376K - Small Business Contract end date: Jul 31, 2005
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f. Transportation and postal officers will appoint a seal custodian and alternates. The seal custodian is responsible for requisitioning, receiving, accounting for, safeguarding, and issuing seals.

g. Transportation and postal officers will appoint seal users responsible for safeguarding, applying, and removing seals.

h. The seal custodian will prepare and maintain a seal control to record the following information:

- (1) Type seal (ball- or seal-lock).
- (2) Serial number.
- (3) Date of receipt.
- (4) Date of issue.
- (5) Signature of user.

NOTE: All log book entries will be in ink. Maintain log books for two years.

i. Seal custodians and users will strictly account for seals by serial number and safeguard each seal from time of receipt to the time of application.

j. The seal custodian will:

(1) Maintain a seal control log upon receipt of seals from supply channels IAW paragraph 8-3e.

(2) Issue seals to authorized users as needed. The custodian will update the seal control log by recording the "date of issue" and "signature of user" as a receipt.

k. Seal users will:

- (1) Prepare and maintain a seal logbook to record the following:
 - (a) Type seal.
 - (b) Serial number.
 - (c) Date received.

(d) Date applied.

(e) Equipment identification number of item being stored.

NOTE: All log book entries will be in ink. Maintain logbooks for two years.

(2) Make entries upon receipt of seals from the custodian.

(3) Record the "date applied" and "equipment identification number" as seals are used. The "equipment identification number" will properly reflect the identification number of the equipment (railcar, MILVAN, SEAVAN, container, trailer, or truck) to which the seal has been applied.

l. Transportation documentation (TCMD, GBL, or manifest) will properly record the serial number of each seal applied to a shipment.

m. The seal custodian and user will safeguard seals until applied. Maintain unused seals in a locked, metal container under the supervision of the custodian or user to prevent unauthorized substitution or illegal use of seals. Safeguard the seal control or applications log by storing it with the seals. Desktop or laptop computers with log files should have password protection.

n. Whenever a seal is removed for authorized reasons, the shipping documentation will be annotated as follows:

(1) Name of the person breaking the seal.

(2) Organization of the person breaking the seal.

(3) Reason for breaking the seal.

(4) Serial number of the replacement seal.

(5) Date of resealing.

o. Authorized personnel will inspect seals on inbound freight to verify the serial number with the shipping documentation and determine if the seal had been broken or compromised. Upon completion of this inspection--

(1) If no discrepancies are found with the shipment, dispose of the seal as normal trash. Crush ball-type seals before disposal.

(2) If discrepancies are found with the shipment or the seal was broken on receipt or suspected of being compromised, a military police investigation will be requested. Report transportation discrepancies IAW Section XI of this regulation.

p. If a seal cannot be accounted for in the seal control or seal applications log, the following actions will be taken:

(1) Inventory immediately all on-hand seals to verify the loss and ensure no other seals are missing.

(2) Annotate the seal log with the words "discovered missing at" and the time and date it was found missing.

(3) Notify the military police of the loss of an accountable seal.

(4) Recheck all handling and issuing procedures to ensure maintenance of strict accountability.

(5) Make the actions in subparagraphs 8-3n (1) through (4) a matter of record and maintain a copy of this record in the log.

q. A seal control or applications log will be maintained for 1 year after the date of the last entry. Dispose of out dated logs.

r. Activities will control tools such as wire wrenches and bolt cutters for applying or removing seal-locks, padlocks to prevent unauthorized entry into containers.

59. SAFE HAVEN OF AMMUNITION.

a. The majority of U.S. shipments of Class A and B explosives are transported by the ROKA under the SALS-K. However, U.S. Army transportation assets transport some small arms shipments. In the event that these shipments are prevented from proceeding to final destination by circumstances beyond the carrier's control, safe haven will be granted at the nearest military installation. If safe haven is needed during duty hours, the carrier will contact the installation provost marshal; if after duty hours, the carrier will seek assistance from the military police at the installation entrance.

b. The safe haven will be temporary in nature. The ammunition will be removed from the military installation as soon as the activity commander or appropriate civil authority determines that the shipment is no longer endangered by local conditions. Vehicle drivers and escorts will provide security if installation security is not provided.

60. SHIPMENT OF AMMUNITION BY RAIL. When ammunition is shipped by the KORAIL, the shipper is responsible for loading, blocking, bracing, and tarping or otherwise covering any load in an open car and providing two escorts per train. Escorts must possess a security clearance equal to or greater than the security classification of the cargo being shipped. Escorts will carry firearms when transportation protected services required by the cargo dictate. Movement of ammunition by railroad is subject to ROK government regulation, which mandates tarping and use of escorts in every case.

**Section IX
HIGHWAY REGULATION OF MOTOR TRAFFIC**

61. GENERAL.

a. Purpose. This Section prescribes policies and procedures for the highway regulation of military motor traffic within the ROK during peacetime.

b. Scope. Movement management is defined as the planning, coordinating, programming, and monitoring or the allocation and use of available transportation resources in meeting the theater commander's movement requirements. This includes all highway regulation functions within the ROK.

62. RESPONSIBILITIES.

a. Transportation Division, ACS, G4, Eighth Army will--

(1) Coordinate policies and procedures relating to the regulation of highway movement by U.S. military forces located within the ROK.

(2) Coordinate with Provost Marshal, USFK concerning traffic control.

(3) Coordinate with Engineer, USFK concerning maintenance of U.S. controlled transportation facilities.

b. 19th TSC will--

(1) Publish procedures for the regulation of highway movement by U.S. forces located within the ROK.

(2) Coordinate with ROKA movement control elements for convoy or highway clearances.

(3) Notify requesting unit of approved convoy clearance information.

(4) When required, track the start point time and the closure time of the U.S. convoys

(5) Coordinate with USFK PM for MP escorts when required.

c. Provost Marshal, USFK, through its MSCs, in coordination with the ROK Army Provost Marshal Office will--

(1) Enforce traffic control regulations pertaining to vehicular movement within their area of responsibility.

(2) Provide reconnaissance information of areas to establish traffic control points where necessary to the Commander, 19th TSC, ATTN: 25th Trans Bn.

(3) Monitor convoys and enforce discipline and timeliness of moves. Highway information regarding these moves may be obtained from the servicing MCT, 25th Trans Bn.

(4) Report observed vehicular movement violations to the servicing BMCT.

(5) Provide lines of communication damage reports to Commander, 19th TSC, ATTN: 25th Trans Bn.

(6) Coordinate for either US MP, ROK MP and/or KNP to escort vehicles that exceed 44 short tons (88,000 lbs), for example, M1A1s and M88s; USFK / Eighth Army command directed unit or vehicle movements; and ammunition shipments IAW Eighth Army Regulation 700-3.

63. HIGHWAY CLEARANCE POLICY.

a. A convoy is a formation of military tactical vehicles that contains at least one (1) tracked vehicle, or five (5) wheeled vehicles, but less than 25 vehicles and requires a highway clearance requested from the local MCT using a CHQ Form 25EK. See AK Reg 350-4 tactical vehicle convoy procedures.

(1) Convoy or road clearances will be requested by moving units at least 72 hours prior to the desired move.

(2) The convoy or road clearance will be requested for any of the following types of vehicles:

(a) Any vehicle carrying hazardous or dangerous material to include, munitions and bulk fuel IAW CFR 49. TM 38-250/NAVSUPPUB 505/AFR 71-4/MCO P4030.19D, and AR 55-355/NAVSUPINST 4600.70/AFR 75-2/MCO P4600.14B/DLAR 4500.3

(b) Any vehicle considered to be oversized, outsized, or overweight. (See appendix F for standards of restriction.)

(c) Any vehicle, during peacetime only, carrying weapons, armed soldiers, or towing weapons, which is not part of a convoy.

(d) Any tracked vehicle moving under its own power.

(e) Convoy of 10 or more wheeled vehicles operating outside the city limits of Seoul.

(f) Convoy of five or more wheeled vehicles operating within or through the city limits of Seoul.

b. Restrictions. Within or through the city of Seoul, a convoy or road clearance is required for any movement of a squad size element or larger in combat uniform (with or without weapons) traveling together, as a group, either in public conveyance or organic asset. All tactical vehicles or U.S. forces are restricted from the "Blue House" area without a special permit from the ROK Ministry of Defense. Prior to preparation for convoy movement into or through Seoul, the HQ, 25th Trans, must be contacted in order to obtain restricted area data.

c. **Highway 250 Safety Measures and Dongduchon Route Restrictions.** No military vehicles will travel the section of Highway 3, south of Camp Casey Gate 2, which runs through

the downtown area of Dongduchon. Route detour signs are prominently displayed. See Annex D for vehicle / convoy speeds in the 2UEx area of operations.

64. CHQ FORM 25EK (COMBINED HIGHWAY CLEARANCE REQUEST).

- a. CHQ Form 25EK is used to request highway clearances.
- b. Preparation instructions are self-explanatory.
- c. This form is used for both armistice and contingencies.

65. RESPONSIBILITIES OF CONVOY COMMANDERS. Convoy movements will be under the control of the convoy commander who is responsible for the following:

- a. Determining the size of the component elements, not to exceed 25 vehicles per march unit of four march units per serial. Refer to AK Reg 350-4.
- b. Computing convoy speeds IAW USFK Reg 190-1.
- c. Maintain distances between vehicles in convoy IAW FM 55-30 or as designated by the controlling ROK MCC as follows:

<u>Location or Type</u>	<u>Distance</u>
Cities, towns, built-up areas	25 Meters
Closed column	50 meters
Open column	100 meters

d. Prominently display placards on vehicles transporting dangerous materials IAW USFK Reg 190-1 and CFR 49.

e. Markings.

(1) In chalk, legibly mark the ROK Army movements convoy clearance number on both sides of each vehicle. Letter should be no smaller than 4 inches and centered on door panels of wheeled vehicles and center of mass on tracked vehicles. Remove numbers immediately upon arrival at destination.

(2) Display removable bilingual signs identifying each march unit. Signs will be back lettering with white background and attached to the center of the front bumper of the last vehicle stating "Convoy Follows" and the center of the rear bumper of the last vehicle stating "Convoy Ahead."

f. Notifying the origin MCT of any deviation from the approved convoy clearance route (for example, change of departure time. Composition of convoy, cargo) prior to any actual move.

g. Reporting any lines of communication damage to the local MCT, higher HQs, and/or corps MCT.

h. During a contingency or major exercise each convoy commander will submit a closing report to the ROK Army highway regulating point (HRP) personnel or local MCT, and unit headquarters. Normally the last HRP will be the collecting point. HRP personnel will wear a

bilingual identification armband. For routine or minor exercise convoys the convoy commander will submit a closing report to the local MCT and unit headquarters.

Section X

INTRATHEATER PASSENGER TRAVEL

66. GENERAL. This Section establishes transportation policy for individual and group travel of military and civilian personnel and their authorized dependents within Korea. It provides guidance for personnel movement by public rail, bus, and air transportation. Individuals will generally travel by commercial rail, air, or on commercial buses licensed to operate between selected USFK installations. Unit moves will travel by charter bus or special train based on travel requirements. Guidance for international travel is in USFK Reg. 55-28. Procedures for requesting Army aircraft support for travel within Korea is prescribed in USFK Reg. 95-4.

67. RESPONSIBILITIES.

a. Transportation Division, ACS, G4, Eighth Army, is responsible for:

(1) Developing policies and procedures for personnel movements within the ROK in support of USFK.

(2) Ensuring transportation support for noncombatant evacuation operations (NEO).

b. Commander, IMA KORO, is responsible for:

(1) Providing staff supervision over all domestic passenger service operations in support of USFK including oversight of CTO operations.

(2) Requesting contracts and service agreements for CTO passenger services by all modes.

(3) Operating the CTOs within the ROK in support of USFK.

c. Commander, 19th Theater Support Command, is responsible for:

(1) Publishing procedures for passenger movements within the ROK in support of USFK.

(2) Planning and programming passenger movements within Korea.

(3) Ordering and arranging payment for domestic commercial passenger services in support of USFK.

(4) Managing Eighth Army rail passenger travel funds; if available.

(5) Providing ground transportation support between airfields and local military installations.

(6) Ensuring transportation support for NEO.

d. Commander, 2nd Multi-Functional Aviation Brigade (MFAB), is responsible for:

- (1) Managing the C-12 shuttle service program.
- (2) Developing procedures to review bookings and final manifests for the C-12 shuttle to ensure the program is being used properly.
- (3) Operating scheduled C-12 shuttle service on all Eighth Army duty days.
- (4) Providing terminal services at K-16 Airfield, Seoul, K-2 Airfield, Taegu, and other airfields as required to support the C-12 shuttle.

68. UNIFORM. Military personnel will normally wear presentable civilian clothing when traveling in a duty status on commercial buses, and domestic flights. The wear of Battle Dress Uniform (BDU) or service equivalent is authorized while traveling on trains for official business. USFK personnel are prohibited from wearing BDUs or service equivalent at Incheon International Airport. All personnel will wear either Class A/B uniform, or service equivalent. Commanders and activity chiefs may direct the wearing of the duty uniform when required for mission performance. Military personnel may wear duty uniform or civilian clothing when traveling on either contracted or Eighth Army - licensed scheduled bus service or the C-12 shuttle service.

69. COMMERCIAL RAIL TRANSPORTATION.

- a. The Korail provides extensive rail passenger service throughout the ROK. Both scheduled and special train services are available.
- b. Travelers in a duty status will request reservations and tickets from the nearest CTO. During peak travel periods around the Korean holidays, travel arrangements should be made at least 30 days prior to travel in order to guarantee a seat on the day desired.
- c. Orders and fund cite are required for official travel. The exception is for one day (same day) travel on Korail trains. LCS Program funds, when they are available, pay for one day official travel. If LCS funds are not available for same day travel, the requesting unit must fund the same day travel. A memorandum must be prepared by the unit directing the official travel indicating the origin and destination of the travel to be performed on the same day. The memorandum must be signed by travel requesting official and the travel approving/directing official. A sample memorandum is at Appendix G.
- d. Units or activities requiring arrangement of a special train must initiate a request through the local CTO NLT 15 days prior to the desired date of departure. Funding for movement of passengers by special train is generally the responsibility of the requesting unit or activity.
- e. The activity arranging rail transportation will prepare USFK Form 79-1 EK (US Government Transportation Request (GTR) to purchase individual seats aboard scheduled trains and USFK Form 79-2EK (US Government Transportation Request for Passenger Equipment) for special trains.
- f. All travelers, when in a duty status, are authorized coach class seating. The fastest scheduled service available (KTX) will be used when schedules meet travel requirements.
- g. Personnel traveling in a duty status who require changing or canceling a rail ticket must report to the location the ticket was purchased with the following:

- (1) One copy of the travel orders.
- (2) Original train ticket.

NOTE: Korail restricts changing rail tickets to one time only.

70. COMMERCIAL CHARTERED BUS TRANSPORTATION.

- a. Units requesting chartered bus transportation to support unit or group moves will submit their requests to the local Transportation Office NLT 72 hours prior to desired movement date.
- b. Requests for buses for fewer than 10 passengers will be changed to rail if mission permits. Transportation Offices unable to support the requirements will forward request to the servicing MCT.
- c. Requests to cancel previous requests for buses must be submitted to the servicing Transportation Office NLT 1200 the day prior to the scheduled move.
- d. Buses can be spotted up to 2 hours at the pickup point and 1 hour at the drop off point. Buses left spotted in excess of these times will be subject to accumulating detention charges.
- e. The senior occupant on each bus will serve as the bus commander. The bus commander will--
 - (1) Ensure passengers maintain discipline during the ride and at any rest stops.
 - (2) Ensure accountability of all passengers during the movement and at rest stops.
 - (3) Ensure force protection measures are followed.

71. COMMERCIAL AIR TRANSPORTATION.

- a. Korean Airlines and Asiana Airlines provide domestic inter-city flights between most major cities in the ROK.
 - (1) Unofficial travel by commercial air transportation is arranged by the individual through the nearest leisure travel branch of the CTO.
 - (2) Official travel by commercial air transportation in the ROK is authorized, however, associated costs are funded by the using unit. Commanders should consider only authorizing commercial air transportation under the most extenuating circumstances.
 - (3) Use of any domestic airline for official travel is prohibited when the DOD imposes travel restrictions on that airline. Prohibitions remain in effect until restrictions are lifted.
- b. When authorized to travel by commercial air transportation within the ROK:
 - (1) Personnel moving as individuals should report to the official travel CTO at least one day prior to desired travel day with five copies of travel orders containing fund cite/Movement

Designator Code (MDC) number. In order to ensure a seat on the desired travel day, personnel should report to the CTO as far in advance as possible.

(2) Group travel should be arranged at least 7 days in advance of the desired travel day. A by-name listing of personnel traveling is required to purchase tickets. Five copies of the travel orders containing fund citation/MDC number are required.

c. The CTO will issue a commercial ticket based on the traveler's orders.

72. C-12 AIR SHUTTLE SERVICE.

a. Round trip air transportation between Seoul (K-16) and Taegu (K-2) is provided twice daily during the duty week. This service minimizes expenditure of TDY funds by reducing the necessity for remaining overnight.

(1) Service is provided for personnel conducting official business.

(2) IAW DOD 4515.13-R, space required service is authorized for personnel on DOD authorized travel orders.

(3) Military and DOD civilians traveling without orders on official business will fly on a space-available priority.

(4) Seating is provided on a first come, first served basis according to priority.

b. The following priorities will be used on the shuttle service:

(1) Priority 1 - Colonels and above on TDY.

(2) Priority 2 - All other TDY personnel.

(3) Priority 3 - Other space-available personnel.

c. Passengers are restricted to carry-on baggage weighing 30 pounds or less. Because of space limitations, luggage such as footlockers, large suitcases, or duffel bags cannot be accommodated. Hazardous items are prohibited aboard the aircraft. Shipment of pets is not authorized.

d. Small arms/weapons may be transported when arranged as part of a request for reservations. The Commander, 2nd MFAB or designated representative will approve all requests to carry weapons on the shuttle. Weapons approved for movement will be placed in the custody of the aircraft pilot before departure and returned to the passenger upon arrival at destination. Ammunition is a hazardous item and transportation is prohibited on these flights.

e. Military travelers will wear the appropriate uniform unless wear of civilian clothing is properly authorized. Military travelers must present a valid identification card, and a copy of travel orders at the time of departure.

f. Civilian travelers must present a valid civilian identification card or local national identification and TDY orders at time of departure.

g. Installation commanders in Yongsan and Taegu will--

(1) Provide and publicize transportation support between the installation and applicable airfields.

(2) Assist passengers in obtaining overnight accommodations should a flight delay occur.

(3) Ensure force protection measures are followed.

h. Personnel will submit requests for reservations telephonically to the 2nd MFAB, flight scheduling office. Requests will not be made more than 10 working days before the day of departure. Requests will be processed until 1200 on the day before scheduled departure.

i. The 2nd MFAB will process requests upon receipt. Each passenger will be placed on a space-required list. Seat assignment will be made IAW priorities established in subparagraph 10-7b. A confirmed space required passenger list will be finalized as of 1600 hrs, the day prior to the scheduled departure.

j. Passengers may confirm flight departure by telephoning two hours before scheduled departure time. Passengers must report to base operations at Seoul (K-16) or Taegu (K-2) at least 20 minutes before scheduled departure time. A copy of TDY orders will be faxed to 2nd MFAB, flight scheduling two days prior to the flight.

k. Passengers having confirmed reservations must notify 2nd MFAB before scheduled flight time if they are unable to make the flight.

l. The C-12 air shuttle service operates Monday through Friday, except USFK / Eighth Army training holidays and U.S. holidays. Installation commanders will publish bus schedules to and from the airfields.

DEPARTURE

Seoul AB 0700
Taegu AB 0800
Seoul AB 1700
Taegu AB 1800

ARRIVAL

Taegu AB 0750
Seoul AB 0850
Taegu AB 1750
Seoul AB 1850

m. Requests for exception to policy will be submitted to Commander, Eighth Army, ATTN: EAGD-T, Unit #15236, APO AP 96205-0010 and will be granted on a case-by-case basis.

73. LICENSED BUS TRANSPORTATION BETWEEN U.S. MILITARY INSTALLATIONS. The IMA KORO maintains a licensing agreement with commercial bus companies that provide pay-as-you-go bus service between selected installations. Installations serviced by this agreement and bus fares are governed by the licensing agreement and are subject to change. Transportation Offices provide this service for official and unofficial travelers.

74. LOCAL AREA TRAVEL.

a. IAW the basic provisions of JFTR, Volume 1, Chapter 3, Part F, and Joint Travel Regulations (JTR) Volume 2 for civilian personnel, when it is determined to be advantageous to the government, the travel orders approving official travel may approve reimbursement for

transportation expenses necessarily incurred by members conducting official business in the local area of their permanent duty station.

b. The area commander will determine the local area in which transportation expenses may be authorized or approved. All official travel outside the local area is to be considered TDY.

c. Local travel costs will be funded using the TDY funds of the unit or activity authorizing the travel.

d. The authorized mode of transportation for local travel will be the lowest cost alternative commensurate with the mission, as determined by the officer authorizing reimbursement. Transportation motor pool non-tactical vehicles will be used if available.

e. Local area travel will be approved and authorized for reimbursement prior to commencement of actual travel by DOD personnel.

f. Claims for reimbursement will be processed IAW the Service financial regulations.

Section XI REPORTS

75. DAILY INSTALLATION SITUATION REPORT (DISR). Each shipping and/or receiving installation will furnish a DISR to their servicing BMCT. This report provides the 19th TSC the installation's status of all TMR-cleared shipments as of 1500 each day. The DISR includes rail, highway (commercial and military), USC commercial containers, chassis, miss-spots, and miss-pulls. Reports will be submitted IAW 19th TSC's guidance daily. The report will include the following information: activity, date, TMR, trailer number, status, and location.

76. TRANSPORTATION DISCREPANCY REPORT.

a. Report all transportation discrepancies IAW DOD Reg. 4500.9-R on SF 361 (Transportation Discrepancy Report (TDR)).

b. The 19th TSC is the USFK Area Monitoring Office (AMO) for TDR in the ROK, and will:

(1) Monitor systemic problems with transportation contracts and work with respective contracting officer representatives to rectify problem.

(2) Ensure sub-AMOs are complying by this regulation and DOD 4500.9-R.

(3) Publish detailed procedures on TDRs as required.

c. The 837th Trans Bn is the AMO for all USC related TDRs. They will submit SF 361 with supporting documents as per DOD Reg. 4500.9-R.

d. The 25th Trans Bn is the AMO for all in-theater commercial contract related TDRs. They will submit SF 361 with supporting documents through 19th TSC to USACCK.

e. Use SF 364 (Supply Discrepancy Report) to report overages and shortages on single consignee USC or DOD containers with the original transportation cargo seals intact that were loaded at a supply source and unstuffed by the consignee.

f. The Area Monitoring Offices will:

- (1) Monitor TDR actions in its area of responsibility.
- (2) Provide training assistance, advice, and enforcement of governing regulations.
- (3) Monitor the performance of field activities that fail to answer requests for information to ensure prompt and accurate replies in the future.
- (4) Mail an information copy, without attachments, of each SF 361 prepared to the USFK AMO at the following address:

Commander, 19th TSC
ACS, Support Operations
ATTN: EANC-GM
Unit #15015
APO AP 96218-0171

77. GOVERNMENT OWNER CONTAINER REPORT.

a. The purpose of this report is to monitor monthly Government owned container location and serviceability.

b. The report is submitted by 19th TSC to Transportation Division, ATTN: Land Movements Branch, Transportation Division, ACS, G4, Unit #15236, APO AP 96205-0010 on the last day of the each month. Report can be submitted by fax or email and will include the following as a minimum:

- (1) UIC
- (2) DODAAC.
- (3) ISO serial number.
- (4) Manufacturer serial number.
- (5) Year built.
- (6) Date assigned.
- (7) Container size / type code.
- (8) Container condition
- (9) Container inspection grade.
- (10) Due date of next CSC inspection.
- (11) Last known location by DODAAC.

- (12) Dedicated program use.
- (13) Lease contract number.
- (14) Equipment on property book.

78. COMMERCIAL CONTAINER DELIVERY AND DETENTION REPORT.

a. The purpose of this report is to monitor monthly container deliveries to identify and correct possible management control deficiencies that could lead to unnecessary detention charges.

b. The report is submitted by 19th TSC to Transportation Division, ATTN: Land Movements Branch, Transportation Division, ACS, G4, Unit #15236, APO AP 96205-0010 on the last day of the each month. Report can be submitted by fax or email and will include the following as a minimum:

- (1) Consignee name and Department of Defense Activity Address Code (DODAAC).
- (2) Voyage number.
- (3) Container number.
- (4) Container size.
- (5) Container availability date.
- (6) Detention start date.
- (7) Total detention days.
- (8) Original RDD
- (9) Total cumulative detention charges.
- (10) Remarks. Include circumstances surrounding detention and actions taken to resolve detention status.

Section XII COMMERCIAL CONTAINER LEASING PROCEDURES

79. AIDPMO LEASE PROCEDURES

a. All commercial container lease requests are submitted on the USFK Form 301-E (Intermodal Equipment Lease Checklist) and transmitted by email or fax to AIDPMO.

b. CCO Appointment Letter must be on file with AIDPMO to request assets.

c. DA Form 3953 (Purchase Request and Commitment (PRC) is the only acceptable funding document accepted for payment of lease request. A Fund Certifying Officer (FCO) must sign it.

d. A copy of the FCO appointment orders (DD 577) must accompany the request, and include the FCO's phone number and email address. REQUESTS WILL NOT BE PROCESSED WITHOUT A CERTIFIED FUND CITE.

e. The DFAS location, DODAAC and address where funds are disbursed must be provided along with the request.

f. As part of the Army's policy, and prior to asset movement, all leasing activities will submit a CMR. CCO's are responsible for completing the CMR and submitting through the USFK Container Control Agency (19th TSC) to AIDPMO.

g. Inspection of leased equipment must be accomplished within seven (7) days of delivery.

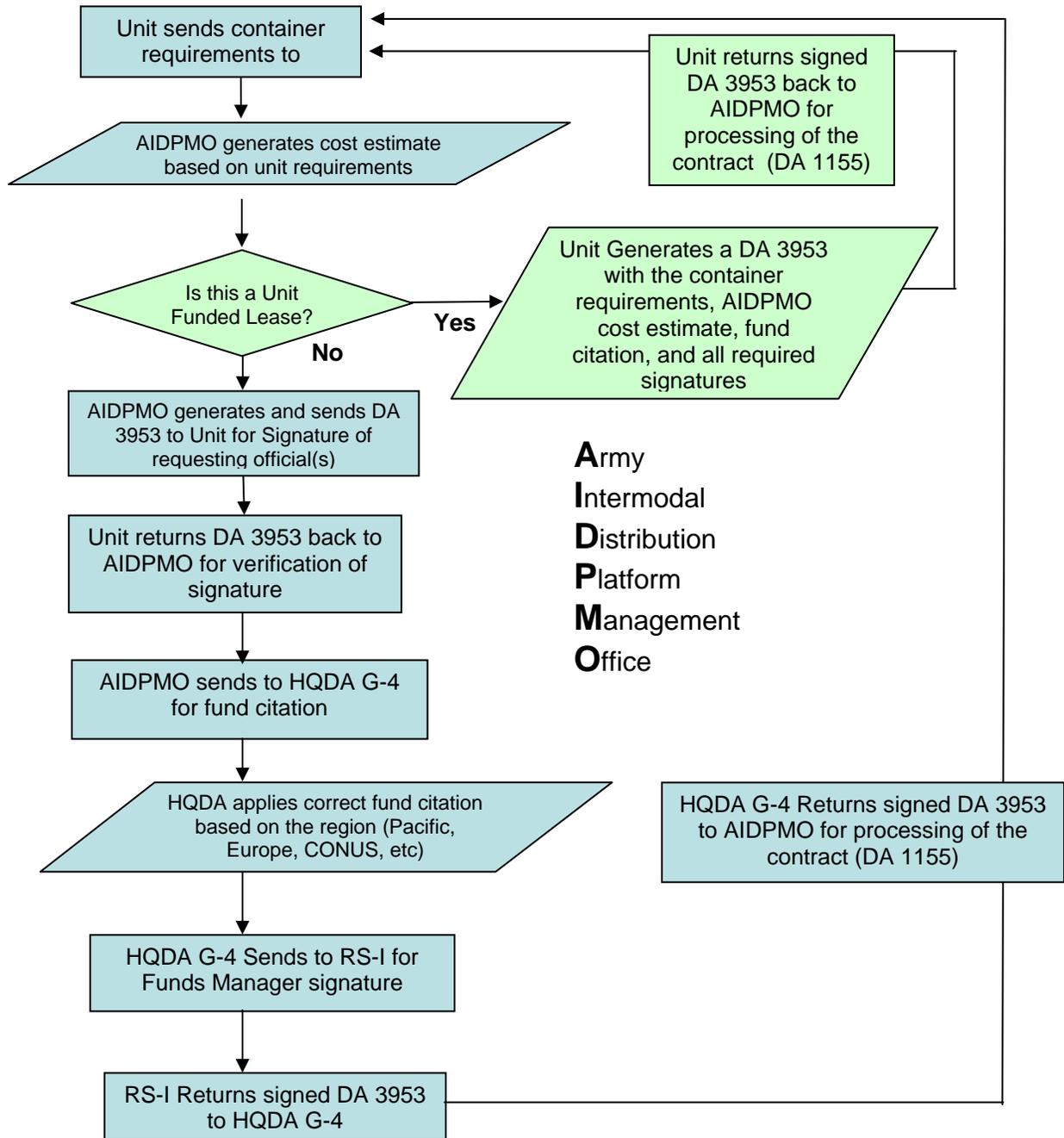
h. If there are Deficiencies or Damages at the time of delivery, submit a DA Form 2404 along with an email describing the problems immediately to AIDPMO.

i. WITHIN 48 HOURS OF RECEIVING THE EQUIPMENT, REQUESTING ACTIVITY "MUST SUBMIT" TO AIDPMO ALL EQUIPMENT NUMBERS RECEIVED ON A CMR.

Fax: 570-895-6678 (DSN 795)

Email: aidpmo@logsa.army.mil; leanon.trawick@logsa.army.mil;
robert.jones@logsa.army.mil; donald.rumford@us.army.mil; paul.bunting@us.army.mil

Leased Container Request Procedures



Armey
Intermodal
Distribution
Platform
Management
Office

For More Information, contact:
aidpmo@logsa.army.mil (570) 895-9016

80. CONTAINER REPORTING PROCEDURES: Upon arrival containers must be jointly inspected and reported to AIDPMO through the USFK Container Control Agency (19th TSC) using the CMR USFK Form 302-E.

81. CONTAINER MANAGEMENT REPORT (CMR) INSTRUCTIONS (USFK FORM 302-E)

Position

1-4 Asset marks is a 4-digit alphabetic code that precedes a container serial number. Example of an ownership marks are "USAG (Army Milvan General) or TEXU (Textainer commercial container)."

5-11 Asset serial number is a 6-digit numeric field that follows the asset mark and comes before the check digit.

12 Check digit is a single digit following container serial number. Normally follows a "-" and is within a white box background or surrounded by a border on the actual container.

13 Enter "S" if reporting the shipment of a container. Enter "R" if reporting the receipt of a container.

14 Enter "L" if the container is loaded. Enter "E" if the container is empty.

15-19 Enter the 5-digit Julian date (e.g., 04365 = 31 Dec 2004) for all manual reports.

20-25 Enter the DODAAC of the activity originating the report.

26-30 This is the DODAAC of the activity that has possession of the container. When reporting a shipment, this is the DODAAC of the activity that is shipping the container. When reporting receipt, this is the DODAAC of the activity that received the container. It will most likely be the same as the "Reporting DODAAC".

31-36 This is the DODAAC of the activity that is the end recipient of the container (usually the ultimate consignee of the cargo inside).

37- 51 The shipping order only needs to be entered once for all containers moving on the same order. For commercial containers, the DO number should be substituted, if known.

52-55 For GO containers, enter 2200 for end-opening containers (regardless of actual height or asset type), 2205 for side-opening containers, 2064 for half-height containers, and 2063 for flat racks. Note (optional): Enter a shipping document number that will provide an audit trail for the shipment. Use the Bill of Lading (BL) number for shipments within CONUS and a 17-position TCN (transportation control number) for shipments from CONUS to outside the CONUS.

APPENDIX A
Publication Section I
Required Publications

AFI 24-201 (Cargo Movement).

Army in Korea (AK) REG 55-26 (Unit Movement Planning), 20 May 2005

AK 350-4, (Eighth Army Tactical Vehicle Movements in the Korean Theater of Operations), 14 April 2005.

AR 25-400-2 (The Modern Army Record keeping System (MARKS)).

AR 55-13 (Appointment of Transportation Officers and Acting Transportation Officers).

AR 55-15/OPNAVINST 4640.3A/AFJI 24-106/MCO 4600.34 (Land Transportation Within Areas Outside the Continental United States).

AR 55-355/NAVSUPINST 4600.70/AFJI 24-211 V1/MCO P4600.14B/DLAR 4500-3 (U.S. Government Bill of Lading).

AR 55-38 (Reporting of Transportation Discrepancies in Shipments).

AR 55-71 (Transportation of Personal Property and Related Services).

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

AR 735-11-2/SECNAVINST 4355.18/AFR 400-54/MCO 4430.3J/DLAR 4140.55 (Reporting of Item and Packaging Discrepancies).

AR 58-1 (Management & Use of Non-tactical Vehicles).

CFC LP&P (Combined Forces Command Logistics Policy and Procedures).

Code of Federal Regulations (CFR), title 49, Hazardous materials transportation.
International Maritime Dangerous Goods Code (IMDG)

CTMC SOP.

DOD Radio Frequency Identification (RFID) Policy, 30 July 2004

DOD Reg. 4140.1-R DOD Material Management Regulation.

DOD REG 4500.9-R, Part II, Cargo movement, May 2003.

DOD Reg. 4500.9-R DTR (Reporting of Transportation Discrepancies in Shipments).

DOD Reg. 4500.9-R-1 (Manage and Control of the DOD Intermodal Container System).

DOD Reg. 4515.13-R (Air Transportability Eligibility).

DOD Reg. 4500.32-R (Military Standard Transportation and Movement Procedures (MILSTAMP)).

DOD Reg. 5100.76-M (Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives).

Eighth Army Supplement 1 to AR 55-71 (Movement of Personal Property and Related Services).

Eighth Army Reg. 350-6 (Joint Airborne Air Transportability Training (JA/ATT)).

Eighth Army Reg. 700-3 (Conventional Ammunition).

FM 4-01.011, (Unit Movement Operations), 31 October 2002.

FM 55-30 (Army Motor Transport Units and Operations) 27 June 1997

FM 55-80, (Army Container Operations), 13 August 1997

JFTR, Volume I, (Joint Federal Travel Regulations).

Joint Travel Regulations (JTR) Volume 2 for Civilian Personnel

SDDC Reg 55-67 (Cargo Booking and Ocean Carrier Contract Administration).

SDDC Reg 55-69 (Surface Transportation Terminal Operations).

TB 55-46-1/NAVFAC P-1055, Standard Characteristics (Dimensions, Weight, And Cube) For Transportability Of Military Vehicles And Other Outsize/Overweight Equipment, dated 1 January 2002.

NAVSEA OP 2165, Volumes I and II (Navy Transportation Safety Handbook for Ammunition, Explosives, and Railed Hazardous Materials).

NAVSEA OP 2239. (Technical Manual Motor Vehicle Drivers Handbook for Ammunition, Explosives, and Hazardous Materials).

PACAF Pam 24-1 (Airlift Planning Guide).

USFK In-Transit Visibility (ITV) Policy #47, 4 Jan 05

USFK Reg. 55-28 (Travel Policies and Port Call Procedures).

USFK Reg. 55-35 (Wartime Movements Program).

USFK Reg. 95-4 (Procedures for Requesting and Responsibility for Allocating Army Aircraft Support).

USFK Reg. 700-6 (Direct Support System Procedures

Publications Section II REQUIRED FORMS

CHQ Form 25EK, 10 JUN 05 (Combined Highway Clearance Request).

CHQ Form 26EK, 10 JUN 05 (Combined Movement Request)

CHQ Form 109 (Combined Airlift Request)

**DD Form 626 (Motor Vehicle Inspection (Transporting Hazardous Material)).

**DD Form 836 (Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles).

**DD Form 1384 (Transportation Control and Movement Document).

DD Form 1387-2 (Special Handling Data/Certification).

**DD Form 1907 (Signature and Tally Record).

**SF Form 361 (Transportation Discrepancy Report).

*SF Form 1103 (US Government Bill of Lading)

**USFK Form 301-E, 1 APR 05 (Intermodal Equipment Lease Checklist)

**USFK Form 302-E, 1 APR 05 (Container Management Report)

*USFK Form 79EK (Bill of Accessorial Services)(Bas).

**USFK Form 79-6EK (Certificate in Lieu of Lost US Government Bill of Lading).

* Indicates the form is a controlled form. To obtain controlled USFK Forms prescribed by this regulation, submit the request to the proponent (EAGD-T).
To obtain DD or SF Forms that are controlled, submit the request (DA Form 17) to EAGA-R by fax: 724-8415.

** Indicates the form in electronic media only (EMO).

For EMO USFK Forms, go to:

<http://www-eusa-7.korea.army.mil/publications/prmwebapplication/prmframeset.htm>.

For all others go to: www.usapa.army.mil.

APPENDIX B

SAMPLE FORMAT OF A TRANSPORTATION OFFICER DUTY APPOINTMENT

(Office Symbol) (MARKS File Number)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective (Date), (Name), (Rank), (Branch), (SSN), assigned to (Unit), (Location) is appointed as: (**NOTE:** Multiple entries may appear here if more than one transportation assistant is to be appointed.)

Transportation Officer/Acting Transportation Officer/Transportation Assistant (Choose One)

2. Authority: AR 55-13 (Army only) or appropriate service regulation/instruction or USFK Reg 55-355.

3. Purpose: To arrange military and commercial transportation services IAW governing regulations.

4. Period: Specify period of appointment if known, otherwise enter the date eligible for return from overseas. (**NOTE:** Indefinite periods will not be used.)

5. Special Instructions: (If no special instructions are required, enter NONE. For transportation assistants specify, by name, the transportation officer/acting transportation officer to whom they are responsible and the scope of the actual duties authorized to be performed, including any restrictions.)

ROBERT T. JONES
Lieutenant Colonel, TC
Commanding

DISTRIBUTION:
Individual Appointees

APPENDIX C

AIR ELIGIBILITY

1. MATERIEL AUTOMATICALLY AIR ELIGIBLE.

a. Verification of the airlift requirement for items automatically air eligible is not necessary. Such shipments are offered directly to the PMCT, 25th Trans Bn, 19th TSC who then clears them into the airlift system automatically.

b. Materiel automatically air eligible is listed below:

(1) TP-1 shipments of--

(a) Aviation intensive management items (3-digit project code (NNM)).

(b) Non mission capable-supply (NMCS) high priority (01-03) requisitions with code 999 in the RDD field.

(c) Patriot missiles.

(2) Federal supply class 6505 (medical) - blood, vaccine.

(3) Joint Chiefs of Staff-, Department of Defense-, Department of the Army-, or Army Materiel Command-directed air shipment.

(4) Short shelf life items.

(5) Shipments of classified, CCI, or protected sensitive cargo for which required safeguards cannot otherwise be achieved.

(6) Personal property shipments authorized for airlift according to service regulations.

(7) Remote area support (Okinawa, Greece, Italy, and Turkey).

(8) Items designated for movement in ALOC.

(9) Foreign military sales (FMS) shipments authorized and funded for airlift by the sales case.

(10) Traffic management determinations are made by Eighth Army, G4 Transportation Division; 7th AF, Logistics Transportation; U.S. Naval Forces-Korea, ACS for Logistics; US Marine Forces-Korea; or Defense Distribution Depot Korea, Transportation Officer.

2. MATERIEL REQUIRING AIR ELIGIBILITY VERIFICATION. All materiel which is not listed in paragraph C-1, but which is air eligible, requires verification of air eligibility before it can be cleared for airlift. Such materiel consists of the following:

a. All other TP-1 shipments.

b. All other TP-2 shipments including:

(1) NMCS/anticipated not mission capable supply requisitions (priority 04-06).

(2) Aviation intensive management items.

c. TP-1 and TP-2 military assistance program (grant aid) shipments with an estimated air cost (APOE to APOD) exceeding \$3,000.

3. NON-AIR ELIGIBLE ITEMS. Items in the following federal supply class and generic categories of materiel are not air eligible. These items may not be cleared into the airlift system unless justified according to paragraph C-1.

7105 Furniture	7660 Sheet and book music
7110 Furniture	7710 Musical instruments
7125 Cabinets	7720 Musical parts and accessories
7195 Miscellaneous Furniture	7730 Phonographs
7210 Household furnishings	7740 Phonographic records
7220 Floor coverings	7810 Athletic equipment
7230 Draperies	7820 Games
7240 Household and commercial utility containers	7830 Recreational equipment
7290 Miscellaneous household and commercial furnishings and appliances	7910 Floor polisher
7320 Kitchen equipment	7920 Brooms
7330 Kitchen utensils	7930 Cleaning compounds
7350 Miscellaneous tableware	8010 Paints
7490 Miscellaneous office machines	8020 Paint brushes
7510 Office supplies	8040 Adhesives
7520 Office devices	8310 Yarns and threads
7630 Newspapers	8315 Notions
7640 Maps	8320 Padding and stuffing materiel
8330 Leather	8325 Fur materials
	8520 Toilet soaps

8335 Shoe findings

8350 Textile fabrics

8440 Hosiery, men's

8445 Hosiery, women's

8455 Badges

8460 Luggage

8510 Perfumes

8530 Personal toiletry

8540 Toiletry paper products

8720 Fertilizers

8730 Seeds

9905 Signs

9910 Jewelry

9915 Collector's items

APPENDIX D

HIGHWAY RESTRICTIONS

1. LIMITATIONS. The following criteria define oversized and overweight vehicles and loads. Excess of these criteria requires movement clearance coordination through the unit's proper movement channels.

<u>Limitations</u>	<u>National and Provincial Highways</u>
Width	2.6 meters 102 inches
Height	3.9 meters 154 inches
Length	18.0 meters 708 inches
Single Axle Load	10.0 metric tons 11 short tons (22,000 lbs)
Maximum Gross Weight	40.0 metric tons 44 short tons (88,000 lbs)

2. WEIGHT PER AXLE. Exceeding 10% and below of axle and gross weight can be allowed, in consideration of error of measurement and equipment. Vehicles exceeding these limitations require approval of the Korean Highway Corporation on expressways and the Ministry of Construction and Transportation and local police department on national and provincial highways.

3. LOAD ON VEHICLE. Exceeding 11 percent of rated load capacity of vehicle.

4. CURVE RADIUS. Exceeding 39 feet, 4 inches (12 meters).

5. SPEED OF VEHICLE. Military vehicles will not exceed the following speeds: Four lane expressways: 80 kilometers per hour (50 MPH); three lane expressways: 60 kilometers per hour national highways (40 MPH); two lane highways or secondary roads: 40 kilometers per hour national highways (25 MPH).

6. Vehicle / Convoy Speed limits in 2UEx AO.

a. Wheeled Vehicles Only:

Cities, Towns, Built-up Areas	24 KPH (15 MPH)
Two Lane Roads	40 KPH (25 MPH)
MSR 1 and 3	40 KPH (25 MPH)
Limited Access Expressways	40 KPH (25 MPH)

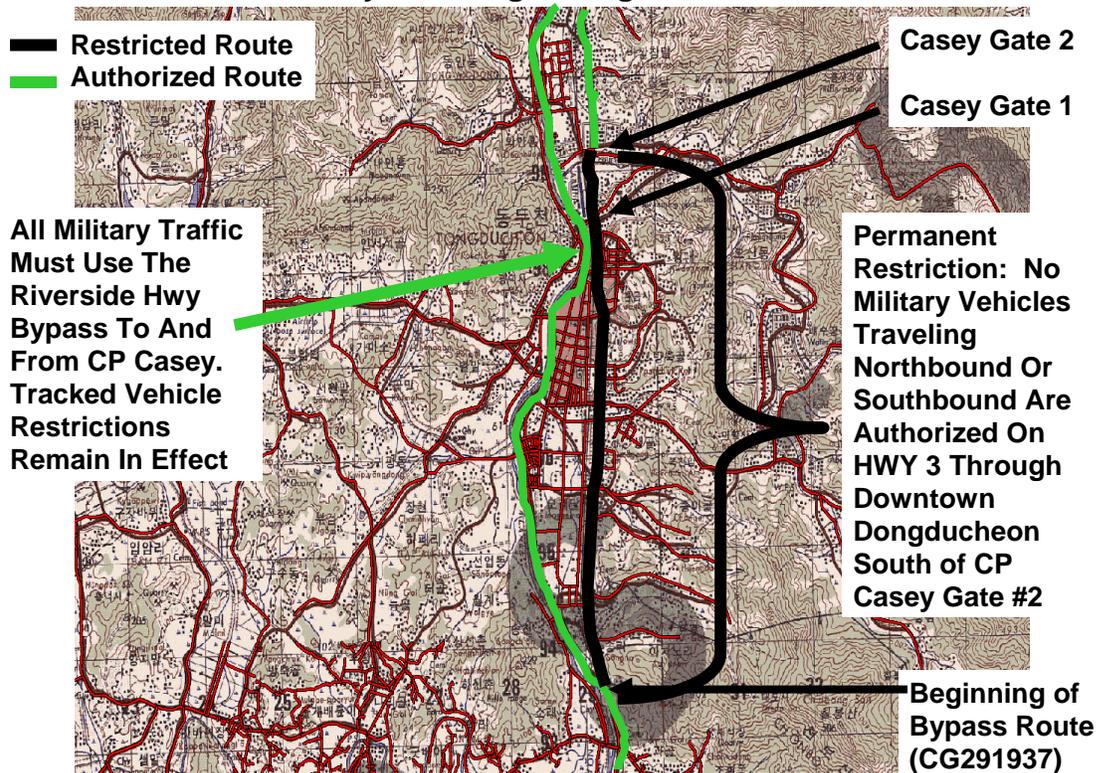
b. Mixed Wheeled and Tactical Vehicles:

Cities, Towns, Built-up Areas	16 KPH (10 MPH)
Outside Cities	32 KPH (20 MPH)
MSR 1 and 3	32 KPH (20 MPH)
Black-out Light Drive - all vehicles	8 KPH (5 MPH)

c. Non-Tactical Vehicle (NTV) Speed Limits:

Cities, Towns, Built-up Areas	40 KPH (25 MPH)
Two Lane Roads	60 KPH (37 MPH)
MSR 1 and 3	80 KPH (48 MPH)
Limited Access Expressways	80 KPH or as posted

Route Restriction on Hwy 3 Through Dongducheon...Permanent Restriction



7. **HAZMAT.** Defined in paragraph 3-25.

8. **OTHER.** Any other conditions that are adverse to preserving integrity of road structures and traffic safety.

APPENDIX E

BILINGUAL LABELS AND PLACARDS

<u>NUMBER</u>	<u>TITLE</u>
EA LABEL 85EK	Spontaneously Combustible
EA LABEL 86EK	Organic Peroxide
EA LABEL 87EK	Corrosive
EA LABEL 88EK	Chlorine
EA LABEL 89EK	Oxidizer
EA LABEL 90EK	Dangerous When Wet
EA LABEL 91EK	Flammable Gas
EA LABEL 92EK	Non-Flammable Gas
EA LABEL 93EK	Flammable Liquid
EA LABEL 94EK	Flammable Solid
EA LABEL 95EK	Poison
EA LABEL 96EK	Poison Gas
EA LABEL 97EK	Dangerous Placard
EA LABEL 98EK	Explosives Placard
EA LABEL 98-1EK	Explosive 1.4 Placard
EA LABEL 98-2EK	Explosive 1.6 Placard
EA LABEL 99EK	Blasting Agents Placard
EA LABEL 100EK	Non-Flammable Gas Placard
EA LABEL 101EK	Flammable Gas Placard
EA LABEL 102EK	Poison Gas Placard
EA LABEL 103EK	Flammable Placard
EA LABEL 104EK	Combustible Placard
EA LABEL 105EK	Flammable Solid Placard
EA LABEL 106EK	Flammable W Placard
EA LABEL 107EK	Oxidizer Placard
EA LABEL 108EK	Poison Placard
EA LABEL 109EK	Radioactive Placard
EA LABEL 110EK	Corrosive Placard
EA LABEL 111	Background Placard (Railcars)
EA LABEL 112EK	Spontaneously Combustible Placard
EA LABEL 113EK	Oxygen Placard
EA LABEL 114EK	Dangerous When Wet Placard
EA LABEL 115EK	Class 9 Placard

Bilingual labels and placards are available through the Printing and Publication Center Korea, Camp Market.

APPENDIX F

CONVOY COMMANDER'S BRIEFING

Convoy Commander Briefing. Before a convoy departs on a mission, the convoy commander will brief all members of the convoy. Refer to applicable regulations and unit SOPs for further guidance. The following outline represents what should be covered at a minimum:

1. Situation:

- a. Friendly forces
- b. Support units
- c. Enemy situation

2. Mission:

- a. Type of cargo
- b. Origin
- c. Destination.

3. Execution:

- a. General organization of the convoy.
- b. Time schedule.
- c. Routes.
- d. Convoy speed.
- e. Catch-up speed.
- f. Vehicle distance.
- g. Emergency measures.
 - Accidents.
 - Breakdowns.
 - Obstacles
 - Separation from convoy.
 - Ambush.
 - Action of convoy personnel if ambushed.
 - Action of security forces during ambush.
 - Medical support.

4. Administration and Logistics:

- a. Control of personnel.
- b. Billeting arrangements.
- c. Messing arrangements.
- d. Refueling and servicing of vehicles, complying with spill prevention guidelines.

5. Command and Signal:

- a. Location of convoy commander.
- b. Succession of command.
- c. Action of security force commander.
- d. Serial commander's responsibility.
- e. Arm and hand signals.
- f. Other prearranged signals.

- g. Radio frequencies and call signs for--
 - Control personnel.
 - Security force commander.
 - Fire support elements.
 - Reserve security elements.
 - Medical evacuation support.

6. Safety:

- a. Hazards of route and weather conditions.
- b. Defensive driving.

7. Environmental protection:

- a. Spill prevention.
- b. Transporting HAZMAT.

APPENDIX G

COMMERCIAL RAIL TICKET REQUEST



REQUESTING UNIT'S ADDRESS

REPLY TO
ATTENTION OF:

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commercial Travel Office, ATTN: Rail Section

SUBJECT: Commercial Rail/KTX Ticket for Official Travel

1. Request a commercial rail ticket be issued to the following traveler(s).

NAME	GRADE	SSN	ROUTE	TRAVEL DATE
------	-------	-----	-------	-------------

(Note: More than one traveler from the same unit can be placed on the same memo.)

2. Fund cite for this action is _____ . **(If ROK MND LCS Funds are not available, the requesting unit must provide a fund citation here)**

3. Brief reason for travel:

4. The point of contact for this action is the undersigned, telephone number, XXX-XXXX.

REQUESTING OFFICIAL'S SIGNATURE BLOCK
XXXXXXXXXXXXXXXXXXXX
XXX, XXX
XXXXXXXXXXXXXXXXXXXX

APPROVING OFFICIAL'S SIGNATURE BLOCK
XXXXXXXXXXXXXXXXXXXX
XXX, XXX
XXXXXXXXXXXXXXXXXXXX

APPENDIX H

EQUIPMENT REQUIRING MP ESCORTS

Model	Nomenclature
M1 Series	TANK CMBT 120MM / 105 MM
M2A2/M3A2	FIGHTING VEH HS
M48A5	LAUNCH M48A5 TANK
M728	COMBAT ENG VEH M728
M88A1	REC VEH FT MED M88A1
TMS3005	CRNE TRK 25T TMS 300-5
60K LOADER	AIRLIFT CGO LOADER/UNLOADER

APPENDIX I

EQUIPMENT REQUIRING UNIT ESCORTS

MODEL	NOMENCLATURE
175B	LDR GP BUCK CLRK 175B
621b	SCRAPER SP CAT 621B
934A1	TRK VAN EXP 5T
AN/MPQ-53	PATRIOT RADAR SET
AN/MSQ-104	ECS SHELTER
D7G	TRCTR FT CAT D7G
D7G W/ROPS	TRCTR TF D7G W/ROPS
F5070	TRK DUMP 20T F5070
IBBF	INTERIOR BAY BRDG FLO
M1015A1	CARR CGO M1015A1
M1038	TRK UTL 11-1/4T M1038
M1059	CARR SMOKE GEN M1059
M106A2	CARR MORT M106A2
M1097	TRK UTL 10000 1097
M109A3	TRK VAN SHOP M109A3
M172A1	STLR LB 25T M172A1
M1977 W/W	TRK TR CBT
M270	LAUNCHER ROCKET ARM
M292A1	TRK VAN EXP 292A1
M35A2	TRK CGO D/S M35A2C
M49A2C W/W	TRK WKR M543A2 W/WN
M52A2	TRK TRAC M52A2
M548A3	CARR CGO M548A3
M577	CARR CMD POST M577
M577A3	CARR CMD POST M577A3
M578	REC VEH FT LT AR M578
M747	STLR LB 60 TON M747
M812	TRANSPORTER BRDGE FLO
M813	TRK TRAC M818
M813A1	TRK CGO D/S M813A1
M814	TRK CGO 5T XLWB M814
M816	TRK WKR M816 W/WN
M818	TRK TRAC M818
M820	TRK VAN EXP 5T M820
M9 (ACE)	TRCTR FT HIGH SPD M9

MODEL	NOMENCLATURE
M901/M902	PATRIOT MISSILE LAUNCHER
M915	TRK TRAC M915
M920	TRK TRAC M920
M923A1	TRK CGO D/S M923A1
M925 W/W	TRK CGO D/S M925A2
M927	TRK CGO 5T XLMB M927
M931	TRK TRAC
M931A1	TRK TRAC M931A1
M934	TRK VAN EXP 5T M934
M934A1	TRK VAN EXP 5-TON
M936 W/W	TRK WKR M936 W/WN
M936A2	TRK WKR M936A2 W/WN
M977	TRK CGO TACT
M977 W/W	TRK CGO TTACT
M978	TRK TK FS M978
M978 W/W	TRK TK FS M978 W/WN
M981	CARR PERS M981
M983 W/W	TRK TRAC 8x8
M984 W/W	TRK WRK M984 W/W
M984A1 W/W	TRK WKR M984A1 W/W
M985	TRK CGO TACT
M985 W/W	TRK CGO TACT
M992	CARR AMMO TRKD M992
M992A2	CARR AMMO TRKD M992A2
MT250	CRNE TRK 25T MT 250
MW24C	LDR SCP JICASE MW24C
OE-349/MRC	ANTENNA MAST TRUCK MOUNTED
RBBF	RAMP BAY BRIDGE FLOAT
RTCH	ROUGH TERRAIN CONTAINER HANDLER
SWRBT	TRANSPORTER RIBBON BR

APPENDIX J

MILITARY POLICE ESCORT INFORMATION REQUIREMENTS WORKSHEET

Requesting units will submit the following information to their servicing Movement Control Team NLT ten (10) U.S. Government working days prior to the movement date: **APPENDIX K**

1. Date waiver submitted:	
2. Requesting Unit:	
3. Unit POC and phone number:	
4. Type and amount of equipment being moved:	
5. SP Location:	
6. RP Location:	
7. Unit POC and phone number at SP:	
8. Unit POC and phone number at RP:	
9. Provide route (written out) and strip map of the entire route with clear details of the pick-up and drop-off points with exact location of equipment (for example, military installation or repair facility): (attached)	
10. Remarks:	

APPENDIX K

REQUEST TO MOVE OVERSIZE VEHICLES OUTSIDE DIRECTED PLANNING HOURS

EAAD-AAO

31 March 2005

MEMORANDUM FOR Commander, Eighth United States Army; Attn: G-4 Trans Land Branch Chief

SUBJECT: Request to Move Oversize Vehicles Outside Directed Planning Hours

1. Alpha Battery, 1-43 ADA BN will conduct a draw of sixteen PATRIOT PAC III missiles at 141000APR2005 to Ammunition Depot #11. The draw facilitates increased operational capability of the PATRIOT system.
2. Movement of the vehicles is from Suwon Air Base (ROK) to Ammunition Depot #11 and return. IAW requirements to transport live missiles, the M985 Guided Missile Transport will be escorted front and rear by M1098 HMMWV and have armed guards present. Convoy clearance will be requested per SOP.
3. Request to move outside the directed planning hours of 2300-0500 in order to prevent unnecessary risk due to missiles sitting, waiting for draw and rest requirements for drivers. Request to conduct movement to the Ammunition Depot from 140500APR2005 – 140800APR2005. Appointment is at 1000 hours and is expected to take 3-4 hours. Movement from Ammunition Depot #11 to Suwon will be from 141400APR2005 – 141700APR2005. Convoy will depart the Ammunition Depot as soon as possible in order to minimize exposure to afternoon traffic.

SIGNATURE BLOCK

APPENDIX L

DUTY APPOINTMENT OF CONTAINER CONTROL OFFICER



REQUESTING UNIT'S ADDRESS

REPLY TO
ATTENTION OF:

OFFICE SYMBOL

DATE

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Duty Appointment of Container Control Officer

1. Effective immediately, "**NAME**", is assigned the duties of the primary Container Control Officer (CCO).
2. Authority: DOD 4500.0-R, PART VI, CHAPTER 601, PAGE VI-601-9, PARA 13a.
3. Purpose: to provide property control, usage reporting, and maintenance of all Army owned and controlled intermodal containers and equipment (ANSI/ISO containers, flat racks, Container Roll In/Out Platforms (CROPS) and Internal Airlift/helicopter Slingable Containers Units (ISUs)
4. Period: Until officially relieved or released from this appointment.

FOR THE COMMANDER:

DISTRIBUTION:

SIGNATURE BLOCK

GLOSSARY

Section I Abbreviations

ACA	Air Clearance Authority
AGS	Armed Guard Service
ACS	Assistant Chief of Staff
AF	Air Force
AIDPMO	Army Intermodal Distribution Platform Management Office
ALC	Army Logistics Command
ALOC-K	Air Lines of Communications - Korea
AMO	Area Monitoring Office
AMS	Air Mobility Squadron
APOD	aerial port of debarkation
APOE	aerial port of embarkation
AR	Army Regulation
ASC	Ammunition Support Command
ASG	Area Support Group
ATCMD	Advanced Transportation Control & Movement Document
ATO	Acting Transportation Officer
AVN BDE	Aviation Brigade
BAS	Bill of Accessorial Services
BMCT	Branch Movement Control Team
CBL	Commercial Bill of Lading
CCA	Container Control Activity
CCI	controlled cryptographic items
CCO	Container Control Officer

CFC	Combined Forces Command
CFR	Code of Federal Regulation
CMR	Combined Movement Request
CP&A	Centralized Pay and Accounting
CSC	Convention for Safe Containers
CTMC	Combined Transportation Movements Center
CTO	Commercial Travel Office
CULT	common user land transportation
DDDK	Defense Distribution Depot Korea
DDP	Distribution Drop Points
DISR	Daily Installation Status Report
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DSS-K	Direct Support System - Korea
DTO	Division Transportation Officer
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
Eighth Army	Eight United States Army
FDP	Forward Distribution Point
FINCOM	Finance Command
GBL	Government Bill of Lading
HQ	headquarters
IAW	in accordance with
ITO	Installation Transportation Officer

ITV	In-Transit Visibility
JA/ATT	Joint Airborne/Air Transportation Training
JFTR	Joint Federal Transportation Regulation
Korail	Korea Railroad
LCS	Logistics Cost Sharing
LP&P	Logistics Policies and Procedures
LTL	less-than-truckload
MATO	Materiel Officer
MCT	Movement Control Team
MDC	Movement Designator Code
MHE	material handling equipment
MILSTAMP	Military Standard Transportation and Movement Procedures
MILVAN	military van
MSC	Military Sealift Command
MSC	Major Subordinate Commands
MSL	Military Shipping Label
NEO	Noncombatant Evacuation Operations
NLT	not later than
NMCS	non-mission capable supply
OCCA	Ocean Cargo Clearance Authority
PAMO	Pacific Airlift Management Office
PMCT	Port Movement Control Team
PSS	protective security service
RDD	required delivery date
RFID	Radio Frequency Identification
ROK	Republic of Korea

ROKA	Republic of Korea Army
SAAM	Special Assignment Airlift Mission
SALS-K	Single Ammunition Logistics System - Korea
SDT	Second Destination Transportation
SEAVAN	commercial- or Government-owned (or leased) shipping container
SEVS	Security Escort Vehicle Service
SLOC	Sea Lines of Communications
SSA	Supply Support Activity
TA	Transportation Agent
TAC	Transportation Account Code
TCMD	Transportation Control and Movement Document
TDR	Transportation Discrepancy Report
TDY	Temporary Duty
TMO	Traffic Management Officer
TMR	Transportation Movement Release
TO	Transportation Officer
TP	Transportation Priority
TPS	Transportation Protective Services
Trans Bn	Transportation Battalion
TSC	Theater Support Command
UDL	Unit Deployment List
UMMIPS	Uniform Material Movement Issue Priority System
U.S.	United States (of America)
USACCK	United States USFK Contracting Command, Korea
USC	Universal Services Contract

USFK	United States Forces, Korea
WMP	Wartime Movements Program
WWX	Worldwide express

Glossary

Section II Definitions and Terms

Accessorial services. Services in addition to transportation, rendered by carriers and others. They include storage, switching, diversion, lighterage, wharfage, cartage, rehooking, loading and unloading railroad cars, and processing. Charges for accessorial services are known as accessorial charges.

Activity address code. A six-position code assigned to identify units, activities, or organizations authorized to direct, ship, or receive materiel.

Aerial Port of Debarkation (APOD). An authorized port to clear aircraft and process cargo for entrance to the U.S. or foreign country.

Aerial Port of Embarkation (APOE). An authorized port of departure from the U.S. or foreign country where cargo is aggregated and processed for strategic airlift.

Airlift Clearance Authority (ACA). A function of the 25th Trans Bn acting as the single point of contact between the shipper service and the airlift system, less the AF. Their mission is to clear all cargo into the airlift system and to verify the documentation and eligibility of all cargo offered for shipment.

Air Mobility Command (AMC). Single manager operating agency for strategic airlift service. A Department of the Air Force Command, under the U.S. Transportation Command (USTRANSCOM).

Air Terminal. An installation that has facilities for loading and unloading aircraft and for intransit handling of passengers, cargo, and mail moved by aircraft.

Area Monitoring Office (AMO). The office that is assigned responsibility for monitoring transportation discrepancy reports (TDR) actions in a specific theater or area

Astray Freight. Shipments or portions of shipments found in a carrier's possession or delivered to a military installation which are being held for any reason except transfer and for which billings are not available.

Branch Movement Control Team. Branch elements of a P/MCT HQs displaced throughout the peninsula to provide better customer service. Performs same mission as parent HQ.

Break-bulk Point. A transshipping activity to which various consignees may be consigned for further distribution as separate shipment units.

Cancellation charge. A charge for empty freight cars ordered, spotted, and not used, provided cars were acceptable.

Cargo. Supplies, materiel, stores, baggage, or equipment transported by land, water, or air.

a. Bulk. Dry or liquid cargo, e.g., oil, grain, ore, sulfur, or fertilizer, which is shipped un-packaged in large quantities.

b. Containerizeable Cargo. Items which can be stowed or stuffed into a closed SEAVAN or MILVAN.

c. Non-containerizeable Cargo. Items that cannot be stowed or stuffed into a closed SEAVAN or MILVAN, i.e., over dimensional or overweight cargo.

d. Sourced Stuffed Cargo. Cargo that economically fills a container from a single origin point.

Carload. A car loaded to its full cubic or weight carrying capacity; also the quantity of freight required for the application of carload rate.

Carrier. An individual, corporation, or public utility engaged in the business of transporting goods.

Certifying officer. Any TO or TA, duty appointed IAW appropriate regulations, who attests to the existence of facts legally required to support a payment from an appropriation or fund.

Claim. A written legal demand for payment of goods lost or damaged in shipment.

Combined Transportation Movements Center (CTMC). A USFK and ROKA combined staff agency operating under the supervision of the ACS, C4. It is the planning and coordinating element for movements within the ROK during exercises or contingencies.

Commercial Travel Office (CTO). A contracted travel agency that provides official and leisure travel.

Commitment. The allocation of transportation line haul assets for the movement of cargo.

Common User Land Transportation. Land transportation assets managed by a single agency in support of a command (Division through Army), joint geographic command, or joint task force.

Consignee. The recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery. Activity that receives the shipment.

Consignor. The individual, unit, or activity that is the supplier or shipper of the product.

Container. A standardized, demountable receptacle used for transporting cargo on a chassis rail car or vessel.

a. Dromedary. A container that can be mounted behind the power unit of a truck, carried on a flatbed trailer or in a van that can be used to transport less-than-truckload shipments of AA&E, SECRET, CONFIDENTIAL, CCI, or sensitive material.

b. Flat-Rack. Open sided and top International Standards Organization (ISO) containers with two removable/adjustable ends.

c. Half-Height. Standard ISO containers with one end door and an open top.

d. MILVAN. A military owned demountable container that conforms to U.S. and international standards and operates in a centrally controlled fleet for movement of military cargo.

e. SEAVAN. Commercial or government owned or leased shipping containers that are moved via ocean transportation without bogey wheels attached.

f. Military Sealift Command Van. A SEAVAN leased and controlled by the Military Sealift Command (MSC).

Contracting Officer. Any officer or civilian employee authorized to enter into or administer contracts and to make determinations and findings with respect thereto.

Contracting Officer Representative. Any officer, noncommissioned officer, or civilian authorized by the contracting officer to represent the contracting officer.

Daily Installation Situation Report (DISR). Daily status of reportable loaded or empty transportation equipment (for example, rail, SEAVAN, and commercial and military equipment) located at each receiving or shipping installation. This report includes multi-stop conveyances transiting a facility.

Defense Transportation System (DTS). That portion of the worldwide transportation infrastructure that supports DOD transportation needs in peace and war. DTS consists of those military and commercial assets, services and systems organic to, contracted for, or controlled by the DOD, except for those that are service-unique or theater assigned.

Demurrage. A charge made on a carrier conveyance held by or for a consignor consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for demurrage are in addition to all other lawful transportation charges. Demurrage charges typically are associated with rail and water port operations.

Detention. A charge made on a carrier conveyance held by or for a consignor consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for detention are in addition to all other lawful transportation charges. Detention charges typically are associated with container operations.

Diversions. A change in route, consignee, destination, or other billing instructions while the shipment is en route.

Document Identifier Code. DIC is used on all MILSTAMP data records. It is a means of identifying the functional area system (transportation, supply, etc.), to which the document relates and the intended purpose of the document (TCMD, manifest, tracer, etc.).

Drayage. See Local Haul/Drayage.

Dunnage. Material used to protect or support freight in or on the carrier's equipment (for example, bracing, stakes, or blocks).

International Movements. The movement of personnel and supplies across international boundaries.

Intertheater. Freight movements from command elements of Pacific Command and other theaters, including the continental United States.

Intratheater. Freight movements within Korea.

Less-than-Carload. A shipment which does not use the marked carrying capacity of a rail car.

Less-than-Truckload (LTL). A shipment which does not use the full weight or cubic carrying capacity of a truck.

Line-haul Transportation Service. The transportation of cargo over a distance greater than 40 miles or more than 2 hours travel times one way. It includes transportation to or from a port installation regardless of actual distance or travel time.

Local Haul/Drayage is defined as the transportation of cargo 10 miles or less, or less than 1 hours travel time one way.

Main Supply Route. A road designated by USFK to serve as the principal or alternate ground line of communication to and from an area or activity.

Miles in the Hour. Refers to distance traveled in an hour. Miles per hour refers to vehicular rate of speed including planned and unplanned halts.

Military Sealift Command (MSC). Single manager-operating agency for military sealift service. A command of the Department of the Navy under the U.S. Transportation Command.

Military Standard Requisitioning and Issue Procedures (MILSRTIP). Uniformed procedures established by the DOD to govern requisition and issue of materiel within standardized procedures.

Military Standard Transportation and Movement Procedures (MILSTAMP). Uniform standard transportation data, documentation, and control procedures applicable to all freight traffic movements in the Defense Transportation System (DTS).

Military Traction. The movement of imported commercial SEAVANS leased from an ocean carrier containing DOD cargo and pulled by military tractors.

Military Van (MILVAN). See container.

Mixed Shipment. Any transportation conveyance such as a railcar, truck, or pallet loaded with small lot shipments consigned to two or more consignees located in the same geographical area.

Movement Control Center (MCC). An organization established for the purpose of managing all transportation movements within a given area. a. Bulk. Dry or liquid cargo, e.g., oil, grain, ore, sulfur, or fertilizer, which is shipped un-packaged in large quantities.

Pilferable Cargo. Items that are vulnerable to theft because of their ready resale potential, i.e., cigarettes, alcoholic beverages, cameras, electronic equipment, computers software, etc.

Pilferage. The act of stealing in small quantities. Used in reference to missing cargo that is easily converted to money; has intrinsic value or commercial use.

Port of Debarkation (POD). The geographic point, at which cargo or personnel are discharged from the mode of transportation. May be a sea port or air port. For unit requirements, it may or may not coincide with the destination.

Port of Embarkation (POE). The geographic point, sea port or air port, in a routing scheme from which cargo or personnel depart to eventually arrive at the POD. For unit and non-unit requirements, it may or may not coincide with the origin.

Port Terminal Movement Control Team (PMCT). The USFK representative at an aerial port providing liaison with the Army, ACA, and AMC to ensure coordination of logistical airlift actions, the safe and orderly flow of cargo into and out of air and sea ports, and the acceptance of USFK cargo movements into the airlift system.

Priority. Precedence for movement of cargo or traffic.

Pull Date. The date that transportation equipment, which has been loaded by an activity or installation, is scheduled to be moved.

Request for Transportation. A request from the shipping activity, submitted to the local TMO to obtain the required transportation to complete a cargo or personnel movement.

Required Delivery Date (RDD). The calendar date when the requester requires the materiel. RDD field may contain 999, N--, 555 or 777 to indicate expedited handling required. A blank RDD field indicates routine handling.

Retrograde Cargo. Cargo moving in the reverse direction of the normal flow of material entering into the theater of operations.

ROK Defense Transportation Command (ROKDEFTRANSCOM). A ROK joint command established for the purpose of regulating and supporting movements within Korea during armistice and contingencies. During contingencies, combines with USFK to form the CTMC.

Safe Haven. Emergency assistance provided by an installation to a carrier's vehicle transporting division 1.1, 1.2, or 1.3 ammunition and explosives due to circumstances beyond a carrier's control (such as severe weather or vehicle breakdown). A primary consideration by the

installation commander is whether the load poses an unacceptable hazard to personnel or operations. This involves an analysis of the quantity-distance factors and the ability to locate the vehicle away from populated areas. DOD uses the term "safe haven" in the transportation of explosives and hazardous items.

Sea Port of Debarkation (SPOD). An authorized port to clear and process cargo for entrance to the U.S. or foreign country.

Sea Port of Embarkation (SPOE). An authorized port departure from the U.S. or a foreign country where cargo is aggregated and processed for strategic sea lift.

the shipment, and serves as the unique identifier of the movement requirement. The TMR is used to account for the transportation assets during movement much like the TCMD is used to account for the cargo during movement. The TMR number can be lengthened or shortened to meet the information needs of the theater. The codes for completing the TMR and commitment work sheets can be found in FM 55-10 Movement Control in a Theater of Operations) Appendix F or in DOD Regulation 4500.32R (MILSTAMP).

Surface Deployment and Distribution Command (SDDC). Provides global surface deployment command & control and distribution operations to meet National Security objectives in peace and war. SDDC is a component command of US TRANSCOM.

Transportation Management Officer (TMO). Person(s) designated or appointed IAW this regulation to perform traffic management functions for an Air Force unit or activity.

Transportation Officer (TO). Person(s) designated or appointed IAW this regulation to perform traffic management functions for an Army unit or activity.

Transportation priority (TP). A number assigned which designates the priority of movement through the transportation system.

Transportation Protective Services (TPS). A commercial carrier service performed according to DOD standards that provide in-transit physical security for shipments of SECRET, CONFIDENTIAL, or sensitive materiel.

Truckload. Any shipment of freight which completely uses the load carrying capacity of a highway vehicle.

Uniformed Material Movement and Issue Priority System (UMMIPS). DOD Directive 4140.1-R, Appendix 8, specifies incremental time standards for requisition, issue, and movement of materiel for the DOD. The time standards apply to all transportation modes in peace and war and vary according to the priority and ultimate destination of the shipment.

Unstuffing. The off-loading of cargo from a container.