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***Chief of Staff of the Army***

***Deployment Excellence Award (DEA) Program***

***DALO-TSM Memorandum dated 19 April 2000***

***Letter of Instructions***

***Appendix A, Checklists***

**US Army Deployment Process Modernization Office  
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# DEPLOYMENT EXCELLENCE AWARD (DEA) CHECKLISTS

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## DEPLOYMENT EXCELLENCE AWARD

### EVALUATION CRITERIA AND CHECKLIST INSTRUCTIONS

Units and installations competing for the DEA are evaluated on their ability to plan and execute a deployment or deployment support mission.

**Meeting Deployment Standards:** Meeting Deployment Standards: Evaluation of this area is based on the checklists (outlined in Appendix A), which contain minimum deployment standards and procedures. The checklists are not all-inclusive; they are provided as a guide to assist units and installations during deployments and as a means for documenting the accomplishment of deployment standards and procedures. The checklists are designed for use at team to brigade/group level. Other checklists or documents used must meet or exceed the checklist at Appendix A and must be included in the award submission packet.

**Meeting Deployment Timelines:** Meeting Deployment Timelines: Units and installations are evaluated on their performance meeting deployment or support timelines. Units are required to state whether they arrived at key nodes and destination IAW timelines established by the deployment order/directive, TPFDD, installation/unit/MACOM flow schedule, or other directive document. Supporting units and installations must state whether required deployment support was in place IAW timelines.

**Deployment Complexity.** Deployment Complexity: This evaluation area considers the complexity of the deployment or deployment support mission. Complexity factors could include mission lead time, single or multi-modal deployment, task force organization, unit organization (e.g. soldiers from several different units formed to make a team), command and control requirements, ability to adapt to changing requirements, special training needs, on-going support Memorandums of Agreement (MOAs), and use of new deployment systems or technologies.

**Progress Toward Deployment Excellence:** Progress Towards Deployment Excellence: Units and installations competing for the DEA are strongly encouraged to submit deployment initiatives that have improved the deployment process. This includes forwarding any deployment lessons learned that have been instituted to correct deficiencies.

## CATEGORY: DEPLOYING UNIT

Deploying unit: Any TOE or TDA combat, combat support or combat service support unit (derivative UIC to brigade size) with a deployment mission. The unit must have demonstrated ability to deploy by executing an actual deployment (e.g. war, contingencies, training, humanitarian relief, or National/State emergencies) within the competition year (1 Apr 01 – 31 Mar).

Deployment begins at the unit’s origin and ends at the unit’s final destination or employment area (tactical assembly area, Corps assembly area, annual training site or other location designated by the unit’s mission). Units can compete as: Large Unit: Company to Brigade/Group level or Small Unit: Derivative UIC (Teams/Detachments).

\* Deploying task forces (up to Brigade/Group size may compete, but must be submitted under one UIC (e.g. a battalion that was task organized with units not organic to the battalion would submit under the battalion’s UIC).

Checklist Note: Checklists are applicable to Active Component, Reserve Component, and National Guard units, unless noted otherwise in parenthesis following the checklist evaluation item.

### DEPLOYMENT PREPARATION

	YES	NO	N/A	COMMENTS
<b>DEPLOYMENT PLANNING</b>				
1. Does the unit maintain deployment movement plans for contingencies/operation plans (OPLANs) for other missions that the unit may be required to support?				
2. Does the unit maintain mobilization movement plans for movement from home station to mobilization station? (Reserve Component only)				
3. Does the unit have a unit movement SOP or deployment movement plan that outlines functions that that occur upon notification of a unit movement?				
4. Does the movement SOP/deployment plan or other related document identify unit alert procedures and support requirements (e.g., life support, material handling equipment [MHE], external transportation) needed by the unit to execute a deployment?				
5. Does the unit have a Mobility Warrant Officer assigned to the command that assists with deployment planning?				
Does the Mobility Warrant Officer assigned to the command trains and assists Unit Movement Officers with deployment planning and use of Mobilization System?				

	YES	NO	N/A	COMMENTS
<b>DEPLOYMENT TRAINING</b>				
<u>Unit Movement Officer (UMO)</u>				
1. Did each company size unit have appointed on orders a unit movement officer and an alternate in accordance with (IAW) major Army command (MACOM) or unit higher headquarters regulations/policies?				
2. Has the UMO received training in UMO responsibilities/duties?				
<u>Unit Load Teams</u>				
3. Does the unit have load team personnel appointed on orders and trained on vehicle preparation, aircraft and rail loading and unloading techniques?				
4. Have the load teams received training in--				
a. Preparation of vehicle load plans?				
b. Preparation of vehicles for movement (reduction to required configuration, protecting fragile components, weighing and center of balance marking procedures for air movement)?				
c. Aircraft tie-down procedures?				
d. Loading and unloading unit vehicles on aircrafts?				
e. Palletizing cargo on 463L pallets?				
<u>Hazardous Cargo Training</u>				
5. Does the deploying unit have at least one soldier formally trained (one soldier per company, or per MACOM policy) to certify hazardous material (HAZMAT) for transport?				
6. Is the soldier(s) currently qualified to certify hazardous cargo? Note: HAZMAT certifiers must be trained at DOD approved school on applicable regulations for all modes within the past 24 months. Refresher training is required every 2 years to continue certification of HAZMAT for movement.				
7. Has HAZMAT training been conducted for personnel who:				
a. Package, mark or label packages containing HAZMAT?				
b. Prepare HAZMAT shipping papers?				
c. Offer or accept HAZMAT for transportation?				
d. Mark or placard transport vehicles?				
e. Operate or crew transport vehicles, aircraft, or vessels carrying HAZMAT?				

	YES	NO	N/A	COMMENTS
<b>DEPLOYMENT TRAINING (Cont.)</b>				
8. Have the personnel identified in question 7 above received a written test on their HAZMAT responsibilities and training within the last two years?				
9. Is HAZMAT training received by vehicle drivers annotated on the drivers license, OF 346 (U.S Government Motor Vehicle Operator/s Identification Card) and on DA Form 348 (Equipment Operators Qualification Record) IAW AR 600-55?				
<u>Air Load Planners</u>				
10. Does the unit have a school trained air load planner appointed (if required by MACOM or higher headquarters) who is qualified to prepare, check, and sign Air Force load plans?				

	YES	NO	N/A	COMMENTS
<b>SOLDIER READINESS</b>				
1. Does the unit (or its higher headquarters) have a formal Soldier Readiness Processing (SRP) program to ensure soldier readiness requirements are met?				
2. Was the SRP program followed during the deployment?				
3. Does the SRP program include:				
a. Personnel screening procedures to identify nondeployable soldiers?				
b. Financial Readiness?				
c. Postal Instructions?				
d. Personnel checks to ensure soldiers have a current Service Members Group Life Insurance (SGLI) form 8286, emergency data cards (DD Form 93), correct ID tags and ID card, and meet applicable criteria IAW AR 600-8-101?				
e. Legal services to ensure soldier has a properly documented will and necessary powers of attorney established?				
f. Medical checks to ensure medical and immunization records are up-to-date?				
g. Dental checks to ensure recent examinations and appropriate X-rays?				
h. Procedures for ensuring privately owned vehicles (POVs) are registered and prepared for storage or returned to family members?				

	YES	NO	N/A	COMMENTS
<b>SOLDIER READINESS (Cont.)</b>				
i. Procedures for obtaining ministry team support for deploying soldiers?				
4. Did the SRP ensure the following soldier training requirements for deployment were met:				
a. Current Army physical fitness test (APFT) and weapons qualification?				
b. Code of conduct training				
c. Survival, escape, resistance, and evasion (SERE) training, and subversion and espionage directed against the US Army (SAEDA) training?				
d. Driver's training for destination country?				
e. Mobilization and legal briefing? (Mobilization briefing for Reserve Component only)				
5. Was there a Family Support Plan in place and was it activated?				
6. Was there a Commander's plan for Employer's Support? (Reserve Component only)				

	YES	NO	N/A	COMMENTS
<b>EQUIPMENT PREPARATION (All Modes)</b>				
1. Did the unit maximize secondary loads on organic transporters to minimize container requirements?				
2. Was unit equipment/cargo moving to port of embarkation (POE) documented by proper shipping papers, military shipping labels (MSLs)/tags, and appropriate marking, labeling and placards?				
3. Did deploying unit affix MSLs to equipment prior to departing home station or marshaling/staging areas per MACOM directives/SOPs?				
4. Did MSLs include secondary loads where appropriate?				
5. Were MSLs properly affixed to equipment? Note: For vehicles, one label is placed on vehicle left front with other label on left side. For containers, crates, bundles and loose pieces, labels are placed on adjacent sides.				
6. Did MSLs reflect proper transportation control number (TCN), model number, and dimensional data as provided on the deployment equipment list (DEL)?				
7. Was vehicle stenciled with the unit identification code (UIC) – shipment unit number (SUN) and did it match the MSL?				

	YES	NO	N/A	COMMENTS
<b>EQUIPMENT PREPARATION (All Modes) Cont.</b>				
8. Were MSLs placed on the proper piece(s) of equipment?				
9. Was cargo loaded on/in vehicles and containers properly blocked and braced for shipment by all modes?				
10. Did the MSLs reflect the correct weights (empty or loaded) for deploying equipment?				
11. Were all vehicles equipped with proper and serviceable lifting devices and/or shackles?				
12. Were vehicle fuel tanks ¾ full (or IAW port call message) in preparation for ship loading?				
13. Did fuel levels in fuel containers (Jerry cans) comply with port call instructions?				
14. Was trailer mounted equipment containing combustion engines, such as generators sets, filled to no more than one-half their fuel capacity?				

	YES	NO	N/A	COMMENTS
<b>UNIT MOVEMENT DATA</b>				
1. Is the unit maintaining/updating their automated unit equipment list (AUEL) as required by MACOM movement regulations/SOPs?				
2. Did the unit use TC ACCIS, TC-AIMS II, or DS2T to document a Unit Equipment List, Packing List DD Form 1750, Military Shipment Labels (MSLs), Transportation Control and Movement Documents (TCMDs), and Radio Frequency (RF) Tags?				
3. Did the deploying unit use TC ACCIS, TC-AIMS II, or DS2T to produce a tailored Unit Movement Data (UMD) in the form of a deployment equipment list (DEL), IAW MACOM policy?				
4. Did the DEL show accurate equipment data (shipping configuration, model number, gross weight and dimensions, LIN and Index Number, secondary loads, and hazardous materials)?				
5. Were vehicle secondary loads recorded on the AUEL and DEL?				
6. Did the unit use TC ACCIS, TC-AIMS II, or DS2T to update the Regional In-Transit Visibility (RITV) servers and COMPASS.				

**HAZARDOUS/CLASSIFIED/SENSITIVE CARGO**

	YES	NO	N/A	COMMENTS
<b>HAZARDOUS CARGO</b>				
<u>General.</u>				
1. Was all hazardous cargo identified on the DEL and was special hauling requirements indicated?				
<u>Air Movement.</u>				
2. Was all HAZMAT moving by air correctly certified IAW TM 38-250?				
<u>Surface Movements (All surface modes).</u>				
3. Was all HAZMAT moving by surface correctly documented IAW CFR 49?				
<u>Highway Movement.</u>				
4. For HAZMAT moving by highway, was DD Form 836, Shipping Paper for Emergency Response Information for Hazardous Materials, prepared, and provided to each driver operating on public roads?				
5. Was a DD Form 626, Motor Vehicle Inspection, used to inspect each vehicle carrying placarded amounts of HAZMAT on public highways				
6. Did drivers transporting HAZMAT have training IAW DTR, Part II, chapter 204 (Training) and CFR 49?				
7. Is driver HAZMAT training documented on the driver's Optional Form (OF) 346, U.S. Government Motor Vehicle Operators' Identification Card?				
8. Was HAZMAT placards and labels affixed to equipment/cargo in accordance with Title 49 CFR, applicable STANAG, or international directives and regulations?				
9. Did hazardous cargo identified on packing list have correct placards attached IAW DOD 4500.32R (Military Standard Transportation and Movement Procedures)?				
<u>Rail Movements.</u>				
10. Did the unit correctly certify ammunition, explosives and other HAZMAT for rail movement IAW CFR 49, Section 174?				
11. Did the unit correctly prepare Container Packing Certificate or Vehicle Packing Certificate for each vehicle/container loaded with HAZMAT, if the routing includes a sea leg after rail movement?				
12. Were rail cars used for shipment of explosives and other hazardous material properly sealed?				

	YES	NO	N/A	COMMENTS
<b>GENERAL HAZARDOUS CARGO (Cont.)</b>				
<u>Movement by Sea.</u>				
13. Did the unit correctly certify ammunition, explosives, and other HAZMAT for movement by cargo vessel, IAW CFR 49 and the International Maritime Dangerous Goods Code (IMDG)?				
14. For vehicles and containers loaded with HAZMAT, did the unit complete the Container Packing Certificate or Vehicle Packing Declaration forms IAW the DTR, Part II? Note: The certification/declaration verifies that unit packers have properly blocked, braced, packaged, segregated and marked vehicles/containers loaded with HAZMAT, IAW applicable regulations.				
<u>Preparing Shipment Units of HAZMAT.</u>				
15. Were loose ammunition and explosives removed from all containers and vehicles? Note: Ammunition is not permitted into the port or aboard vessels without prior authorization from Military Traffic Management Command (MTMC).				
16. Were vehicle fuel tanks filled to three-quarters or less of their capacity?				
17. Were oxygen and acetylene tanks marked with the prime mover UIC-SUN?				
18. Was the trailer-mounted equipment containing combustible engines, such as generator sets, filled to fifty percent or less of their capacity?				
19. Were field cans, water heaters, gasoline lanterns, portable generators, blowtorches, and similar equipment in which combustibles or fuel other than diesel are used or stored, completely drained and cleaned before shipment? Note: Five-gallon fuel cans not to exceed a 1/2 full level for sea movement if mounted in vehicle brackets, and 3/4 full for air contingency movements (TM 38-250).				
20. Were bulk fuel carriers drained and purged for air movements, and placarded appropriately?				
21. For sea movements, were bulk fuel carriers prepared (half-full or empty) IAW MTMC port call message?				
22. Were batteries disconnected from non-self propelled equipment such as generators, and terminal ends protected from arcing and corrosion?				

	YES	NO	N/A	COMMENTS
<b>CLASSIFIED CARGO</b>				
1. Did the unit notify the ITO, movement control center (MCC) or supporting transportation agency of the requirement to ship classified material?				
2. Was classified material packaged for transport IAW AR 380-5, and FM 55-65?				
3. Was the material transported in closed and locked vehicles, compartments, or cars unless appropriate authorities authorized another method?				
4. Did the unit ensure that no classified material was transported in detachable storage compartments such as automobile trailers, luggage racks, aircraft travel pods, or drop tanks?				
5. If classified material was transported across international borders, did the unit coordinate for arrangements to ensure that customs, border or other inspectors (either US or foreign) did not open the material?				
6. Were serial numbered seals placed on doors to containers, vehicles, or compartments that contained classified or protected cargo?				
7. Was the seal number entered on the shipment unit-packing list that contained classified or protected cargo?				
8. For units transporting classified material by motor convoy, were escorts designated to maintain constant surveillance over the classified material?				
9. Large pieces of secret shipments such as missiles may require outside storage. Did the unit take special protective measures to include constant and continuous surveillance by at least one or more escorts in the area?				

	YES	NO	N/A	COMMENTS
<b>SENSITIVE CARGO</b>				
1. Were sensitive/classified equipment packed/shipped IAW procedures outlined in the Defense Transportation Regulation?				
2. Did the unit remove crew-served weapons from vehicles, and place weapons in containers that are sealed and secured with approved device?				
3. Did the unit seal containers, vehicles, or compartments with appropriate locking devices as directed by installation security office or MACOM directive?				

	YES	NO	N/A	COMMENTS
<b>SENSITIVE CARGO (Cont.)</b>				
4. Were serial numbered seals placed on the doors of containers, vehicles, or compartments containing sensitive cargo?				
5. Was the seal serial number entered on the shipment unit-packing list?				
6. Were sensitive items identified in the commodity code on the unit's AUEL/DEL?				
7. Did the unit ensure that the sensitive item was not indicated on the outside of the container or vehicle containing the sensitive item?				
8. Did the deploying unit provide guards/escorts for sensitive item shipment by rail IAW with MACOM movement regulations/policies?				

### CONTAINERS

	YES	NO	N/A	COMMENTS
<b>CONTAINER OPERATIONS</b>				
1. Did unit plan for and request through ITO, Transportation Movement Control Agency (TMCA), or other designated support organization the adequate number and appropriate size of shipping containers?				
2. Did the unit perform a visual check of the container prior to stuffing to check for obvious defects and verify the certification of the American National Standards Institute (ANSI)/ International Organization for Standards (ISO) container?				
3. Did the unit request and obtain adequate blocking, bracing, packing, crating and tiedown materials (BBPCT) to allow container stuffing to begin in the desired timeframe?				
4. Were container contents properly blocked and braced?				
5. Was a Container Packing List (DD 1750) or Shipment Packing List (DA 5748) affixed to the door of each stuffed container?				
6. Did the DD 1750 or DA 5748 accurately reflect container contents?				
7. Did the DD1750 or DA 5748 identify the presence of hazardous cargo, when applicable?				
8. Did the unit affix MSLs (DD 1387) to adjacent sides of each container?				
9. Were containers carrying HAZMAT properly placarded?				

	YES	NO	N/A	COMMENTS
<b>CONTAINER OPERATIONS (Cont.)</b>				
10. Were sensitive/pilferable items shipped IAW DOD 5100.76M, chapter 7?				
11. Were containers weighed at origin after stuffing?				
12. Was actual weight of container within the maximum weight capacity marked on the outside of container?				
13. Did the weight on the MSL match the actual container weight?				
14. When containers loaded to their full capacity to reduce total number of containers required?				

### DEPLOYMENT PLANNING AND EXECUTION BY MODE

	YES	NO	N/A	COMMENTS
<b>DEPLOYMENT EXECUTION – GENERAL</b>				
1. Did the unit arrive in its employment location at the time specified by the OPORD or other directive?				
2. Did the unit submit departure and closure reports IAW the OPORD and applicable unit/MACOM directives?				

	YES	NO	N/A	COMMENTS
<b>HIGHWAY MOVEMENT CONVOY PLANNING AND OPERATIONS</b>				
1. Were convoy requests (movement bids) and oversize/overweight permits requested IAW N-hour sequence or other published MACOM guidance?				
2. Did the unit have a road/convoy movement plan? Did the plan include:				
a. Advance/quartering party?				
b. Designation of convoy control personnel such as convoy commander, serial commanders, and march unit commanders?				
c. Start points and release points?				
d. Scheduled halts (rest, refueling, meals)?				
e. Clearance/procedures for toll roads, bridges, and tunnels?				
f. Gap and march rate?				
g. Convoy communication procedures?				
h. Route reconnaissance?				

	YES	NO	N/A	COMMENTS
<b>HIGHWAY MOVEMENT (Cont.) CONVOY PLANNING AND OPERATIONS</b>				
i. Escort and security elements such as MP and civilian police support?				
j. Provision for convoy support, which may include en-route messing, maintenance, refueling, medical, and over night stops?				
k. Coordination, if required, for police escorts at approaches to metropolitan and congested areas?				
3. Prior to convoy departure, did the convoy Commander:				
a. Complete a convoy commander's checklist?				
b. Verify that drivers were properly licensed and that vehicles were inspected for safe operation?				
c. Ensure explosives and HAZMAT were properly secured and all vehicles were inspected and placarded in accordance CFR 49?				
d. Ensure the results of the HAZMAT inspection (c. above) were recorded on DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Materials)?				
e. Conduct an orientation/safety briefing, to included emergency procedures, prior to convoy departure?				
4. Was a convoy commander's report prepared at convoy completion?				
5. Were strip maps provided to all drivers?				
6. Did the convoy adhere to the movement plan?				
7. For mobilization movement control (MOBCON) users, were en-route progress reports submitted, if required?				
8. Did the convoying unit comply with the following safety procedures:				
a. Were all vehicles equipped with warning kits or equilateral triangles?				
b. If snow or ice conditions were expected, did each vehicle have as a minimum one set (pair) of tire chains?				
c. Were maintenance, wrecker, and recovery vehicles equipped for their mission and did they carry emergency quantities of fuels and lubricants?				
d. Were road guides provided with high visibility devices such as vests, sleevelets, and baton type flashlights?				

	YES	NO	N/A	COMMENTS
<b>HIGHWAY MOVEMENT (Cont.) CONVOY PLANNING AND OPERATIONS</b>				
9. Did the convoy use the correct flags and signs, as follows:				
a. Each convoy element (column, serial or march unit) identified with a blue flag on the lead vehicle and a green flag on rear vehicle? Flags are mounted on the left of vehicle, either front or back. For night movements, the lead vehicle is marked with a blue light and the rear vehicle with a green light.				
b. The convoy commander's vehicle and march unit commander's vehicle identified by displaying a white and black diagonal flag on the left front bumper?				
c. The trail party vehicle displaying an international orange safety flag?				
10. Were vehicles marked with the appropriate convoy clearance numbers (CCN)?				
a. Was the CCN placed, as a minimum, on both sides of all vehicles in the convoy? (Note: If possible, the CCN is also placed on the front and back of each vehicle.)				
b. Was the CCN placed on the top or hood of the lead and trail vehicles of each march unit?				

	YES	NO	N/A	COMMENTS
<b>RAIL MOVEMENT PLANNING AND OPERATIONS</b>				
1. Did the unit have a rail movement plan which identified unit responsibilities for all phases of the rail movement to include:				
a. Equipment preparation?				
b. Rail head operations?				
c. Train loading and unloading?				
d. Security requirements during rail movements?				
2. Did the unit follow rail-loading plans?				
3. Did the unit determine their equipment movement requirements using an AUEL/DEL or other MACOM/command specific forms?				
4. Were the movement requirements submitted to the supporting ITO, MCC or other appropriate agency IAW established timeframes?				
5. Did the unit determine their requirement for tools and blocking and bracing and coordinate to obtain the necessary material?				

	YES	NO	N/A	COMMENTS
<b>RAIL MOVEMENT (Cont.) PLANNING AND OPERATIONS</b>				
6. Were tools and blocking and bracing materials available when needed for loading operations?				
7. Did unit rail load teams receive training prior to loading equipment on trains?				
8. Were rail load teams organized and proficient?				
9. Was unit equipment convoyed to the Rail Staging Area were convoy requests/movement bids submitted to obtain convoy clearance?				
10. Did the unit arrive in the Rail Staging Area on time IAW the OPOD or call forward plan/schedule?				
11. Was equipment properly blocked, braced and tied-down IAW MTMCTEA Pam 55-19?				
12. Were vehicles and other equipment correctly prepared for rail loading/movement IAW vehicle TMs, Host Nation and MACOM directives and requirements:				
a. Correct fuel levels?				
b. No fuel leaks?				
c. Unit equipment properly loaded and secured in organic vehicles to the extent possible?				
d. Sensitive arms, ammunition, and equipment properly locked and sealed in approved security containers?				
e. Vehicles and trailers equipped with serviceable tiedown devices or shackles?				
f. Gearshift levers of automatic or conventional transmissions placed in neutral and secured with wire?				
g. All parking brakes set and hand levers tied with wire or blocked?				
h. Vehicles and equipment with movable parts (gun barrels, wrecker booms, M113 ramps, etc) properly secured with wire rope?				
i. Wheeled vehicle tires fully inflated to highway pressure?				
j. Vehicles properly reduced for rail movement (mirrors folded in, height reduced to meet enroute clearance requirements)?				
k. Vehicle secondary loads properly tied down and documented?				
13. Did rail load site preparation include warming tents, medical aid stations, latrine, mess area and any other life support required by MACOM or unit plans/SOPS?				
14. Did the unit appoint a railhead OIC?				

	YES	NO	N/A	COMMENTS
<b>RAIL MOVEMENT (Cont.) PLANNING AND OPERATIONS</b>				
15. Was a railhead safety officer designated?				
16. Were a sufficient number of railcar guides available for loading and unloading operations?				
17. Did unit tiedown teams have the proper equipment (work gloves, breaker bars, wrenches, pliers, ratchets, etc.)?				
18. Were all soldiers participating in rail loading/unloading briefed on rail operation hazards?				
19. Did the unit properly certify ammunition, explosives and other HAZMAT IAW CFR Title 49, Section 174?				

	YES	NO	N/A	COMMENTS
<b>AIRLIFT PLANNING AND OPERATIONS</b>				
1. Was unit air movement planning completed and coordinated with installation, Departure Airfield Control Group (DACG), and other supporting elements?				
2. Were the unit aircraft load plans prepared and certified by a unit member formally trained and approved to certify aircraft load plans?				
3. Was hazardous cargo and equipment correctly documented by HAZMAT certified soldiers within the unit?				
4. Were load teams trained, organized, and proficient in loading, off-loading and securing cargo to aircraft?				
5. Did unit furnish adequate vehicle/equipment shoring and dunnage, and was this material readily available when required for aircraft loading operations?				
6. Were the drivers qualified to operate the vehicles/equipment designated for air loading?				
7. Did the unit provide personnel and equipment to perform Arrival/Departure Arrival Control Group (A/DACG) functions as directed by their MACOM or higher headquarters?				
8. In preparing vehicles for aircraft loading, were:				
a. Vehicles inspected for mechanical defects and proper fuel levels?				
b. Vehicle antenna tip caps installed and antennas clipped to vehicle so as not to exceed 7 feet in height above the ground?				

	YES	NO	N/A	COMMENTS
<b>AIRLIFT (Cont.) PLANNING AND OPERATIONS</b>				
c. All safety chains and pintle hook pins installed on vehicles towing trailers?				
d. All vehicle lifting and tie-down provisions inspected?				
e. Vehicle/equipment center of balance correctly figured and marked for each vehicle or piece of equipment?				
9. Were packing lists prepared for secondary loads in vehicles and trailers, and were the packing lists maintained with the vehicles and trailers?				
10. Did the unit (or MACOM/unit higher headquarters) develop a plan/directive for unit movement to the departure airfield?				
11. Did the unit arrive at the departure airfield IAW movement plan/directive				
12. Were procedures identified and coordinated for transporting individual weapons, ammunition, and equipment?				
13. Were planeload or troop commanders (chalk leaders) appointed for each mission aircraft carrying passengers?				
14. Were 463L pallets correctly built and documented IAW DOD 4500.9, Part III, App AE, and FM 55-9?				
15. <u>Marshaling Area Activities</u> . Did the unit conduct marshaling area activities? Did these activities include the unit:				
a. Assembling vehicles, equipment, supplies, and personnel into mission loads (chalks)?				
b. Inspecting vehicles for deficiencies per question 8 above?				
c. Preparing aircraft personnel and cargo manifests?				
d. Preparing any additional required paperwork, e.g., hazardous certification, agricultural certification?				
e. Appointing and briefing planeload commanders on their responsibilities for departure from the aerial port of embarkation (APOE)?				
f. Ensuring adequate shoring and dunnage material for aircraft loading were available?				
g. Providing personal safety equipment (gloves, ear protection, safety goggles) to load team members?				

	YES	NO	N/A	COMMENTS
<b>AIRLIFT (Cont.) PLANNING AND OPERATIONS</b>				
h. Briefing personnel on the situation and mission, movement plan, assembly plan, operational plan, convoy discipline, loading procedures, safety, and assembly procedures?				
16. <u>Alert Holding Area</u> . Was an Alert Holding Area established by the DACG? If yes, did the deploying unit:				
a. Move aircraft loads from the marshaling area to the Alert Holding Area IAW times established by the DACG or appropriate movement plan/schedule timetables?				
b. Provide DACG with load plans, passenger and cargo manifests, and other required documentation?				
c. Correct any load discrepancies identified during the Alert Holding Area pre-inspection?				
17. <u>Call Forward Area</u> . Did the deploying unit:				
a. Move aircraft loads to the Call Forward Area IAW times established by movement plan/schedule?				
b. Ensure the complete chalk is available for inspection?				
c. Participate in the Joint Inspection (JI)?				
d. Correct all deficiencies (DD Form 2133, Joint Airlift Inspection Checklist) identified during the JI?				
18. <u>Ready Line/Loading Ramp Area</u> . Did the deploying unit:				
a. Follow directions of the load team chief or passenger escort?				
b. Monitor control of the aircraft mission load or passengers?				
c. Retain one copy of the final cargo and passenger manifests.				
d. Provide assistance in loading and securing the aircraft load?				

	YES	NO	N/A	COMMENTS
<b>SEALIFT PLANNING AND OPERATIONS</b>				
1. Did the unit complete Container Packing Certificate or Vehicle Packing Declarations for vehicles/containers loaded with HAZMAT?				

	YES	NO	N/A	COMMENTS
<b>SEALIFT (Cont.) PLANNING AND OPERATIONS</b>				
2. Did the unit properly certify ammunition, explosives, and other HAMAT for movement by cargo vessel, IAW CFR Title 49, Section 176, and the International Maritime Dangerous Goods (IMDG) Code?				
3. Did the unit determine their equipment movement requirements using a DEL or other MACOM/command specific forms?				
4. Did unit accurately identify to the division transportation office (DTO), installation transportation officer (ITO), MCC, or other supporting transportation agency equipment requiring commercial shipment to the seaport of embarkation (SPOE)?				
5. Were the movement requirements submitted to the DTO, ITO, MCC, or other appropriate agency IAW established timeframes?				
6. Did the unit coordinate with the ITO/DTO/MCC or other supporting agency to provide unit liaison to the port commander?				
7. Were vehicles properly prepared and configured for vessel loading based on type of ship used, port call instructions, and IAW TB 55-46-1				
8. Did the unit coordinate with their DTO, ITO, MCC or other supporting transportation agency for placing supercargoes aboard ship to accompany, maintain and secure unit equipment while ship is in-transit?				
9. Did the units appoint individuals on orders (using DA Form 1610-R) as supercargoes?				
10. Did the unit dispatch a message to their MACOM, MTMC, and MSC identifying individuals selected for supercargoes by name, rank, service number, and unit?				
11. Did the unit have a plan for movement of equipment to SPOE?				
12. If equipment moved to SPOE by rail, were correct procedures followed as identified in the "Rail Movement" checklist section?				
13. If equipment moved to SPOE by highway, were correct procedures followed as identified in the "Highway Movement" checklist section?				
14. Did the unit have a system in place to support and return convoy drivers arriving at SPOE?				

	YES	NO	N/A	COMMENTS
<b>SEALIFT PLANNING AND OPERATIONS</b>				
15. Did equipment arrive at SPOE IAW timeframes established by the MTMC port call message or other movement directive?				
16. Did unit submit departure reports when leaving unit locations and provide closing reports when arriving SPOE, in accordance with unit higher headquarters or MACOM guidance.				
<u>Marshaling Area at SPOE</u> . Note: Some units deploying by sea may pass through a port marshaling area near the SPOE. This marshaling area is the final enroute location for unit equipment preparation. A Supporting Installation or other designated command is normally responsible for operating the port marshaling area in support of the deploying unit. If a port marshaling area is not established, units move directly to the port staging area. The following functions must be accomplished prior to vessel loading, regardless of whether they are performed at unit/installation marshaling areas near unit home location, marshaling area at SPOE, SPOE staging area, or a combination of the locations				
17. Did the unit complete preparation/configuration of equipment for overseas movement in the marshaling area, to include:				
a. Vehicles correctly reduced/prepared to specified shipping configuration?				
b. Vehicles inspected for proper fuel levels, lashing and security of secondary loads, and operational condition?				
c. Equipment documentation checked for required HAZMAT certification and placards, equipment shipping labels, packing lists/load cards and sensitive cargo?				
d. Resolution/correction of identified deficiencies prior to the equipment moving to the port staging area?				
18. Did the unit equipment move from the port marshaling area to the staging area IAW timeframes established by the port commander?				
<u>Staging Area at SPOE</u> Note: If a port marshaling area is not established, units move their equipment directly to the port staging area.				
19. Were items in question 17 above accomplished by the unit in coordination with the PSA or other supporting terminal activity?				
20. Did the deploying unit, if required; provide trained load teams to assist in vessel loading?				

## RECEPTION AND ONWARD MOVEMENT

	YES	NO	N/A	COMMENTS
<b>GENERAL</b>				
1. Did the unit have a plan that included unit activities and responsibilities for reception and onward movement?				
2. Was the unit plan developed in concert with higher headquarters or MACOM reception and onward movement plans, if applicable?				
3. Was the unit plan coordinated with supporting installations and commands at the POD/destination?				

	YES	NO	N/A	COMMENTS
<b>RECEPTION</b>				
<u>Reception at the aerial port of debarkation (APOD).</u>				
1. If the unit arrived at the APOD with all its equipment, was there a plan in place for onward movement of the unit to a staging area or tactical assembly area?				
2. If equipment did not accompany the unit, was there a plan in place for movement of unit personnel from APOD to SPOD, prepositioned stock sites, or staging areas to take possession of equipment?				
3. Did the unit arrive at applicable equipment locations and take possession of equipment IAW timeframes established by the OPOD or movement plan/directive?				
4. During aircraft off-load ramp activities, did the deploying unit:				
a. Assist loadmaster as required in unlash and offloading equipment from aircraft?				
b. Provided one copy of the passenger and cargo manifests to the Arrival Airfield Control Group (AACG)?				
c. Retain all shoring and dunnage for redeployment?				
5. Did the deploying unit provide liaison to the AACG in the APOD holding area?				
6. If unit equipment accompanied the unit, did the unit properly reconfigure its equipment for onward movement (rail, convoy, air) in holding/marshaling areas, or other designated locations vicinity of the APOD?				

	YES	NO	N/A	COMMENTS
<b>RECEPTION (Cont.)</b>				
7. Did unit marshaling area activities include:				
a. Installing equipment previously removed for strategic transport and configuring vehicles/equipment IAW the onward movement mode				
b. Return of aircraft pallets and nets to AACG or USAF Tanker Airlift Control Element (TALCE)?				
c. Performing required maintenance checks and refueling, as required.				
8. If unit required movement from APOD to another location (SPOD, prepositioned stock site) was a marshaling area or staging area established at these locations to facilitate equipment preparation for onward movement?				
<u>Reception at the seaport of debarkation (SPOD).</u>				
9. Did the unit have a plan in place to take possession of unit equipment at the SPOD and prepare equipment for onward movement?				
10. Was a unit marshaling area established in the vicinity of the SPOD to facilitate unit preparation of equipment for onward movement?				
11. Did the marshaling area include the following functions:				
a. A central control and inspection point?				
b. A security area for sensitive items, if required?				
c. Life support facilities?				
d. A traffic circulation plan showing movement Flow into the marshaling area from the port equipment staging area?				
e. Maintenance and fuel area for vehicles and equipment?				
f. Unpacking containers as required and repacking cargo as secondary loads?				
<u>Reception of Equipment at a Railhead</u>				
12. Did the unit have a plan for the receipt, unloading and onward movement of equipment from the destination railhead?				
13. Was the plan followed?				
14. Did the plan-included logistics support such as warming tents, latrines, medical aid station and messing, and any other required support?				
15. Were unloading teams trained in rail unloading operations?				
16. Were the teams organized and proficient?				
17. Did unloading teams have proper equipment (work gloves, wrenches, pliers, etc)?				

	YES	NO	N/A	COMMENTS
<b>RECEPTION (Cont.)</b>				
18. Was a railhead OIC and safety officer appointed?				
19. Were all soldiers participating in rail unloading briefed on rail operations hazards?				
20. Was equipment unloaded and the railhead cleared IAW timeframes established by the OPORD or movement schedule?				
21. Was a unit marshaling/staging established vicinity of the railhead to organize and reconfigure unit equipment for onward movement?				

	YES	NO	N/A	COMMENTS
<b>ONWARD MOVEMENT</b>				
1. Did the unit arrive at its tactical assembly area (TAA) or final destination in the timeframes established by the OPORD or movement plan/directive?				
2. Was a unit or MACOM plan, or directive developed for unit onward movement (personnel and equipment by the applicable modes (air, rail, and highway) from the port of debarkation (POD)?				
3. For onward movement by the various modes did the unit follow procedures IAW the ‘Highway, Rail and Air Movement’ checklists and Unified Command/Army Service Component Command regulations/directives for the AOR within which the unit is operating? Note: Unit compliance or deficiencies should be noted on the applicable movement mode checklists.				

## CATEGORY: SUPPORTING UNIT

Supporting Unit – Any TOE or TDA combat, combat support or combat service support unit (derivative UIC to brigade size) that has demonstrated the ability to support an actual deployment (e.g. war, contingencies, training, humanitarian relief, or National/State emergencies) within the competition year.

**Note:** Supporting units may be tasked with a wide variety of missions to support deployments. These missions can range from designated “pusher units” responsibilities identified in a division or Corps readiness standard operating procedures (RSOP) to unit support of an installation. Within this section, checklists have been developed for the numerous deployment support tasks that are often performed supporting units. Instead, a general evaluation checklist common to any unit tasked with deployment support responsibilities is included. Based on the general checklist and the supporting unit’s specific deployment support responsibilities, the evaluating MACOM may supplement the general checklist or use local/MACOM checklists or policies that contain standards. In addition to the general checklist for supporting unit operations, checklists have been included for several common deployment support missions such as PSA, A/DACG functions, rail support operations, and terminal operations.

Checklist Note: Checklists are applicable to Active Component, Reserve Component, and National Guard units, unless noted otherwise in parenthesis following the checklist evaluation item.

### DEPLOYMENT SUPPORT

	YES	NO	N/A	COMMENTS
<b>DEPLOYMENT SUPPORT – GENERAL</b>				
1. Was the supporting unit’s deployment related support mission/task clearly identified in an OPORD/OPLAN, MACOM directive or higher headquarters regulation, or SOP?				
2. Did the supporting unit develop a concept or plan for accomplishing its deployment support mission?				
3. Was the plan followed?				
4. Was the unit provided support in place and operational in the timeframe required by the tasking authority/directive?				
5. In performing its deployment support mission, did the unit--				
a. Was the unit tasks organize based on the support requirement?				

	YES	NO	N/A	COMMENTS
<b>DEPLOYMENT SUPPORT – GENERAL (Cont.)</b>				
b. Ensure their personnel were properly trained based on the support functions to be performed e.g., 463-L pallet building, HAZMAT certification, air load planning, vehicle operations, and rail and air loading/unloading operations?				
c. Have or coordinate for the proper equipment/resources to perform its mission e.g., recovery vehicles, MHE, shoring and dunnage, scales, safety equipment, tools for rail load operation?				
d. Maintain continuous coordination with the deploying unit and the headquarters controlling the overall deployment support operation?				
6. Did the supporting unit adequately accomplish its deployment support mission?				
7. Was the support mission accomplished without disrupting or delaying the deploying units' movement schedule?				

### RAIL OPERATIONS

	YES	NO	N/A	COMMENTS
<b>RAIL OPERATIONS -- GENERAL</b>				
1. Has the supporting unit been assigned responsibility by its higher headquarters, MACOM or other authority for supporting rail marshaling/staging or rail loading operations?				
2. Did the supporting unit have a SOP or plan that identifies responsibilities, procedures and organization for providing the required support?				
3. Was the plan/SOP followed?				
4. Was the unit provided support in place and operational in the timeframe required by the tasking authority/directive?				

	YES	NO	N/A	COMMENTS
<b>RAIL LOAD OPERATIONS</b>				
<u>Rail Site Preparation</u>				
1. Did the supporting unit prepare the rail load site by ensuring --				
a. Rail load site is clean and free of debris?				

	YES	NO	N/A	COMMENTS
<b>RAIL LOAD OPERATIONS (Cont.)</b>				
b. Railcar hand brakes are set, and wheels chocked to prevent shifting during loading?				
c. Chain tie-downs are inspected and positioned on railcars prior to vehicle loading?				
d. Spanners are emplaced for wheeled vehicles?				
e. Was over-head electric wires are turned off?				
f. Medical Aid Station is established?				
g. Required life support, such as warming tents, latrines and messing, is established?				
<u>Rail Loading</u>				
2. Did supporting unit rail load teams receive training prior to loading equipment on trains?				
3. Were unit rail load teams organized and proficient?				
4. Were a sufficient number of railcar guides available for loading operations?				
5. Was a Railhead OIC and safety officer appointed?				
6. Were all supporting unit soldiers participating in loading/unloading briefed on rail operations hazards? Did the briefing include the following instructions:				
a. Do not ride in or on equipment while train is moving.				
b. Do not touch wires, poles, or switches.				
c. Do not jump from railcars.				
d. Do not walk backward on railcars.				
e. Never walk between railcars.				
f. Do not move a vehicle without a guide.				
g. Ensure guides have at least one railcar distance between themselves and a moving vehicle.				
7. Did supporting unit tiedown teams have the proper equipment (work gloves, breaker bars, wrenches, pliers, ratchets, etc)?				
8. Were blocking and bracing materials available when needed?				
9. Was equipment properly blocked, braced, and tied-down IAW MTMCTEA Pam 55-19 and TM 55-2200-001-12?				
10. Did tie-down teams perform the following tie-down procedures:				
a. Inspect chain assemblies and components?				
b. Apply chains in pairs and in equal numbers to the vehicle tiedown points?				
c. Secure chains through tiedown points at a 45-degree angle?				

	YES	NO	N/A	COMMENTS
<b>RAIL LOAD OPERATIONS (Cont.)</b>				
d. Pull chains as tight as possible while ensuring there are no twists of kinks, and then securing chain hook to chain?				
e. Hand- tightens turnbuckles first, and then continues to tighten with open-end wrench or crescent wrench, until 1/8 inch of the rubber compression ring shows? Leave approximately one inch of deflection in the chain?				
f. Store unused chain assemblies in the railcar channels?				

**PORT SUPPORT ACTIVITY**

	YES	NO	N/A	COMMENTS
<b>PORT SUPPORT ACTIVITY (PSA) GENERAL</b>				
1. Has the supporting unit been assigned responsibility by its higher headquarters, MACOM, or other authority for operating a PSA at an SPOE or SPOD?				
2. Are support unit responsibilities for operating the PSA identified in higher headquarters/MACOM regulations/directives, ISAs, or other related documents or directives?				
3. Did the supporting unit have a SOP or plan that identifies responsibilities, procedures and organization for providing the PSA operation?				
4. Was the PSA plan/SOP followed?				
5. Was the unit provided support in place and operational in the timeframe required by the tasking authority/directive?				
6. Did the supporting unit coordinate required life support (billeting, meals, etc.) in the port area for PSA members?				
7. Did the supporting unit provide PSA workers with required safety equipment such as hardhats, vests, coveralls, lights, gloves, and goggles?				

	YES	NO	N/A	COMMENTS
<b>PORT SUPPORT ACTIVITY (PSA) SEA PORT OF EMBARKATION (SPOE) OPERATIONS</b>				
1. Did the PSA receive and stage unit equipment in SPOE staging area, as follows:				
a. Implement the traffic flow for the staging area to be used for each ship?				
b. Plan for and implement the handling and storage of hazardous, controlled, sensitive, and pilferable cargo?				
c. Supervise the staging and movement of all cargo?				
d. Stage equipment to execute stow plan?				
2. Did the PSA check for and correct as required configured equipment/cargo POM deficiencies not resolved in the marshaling areas, to include:				
a. Checking HAZMAT documentation and ensuring cargo/equipment is correctly labeled and stored IAW CFR 49?				
b. Checking to ensure secondary loads are properly blocked, braced, and secured?				
c. Ensuring equipment is properly documented?				
d. Adjusting vehicle/equipment fuel to the proper levels?				
e. Correcting cargo lashings and adjusting height of vehicles/equipment if they exceed limitations?				
3. Did the PSA serve as vehicle operators (all types of vehicles) to move vehicles in the staging area and if required, assist in loading vehicles on the vessel?				
4. For vehicle loading operations, did the PSA--				
a. Ensure that properly licensed vehicle operators are available for the types of unit equipment being staged?				
b. Have a training program to develop skills necessary to maneuver vehicles in tight spots found on vessels?				
5. Did the PSA assist in servicing aircraft that self-deployed to SPOE to include:				
a. Air traffic control?				
b. Fire protection?				
c. Fueling and defueling operations?				
d. Assisting the aircraft maintenance teams in preparing, storing, and moving aircraft to be loaded on the vessel?				
e. Supervising designated staging area landing zones and ensuring the serviceability of the landing zones for aircraft support operations?				

	YES	NO	N/A	COMMENTS
<b>PORT SUPPORT ACTIVITY (PSA) Cont. SEA PORT OF EMBARKATION (SPOE) OPERATIONS</b>				
6. Did the PSA provide necessary DS maintenance to ensure vehicles can move under their power, and provide a vehicle recovery capability? Did the PSA maintenance and recovery capability include:				
a. Performing emergency repairs (DS maintenance) on equipment in SPOE staging area?				
b. Providing sufficient drivers to expeditiously load and unload deadlined equipment?				
c. Providing vehicle recovery in SPOE staging area during loading operations?				
7. Did the PSA assist the port commander with cargo accountability in the SPOE staging area? Did the cargo accountability support include:				
a. Documenting cargo movement as required by the port commander?				
b. Providing information/reports concerning equipment processed through the port, as required?				
c. Training PSA documentation personnel on the cargo accountability documentation being used?				
8. Did the PSA provide for security of hazardous, sensitive, and classified cargo? Did security measures include:				
a. Enforce hazardous and sensitive cargo procedures established by the port commander?				
b. Establish control procedures that deny unauthorized access to hazardous and sensitive cargo?				
c. Establish procedures to protect classified and OPSEC information?				
9. Was the all equipment/cargo moved from the staging area to the vessel for loading within the timeframes established by the port commander?				

	YES	NO	N/A	COMMENTS
<b>PORT SUPPORT ACTIVITY SEA PORT OF DEBARKATION (SPOD) OPERATIONS</b>				
1. For SPOD staging area operations, did the PSA--				
a. Correctly, stage and segregate unit equipment in the staging area based on established priorities, the port reception plan. and equipment type/configuration (HAZMAT, sensitive, containers, etc)?				

	YES	NO	N/A	COMMENTS
<b>PORT SUPPORT ACTIVITY (Cont.) SEA PORT OF DEBARKATION (SPOD) OPERATIONS</b>				
b. Supervise the staging and movement of all cargo from the staging area?				
c. Ensure that properly licensed vehicle operators are available for the types of unit equipment being offloaded and staged?				
d. Provide necessary DS maintenance to ensure vehicles can move under their power?				
e. Perform emergency repairs (DS maintenance) on equipment in SPOD staging area?				
f. Provide a vehicle recovery capability?				
2. Did the PSA assist the port commander with cargo accountability in the SPOD, including:				
a. Documenting cargo movement as required by the port commander?				
b. Providing information/reports concerning equipment processed through the port, as required?				
c. Training PSA documentation personnel on the cargo accountability documentation being used?				
3. Did the PSA provide for security of sensitive (protected) and classified cargo in the staging area, to include:				
a. Enforcing hazardous and sensitive cargo procedures established by the port commander?				
b. Establishing control procedures that deny unauthorized access to hazardous and sensitive cargo?				
c. Establishing procedures to protect classified and OPSEC information?				
4. Did the PSA provide messing/billeting and medical support to transiting units, as required?				

### TERMINAL OPERATIONS – SEAPORT OF EMBARKATION

Note: The following questions apply to the unit(s)/organization responsible for operation of a terminal at an SPOE. MTMC is the common user Ocean Terminal Port Operator. In operating the port, MTMC may employ a MTMC Tiger Team to open and temporarily operate a SPOE until a transportation terminal brigade or terminal unit(s) is operational.

	YES	NO	N/A	COMMENTS
<b>PORT RECEPTION/STAGING</b>				
1. Did the port commander coordinate effectively with MTMC, the deploying unit liaison, the PSA, support installation, and MSC?				
2. Did the Tiger Team (if employed) coordinate effectively with MSC?				
3. Was there a diagram of the port area to include staging areas, maintenance area, wash point, and traffic flow through the loading area?				
4. Was there a cargo-staging plan?				
5. Was the staging plan followed?				
6. Was the staging plan effective?				
7. Did the staging plan include pre-stow considerations?				
8. Did the plan support vessel loading?				
9. Was cargo staged in proper sequence for loading by priority?				
10. Was the deploying commander's intent considered in developing the stow plan?				
11. Was sufficient staging area available?				
12. Was task force integrity maintained in the staging area?				
13. Was a frustrated cargo area identified within the staging area?				
14. Was a secure staging area identified for sensitive cargo?				
15. Were support requirements adequate at the SPOE, to include				
a. MHE/container-handling equipment (CHE)/tractors?				
b. Fuel/defuel facilities?				
c. Life support (e.g., mess, billeting, latrine)?				
d. Medical support				
e. Emergency fire/rescue for arriving rotary wing aircraft?				
f. Shrink wrap operations?				
g. Air traffic control?				
h. Additional BBPCT material)?				
16. Did equipment arrive at the SPOE IAW scheduled port call?				
17. Were port representatives available at the rail discharge site?				
18. Were signs or directions available from the rail discharge site to the appropriate staging area?				

	YES	NO	N/A	COMMENTS
<b>PORT RECEPTION/STAGING (Cont.)</b>				
19. Was final equipment preparation accomplished in the staging area?				

	YES	NO	N/A	COMMENTS
<b>CARGO DOCUMENTATION AND REPORTING</b>				
1. Was the port operator provided a cargo database by MTMC?				
a. Was it timely and in advance of cargo receipt?				
b. Was it divided into vessel increments?				
c. Were cargo database changes sent to the port?				
d. Were the database changes relative to the equipment?				
2. Was the cargo database kept up-to-date during port operations?				
a. Were staging locations entered into the database?				
b. Were vessel stow locations entered into the database?				
c. Were contractor pay codes entered into the database?				
d. Was the accuracy of MSLs on arriving cargo checked?				
e. Were label discrepancies corrected?				
3. Were Transportation Discrepancy Reports, SF 361, initiated IAW AR 55-38 and was this data entered into the Military Standard Transportation and Movement Procedures (MILSTAMP) database?				
a. Were claims against the contractor for damages processed?				
b. Were damages photographed?				
c. Were reports of significant damage/injury reported?				
4. Were vessel and contractor time sheets and extra labor claims maintained?				
5. Was the final manifest distributed within required timeframes established by MTMC, MACOM, or other authority?				
a. Were copies of LOGMARS master.dat and CODESII.DAT disks placed aboard the vessel?				

	YES	NO	N/A	COMMENTS
<b>CARGO DOCUMENTATION AND REPORTING (Cont.)</b>				
b. Were printed vessel papers, hazardous cargo list, supercargo manifest, container certification, vehicle declaration, DD Form 836 Emergency Response Information, and final stow plan placed aboard vessel?				
c. Were the printed vessel papers, hazardous cargo list, supercargo manifest, and final stow plan and copies of LOGMARS master.dat and CODESII.DAT disks provided to MTMC, and available at the POD?				
d. Was a MILSTAMP vessel manifest produced?				
6. Were situation reports (SITREPs) provided from the port to MTMC area commands timely and accurate?				
7. Were spot reports (SPOTREPs) provided from the port to MTMC timely and accurate?				

	YES	NO	N/A	COMMENTS
<b>SAFETY AND SECURITY</b>				
1. Were cargo operations conducted safely?				
a. Were there any safety violations?				
b. Were safety briefings conducted within the port before the start of each shift?				
c. Was hazardous cargo properly handled and secured?				
d. Were HAZMAT placards and labels checked and verified?				
e. Were HAZMAT discrepancies corrected?				
2. Was there a first aid station in the vicinity of the operations area?				
3. Were fire protection and emergency response procedures established?				
4. Were there adequate flashlights, illumination, and reflective vests for night operations?				
5. Were shipments in compliance with CFR 49 and IMDGC?				
6. If no to above question, did shipments contain approved waivers?				
7. Protective safety equipment used, i.e., hard hats, safety shoes, reflective vests, gloves, and hearing protection?				
8. Were signal personnel posted at the top and bottom of loading ramp to control traffic flow?				
9. Were all accidents reported in the daily SITREP/SPOTREP?				

	YES	NO	N/A	COMMENTS
<b>SAFETY AND SECURITY (Cont.)</b>				
10. Was the staging area for munitions shipments located away from the port area or at a nearby DOD facility or rail yard located outside the port?				
11. Did the transportation terminal brigade (TTB) commander designate a terminal security officer?				
12. Were cargo areas for classified and security controlled items identified for restricted access?				
13. Was a security plan in place?				
14. Was sensitive and classified cargo properly secured and guarded?				
15. Were badges used to identify personnel within the port?				
16. Were sensitive and classified cargo signed for by ship's crew for loading, and by commercial carriers during port clearance phases?				

	YES	NO	N/A	COMMENTS
<b>EQUIPMENT AND FACILITIES</b>				
1. Was the following equipment available in sufficient numbers at the port?				
a. Computers				
b. Virus detection				
c. Software				
d. Modems				
e. Phone jacks				
f. STU IIIs				
g. FAX machines				
h. Secure FAX				
i. Two-way radios				
j. LOGMARS scanners				
k. Copy machines				
l. LAN				
m. Cabling				
n. Administrative vehicles?				
2. Was the equipment used effectively for the operation?				
3. Were trained and proficient operators available for all automated systems?				
4. Was maintenance support available for all equipment?				

	YES	NO	N/A	COMMENTS
<b>EQUIPMENT AND FACILITIES (Cont.)</b>				
5. Were communications links effective for the operation?				
a. Did the port have modem access?				
b. Were secure communications available?				
c. Were communications personnel available to support the operation?				

	YES	NO	N/A	COMMENTS
<b>SHIP STOW PLAN</b>				
1. Did the MTMC Area Command provide a pre-Stow Plan to the port Commander?				
a. Was the plan provided in a timely manner?				
b. Did the pre-stow plan consider operational/special handling issues?				
c. Did the pre-stow plan include priority discharge considerations?				
d. Did the pre-stow plan provide for efficient loading and discharge?				
e. Did the pre-stow plan consider hazardous cargo?				
f. Did the pre-stow plan consider weight/height and other special handling factors?				
g. Did the port use the pre-stow plan provided?				
h. Did the port modify the pre-stow plan based on actual cargo received?				
i. Did the final pre-stow used by the port consider items "b" through "h" above?				
j. Did the stevedore contractor receive a copy of the final discharge stow plan?				
2. Did equipment arriving at SPOE accurately correspond with the DEL provided to MTMC?				
3. Did the port commander correctly identify secondary loads, hazardous loads, and sensitive cargo to the vessel commander?				
4. Were cargo weights accurate?				
5. Were scanners used to record LOGMARS data and appropriate changes made on the spot?				
6. Were stow plans and lashing requirements reviewed with ships personnel before the start of operations?				
7. Were the ships mates kept informed about changes to the cargo list and the stow plan?				
8. Were the decks templated?				
9. Was the final stow plan prepared upon completion of load?				
10. Did the stow plan show proper separation/segregation for munitions containers?				

	YES	NO	N/A	COMMENTS
<b>SHIP READINESS AND LOADING</b>				
1. Was a joint inspection of the ship conducted between port and ship personnel before ship-loading operations began?				
2. Was the ship's mechanical equipment (cranes, ramps, car decks, doors) operational?				
3. Was the stevedore contractor aware of the loading concept and any special requirements?				
4. Were vehicles properly reduced as IAW the type of ship being loaded?				
5. Were vehicle fuel tanks ¾ full (or IAW with port call message) in preparation for ship loading?				
6. Did fuel levels in jerry cans meet port call instructions, and were fuel cans stored in vehicle racks designed to hold such cans?				
7. Was an aviation LNO team on-site to provide guidance for loading and lashing operations?				
8. Were there sufficient lashing gangs, drivers, and maintenance personnel available?				
9. Was there sufficient MHE available to support vessel operations?				
10. Were TTB, Tiger Teams, or other port personnel on board the ship to handle discrepancies?				
11. Did the stevedores, Tiger Team and TTB personnel work together to follow the stow plan and make improvements where possible?				
12. Was hazardous material properly called forward, loaded, segregated, and documented?				
13. Was quality maintained between work shifts in terms of knowledge, number of personnel, communications and safety?				
14. Were appropriate lifting procedures followed (i.e., use of tag lines, proper lifting points)?				
15. Were appropriate tie down procedures followed (i.e., type of chain used, lashing points)?				
16. Was the TTB aware of union work rules, ordering times, and delineation of work that can be performed by PSA, and work that must be performed by contractor/port authority personnel?				
17. Did the TTB initiate actions required to obtain U.S. Department of Agriculture (USDA) and US Customs Clearances for discharging cargoes?				

**ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP OPERATIONS**

	YES	NO	N/A	COMMENTS
<b>ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP (A/DACG) – GENERAL</b>				
1. Has the supporting unit been assigned responsibility by its higher headquarters, MACOM, or other authority for operating an A/DACG?				
2. Did the supporting unit have an SOP or plan that identifies responsibilities, procedures organization and personnel and equipment resources required for providing an A/DACG operation?				
3. Was the A/DACG plan/SOP followed?				
4. Was the A/DACG in place and operational in the timeframe required by the tasking authority/directive?				
5. Did the supporting unit coordinate required life support (meals/latrines, etc.) at the airfield for A/DACG members?				
6. Did the supporting unit provide or coordinate for safety equipment required for appropriate A/DACG personnel operating at the airfield?				
7. Was the A/DACG capable of continuous (24 hr. operations), if required?				

	YES	NO	N/A	COMMENTS
<b>DEPARTURE AIRFIELD CONTROL GROUP (DACG) OPERATIONS</b>				
1. Were DACG personnel trained in:				
a. Loading procedures for the type of aircraft to be loaded?				
b. Inspection of hazardous material preparation and documentation?				
c. Inspection of unit air load plans?				
Alert Holding Area Activities				
2. Did the DACG:				
a. Ensure unit deployment loads arrive at the alert holding area IAW established schedules?				
b. Receive, inventory and control aircraft loads as they arrived at the alert holding area?				
c. Inspect aircraft loads to ensure that they are complete and correctly prepared?				
d. Ensure required shoring, dunnage, floor protection materials, and 463L pallet dunnage are available?				
e. Verify accuracy of weight and balance marking?				

	YES	NO	N/A	COMMENTS
<b>DEPARTURE AIRFIELD CONTROL GROUP (DACG) OPERATIONS (Cont.)</b>				
f. Inspect documentation for accuracy and completeness?				
g. Inspect HAZMAT for proper documentation?				
h. Establish a discrepancy correction area?				
i. Provide emergency maintenance, POL and related services, as needed, to accomplish the outloading mission?				
j. Coordinate for required MHE support?				
k. Establish a traffic flow pattern?				
l. Establish communication with the supporting USAF mobility forces?				
m. Direct or guide aircraft loads to the joint inspection area (call forward area)?				
<u>Call Forward Area Activities</u>				
3. Did the DACG:				
a. Ensure the deploying unit adhered to the established movement timetables?				
b. Perform the joint inspection of the aircraft mission loads with the deploying unit and the supporting USAF mobility force?				
c. Ensure that deficiencies noted during the joint inspection were relayed to the alert holding area and to the deploying unit?				
d. Ensure that passenger/cargo manifests were correct?				
e. Ensure that discrepancies found during the joint inspection were corrected?				
f. Provide aircraft loading team personnel and support equipment, to include pusher vehicle(s)?				
g. Provide gloves, goggles, ear protection, and reflective devices for load team members?				
h. Ensure all personnel operating in the call forward area are briefed on flight line safety, driving procedures, smoking rules, hand signals, and any local special precautions?				
i. Maintain statistical data to account for the status of all unit personnel and equipment scheduled for air movement?				
j. Provide a passenger holding area, as required?				
k. Provide fueling and defueling capability and emergency maintenance for vehicles to be transported?				

	YES	NO	N/A	COMMENTS
<b>DEPARTURE AIRFIELD CONTROL GROUP (DACG) OPERATIONS (Cont.)</b>				
l. Retain a final corrected copy of each passenger/cargo manifest, and inspection record?				
m. Escort aircraft loads to the ready line?				
<u>Ready Line/Loading Ramp Area</u>				
4. Did the DACG:				
a. Provide load teams as required assisting in loading/securing equipment in the aircraft?				
b. Maintain coordination with the unit and supporting USAF mobility force?				
c. Escort passengers and cargo to the aircraft as directed by the mobility force?				
d. Obtain individual aircraft load completion times from the mobility force?				
e. Ensure shoring, floor protection materials, and 463L dunnage are on-hand and ready for use?				

	YES	NO	N/A	COMMENTS
<b>ARRIVAL AIRFIELD CONTROL GROUP (AACG) OPERATIONS</b>				
1. Was the AACG trained for unloading the expected type of arriving aircraft and arriving unit equipment/cargo?				
<u>Airfield Off-Load Ramp Area Activities</u>				
2. Did the AACG --				
a. Maintain coordination with the supporting USAF mobility force and with the arriving unit?				
b. Provide off-load teams and support equipment as required?				
c. Provide gloves, goggles, ear protection, and reflective devices for load team members?				
d. Accept each planeload from the supporting mobility force at the established release point?				
e. Remove shoring and dunnage from the aircraft and transfer it to the unit?				
<u>Airfield Holding Area Activities</u>				
3. Did the AACG --				
a. Maintain coordination with the supporting USAF mobility force and with the arriving unit?				
b. Maintain in-transit visibility over arriving loads?				

	YES	NO	N/A	COMMENTS
<b>ARRIVAL AIRFIELD CONTROL GROUP (AACG) OPERATIONS (Cont.)</b>				
c. Release aircraft loads to the arriving unit commander or the commander's representative at a predesignated location?				
d. Coordinate for MHE and transport for the movement of aircraft pallets to the unit marshaling area or other designated location for pallet breakdown?				
e. Provide POL and minor maintenance for arriving equipment?				
f. Coordinate for emergency services, e.g., fire, rescue.				

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**CATEGORY: INSTALLATION**

Installation – Any fixed military installation or installation command (e.g. Garrisons, Area Support Group [AGG], Base Support Group [BSB]), Barracks, Armory, or Camp which has demonstrated the ability to support an actual deployment (war, contingencies, training, humanitarian relief, or National/State emergencies) within the competition year.

Checklist Note: Checklists are applicable to Active Component, Reserve Component, and National Guard installations, unless otherwise noted in parenthesis following the checklist evaluation item.

**DEPLOYMENT PREPARATION SUPPORT**

	YES	NO	N/A	COMMENTS
<b>DEPLOYMENT PLANNING</b>				
1. Is there an installation deployment plan, SOP, or other document that describes installation staff responsibilities for supporting mobilization, deployment, and redeployment operations as applicable?				
2. Does the installation commander/ITO review, approve, and coordinate as required unit movement plans?				
3. Does the installation have a process to ensure that unit movement plans are current and accurate based upon MACOM movement regulations?				
4. Has a Unit Movement Coordinator been appointed in writing?				
5. Did the installation coordinate unit movement requirements for the deployment with appropriate commands (supported MACOM, Reserve Component Commands, Transportation Component Commands, etc.) for unit transportation, movement documentation, and support requirements?				
6. Did the installation outload the unit in priority sequence?				

	YES	NO	N/A	COMMENTS
<b>DEPLOYMENT TRAINING</b>				
1. Is the installation tasked by its MACOM or other authority to provide or coordinate deployment related training for its supported units?				
2. Is the installation providing /coordinating deployment training capable of meeting the supported units' recurring demand for training slots for its soldiers?				
include the following deployment related subject areas that units are required to maintain proficiency in?				
a. Unit Movement Officer Training?				
b. Air Load Planing, include certification of air load planners				
c. Hazardous Material training to include preparation and shipment of HAZMAT by all modes, and training (including refresher training) for certifying Hazardous Cargo Certifying Officials?				
d. Vehicle preparation for shipment by applicable modes?				
e. Aircraft and rail loading/unloading techniques?				

	YES	NO	N/A	COMMENTS
<b>UNIT MOVEMENT DATA MAINTENANCE AND REPORTING</b>				
1. Did the ITO/Unit Movement Coordinator (UMC) provide and ensure that UMD type data codes (TDC) assigned by the MACOM were used by the deploying unit?				
2. Did the ITO/UMC transmit DELs via the Transportation Coordinator – Automated Command and Control Information System (TC-ACCIS) OR TC AIMS II to MTMC?				
3. Did ITO/UMC transmit final DELs via TC-ACCIS/ TC AIMS II to its MACOM?				
4. Did the DEL show accurate equipment data (shipping configuration, model number, gross weight, and dimensions, LIN and index number, secondary loads, hazardous materials)?				
5. Did the supporting installation submit departure reports IAW MACOM regulations within the prescribed time? Note: FORSCOM installations required to submit reports within one hour of wheel ups for units deploying by air, and during contingencies as required for units deploying by surface modes.				

## DEPLOYMENT EXECUTION SUPPORT

	YES	NO	N/A	COMMENTS
<b>INSTALLATION STAGING AREA (ISA)</b>				
1. Is the Installation responsible for organizing and operating an installation staging area to support deploying units as they move to POE or destination?				
2. Is there an ISA or SOP that identifies the organization and responsibilities for operating the installation staging area?				
3. Does the SOP identify augmentation (Deployment Support Brigades, "pusher units" other support activities) that assists the installation in operating the installation staging area?				
4. Is the installation staging area organized to accommodate the various modes of transportation that the unit will use (i.e., rail to SPOE, convoy to APOE or SPOE)?				
5. Did the installation have personnel trained in hazardous cargo available to assist units in HAZMAT preparation and shipment?				
6. Did the installation:				
a. Establish an installation staging area command center?				
b. Monitor unit movements to ensure movement schedules to POE are met by deploying units?				
7. Did installation staging area personnel validate unit equipment preparation for deployment by inspecting equipment for --				
a. Cleanliness and serviceability?				
b. Proper shipping configuration?				
c. Proper and complete documentation to include vehicle load plans, MSLs and HAZMAT certifications and placards, and other required documentation?				
d. Correct fuel levels?				
e. Tiedown shackles?				
8. Was a holding area established within the installation staging area for correction and re-inspection of equipment deficiencies?				
9. Were all equipment deficiencies corrected prior to the equipment departing the installation staging area for onward movement to POE or destination?				
10. Prior to departing the installation staging area, did each unit update their AUEL with actual equipment weights, dimensions, and loads, to create the unit DEL?				

	YES	NO	N/A	COMMENTS
<b>DEPLOYMENT SUPPORT BRIGADE (DSB) ASSISTANCE TO UNITS</b>				
1. Did the installation have a DSB Unit Movement Team (s) (UMTs) OPCON during the deployment to assist in preparing units for surface movements?				
2. Did the UMTs assist UMOs in preparing a correct DEL?				
3. In assisting UMO in preparing DEL, did the UMT--				
a. Verify all dimensions and weight?				
b. Verify equipment nomenclature and type?				
c. Identify and verify all trailers and secondary loads?				
d. Identify and verify all non-reduced configurations?				
e. Identify and verify all HAZMAT being shipped?				
4. Did UMTs advise/assist units in vehicle/equipment preparation to include:				
a. Securing secondary loads?				
b. Identifying, labeling and placarding HAZMAT?				
c. Reducing vehicles to correct shipping configuration?				
d. Vehicle cleanliness and serviceability?				
e. Proper tie-down devices and procedures?				
f. Safety procedures?				
g. Correct fuel levels?				
h. Correct blocking, bracing and lashing?				
i. Correct placement of MSLs?				
j. Properly securing on-vehicle equipment (OVE) and basic issue items (BII)?				
5. Did UMTs assist UMOs, DTO, and ITO in the inspection of vehicles prior to movement in order to verify movement data?				
6. Did UMTs assist in the scanning of equipment moving by rail?				
7. Did UMTs assist in loading of equipment moving by rail?				
8. Did UMTs assist in the scanning and final inspection of convoys prior to departure?				
9. Did the UMTs communicate effectively with the deploying unit, installation (ITO/UMC), and supporting Transportation Terminal Brigade?				

**DEPLOYMENT EXECUTION SUPPORT — MODE OPERATIONS**

	YES	NO	N/A	COMMENTS
<b>RAIL OPERATIONS -- GENERAL</b>				
1. Did the ITO obtain the appropriate rail cars based on the deploying units equipment movement requirements?				
2. Did the ITO maintain liaison with the railway agent and the deploying unit?				
3. Did the ITO/UMC ensure that rail loading schedules were maintained according to the movement order?				
4. Did the ITO/UMC provide HAZMAT documentation, as required?				
5. Did the ITO produce a Government Bill of Lading based on the deploying unit's DEL?				
6. Did the installation provide blocking and bracing materials based on the unit's request?				
7. Were blocking and bracing material provided in sufficient time prior to the unit's rail loading schedule?				

	YES	NO	N/A	COMMENTS
<b>RAIL MARSHALING/STAGING AREA</b>				
1. Is the Installation responsible for organizing and operating a rail marshaling/staging area at the railhead?				
2. Is there a rail marshaling/staging area SOP that identifies the organization and responsibilities for operating the marshaling/staging area?				
3. Does the SOP identify other units or support activities that augment/assist the installation in operating the marshaling/staging area?				
4. Was the SOP followed during the deployment?				
5. Did the marshaling/staging area site preparation include, as required by SOP or operational requirements:				
a. Adequate lighting?				
b. Command and control facilities?				
c. Medical aid station?				
d. Life support such as warming tents and latrines?				
e. A designated hot spot for ammunition?				
6. Did the ITO inspect rail cars for cleanliness and serviceability?				
7. After railcars were loaded, did the ITO ensure that equipment and its contents were loaded, blocked and braced to comply with Army and American Association of Railroads (AAR) directives, or for overseas operations, with applicable Host Nation directives?				
8. Were the MSLs scanned after the tie-down of equipment on rail cars?				

	YES	NO	N/A	COMMENTS
<b>SEALIFT OPERATIONS -- GENERAL</b>				
1. Did the ITO notify deploying commanders of port call and SPOE loading schedule immediately upon receipt?				

	YES	NO	N/A	COMMENTS
<b>SEA PORT OF EMBARKATION (SPOE) MARSHALING AREA</b>				
1. Has the installation been assigned responsibility by its MACOM or other authority for establishing and operating a marshaling area in the vicinity of the SPOE staging area?				
2. Are specific installation responsibilities for operating the marshaling area identified in MACOM regulations/directives, or other related documents or directives?				
3. Is the installation providing the marshaling area support identified in MACOM regulations/directives, or other directive documents?				
4. Does the installation have a SOP that identifies the responsibilities and procedures for operating the SPOE marshaling area?				
<u>Marshaling Area Operations</u> Note: Marshaling areas at the SPOE are used to configure unit equipment/cargo for overseas movement prior to entering the port staging area. There is no set organization or physical layout for a marshaling area. It is organized to meet operational requirements within the available space by grouping related functions. Following are functions that may be performed in the marshaling area. These activities may require amendment based on the operational requirements and the type cargo the marshaling area(s) is supporting.				
5. Was the marshaling area organized as required to process equipment/cargo arriving or departing the port via various modes (i.e., air, rail, highway)?				
6. Did marshaling area functions include:				
a. A central control and inspection point for cargo, equipment, and containers entering or exiting the marshaling yard?				
b. Additional control points for cargo entering the marshaling yard from a beach, rail spur, or a helicopter landing zone within the yard?				

	YES	NO	N/A	COMMENTS
<b>SEA PORT OF EMBARKATION (SPOE) MARSHALING AREA (Cont.)</b>				
c. A traffic circulation plan showing movement flow into, through, and out of the marshaling area?				
d. Designated areas for frustrated, hazardous, and sensitive cargo?				
e. Designated areas for equipment maintenance and for preparation of unit equipment for sea movement?				
f. POL and maintenance support?				
g. Life support as required (messing, billeting, latrines medical and other required support)?				
h. Facilities for stuffing/unstuffing containers?				
i. Maintaining an inventory of containers by location and status?				
j. Capability for minor repair of damaged containers?				

	YES	NO	N/A	COMMENTS
<b>PORT SUPPORT ACTIVITY (PSA)</b>				
1. Has the installation been assigned responsibility by its MACOM or other authority for operating a PSA?				
2. Are specific installation responsibilities for operating the PSA identified in MACOM regulations/directives, Interservice Support Agreements (ISAs) with MTMC, or other related documents or directives?				
3. Is the installation providing the PSA support identified in MACOM regulations/directives, ISAs, or other directive documents?				
4. Does the installation have a SOP that identifies PSA responsibilities and procedures?				
<u>PSA Operations</u>				
5. Was the all equipment/cargo moved from the staging area to the vessel for loading within the timeframes established by the port commander?				
6. Did the installation provide a PSA Chief or OIC?				
7. Did the installation coordinate required life support (billeting, meals, etc.) in the port area for PSA members?				
<u>PSA Functions</u> Following are functions that may be performed by the PSA. These activities may require amendment based on the specific PSA functions the evaluated installation has been tasked to support, or agreed to support through ISAs, memorandum of understanding (MOU), or other related documents.				

	YES	NO	N/A	COMMENTS
<b>PORT SUPPORT ACTIVITY (PSA) Cont.</b>				
8. Did the PSA receive and stage unit equipment in SPOE/SPOD staging area?				
a. Implement the traffic flow for the staging area to be used for each ship?				
b. Plan for and implement the handling and storage of hazardous, controlled, sensitive, and pilferable cargo?				
c. Supervise the staging and movement of all cargo?				
d. Stage equipment to execute stow plan?				
9. Did the PSA check for and correct configured equipment and cargo preparation for overseas movement (POM) deficiencies not resolved in the marshaling areas, including:				
a. Checking HAZMAT documentation and ensuring cargo/equipment is correctly labeled and stored IAW CFR 49?				
b. Checking to ensure secondary loads are properly blocked, braced, and secured?				
c. Ensuring equipment is properly documented?				
d. Adjusting vehicle/equipment fuel to the proper levels?				
e. Correcting cargo lashings and adjusting height of vehicles/equipment if they exceed limitations?				
10. Did the PSA serve as vehicle operators (all types of vehicles) to move vehicles in staging area and if required, assist in loading and unloading vehicles to/from the vessel? Did the PSA--				
a. Ensure that properly licensed vehicle operators are available for the types of unit equipment being staged?				
b. Have a training program to develop skills necessary to maneuver vehicles in tight spots found on vessels?				
11. Did the PSA assist in servicing aircraft that self-deployed to SPOE to include:				
a. Air traffic control?				
b. Fire protection?				
c. Fueling and defueling operations?				
d. Assisting the aircraft maintenance teams in preparing, storing, and moving aircraft to be loaded on the vessel?				
e. Supervising designated staging area landing zones and ensuring the serviceability of the landing zones for aircraft support operations?				

	YES	NO	N/A	COMMENTS
<b>PORT SUPPORT ACTIVITY (PSA) Cont.</b>				
12. Did the PSA provide necessary DS maintenance to ensure vehicles can move under their power, and provide a vehicle recovery capability? Did the PSA--				
a. Perform emergency repairs (DS maintenance) on equipment in SPOE/SPOD staging area?				
b. Provide sufficient drivers to expeditiously load and unload deadlined equipment?				
c. Provide vehicle recovery in SPOE/SPOD staging area during loading and unloading?				
13. Did the PSA assist the port commander with cargo accountability in the SPOE/SPOD staging area? Did this support include:				
a. Documenting cargo movement as required by the port commander?				
b. Providing information/reports concerning equipment processed through the port, as required?				
c. Training PSA documentation personnel on the cargo accountability documentation being used?				
14. Did the PSA provide for security of sensitive (protected) and classified cargo to include:				
a. Enforcing hazardous and sensitive cargo procedures established by the port commander?				
b. Establishing control procedures that deny unauthorized access to hazardous and sensitive cargo?				
c. Establishing procedures to protect classified and operations security (OPSEC) information?				

	YES	NO	N/A	COMMENTS
<b>AIRLIFT OPERATIONS ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP (A/DACG) – GENERAL</b>				
1. Has the installation been assigned responsibility by its MACOM for operating an A/DACG?				
2. Does the installation have a plan, directive, or SOP that identifies the organization, responsibilities, and procedures for A/DACG operations?				
3. Is the A/DACG capable of continuous (24 hr. operations)?				
4. Was the A/DACG in place prior to the first deploying/redeploying unit's arrival?				

	YES	NO	N/A	COMMENTS
<b>DEPARTURE AIRFIELD CONTROL GROUP (DACG) OPERATIONS</b>				
1. Were A/DACG personnel trained in the following functions:				
a. Loading procedures for the type of aircraft to be loaded?				
b. Inspection of hazardous cargo preparation and documentation?				
c. Inspection of unit air load plans?				
<u>Alert Holding Area</u>				
2. Did the DACG:				
a. Ensure unit deployment loads arrive at the alert holding area IAW established schedules?				
b. Receive, inventory and control aircraft loads as they arrived at the alert holding area?				
c. Inspect aircraft loads to ensure that they are complete and correctly prepared?				
d. Ensure required shoring, dunnage, floor protection materials, and 463L pallet dunnage are available?				
e. Verify accuracy of weight and balance marking?				
f. Inspect documentation for accuracy and completeness?				
g. Inspect HAZMAT for proper documentation?				
h. Establish a discrepancy correction area?				
i. Provide emergency maintenance, POL and related services, as needed, to accomplish the outloading mission?				
j. Coordinate for required MHE support?				
k. Establish a traffic flow pattern?				
l. Establish communication with the supporting USAF mobility forces?				
m. Direct or guide aircraft loads to the joint inspection area (call forward area)?				
<u>Call Forward Area Activities</u>				
3. Did the DACG:				
a. Ensure the deploying unit adhered to the established movement timetables?				
b. Perform the joint inspection of the aircraft mission loads with the deploying unit and the supporting USAF mobility force?				
c. Ensure that deficiencies noted during the joint inspection are relayed to the alert holding area and to the deploying unit?				

	YES	NO	N/A	COMMENTS
<b>DEPARTURE AIRFIELD CONTROL GROUP (DACG) OPERATIONS</b>				
d. Ensure that passenger/cargo manifests were correct?				
e. Ensure that discrepancies found during the joint inspection were corrected?				
f. Provide aircraft loading team personnel and support equipment, to include pusher vehicle (s)?				
g. Provide gloves, goggles, ear protection, and reflective devices for load team members?				
h. Ensure all personnel operating in the call forward area are briefed on flight line safety, driving procedures, smoking rules, hand signals, and any local special precautions?				
i. Maintain statistical data to account for the status of all unit personnel and equipment scheduled for air movement?				
j. Provide a passenger holding area, as required?				
k. Provide fueling and defueling capability and emergency maintenance for vehicles to be airlifted?				
l. Retain a final corrected copy of each passenger/cargo manifest, and inspection record?				
m. Escort aircraft loads to the ready line?				
<u>Ready Line/Loading Ramp Area</u>				
4. Did the DACG:				
a. Provide load teams as required assisting in loading/securing equipment in the aircraft?				
b. Maintain coordination with the unit and supporting USAF mobility force?				
c. Escort passengers and cargo to the aircraft as directed by the mobility force?				
d. Obtain individual aircraft load completion times from the mobility force?				
e. Ensure shoring, floor protection materials, and 463L dunnage are on-hand and ready for use?				

#### RECEPTION AND ONWARD MOVEMENT

	YES	NO	N/A	COMMENTS
<b>RECEPTION OPERATIONS – GENERAL</b>				
1. Was the installation assigned a reception mission by its MACOM or other authority?				

	YES	NO	N/A	COMMENTS
<b>RECEPTION OPERATIONS – GENERAL (Cont.)</b>				
2. Is there an installation regulation, SOP, or plan that identifies reception responsibilities, requirements, organization, and operations?				
3. Was the regulation/SOP/Plan followed for reception of the deploying unit?				
4. Did the regulation/SOP/plan include --				
a. Procedures for receiving units by the available modes of transportation?				
b. Designation of marshaling/staging areas?				

	YES	NO	N/A	COMMENTS
<b>RECEPTION AT THE APOD ARRIVAL AIRFIELD CONTROL GROUP (AACG) OPERATIONS</b>				
1. Has the installation been assigned responsibility by its MACOM for operating an AACG?				
2. Does the installation has a SOP or plan that identifies AACG organization, responsibilities and procedures?				
3. Does the SOP/plan identify personnel and equipment resources required to operate the AACG?				
4. Is the AACG capable of continuous (24 hr. operations)?				
5. Was the AACG in place prior to the first deploying/redeploying unit's arrival?				
<u>Airfield Off-Load Ramp Area Activities</u>				
6. Did the AACG --				
a. Maintain coordination with the supporting USAF mobility force and with the arriving unit?				
b. Provide off-load teams and support equipment, as required?				
c. Accept each planeload from the supporting mobility force at the established release point?				
d. Remove shoring and dunnage from the aircraft and transfer it to the unit?				
<u>Airfield Holding Area Activities</u>				
7. Did the AACG --				
a. Maintain coordination with the supporting USAF mobility force and with the arriving unit?				
b. Maintain in-transit visibility over arriving loads?				
c. Release aircraft loads to the arriving unit commander or the commander's representative at a predesignated location?				

	YES	NO	N/A	COMMENTS
<b>RECEPTION AT THE APOD ARRIVAL AIRFIELD CONTROL GROUP (AACG) OPERATIONS (Cont.)</b>				
d. Coordinate for MHE and transport for the movement of aircraft pallets to the unit marshaling area or other designated location, for pallet breakdown?				
e. Provide POL and minor maintenance for arriving equipment?				
f. Coordinate for emergency services, e.g., fire, rescue?				

	YES	NO	N/A	COMMENTS
<b>RECEPTION AT THE SEA PORT OF DEBARKATION (SPOD) OPERATIONS – PSA OPERATIONS</b>				
1. Has the installation been assigned responsibility by its MACOM or other authority for operating a PSA at an SPOD?				
2. Does the installation has an SOP or plan that identifies PSA organization, responsibilities and procedures?				
3. Did the installation provide the required PSA support at SPOD per the installation SOP or plan?				
4. Does the SOP/plan identify personnel and equipment resources required to operate the PSA?				
5. Was the PSA in place and operational prior to vessel discharge, or as required by OPOD or other directive?				
<u>PSA Functions</u> Following are functions that may be performed by the PSA. These activities may require amendment based on the specific PSA functions the evaluated installation has been tasked to support, or agreed to support through ISAs, MOU, or other related documents.				
6. For SPOD staging area operations, did the PSA--				
a. Provide workers with required safety equipment such as hardhats, vests, coveralls, lights, gloves and goggles?				
b. Correctly, stage and segregate unit equipment in the staging area based on established priorities, the port reception plan. and equipment type/configuration (HAZMAT, sensitive, containers, etc)?				
c. Supervise the staging and movement of all cargo from the staging area?				

	YES	NO	N/A	COMMENTS
<b>RECEPTION AT THE SEA PORT OF DEBARKATION (SPOD) OPERATIONS – PSA OPERATIONS (Cont.)</b>				
d. Ensure that properly licensed vehicle operators are available for the types of unit equipment being offloaded and staged?				
e. Provide necessary DS maintenance to ensure vehicles can move under their power?				
f. Perform emergency repairs (DS maintenance) on equipment in SPOD staging area?				
g. Provide a vehicle recovery capability?				
7. Did the PSA assist the port commander with cargo accountability in the SPOD staging area, to include:				
a. Documenting cargo movement as required by the port commander?				
b. Providing information/reports concerning equipment processed through the port, as required?				
c. Training PSA documentation personnel on the cargo accountability documentation being used?				
8. Did the PSA provide for security of hazardous, sensitive (protected) and classified cargo in the staging area, to include:				
a. Enforcing hazardous and sensitive cargo procedures established by the port commander?				
b. Establishing control procedures that deny unauthorized access to hazardous and sensitive cargo?				
c. Establishing procedures to protect classified and OPSEC information?				
9. Did the PSA provide messing/billeting and medical support to transiting units, as required?				

	YES	NO	N/A	COMMENTS
<b>ONWARD MOVEMENT OPERATIONS – GENERAL</b>				
1. Was the installation assigned a mission by its MACOM or other authority to facilitate the onward movement of arriving units?				
2. Did the installation have an SOP or plan (or develop a plan) to facilitate the onward movement of the arriving unit(s) by applicable modes?				
3. Was the plan followed for the arriving units?				
4. Did the installation assist the unit by coordinating the onward movement by applicable modes e.g., processing convoy clearances, obtaining railcars?				
5. Did the deploying unit complete the movement from APOD/SPOD to TAA or final destination IAW the movement schedule established in the OPORD, movement directive, or other source?				

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## Glossary

### ACRONYMS AND ABBREVIATIONS

AACG	Arrival Airfield Control Group
AAR	American Association of Railroads
A/DACG	Arrival/Departure Airfield Control Group
ANSI	American National Standards Institute
APFT	Army Physical Fitness Test
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
ASG	Area Support Group
AUEL	Automated Unit Equipment List
BBPCT	Blocking, Bracing, Packaging, Crating, and Tie-Down
BII	Basic Issue Items
BSB	Base Support Battalion
CCN	Convoy Control Number
CFR	Code of Federal Regulation
CHE	Container-Handling Equipment
DACG	Departure Airfield Control Group
DEL	Deployment Equipment List
DS	Direct Support
DSB	Deployment Support Brigade
DTO	Division Transportation Officer
FORSCOM	United States Army Forces Command
HAZMAT	Hazardous Material
IAW	In Accordance With
IMDG	International Maritime Dangerous Goods
ISA	Installation Staging Area or Inter-service Support Agreement
ISO	International Organization for Standards
ITO	Installation Transportation Office (officer)
LNO	Liaison Officer
LOGMARS	Logistical Application of Marking and Reading Symbology
MACOM	Major Army Command
MCC	Movement Control Center
MHE	Materials-Handling Equipment
MILSTAMP	Military Standard Transportation and Movement Procedures
MOBCON	Mobilization Movement Control
MOU	Memorandum Of Understanding
MSL	Military Shipping Label
MTMC	Military Traffic Management Command
NGB	National Guard Bureau
OPLAN	Operation Plan
OPORD	Operation Order
OPSEC	Operations Security
OVE	On-Vehicle Equipment
POD	Port Of Debarkation
POE	Port Of Embarkation
POL	Petroleum, Oils And Lubricants
POM	Preparation For Overseas Movement

POV	Privately Owned Vehicles
PSA	Port Support Activity
RSOP	Readiness Standard Operating Procedures
SAEDA	Subversion and Espionage Directed against the US Army
SERE	Survival, Escape, Resistance, and Evasion
SGLI	Service Members Group Life Insurance
SITREP	Situation Report
SOP	Standard Operating Procedure
SPOE	Sea Port Of Embarkation
SPOD	Sea Port Of Debarkation
SPOTREP	Spot Report
SRP	Soldier Readiness Processing
STANAG	Standardization Agreement
SUN	Shipment Unit Number
TAA	Tactical Assembly Area
TALCE	Tanker Airlift Control Element
TC-ACCIS	Transportation Coordinator-Automated Command and Control Information System
TCN	Transportation Control Number
TDA	Table of Distribution and Allowances
TDC	Type Data Code
TMCA	Theater Movement Control Agency
TOE	Table(s) of Organization and Equipment
TTB	Transportation Terminal Brigade
UIC	Unit Identification Code
UMC	Unit Movement Coordinator
UMD	Unit Movement Data
UMO	Unit Movement Officer
UMT	Unit Movement Team
USARC	United States Army Reserve Command
USDA	United States Department of Agriculture