

CHAPTER 302

AIR MOVEMENT OPERATIONS

A. GENERAL

1. Purpose and Scope. This chapter applies to training exercises, humanitarian, peacekeeping, wartime, and contingency operations across the operational spectrum. The policies outlined pertain primarily to air-land operations. Conduct of a unit air movement requires careful load planning, selection of equipment, personnel processing, and proper documentation. It requires marshalling transported units, departure airfield reception, cargo inspection, out-loading procedures, and the reception and disposition of forces at the off-load airfield. Conduct planning, marshalling, and out-loading procedures for airborne operations IAW FM 100-27/AFM 2-50 USA/USAF Doctrine for Joint Airborne and Tactical Operations. Additional guidance is published in the MTMC, Transportation Engineering Agency (MTMC/TEA) (<http://www.tea.army.mil>) Pamphlet 55-24, Vehicle Preparation Handbook for Fixed Wing Air Movements, available as described in Chapter 303, paragraph B.1.

2. Airlift Request Procedures. Airlift is requested via one of two separate procedures.

a. For JCS and CINC-scheduled exercises or JCS-directed deployments, airlift requirements are registered and validated in JOPEX. Procedures are spelled out in Joint Publication 5.03.1 Joint Operation Planning and Execution System, Volume I, (Planning Policies and Procedures).

b. For movement other than those addressed in paragraph A.2.a, above, airlift requirements are identified via a Special Assignment Airlift Mission (SAAM) request. SAAM requests, Service validations, and movement procedures will be IAW this regulation, Part I, Passenger Movement and Part II, Cargo Movement.

3. Airlift Phases. These phases cover mobilization and movement of personnel, cargo, and equipment as defined in Chapter 301.

4. Missions and Functions.

a. USTRANSCOM, in conjunction with TCCs, will:

(1) Coordinate with supporting and supported commands to ensure the TPFDD is validated in advance.

(2) Ensure TPFDD requirements are scheduled for transportation from APOEs to APODs.

(3) Ensure air movement schedule changes are published and coordinated.

(4) Monitor movement status of validated air movements requirements.

(5) Schedule airlift to move units from APOEs to APODs based on validated movement requirements. Port calls are used to notify deploying units and/or individuals to report to the POE for onward movement. These notices will designate POE, specify reporting date and time, and identify carrier and mission number.

(6) Notify in a timely matter, all involved commands and units of their air movement schedules and type and number of airlift assets allocated against the movement requirement.

(7) Coordinate with SAAM Service Validators on unit capability to generate electronic manifests.

b. Unified Commands will:

(1) Provide validated movement requirements.

(2) Coordinate changes to movement requirements prior to, and following, deployment execution.

(3) Designate the Service component to perform Arrival/Departure Airfield Control Group (A/DACG) functions in joint operations.

(4) Designate an agent to act as the joint movement control group.

(5) Designate an agency to validate SAAMs within their AO.

c. Major Commands will:

(1) Ensure the parent organization or home station installation commander from which deploying units originate, organize, equip, and train personnel for A/DACG duties.

(2) Validate deploying unit SAAM requests to the unified command agency.

d. Host or supporting installations will:

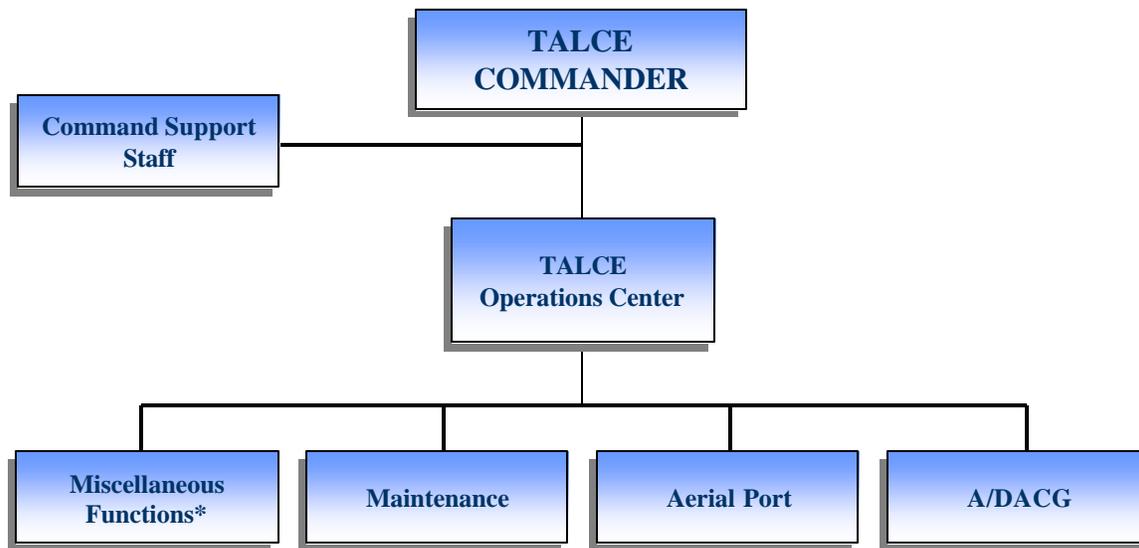
(1) Provide A/DACG and support deploying mobility forces as requested, i.e., MHE, container handling equipment, manpower, fuel, staging facilities, etc.

(2) Be the primary provider of mobility forces and MHE support when the aerial port/air terminal is the host.

(3) The host or supporting installation will be the primary provider of mobility forces when the aerial port/air terminal is operating as a tenant unit. The tenant aerial port should be consulted for MHE and technical support.

e. Mobility Forces (see “Mobility Forces” in Definitions) will consist of TALCE, Mission Support Element (MSE), Mission Support Team (MST), fixed aerial port, or air terminal.

(1) TALCE. TALCE is an element of an Air Mobility Control Unit (AMCU) or a stand-alone organization within a unified command theater of operations. As such, a TALCE may be deployed to any worldwide location where airlift C2 and mission support is required but does not exist. A TALCE is commanded by an officer certified as a TALCE commander. A TALCE has a TALCE Operations Center (TOC) which serves as the focal point for deployed Command, Control, and Communications (C3). TALCE procedures are contained in this regulation to familiarize deploying units and A/DACG with functions and assistance normally provided by a TALCE. These procedures are limited to aerial port functions (Appendix W) of a TALCE which impact on mission planning, preparation, and execution of airlift operations. Figure 302-1 shows a typical TALCE organization.



* Weather, Flight Surgeon, Safety, Information Management, Intelligence, Combat tactics, Combat Control, etc.

Figure 302-1. Tanker Airlift Control Element (TALCE) Organization

All areas shown are not required for every operation and a TALCE may include additional MSEs. The TALCE will:

- (a) Maintain operational control over Air Force airlift units and all airlift aircraft participating in an operation at the TALCE site.
- (b) Coordinate all Air Force operational aspects of the airlift mission.
- (c) Be responsible for aircraft movement control, communications, technical supervision of aircraft loading and off-loading operations, aeromedical evacuation, and marshalling of aircraft.
- (d) Provide continuous liaison with all interested agencies to ensure the operation is proceeding according to plan.

(2) MSE. MSEs perform maintenance and flying safety in support of TALCEs or existing AMC/non-AMC operations throughout the world. They also provide weather, aerial port, and intelligence support. When deployed with a TALCE, the MSE is under direct command of the TALCE commander. When deployed to augment an existing operation, an MSE may be under the command of HQ AMC TACC.

(3) MST. A MST is deployed to locations where airlift C2, and mission support is required but nonexistent, and where a full TALCE is not required. A MST will provide air movement coordinating activities of a TALCE. A MST performs maintenance, aerial port, and related support functions as required. A MST will not have a TOC; however, as an extension of airlift C2, a MST will provide minimum C2 reporting consistent with mission requirements. A MST performs the same function as a TALCE; but is managed by an enlisted supervisor.

(4) Aerial Ports and Air Terminals. Although most aerial ports are under AMC control, some are not. For a complete list of these facilities see Appendix W.

(a) In most cases, designated aerial ports are regular or special foreign clearance bases as defined in DOD 4500.54-G. Air terminals are facilities that function as air transportation hubs and accommodate loading and unloading of aircraft and in-transit processing of traffic. The airfield on which an air terminal is located may or may not be designated an aerial port.

(b) Focal point for aerial ports or air terminals is the Air Terminal Operations Center (ATOC). The ATOC serves as the control center for all air transportation related activities. An MSE/MST, fixed aerial port, or air terminal will have an ATOC function. The A/DACG will coordinate with the ATOC for all deploying unit requirements. ATOCs normally consist of information controllers, ramp coordinators, load planners, airlift requirements forecaster, records section, and duty officer. The ATOC normally will coordinate air transportation activities as specified below, unless accomplished by another aerial port/air terminal organization:

1 Validate all load plans, cargo, and passenger manifests, as complete and accurate.

2 Supervise load teams.

3 Provide technical assistance to airlifted unit on preparing cargo and passengers for airlift.

4 Coordinate airflow information and control airlift aircraft and any mission support load teams that may be involved.

5 In conjunction with the deploying unit and A/DACG, coordinate the inspection of cargo offered for airlift to ensure it is movement ready.

6 Provide MHE and operators when MHE is not organic to the unit being transported or to the airfield operator.

7 Provide or expand automated data systems' availability at air terminal.

f. TO or MO will act as single POC for unit movements and movement of non-unit related personnel moved under the scope of this regulation.

g. Deploying unit will:

(1) Prepare passengers and cargo for airlift IAW procedures set forth in this regulation, Part I, Passenger Movement, Chapter 103; and Part II, Cargo Movement, Chapter 203.

(2) Prepare and certify hazardous cargo and equipment.

(3) Prepare and certify aircraft load plans.

(4) Provide trained load teams to load, off-load, and secure cargo to aircraft.

(5) Furnish any required shoring, dunnage, and vehicle operators.

(6) Provide personnel and equipment to perform A/DACG functions as directed by their major command.

(7) Transmit cargo and passenger manifests IAW DOD timeliness criteria.

(8) Provide and operate MHE to load and unload aircraft when it is within the units' capability.

(9) Request SAAM support through the Service validator. Provide means to create electronic manifest or request manifest/ITV support through SAAM validator to USTRANSCOM.

(10) Prepare personnel and cargo manifests.

(11) Figure 302-2 summarizes unit movement responsibilities. Specific responsibilities of participating organizations and agencies are discussed in detail in this chapter and Appendices.

UNIT MOVE RESPONSIBILITIES

The Air Force's AMC and Services will perform following responsibilities as indicated:

UNIT MOVE FUNCTIONS	RESPONSIBLE UNIT	
	AMC Mobility Force	Services
1. Prepare cargo (weigh, mark, measure, load, secure, manifest, and compute center of gravity (CG))		X
2. Prepare passenger manifest		X
3. Prepare and certify hazardous cargo		X
4. Prepare and certify load plans		X
5. Provide load teams		X
6. Load, secure and off-load cargo		X
7. Provide shoring, dunnage and vehicle operators		X
8. Establish and operate A/DACG		X
9. Validate load plans	X	
10. Validate passenger manifests	X	
11. Supervise load teams	X	
12. Provide technical assistance	X	
13. Provide aircraft control	X	
14. Provide control of load teams	X	
15. Coordinate airflow information	X	
16. Provide MHE and/or CHE (see Note)	X	
17. Provide MHE and/or CHE operators (see note)	X	X
18. Perform MHE and/or CHE maintenance (see note)	X	X
19. Perform joint inspection	X	X

NOTE: AMC will provide and operate Air Force-unique CHE/MHE that is required but beyond the capability of user to provide, e.g., K-loaders, wide-body loaders, etc.

Figure 302-2. Unit Movement Responsibilities

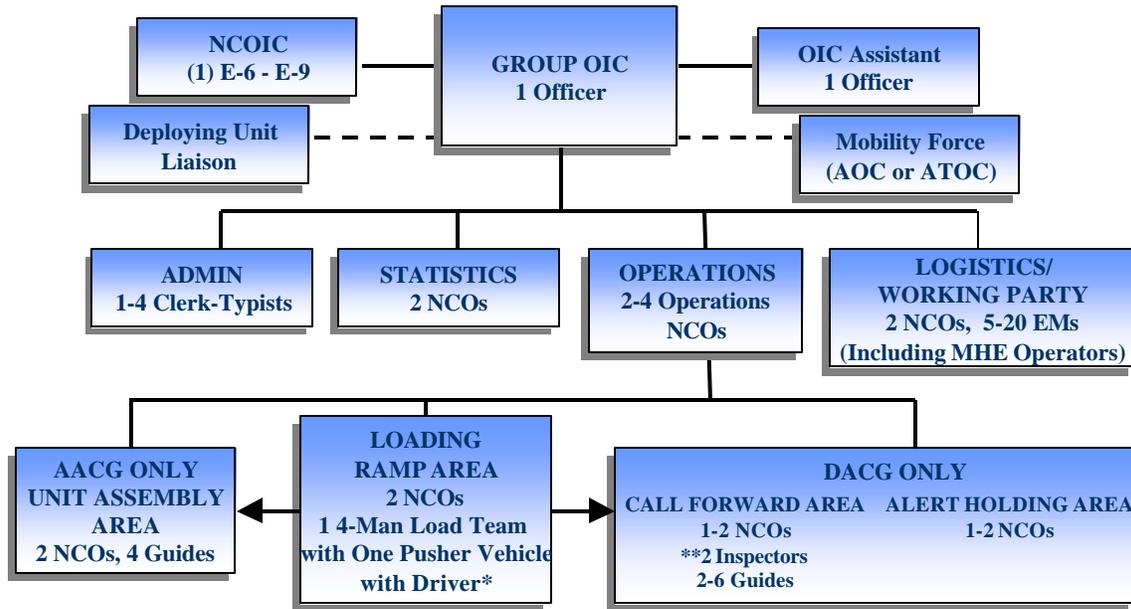
h. Shipper (other than a deploying unit) will:

(1) Prepare cargo and equipment for airlift. Preparation includes weighing, marking, labeling, measuring, palletizing, securing, and manifesting cargo, as well as computing the center of gravity (CG).

(2) Prepare and certify hazardous cargo and equipment.

i. DACG. Throughout this regulation references made to DACG and Arrival Airfield Control Group (AACG) include US Navy and US Marine Corps embarkation organizations; USA ATMCTs; and all US Air Force deployment control functions. DACG should be organized as a provisional unit, with personnel and equipment resources coming from units or activities which are not required to accompany the transported force. Occasionally, the DACG may be a joint Service component with representatives of the airlifted forces. Host or supporting installations will provide manpower augmentation to form a composite A/DACG. (See Figure 302-3.) DACG will:

- (1) Coordinate and control the out-loading of units for deployment or redeployment.
- (2) Coordinate with the installation commander and the commander of the Services' deploying units.
- (3) Provide a liaison individual to the mobility force (normally the ATOC).
- (4) When no mobility force is available, the DACG will perform those functions.



*Number of Load Teams and total DACG/AACG personnel required will depend on the number of aircraft being loaded at any one time (Task Organized)

**Qualified to certify hazardous loads

Figure 302-3. Typical DACG/AACG Manning Table for One, 12-Hour Shift

j. The Major Command involved in the air movement will provide the AACG. When personnel and equipment needed to accomplish the arrival function are not available at the arrival airfield, the AACG should be airlifted with the lead elements of the deploying unit. Determination of who provides the AACG will be made at the earliest practical time by the joint forces or commander responsible for deployment and/or redeployment mission. The AACG will:

(1) Operate essentially the same as the DACG, except an AACG is primarily concerned with off-loading operations. (See Appendix A.)

(2) Pre-position at the arrival airfield, or will move to the arrival airfield in the lead elements of the transported force.

5. User Training and Certification. All personnel responsible for supervision of the out-loading must be thoroughly familiar with loading procedures for the types of aircraft being used. Upon request of affiliated unit, personnel will receive formal training in air movement operations from the "Air Deployment Planning Course" US Army Transportation School, Fort Eustis, Virginia (VA); "Aircraft Load Planning Course ALP3558", Expeditionary Warfare Training Group, Pacific, Coronado, California (CA); or "AMC Affiliation Program Airlift Planner's Course." The 101st Airborne Division and 82nd Airborne Division offer similar courses. The Air Force recognizes graduates of these courses as certified air load planners. Additionally, "Air Transportation Contingency Operations Course 335AMC2T2X1-010", McGuire AFB New Jersey (NJ), is available upon request to AMC for cargo movement and inspection.

6. Information Security. Information pertaining to movement of units will be classified by the originator or higher authority according to DOD 5200.1-R Information Security Program. The unit's destination and estimated time of arrival (ETA) are CONFIDENTIAL unless otherwise classified in the warning order or movement directive. The unit's major command of assignment and shipment readiness dates are FOR OFFICIAL USE ONLY (FOUO). Unit commanders may inform unit military personnel on an FOUO basis that the unit is scheduled for deployment on or about the personnel movement readiness date.

B. DEPLOYMENT OPERATIONS

1. General. Air mobility operations involve the air transport of units, personnel, supplies, and equipment and may be conducted by any combination of force organizations. An air movement operation consists of two primary phases: the planning and preparation phase and the execution phase.

2. Planning and Preparation Phase. Movement of units by airlift demands extensive advanced planning on the part of the unit being moved. A primary objective must be to minimize the time a unit being moved is non-operational. Planning is required for the grouping of personnel and material into the most effective loads, the orderly movement to and from unit areas, and for the efficient management of the loading and off-loading of aircraft. Planning, supervising, and controlling of operations are accomplished by mobility forces, A/DACGs, and deploying organizations. The five functional areas of planning and preparation phase are: Mission Guidance, Initial Planning, Joint Planning, Preparation for Movement, and Final Coordination.

a. Mission Guidance. The deploying unit commander and all supporting forces require the following information to prepare for an airlift operation: mission, force, location of departure airfield and arrival airfield, departure date, projected closure time, liaison (including the names, locations, telephone numbers of the deploying unit commander(s) and commanders of A/DACG,

mobility forces and other supporting activities), and coordinated time and location of the joint planning conference.

b. Initial Planning. Actions necessary to prepare the deploying unit and support elements to participate in the joint planning conference are as follows:

(1) Deployment planners and/or deploying unit will:

(a) Identify and prioritize the number of personnel and the type and quantity of cargo and equipment to be moved.

(b) Determine the number of 463L pallets, top and side nets, plastic pallet covers, shoring, and dunnage required. Refer to DOD 4500.9-R-1.

(c) Establish liaison with the supporting mobility force, TO, and MO.

(d) Identify secondary loads for cargo carrying vehicles or trailers.

(e) Identify cargo or equipment in its proposed shipping configuration which, because of size, weight, or fragile characteristics, may be denied loading aboard Air Force aircraft, or requires special equipment or handling. Contact the affiliated AMCU for technical assistance on specific loading and/or preparation procedures over and above general procedures listed in the aircraft loading manual. This includes any item that exceeds any of the following:

1 Length--240 inches (6.10 m).

2 Width--96 inches (2.44 m).

3 Height--96 inches (2.44 m).

4 Weight--20,000 pounds (9,072 kg).

5 Weight per linear foot--1,600 pounds (727.3 kg).

6 Floor contact pressure--50 psi (pounds per square inch) (3.53 kg per square centimeter).

7 Maximum wheel load (vehicle with pneumatic tires)--2,500 pounds (1,134 kg).

8 Maximum axle load (vehicle with pneumatic tires)--5,000 pounds (2,273 kg).

(f) Identify cargo or equipment which is hazardous or sensitive, and which requires special preparation (AFJMAN 24-204/TM 38-250/MCO P4030.19G/NAVSUP Pub 505/DLAI 4145.3).

(g) Request technical assistance for preparing equipment and training personnel from affiliated AMCUs. CONUS active duty AMCUs are the 317th Airlift Control Squadron

(ALCS), Dyess AFB, TX, 463rd ALCS, Little Rock, Arkansas (AR), 621st Air Mobility Operations Group (AMOG), McGuire AFB, NJ, 615th AMOG, Travis AFB, CA. In overseas areas, assistance can be obtained from the Air Mobility Control Flight (AMCF), 733d Air Mobility Squadron (AMS), Kadena Air Base (AB), Japan, and the AMCF 723rd AMS, Ramstein AB, Germany. Reserve AMCUs are located at the 94th Airlift Control Flight (ALCF), Dobbins Air Reserve Base, Georgia (GA), 302nd ALCF Peterson AFB, Colorado (CO), 315th ALCF Charleston AFB, South Carolina (SC), 349th ALCF, Travis AFB, CA, 433rd ALCF, Kelly AFB, TX, 439th ALCF, Westover AFB, Massachusetts (MA), 440th ALCF, General Billy Mitchell International Airport, Wisconsin (WI), 446th ALCF, McChord AFB, Washington (WA), 452nd ALCF, March AFB, CA, 459th ALCF, Andrews AFB, Maryland (MD), 512th ALCF, Dover AFB, Delaware (DE) and the 514th ALCF, McGuire, AFB NJ. The Guard AMCUs are located at 118th ALCF, Nashville, Tennessee (TN), 123rd ALCF, Standiford Field, Kentucky (KY), 133rd ALCF, Minneapolis, Minnesota (MN), 136th ALCF, Hensley Field, TX, 137th ALCF, Tinker AFB, Oklahoma City, Oklahoma (OK), and 146th ALCF, Channel Island, CA. Technical assistance includes mission planning, aircraft loading and off-loading, and affiliation training.

(h) Plan and coordinate staff assistance in the areas of administrative support, unit movement training, air movement planning, and logistics and maintenance support. Training of the deploying unit should include indoctrination in the standard safety practices of operation in and around aircraft.

(i) Appoint a MO at each level involved in the movement.

(j) Develop plan for movement to the departure airfield.

(k) Ascertain US territories and possessions; and foreign agricultural, customs, and immigrations clearance requirements and procedures.

(l) Provide support requirements (i.e., MHE, weighing devices, prime mover vehicles, etc.) to the A/DACG and airfield support forces.

(m) Identify requirements for in-flight communications.

(2) If a DACG is required, it will:

(a) Coordinate with the TALCE to establish A/DACG training requirements.

(b) Confirm number of personnel and type and quantity of cargo and equipment to be moved.

(c) Determine time frame during which on-loading and off-loading will be accomplished.

(d) Confirm the locations of departure and arrival airfield(s), marshalling, and unit area(s) in conjunction with the installation or base commander and the deploying unit.

(e) Determine departure and arrival airfield's logistical and administrative facilities available to A/DACG and deploying unit.

(f) Develop an organizational structure with staffing requirements to include special personnel skills, administrative requirements, load teams (from rear echelon or provisional units), and communications prior to the local joint planning conference.

(g) Determine user support equipment requirements, i.e., MHE; petroleum, oils, and lubricants (POL); weighing devices; prime mover vehicles; etc.

(h) Determine availability of MHE organic to deploying organization or APOE/D. Request mobility force to position MHE to fill required shortfalls.

(i) Establish liaison with deploying unit and other supporting activities.

(j) Coordinate US (to include US territories and possessions) and foreign agricultural, customs and immigration clearance requirements and procedures.

(k) Determine and coordinate crash, fire, and rescue protection requirements.

NOTE: If a DACG is not required or established, the above functions may be performed by a TALCE, Unit Mobility organization, MCC, ATMCT, or Theater JMC.

(3) Mobility forces will:

(a) Review mission directive and scope of operation and prepare a tentative flow schedule and plan of operation.

(b) Designate organization to deploy in support of mission requirements.

(c) Provide qualified personnel for the airfield survey team.

(d) Establish initial coordination with the deploying unit and supporting A/DACG to review requirements in paragraphs (1) and (2) above.

c. Joint Planning. A series of field level joint conferences is required during the planning phase. Conferences are necessary to ensure coordination, a clear understanding of responsibilities, and a mutual understanding of regulatory guidance. At a minimum, a joint planning conference will be held as soon as possible after receipt of an air movement order or directive. Key personnel should represent all participating elements at these conferences. These personnel must be able to resolve problems and make decisions for their organization, including interface requirements. These formal conferences do not rule out a need for continuous coordination throughout the planning cycle.

(1) Deployment Planners and/or Deploying Unit will:

(a) Verify whether the AACG will be established by the destination command or installation, or the deploying organization(s).

(b) Provide a consolidated and prioritized unit personnel and equipment list. The list must include weight, dimension, line item, and index number, and model and nomenclature

of equipment offered for movement. The list must also identify material requiring special handling or loading procedures.

(c) Designate a UMO to represent the commander of the unit being transported. Appendix B addresses UMO functions and responsibilities.

(d) Determine requirements for type and source of materials to be used to restrain cargo in vehicles and trailers. Review inspection procedures and documentation requirements for hazardous cargo and organizational cargo and equipment that require special handling. (See Appendices C, D, E, and R and AFJMAN 24-204/TM 38-250/ MCO P4030.19G/NAVSUP Pub 505/DLAI 4145.3 for additional guidance.)

(e) Coordinate procedures for transporting individual weapons, ammunition, and equipment.

(f) Verify shoring requirements, ensure shoring availability prior to out-loading, and establish destination disposition procedures.

(g) Determine training requirements to ensure that all personnel responsible for loading procedures are properly trained.

(h) Review US (to include US territories, and possessions) and foreign border clearance requirements and procedures.

(2) The A/DACG will:

(a) Determine any special requirements for personnel and equipment including weighing capability, pusher vehicles, security, and equipment washing and defueling stations.

(b) Confirm unit deployment schedule and airflow.

(c) Coordinate with the mobility force on the type and number of aircraft needed.

(d) Confirm size and type of units.

(e) Validate shoring and floor protection requirements and ensure 463L dunnage availability and disposition.

(f) Coordinate the use of departure and arrival airfield facilities.

(g) Confirm coordination contacts and determine other liaison requirements.

(h) Obtain list of unit personnel and equipment to be on- and off-loaded. Problem items should be identified for load planning and coordination with mobility force.

(i) Finalize A/DACG organization including aircraft load teams and training requirements.

(j) Determine and coordinate crash, fire and rescue protection requirements.

(k) Ensure the respective Service deployment automated information system is available to facilitate movement and capture information.

(3) The mobility forces will:

(a) Confirm type, configuration, and number of aircraft allocated to move personnel, cargo, and equipment.

(b) Review border clearance requirements and procedures for the US, its territories and possessions and foreign border clearance/HN. This should include any special handling procedures, and inspections for hazardous, outsize, or unusual equipment and cargo.

(c) Coordinate movement priorities established by deployment planners and deploying unit(s).

(d) Coordinate the requirements for special training or load planning assistance to be provided to the A/DACG and deploying unit(s).

(e) Coordinate dates, times, and places training will be conducted.

(f) Determine the requirements for MHE, weighing equipment, 463L pallets, cargo nets, and other equipment as necessary.

(g) Determine load team supervisors and load inspectors required.

(h) Confirm coordination contacts.

(i) Provide a briefing on the tentative plan of operations, including a flow schedule, aircraft parking, communications plan, and safety requirements.

d. Preparation for Movement. This phase begins with receipt of the mission directive or order, and continues through the planning phase until execution.

(1) Deployment planners and/or deploying unit will:

(a) Jointly prepare the air movement plan with the mobility force representatives. This plan should include sufficient details to ensure an orderly execution of the deployment mission. The plan addresses all aspects of load planning and passenger and cargo documentation. (See Appendix D.)

(b) Prepare personnel, cargo, and equipment for air movement IAW established priority, sequence, and Appendix E.

(c) Prepare packing list for secondary loads in vehicles and trailers, and maintain with the vehicle and trailer. (See Figure 302-4.)

VEHICLE PACKING LIST FORMAT
<u>General Information:</u>
- Unit Designation
- Date Load Card Compiled
- Driver's Name and Grade
<u>Vehicle Information:</u>
- Type of Vehicle
- Length of Vehicle
- Width of Vehicle
- Height Loaded
- Empty Weight
- Cargo Bed Diagram
- Loaded Weight
<u>Cargo Bed Diagram:</u>
- Cargo Description and Type Pack
- Quantity of Each Item of Cargo by Pack
- Weight of Each Item of Cargo by Pack

Figure 302-4. Format for Vehicle Packing List

- (d) Complete training requirements IAW Appendix F.
- (e) Identify armed personnel guarding security equipment and make their presence known to the aircraft commander.
- (f) Prepare individual weapons and ammunition as established during joint planning conference and IAW Appendix C.
- (g) Ensure maximum use of vehicle/trailer cargo carrying capability. Ensure the load complies with individual Service requirements as pertaining to the rated capacity.
- (h) Finalize specific aircraft load plans and prepare passenger and cargo manifests with mobility forces. Documentation for items requiring special handling is discussed in Appendix C. See Appendix D for additional guidance.
- (i) Provide required shoring, floor protection materials, and 463L MHE. Service technical manuals and aircraft technical orders (Dash 9) provide guidance on shoring requirements for certain types of loads.
- (j) Appoint a planeload or troop commander (chalk leader) for each mission aircraft carrying passengers. (See Appendix G.)

(2) A/DACG will:

- (a) Establish departure/arrival airfield operational areas in coordination with mobility force. (See Appendix A for AACG checklist)
- (b) Accomplish training needed to ensure all A/DACG personnel are qualified to perform mission.
- (c) Collocate with the supporting mobility force and maintain close liaison with both the mobility force and deploying unit.
- (d) Coordinate for support equipment availability (e.g., MHE, fire protection equipment, POL (including defueling capability), food service, inspection area, lighting, first aid, weighing devices, and pusher vehicles). NOTE: Pusher vehicles are assigned one per loading team to function as team transport and a loading aid. See Technical Bulletin 9-2300-415-40, Front Bumper Mounted Towing Hitch for instructions on how to fabricate the front bumper mounted towing hitch for the pusher vehicle.

(3) The mobility force will:

- (a) Establish operations at departure and arrival airfields and provide adequate space for liaison representatives of the A/DACG. NOTE: The Mobility Support Force will provide for specialized MHE, drivers, cargo inspectors, and load team personnel to accomplish the mission only when the required personnel and equipment are not available from the deploying unit or the supporting unit, and when these assets have been requested at the Joint Planning Conference preceding the move.
- (b) In coordination with the deploying unit, validate airlift requirements and required documentation. (See Appendix D.)
- (c) Ensure a communications network is established.
- (d) Ensure a mobility support force member is prepared to conduct the final briefing for the deploying unit and all supporting elements. This person must also establish or confirm responsibilities, procedures, schedules, vehicle and personnel traffic routes, and safety requirements.

e. Final Coordination. The task force commander representative will conduct a final joint coordination meeting with representatives of the deploying unit, A/DACG, and the mobility force. At this meeting, these organizations will provide the status of their planning to include any changes in the deployment sequence, priority, or the scheduled airflow, plus identify and resolve any problems.

3. Execution Phase.

a. General. This section discusses the functional areas of the execution phase of an air movement from the APOE to the APOD. Movement to the APOE will be accomplished IAW Chapter 301.

b. Departure Airfield Operations. There may be four separate areas of activity in departure airfield operations: marshalling area, alert holding area (AHA), call forward area, and the ready line/loading ramp area. (See Figure 302-5.)

(1) Marshalling Area. The deploying unit is responsible for activities conducted within the marshalling area. In this area the unit prepares for air movement by assembling vehicles, equipment, supplies, and personnel into mission loads (chalks). These loads will be manifested IAW Appendix D and are sent to the AHA upon notification from the DACG or mobility forces. (See Appendix I.)

(2) AHA. The DACG and/or host installation is responsible for activities conducted within the AHA. The deploying units will check-in with the AHA team chief. Deploying units will complete final preparation and assembly of personnel, cargo, and equipment into individual mission loads (chalks). Control of chalks is transferred to the DACG upon completion and acceptance of personnel, cargo, and equipment. Normally, personnel assigned to the AHA do not deploy. The DACG will call for movement of personnel, cargo, and equipment from the AHA to the call forward area. (See Appendix J.)

(3) Call Forward Area. The activities conducted within the call forward area are the responsibility of the DACG, host installation, and the mobility force. In this area the JI is conducted and discrepancies corrected. This inspection is accomplished jointly by members of the deploying unit and the mobility force. This is the final check to be sure all cargo and equipment is properly prepared and documented for safe and efficient air shipment. Improperly prepared cargo and equipment will not be accepted for airlift until all discrepancies are corrected. Incomplete chalks may not be accepted for JI. Cargo and equipment loads must be available for JI six hours prior to aircraft departure. Personnel must be available for passenger briefings and manifest checks three hours prior to departure. (See Appendix K.)

(4) Ready Line and Loading Ramp Area. The mobility force is responsible for and controls activities conducted within the ready line and loading ramp area. This area receives personnel, cargo, and equipment from the call forward area; directs aircraft loading in conjunction with aircraft loadmasters; supervises the supported Service while loading and restraining cargo aboard aircraft; conducts additional briefings; and inspections to facilitate loading of the aircraft. (See Appendices L, M, and N.)

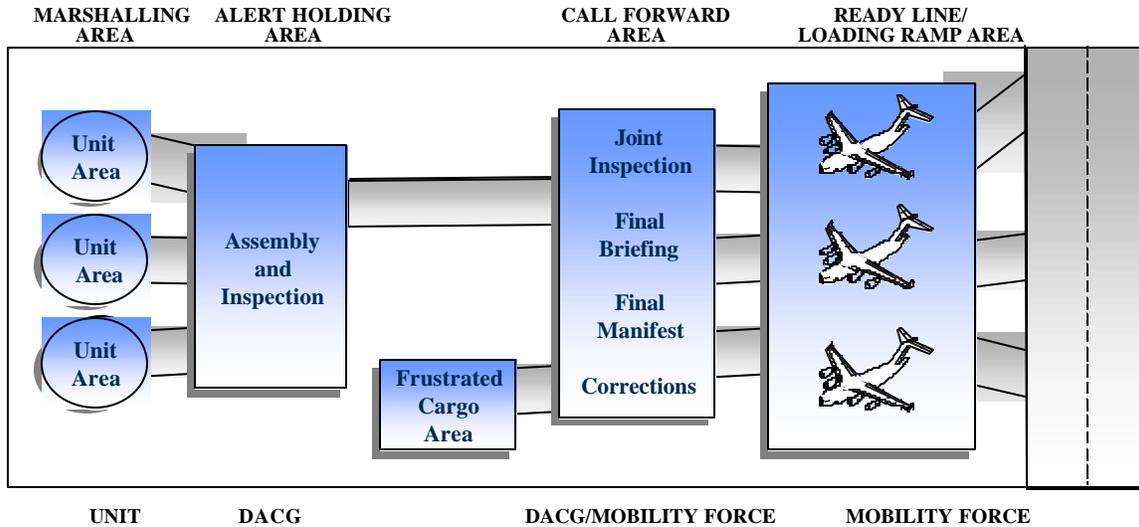


Figure 302-5. Departure Airfield/Operations

4. Support Functions. Air movement of units involves detailed planning in all aspects of control, coordination, preparation, and execution that have a direct impact on the operation. Several of the support functions related to a successful deployment are security, communications, and safety.

a. Security.

(1) During airlift operations conducted at airfields and air bases, the installation commander is responsible for overall installation security. The deploying unit commander is responsible for the security of the marshalling and SAs. These responsibilities also apply at the arrival airfield.

(2) Because of the security requirements involved in air movement operations, the commanders at all echelons of the participating forces must establish and enforce strict internal security measures.

(3) Aircraft will be parked in a secure area for loading and off-loading unit equipment and personnel.

(4) Personnel access to the aircraft will be controlled by the mobility force.

(5) Vehicular movement around the aircraft will be controlled by the mobility force.

(6) When no installation security force personnel exist at the airfield, the deploying unit commander is responsible for area security.

b. Communications. Effective communication is essential to the success of the airlift operation. Establishing an effective communication system is the responsibility of the mobility force and the A/DACG. The focal point of the airlift operations communications system is the mobility force TOC. To establish these communications, the mobility force will ensure an adequate system (wire or radio) exists between all functional areas of the mobility force. The

DACG is responsible for providing communications to the AHA, call forward area, the deploying unit command post, and to the TOC. In addition, the DACG will provide a wire or radio net between the TOC and the deploying unit command post. A/DACGs will have hand-held radio communication capability. When feasible, a minimum of two frequencies should be provided to the A/DACG organizations, one for A/DACG use only and a shared frequency. Frequencies obtained will be coordinated with home station and APOE installation communications officers and the Federal Communications Commission. The mobility force will establish communications with the JI point in the call forward area. Backup communications will be established as appropriate. Figure 302-6 shows point-to-point communications from the TOC to each activity in a joint airlift operation.

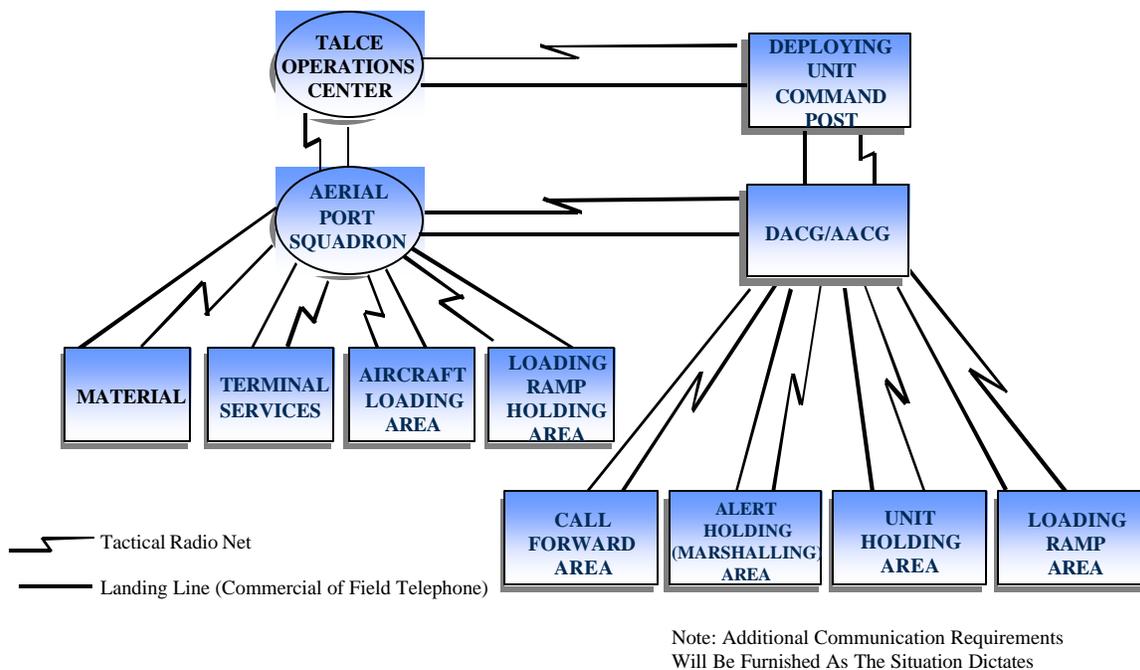


Figure 302-6. Point-To-Point Communication

c. Safety. Vehicle, aircraft, and personnel safety throughout a joint air movement operation depends on compliance with all DOD standard safety practices. Safety of vehicles and personnel will be governed by requirements of the Air Force and aircraft technical orders. These requirements apply to vehicles and personnel approaching within 50 feet of an aircraft and during all loading and off-loading operations. An AMC representative will brief participating personnel on the requirements.

(1) Personnel Precautions. All personnel involved will be briefed on the safety requirements relating to the operation. The circle of safety and vehicle access routes to transport aircraft will be included in briefings to all personnel involved. Personnel precautions are:

(a) Personnel will not sit or lie on the ramp, aircraft, or equipment; or lie under vehicles.

(b) All personnel, including vehicles and equipment guides, will stay clear of operating vehicles and equipment. At no time will personnel position themselves in the path of vehicles or equipment transiting the aircraft ramp.

(c) All personnel involved in loading and off-loading operations will wear gloves, ear protection, and safety goggles.

(d) Members of loading and off-loading teams will not wear rings or other jewelry that could create a safety hazard.

(e) Personnel will not smoke on the aircraft-parking ramp except in designated smoking areas.

(f) Equipment will not be refueled or otherwise serviced within 50 feet of an aircraft.

(g) Fire extinguishers will be placed on or near all powered equipment used in conjunction with an aircraft.

(2) Aircraft Hazards. Personnel must be aware of the following aircraft hazards:

(a) When jet engines are running, personnel and equipment must not approach the engine intake area or blast area to the rear. Intake and blast area precautions for the C-5, C-141, KC-10, C-17, KC-135E, and KC-135R are as follows:

1 C-5. Personnel and equipment must not approach within 50 feet of an engine intake. Windblast exceeding 35 miles per hour (MPH) can be expected within 500 feet aft of the engine; windblasts at 200 feet will be nearly 70 MPH.

2 C-141. Personnel and equipment must not approach within 35 feet of an engine intake. Windblast speeds exceeding 35 MPH can be expected within 150 feet aft of the engine; speeds at 50 feet will be over 50 MPH.

3 KC-10. Personnel and equipment must not approach within 20 feet of an engine intake. Windblast speeds exceeding 35 MPH can be expected within 150 feet aft of the engine.

4 C-17. Personnel and equipment must not approach within 50 feet of an engine intake. Windblast exceeding 138 MPH can be expected within 28 feet and 68 MPH within 95 feet aft of the engines.

5 KC-135E. Personnel and equipment must not approach within 35 feet of an engine intake. Windblast speeds exceeding 100 MPH can be expected within 25 feet aft of the engine; windblasts at 50 feet will be nearly 40 MPH.

6 KC-135R. Personnel and equipment must not approach within 50 feet of an engine intake. Windblast speeds exceeding 65 MPH can be expected within 55 feet aft of the engine; windblasts at 180 feet will be nearly 20 MPH.

(b) Personnel and equipment must also be cautious when approaching propeller driven aircraft. The propeller danger area on a C-130 is 10 feet in front of the propeller, while wake velocity at maximum power is over 100 MPH at 200 feet behind the engines.

(c) Care must be used in movement around open doors and hatches and on the cargo loading ramp. The C-5 cargo floor level in an unknelt position is nine feet from ground level.

(3) Vehicle Preparation for Loading.

(a) All vehicles and equipment will be inspected in the marshalling area for mechanical defects and proper fuel level. (See Appendix E for additional guidance regarding JI procedures).

(b) Appendix O provides detailed guidance for determining vehicle center of balance prior to loading aircraft.

(c) Vehicle fuel tanks must comply with AFJMAN 24-204/TM 38-250/MCO P4030.19G/NAVSUP Pub 505/DLAI 4145.3.

(d) Each vehicle must be checked carefully to ensure all loose or removed items are properly secured within the vehicle.

(e) Antenna tip caps will be installed on vehicle radio antenna and will not be placed less than seven feet above the ground when the clip is fastened to the antenna.

(f) All safety chains and pintle hook pins will be installed on vehicles towing trailers.

(g) Inspect all lifting and tie-down provisions.

(4) Vehicle Operation on the Parking Ramp and in the Vicinity of Aircraft.

(a) No vehicle will be driven under any part of an aircraft.

(b) Maximum speed for all vehicles within 25 feet of any aircraft will be five MPH. However, the speed of vehicles will not exceed three MPH when they are within 10 feet of the aircraft, as shown in Figure 302-7.

(c) No vehicles other than those loading or off-loading will be driven directly toward or parked closer than 10 feet from an aircraft.

(d) Vehicles will not be backed toward an aircraft without a walking guide to observe clearance for the driver.

(e) Unattended vehicles will not be parked pointing towards the aircraft. When parked, the driver's side should be nearest to the aircraft, the ignition shut down, keys in the ignitions, hand brake set, and the transmission placed in the lowest gear. (Exception: Vehicles

equipped with diesel engines will have the transmission in neutral; wheel chocks are required to prevent movement.) Automatic transmissions will be placed in the PARK position. Hazard lights must be on during the hours of darkness.

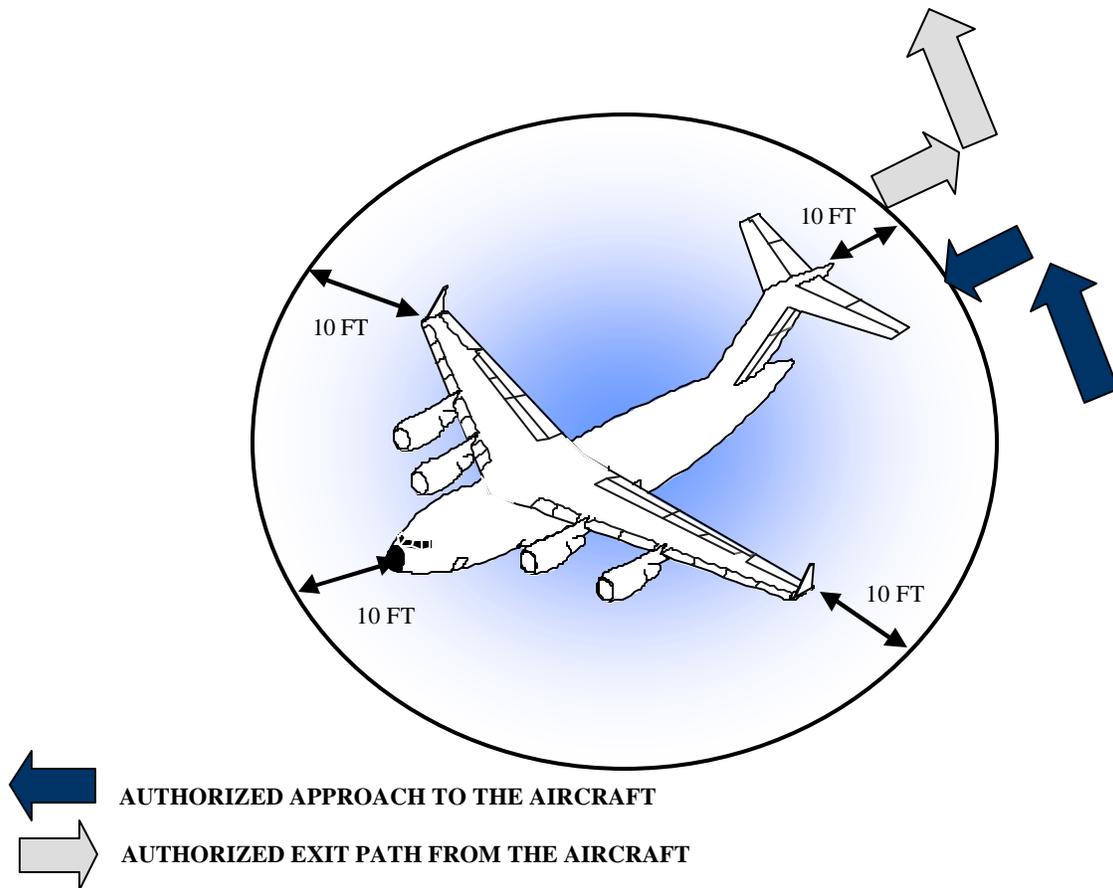


Figure 302-7. Circle of Safety and Vehicle Access Routes to Transport Aircraft

(5) Vehicle Loading on Aircraft.

(a) Only one person will provide signal guidance for vehicle operations while vehicles are being on-loaded or off-loaded from the aircraft. Vehicle drivers and equipment operators will follow the instructions of the individual designated by the loadmaster or load team chief while loading and off-loading the aircraft. (See Appendix P for standard hand signals).

(b) Vehicles on the cargo floor will not be left unattended until the minimum forward and aft restraint is provided.

(c) Equipment such as tie-down chains, chocks, or wrenches will not be thrown about the aircraft.

(d) Personnel will stay clear of winch cable operations on the aircraft.

5. APOD Reception and Onward Movement. Arrival at the APOD marks the transition from the strategic to operational level. Transfer of advance arrival information from

USTRANSCOM to the gaining command is essential for reception and onward movement. Reception and onward movement are the responsibility of the theater unified command.

a. Arrival of personnel and equipment. Deploying unit personnel should arrive at the APOD to coincide with arrival or draw of equipment, either at the A/SPOD or at the prepositioned stock sites. When unit personnel arrive, they may move:

- (1) Directly to a unit marshalling area if the unit moves with its equipment.
- (2) To prepositioned stock sites to receive equipment.
- (3) To aircraft for theater air movement (air-to-air interface).
- (4) To the SPOD to receive unit equipment off-loaded from ships.
- (5) To holding areas, if equipment arrival is delayed.

b. Marshalling area planning. Planning must focus on moving units through the PODs without delay. Marshalling areas are planned to allow rapid clearing of the PODs and make SAs available for off-loading. This reduces port congestion and the potential for slowdowns or work stoppages in off-loading operations. Marshalling areas also prepare arriving units to move forward to SAs and to the TAA as depicted in Figure 302-8.

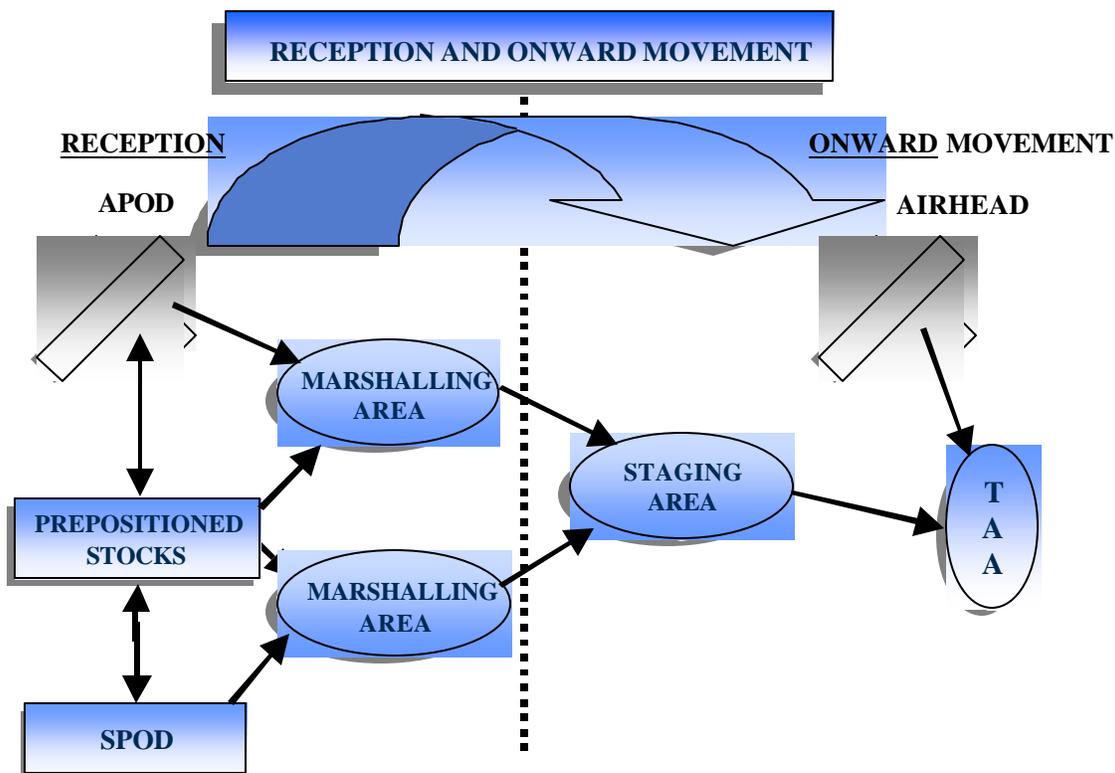


Figure 302-8. Reception Process

c. Reception at the APOD. Theater-based reception begins with the arrival of forces and their sustainment at the POD. The primary challenge of this process is APOD clearance. Except in the case of forcible entry, port-opening forces should precede the arrival of combat forces. Other support forces may either precede or arrive concurrently with combat forces to conduct force reception and onward movement operations, establish theater distribution infrastructure, or security. Reception at the APOD is coordinated by the senior logistics commander and executed by a mobility force, AACG or both, depending upon the magnitude of the operation. The mobility force and/or AACG must be in the lead elements of the transported force. Augmentation by cargo transfer units or HN support is desired to rapidly clear the APOD.

d. APOD Operations. The main areas of the arrival airfield are the off-loading ramp, holding area, and unit area. Figure 302-9 addresses these areas and their responsibilities. The AACG and mobility force will ensure that arriving aircraft are off-loaded in a timely manner and equipment, supplies, and personnel proceed immediately to the holding area. See Appendix A for AACG checklist.

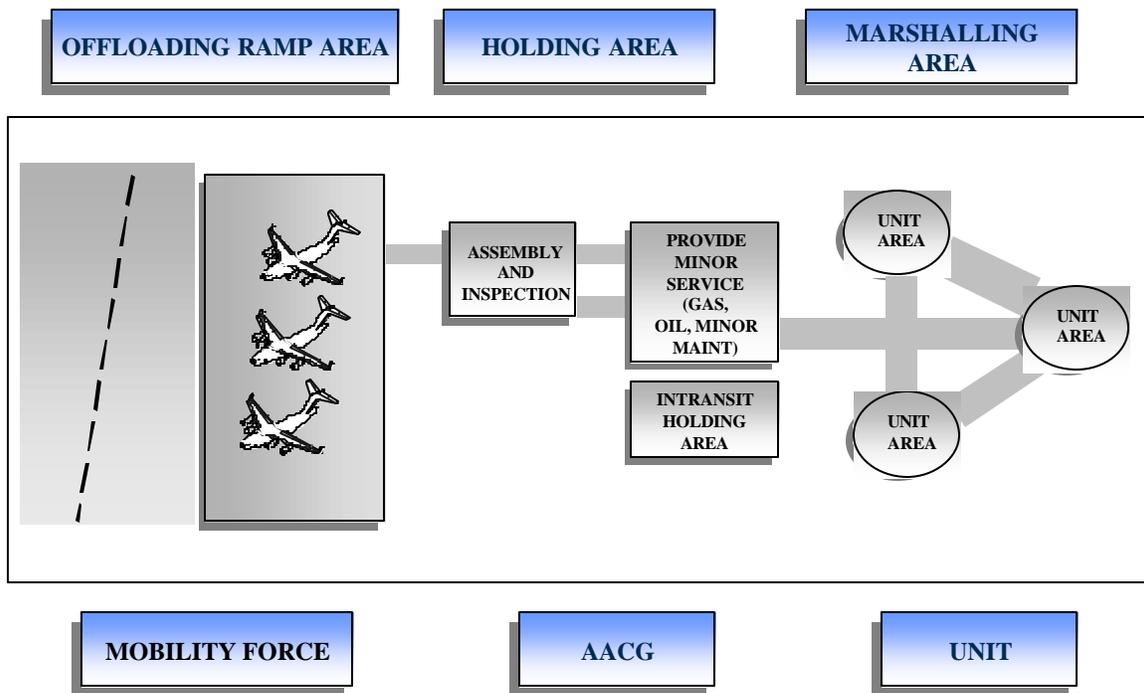


Figure 302-9. Notional Aerial Port of Debarkation

(1) Off-Load Ramp Area Activities. The off-load ramp activities are controlled by the mobility force. Each load will be released to the AACG for return to unit control at the holding area.

(a) Deploying units will:

- 1 Provide assistance to the loadmaster.
- 2 Comply with instructions from the off-load team chief when unlash and offloading the aircraft.

- 3 Ensure all aircraft tie-down equipment is returned to the mobility force.
- 4 Retain all shoring and dunnage for redeployment.
- 5 Provide one copy of the passenger and cargo manifests to AACG.

(b) The AACG will:

- 1 Maintain coordination with the deploying unit and mobility force representatives.
- 2 Provide off-load teams and support equipment.
- 3 Establish provisions for non-unit priority sustainment flow.
- 4 Accept each aircraft load from the mobility force at the established release point.
- 5 Remove shoring and dunnage from the aircraft and transfer it to the unit.

(c) The mobility force will:

- 1 Advise the AACG of the airflow and expected arrival of aircraft.
- 2 Plan and supervise aircraft parking.
- 3 Receive passenger and cargo manifests from the aircraft loadmaster.
- 4 Supervise aircraft off-loading including removal of shoring and dunnage.
- 5 Provide all MHE and special off-loading equipment including operators.
- 6 Provide ITV by reporting arrival of loads and release to the AACG.

(2) Holding Area Activities. The deploying units are responsible for providing unit liaison personnel to the AACG and for assisting the AACG. The AACG will:

- (a) Coordinate with the mobility force and the deploying unit.
- (b) Provide support to arriving units as determined during the joint planning conference.
- (c) Maintain and report ITV of arriving loads.
- (d) Release the aircraft load to the deploying unit commander or representative at a predesignated location.
- (e) Coordinate movement of aircraft pallets to the unit marshalling area for pallet breakdown.

- (f) Provide POL and minor maintenance for transported vehicles.
- (g) Coordinate for emergency services, e.g., crash, fire, and rescue.

(3) Unit Marshalling Area. The deploying unit terminates the air movement at its marshalling area. Equipment is reconfigured for onward movement. Units will:

- (a) Install equipment previously removed for airlift.
- (b) Ensure aircraft pallets and nets are managed IAW DOD 4500.9-R-1.
- (c) Perform required maintenance checks, including refueling.
- (d) Prepare and organize for movement in theater.

C. SUSTAINMENT

1. General. While deployment is an important phase of airlift operations, sustainment is critical as well. Sustainment for deployed/in place forces begins almost immediately upon commencement of a deployment. No longer is it the case that once the deployment phase begins to lessen, airlift assets are increasingly diverted to sustainment operations. Airlift capacity is needed immediately to support the combat capacity of forces allocated/assigned to the CINCs.

2. Responsibilities and Coordination.

a. Supported Unified Commander will:

- (1) Identify channel requirements to USTRANSCOM.
- (2) Prioritize frustrated or backlogged cargo to ensure cargo arrives in the order it is needed.
- (3) Provide instructions to the Services' ACA on clearance parameters and prioritization requirements.
- (4) Provide theater logistic support from arrival within the AOR, to include forward movement.
- (5) Coordinate with USTRANSCOM to provide effective use of transportation assets.
- (6) Ensure theater component commanders forecast movement requirements to the parent service.
- (7) Ensure theater movement requirements are consolidated and executed using theater-assigned or allocated airlift resources.
- (8) Validate inter-theater movement requirements, to include retrograde, and submit to USTRANSCOM.

(9) Establish a JMC, to coordinate all modes of theater transportation.

(10) In the absence of a JMC, establish a focal point to be the single coordinator of strategic movement with USTRANSCOM.

(11) Examine the need for a Combatant Command Joint Transportation Board (JTB) to apportion transportation allocation among components for unit movement, non-unit movement, and resupply.

(12) Pass humanitarian relief requirements to theater airlift wings via Joint Task Forces (JTF) or via subordinate component agencies.

(13) Negotiate HN support to augment or expand transportation capability.

b. Supporting Unified Commands will:

(1) Coordinate for movement outside the theater AO.

(2) Provide personnel, equipment, and supplies for, and to support, movement outside the theater AO.

c. DOD Components will:

(1) Provide logistic support to their respective forces.

(2) Ensure most efficient use of common-user military airlift services.

(3) Forecast airlift requirements to USTRANSCOM.

d. USTRANSCOM will:

(1) Task AMC to establish channel routes and frequency of service to support theater CINC requirements.

(2) Ensure proper mode of transportation is chosen based on requirements and availability of assets.

(3) Ensure aerial port requirements are obtained from supported command and coordinated with AMC.

(4) Provide global air transportation to support mission sustainment requirements to meet national security objectives.

3. Requirements. All sustainment air shipments will:

a. Be prepared, documented, prioritized, and shipped IAW this regulation, Part I, Passenger Movement and Part II, Cargo Movement.

b. Airlift contracts for the short-term movement of personnel, cargo, and equipment will be performed by AMC.

c. Use channel airlift to the maximum extent possible.

4. Movement. Generally, sustainment personnel, cargo, and equipment enters the DTS through established APOEs, and are prepared and documented IAW this regulation, Part I, Passenger Movement and Part II, Cargo Movement. Channel movement is according to UMMIPS standards.

a. Priority changes will be coordinated with the supported CINC and the Services' ACA and IAW this regulation, Part I, Passenger Movement and Part II, Cargo Movement. This could be the JTB, JMC, or the component command.

b. Sustainment personnel, cargo, and equipment may move as deploying assets using JOPES; however, this type of movement should be limited to high priority mission support. Prepositioned War Reserve (PWR) stock registered within the OPLAN may also move using JOPES.

c. Channel Movement.

(1) Express. Express channels provide time definite, reliable service to and from a CONUS APOE to a theater APOD or hub. The express system consists of a CONUS hub and express airlift (CRAF or organic) interfacing with the theater hub and distribution system. Express channels will be a highly reliable but limited resource. Services should limit use of this service to extremely high priority, mission essential commodities. A self-disciplined adherence to Service allocation will contribute to a more responsive system. Rapid theater distribution is a key component of express delivery, providing onward movement of high priority items to forward forces, and the fast return of repairable items to rear repair facilities. Military Services will pass express channel requirements to USTRANSCOM for capability planning. The supported CINC will validate express channel requirements to USTRANSCOM for execution.

(2) Direct delivery using strategic airlift assets is available to support airfields other than established APODs or hubs. Such requirements will be passed to USTRANSCOM for tasking to AMC.

(3) The theater delivery system is established by the supported CINC integrating theater air, land, and water transportation systems. Theater components are responsible for determining whether CULT will be used solely, or as part of the theater delivery system. The theater delivery system will be capable of two-way movement. The theater delivery system will also be used for retrograde movement of priority material. Retrograde cargo entering the theater delivery system must be properly documented, packaged, and labeled to allow direct entry into the airlift system.

D. REDEPLOYMENT

1. Upon receipt of direction, procedures outlined in Paragraph B of this chapter, Deployment Operations, will be followed as redeployment procedures, unless otherwise directed. Additional considerations for redeployment include, but are not limited to the following:

- a. Agricultural wash down and customs requirements.
- b. Return of unused sustainment cargo and supplies.
- c. Inspection of personnel and containers to locate contraband, including unauthorized weapons, ammunition, and war souvenirs.
- d. Mission requirements directed while en route, e.g., maintaining tactical capability during redeployment.

2. Units must indicate that vehicle or container contents are sensitive by a shipment unit packing list to the first TO in the chain. Once the unit alerts the TO of the sensitive shipment, the TO can initiate the DD Form 1907, Signature and Tally Record (Figure 302-10) and assign the proper commodity code. This will also ensure that the CONUS TO will sign the DD Form 1907 and order Transportation Protective Service for onward movement.

SIGNATURE AND TALLY RECORD <i>(See DoD 4500.9-R for guidance)</i> <i>(Use of equivalent carrier-furnished signature and tally record is acceptable.)</i>		<i>Form Approved OMB No. 0702-0027 Expires Oct 31, 2001</i>		
The public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0702-0027), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.				
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM AS DIRECTED IN THE DISTRIBUTION INSTRUCTIONS BELOW.				
DISTRIBUTION INSTRUCTIONS				
(1) The SHIPPER will print two copies, retain one copy and give one to the Origin Carrier. (2) The ORIGIN CARRIER will deliver one copy with original signatures to the Destination Carrier. (3) The DESTINATION CARRIER will attach one copy (reflecting all original signatures) and Standard Form 1113, Public Voucher for Transportation Charges, to the original Government Bill of Lading and forward for payment. Reproduced completed copy of DD Form 1907 will be delivered to the Consignee and one will be retained. (4) The CONSIGNEE will ensure Destination Carrier surrenders a reproduced copy of completed form with all signatures.				
SECTION I - TO BE COMPLETED BY THE SHIPPER				
1a. SHIPPER NAME		b. ORIGIN		
2. PROTECTIVE SERVICE REQUESTED		3. GBL OR CBL NUMBER		
4a. CONSIGNEE NAME		b. DESTINATION		
5. PERMIT NUMBER <i>(If any)</i>		6. TRANSPORTATION CONTROL NUMBER		
7. ROUTING		8. WEIGHT	9. CUBE	
10. SPECIAL INSTRUCTIONS			11. DATE SHIPMENT TENDERED TO CARRIER <i>(YYYYMMDD)</i>	
12. NAME OF CARRIER			13. NUMBER OF PIECES	
14. TYPE OF PACKAGE(S) <i>(For unsealed loads only)</i> OR CONVEYANCE IDENTIFICATION AND SEAL NUMBERS <i>(For sealed loads only)</i>		15. FREIGHT CLASSIFICATION DESCRIPTION		
SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT				
16. CUSTODY RECORD				
PRINT NAME OF PERSON AND COMPANY REPRESENTED a.	STATION INTERCHANGE POINT DESTINATION b.	SIGNATURE OF PERSON ACCEPTING CUSTODY c.	TIME ACCEPTED d.	DATE ACCEPTED <i>(YYYYMMDD)</i> e.

DD FORM 1907, MAY 2000

PREVIOUS EDITION IS OBSOLETE.

Figure 302-10. DD Form 1907, Signature and Tally Record

E. PASSENGER TRANSPORTATION

1. General. This section addresses transportation planning and execution functions performed by USTRANSCOM, its TCCs, TOs, and deploying units for passenger transportation. It applies to both unit and non-unit related personnel (NRP) movements.

2. Deployment Responsibilities.

a. USTRANSCOM will:

(1) Coordinate with supporting and supported commands to ensure the TPFDD is validated in advance of TCC scheduling.

(2) Notify TCCs to schedule transportation from CONUS POEs to theater PODs based on TPFDD requirements.

(3) Act as coordinator for all movement schedule changes after the schedule is published.

(4) Monitor deployment of forces.

(5) Review ULN and Personnel Increment Numbers (PIN) passenger movement requirements in the exercise or OPLAN TPFDD being executed, determine total daily movement requirements to the POE, and advise the carrier industry through the CRAF, VISA, and CORE Programs of expected requirements.

(6) Prepare passenger group routings by commercial carriers upon request by the TO.

(7) Input commercial carrier schedules in JOPES.

(8) Allocate ULN and PINs to carriers in JOPES.

b. TCCs will:

(1) Schedule transportation to move passengers from CONUS POEs to theater PODs based on TPFDD requirements.

(2) Provide scheduling information via JOPES to Service activities.

c. Deploying units will:

(1) Coordinate with servicing TO to obtain commercial transportation in excess of organic capability to move passengers to the POE.

(2) Ensure all personnel meet current eligibility requirements for deployment, e.g., immunizations, updated wills, dog tags, etc.

(3) Provide means to create electronic manifest or request manifest/ITV support through validator to USTRANSCOM.

d. TOs will:

(1) Refer to this regulation, Part I, Passenger Movement for direction to arrange transportation or request routing from USTRANSCOM for commercial movement.

(2) Notify USTRANSCOM of local transportation shortages.

(3) Notify USTRANSCOM when it is known a unit will miss its scheduled port call. Notify USTRANSCOM of unit delay due to non-availability of personnel and/or equipment to move with personnel, for possible reallocation of transportation resources.

3. NRP Movements. TOs will route non-unit related personnel groups to POEs or request routing from MTMC IAW this regulation, Part I, Passenger Movement.

4. Special Passenger Categories--Patients and Medical Evacuees; Non-Combatant Evacuees; or Enemy Prisoners of War. TOs may be requested to route these special passengers as they arrive at CONUS POD from overseas to a final destination within the CONUS. TOs will route under delegated routing authority or MTMC will be requested to support such moves. ULNs may be assigned to these movement requirements. Movement guidance will be on a case by case basis, and TOs may contact MTMC for additional guidance. For Navy, movement guidance will be on a case-by-case basis through Service HQs.

5. DOD Passenger Manifesting Policy. Passenger manifesting systems and procedures must facilitate compliance with 49 U.S.C. § 41113, Aviation Disaster Family Assistance procedures Act by requiring the collection of identifying and emergency contact information called for in 14 CFR, Part 243, Passenger Manifest Information. To this end:

a. Service passenger manifesting systems and procedures must collect, at a minimum, the following information from each passenger:

(1) Passenger Name.

(2) Rank.

(3) Social Security Account Number (SSAN) or passport number (if a military dependent lacks an SSAN or passport number, the sponsor's number will be used).

(4) Status (active, reserve, retired, dependent, civilian employee).

(5) The sponsoring military Service, agency, or employer.

(6) The name and telephone number of an emergency contact not traveling with the passenger.

(7) Minimum data elements to be collected for a unit move include items (1) through (6) above, and ULN, POE, and POD.

b. The information above will be collected unless the passenger is incapable of providing the information, or an emergency precludes its collection. In the event a passenger refuses to or cannot provide emergency contact information, a manifest entry reflecting the fact will be made. Passenger manifest information will be updated at each intermediate stop at which passengers embark or debark. A copy of the passenger manifest will be left at each departure point that lacks immediate electronic access to update passenger manifest information.

c. Service unit move passenger manifesting systems and procedures will collect and maintain the information prescribed above in an electronic format that is readily accessible and available for immediate transmission to other DOD organizations.

d. Emergency contact information collected from passengers will be used solely for the purpose of making notifications in the event of an emergency. This information will be destroyed when no longer needed for its intended purpose.

e. These requirements apply to all systems and procedures used to manifest military and civilian passengers traveling:

(1) On all civil aircraft chartered by or on behalf of the DOD to provide passenger transportation, when the DOD is responsible for manifesting passengers.

(2) On DOD aircraft operated in common user airlift service, e.g., the airlift provided on a common service basis for all DOD agencies and, as authorized, for other agencies of the US government. Aircraft under this definition include AMC organic aircraft, operational support airlift aircraft, theater assigned organic airlift, and other Service-owned aircraft when operated in a common user role.

(3) On any DOD aircraft when one or more passengers are civilians (including DOD and non-DOD civilian employees, couriers, travelers on public affairs events, dependents, contractors, retirees) who are not part of the crew or on board the aircraft for operational support purposes. This includes NEO operations.

6. Manifesting responsibilities. Manifesting of passengers is the responsibility of the POE and en route stops. For unit moves, the respective Service deployment automated information system will be the primary means to generate and transmit an electronic manifest to the GTN and associated down-line stations. The terminal or manifesting agency will ensure compliance with the above procedures including reporting the arrival and departure of unit personnel at all nodes from origin to destination within one hour of the event to GTN IAW DOD timeliness criteria.

7. The following decision table applies in the case of unit moves supporting contingency, exercise, and deployment operations.

Unit Move Passenger Manifesting Process

IF	AND	THEN
1. Tanker Airlift Control Element (TALCE) on scene (See Note 1.)	Unit is using Service deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
2. TALCE on scene (See Note 1.)	Unit has no Service deployment system support	TALCE manifests using the Global Air Transportation Execution System (GATES).
3. AMC terminal or operating location(OL) on scene	Unit is using deployment system to process passengers	Deploying unit manifests using Service deployment system.
4. AMC terminal or OL on scene	Unit has no Service deployment system support	AMC manifests using GATES.
5. No TALCE, AMC terminal or OL on scene	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
6. No TALCE, AMC terminal or OL on scene	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as Cargo Movement Operational System (CMOS), AIS, Groups Operational Passenger System (GOPAX), or local software. (See Note 2.)
7. Service operated terminal (Non-AMC)	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
8. Service operated terminal (Non-AMC)	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as CMOS, AIS, GOPAX, or local software (See Note 2.)
9. Self deploying unit (See Note 3.)	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
10. Self deploying unit (See Note 3.)	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as CMOS, AIS, GOPAX, or local software (See Note 2.)
11. Supercargoes	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
12. Supercargoes	Unit has no Service deployment system support	Manifested within the MTMC Worldwide Port System.
13. Non-Combatant Evacuation Operation	Unit has no Service deployment system support	Non-Combatant Evacuation tracking system will be used and passed to GTN.

Notes:

1. Deploying units requiring TALCE manifesting support will request support in advance by including requirements in airlift support request.

2. Deploying units will use their Service deployment system of record to transmit manifests into GTN. When Service deployment systems cannot send automated manifests to GTN, an electronic file will be sent (i.e., e-mail, ftp) to locations that have an automated interface with GTN.

3. Self Deploying Unit: Includes any unit that has assets that can carry its own personnel and equipment to the deployment location (i.e., an air refueling tanker unit).

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CHAPTER 303

SURFACE MOVEMENT

A. PURPOSE AND SCOPE

1. This chapter outlines policies and procedures to be followed when conducting unit movements during training exercises, humanitarian, peacekeeping, wartime, and contingency operations worldwide within constrained and unconstrained environments. Guidance is provided to deployment, sustainment, and redeployment operations when using commercially procured, organic, and non-organic transportation assets to include water, rail, and motor for cargo, and passenger movement. For marshalling process, see Appendix I.

2. When USTRANSCOM declares the transportation environment is constrained, due to its inability to accommodate taskings levied from multiple locations within the same region, the TO will submit transportation requirements to USTRANSCOM for consolidation, sourcing, and prioritization. When USTRANSCOM cancels the consolidation requirement for sourcing of transportation assets, the TO will resume authorized procurement and routing authority.

B. WATER TRANSPORTATION

1. General. This section provides guidance for unit deployment, sustainment, and redeployment operations via water transportation including ocean going vessels, barges, and ferries. It does not include US Navy amphibious ships involved in amphibious operations. Information on types of sealift available are contained in Appendix Q, procedures for obtaining hazardous cargo waivers and exceptions are found in Appendix R, and assignment responsibilities of supercargoes are found in Appendix S. Guidance for loading and securing military equipment for marine transport is contained in MTMCTEA Pamphlet 55-21, Lifting and Tie-Down of US Military Helicopters for Marine Transport, MTMCTEA Pamphlet 55-22, Marine Lifting and Lashing Handbook, and MTMCTEA Pamphlet 55-23, Containerization of Military Vehicles. These publications are pocketsize (approximately 7" X 5") to afford maximum utility in the field. To obtain copies, write to: MTMCTEA, 720 Thimble Shoals Blvd, Suite 130, Newport News, VA 23606-4537, or call MTMCTEA at DSN 927-4646, Commercial (757) 599-1113; or fax requests to Commercial (757) 599-1561, DSN 927-4320 or email requests to napiecej@tea-emh1.army.mil. MTMCTEA pamphlets are also available at <http://www.tea.army.mil>. MTMCTEA Reference 700-5, Deployment Planning Guide, provides additional detailed guidance for planning deployment moves.

2. Deployment. This section outlines responsibilities for deployment of forces via ocean carrier.

a. MSC will:

(1) Upon direction of USTRANSCOM, define extent of need for and request activation of its reserve component, and pass on requirements to Chief of Naval Operations staff for action.

(2) Source additional shipping assets in the following ascending order of priority:

(a) Commercial charters, with absolute preference for US flagships (if available to meet requirements).

(b) FSS/LMSR activation.

(c) RRF activation.

(d) VISA Dry Cargo Time Charter (Drytime) Contingency Contracts.

(e) When above resources are expended:

1 Request National Command Authorities approval for requisitioning US-owned, US and foreign flagships under EUSC.

2 Charter foreign flag ships before all other options unless US flag charters can meet requirements.

(3) Ensure timely distribution of data pertaining to ship's characteristics, special constraints, and supercargo capabilities for those shipping assets being introduced into the DTS for the first time.

(4) Coordinate ship arrivals, departures, berth assignments, husbanding services, availability of shipboard lashing gear, pre-stow plans, and readiness to load with the terminal operator.

(5) Coordinate with terminal operators and the United States Coast Guard (USCG) for support requirements identified below.

(6) Coordinate with MTMC or theater CINC to establish vessel port call.

b. MTMC, Navy Terminal, and/or Theater CINC will:

(1) Select POEs and PODs to meet supporting or supported CINC requirements.¹

(2) Issue call forward notifications based on TPFDD requirements to control flow into the water terminals, monitor port throughput, and receive unit movement documents.¹

(3) IAW DOD 4500.9-R-1, Volumes I and II, expand its container leasing or purchase contract efforts to meet DOD emergent container requirements and source additional shipping assets under VISA Contingency Contracts.¹

¹ These items do not apply to Navy terminals.

(4) Contract for and coordinate use of expanded port facilities, plus labor services and raw materials needed at expanded or newly activated water terminals. (Also see FM 100-10, Combat Service Support.)¹

(5) Identify need, composition, and employment of PSA units within the water terminal. In CONUS, the Terminal Transportation Brigades/port commander identifies PSA requirements. See Appendix U and Chapter IV, Joint Publication 4-01.8, for Service PSA units and functions.

(6) Define extent of need and request activation of reserve component resources:

(a) Transportation Terminal Brigades.

(b) US Navy Reserve Cargo Handling Battalions and US Navy Reserve Freight Terminal Units.

(c) US Army Transportation Command units (e.g., 32d Transportation Group, etc.).

(d) 3d Theater Army Area Management Control Authority.

(7) Schedule and provide water terminal operational services such as stevedores, cargo checkers, motor transport services, MHE, cranes, etc., at newly activated or expanded ports. (Also see FM 55-50, Army Water Transport Operations.)

(8) Establish or expand the following to meet emergent needs: terminal capabilities for cargo documentation, vessel papers, hazardous cargo manifest and cargo pre-stow, and final stow plan preparation.

(9) Provide or expand automated data systems' availability at water terminals.

(10) Provide or expand safety and security policies and procedures for the water terminal activity.

(11) Coordinate with MSC and USCG and/or theater CINC for support requirements.

(12) Coordinate with deploying unit's TO/MO on timeline for preparation and submission of initial and final Deploying Equipment List and AIS data transfer.

(13) Implement liner service contracts as stipulated under VISA contingency contracts to meet sustainment requirements to support the deploying forces.

NOTE: See this regulation, Part II, Cargo Movement, for specific MTMC responsibilities in CONUS and in a theater of operations.

c. USCG and/or theater CINC will:

(1) Provide all waterside physical security to include harbors, channels, approaches, and security of vessels as follows:

(a) USCG physical security plan is integrated with the port commander's physical security plan.

(b) In overseas areas, theater port commander develops and executes a port physical security plan in coordination within HN port authority.

(2) Regulate shipping, handling, and pier-side storage of hazardous cargo.

(3) Interface with HN and military authorities on storage and handling of hazardous cargo, as the senior DOD port safety agent.

(4) Issue hazardous cargo permits.

(5) Orchestrate vessel fire prevention programs.

d. TO and/or MO will:

(1) Prepare deploying unit equipment list.

(2) Ensure equipment is properly prepared and configured for loading.

(3) Ensure documentation (to include waivers and exemption requests, Appendices B, C, and R) accompanies equipment.

(4) Prepare hazardous cargo documentation.

(5) Coordinate with MSC, MTMC, or theater CINC, and ship for billeting of supercargoes. Duties and responsibilities of these personnel are provided at Appendix S.

(6) Ensure HAZMAT documentation is properly prepared IAW IMDGC and 49 CFR. Further guidance can be found in Appendices C and R and DOD Deployment of Hazardous Materials Field Guide (http://dsc.mtmc.army.mil/HAZMAT/table_of_guides.htm).

(7) Coordinate movement of deployment equipment to POE.

3. Sustainment of Units. Sustainment cargo movements will move under procedures found in this Regulation, Part II, Cargo Movement. To accomplish movement of large amounts of cargo, MTMC will implement the VISA Contingency Contracts to meet lift requirements. Otherwise, chartered vessels or RRF ships will be used to support sustainment operations.

4. Redeployment. Deployment procedures above will be followed as redeployment procedures unless otherwise directed. Additional theater CINC considerations for redeployment include, but are not limited to, the following:

- a. Agricultural wash down and customs requirements.
- b. Return disposition of unused sustainment cargo and supplies.
- c. Inspection of personnel and containers to locate contraband (to include unauthorized weapons, ammunition, and war souvenirs).
- d. Additional mission requirements directed en route, e.g., maintaining tactical capabilities during redeployment.
- e. Return of intermodal equipment (container/flatrack).

5. JLOTS

a. Logistics Over-The-Shore (LOTS) is the process of discharging cargo from vessels anchored off-shore or in-the-stream, transporting it to the shore and/or pier, and marshalling it for onward movement. LOTS operations are conducted over unimproved shorelines, through fixed-ports not accessible to deep draft shipping, and through fixed-ports that are inadequate without using LOTS capabilities. Both the Army and Navy may conduct LOTS operations, and the scope of the LOTS operations will depend on geographic, tactical, and time considerations. JLOTS operations are defined as operations in which Navy and Army LOTS Forces conduct LOTS operations together under a JFC.

b. Combatant commanders have overall responsibility for JLOTS operations in their AOR. The combatant commander may delegate responsibility to sub-unified commanders or JTF commanders in the conduct of their assigned missions. The US Army, Navy, Air Force, Marine Corps, and the Coast Guard have personnel and equipment necessary for supporting the conduct of LOTS operations. The delegated commander or JLOTS commander is responsible for detailed planning and execution of JLOTS off-load operations. JLOTS operations frequently follow amphibious operations (an amphibious operation is an attack launched from the sea by naval and landing forces, embarked in ships or craft involving a landing on a hostile or potentially hostile shore). Forces assigned to conduct an amphibious operation are organized as an amphibious task force or a joint amphibious task force.

c. Planning for JLOTS operations is complicated by the need for detailed coordination among the various Service forces involved, the complex logistic activities, joint command relationships, and other peculiar operational factors. Operational planning includes early and continuous dissemination of planning data, concurrent planning, and throughput capacity planning. Initial planning procedures for a JLOTS operation should generally follow the process below:

(1) Determine the mission to be accomplished. The overall maneuver plan should include the use of JLOTS forces in the arrival, sustainment and, when required, the withdrawal of forces from theater. The plan should include Command, Control, Communications,

Computers, and Intelligence (C4I) and force protection elements, and other Army and organizations needed to manage and discharge cargo. Define how much of the maneuver force and its accompanying supplies will be moved ashore via JLOTS, determining both type and amounts of cargo. This information, along with an operational timeline, must be provided to Service LOTS operational units so they can determine the necessary force structure required to accomplish the mission. It is extremely important that CINC planners contact these operational units early in the planning process to enlist their assistance with all aspects of the planning process. Additionally, MSC and MTMC must be involved as early as possible in planning efforts to address sealift and port management issues.

(2) JLOTS operational timelines must be designed to support overall mission objectives. Consideration must be given to the type and amount of cargo and the amount of time allotted for discharge operations to determine how much JLOTS force structure is required. JLOTS planners must consider and understand the interoperability of the ship-to-shore transfer systems, including both Army and Navy unique systems. The overall objective is to meet throughput requirements. Interfacing various JLOTS throughput systems during planning stages will help achieve maximum throughput. The Service LOTS operational units define the required JLOTS force structure and the best way to integrate available systems.

(3) JLOTS planners should incorporate HN assets into JLOTS activities. Use of existing HN lighterage, MHE, and other transportation assets can greatly reduce the overall strategic sealift requirement to move JLOTS equipment from the CONUS. Combined JLOTS require detailed planning, particularly in terms of C4I interoperability.

(4) Determine potential JLOTS operations sites that are proximate to intermediate staging bases, assembly areas, etc. Terrain analysis will be required to ensure potential sites can accommodate JLOTS operations (beach gradients, tides, currents, road networks, weather patterns, etc.). In most cases, a team of Army or Navy divers will perform a dive survey to verify the suitability of a proposed JLOTS site. The dive survey should be performed as early as possible in the planning process. Fishing beds, submerged obstacles, environmental considerations such as fragile coral reefs, and other conditions may require selection of alternate JLOTS sites.

(5) Throughput rate is the quantitative measure of average daily movement of cargo. There are five distinct and continuous events that occur during throughput operations that impact the throughput rate: ship cargo transfer, cargo movement from ship-to-shore (lighter transit time), beach cargo transfer, cargo movement (transit time) to marshalling yards, and cargo clearance from port complex.

(6) Although the designated JLOTS commander will complete detailed planning for the execution of JLOTS operations, initial planning should include consideration of numerous operational and throughput capacity factors, including:

- (a) Concept of operations ashore that the JLOTS operation will support.
- (b) Planned C2 of JLOTS operations.

(c) Anchorage areas, including number of anchorages suitable for off-load operations and adequate maneuvering room for off-load systems to be effectively employed.

(d) Number of discharge points on each ship, shore landing sites, including SAs, trafficability, beach gradient or width, surf, tides or current, and sandbars.

(e) Sea state conditions and general weather characteristics, including seasonal conditions in the area, local conditions of weather, and duration of darkness and daylight.

(f) Geographic and hydrographic natural obstacles and constrictions adjacent to the beach operations area.

(g) Separation of liquid JLOTS operations from other cargo operations (doctrinally required to minimize risk of damage or stoppage of other cargo operations if fuel systems are damaged).

(h) Planning considerations for liquid JLOTS should also include: tanker capacity, draft of anchorage and distance from shore, bottom slope and condition, and determination of dual versus single product pumping.

(i) Environmental and safety concerns demand long range planning to include environmental impact studies that should be completed prior to liquid JLOTS operations. These actions often take many months to complete (processing time varies based on whether product will be fuel or water and whether area of operations has ever been used for this type of operation before) and should be considered very early in the planning of any liquid JLOTS operation.

(j) Beach capacity (an estimate of cargo that may be unloaded over a designated strip of shore per day).

(k) Beach throughput (beach throughput is based on both the off-load and clearance rates. Off-load rate is the rate cargo is discharged from lighterage. Clearance rate is the rate at which cargo can be moved from beach discharge points or the port complex to inland staging and marshalling areas).

(l) Distance from anchorages to beach.

(m) Number of lighterage watercraft used to transport cargo.

(7) Type of ships to be worked and sequence of arrival.

(8) Numbers and types of off-load systems that must be assembled and installed.

NOTE: An important and often overlooked event is the off-load and assembly of cargo offload and discharge systems. This process can take from two to seven days depending on the amount and type of equipment required to support the mission. Until this off-load and assembly is complete, JLOTS operations cannot begin.

(9) Proximity and nature of camp support.

(10) Logistics and engineer support for JLOTS forces. In addition to ground forces for beach and camp preparation, Navy underwater construction teams and/or Army diving teams are also required to complete various underwater surveys, assist in sinking the Offshore Petroleum Discharge System, single anchor leg mooring, etc.

(11) Area security/force protection (landside, nearshore, and offshore).

(12) Meteorological support.

(13) HN support and environmental concerns.

(14) Develop a strategic lift plan to move the entire force to include JLOTS forces. All JLOTS forces and equipment must be included in the TPFDD. To facilitate the selection of supporting strategic sealift, provide a detailed list of JLOTS equipment lift requirements to USTRANSCOM as early as possible.

d. The installation, setup considerations, and requirements to prepare systems for throughput operations are extremely important. The major naval system for offshore discharge includes the Cargo Offload and Discharge System (COLDS), which is made up of pontoon cans that are configured in various ways to make up lighterage components, and the offshore bulk fuel system. Side loadable warping tugs are the workhorses of the COLDS and are used to install, tend, and maintain other causeway powered and non-powered system components. A RO/RO discharge facility provides a means of debarking vehicles from a ship to lighterage, while elevated causeway systems provide the capability to deliver cargo to the beach using a fixed pier. Terminal service unit MHE, rough terrain container handlers, lightweight amphibious container handlers, yard tractors and trailers, and engineer equipment are used in the preparation of the JLOTS operation area.

e. Strategic sealift employed in support of JLOTS operations includes MSC common-user ships, pre-positioning ships, and commercial ships. They deliver cargo IAW requirements based on cargo, required delivery dates, the tactical situation, and ship capability and availability. Nearshore and offshore hydrographic conditions will significantly influence ship anchorage positions. Strategic locations of ships, a variety of lighterage, security, and environmental threats must also be taken into consideration.

f. Navy or Army forces augmented by civilian ship crews conduct cargo off-loading of strategic sealift ships. The Navy has primary responsibility for providing forces and equipment for conducting strategic sealift download of maritime pre-positioning forces and assault follow-on echelon vessels. The Army is responsible for providing forces and equipment for conducting strategic sealift download of Army pre-positioning ships carrying Army war reserve stocks. The Army and Navy are additionally tasked with conducting strategic sealift off-load operations of sustainment supplies and those vessels discharging forces incident to the development of a base, garrison, or theater. The JLOTS commander and support forces prepare for discharge by coordinating command preparations, lighterage, equipment, equipment availability, personnel, and the movement of personnel. Containership discharges, both self-sustaining and non-self-sustaining, RO/RO discharges, breakbulk discharges, barge ships, and semi-submersible ships must be coordinated and synchronized with the correct type of equipment and staff. JLOTS

operations and equipment are weather-, environmental-, and sea condition-sensitive (wind, sea states, ground swell, current, tidal conditions, near-shore hydrographic conditions), and can adversely impact ship discharge rates and cargo arrival at the shoreside discharge points.

g. The procedures for control of lighterage in JLOTS have been standardized through incorporation of both Army and Navy methods, including the Joint Lighterage Control Center, which provides overall guidance, supervision, and control of lighters; ship lighterage control points, directing lighterage alongside the discharging vessel; beach lighterage control points, responsible for directing lighterage to correct discharge points on the beach; and debarkation officers, responsible for unloading cargo IAW the unloading plan. Maintenance and repair of lighterage will be conducted by Navy and Army units both on the ships and ashore. The effective use of lighterage in support of the ship-to-shore movement of cargo is primarily weather dependent, including sea state, surf conditions, beach gradient, and the characteristics of the onload and discharge sites. Landing craft and causeway ferries are used to transport vehicles ashore from offshore discharge positions. All lighterage is capable of transporting most breakbulk cargoes to beach discharge sites for discharge by rough terrain cargo handling equipment or crane. Barge ships are self-sustaining with regard to off-loading their complement of barges, but the barges themselves are not self-sustaining.

h. Lighterage watercraft should complement ship off-load systems so that there will be sufficient over-the-shore throughput capability to match ship discharge rates. Since cargo is off-loaded in the surf zone, particular care must be taken with some cargoes to ensure protection from potential saltwater and weather damage. Wet landings may not be suitable for vehicles, supplies, and equipment not specifically waterproofed.

i. Within the beach area, locations must be established and clearly marked for lighterage and vehicle landing sites, staging and loading areas, bulk fuel and water storage, Class V dumps, and beach operational group functional areas. These locations should ease local security requirements. A large inland staging or marshalling area is the key to continuous throughput. The beach operations organization is task-organized around a nucleus from the supported forces. The port operations organization is responsible for the port facilities and the throughput of supplies and equipment as they are off-loaded from the ships. Cargo will be turned over to the separate Services in the marshalling area and prepared for onward movement.

j. Marine air-ground task force, logistics automated information system, and the Worldwide Port System serve as the cargo control and documentation systems used to support all water terminal and LOTS operations. They provide an on-line, real time cargo monitoring and managing capability with which landing force logistics personnel may track or control cargo from the point of origin to distribution to consumers and users in the amphibious objective area.

k. Liquid cargo operations may be viewed in three distinct increments: ocean transport of liquid cargo from origin to offshore locations in the operational area; cargo transfer operations from offshore to the high water mark; and beach storage area operations. The Offshore Petroleum Discharge System was designed to provide either an expeditionary or operational level force in the objective area with large volumes of fuel products ashore over a sustained period of time. Certain scenarios may require bulk water support, particularly in arid

environments. Reverse osmosis water purification barges may have to be brought in to provide potable water and distribution.

1. JLOTS, as overseen by the JFC, incorporates the traditional LOTS role of the Army and Navy. Each Service is capable of loading and unloading ships with or without the benefit of fixed port facilities in either friendly or undefended territory. Equipment and supplies are moved to shore through different types of powered, non-powered, and elevated causeway systems, landing craft, and cranes. Planning for JLOTS requires staff, equipment, and lighterage coordination along with special attention to weather, surf conditions, beach gradient, and the characteristics of the onload and discharge sites.

6. Afloat Prepositioned. National military strategy dictates smaller forward deployed forces and places greater reliance on CONUS based forces. Therefore, military Services project forward presence with use of PWR materiel afloat. Supplies and equipment positioned aboard these vessels are configured and maintained to meet the requirements of multiple CINCs. Upon completion of discharge, prepositioned ships usually will be assigned to the operational control of MSC. In some cases, the supported CINC may retain operational control of prepositioned vessels to satisfy intratheater sealift requirements. For more information see Joint Publication 0-2, Unified Action Armed Forces (UNAAF), Joint Publication 4-01, Joint Doctrine for the Defense Transportation System, and Joint Publication 4-01.6, Joint Tactics, Techniques, and Procedures for Joint Logistics Over the Shore.

C. RAIL TRANSPORTATION

1. General. This section provides guidance for the use of either DOD or commercial rail assets as described in Appendix T, and for unit deployments in support of exercises or operations, addressed in Paragraph A, above. It provides requirements and responsibilities for procurement, preparation for acceptance, inspection, loading, load documentation, and off-loading of rail assets. Appendix T addresses HAZMAT, train types, and loading rules. Appendix R addresses HAZMAT exceptions; i.e., waivers and exemptions.

2. Deployment. This paragraph outlines responsibilities of agencies deploying forces to A/SPOEs.

a. MTMC will:

(1) Upon request of TO, negotiate and provide routing instructions for rail transportation and associated services in support of stated requirements.

(2) Manage all DOD-owned railway rolling stock in interchange service.

(3) Ensure timely positioning of DFRIF cars to support freight car requirements not met by the serving railroad.

b. Installation commanders will:

(1) Maintain installation rail facilities and SAs for deployment missions.

(2) Ensure adequate loading ramps and associated support equipment is available and maintained.

c. TO will:

(1) Determine rail car requirements based upon equipment listing from deploying unit(s). MTMC/TEA Pamphlet 55-19, Tiedown Handbook for Rail Movements, provides guidance for open top loading.

(2) Coordinate with MTMC and rail carriers for rail car requirements, and type and level of associated services required to meet deployment requirements.

(3) In conjunction with the installation commander, ensure rail site (if located on installation) is properly maintained, clean and free of debris, and is equipped with sufficient lighting. Additionally, ensure loading equipment, i.e., bi-level loading ramps, spanners, and scales are available.

(4) Upon identification of an off-site rail facility, coordinate with civilian rail authorities for use.

(5) When rail facilities are not located on the installation, provide MTMC with a primary and alternate location for rail operations to be conducted.

(6) Inspect rail cars and containers for cleanliness and serviceability.

(7) Supervise unit load out.

(8) Inspect and approve rail loads in conjunction with a railroad inspector.

(9) Ensure HAZMAT documentation is properly prepared IAW the provisions outlined in this regulation, Part II, Cargo Movement, Chapter 204. Also see Appendices C, R, and T for additional guidance.

(10) In conjunction with deployable units on the installation, ensure adequate numbers of load teams are properly trained and determine need for MTMC deployment support brigades (DSB). DSBs assist the MO and deploying units with documentation, staging, and loading of equipment. DSBs also provide liaison to support the technical aspects of equipment preparation. DSBs are tailored to satisfy mission requirements.

(11) Provide tools and assistance.

(12) Prepare bills of lading (BLs) based upon equipment data provided by the deploying unit.

(13) Advise MTMC Operations Center ITV Team at Commercial (757) 878-8350, Defense Switched Network (DSN) 927-8350, or FAX (757) 878-7995, or DSN 927-7995 and receiving activity of train departure and ETA. Information required to obtain Military Traffic Expediting Service (MTX), Greater Security Service, or Rail Inspection Service:

- (a) Shipper.
- (b) Origin.
- (c) Destination.
- (d) Unit Name.
- (e) Commodity.
- (f) Tender Number.
- (g) Route Order number.
- (h) Shipping Date.
- (i) Due Date for Destination.
- (j) BL Number.
- (k) Route (including interchange points if more than one railroad).
- (l) Number of cars.

d. Deploying Unit will:

(1) Use automated systems to estimate numbers and types of rail cars, develop unit load plans, and transmit manifest level detail to the GTN.

(2) Submit movement requirements to supporting TO as per local TO standards.

(3) Coordinate with higher HQs and support activities concerning unit movements and logistical support requirements.

(4) Ensure proper preparation of equipment for loading, to include documenting, labeling, placarding, packaging, and securing of secondary loads. If movement involves intermodal means, e.g., rail and highway, vehicles and equipment must be prepared to the most restrictive standard for the modes of transportation used.

(5) Be responsible for procurement, use, control, accountability and return, or proper recycling of blocking, bracing, and tie-down equipment needed for deployments.

(6) Ensure adequate numbers of properly trained load teams are identified within the unit.

(7) Load rail cars under supervision of TO. For North American transport, the Association of American Railroads (AAR) Open Top Loading Rules are mandatory and must be adhered to before the railroad inspector will accept the cars for transportation by the railroads. Paper and CD-ROM copies of the AAR rules can be ordered by calling toll-free (877) 999-8824

or a copy might be obtained from the serving railroad. Sections 1 (General Rules), 3 (Construction Equipment), and 6 (DOD Material) among them cover nearly all DOD loads. General information, procedures, and figures for the correct tie-down of military equipment on rail cars are contained in MTMCTEA Pamphlet 55-19. This publication is pocket-size (approximately 7" x 5") to afford maximum utility in the field and if it is followed, it will generally provide compliance with the AAR Open Top Loading Rules. To obtain copies, contact MTMCTEA as indicated in Paragraph B.1. above.

(8) Provide security, as required, at the SA and marshalling yards.

(9) Provide for the maintenance and recovery of equipment throughout the loading process and during the off loading phase.

(10) Provide and affix Military Labels to all rail loaded equipment.

3. Sustainment of Units. Sustainment shipments to deployed units will be IAW provisions of this regulation, Part II, Cargo Movement.

4. Redeployment. Procedures stated above remain the same for redeployment of forces from SPODs within CONUS, and for SPODs in theater of operation. Redeploying units will coordinate with the SPOD operator prior to submitting rail requirements to MTMC for procurement of necessary assets.

5. Rail Operations in OCONUS Theaters. OCONUS theater CINCs are responsible for compliance with local laws and restrictions governing traffic management within their respective AOR.

D. HIGHWAY TRANSPORTATION

1. General. This section provides guidance for use of highway transportation when conducting unit movements of personnel, cargo, and equipment in support of exercises and operations described in Paragraph A above. It outlines requirements and responsibilities for procurement, preparation for acceptance, inspection, loading, and load documentation for use of highway transportation resources, to include commercial (cargo and passenger) and military convoy operations. Appendices C and R address HAZMAT documentation requirements. Equipment inspection, acceptance procedures for commercial transportation assets, and convoy operations will be performed IAW Service, state, and local regulations and procedures. Highway transportation in overseas theaters of operation will be conducted IAW theater and HN agreements, regulations, and policies.

2. Deployment. Procedures outlined in this section establish support agency and unit responsibilities when conducting unit deployments of personnel and equipment using commercial-for-hire highway transportation assets.

a. Procurement and routing of transportation assets for the movement of personnel, cargo, and equipment to the A/SPOE will be accomplished IAW the provisions of this regulation, Part I and II; and DOD Component regulations. Military convoy movement procedures are outlined in Appendix V and local area regulations.

b. Appendix V provides for specific DOD elements to act as representatives of their respective Services, and the Defense Logistics Agency, to secure permits for vehicular movements involving other than commercial carriers. Authorized military representatives will determine whether highway movement is essential to national defense and make necessary requests and certifications to state authorities. These representatives will coordinate and arrange for formal agreements, including certifications with state and local civil authorities, for recurring oversize, overweight, or other special movements of military-owned and operated vehicles within a limited area. Upon completion of agreements, the local military representatives will notify the civil authorities when an authorized movement is to be made and obtain necessary permits. Copies of the agreement will be provided as directed in Appendix V.

3. Responsibilities. Support agency responsibilities and authority outlined in this regulation, Parts I and II, and as stated below, apply for the purpose of this section.

a. MTMC will:

(1) Upon request of the TO, negotiate and provide routing instructions for transportation and associated services in support of stated requirements. Port calls are used to notify deploying units and/or individuals to report to the POE for onward movement. These notices will designate POE, specify reporting date and time, and identify carrier and mission number.

(2) When requested, assist carriers in obtaining temporary operating authority.

(3) Assign DOD responsibility for coordinating with state, local, or toll authorities for all oversized, overweight, or other special movements of cargo essential to national defense. Establish policy and responsibilities for defense use of public highways. For details associated with moving oversize/overweight equipment and convoy operations, see Appendix V. Through the Highways for National Defense Program, MTMC/TEA is responsible for assisting the Military Services and installations with resolving public highway needs. For additional guidance, refer to Joint Service Regulation AR 55-80, OPNAVINST 11210.1B, AFR 75-88, MCO 11210.2C, DLAR 4500.19, Highways for National Defense, or contact MTMC/TEA at DSN 927-4313, Commercial (757) 599-1117, or (800) 722-0727.

b. TOs will:

(1) Determine use of transportation assets IAW provisions of this regulation, Part I, Passenger Movement and Part II, Cargo Movement and DOD Component regulations.

(2) Using best-value concept, select carriers for all shipments except as listed below. Carrier selection must be from DOD-qualified carriers or tenders and tariffs approved for DOD use. When TOs desire assistance, requests will be submitted to MTMC or theater CINC. Exceptions to this routing authority are listed below:

(a) The Defense Courier Service IAW DOD Directive 5200.33, Defense Courier Service (DCS) will route Top Secret shipments.

(b) When shipping empty towable tank trailers, TOs will enter in the “Remarks” space on DD Form 1085, Domestic Freight Routing Request and Order (Figure 303-1), a full description of the product previously transported or stored in the tank trailer.

(c) Drive-away/truck-away service.

(d) When MOUs are used for or supplemented by commercial transportation resources during national or regional transportation emergencies, provisions of this regulation, Part II, Cargo Movement, Chapter 201, apply.

(3) Request assistance from Service HQs when permits cannot be obtained.

(4) Ensure necessary road use permits for movement of oversized/overweight equipment and convoy operations are obtained from the state authorities (in coordination with the Mobilization Movement Control Program State Defense Movement Coordinator). Phone numbers and addresses for military and state points of contact can be found in MTMCTEA Publication, Directory of Highway Permit and MOBCON Officials. This directory can be obtained through MTMCTEA; DSN 927-4313, Commercial (804) 599-1117. See Appendix V for guidance/assistance in obtaining permits for organic equipment or call MTMCTEA at the above numbers. When a carrier is unable to obtain permits, assistance can be requested from MTMC-OPC, Commercial (800) 757-8671 or DSN 927-8671.

c. MO will:

(1) Coordinate with the TO for commercial transportation support.

(2) Ensure unit cargo and equipment is prepared for transport. Guidance on securing general cargo and wheeled and tracked vehicles on cargo vehicles is contained in MTMCTEA Pamphlet 55-20, Tie-Down Handbook for Truck Movements. This publication is pocket-size (approximately 7” x 5”) to afford maximum utility in the field. Copies can be obtained by writing or calling MTMCTEA at the address cited in Paragraph B.1. above.

(3) Arrange for MHE and other logistic support.

(4) Supervise loading of cargo and equipment.

(5) Ensure documentation is prepared.

(6) Coordinate security and communications for convoy operations.

(7) Comply with call-forward instructions.

(8) Ensure route maps are provided to each driver.

DOMESTIC FREIGHT ROUTING REQUEST AND ORDER					
<i>(All items must be completed or otherwise explained. See Instructions on back of this page.)</i>					
TO (Name, Address and ZIP Code of Routing Authority)		1. REQUESTING AGENCY IDENTIFICATION NUMBER		2. DATE OF REQUEST (YYYYMMDD)	
FROM (Name, Address and ZIP Code of Requesting Agency)		3. DATE SHIPMENT AVAILABLE FOR LOADING		4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE	
		5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE			
6. COMPLETE COMMODITY DESCRIPTION, NSN, AND FREIGHT NOMENCLATURE AS SHOWN IN MILITARY FREIGHT CLASSIFICATION GUIDE SYSTEM WITH UFC, AND/OR NMDC ITEM NUMBER, INCLUDING NUMBER AND KIND OF PACKAGES					
7. EQUIPMENT		NUMBER		8. GROSS WEIGHT	
a. CARS					
b. TRUCKS					
c. BARGES				9. TOTAL NUMBER OF CUBIC FEET	
d. CONTAINERS					
10. CONSIGNOR (Show actual shipper)					
11. CONSIGNEE(S) (Name and Address)			12. ORIGIN (Show actual shipping point)		
			13. DESTINATION (Show actual point of delivery)		
14. RAIL CARRIER SERVING			c. PRIVATE SIDING		d. IF NO PRIVATE SIDING, INDICATE NEAREST POINT OF DELIVERY
			YES		
			NO		
a. CONSIGNOR					
b. CONSIGNEE					
15a. IF "TRANSIT FREIGHT" SHOW INBOUND REFERENCES					
(1)					
(2)					
(3)					
b. DISABILITY COSTS AVAILABLE (Paragraph 202015.a(2)(e). Military Traffic Management Regulation)					
NO		YES (If "YES," furnish in "Remarks" below.)			
16. REMARKS (Include any other pertinent information which would affect aggregate delivered costs or selection of carrier or mode.)					
17. TYPED NAME AND TITLE OF REQUESTOR			18. OFFICE PHONE AND EXT.		19. SIGNATURE
1ST ENDORSEMENT (Valid for 30 days unless otherwise indicated)					
20. TO:			21. DATE OF RESPONSE (YYYYMMDD)		22. ROUTE ORDER NUMBER (Must be shown on each BILL OF LADING)
23. ROUTES AUTHORIZED FOR SHIPMENT(S)					
24. APPLICABLE RATE INFORMATION			25. REMARKS		
RATE(S) (Cents per 100 lbs.) a.		MINIMUM WEIGHT (Pounds) b.	TARIFF OR OTHER AUTHORITY c.		
26. NAME AND TITLE OF ISSUING OFFICER (Please Type)					
27. SIGNATURE OF ISSUING OFFICER					

DD FORM 1085, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WHS/DIOR, Sep 98

Figure 303-1. DD Form 1085, Domestic Freight Routing Request and Order

INSTRUCTIONS	
<p>This form is to be executed and distributed in accordance with instructions in the Military Traffic Management Regulation when it is necessary to obtain routings for shipments from MTMC routing offices.</p>	
<p>1. REQUESTING AGENCY IDENTIFICATION NUMBER. Enter number(s), letter(s), or any combination thereof as required.</p> <p>2. DATE OF REQUEST. Enter date of request.</p> <p>3. DATE SHIPMENT AVAILABLE FOR LOADING. Enter date shipment available for loading.</p> <p>4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE. Enter the Transportation Priority (TP) (1, 2, or 3, as applicable) and the Required Delivery Date at destination.</p> <p>5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE. Enter exact location where freight is to be accepted by the consignee. (For example, F.O.B. car or other carriers' equipment; shipside, warehouse, or other place of rest and location.) Enter the contract expiration date, if known.</p> <p>6. For shipments made up of chiefly a single commodity, the National Stock Number (NSN), the military nomenclature (Supply Catalog Description) and the carrier's classification item number intended to be used will be furnished, using Military Freight Classification Guide System wherever possible for such information.</p> <p>Whenever a numbered item in the rail or motor classification includes sub-descriptions with a different rating for the item to be shipped, additional identifying information will be shown; such as "SU", "KD", "Loose", "FF", "NSTD", "NOTNSTD", "WHEELS-ON-OR-OFF", etc., with the total weight applicable to each rating.</p> <p>If a description different from that provided in carriers' classification is intended to be used (For example, when a different description is given in a Section 22 Quotation), it will be furnished in full, including reason and reference to the source.</p> <p>In the case of shipment(s) consisting of numerous items, each being of considerable weight, the description will be limited to carriers' classification item number only, observing the requirements above with respect to sub-descriptions and grouping of articles taking the same item numbers or sub-description.</p> <p>Items in shipments weighing less than 500 pounds which cannot be grouped by classification item number need not be listed, but reference thereto will be made by using the letters RS or L. (RS or L - and other articles rated the same or lower.)</p> <p>The separate weight of items or groups of articles under a single listing will be shown therewith.</p> <p>Whenever a large volume to be shipped involves both straight and mixed carloads or truckloads, indicate hereunder those commodities which will be shipped in mixed carload or truckload lots and those which will be shipped in straight carloads or truckloads. The modified commodity descriptions prescribed will not be construed as authority to depart from the requirement for properly describing shipments on Bills of Lading.</p> <p>7. Enter the exact number of carloads, truckloads, barges, or containers required, including the size and type. When the exact number cannot be computed, an estimate based on the heaviest practicable loading of carrier's equipment will be entered.</p> <p>8. GROSS WEIGHT. Enter gross weight of shipment(s). (See Item 16.)</p> <p>9. TOTAL NUMBER OF CUBIC FEET. Enter total number of cubic feet. When actual figures are not available, a reasonable accurate estimate will be furnished and marked "EST". (See Item 16.)</p>	<p>10. CONSIGNOR. Enter name of actual shipper.</p> <p>11. CONSIGNEE(S). Enter correct name and mail address of consignee.</p> <p>12. ORIGIN. Enter carriers' name of station from which freight will be forwarded.</p> <p>13. DESTINATION. Enter destination station to which shipments will be billed by carrier. (Also local point of delivery, if known.)</p> <p>14. RAIL CARRIER SERVING. a. Enter initials or name of rail carriers serving consignor's facilities, if known. (See appropriate "Terminal Facilities Guide".) At installations where various buildings are served by different carriers, the building in which the property is stored will be indicated as well as carriers actually serving such buildings.</p> <p>b. Enter initials or name of carriers serving consignee's facilities, if known. At installations where various buildings are served by different carriers, the building to which the property is to be delivered, as well as carrier(s) actually serving such building, will be indicated.</p> <p>c. Indicate if private siding available.</p> <p>d. Indicate location, such as team-track, carrier's initials, and name of town.</p> <p>15a. Reference in accordance with "Transit chapter" provisions of the Military Traffic Management Regulation will be shown.</p> <p>When a second "Transit" is involved, an additional origin, routing, etc., must be shown.</p> <p>If inbound billing is not available, indicate "None Available" and cite the reason, i.e., "Received by motor", "Expired", etc.</p> <p>In case of insufficient tonnage credits available from any particular origin to equal the total weight (Item 7), the weight available will be included with the reference.</p> <p>Each reference will be under a separate number, and each routing furnished will be preceded by an identifying number or numbers; i.e., 1, 2, and/or 3, etc., to indicate particular inbound tonnage to be applied thereto.</p> <p>When inbound tonnage is not to be applied, routing space will be annotated "Do not apply Transit."</p> <p>If the commodity description was different on the inbound move, indicate reference number and the description used in "Remarks" space.</p> <p>b. If the answer is "Yes", furnish in Item 16, "REMARKS".</p> <p>16 - 23. Self-explanatory.</p> <p>24. Articles of unusual weight or size presenting problems of transportability or hazards in transit by any means of transportation necessitate the furnishing of accurate information as to each dimension (length, width, height), and actual or reasonable accurate estimate of weight which will be shown in this space.</p> <p>In general, such information will be furnished for each article in shipment exceeding 8 feet in height or width. If movement is requested via mode of transportation involving a higher cost than by other means of transportation, justification therefore should be included in a statement in this item.</p> <p>When information is available relative to a previous rate quotation, the rate, route, date, number and source will be shown.</p> <p>Also, see paragraph 202015a(2), Military Traffic Management Regulation.</p> <p>25-27. Self-explanatory.</p>

DD FORM 1085 (BACK), SEP 1998

Figure 303-1. DD Form 1085, Domestic Freight Routing Request and Order (Cont'd)