

Appendix L

UNIT MOVEMENT PLAN – A SAMPLE

This annex provides ideas, data, and samples of many items to be considered in developing the unit movement plan. For instance, Reserve Component (RC) units may have to complete one plan from point of origin to destination, and, another one from mobilization station (MS) to port of embarkation (POE). Active component (AC) units prepare movement plans for deployment to the POE. The plan is written in operation order format (FM 101-5). It becomes an order when required data and specific times are added. A unit may have several plans, each one planning for a specific contingency. The unit plans the move using the movement plan and executes the move under an operation order. The movement plan contains all annexes and appendices. Those not used are marked not applicable (NA) so that later developing planning data may be added to the existing plan. The operation order has specific movement instructions and is dated and signed. The annexes contain information required to support the plan.

UNCLASSIFIED

Classification
 Copy no__of__copies
 (Issuing Unit)
 (Street Address)
 (City, State, ZIP Code)
 (Date of Plan)

MOVEMENT PLAN

References: FM, AR, STARC, installation, etc.

Mobilization, Exercise, and Deployment Plan, (Any other maps, SOPs, manuals, etc.)____include dates of publications.

Time Zone Used Throughout the Plan:_____

Task Organization

HQ, HHC,___Bn_____,___

Co A _____,___

Co B _____,___

Co C _____,___

Co D _____,___

___Det_____,___

1. **SITUATION:** This should be a generalization of when and how the plan is to be implemented.
 - a. Attachments and Detachments: Listed with appropriate units or the word "none."
 - b. Assumptions: These are conditions a commander believes will exist at the time the plan becomes a movement order. Assumptions are clearly stated and address the following:
 - (1) Equipment serviceability.
 - (2) Availability of personnel for movement.
 - (3) MTOE supplies and equipment to be transported.
 - (4) Pre-positioned equipment, if applicable.

- (5) Vehicles and other equipment in maintenance.
- (6) Gate assignments and time to destination.
- (7) Use of modes to destination.
- (8) Commercial movement.

The following are examples of these assumptions:

- (1) All unit equipment will be combat serviceable.
- (2) All unit personnel will be available for movement.
- (3) During a selected 200K call-up, cross-leveling of personnel and equipment will occur.
- (4) All (including excess) MTOE/TDA equipment and supplies will be transported to the destination.
- (5) All vehicles and equipment on job order or hand receipt will be recovered prior to departure from point of origin or arrangements will be made during Phase II for pick up by the unit or to ship commercially directly to the destination.
- (6) Gate assignments and arrival and departure times have been designated and coordinated with the DMC.
- (7) Organic convoy movements from point of origin to destination and subsequently to POE will be administrative.

2. **MISSION:** A concise statement of what is to be accomplished and its purpose. It accomplishes the following:

- a. Identifies unit(s).
- b. Identifies origin and destination.
- c. Identifies date and time movement begins and ends.
- d. Identifies methods of movement: organic and commercial, and mode: truck, rail, air, and sea.
- e. Identifies reason for moving (OPLAN, etc.).

An example of a mission statement from a mobilization movement plan is as follows:

The (issuing unit)____will move from point of origin to (mobilization station) ____to arrive not later than (Date/Time first element arrives at the gate)____. Advance parties will depart not later than (Date/Time of earliest advance party departure)____. Commercial transportation consisting of (trucks, buses, and/or rail)____(will/will not)____ be used, but will not necessarily move with the organic convoys.

An example of a mission statement from a deployment movement plan is as follows:

On order, the (unit name)_____will establish staging/marshaling areas and deploy personnel and equipment to perform operations in the designated theater of operations. Units will deploy from (installation)_____via APOE_____and SPOE_____. (Transportation motor pool [TMP]/commercial buses) will transport personnel to the APOE. All wheeled vehicles will be convoyed to the SPOE. Tracked vehicles will go by rail or commercial truck to the SPOE. Movement will commence IAW the alert order and the N-hour sequence (Annex S). Movement will be by (organic assets to the SPOE, or rail, or commercial truck)____. Order of march will be advance party followed by main body. Unit will be prepared to deploy on other contingency missions.

3. **EXECUTION:** This paragraph addresses the necessary planning, coordination, and execution functions that must take place in order to accomplish the mission. Specific tasks are given.

a. Concept of Movement: The concept clarifies the purpose of the plan. It addresses the following (Point of Origin to destination):

- (1) Receipt of movement orders.
- (2) Update and validation of OEL.
- (3) Recovery of equipment.
- (4) Commercial movement of personnel (buses, etc.).
- (5) Deadline to complete packing and loading.
- (6) Advance party.
- (7) Main body.
- (8) Order of march and convoy numbers for highway movement.
- (9) Shuttle of equipment.
- (10) Commercial movement of vehicles/equipment.
- (11) Priority of support.

- (12) UMC/ITO coordination.
- (13) ITO designated load dates and locations.
- (14) UMO duties and responsibilities.
- (15) Projected POEs.
- (16) Applicable OPLAN.
- (17) Actions at POE (reduction, receipt of cargo, etc.).

Examples of Concept of Movement statements are as follows:

- (1) Upon receipt of the alert notification, the first priority will be for the UMO to review the Request for Commercial Transportation and OEL.
- (2) To meet gate arrival and departure times, the unit will conduct simultaneous coordination, processing, and loading operations using the unit's N-hour sequence (Annex S).
- (3) Start point times are IAW DD Form 1265 (Annex ___).
- (4) Commercial transportation and support requirements, are located at Annex ____).
- (5) All organic vehicles will have a driver and assistant driver.
- (6) The UMO will coordinate and confirm the following:
 - (a) Changes to DD Form 1265 (Request for Convoy Clearance).
 - (b) Request for Commercial Transportation with Transportation Office NLT ____.
 - (c) En route stops and halts with appropriate businesses.
- (7) Commercial busses will be used to transport personnel and baggage. A troop commander will be designated for each commercial bus.
- (8) Supplies and equipment will be crated, packed, cushioned, and loaded on organic vehicles IAW current vehicle load cards no later than (number of hours)____prior to departure.
- (9) Advance party elements will be composed of personnel, equipment, and documentation required to accomplish tasks identified and will move by organic convoy IAW Annex _____. Vehicles will infiltrate to (consolidation point)____ where battalion advance party convoy will form. The convoy number will be _____.
- (10) Main body organic convoys will depart point of origin IAW Annex _____. Individual convoys will consolidate at (consolidation point)_____.
- (11) Order of march and convoy numbers will be as follows:

Unit___ Convoy Number ___
Unit___ Convoy Number ___

(12) Shuttle convoys will (or will not) be used.

(13) Unit supplies and equipment will be prepared for commercial movement by (rail, truck, etc.)___ IAW the OEL in the unit load plan not later than (date/time)___.

b. Tasks to Subordinate Units and Elements: This paragraph clarifies and states tasks in sufficient detail to ensure action by subordinates or platoons and sections within a company. It addresses the following as relates to the actual move:

- (1) Company, platoon, or section tasks.
- (2) Maintenance.
- (3) Supply.
- (4) Food service.
- (5) Rear detachment.
- (6) NBC.
- (7) Loading teams.
- (8) Training.
- (9) Rail guards, convoy guides, supercargoes, etc.
- (10) Reports.

Examples of tasks listed in this section are as follows:

- (1) Specific for company, battery, or detachment: Advance party vehicles will convoy to consolidation point at___(date/time).
- (2) Maintenance (date/time to stop repairs and load maintenance equipment).
- (3) Supply (date/time to complete issue and start loading).

- (4) Food service (date/time to close down food service operation, clean up, and load food service section equipment).
- (5) NBC (chemical defensive equipment [CDE] guidance--disposition of CDE, load on vehicle or issue to individual).
- (6) Load teams (date/time to complete loading of advance party, main body, commercial loads, etc.).

c. Coordinating Instructions: These list required coordination for planning and executing phases with the following:

- (1) Higher headquarters.
- (2) STARC and MUSARC.
- (3) Destination and ITO.
- (4) Mobilization and training equipment site (MATES) and equipment concentration site (ECS) for RC).
- (5) Transportation terminal nodes (bus terminal, railhead, APOE, SPOE, STARC for highway movements).
- (6) Local agencies and businesses.
- (7) All elements internal to unit.

Example of coordination covered in this paragraph is as follows:

Physical security officer will coordinate current information with local and state police NLT _____ prior to movement.

4. **SERVICE SUPPORT:** This paragraph lists the support needed for the unit move. They must be listed in either the basic plan or as annexes to the plan. As a guide, if the information for a subparagraph will fit on one page, include it in the body of the plan. This makes your plan easier to read and easier to use. If the information for a subparagraph is longer than one page, consider placing it in an annex _____.

The following should be addressed:

- a. Supply:
 - (1) Class I (See Annex___). This annex/subparagraph should address subsistence for:
 - (a) Advance party.
 - (b) Main body.

(c) MATES/ECS recovery or load teams (if applicable).

(2) Class II (See Annex__). This annex/subparagraph should cover any pertinent information on OCIE.

An example of an item in this subparagraph is: Due to movement being an administrative one, all weapons, NBC equipment, and other non-combat OCIE will be packed, boxed, and moved administratively.

(3) Class III (See Annex__). This annex/subparagraph should address:

- (a) Topping off vehicles.
- (b) Trail party requirements.
- (c) En route refueling.
- (d) Packaged requirements.
- (e) Bulk requirements.
- (f) Motor fuels.
- (g) Aviation fuels.

Examples of items included in this subparagraph include the following:

(a) All vehicles will be topped off and will carry fuel cans strapped in the mounts. Units without a fuel-dispensing facility will purchase from a local vendor using SF 44.

(b) The trail maintenance party will carry the minimum quantities of packaged POL supplies to support the convoy as listed below:

| | |
|---------|----------------------------|
| 48 qts | 15W40 oil |
| 15 gals | OE/HDO 30 oil (5-gal cans) |
| 10 gals | GO 80W09 oil (5-gal cans) |
| 35 lbs | GAA grease (pail) |
| 24 qts | Dextron II (trans fluid) |
| 1 gal | Brake fluid (1-gal can) |
| 5 gals | Cleaning solvent |
| 1 bdl | Rags |

(c) Refueling en route will be by (credit card, 5-gal cans, organic tanker, SF 44, etc.)_____.

(4) Class IV (See Annex__). This annex/subparagraph should include BBPCT requirements and pre-positioned requests.

Examples of items included in this subparagraph are:

- (a) All barrier/construction materials will be shipped.
- (b) The complete BBPCT list for the unit is in Annex ___.

(5) Class V (See Annex___). This annex/subparagraph includes guidance on the transportation of ammunition basic load (ABL).

(6) Class VI (See Annex___). This annex/subparagraph should be included if directed by OPLAN/OPORD).

(7) Class VII (See Annex___). This annex/subparagraph should cover the following:

- (a) Retrieval and commercial shipment procedures in MATES/ECS for RC.
- (b) Procedures for loading and accounting for equipment moved by commercial rail or truck.

An example of an item included in this subparagraph is: major end items will be loaded IAW Annex ___.

(8) Class VIII (See Annex___). This annex/subparagraph should address the following:

- (a) On-hand medical supplies transported to destination.
- (b) En route medical support.

Examples of items included in this subparagraph are as follows:

- (a) All vehicles and medics will move with authorized first aid kits.
- (b) Medical emergencies en route will be evacuated to the nearest hospital. Civilian ambulances and medical personnel may be used for assistance and evacuation.

(9) Class IX (See Annex___). This annex/subparagraph should address the following:

- (a) Combat ASL/PLL drawn from appropriate source and loaded on organic vehicles.
- (b) Trail party requirements.

Examples of items to be included in this subparagraph are as follows:

- (a) Combat PLL will be loaded on organic vehicles.
- (b) All Class IX ASL/PLL will be packed, crated, and boxed to meet requirements of Annex__.
- (c) During the convoy, the trail party will carry, as a minimum, the items identified in Annex__.

(10) Class X (See Annex__). This annex/subparagraph covers material to support nonmilitary programs such as agriculture and economic development. (Its use is not authorized for mobilization).

b. Maintenance:

- (1) Pre-movement support requirements (Annex __). This annex/subparagraph should include information on training, cleaning, and purging fuel containers and on priority of maintenance support.
- (2) En route support requirements (Annex __). This annex/subparagraph contains information on coordination for en route support (supporting facilities and POC names and phone numbers), trail party requirements, and en route PMCS, if required.

Examples of the items contained in this subparagraph are as follows:

- (a) The trail party for the main body will consist of ____vehicles and ____personnel.
- (b) En route PMCS will be performed at the halt number ____.
- (c) If a vehicle fails, stops, or has an accident, only that vehicle will halt. The maintenance trail party will provide assistance and keep the convoy commander informed.

c. Transportation:

- (1) Air. (Annex __, if required)
- (2) Convoy. (Annex __, if required)
- (3) Rail. (Annex __, if required)
- (4) Commercial. (Annex __, if required)
- (5) Unit movement data (UMD). (Annex __)

d. Procurement:

e. Facilities/Equipment:

f. Medical Evacuation Procedures:

g. Personnel:

Examples of items contained in this paragraph are as follows:

- (1) Uniform for movement will be battle dress uniforms (BDU) (combat boots and soft caps).
- (2) All personnel accountability inspections and convoy briefings (Annex M) will be conducted prior to movement (Annex S).
- (3) Each individual is authorized a total weight of ___ for personal baggage, ___ duffle bags for TA-50 and for clothing and comfort items. The unit's scales will be used to confirm this.

h. Civil/Military Coordination, if required:

i. Other:

- (1) Points of contact. (Annex __)
- (2) Coordinating instructions.

5. COMMAND AND SIGNAL.

This paragraph addresses the following:

- a. Chain of command, to include convoy commanders, bus troop commanders, etc.
- b. Personnel control (formations, briefings, safety, etc.)
- c. Command locations.
- d. Signal instructions (telephone, radio, etc.)
 - (1) Commercial telephone.
 - (2) Expedited Movement Reports procedures.
 - (3) Radio procedures.
 - (4) Current signal operating instructions (SOI).
- e. N-Hour sequence (See Annex __).

The movement plan must be signed by the commander or specifically authorized representative. If the signature is not reproduced or on subsequent copies, authentication by the appropriate coordinating staff officer is required.

Annexes (Annexes are used for those items that would require too much space in the basic plan. If an annex is not necessary, or unused, type title and N/A).

ANNEX A - Procurement. This annex includes sources for specific commodities and services.

ANNEX B - Class I - Subsistence.

ANNEX C - Class II.

This annex covers all guidance on clothing, individual equipment, tentage, organizational tool sets, NBC, hand tools, electronics, administrative housekeeping supplies, and weapons.

ANNEX D - Class III.

This annex gives guidance for aircraft and surface vehicles, coolants, deicing and antifreeze compounds (together with components and additives of such products) and coal, hydraulic and compressed gases and lubricants.

ANNEX E - Class IV.

This includes information on material for securing vehicle secondary loads and securing major end items to transportation assets.

Appendix 1 - Blocking, bracing, packing, crating, and tie-down (BBPCT) material for secondary cargo loads in vehicles, trailers and containers, dunnage and shoring for air deployment, and plastic pallet covers for 463L pallets.

Appendix 2 - Required documentation. This includes work order requests or memoranda for blocking, bracing, tie-down (BBT). (Requisitions are used to order packing, crating, and plastic covers).

ANNEX F - Class V.

Class V includes ammunition of all types (including NBC and special weapons), bombs, explosives, mines, fuses, detonators, pyrotechnics, propellants and other associated items. This annex should include the time and location of issue.

ANNEX G - Class VII.

Class VII includes final combinations of end products that are ready for their intended use (that is, tanks, launchers, mobile machine shops and vehicles, MHE, compressors, and construction equipment). The annex covers procedures for loading and accounting for equipment moved by commercial truck or rail. It also includes the time major end items will be loaded on commercial assets (reference - unit N-Hour sequence).

ANNEX H - Class VIII.

Class VIII is medical material, including medical peculiar repair parts. In addition to Class VIII, this annex covers en route medical support - first aid kits and medical support at POEs.

ANNEX I - Class IX.

This annex covers guidance on repair parts (less medical peculiar repair parts and components), to include kits, assemblies and subassemblies, repairable and nonrepairable, required for maintenance support of all equipment.

ANNEX J - Pre-movement Maintenance Support.

This annex covers such items as equipment status, contact teams, drivers' licenses, PMCS, sequence of events for maintenance operations, nonrepairable equipment, tow bars, and topping off of vehicles.

ANNEX K - Equipment Maintenance Support.

This covers maintenance during the actual move. It discusses abandoned vehicles, roadside repairs, tow bars, contact teams, repair services (and parts), and maintenance vehicles.

ANNEX L - Air Transportation.

This annex always covers personnel, TAT, and baggage. It also covers equipment if the OPLAN/OPORD indicates.

Appendix 1 - Documentation.

Documentation includes:

- DD Form 2130-1, C5 Cargo Manifest
- DD Form 2130-3 ,C141 Cargo Manifest
- DD Form 2130-6 ,KC10 Cargo Manifest
- DD Form 2130-13, C17 Cargo Manifest
- DD Form 2327, Unit Aircraft Utilization Plan

This appendix reflects:

- Equipment/TAT/cargo to deploy by air.
- Number of personnel and cargo to deploy.
- Bulk, oversized, and outsized equipment designated to deploy by air.

Appendix 2 - Listing of Pintle-Hook Vehicles.

Appendix 3 - Air Loading Procedures:

This may include:

- TAB A - Planeload commander's SOP.
- TAB B - Load team SOP.
- TAB C - Shoring material requirements.
- TAB D - 463L pallet and tie-down requirements.
- TAB E - Motor and aviation fuels for movement of organic air equipment.
- TAB F - Special handling cargo certification.

ANNEX M - Convoy Requirements.

Appendix 1 - Request for Convoy Clearance, DD Form 1265 (FM 55-30).

Appendix 2 - Request for Special Hauling Permit, DD Form 1266 (for outsized and overweight equipment).

Appendix 3 - Convoy Commander's Checklist.

Appendix 4 - Drivers' Strip Maps.

Appendix 5 - Convoy Commander's Safety Briefing.

The briefing should be used to ensure:

- Drivers are licensed for vehicles being driven.
- If hazardous material is part of the load, it is identified on DD Form 1750, UDL, and DD Form 836.
- Vehicles are properly prepared for movement. Considerations include:
 - Shipping configuration.
 - Fuel levels.
 - Secured secondary loads.
 - Shackles.
 - Purging requirements.
 - Flags.
 - Convoy signs.
 - Highway warning kits.
 - First aid kits.
 - Convoy speeds.

ANNEX N - Rail Requirements (Included only for those units where rail movement is projected).

Appendix 1 - Load Team SOP.

Appendix 2 - Documentation and Procedures for Rail Loading Equipment, which include as a minimum:

This appendix includes a rail load plan and is used to ensure training is validated and vehicles are properly prepared for movement. Guidance on vehicle preparation includes:

- Shipping configuration.
- Fuel levels.
- Secondary loads secured.
- Shackles.
- Markings (UIC and SUN).
- MSIs.

- Purging requirements.
- First aid kits.
- If HAZMAT is part of the load, vehicle placard.

ANNEX O - Commercial Movements Requirements.

Appendix 1 - Packing List (DD Form 1750). See Annex __.

Appendix 2 – Miscellaneous.

ANNEX P – Facilities and Equipment.

This annex covers facilities en route and equipment requirements for loading at point of origin and unloading at destination.

ANNEX Q - Points of Contact Listing.

ANNEX R - Safety.

This annex covers:

- Motor vehicle operations.
- Rail load operations.
- Air load operations.
- Accident/injury prevention.
- Ammunition and explosive/POL safety.
- Prevention of carbon monoxide poisoning.
- Senior vehicle occupant responsibilities.

ANNEX S - N-Hour Sequence.

This annex identifies and schedules movement tasks.

ANNEX T - Plan Coordination Documentation.

This annex includes—

- Documentation requiring action from another command or agency, intermediate headquarters, and local agencies or businesses.
- OPLAN information - location and procedures.

ANNEX U - Appointment Memorandums and Training Certificates and/or Validations.

ANNEX V - Plan Approval.

Plans will be validated and approved by the chain of command.

ANNEX W - Unit Movement Data.

It is not necessary to forward this annex for approval unless required by approving authority.

Appendix 1 - OEL Printout.

This cross matches with DD Form 1750.

Vehicle load cards must cross match with OEL and packing list using SUN sequence.

Appendix 2 - Packing list (DD Form 1750).

This list for air, rail, convoy, and commercial movement must cross match with OEL and higher headquarters SUN sequence.