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From: Commander, Marine Forces Reserve
To: Distribution List

Subj: EMBARKATION STANDING OPERATING PROCEDURES (SOP)
(SHORT TITLE: EMBARKATION SOP)

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(g) MCO P4600.7C W/CH 1-7
(h) MCO P3000.17A
(i) MCO 1510.61C
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(k) MCO 4630.17
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(m) MCO 4680.5A
(n) MCO 5040.6H
(o) MCO 8010.1E
(p) ForO P4600.1

Encl: (1) Embarkation Standard Operating Procedures (SOP)

1. Situation. To provide embarkation procedures for all Marine Forces Reserve (MARFORRES) Units. Information is provided herein for embarkation training, planning, tactical marking of supplies and equipment and related embarkation matters.

2. Cancellation. ForO P4600.2B.

3. Mission. To establish standard operation procedures for embarkation within the MARFORRES for the movement of troops, supplies and equipment via military and commercial air, sea and ground movement.

DISTRIBUTION STATEMENT A: Approved for public release,
distribution is unlimited.

4. Execution.

a. Commander's Intent and Concept of Operations.

(1) Commander's Intent. Conduct Strategic deployment and redeployment using all Continental United States and OCONUS laws, regulations and Marine Corps Orders (MCO) applicable to strategic movement of personnel and unit equipment.

(2) Concept of Operations. Adhere to orders, regulations and instructions promulgated in this SOP and applicable references.

5. Administration and Logistics. Recommendations concerning the contents of this SOP are encouraged. All recommendations will be forwarded via the chain of command to the Commander (AC/S G-4/SMO).

6. Command and Signal.

a. Command. This Manual is Applicable to the Marine Corps Reserve.

b. Signal. This order is effective the date signed.



R. E. BRAITHWAITE
Executive Director

DISTRIBUTION: D. ALL MARFORRES ASSETS (TO INCLUDE HQTRS STAFF, MSC'S, RSU'S, AND MCD'S)

LOCATOR SHEET

Subj: EMBARKATION STANDING OPERATING PROCEDURES (SOP) (SHORT
TITLE: EMBARKATION SOP)

Location: _____
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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date Of Change	Date Entered	Signature of Person Incorporating Change

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CHAPTER 1

DUTIES AND RESPONSIBILITY

1000. STRATEGIC MOBILITY OFFICER (SMO). The Strategic Mobility Officer performs the general duties as a Special Staff officer under the cognizance of the Assistant Chief of Staff, G-4, and is the primary point of contact for all embarkation related matters. The responsibilities include, but are not limited to the following:

1. Establish embarkation procedures and provide guidance to units within the MARFORRES.
2. Monitor MARFORRES mobilization requirements to ensure embarkation plans will support mobilization.
3. Exercise staff cognizance over MARFORRES embarkation policy, procedures and training to include technical assistance, pre-deployment and embarkation readiness inspections.
4. Conduct embarkation training programs that provide units with appropriate training materials and documentation to keep and adhere to the latest embarkation and transportation techniques, procedures and requirements.
5. Maintain information on aircraft loading characteristics for all military and Civil Reserve Air Fleet aircraft.
6. Maintain Unit Deployment Lists (UDL) for each unit's movement of personnel and equipment assigned to Station of Initial Assignment (SIA) in the event of mobilization.
7. Maintain Ship Loading Characteristics Pamphlets (SLCP) for all U.S. Navy amphibious ships.
8. Maintain liaison with pertinent units in preparation of air and sealift movement schedules involving MARFORRES units.
9. Validate Special Assignment Airlift Mission (SAAM) requests to Headquarters, Commander, United States Transportation Command (COMUSTRANSCOM) Air Mobility Command (AMC), Scott AFB, IL.
10. Provide a list of SAAM validators to Headquarters, AMC, Scott AFB, IL.

11. Monitor results of Logistics Enhancement Readiness Team (LERT) evaluations.
 12. Conduct assist visits as requested or required, provided that requesting unit funds all transportation and billeting requirements.
 13. Coordinate, schedule and conduct Mobile Training Teams (MTT) on embarkation and mobilization.
 14. Develop, coordinate and conduct Marine Air Ground Task Force (MAGTF)/Logistic Automated Information System (LOGAIS) MAGTF Deployment Support System II (MDSSII) training program/classes at least semi-annually.
 15. Coordinate Embarkation courses with required training facilities and fill quotas allocated to MARFORRES G-4 SMO.
1001. UNIT COMMANDERS. Unit Commanders are responsible for their unit's embarkation readiness. Their duties include, but are not limited to the following:
1. Mark and prepare supplies and equipment per MCOs, references, and Chapter 4 of this SOP.
 2. Ensure Marines assigned to Embarkation billets attend basic and advanced embarkation training provided by MARFORRES SMO, MTT and/or East and West coast logistic training schools.
 3. Ensure current and accurate embarkation data/reports are submitted to the Commander, MARFORRES (G-4 SMO) per this SOP.
 4. Assign, in writing, an Officer and NCO to fulfill the duties as unit Embarkation Officer and NCO.
 5. Assign, in writing, an active duty staff member (NCO or above), as the Inspector-Instructor Embarkation Chief to monitor mobilization/embarkation readiness.
 6. Budget for embarkation boxes/crates as required through communications and coordination with MARFORRES SMO and Supply Officer.
 7. Task embarkation NCO with maintaining unit/section's embarkation boxes, material and submitting embarkation data to

the unit Embarkation Chief for the Unit's MDSSII garrison database reconciliation.

8. Periodically review MARFORRES Force Deployment Planning and Execution (FDP&E) Procedures.

1002. UNIT EMBARKATION OFFICER. The Unit Embarkation Officer is the direct representative of the Unit Commander in matters pertaining to embarkation. The Embarkation Officer's duties include, but are not limited to the following:

1. Ensure unit is in an embarkation ready status at all times.
2. Prepare and maintain a complete Reserve Mobilization Transportation Package (RMTP). See paragraph 2001 of this SOP for detailed information.
3. Ensure standard embarkation procedures are on hand and adhered to.
4. Keep the Unit Commander informed of all embarkation mobilization matters.
5. Comply with the provisions of this SOP, references and other pertinent directives from higher headquarters concerning embarkation and mobilization.
6. Ensure all reports are prepared as required by this SOP.
7. Maintain a current list of points of contact relative to embarkation and mobilization matters.
8. Ensure adequate embarkation materials are on hand and serviceable (i.e., banding wire, clips, necessary tools, waterproofing paper/plastic, chains, tie-down devices, etc).
9. Submit quarterly Embarkation Status report to the Unit Commander.
10. Ensure assignment letter is signed and filed as the Container Control Officer for your unit and subordinate components.
11. Ensure adequate numbers of personnel are trained in the use of MAGTF LOGAIS systems and embarkation procedures in order to maintain redundancy and subject matter expertise within the unit.

12. Be familiar with the MARFORRES FDP&E Procedures.

1003. INSPECTOR-INSTRUCTOR EMBARKATION CHIEF. The Inspector-Instructor Embarkation Chief is the direct representative of the Inspector-Instructor. The Embarkation Chief duties include, but are not limited to the following:

1. All required embarkation documents are maintained for the RMTP.
2. Sufficient embarkation materials are on hand and serviceable (e.g., Quadruple containers have Convention for Safe Containers (CSC) certification up to date, Chains, tie-down devices, vehicle scales, etc).
3. Be familiar with MARFORRES FDP&E Procedures.
4. Assist the Unit Embarkation Officer with all matters pertaining to Embarkation and Mobilization.

1004. UNIT EMBARKATION NONCOMMISSIONED OFFICER. The Embarkation Noncommissioned Officer performs the duties as directed by the Unit Embarkation Officer. The Embarkation NCO must have a thorough knowledge of embarkation procedures and requirements. Additionally, the Embarkation NCO must be aware of any peculiar requirements that would affect the unit's ability to mobilize. Unit Embarkation NCO's must be able to provide technical assistance to the Unit Commander during the absence of the Embarkation Officer or Chief.

1005. TURNOVER/MOBILIZATION FOLDER

1. The frequent change of personnel within units can create a lack of expertise and continuity in day-to-day tasks and operations. Proper use of a turnover/mobilization folder helps alleviate these situations and improves the overall efficiency of the organization.
2. Each unit must prepare turnover and mobilization folders for all billets and individuals assigned to embarkation and mobilization duties. The turnover and mobilization folders are not intended to be all inclusive, but a simple list of significant tasks, events or notes pertinent to daily functions for each embarkation billet.
3. Turnover/mobilization folders will include, but are not limited to, the following (appendix B provides sample letters)

a. Letter of appointment for Embarkation Officer, Chief and NCO.

b. Job descriptions for all appointed embarkation personnel to include basic operations regularly performed during specific functions. Inclusive of those functions will be daily, weekly, monthly, and semi-annual task. Each task and basic operation will have a bullet statement describing those actions required to accomplish the task.

c. List of required reports and required submission dates.

d. List of points of contact relative to embarkation matters.

e. Report of shipment (RESHIP). Example message with instructions.

f. Report of Scheduled Arrival. Example message with instructions.

g. Government Transportation Request. Example copy with instructions.

h. Government Bill of Lading. Example copy with instructions.

i. Equipment in Need of Repair. Example message with instructions.

j. List of current references and orders or other directives that are pertinent to the billet. This list will include the references number, short title, long title, location and appropriate changes of each publication.

k. Recall roster of unit's embarkation personnel down to the section embarkation representative level.

l. Contact information for personnel internal and external to the unit. Each contact listing will include the Point of Contact (POC) name, Defense Switched Network (DSN)/Commercial (COMM) telephone numbers, and/or addresses. Brief statements concerning the purpose served by the contact should be included (i.e. section embarkation representative).

m. Listing of unit's personnel possessing special skills, (i.e. Hazardous Cargo certifier, aircraft load planners, etc). Additionally, include the Commanding Officer's letter authorizing those personnel to perform those special skills for the unit.

n. A copy of the unit's Garrison UDL. UDL should be printed and placed in the binder every 30 days along with a back up electronic copy.

- o. Unit level Garrison UDL reconciliation procedures.
- p. Unit Embarkation Training Plan.
- q. Unit's Lift Requirement Summary.
- r. List of unit's special lifts and hazardous materials.
- s. Copy of unit's previous two embarkation readiness.

1006. TRAINING

1. Competent, well-trained personnel significantly contribute to a higher state of readiness and the overall efficiency of the command. As an integral part of the Marine Corps doctrine, MARFORRES must be fully capable of providing forces when directed. In order to provide forces for deployment on short notice, unit commanders must ensure their embarkation personnel and section embark representatives are properly trained in embarkation movement procedures and cargo preparation techniques.

2. Per the references, unit Embarkation Officers are responsible for the planning, conduct and supervision of their unit's embarkation training program. The objective of embarkation training is for individuals, units, and staff to attain proficiency in the following areas:

- a. Embarkation and debarkation during mobilization utilizing any mode of transportation.
- b. Movement from the Reserve Training Center (RTC) to the SIA.
- c. Preparation of required embarkation documents.

d. Use of Force Deployment Planning and Execution procedures and software i.e. MDSSII, Integrated Computerized Deployment System (ICODES), Automated Air Load Planning System (AALPS).

3. The following embarkation classes will be conducted semi-annually with the support of MARFORRES SMO Embarkation personnel both on/off-site (if required):

- a. MDSSII
- b. AALPS.
- c. ICODES.
- d. Radio Frequency Identification (RFID) PROCEDURES.
- e. Preparation of supplies and equipment.
- f. Movement plans.
- g. Load plans (AIR, SEA).
- h. Preparation of embarkation documents.

4. Units are encouraged to conduct periods of indoctrination in embarkation to ensure all personnel are aware of their responsibilities prior to and during mobilization.

5. Marines assigned to embarkation duties are encouraged to enroll in the below MCI courses:

- a. MCI course 045C (The Logistics/Embarkation Specialist).
- b. MCI course 0430 (Introduction to Amphibious Embarkation).

6. Formal schools training via both resident and MTT are encourage. Commanders should take care in selecting personnel to attend resident courses in order to ensure an adequate number of qualified embarkation personnel are maintained within their unit. The following courses are available:

TITLE	LENGTH	TARGET POPULATION
AMC Affiliation Load Planners Course	10 Days	LCpl and above (MOS 04XX)
Defense Packaging of Hazardous Materials for Transportation	10 Days	LCpl and above (MOS 04XX)
Hazardous Materials Preparer Course	10 Days	LCpl and above (MOS 04XX)
Transportation and Stowage of Hazardous Materials	10 Days	LCpl and above (MOS 04XX)
Expeditionary Deployment System Course	10 Days	LCpl and above (MOS 04XX)
Team Embarkation Officer/Assistant Course	4 Weeks	Cpl and above

1007. MOBILIZATION. At multi-unit sites some cooperative use of mobilization directives can occur but all reporting units down to detachment level will maintain at a minimum the ForO P4600.2C, ForO P4600.3, JCS Pub 3-02.2 and MCO 4030.19. Each Battalion/Squadron level unit and higher will maintain the complete inventory of publications regardless of site composition.

CHAPTER 2

EMBARKATION/TRANSPORTATION DOCUMENTS

2000. GENERAL. This chapter provides guidance for each required document to be maintained in the Reserve Mobilization Transportation Package (RMTP). Appendix C of this SOP provides samples and detailed instructions for preparing these required documents.

2001. RESERVE MOBILIZATION TRANSPORTATION PACKAGE (RMTP)

1. An RMTP will be prepared and maintained by each MARFORRES unit/detachment.

2. An RMTP will also be prepared and maintained at those units which are not assigned a Unit Identification Code (UIC) but would mobilize separately. The contents of the RMTP shall be tailored to meet the specific transportation needs of each unit/detachment to ensure timely, efficient movement from the RTC to the designated SIA for each operation or plan. Those units with personnel only will maintain mobilization procedures, turnover folder, and personnel only movement plan(s).

3. Key documents required to be maintained in the RMTP are as follows:

a. Load Plan Diagrams

- (1) Mobile loads for organic vehicles
- (2) Commercial truck.
- (3) Air load plans (use C-17 aircrafts loadplans as generic loads).
- (4) Rail load plans for 4th Tank Battalion units possessing tanks.
- (5) Updated Unit Deployment Listing.

b. Load Plan Summary Sheet for Mobile Loaded Organic Vehicles and Commercial Trucks. Units are required to maintain air/rail load plan diagrams and load plan summary sheets for those diagrams.

c. Movement Plans. The following movement plans and information will be held by each unit:

- (1) Commercial Truck.
- (2) Organization for movement.
- (3) Supplies and equipment to be loaded.
- (4) Unit marshalling areas.
- (5) Narrative route instructions with highlighted strip maps.
- (6) Facility diagrams.

d. Convoy/Motor March. For units possessing organic equipment capable/suitable for convoys within 200 miles of the SIA.

- (1) Organization for movement.
- (2) Supplies and equipment to be loaded.
- (3) Unit marshalling areas.
- (4) Narrative route instructions with highlighted strip maps.
- (5) Facility diagram.
- (6) Convoy routes with updated check points.

e. Bus movement/Personnel only

- (1) Organization for movement.
- (2) Supplies and equipment to be loaded (limited to baggage and minor office supplies).
- (3) Unit marshalling areas.
- (4) Narrative route instructions with highlighted strip maps.
- (5) Facility diagrams.

- f. Air Movement Plan
 - (1) Organization for movement.
 - (2) Supplies and equipment to be loaded.
 - (3) Unit marshalling areas.
 - (4) Narrative route instructions with highlighted trip maps.
 - (5) Facility diagram.
- g. Rail Movement Plan. For units of 4th Tank Battalion possessing tanks.
- h. Instructions for the Advance Party.
- i. Instructions for the movement of classified/COMSEC material and weapons.
- j. Inter-Service Support Agreements (ISSA's) and/or Letters of Agreement (LOA's) with local Transportation Office for freight transportation, passenger (bus only), and Material Handling Equipment (MHE) transportation support to SIA's during mobilization. ISSA's must be reviewed and updated as required. LOA's will be updated annually.
- k. Open Ended Contracts (e.g., billeting, catering, MHE). Open Ended Contracts must be reviewed and updated in accordance with applicable orders.
- l. Names and telephone numbers of key personnel (to include commercial contractors) involved in movement.
- m. Rail Head Operation Group (RHOG) composition. Units will have a notional table of organization (T/O) to include required augmentation, tools and point of contacts.

2002. EMBARKATION/TRANSPORTATION DOCUMENTS

1. Movement Plans

- a. A detailed plan will be established to move personnel, supplies, and equipment from the RTC to the Point of Embarkation (POE) or the SIA. The plan will include information for commercial truck, personnel movement, and motor march. Air/Rail

movement plans are also required for applicable units (Puerto Rico, Alaska and Hawaii, and 4th Tank Battalions). The movement plan for each mode will include, but not be limited to the following:

- (1) Instructions for the Advance Party.
- (2) Organization for movement.
- (3) Supplies and equipment to be loaded.
- (4) Embarkation Point(s).
- (5) Route Instructions.
- (6) Route instructions to the SIA with highlighted strip maps.
- (7) Facility diagram will include the following:
 - (a) Unit area.
 - (b) Pickup Point(s).
 - (c) Onload Points(s).
 - (d) Location of loading ramps.

b. When preparing for movement, give instruction or guidance on any equipment that will require special handling. Any high security (bonded) item that may require two-man integrity or armed sentries should also be identified.

2. Load Plans

a. A load plan diagram is required for all supplies and equipment to be loaded. Load plan diagrams will be held for each of the following:

- (1) Organic vehicles that are mobile loaded with unit supplies and equipment (to include Aircraft).
- (2) Commercial Trucks.
- (3) 4th Tank Battalion units possessing tanks must maintain rail load plans.

b. The load plan diagram or an attached load plan summary sheet will contain the following information:

- (1) Description of host vehicle.
- (2) Dimensional data, empty and loaded weight of host vehicle.
- (3) Dimensional data, weight, cube, and description of all cargo, vehicles, and equipment to be loaded.
- (4) Shipping material required (e.g. hemp rope, tie-down straps, shoring, dunnage, canvas, etc.). Shipping material required must be identified on each organic load plan. Commercial truck load plans should reflect either that shipping material will be provided by the commercial carrier or actual shipping material provided by the unit depending on requirements of applicable ISSA or LOA.

2003. CERTIFICATIONS/REPORTS. Each MSC Commander is required to submit the following certifications/reports to MARFORRES G-4 SMO, no later than 30 June and 31 December annually.

1. MDSSII Generated Reports. The following will be submitted via Outlook E-mail to higher headquarters G-4 and forwarded to MARFORRES G-4 SMO.

a. Semi-annual certification of Level IV Data, to validate the accuracy of data in the Force Deployment Database.

2. If an SMCR unit has received a Command Level Inspection within the last calendar year, that SMCR unit will forward those results to MARFORRES G-4 SMO via e-mail. Any SMCR units that have not received a Command Level Inspection within the last calendar year will conduct an annual internal embarkation inspection utilizing the Mobilization/Embarkation Checklist located on the Inspector General of the Marine Corps website, Automated Inspection Reporting System (AIRS) checklist, form 990 or in the MARFORRES G-4/SMO SharePoint site. The inspection results will be certified upon completion and forwarded to MARFORRES G-4 SMO, via e-mail.

3. Additionally, the above certifications/reports will be submitted when one of the following occurs:

- a. Re-designation of the SMCR RTC.
- b. Relocation of the SMCR RTC.

CHAPTER 3

EMBARKATION AUTOMATED INFORMATION SYSTEMS

3000. GENERAL

1. MAGTF Deployment Support System (MDSSII) is a stand-alone system used by Marine Corps Operating Forces to support Force Deployment Planning and Execution (FDP&E). It is the database and interface hub for unit deployment. Through the use of extensive reference files, the system provides actual data to Joint Force Requirement Generator-II (JFRG II) to create an executable Timed Phased Force Deployment Data (TPFDD). It reads/writes standard Military Shipping Labels (MSL), and active RFID tags. It collects and formats data for transmission to the In Transit Visibility (ITV) server and exchanges information with Marine Corps, other service and joint logistics, movement and distribution systems.

2. This system provides MARFORRES units with the ability to prepare and maintain databases and reports that will provide National Stock Number (NSN) visibility for authorized material and supplies. This data provides interoperability with operational planning systems utilized at the Marine Force and Joint Operations Planning arenas. It provides the compatibility and flexibility for embarkation planners to generate a database that operation planners may utilize throughout the planning process. Proper use and support of MDSSII is essential to create and maintain a unit's garrison database. MDSSII provides commanders at various echelons of the MAGTF increased command and control capability with the ability to:

a. Provide a database capable of supporting rapid deployment of forces.

b. Build and maintain a database containing force and deployment data.

c. Retrieve information in near real time through reports and ad hoc queries.

d. Use Automatic Identification Technology (AIT) to collect data and track equipment.

e. Interface with external databases such as AALPS, ICODES, JFRG II LOGAIS, and Worldwide Port System (WPS).

3001. MANAGEMENT OF MDSSII

1. Preparation and maintenance of the MDSSII database will be done in accordance with general guidelines outlined in this SOP and pertinent regulations.

2. It is recommended that standard data entry methods are utilized for database management. MARFORRES units may utilize the additional system capability of importing data from other systems such as ATLASS and MIPS. This capability may be utilized only if minimum database requirements identified in this SOP are met.

3. The MDSSII system relies upon a series of interdependent unit and reference databases. The unit deployment lists contain the databases for unit cargo, vehicles, equipment, and personnel. The reference databases are the source for cargo, vehicle, and equipment data that is entered into the unit deployment lists. The main reference database for equipment data is the Technical Data Reference table. The relationship between the unit deployment lists and the reference databases provides the means for quick and efficient database creation/maintenance. However, the limitation that the system of interdependent databases places on the user is that the items must be already resident or entered by the user into the related reference database before that item can be entered into the unit deployment list.

3002. GARRISON DATABASE

1. Each unit will maintain a garrison UDL reflecting all equipment within the unit Table of Equipment (T/E), aviation allowance listings and authorized special allowances. The Major Subordinate Command's (MSC) database will include the MSC proper databases and subordinate group and regiment level data. UDL will be level IV detail and will have the UIC, serial number, NSN, NSN configuration, Description, Joint Chiefs of Staff Cargo Category Codes (JCSCCC), Unit Personnel and Tonnage Table (UP&TT) and section fields populated and correct.

a. Consolidated Memorandum Receipt (CMR). A unit CMR will be utilized as the primary source document when a unit's Mechanized Allowance List (MAL) is in rollup status. The UDL will account for 100 percent of authorized material and supplies in type property codes I and II of the CMR.

b. Packing lists are no longer a MARFORRES requirement for mobilization purposes. However, it is recommended that units maintain packing lists for internal warehousing locator and accountability purposes.

3003. DEPLOYMENT DATABASE

1. A UDL will be created for deployments. The deployment UDL will identify only cargo and equipment being deployed.

a. For Joint Chiefs of Staff (JCS) deployments, UDL's are due to MFR G4 Strategic Mobility Office in accordance with the applicable exercise LOI.

b. Units will use their garrison UDL as a source document when creating deployment UDLs. Deployment UDLs are created using the workbench function within MDSS II.

3004. TABLE OF EQUIPMENT (T/E) DEFICIENCIES AND T/E EXCESS

1. T/E Deficiency. The term, T/E deficiency is defined as an item that is listed on a unit's table of equipment but the unit does not have on hand. A mandatory entry will be made in the garrison UDL under the "Remarks" field identifying any and all instances of T/E deficiencies. The "Number of Cargos" field will reflect the amount deficient. For example: a unit has 5 vehicles on its T/E but only three vehicles hand; the garrison UDL will have four records, three records will have the actual information of the vehicles on hand including serial number and one record will have the "Item ID" field populated with the end item ID number, the "Number of Cargo" field will have "2" and the "Remarks" will read "T/E Deficiency".

2. T/E Excess. The term T/E excess is defined as an item that a unit has on hand that is either not listed on a unit's T/E or the quantity on hand exceeds the quantity allowed per T/E. A mandatory entry will be made in the garrison UDL under the "Remarks" field identifying any and all instances of T/E excess. For example: a unit has five boxes on its T/E but ten boxes are on hand; the garrison UDL will have ten records, all records will have the actual information of the boxes on hand, the "Number of Cargo" field will have "1" and the "Remarks" for five of the boxes will read "T/E EXCESS". Which serial numbers are listed as "T/E EXCESS" is not important, only that the correct number of records are listed as such.

3005. MDSSII UDL DATABASE MANAGEMENT

1. Plan Name. The UDL will be created and assigned the plan name of the creating unit's UIC, e.g., "M12345". The UDL is plan specific so more than one plan may be on a computer hard drive at one time.

2. Edit UDL. The database will be built in the Edit module using the following commands:

a. [Insert Record] Posts a new blank record to the database so that data may be entered.

b. [Cut Command] Removes highlighted text from the field and places it into the clipboard.

c. [Copy Command] Copies highlighted text to the clipboard.

d. [Paste Command] Will paste cut or copy text from the clipboard to the field.

e. [Find Command] Searches for matches or partial matches in required fields.

f. [Replace Command] Will replace like texts in one field with another text for all records.

g. [Look up Command] Will search for values in the techdata data base, and can be brought into current record by selecting appropriate values.

h. [Insert Record Command] Places a blank record in the table view.

i. [Delete Record Command] will remove unwanted records from the table view.

j. [Retrieve Command] Voids changes made to a record, only if they have not been saved.

k. [Generate Records Command] Clones one record up to 999 times.

3. Required Fields. The MDSSII program requires mandatory entries for certain fields prior to the system accepting the record. Additionally, several other fields must be filled in to fulfill MARFORRES database requirements. The following

identifies the UDL field requirements and required values for MARFORRES databases:

- a. UIC. Unit Identification Code.
- b. National Stock Number (NSN). Item NSN - When entering items by Item ID (TAMCN) system will prompt for NSN choice.
- c. NSN Configuration. Identifies the configuration of the item of equipment, i.e. bare item, operational. When entering items by Item ID (TAMCN) system will prompt for NSN Configuration choice.
- d. Package ID. Box numbers, item serial numbers, and vehicle serial numbers. Box, pallet, container, serialized item, major end item, and vehicle records will have the appropriate value filled in here. Items that have both a serial number and box number will be entered as follows: box number/serial number, i.e., 3002/98473637. Items that have none of the above values will carry a system assigned Package ID.
- e. Item ID. The Item ID field identifies the TAMCN. Records may be entered into the UDL easiest by inputting the TAMCN.
- f. Description. Item Description - This field requires editing only if user desires to update/change the description from system generated description. However, this field should never be left blank or match the Item ID field.
- g. Weight lb. The Weight lb. field identifies the item weight. Each item is assigned a system assigned (notional) weight. Items in boxes will be assigned a weight of zero. Embark boxes/containers will be assigned an estimated or actual weight based on the weight of the box and its contents. Do not use standard weights, i.e., all pub boxes wt 100, all warehouse boxes wt 500.
- h. Dimensional Data. (Length, Width, Height) - Dimensional data figures are system assigned (notional). These figures must be updated to reflect actual dimensions for embark boxes/containers possessed by the unit.
- i. Max Weight, LTI Code. Not required.
- j. Geolocation Code. Identifies the geographic location of the unit. All records will be assigned a Geoloc Code from the options listed in the Geoloc Code reference table representing the unit's geographic location.

k. LOGMARS Location Code. Currently not required. This field will be utilized when LOGMARS/Automatic Identification Technology systems are implemented within MARFORRES.

l. JCS Cargo Category Code. Required for operational planning system interfaces. System generated JCS codes will be used. All items that do not have a system generated JCS code will be assigned one from the options listed in the JCS code reference table.

m. IMO Code, UN Code. Not required.

n. Quantity per Cargo. Reflects the number of items represented by that record. For non-serialized items this value will represent the total of that type in an embark box. Serialized items will be entered one record for one item and quantity per cargo should always be one.

o. Unit Personnel and Tonnage Table (UP&TT) Code. General Cargo Classification - This column identifies the general cargo classification of an item. All items will be assigned UP&TT codes. A complete listing of UP&TT codes can be found in the UP&TT reference table and maybe accessed by pressing the Alt and FI keys simultaneously. The following is a list of UP&TT codes most commonly used by MARFORRES units:

<u>UP&TT CODE</u>	<u>DESCRIPTION</u>
04	This UP&TT identifies troop stow cargo. For MARFORRES embarkation purposes troop stow cargo is restricted to those items that will move with the passenger transportation mode. SRB/OQR's, medical/dental records, individual, crew served and any ordnance gear typically stowed in the armory are the only authorized troop stow cargo items.
05	General Cargo (mobile loaded or not).
08	Medical and Dental supplies. Medical and Dental administrative supplies will be listed as UPTT 05.
12	Chemical (nonflammable). Includes water purification materials, water softener, and non pressurized fire extinguisher

materials.

13 Chemical (flammable). Includes cleaning solvents, trioxide, and lithium batteries. Also included in this category are the following fuel carrying

items: immersion heaters , gas cans, field ranges, chain saws, and gas lanterns. These items will be carried as UPTT 13 whether they are purged or not.

14 Compressed gas. Includes oxygen, acetylene, and fire extinguisher materials.

15 Other POL (Special lubes and greases). Includes engine oil, gear oil, grease (GAA), graphite, instrument grease, and waxes.

22 Vehicles, equipment, and heavy lifts. Includes vehicles, crated aircraft, and other major end items requiring square foot stowage.

24 Aircraft (Operational).

p. MSE, RU, RUC. No entry is required in this field.

q. Section. This field identifies the section within the unit that possesses that cargo/equipment.

r. Package Lot Number and Seal Number. Not required.

s. Association. Identifies the type of association the item is involved in when association is complete.

t. Parent Package UIC, Parent Package NSN, and Parent Package ID. Not required. Figures in these fields represent values of parent record in association tree.

u. Remarks. Not required.

v. Date and Time Group. Not required. This field is utilized with LOGMARS.

- w. Command Attention, Tag, and Net Explosive Weight. Not required.
4. INDIVIDUAL MATERIAL READINESS LIST (IMRL). Custody code "N" and "L" IMRL items will be documented in the Level V UDL.
5. INDIVIDUAL COMBAT CLOTHING AND EQUIPMENT (ICCE). All individual issued items that are held on hand will be documented at box level and higher in the Level V UDL. One record will be entered for the total quantity of that type item. See figure 1.
6. INDIVIDUAL WEAPONS (M249 SAW and smaller). Non-issued weapons will be documented in MDSSII with serial numbers, assigned UP&TT 04 and maintained with boxes.
7. CREW SERVE WEAPONS. These weapons will be placed in embark boxes. The weapons stored in embark boxes will be assigned a UP&TT code of 04 and be documented in the UDL Level V database.
8. LETTER OF EXCEPTION. On a limited basis, items that unit commanders deem non-mission essential may be accounted for on an Embarkation Letter of Exception vice the MDSSII database. Letter of Exception items are limited to items intended expressly for training purposes or for items that are designed for garrison use only.
9. T/E DEFICIENCIES. T/E deficient items in CMR type Property Codes I, II and III will be maintained in the MDSSII database and given a package 10 of "T/E Deficient" and numbered numerically. One record will be entered for the total quantity of that type item that is T/E deficient and the quantity per cargo for that record will reflect the total quantity T/E deficient of that type item. Units must maintain routine coordination with their battalion/squadron level higher headquarters to ensure that they are accurately accounting for their portion of T/E deficient items.
10. LOCAL SERIALIZED TAM ITEMS. All local serialized TAMCN items will be entered in the MDSSII database in the same manner as Individual Combat Clothing and Equipment (ICCE). See figure 3-1.
11. NON-STANDARD EMRARK BOX DOCUMENTATION. The Tech data reference table contains several different standard embark box, records that may be entered into unit databases. Units possess a variety of non-standard embark boxes that are not in the Tech data reference table. The user may enter these non-standard boxes into the Tech data reference table. The most efficient procedure for entering non-standard embark boxes is to use the

Item ID 000CUBE box record. This box may be used by entering the TAMCN "000CUBE" in the record's Item ID column. Description, dimensional data, weight lb. and other relevant fields may be updated by the user to reflect the characteristics of the actual box.

ITEM ID	DESCRIPTION	WEIGHT (LB)	LENGTH (IN)	WIDTH (IN)	HEIGHT (IN)	QUANTITY PER CARGO	NUMBER OF BOXES
A0025	AN/MSQ-124, TRAILER	2600	147	83	70	1	1
B0002	AIR CONDITIONER	278	28	30	20	1	1
A2338	SHELTER, 20' EMI	11500	240	96	96	1	1
A2336	SHELTER, 20 FT, EMI, MAINT COMPLEX	11500	240	96	96	1	1
A2338	SHELTER, 10 FT, RIGID, MAINT COMPLEX	8000	120	96	96	1	1
A2338	SHELTER, 10 FT, RIGID, MAINT COMPLEX	8000	120	96	96	1	1
A2337	SHELTER, 20 FT, RIGID, MAINT COMPLEX	10000	240	96	96	1	1
B0600	DISTRIBUTION SYSTEM, POWER, ELECT, 30KW	1775	32	38	35	1	1
B0600	DISTRIBUTION SYSTEM, POWER, ELECT, 30KW	1775	32	38	35	1	1
B0595	DISTRIBUTION SYSTEM, POWER, ELECT, 15KW	585	18	24	16	1	1
B1016	GENERATOR SET, 60KW, 400HZ, SKID-MTD, TACT QUIET	3606	80	36	59	1	1
B1016	GENERATOR SET, 60KW, 400HZ, SKID-MTD, TACT QUIET	3606	80	36	59	1	1
B1016	GENERATOR SET, 60KW, 400HZ, SKID-MTD, TACT QUIET	3606	80	36	59	1	1
B0953	GENERATOR SET, 30KW, 60HZ, SKID-MTD, TACT QUIET	2732	80	36	55	1	1
B0953	GENERATOR SET, 30KW, 60HZ, SKID-MTD, TACT QUIET	2732	80	36	55	1	1
B0953	GENERATOR SET, 30KW, 60HZ, SKID-MTD, TACT QUIET	2732	80	36	55	1	1
B0635	FLOODLIGHT SET, SKID MTD W/TOWER	2000	134	44	66	1	1
C4433	9004CONTAINER, QUADRUPLE	3500	96	58	82	1	1
C4433	9004CONTAINER, QUADRUPLE	3500	96	58	82	1	1
C4433	QUADCON	5500	96	58	82	1	1
C4433	QUADCON	5500	96	58	82	1	1
C4433	QUADCON	2500	96	58	82	1	1
C4433	QUADCON	5500	96	58	82	1	1

Figure 3-1 --UDL TAMCN view window.

12. ASSOCIATIONS/LINKING

a. Associating Items. An association is created when one record is joined or linked to another. In Version 7.2, users select the child record first and then link it to the parent record.

*NOTE: The linker icon is only available when the UDL Window in focus. See figure 3-2.

UIC	NSN	PKG_ID/SR_NBR	ASSOCIATION	ITEM_ID	IMO_CODE	LENGTH	WIDTH	HEIGHT	WEIGHT	JCSCCC	SET	ULN
M00870	8115011994017	USMU114968-8		C4433	-	96	58	82	3500	J3D	-	-
M00870	8115011994017	USMU111011-4		C4433	-	96	58	82	3500	J3D	-	-
M00870	4120012684451	022084		B0002	-	28	30	20	278	J3B	-	-
M00870	6110012732387	0187		B0595	-	18	24	16	585	J3B	-	-
M00870	6110012726953	00019		B0600	-	32	38	35	1775	J3B	-	-
M00870	6110012726953	0009		B0600	-	32	38	35	1775	J3B	-	-

Figure 3-2 --UDL Linker view window.

b. Enter the UDL Linker View window.

c. Locate the record to be designated as the child record by clicking on the vertical scroll bar. You can also use the Find command from the Edit menu to locate the record quickly.

d. Having located the record, press the left button on your mouse to highlight the record.

e. Select <TOOLS>, <ASSOCIATE>.

f. Locate the record to be designated as the child record by clicking on the vertical scroll bar. Users may also utilize the Find command to quickly locate a record.

g. Having located the record, press the left button on your mouse to highlight it.

h. Select <TOOLS>, <LINK>.

i. The Select a Link Type popup window will be displayed. Figure 2 illustrates the window. Click on the vertical scroll bar to view the link types.

j. Choose a link type by clicking to highlight it and select it by clicking on the OK button. Figure 3-3 illustrates link types and associations.

k. Your screen now displays the child record indented under the parent record. The Association column contains the link type you specified. To view the dimensional data changes automatically made to the parent record, select Parent Information from the Tools Menu.

13. CLICK AND DRAG LINKING METHOD

a. Enter the UDL Linker View window.

b. Locate the record to be designated as the child record by clicking on the vertical scroll bar. Users may also utilize the Find command to quickly locate a record.

c. Having located the child record, click and maintain pressure on the right mouse button to highlight the record. A miniature chain link appears.

d. While maintaining pressure on the right mouse button. Locate the record to be designated as the parent record by clicking on the vertical scroll bar with the left mouse button.

e. While still maintaining pressure on the right mouse button and having located the parent record, with the chain links over the parent record, release the right mouse button.

The "Select a Link Type" popup window will be displayed. Figure 3-3 illustrates.

f. Choose a link type by clicking to highlight it and select it by clicking on the OK button. Figure 3-4 illustrates link types and associations.

g. Your screen now displays the child record indented under the parent record. The Association column contains the link type you specified. To view the dimensional data changes, automatically, made to the parent record, select Parent Information from the Tools Menu.

14. MULTIPLE LINKING. Multiple linking eases lengthy entries of parent and child record associating. MDSSII permits users to highlight numerous child records, assuming they all require the same link type, to the parent record then select the parent record and specify the link type once.

a. Having located the first child record, press the left mouse button to highlight the record.

b. Locate the second record to be designated as the next child record.

c. Having located the second child record, press the Ctrl button while simultaneously pressing the left mouse button to highlight the record.

d. Repeat steps b and c above as necessary to highlight multiple records. Once the children have been highlighted(selected), the linking process remains the same as with one record link.



Figure 3-3 --UDL Link Type window.

15. SELECT A LINK TYPE WINDOW. The Select a Link Type, popup window displays on your-screen after you have chosen the parent record and selected the Link Items command from the Tools menu or released the right mouse button when using the Click and Drag Link Method. If the user has set the default link type in MDSSII preferences (to other than <none>), this window will not display and the default selected in MDSSII preferences will automatically be entered as the link type.

LINK TYPE	EXAMPLES OF ASSOCIATION
HITCHED	Hitching a trailer to a truck
LOAD ONTO	Loading a forklift on a trailer
MOBILE LOADED	Mobile loading a 50 cube box on a truck
PALLETIZED	Palletizing camouflage systems to a warehouse pallet
PUT INTO	Putting two hundred cots into a MIL VAN
SET	Making a set of a fabric drum and a pump set (no dimensional data changes made)
STACKED	Stacking pallets on top of each other
INVENTORIED	Tracking boxes put into a container (no dimensional data changes made and location does not change when the parent record location changes)

Figure 3-4 --Association examples.

16. UN-ASSOCIATING ITEMS

- a. Enter the UDL View window.
- b. Locate the child record you are un-associating by clicking on the vertical scroll bar. Users may also utilize the Find command from the Edit menu to quickly locate a record.

c. Having located the record, press the left mouse button to highlight the record.

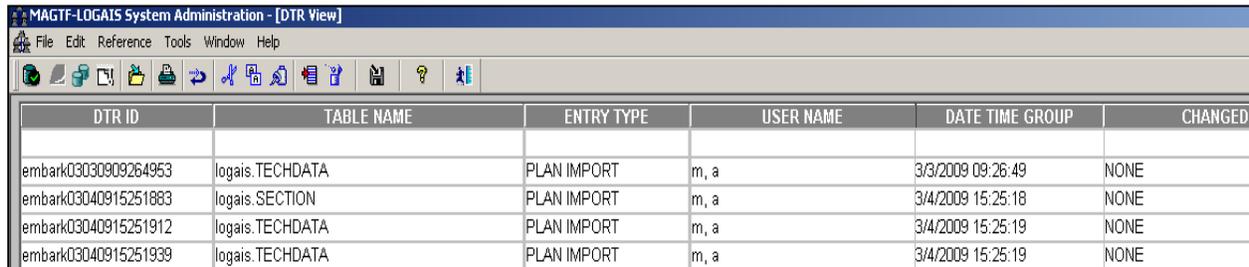
d. Select <TOOLS>, <UNASSOCIATE>.

e. The selected child record is displayed as an orphan record. To view the dimensional data changes made to the parent record, select <TOOLS>, <PARENT INFORMATION>.

NOTE: Multiple unlinking, as with multiple linking, eases lengthy entries of parent and child record associating. For example, in previous versions of the systems, each time you unlinked a child from a parent, you needed to unlink each record individually.

17. ROSTER DATABASE. The Roster database contains unit personnel and T/O strength information. The MARFORRES Roster database will be a by name roster with all unit information being maintained from the Marine Integrated Personnel System (MDSSII download from the MIPS utilities menu).

18. DATA TROUBLE REPORT (DTR). The DTR is utilized to log all changes made to the LOGAIS reference databases. Changes to any LOGAIS reference database are automatically entered in the DTR table. Data Trouble Reports (DTR) provides information concerning incorrect or missing data utilized to update the MAGTF Data Library (MDL) System. The MDL System is sponsored by the Logistics Data Administration Working Group (LDAWG) at Headquarters Marine Corps, which releases updated versions of the MDL on a quarterly basis.



DTR ID	TABLE NAME	ENTRY TYPE	USER NAME	DATE TIME GROUP	CHANGED
embark03030909264953	logais.TECHDATA	PLAN IMPORT	m, a	3/3/2009 09:26:49	NONE
embark03040915251883	logais.SECTION	PLAN IMPORT	m, a	3/4/2009 15:25:18	NONE
embark03040915251912	logais.TECHDATA	PLAN IMPORT	m, a	3/4/2009 15:25:19	NONE
embark03040915251939	logais.TECHDATA	PLAN IMPORT	m, a	3/4/2009 15:25:19	NONE

Figure --3-5 DTR window.

a. View/Edit DTR Table. Only a System Administrator can access the DTR table. The System Administrator is able to edit the DTR table to manually update or automatically change reference data. Figure-4 above illustrates. The DTR table contains a listing of changes made to the reference tables of the database. Population of this table occurs every time a user

edits a reference table. These records may then be modified or deleted by the System Administrator. Furthermore, new records may be added directly to the DTR table by the System Administrator. Use the following steps to edit the DTR table:

- (1) From the System Administration Module menu select <FILE>, <DTR MANAGMENT>. The DTR table is displayed.
- (2) Make edits as necessary. User information will be generated automatically based on System Administrator's input. Users will input a reason for the record modification.
- (3) Select <FILE>, <SAVE> to save the edits.

b. Exporting DTR's. HQMC uses the data from the DTR export to update the reference data within the MDL. The updated reference data is then distributed to the users ensuring a consistent reference database. The Export option enables the System Administrator to export the current DTR. The export contains all the necessary information for HQMC to evaluate and update the reference database. Use the following steps to export the DTR:

- (1) Select <DTR MANAGMENT>, <REFERENCE>, <EXPORT DTR>. The DTR Export window is displayed as shown in figure 3-6.
- (2) In the Interface Type box, click the down arrow button and select the appropriate type.
- (3) In the Drive box, click the down arrow button and select the appropriate drive where the file you are exporting will be located.
- (4) In the Directories listing, double click the [...] symbol until the directory where the file you are exporting is shown.
- (5) In the Directories listing, double click the appropriate directory where the file you are exporting is shown below the Directories title.
- (6) In the File Name box, type the appropriate name of the file you are exporting.
- (7) Click the OK button. You are prompted with "DTR export is complete."

(8) Click the OK button.

c. Printing DTR's. The Print option enables the System Administrator to generate a report based on current data within the DTR table. The DTR report can be printed by using the Print option from the File menu or using the Print icon from the Tool bar. Use the following steps to print a DTR:

(1) If the DTR table is not displayed, select <FILE>, <DTR MANAGMENT>.

(2) Select <FILE>, <PRINT>.

(3) The DTR report will be sent to the printer.

d. Purging DTR The Purge option enables the System Administrator to empty the DTR table after it has been exported. Purging the DTR's removes all data within the table. Users should export the DTR's to an external data storage medium before purging. Use the following steps to purge the DTR's:

(1) Select File | DTR Management | Tools | Purge DTRs. The DTR window displays prompting you with "Export DTR to save purged records. Otherwise all records in the DTR table will be deleted. Do you want to continue?"

(2) Select OK to proceed.

(3) All data within the DTR table is purged from the table.

e. Deleting a DTR. Deleting a DTR allows the system administrator the ability to delete DTR contents that are invalid or unnecessary. Use the following steps to delete a DTR:

(1) With the DTR table window open, select <FILE>, <DTR MANAGMENT>. The DTR table is displayed.

(2) Highlight the DTR which is to be deleted or if multiple DTR's are to be deleted, hold down the Ctrl key while selecting with the mouse.

(3) Select <EDIT>, <DELETE> or press the Ctrl + Del keys.

(4) A message displays stating, "OK to delete selected row(s) from the table?" Select the OK button to delete the DTR or the Cancel button to return to the DTR table.

(5) Once the OK button is selected, the DTR is deleted from the table.

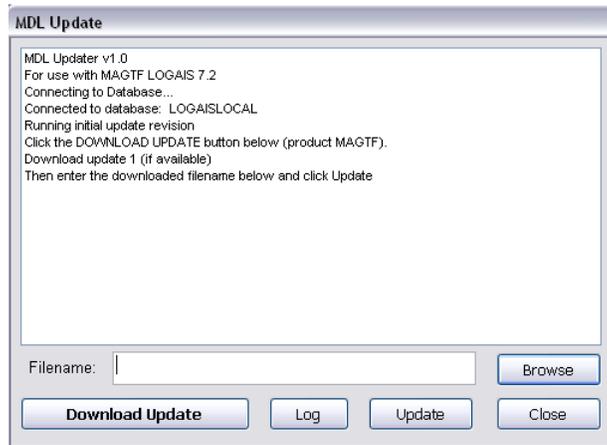


Figure 3-6 --MDL Database Update window.

19. Master Data Library (MDL). The MDL interface is a one way transfer (import) of data. The MDL import can only be done when all users are logged off the system. If users are logged into the system while attempting to import the MDL data, the MDL import is canceled and you are instructed to have all users log off and then try again. Use the following steps to import/update MDL data:

- a. Navigate to the MDL Update program: Start > All Programs > MDSS 7.2 > MDL Update
- b. Run the MDL Update program.
- c. Click "Browse" and navigate to the directory where MDL updates have been saved.
- d. Select the required update. The update process will begin automatically.

3006. CONSOLIDATED UDL DATABASE. Regimental/Group level RUC units will maintain a current consolidated UDL of their entire command hierarchy to include its entire RUC Headquarters unit. MLG and separate Battalion units types will maintain this requirement at the battalion level.

1. The consolidated UDL database will contain each unit's Garrison UDL database and remain consolidated at the Regimental/Group level. This database should be updated

semi-annually and also be maintained to provide accurate data on short notice in the occasion of resubmission or to fulfill deliberate planning requirements to MARFORRES.

3007. MDSSII REPORTS. LOGAIS allows users to create reports from any table in the system using the ADHOC query function. Reports can be modified deleted and saved for future use. MARFORRES does not currently require standard reports from LOGAIS 7.2 but will rely instead on an semi-annual submission of UDL's (down to the UIC level) associated in level V detail for equipment visibility.

3008. INTEGRATED COMPUTERIZED DEPLOYMENT SYSTEM (ICODES).

1. ICODES is an automated information system specifically designed to plan for and execute amphibious, Maritime Prepositioning Force (MPF), High Speed Vessel (HSV) and commercial ship loading. It provides advanced artificial intelligence capabilities that assist the planner in making timely and efficient stowage decisions. ICODES planning must be started in MDSS II by assigning the appropriate carriers in the embarkation workbench module, then creating an export file for upload into ICODES.

2. As a supporting system, ICODES is a designed to accept initializing data from MDSS II as the point of departure for subsequent load planning evolutions. The four major objectives of ICODES are to:

a. Provide an interactive microcomputer tool that will assist in the embarkation planning and execution processes.

b. Provide the ability to respond rapidly to changes in shipping availability and/or equipment changes.

c. Provide required ship load plans for planning and execution.

d. Provide trim, stress, and stability (TSS) information.

3. When directed, units will prepare and submit accurate load plan documents using the most current version of ICODES.

3009. AUTOMATED AIR LOAD PLANNING SYSTEM (AALPS).

1. AALPS is a knowledge-based expert system that assists users in the complex task of planning and execution of aircraft loads

for all types of deployments. It has been selected as the aircraft load planning system for the Department of Defense. It creates and edits load plans used in actual deployments, as well as allowing planners to build force packages that are used to determine airlift requirements. It has become the Air Load Module of TC-ACCIS and will interface with GATES/RGATES and TC-AIMS II to perform the same function.

2. AALPS is a software suite comprised of five programs which manipulate data from a local database. These five programs allow MDSS II users to import MDSS II data into AALPS for the purpose of creating air load plans with pre-existing MDSS II data as well as creating air load plans without previous data. The five programs which comprise AALPs are described below:

a. Automated Load Planner (ALP). This provides the automatic generation of load plans based on user input of aircraft parameters and equipment lists. It also receives the cargo list from GATES for air load planning.

b. Deployment Equipment List (DEL). This provides the capability to create, edit, and delete a DEL. It allows the user to view DELs received from MDSS II, Logistics Module (LOGMOD), Cargo Movement Operation System (CMOS), Transportation Co-ordinator Automated Command and Control Information System TC-ACCIS, or Transportation Coordinators Automated Information for Movement System II (TC-AIMS II).

c. Equipment Characteristics File (ECF). This is a database of standard equipment characteristics with added information for aircraft loading.

d. Equipment List File (ELF). This allows users to create, modify, combine, or delete unit equipment lists for various missions/contingencies, which then can be processed through the ALP to determine airlift requirements.

e. Load Plan Editor (LPE). This provides the graphics application for creating/editing aircraft load plans. It permits the user to modify planning data (e.g., dimensions, weight) and enter in-transit visibility data (e.g., TCN, ULN, bumper numbers).

3010. AUTOMATED IDENTIFICATION TECHNOLOGY (AIT).

1. AIT is neither a system nor a single product, but a family of technologies that provides a spectrum of capabilities to interface with DOD and commercial information systems. AIT

includes but is not limited to bar code printing, bar code reading, RFID readers and tags, integrated circuit cards or "smart cards", memory buttons, magnetic strips, optical memory cards, and biometrics. AIT introduces information system efficiencies through the use of enabling technology and standards, providing interoperability not only across DOD but also with our commercial business partners, ensuring a seamless flow of information and goods. Barcode reading is achieved with the use of Portable Data Collection Devices to read Logistics Applications of Marking and Reading Symbols (LOGMARS) labels and MSLs on equipment and supplies. Scanning eliminates manual keyboard entry for data which already exists. Scanned data, once uploaded, is placed into the CARGOTRACE table, which can be used to identify the time and date that a piece of equipment was at a specific location.

2. LOGMARS labels are not required by HQMC for unit move shipments regardless of mode and source. Application of LOGMARS labels is redundant and unnecessary. LOGMARS labels can be utilized by units for other reasons if necessary. LOGMARS labels can be utilized by units for other reasons if desired; however, application of LOGMARS labels is prohibited from use with and transportation or embarkation functions and operations.

3011. RADIO FREQUENCY IDENTIFICATION (RFID).

1. The Radio Frequency technology is an architecture comprised of readers (interrogators), retriever software (MDSSII), communications, links, write stations (interrogators), and a regional server network. Interrogators can be either fixed or portable. Data written to an active RFID tag is maintained both on the tag and on the RFITV server. As active RFID tags move from the unit's UMA through to the final destination, strategically located readers interrogate the tag and report the location of the tag ID to the ITV server.

2. Tags. RFID system carries data in suitable transponders, generally known as tags. The standard active RF tag is a wireless electronic device capable of storing the unit's cargo and equipment data to include containers and their contents. It is a data rich device with 128 kilobytes (kb) of memory and operates on a frequency of 433.92 megahertz (MHz) with a duty cycle time of 59 minutes. Frequency and power determine the range at which FR tags can be read. The active RF readers operate at very lower power ranges, relying on the battery power of the tag to assist in achieving read range. Power output is regulated and limited in accordance with government regulations

to minimize electromagnetic interference with other devices. The tag communicates at a range of 300 feet for reading and 50 feet for remote writing. A RFID tag is an omni-directional data collection and storage device. It is similar to a floppy disk except it has a stand-off read and write capability. RF tags are normally in an energy conserving "sleep" mode. The tag "wakes up" when it receives a signal from an interrogator. This "wake up" functionality helps conserve battery power. RFID allows extremely low-level RF signals to be received by the tag, and the tag (powered by its internal source) can generate high-level signals back to the SAVI Interrogator. RFID tags are continuously powered, whether in the SAVI Interrogator field or not, and are normally used when a longer tag read distance is desired. RFID tags have a RF range of 300 feet (unobstructed) and line-of-sight is not required for RF interrogation. A fixed or hand held interrogator can activate the RFID tag's audible beeper. Once activated, the beeper emits an audible beep for about two minutes to help a user pinpoint a tag's location. Data collection frequency affects the RF tag's battery life. To preserve bandwidth, the active RF tag does not transmit all 128kb of data over the communications link at each interrogation.

3. Burning. The process of writing data to RFID tags is referred to as burning. Burning can be accomplished through multiple logistics AIT for deployment and redeployment of unit equipment, the MDSSII is the AIS used to create the electronic manifest needed to write to the RFID tag.

3012. RFID Tagging Requirements. All units must have active data-rich RFID tags written and applied at the unit's respective marshaling area prior to movement to the applicable POE.

CHAPTER 4

PREPARATION OF SUPPLIES AND EQUIPMENT FOR EMBARKATION

4000. GENERAL. This chapter provides basic guidance for the preparation and marking of unit supplies and equipment.

4001. REQUIREMENTS. All embarkation boxes and material required for mobilization will be maintained on-hand by all MARFORRES units.

1. The primary source for standard embarkation boxes is the MARFORRES G4 SMO and Supply Officers. Each request for embarkation boxes will be handled on a case-by-case basis by this command.
2. Units that do not have adequate storage space available at the RTC will utilize the prefabricated mount-out boxes, which are tac-marked and may be disassembled and stored at RTC.
3. Requirements for shipping material (Chocking and Dunnage) will vary with each mode of transportation and type of equipment to be shipped. A contract, LOA, or ISSA may be established to satisfy requirements for material. Agreement should include requirement to have material delivered within 48 hours of notification.
4. Units will ensure there is an open ended contract, LOA or ISSA, for Material Handling Equipment (MHE) (i.e., cranes, forklifts, etc.) for the movement and loading of their supplies and equipment. Ensure that this support can be obtained within 48 hours after notification and it is accessible 24 hours a day.

4002. PREPARATION OF BOXES, CONTAINERS AND PALLETS.

1. Preparation of supplies and equipment is the responsibility of the Unit Commander. This is a critical phase, of embarkation and includes PP&P in a manner that will protect contents from the elements and withstand the rigors of loading and unloading ships, aircraft, and commercial trucks.
2. Units will ensure mount-out boxes and other containers are uniform in size to facilitate handling, stowage and preparation of embark plans. Figures 4-1 through 4-3 contain diagrams and dimensions of standard mount-out boxes. Non-standard mount-out boxes will be limited to those used for packing uniquely configured supplies and equipment.

3. Containers with contents subject to deterioration must be waterproofed. Staples, nails or tacks will not be used to secure waterproofing material. A rubber-based-glue (waterproof) is recommended. Plastic bags are also authorized. Corrosion inhibitors and other preservatives will be applied to supplies and equipment required. Units will maintain sufficient waterproofing material on-hand. Units are not required to waterproof boxes that are used on a day to day basis. Painting of the exterior box surface is an integral part of the preservation process. The exterior surface of all boxes will be painted olive drab.

4. Banding of individual boxes and containers to pallets will be accomplished by utilizing 1-1/4 inch (minimum) galvanized steel banding material. Individual boxes not banded to a pallet may be banded shut utilizing banding material less than 1 inch. Units will maintain sufficient banding material and tools on-hand to meet their unit's mount-out requirements for mobilization.

5. Standard warehouse pallets with dimensions of 40" x 48" are authorized. Planning weight for empty pallets is 50 lbs. Pallets must have four-way entry for forklift access, and a four inch lift from the top to bottom separators for cargo slings. In addition, pallets will have 1-1/2 inch slots cut in separators to allow four way banding of boxes. Figure 4-4 provides an example of standard warehouse pallets.

6. Boxes, containers, pallets and supplies will be prepared as follows:

a. Boxes will be arranged on pallets to allow uniform stacking. The maximum load for a pallet is 2000 lbs. The height of a pallet will not exceed 52 inches.

b. Cargo will be placed on the appropriate size pallet. The following instructions apply:

(1) Items placed on a pallet should not exceed the dimensions of the pallet.

(2) Expeditionary cans (POL/water) will be banded in quantities of seven with three rows per 40" x 48" pallets. Water cans will not be boxed. They will be placed one high on a single pallet and marked in accordance this SOP. The unit designator will be marked on both sides. Care will be taken

while banding and handling plastic containers to preclude puncturing.

(3) Tentage/canvas items will be boxed SL-3 complete.

(4) Camouflage nets and poles will be boxed, palletized, or loaded one set per vehicle.

(5) Pallet boards are required for all pallets on the front, side, and top as illustrated in figure 4-7. Pallet boards will be 12" x 12" x 1/2" or 3/4" and marked in accordance with this chapter.

c. For instructions and guidance for the shipping and carrying of weapons aboard aircraft refer to ForO P4600.1.

d. SRB's and OQR's may be boxed or hand carried. If boxed, UP&TT line number 04 will be utilized. Dental records and health records may be boxed and shipped together providing that the panarex is on file at DMSSC, Monterey, CA. Otherwise, they must be shipped separately from personnel.

4003. VEHICLE PREPARATION. Vehicle preparation will be in accordance with appropriate technical manuals and the following procedures:

1. When embarking vehicles aboard ships, all fuel tanks will be filled to 3/4 capacity. Five gallon cans, will be full and secured to the vehicle in the approved carrying brackets.

2. When embarking vehicles aboard aircraft, fuel tanks will be filled no more than 1/2 capacity except for vehicles loaded on the ramp. Fuel tanks of vehicles loaded on the ramp will be 1/4 full.

3. Fuel, lubricating, cooling and ignition systems will be checked and tires inflated to a specific pressure according to appropriate TM. Leaks will be repaired before vehicles are loaded aboard aircraft or ships.

4. Vehicles scheduled to be loaded or unloaded across beach will have deep water fording kits installed.

5. All units must mobile load their organic vehicles to the maximum extent possible. Mobile loaded cargo will be secured by canvas and cross lashed with a minimum 1/2 inch diameter hemp rope or tie down straps. Total weight of mobile loaded cargo

will not exceed the allowable cross country weight for that vehicle per appropriate TM. Authorized cargo height will be:

a. Motor March. Height will not exceed road restrictions, normally 13'6".

b. Commercial. In no case should total height of commercial trailer with organic vehicles, cargo, and equipment loaded on it exceed 13'6". The following are bed height planning factors for the most commonly used commercial tractor trailer variants:

<u>Asset</u>	<u>Bed Height</u>
(1) High Boy	60 inches
(2) Step deck	40 inches
(3) Low Boy	24 inches

c. Ships and aircraft. Cargo heights for these modes of transportation will not exceed the cargo bed or cargo railings.

6. Communication vehicles will have all equipment power switches in the off position, (i.e., taped).

7. All vehicles will have the following items on-hand:

- a. Required items in accordance with the vehicles SL-3.
- b. Lifting shackles or device in place.
- c. Chocking material.
- d. Special slings required and authorized.

4004. MARKING OF PERSONNEL BAGGAGE. Each piece of personal baggage will be marked with the owner's name, last four digits of social security number and unit identification code.

4005. MARKING PROCEDURES FOR SUPPLIES AND EQUIPMENT.

1. Supplies and equipment will be marked in accordance with the following paragraphs. Deviation in location, size and or colors is not authorized.

2. Embark Boxes.

a. Markings will be stenciled on at least two sides and top.

b. Markings will be painted a contrasting color to their background, (i.e., white on a dark background and black on a light background). Markings will be one (1) inch in height. A smaller size stencil may be used only when the box precludes legible markings.

(1) Stowage designator (3" disk).

(a) Yellow disk. UP&TT #04 cargo will be marked with a yellow stowage designator. For MARFORRES purposes, the yellow stowage designator identifies those items of cargo that will move from the RTC to SIA with the passenger movement. These items will be strictly restricted to SRB/OQR, Med/Den records, and individual weapons.

(b) White disk. For MARFORRES units, all cargo items not identified as UP&TT #04 will be marked with the white disk and appropriate UP&TT number.

(2) UP&TT Line Number. UP&TT line numbers are listed in Chapter 3 of this SOP.

(3) Box Number. Assigned by the unit.

(4) Tactical Marking. Identifies ownership of the container. Embarkation personnel will assign TAC marking for each unit. The unit's five digit unit identification code is preceded by the letter M, (i.e. t M12345), will be used as the unit designator.

(5) Cubic feet. The volume in cubic feet must be stenciled on the container. Each dimension is rounded to the next highest inch prior to calculating the cubic feet. When the cubic feet equal a decimal, the cubic feet will be rounded to the next highest number (i.e., 49.1 cubic feet = 50 cubic feet).

(6) Weight. The weight in pounds must be stenciled on the container.

c. Administrative Marking (optional). Identifies section ownership within the unit and will be placed under the unit tactical marking if used.

3. The Marine Corps Family of Containers will be marked as follows:

a. Quadcon. The quadcon will be marked in the same manner as a major end item. It will have the serial number and M plus the five digit unit identification code, (i.e. M12345), marked on all four sides.

b. Palcon. The palcon will be marked in the same manner.

c. Quadcon/Palcon Insert. The palcon insert will be marked in the same manner as an embark box if is used as an individual container and separated from its parent.

4. Vehicular Equipment. The unit designators on all equipment will be black, two inches high, and placed on all vehicular equipment and major end items. All vehicular equipment will be marked on four sides with the five digit unit identification code preceded by the letter M, (i.e., M12345). The item serial number will also be marked on four sides just below the UIC.

5. Maintenance shelters and all containers requiring square foot stowage (cannot stack items on top of them) will be marked on four sides with serial number and m plus the five digit unit identification codes.

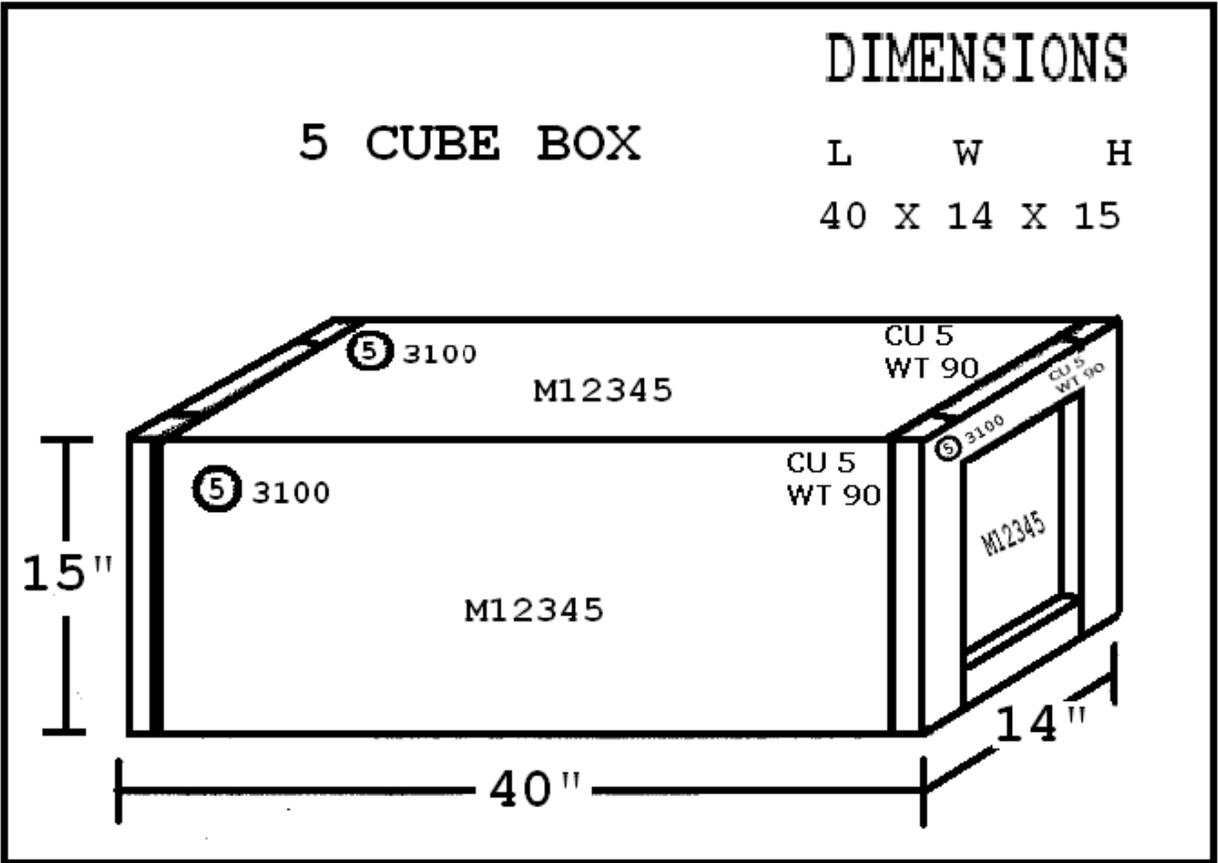


Figure 4-1.--Sample diagram and dimension of a 5 cube box.

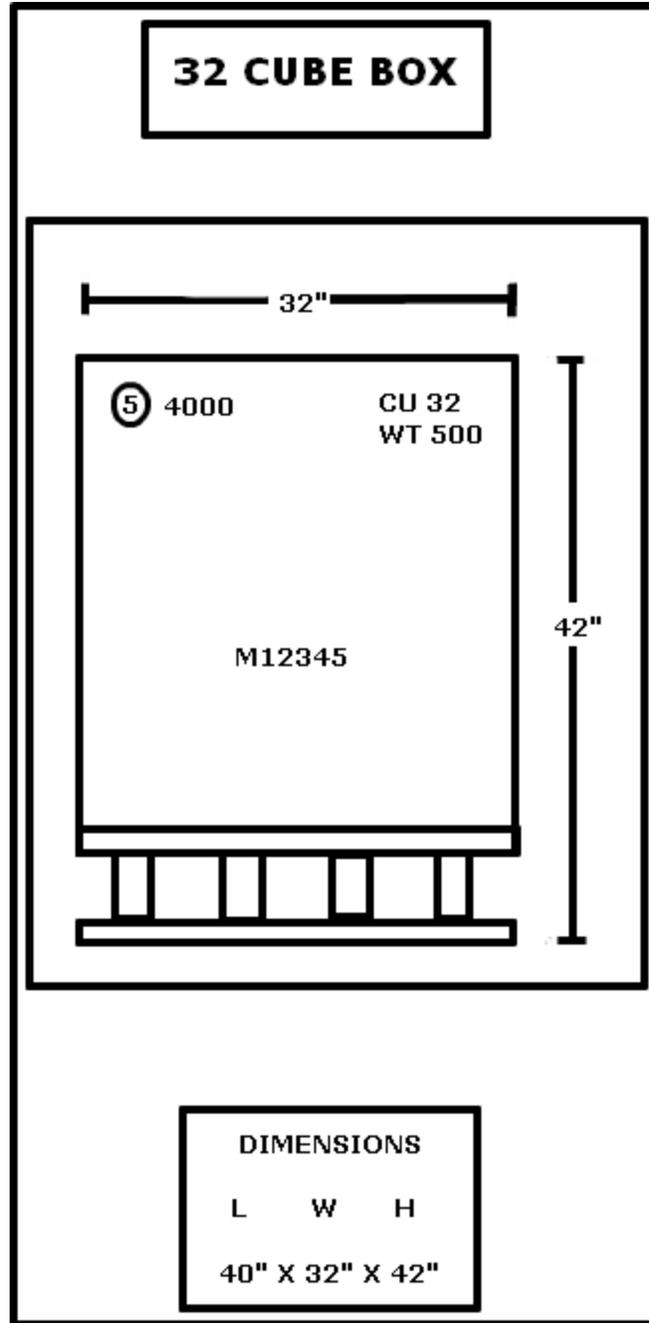


Figure 4-2.--Sample diagram and dimensions of 32 cube box.

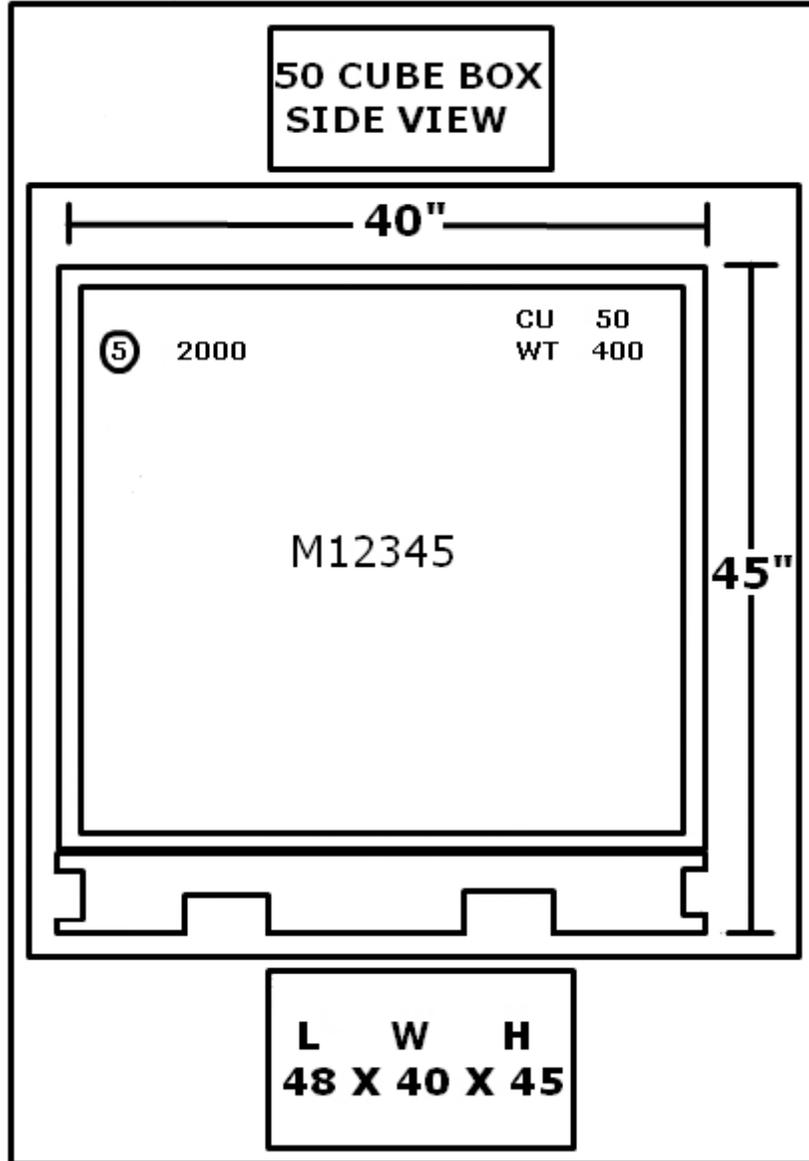


Figure 4-3.--Sample diagram and dimensions of 50 cube box.

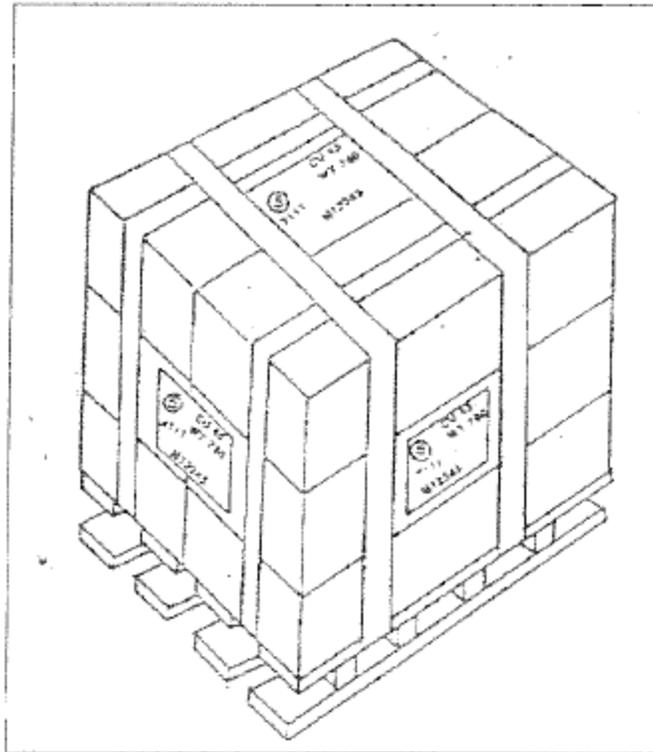
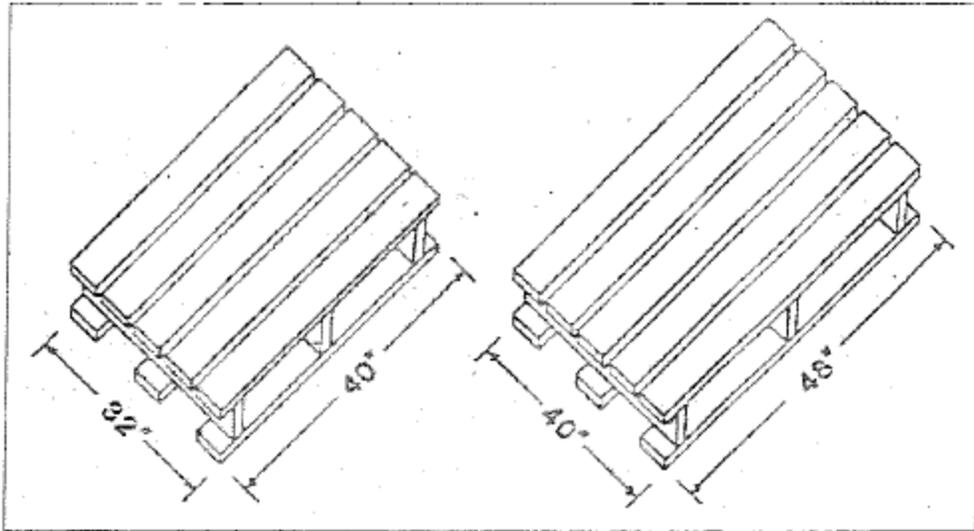


Figure 4-4.--Sample: standard warehouse pallets.

Placement Of Pallet Boards
On Palletized Water/Pol Cans

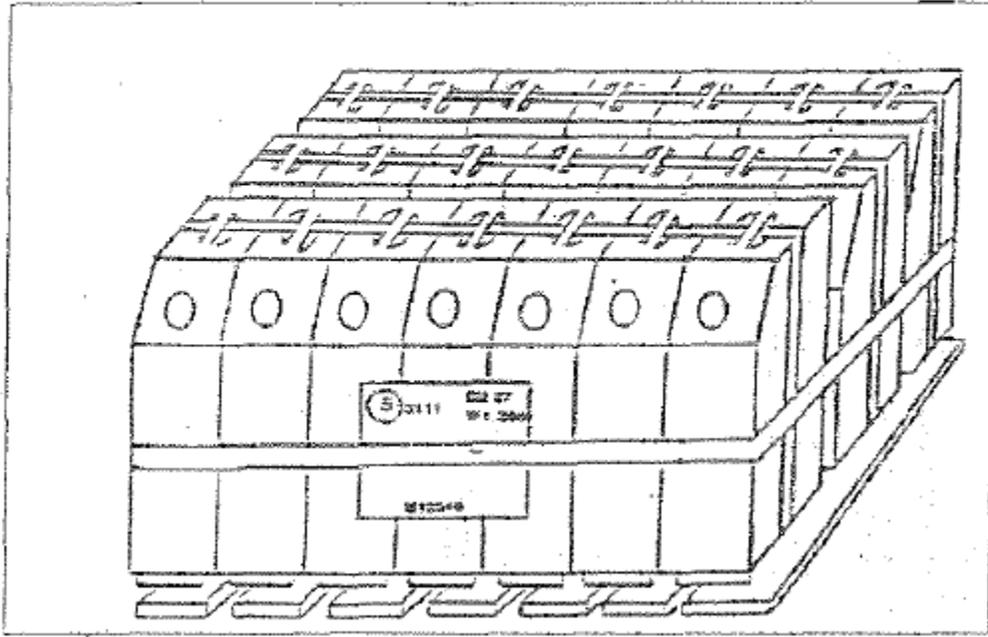


Figure 4-5. --Sample palletizing of POL/water cans.

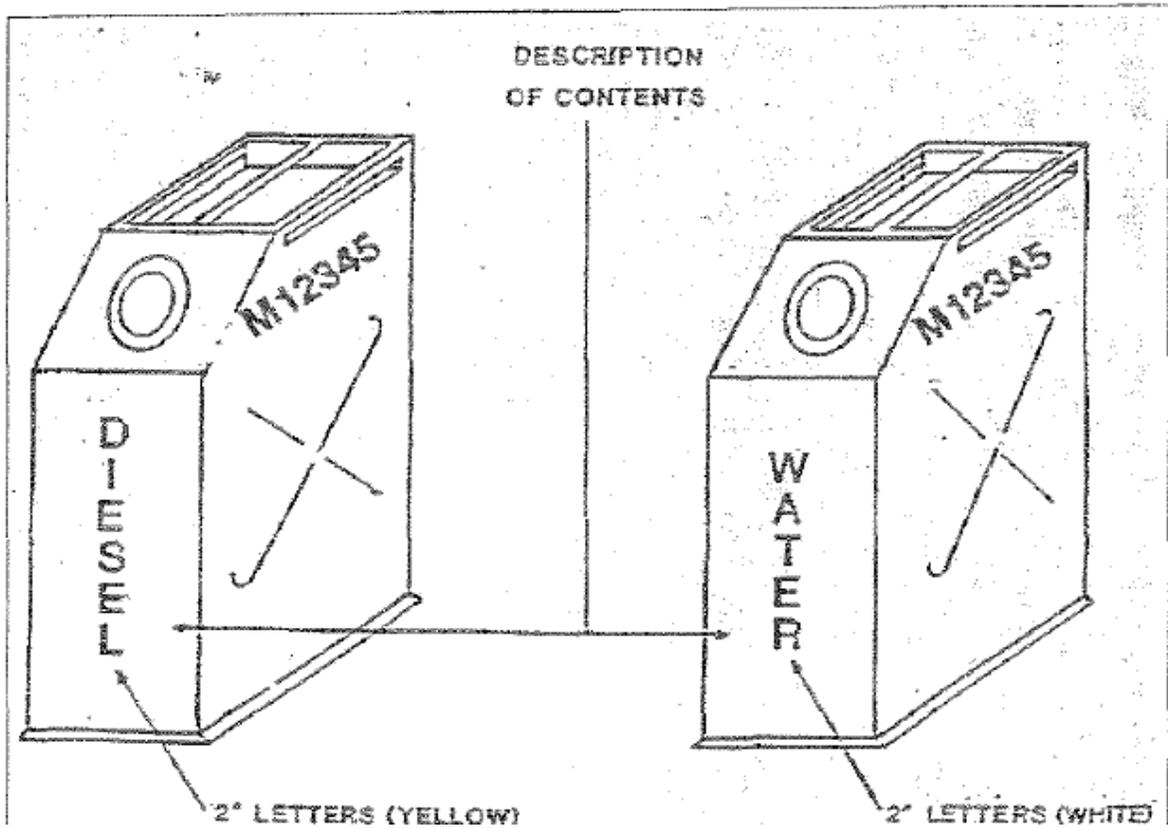
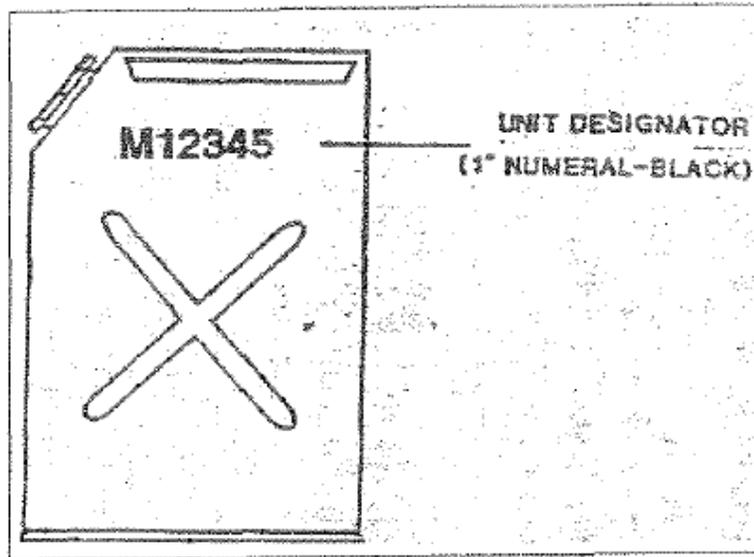


Figure 4-6.--Sample marking of POL/water cans.

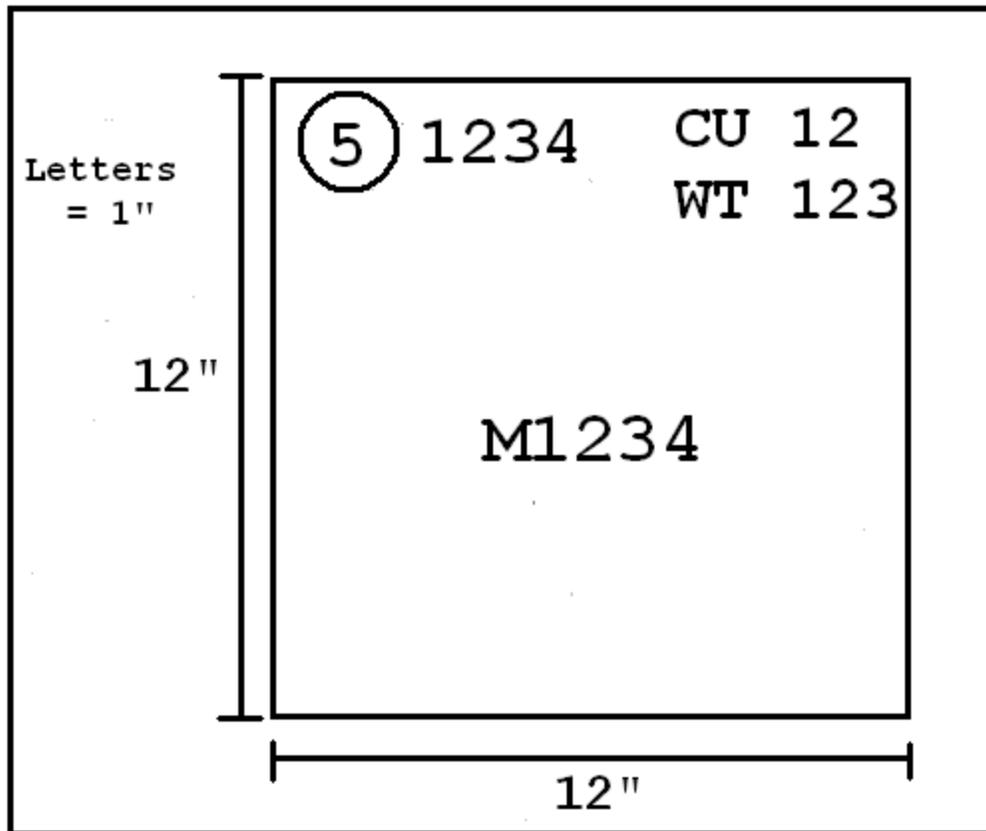


Figure 4-7.--Sample pallet board.

4006. PREPARATION OF HAZARDOUS CARGO. The following is provided to assist in the preparation of hazardous materials:

1. Units will review all supplies and equipment on-hand to identify those items known to be hazardous (i.e., NBC Chemicals Coleman fuel, cleaning agents, POL, etc").
2. Questions concerning hazardous items will be submitted to the Higher Headquarters Embarkation Office for research and shipping instructions.
3. Containers for hazardous cargo will be labeled in accordance with applicable directives. This will aid in correct stowage during transport aboard ship aircraft, or commercial truck.

CHAPTER 5

AMPHIBIOUS EMBARKATION

5000. GENERAL.

1. The timely and effective embarkation of personnel, supplies and equipment aboard ships can only be achieved through detailed planning and careful execution of those plans. Embarkation planning is done concurrent with operational planning and must support the landing plan and the scheme of maneuver. Early development of the landing plan is essential to the development of detailed embarkation planning.
2. All embarkation planning will be in accordance with ref (b) directives from higher headquarters and pertinent documentation and publications.

5001. RESPONSIBILITY.

1. Upon initiation of embarkation planning for an amphibious operation or training exercise, the commanding officer of the senior embarking unit will establish the organization for embarkation and will appoint an embarkation officer. Liaison between embarking units and the transporting command will be established as soon as possible. Notify the MARFORRES Strategic Mobility Officer early in the planning phase if support is required that is not within the unit's capability.
2. The MARFORRES Strategic Mobility Officer can provide technical assistance in the completion of load plans.

5002. ALLOCATION OF SHIPPING. The Commander Amphibious Task Force (CATF) allocates shipping to the landing force. This shipping is organized to satisfy the landing force's requirement for embarkation. Subsequent allocations are made to subordinate embarkation echelons. This allocation is based on the personnel, supplies, and equipment which are to be embarked.

5003. LANDING FORCE ORGANIZATION FOR EMBARKATION.

1. The landing force organization is composed of embarkation groups, units, elements, and teams. Formation of the various echelons depends upon the size of the landing force and the degree of decentralization of command and control essential to

the successful accomplishment of the embarkation phase.2.
Composition of the embarkation echelons is as follows:

a. Embarkation Group. The embarkation group is always formed because it is the major task organization. It may be composed of two or more embarkation units, a combination of units and elements, or two or more embarkation teams. A transport group is the parallel Navy organization to the embarkation group.

b. Embarkation Unit. The embarkation unit is formed to bridge the gap between group and team echelons. It consists of two or more embarkation teams when elements are not formed. A transport unit is the parallel Navy organization to the embarkation unit.

c. Embarkation Element. The embarkation element is organized when a complex situation requires additional echelons for control in planning and execution of embarkation. The embarkation element consists of two or more embarkation teams grouped to conform to the organization for landing. A transport element is the parallel Navy organization to the embarkation element.

d. Embarkation Team. The embarkation team is always formed. It is the smallest subordinate echelon capable of planning and executing embarkation. It represents an essential ingredient and is the basic troop organization embarked on a single ship. Regardless of the size or type of ship in which it is embarked, the embarkation team is organized and loaded with meticulous care.

5004. AMPHIBIOUS SHIPS CHARACTERISTICS. Listed below are various amphibious ships, their characteristics, and missions.

1. Amphibious Command Ship (LCC). The mission of the LCC is to serve as flagship and headquarters for the CATF and Commander Landing Force (CLF). Amphibious operations are controlled from this ship. It is primarily designed to fulfill communications and control requirements of surface, subsurface, and air units engaged in an amphibious assault. A helicopter platform is located on the stern of the ship.

2. Amphibious Transport Dock (LPD). The mission of the LPD is to transport troops and equipment for amphibious operations, and lands them in the assault area by means of landing craft carried in the ship's well deck or by helicopter in vertical assault.

The LPD is capable of ballasting to permit loading and launching of landing craft and amphibious vehicles. A limited number of helicopters may be transported on the flight deck and the ship serves as a helicopter platform for landing embarked troops and their supplies. It also serves as a refueling station for helicopters of the landing force.

3. Dock Landing Ship (LSD). The LSD is designed to transport amphibious task forces to the objective area and launch preloaded landing craft and/or amphibious vehicles, together with crews and embarked landing force personnel. These ships also provide limited docking and repair service to small ships and craft. Although called a "landing ship", the LSD does not beach. The LSD is a transport. A characteristic feature of the dock landing ship is its well deck which resembles a floating dry dock. The ship can partially submerge the well deck to enable landing craft and amphibious vehicles to swim out via a stern gate. Currently, there are three classes of LSD's, the Anchorage, Whidbey Island, and Harper's Ferry.

4. Amphibious Assault Ship (LHA). The mission of the LHA is to land elements of a landing force in an assault by helicopters, landing craft, and amphibious vehicles. The features of include a full-length flight deck, a landing craft docking area, a large storage area for trucks and armored vehicles, and troop berthing for a reinforced battalion.

5. Amphibious Assault Ship (LHD). A follow-on design, the LHD is an improvement of the LHA class, incorporating an improved command and control system, an upgraded capability to operate AV-8 aircraft, and a redesigned well deck intended to support the Landing Craft, Air Cushion (LCAC).

5005. LOADING AND STOWAGE. Information regarding loading and stowage may be found in section 6 of JCS Pub 3-02.2.

5006. SHIP LOADING CHARACTERISTICS PAMPHLET (SLCP). The SLCP contains a tabulation of the characteristics of the ship such as speed, hull length, beam, troop accommodations, berthing, office space, radio equipment, and sanitary facilities. It also gives the amount of space for specific commodities, the amount of cargo handling and securing equipment, a detailed breakdown of the specifications for each cargo stowage space, and the number and type of landing craft carried. The following diagrams are found in the SLCP:

1. Inboard profile of the ship showing the relative location of all compartments and space subdivisions, hatches, booms, and boom capabilities.
2. Plan view of the ship showing the location of landing craft aboard the ship and location and designation of debarking stations.
3. Plan view of each troop berthing compartment showing the number of bunks and relative location within the berthing space.
4. Plan view of each cargo stowage area drawn to scale showing square feet of deck space, hatches, location of stanchions, and other obstructions or irregularities within the hold, overall dimensions, bale cubic foot capacity, and clearances under beams and hatch coamings. Notations indicate which spaces are designed for fuel, ammunition, vehicles, and pyrotechnic stowage. This diagram is very helpful when planning stowage of hazardous cargo.

5007. ACQUIRING THE SLCP. The Team Embarkation Officer (TEO) or unit embarkation officer may draw SLCP's from their assigned ships. The MARFORRES Strategic Mobility Officer maintains a limited supply of SLCP's which may be loaned to units for initial planning. Coordination with the assigned Amphibious Squadron Combat Cargo Officer, or Ship's Combat Cargo Officer, is highly encouraged.

5008. INITIAL EMBARKATION PLANNING CONFERENCE.

1. Approximately six months prior to an amphibious operation, an initial embarkation planning conference is held by the appropriate parallel Navy organization. Attendees should include the following personnel:

- a. S-4 and Embarkation Officer of the embarking organization.
- b. Embarkation Officer of the parent unit.
- c. MARFORRES Strategic Mobility Officer or representative.
- d. Reserve Support Unit representative.
- e. Landing Support Battalion representative.

f. The ship's Combat Cargo Officer or ship's First Lieutenant.

2. The conference will review the concept of embarkation to include the following:

- a. Assignment to shipping.
- b. Development of initial load plans.
- c. Advance party/ships' platoon requirements.
- d. Loading procedures.
- e. Special embarkation/debarkation evolutions.
- f. Ship's Troop Regulations.

5009. GROUP/UNIT EMBARKATION CONFERENCE. Approximately 60-90 days prior to embarkation, the group/unit embarkation officer will arrange an embarkation conference with team embarkation officers and unit S-4 officers. The conference will review the concept of embarkation to include the following:

1. Transportation requirements for cargo submitted 30-45 days prior to embarkation and personnel movement requirements 90-120 days to/from POE.
2. Assignment of staging areas and control personnel.
3. Security arrangements.
4. Military Police assistance.
5. Material handling equipment and lighting at the staging area and the POE.
6. Transportation, messing, and billeting for working parties.
7. Ships berthing assignments and schedules.
8. Communication plan.
9. Services to be made available at the POE, such as water, fuel, and sanitary facilities.

5010. FINAL EMBARKATION PLANNING CONFERENCE. Approximately 30 days prior to embarkation, the group/unit commander will arrange a final embarkation planning conference with the parallel Navy organization. Attendees will include the following:

1. Group/unit Embarkation Officer.
2. Team Embarkation Officers.
3. MARFORRES Strategic Mobility Officer or representative.
4. Participating ships representatives.

5011. BERTHING AND LOADING SCHEDULE (BALS) CONFERENCE. Approximately 14 days prior to embarkation, the BALS conference is held by the appropriate parallel Navy organization. The conference will review the concept of embarkation and include the following:

1. Final load plans.
2. Final berthing and loading schedule.
3. Final staging area assignment at the POE.
4. Coordination with appropriate agencies for MRE support, refueling support, water support and sanitary facilities.

5012. LOAD PLAN DOCUMENTS.

1. Sections 7 and 8 of JCS Pub 3-02.2 contain detailed information on amphibious load plan documents. The following will be required as a minimum:

- a. Load diagram.
- b. MDSS generated UDL Report.

2. Smooth load plans and documents identified above will be prepared and distributed as follows:

- a. MARFORRES Strategic Mobility Officer (G4SMO): one copy.
- b. CATF: one copy.

c. Each embarkation group/unit/element: one copy. d.
Assigned ship: as required.

d. Embarkation team: as required.

3. All changes to load plans must be approved by ship's commanding officer, CCO and/or appropriate ship representative. All approved changes will be promulgated to the lowest echelons possessing copies of signed load plans.

CHAPTER 6

AIR EMBARKATION

6000. GENERAL

1. This chapter provides air embarkation movement procedures for all units within the MARFORRES.
2. Procedures identified in ref (c), are applicable for air movements aboard AMC aircraft. Procedures identified in ref (h) and ForO P4600.1 (SOP FOR TRANSPORTATION) are applicable for air movement by commercial aircraft.

6001. CONCEPT

1. Units must be prepared to be transported by air utilizing both AMC and commercial carriers. Experience gained utilizing civilian aircraft during Annual Training (AT) will be documented and incorporated into each unit's plan for preparation and execution of air movements during mobilization.
2. Commercial air carriers will provide the majority of air movement for SMCR units, however, potential use of military air cannot be ignored. Military air provides the opportunity for units to deploy to expeditionary airfields and training areas inaccessible to commercial aircraft.

6002. PLANNING. Successful air movement is dependent upon prior planning. Initial planning must begin immediately upon receipt of the mission. It is important that accurate data be submitted to reflect personnel, supplies and equipment to be transported. Joint planning and liaison must be conducted with appropriate supporting agencies concerning the following:

1. Capabilities of the departure and arrival airfields to support the number and type of aircraft to be used.
2. Availability of staging and marshaling areas large enough to accommodate the personnel, supplies and equipment being loaded.
3. Availability of support equipment at departure and arrival airfields.
4. Airfield operating hours and their effect on the movement.

5. Potential requirement for expeditionary messing and billeting facilities.
6. Any unique requirements which must be met to support the mission.
7. Points of contact at each location supporting the airlift.

6003. CARGO AND EQUIPMENT PLANNING. Units must identify and prepare cargo and equipment to be loaded aboard the aircraft. Cargo and equipment which will require special consideration are:

1. Any items which exceed a length of 20 feet.
2. Any items which exceed a width of eight feet
3. Any items which exceed a height eight feet.
4. Vehicles having an axle load in excess of 10,000 pounds or a wheel load exceeding 5,000 pounds.
5. Hazardous cargo.

6004. VEHICLE PREPARATION

1. Transportation Control Numbers (TCN) are 17 character control numbers assigned to all major end items for any mode of strategic movement. The TCN will be placed on the placard and attached to the vehicle or pallet. The TCN's will be generated using the UDL work bench in MDSSII. Proper procedures can be accessed via MARFORRES SharePoint. See HQ, G-4, Strategic Mobility Office.

Sample: M M12345 34 0001 0 XXX

2. All vehicles will be certified and prepared for air movement aboard all AMC aircraft per ref (d). Embarkation officers will ensure vehicles arrive at the Aerial Port Of Embarkation (APOE) with fuel tanks 1/2 full, or 1/4 full if the vehicle is assigned for loading on the aircraft ramp.
3. Vehicles will not exceed their maximum cross country weight as listed in ref (j).

4. Cargo must be secured in all cargo vehicles canvas draped over the cargo and cross lashed and secured with a minimum of 1/2 inch hemp rope or 5,000 lb cargo scraps.
5. All vehicles with wet cell batteries must have batteries secured with appropriate securing devices and rubber battery boots covering the terminals to reduce the possibility of sparking.
6. Vehicles will not exceed 96 inches in height for transport aboard KC-10 and C-130.
7. Vehicles will carry only fuel cans designated for that vehicle in accordance with appropriate technical publications. Fuel can's will be securely fastened in the restraining devices provided for the vehicle. All fuel tanks and fuel cans will have a rubber seal in the cap to prevent seepage of fuel and metal to metal contact. Fuel cans may be either full to one inch below the filler spout or empty and free of fumes (purged).
8. Vehicle sling points must be in serviceable condition to allow for proper restraint aboard the aircraft.
9. Vehicles must be clean and free from dirt or debris prior to being loaded on the aircraft.
10. Emergency brakes must be operable to provide additional restraint aboard the aircraft.
11. All vehicles will have axle weights, gross weight, and center of balance marked as outlined in ref (c).

6005. CARGO PREPARATION.

1. All hazardous cargo scheduled for air movement must be identified, labeled and certified per ref (d) prior to arrival at the departure airfield.
2. All cargo will be transported to the APOE to allow sufficient time for preparation, joint inspection and loading.
3. Standard sized cargo will be placed on 463L pallets. Outsized cargo will be identified in the initial planning stages for movement, and air shipment will be arranged accordingly. Cargo being prepared for air shipment will be staged in chalk sequence to allow easy access for inspection prior to loading. If cargo must be locked or banded to prevent pilferage or for

security risks, keys or additional banding material will be made available by the moving unit upon request of the MARFORRES Strategic Mobility Office, Air Force Tanker Airlift Control Element (TALCE) personnel, Departure Airfield Control Group (DACG) personnel, or the aircraft loadmaster.

4. It is the using unit's responsibility to ensure that an adequate amount of blocking, bracing, shoring and sleeper shoring is on hand. Also, a minimum of three point dunnage (4"X4"X96") per 463L pallet is required.

6006. MANIFESTS.

1. Personnel, supplies and equipment will be manifested on the appropriate cargo/passenger manifest form.

2. The following cargo manifest and aircraft load plan forms will be utilized for all cargo and vehicles if the Automated Air Load Plan System (AALPS) program is not used.

- a. C-130 DD Form 2130-2
- b. C-17 DD Form 2130-13
- c. C-5 DD Form 2130-1
- d. KC-10 DD Form 2130-6/7

3. An accurate passenger manifest is mandatory to ensure accountability of personnel boarding the aircraft. Personnel manifests (an original and six copies) will be prepared for each plane team. A Passenger Manifest (PAXMAN) will be used. The following information will be contained.

4. Unless otherwise authorized by the MARFORRES (G-4 SMO), personnel scheduled for air movement will be at the APOE no later than three hours prior to flight time with correct copies of the passenger manifest.

5. After load plans for an air movement by military air are completed, two copies of the load plan will be submitted to the MAEFORRES G4 SMO for review and approval 10 days prior to movement date. Load plans will be returned to the unit with copies forwarded to the appropriate agencies. Personnel preparing airlift load plans for submission to the Tactical Air Command Center (TACC) must be certified through an AMC sponsored load planners course.

6007. SECURITY. Deploying units are responsible for the security of their cargo and equipment during all phases of air movement.

6008. PLANE TEAM COMMANDER (PTC). Deploying units will appoint an officer as PTC for each aircraft. PTC's are responsible for the following:

1. Preparation and submission of an accurate passenger manifest, to include an original and require copies.
2. Proper conduct of personnel manifested on the aircraft. PTC's will ensure no one interferes with the duties of aircraft crew members.
3. Inspecting all personnel for privately owned weapons, ammunition, unauthorized ordnance or any other contraband or illegal substance.
4. Handling and storage of weapons in passenger compartments. (ref (p))
5. Police of the aircraft upon arrival at destination, if required.
6. Collection of payment for in-flight meals, if required.

6009. HAZARDOUS CARGO. Cargo which is explosive, flammable, compressed gas, poison, irritating material, radioactive material, or any other regulated material is considered hazardous for air transport. Each hazardous item must be certified per the instructions contained in ref (d). Personnel certifying hazardous cargo must have completed a DOD Hazardous Cargo School. Questions concerning hazardous items will be submitted to the MARFORRES G4 SMO for research and handling instructions.

6010. AIR MOVEMENT BY CIVILIAN CARRIERS. The responsibilities of each unit during the planning and execution phases of air movement by civilian air carriers are contained in ref (p).

6011. SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM).

1. SAAM requests will be submitted in accordance with ref (c).

2. SAAM charges for airlift are computed by the AMC using the actual flying hours used to perform the mission including aircraft positioning/depositioning multiplied by the applicable rate for the type aircraft used. Cost estimates can be obtained by contacting the MARFORRES SAAM validator.

3. In order to request a SAAM, a SAAM Request System (SRS) account is required. SRS accounts are requested and approved through the website <https://campsweb.scott.af.mil>. Specific instructions on completing a SRS SAAM request are located in Vol II, Appendix Q of Ref(c).

4. SAAM requests are due to the MAPFORRES G4SMO 90 days in advance. The information required on each SAAM request is as follows:

- a. Movement dates and times.
- b. Type and quantity of aircraft.
- c. Total number of passengers.
- d. All hazmat.
- e. Dimensions and weight of each item not palletized.
- f. Material Handling Requirements (to include Cochran loader, k loaders)
- g. Total cube and weight for all palletized cargo.
- h. TEEP number.
- i. APOE and APOD.
- j. Appropriation data when appropriate.

CHAPTER 7

MARKING EQUIPMENT AND SUPPLIES

7000. PURPOSE. This Chapter provides policy and responsibility for bar coding Marine Corps equipment and supplies. All units within Marine Forces Reserve will use two labels:

1. Equipment label, which identifies ownership and basic item information.
2. Military Shipment Label (MSL) (DD form 1387) which is used when an item is moved in the Defense Transportation System.

7001. REFERENCES.

1. MIL-STD-129P, Marking for Shipment and Storage.
2. MIL-STO-130N, Identification Marking of U.S. Military Property.
3. DOD 4500.32-R, DOD Military Standard Transportation and Movement Procedures (MILSTAMP), vol. I & II.
5. Military Shipping Label Program.
<http://www.logcom.usmc.mil/smc/msl/default.asp>

7002. GARRISON PROPERTY. Equipment procured and used solely in supporting establishment activities shall comply with policy in the Garrison Property Policy Manual (MCO P10510.1).

1. Label Application. All units within the Marine Forces Reserve shall apply bar code labels as follows:

a. Major end items (vehicles, containers, engineering equipment, ordnance equipment, etc.)

b. Serialized items (USMC or Local serial numbers less individual weapons, compasses, etc.).

c. Any item that moves separately within the deployment process (vehicle, pallet box, palletized container (PALCON), quadrupled container (QUADCON), etc.).

NOTE: Equipment that is too small or impractical to label is exempt from this requirement (e.g., individual equipment, Type 3 consumable, etc.). Bar coded entries of NSN, unit

identification code (owning unit), and package identification are mandatory for Marine Forces Reserve equipment. Figures 7-1 and 7-2 display standard labels.



Figure 7.1

--Sample of Bar Coded Operation Forces Equipment Label--

2. Label Placement. Marine Forces Reserve Equipment Labels will be placed on all items two inches directly above the UIC for equipment and embarkation containers. If space does not allow it, the label will be placed as close as possible to the UIC.

7003. Composition of Operating Forces Equipment Label.

1. Unit Identification Code. This six-digit code, which is bar coded and printed in-the-clear, identifies the unit responsible for the five-digit Reporting Unit Code (RUC) listed in MCO Pl080.20, preceded by the letter "M". In a deployment situation, the UIC identifies the actual unit to fill a force requirement.

a. The UIC is a field in the MDSSII database that feeds into MAGTF battalion/squadron level which will not allow for

proper interface between JOPES/GCCS and other systems, (e.g., SORTS) unless a SORTS reportable UIC is utilized. Deviation from utilization of a SORTS reportable UIC is not authorized unless specifically approved by MARFORRES/MARFORLANT/MARFORPAC Headquarters (G-4 SMO).

b. To preclude the constant labeling of UIC's by equipment and embarkation containers will be marked with the UIC's carried by the supply account on which the equipment appears. Equipment and embarkation containers deploying to the WESTPAC with the UDP unit will not be remarked. These items will be added to the MDSSII Unit Deployment Listing, reflect the UIC with which they were marked in CONUS.

c. Temporarily formed elements, detachments, or task-organized units will retain their parent UIC. After activation, these task-organized units or detachments may add an additional marking to identify the temporary unit, e.g., "DET Alpha" or "DET Bravo".

2. NSN (National Stock Number). The NSN identifies what the item is by a 12-character (alphanumeric) code which is bar coded and printed in-the-clear.

3. PKG ID (Package Identification). The PKG ID uniquely identifies the cargo package. It is a 12-character (alphanumeric) PKG ID which is bar coded and printed in-the-clear.

a. Separately Moving Serialized Item. The PKG ID is composed of an "M" for Marine Corps and the last 11 characters of the serial number.

b. Separately Moving Serialized Item. The PKG ID is composed of an "M" for Marine Corps; "NS" to represent a non-serialized item, and a nine-character machine generated number.

c. Warehouse Equipment. The PKG ID is composed of an "M" for Marine Corps, "WH" to represent a warehouse item, and the last 9-characters of the warehouse location.

4. DESC (Description). The DESC provides the name or description of the item. It is a 3D-character (alphanumeric) description

5. Serial # (Serial Number). The serial # uniquely item with and identifier assigned by the Marine Corps or Navy. It is a 20-character (alphanumeric) serial number.

6. Model # (Model Number). The model # identifies the item of equipment with an identifier from the associated technical manual. It is a 14-character (alphanumeric) model number.

7. TAM/DODIC/NIN (Item Identifier). The TAM/DODIC/NIN identifies an item by TAMCN, DODIC, etc. It is a 13-character (alphanumeric) Table, of Authorization Material Control Number (TAMCN).

8. Item Designator. The item designator code is assigned to identify end item equipment, major components and generic groups of items required to support MPF operations. The item designator number consists of five numeric digits followed by an alphabetic character. When different models of equipment to which ID's have been assigned are alphabetic characters.

7004. MILITARY SHIPMENT LABEL (MSL) DD FORM 1387. The DD Form 1387 shall be used for address markings on all shipment units of DoD cargo, including ammunition, originated by DoD shipping activities. The form will be completed using automated or manual means. Transportation Priorities (TP) 1, 2, 3, and 4 shall be identified by a machine-printed; stenciled, stamped, hand-lettered or stick-on numeral placed in the TP block of the address label. Bar coded entries of the transportation control number (TCN), consigned DoD activity address code (DODAAC), and prepared-by automated means must be readable by the naked eye and electrical devices. Manually prepared labels must be readable by employees responsible for the movement of cargo. Figure 7-2 displays the MSL. The format of the DD Form 1387 and instruction for its completion are as specified, in DOD4500.32r, volume I and MIL-STD-129P.

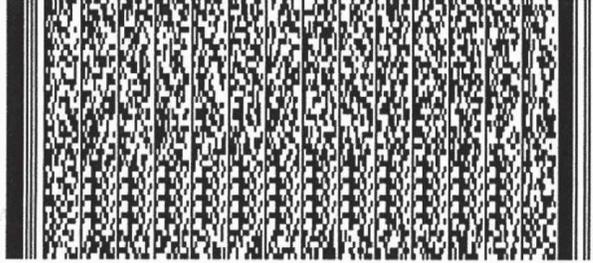
TCN SW81238350C001XXX			
			
From 1SV40 MILITARY LOGMARS PLUS 12655 DUNKS FERRY RD PHILADELPHIA, PA 19154		TAC/Type Service/Postage F8WR Frt LTL	
Piece 1 Of 1	Weight(lb.) 123	Date Shipped 4102	RDD 999
	Cube (ft.) 385	Project 9BU	Priority 1
Ship To/POE	Printed By Millitary Logmars Plus 800-922-1717 www.laserlabels.com 12655 Dunks Ferry Rd. Philadelphia, PA 19154		
POD RMS	MSL, Supply, and TCMD Data		
FMS Case CKM			
W62G2T	Ultimate Consignee / Mark for Consignee XU DEF DIST DEPOT SAN JOAQUIN 25600 S CHRISMAN ROAD REC WHSE 10 PH 209 839 4307 TRACY CA 96376-5000		
			

Figure 7-2.--Sample of Bar Coded Military Shipment Label.

7005. ISSUE RELEASE/RECEIPT DOCUMENT (IRRD) WITH ADDRESS LABEL (DD FORM 1348-2). The following bar coded data requirements apply to those Marine Corps Sites that utilize DD Form 1348-2.

1. Document shall be bar coded in box 24.
2. The NSN shall be bar coded in box 23.
3. The Routing Identifier Code (RIC), Unit of Issue (UI), Quantity (QTY), and Individual Activity Code Number (IACN) shall be bar coded in box 26. All data shall be continuous with no dashes or spaces. Figure 7-3 displays the IRRD.

DD FORM 1348-2 ISSUE RELEASE/RECEIPT DOCUMENT WITH ADDRESS LABEL

1. ITEM NO 1		2. ISSUE DATE 3018		3. UNIT PRICE 146230		4. TOTAL PRICE 00		5. SHIP FROM HCLB ALABAMA GA 31704-5000		6. SHIP TO M21810	
7. QTY 000064		8. UNIT PRICE 0005		9. TOTAL PRICE 0		10. SHIP FROM IRN		11. SHIP TO M21810		12. SHIP TO M21810	
13. ITEM DESCRIPTION UPGUNNED WPNS S											
14. ISSUED BY 15. NO OF CMT 16. TIME REC'D 17. TIME REC'D 18. TIME REC'D 19. TIME REC'D 20. TIME REC'D 21. TIME REC'D 22. TIME REC'D 23. TIME REC'D 24. TIME REC'D 25. TIME REC'D 26. TIME REC'D 27. TIME REC'D 28. TIME REC'D 29. TIME REC'D 30. TIME REC'D 31. TIME REC'D 32. TIME REC'D 33. TIME REC'D 34. TIME REC'D 35. TIME REC'D 36. TIME REC'D 37. TIME REC'D 38. TIME REC'D 39. TIME REC'D 40. TIME REC'D 41. TIME REC'D 42. TIME REC'D 43. TIME REC'D 44. TIME REC'D 45. TIME REC'D 46. TIME REC'D 47. TIME REC'D 48. TIME REC'D 49. TIME REC'D 50. TIME REC'D 51. TIME REC'D 52. TIME REC'D 53. TIME REC'D 54. TIME REC'D 55. TIME REC'D 56. TIME REC'D 57. TIME REC'D 58. TIME REC'D 59. TIME REC'D 60. TIME REC'D 61. TIME REC'D 62. TIME REC'D 63. TIME REC'D 64. TIME REC'D 65. TIME REC'D 66. TIME REC'D 67. TIME REC'D 68. TIME REC'D 69. TIME REC'D 70. TIME REC'D 71. TIME REC'D 72. TIME REC'D 73. TIME REC'D 74. TIME REC'D 75. TIME REC'D 76. TIME REC'D 77. TIME REC'D 78. TIME REC'D 79. TIME REC'D 80. TIME REC'D 81. TIME REC'D 82. TIME REC'D 83. TIME REC'D 84. TIME REC'D 85. TIME REC'D 86. TIME REC'D 87. TIME REC'D 88. TIME REC'D 89. TIME REC'D 90. TIME REC'D 91. TIME REC'D 92. TIME REC'D 93. TIME REC'D 94. TIME REC'D 95. TIME REC'D 96. TIME REC'D 97. TIME REC'D 98. TIME REC'D 99. TIME REC'D 100. TIME REC'D											
29. NATIONAL STOCK NO & BOOK NO 1010-01-233-9493											
30. DOCUMENT NUMBER & SUFFIX M21810-5011-F013R											
31. REMARKS: HBEA00003G 0000000											
32. ADDITIONAL DATA SAC 3 NEC SU 60281 TAC M&2 COM 68124 22 A INV STATUS 5019 LOC1 RAMP LOC2 LOC3 SHIP TO: COMMANDING OFFICER 2D ASLT AMPHIBIAN BN 2D MARDIV PSC BOX 70070 CAMP LEJUNE NC 28542-0070											

Figure 7-3.--Sample of bar coded issued release/receipt document.

APPENDIX A

SAMPLE TURNOVER/MOBILIZATION FOLDER

UNITED STATES MARINE CORPS
MARINE CORPS UNIT
ADDRESS
CITY, STATE, ZIP CODE

4600
S-4
DATE

From: Unit Commander
To: Captain I. M. EMBARK XXX XX 6789/0000 USMCR

Subj: APPOINTMENT OF UNIT EMBARKATION OFFICER

Ref: (a) ForO 24600.2B

1. Per the reference, you are hereby appointed as the Unit Embarkation Officer for (any unit).
2. You will be guided in the performance of your duties by the reference.
3. This appointment is effective until revoked, relief or your transfer from this unit.

I. M. COMMANDER

SAMPLE TURNOVER/MOBILIZATION FOLDER

UNITED STATES MARINE CORPS
MARINE CORPS UNIT
ADDRESS
CITY, STATE, ZIP CODE

4600
S-4
DATE

From: Unit Commander
To: Sergeant U. R. EMBARK XXX XX 4321/0000 USMCR
Subj: APPOINTMENT OF UNIT EMBARKATION NCO
Ref: (a) ForO P4600.2B

1. Per the reference, you are hereby appointed as the Unit Embarkation NCO for (any unit).
2. You are directed to familiarize yourself with and be guided the applicable portions of the reference in the performance of your duties. You will organize and maintain a turnover folder and make recommendations to me regarding the implementation of direct programs. You will ensure the timely and accurate submission of all required reports.
3. This transfer appointment is effective until revoked, relief or your transfer from this unit.

I. M. COMMANDER

SAMPLE TURNOVER/MOBILIZATION FOLDER

UNITED STATES MARINE CORPS
MARINE CORPS UNIT
ADDRESS
CITY, STATE, ZIP CODE

4600
S-4
DATE

From: Unit Commander

To: Staff Sergeant I. M. GOOD xxx xx 7689/0000/USMC

Subj: APPOINTMENT OF INSPECTOR~INSTRUCTOR. EMBARKATON CHIEF

Ref: (a) ForO P4600.2B

1. Per the reference, you are hereby appointed as the Embarkation Chief for INSPECTOR-INSTRUCTOR STAFF.
2. You will be guided in the performance of your duties by the reference and in addition, you will lend any assistance required by the Unit Embarkation Officer and the Unit Embarkation NCO.
3. This appointment is effective until revoked, relief or your transfer from this unit.

I. M. COMMANDER

SAMPLE TURNOVER/MOBILIZATION FOLDER

UNIT EMBARKATION OFFICER. The Unit Embarkation Officer is the direct representative of the Unit Commander in matters pertaining to embarkation. The Embarkation officer is duties include, but are not limited to the following:

1. Ensure the unit is in an embarkation ready status at all times.
2. Prepare and maintain a complete RMTP. See paragraph 2001 and appendix C of ForO P4600.2C for detailed information.
3. Ensure embarkation orders and directives are on hand.
4. Keep the unit Commander informed on all embarkation/mobilization matters.
5. Comply with the provisions of ForO P4600.28 and other pertinent directives from higher headquarters concerning embarkation/mobilization.
6. Submit all reports as required by ForO P4600.2C.
7. Maintain a current list of points of contacts relative to embarkation/mobilization.
8. Ensure adequate embarkation materials are on hand (i.e.: banding, clips, crimpers, waterproofing paper, etc.

INSPECTOR-INSTRUCTOR EMBARKATION CHIEF. The Embarkation Chief is the direct representative of the Inspector-Instructor. The Embarkation Chief's duties include, but are not limited to the following:

1. Ensure training is conducted during weekend drill periods.
2. Ensure all required documents are maintained for the RMTP.
3. Ensure sufficient embarkation materials are on hand.

UNIT EMBARKATION CHIEF. Perform the duties as directed by the unit embarkation officer. The embarkation NCO must have a thorough knowledge of embarkation procedures and requirements. Additionally, the embarkation NCO must be aware of any peculiar requirements that would affect the units ability to mobilize. Unit embarkation NCO s must be able to provide technical assistance to the unit commander during the absence of the embarkation officer.

SAMPLE TURNOVER/ MOBILIZATION FOLDERREQUIRED REPORTS

<u>TITLE</u>	<u>DATE DUE</u>
Embarkation personnel report (Garrison)	1-OCT AND 1-APR
MARFORRES Standard Embarkation report (Commercial)	1-OCT AND 1-APR
MARFORRES Standard Embarkation report	1-OCT AND 1-APR
MARFORRES standard billet report	1-OCT
Tech data update list	1-OCT AND 1-APR

NOTE: The above reports will also be submitted with the exception of the embarkation personnel reports in the event of the following occasions:

- a. Re-designation of the SMCR unit.
- b. Relocation of the SMCR unit's home training center.
- c. 10% change in weight, cube, or personnel.

SAMPLE TURNOVER/ MOBILIZATION FOLDERPOINTS OF CONTACT

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>	<u>PHONE-BUSINESS/HOME</u>
EMBARK, I. M.	CAPT	SMO OFFICER	504-948-1345
TMO, I. M.	CWO-2	ASST.SMO OFFICER	504-948-5146

UNIT

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>	<u>PHONE-BUSINESS/HOME</u>
UNIT COMMANDER			
UNIT 1STSGT			
UNIT EMBARK CHIEF			
UNIT RESERVE EMBARK OFFICER			
UNIT RESERVE EMBARK NCO			

COMMERCIAL SUPPORT

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>	<u>PHONE-BUSINESS/HOME</u>
FORKLIFT SPT			
MESSING SPT			
BILLETING SPT			
TMO SPT			
COMMERCIAL TRUCK			
COMMERCIAL BUS			

SAMPLE TURNOVER/ MOBILIZATION FOLDER

REPORT OF SHIPMENT (RESHIP)

1. REPORT OF SHIPMENT (RESHIP). During mobilization, the number of freight shipments will dramatically increase. Installation freight receiving activities must be prepared to receive the increased volume of freight and properly distribute it to the owning units. To ensure that installation freight, all shipping activities (including unit commanders who affect shipment of SMCR unit equipment from HTC's (SAI's) must furnish consignees (receiving activities) with a reship message on the same day as shipment is made. The reship message will contain the following data:

- a. Domestic release number.
 - b. Carrier and routing.
 - c. Vehicle number(s) and seal number(s) including the net weight of class 1 and class 2 explosives.
 - d. Bill of lading number(s).
 - e. Date of shipment.
 - f. Estimated date/time of arrival.
- (1). DOD identification code (DODIC) for ammunition/explosives; national stock number (NSN) for sensitive weapons.
 - (2). Quantity (round or item count) for ammunition; item count for other shipments.
 - (3). Ammunition lot number; sensitive item category for weapons or ammunitions.
 - (4). Number and type of containers.
 - (5). Weight and cube
 - (6). Complete or partial shipment.
 - (7). Project code, if appropriate.

(8). Registration number for parcel post shipment of sensitive weapons, if appropriate.

(9). Key transportation number transmittal control number (TCN) for export shipments; requisition document number reflected on DD form 1338-1 and/or other documentation for domestic shipments.

g. Security classification of shipment.

(1). On shipments other than ammunition/explosives requiring RESHIP omit information not applicable in paragraphs d and h, preceding.

(2). Shipper s located with-in 24-hours transit time (and those activities which do not have message transmission capability such as SMCR unit home training centers) should telephone the RESHIP data on the day of shipment.

(3). Refer to MCO P4600.7C (Marine Corps Transportation Manual) chapter 5 for additional guidance if necessary.

SAMPLE TURNOVER/ MOBILIZATION FOLDER

REPORT OF SHIPMENT (RESHIP) SAMPLE MESSAGE

FROM: MAG FOUR NINE
TO: CG MCAS CHERRY POINT NC
INFO: COMMARFORRES//4SMO//CG FOURTH MAW
UNCLAS //NO4600

SUBJ: REPORT OF SHIPMENT (RESHIP)

MSGID/GENADMIN/MAG-49/SUP//

REF/A/FORO P4600.2B//

AMPN/REF/A IS SOP FOR EMBARKATION//

RMKS/1. PER THE REF, THE FOL INFO IS SUB:

- A. NX004ROO1
- B. TRI-STATE MOTORS
- C. R000A, R0234, R1254, R3476, R5654.
- D. G1234567
- E. 930419
- F. 940422
- G. N/A
- H. 1 PER TRACKTOR/TRAILER
- I. N/A
- J. FIVE 48 HIGHBEDS
- K. 50000 LBS, 10000 CUFT.
- L. COMPLETE
- M. MG28
- N. N/A

O. M00051-123-0900.

P. UNCLAS

2. POC IS SSGT EMBARK, COML (215) 443-6683, DSN 991-6683.//.

SAMPLE TURNOVER/ MOBILIZATION FOLDER

EQUIPMENT IN NEED OF REPAIR

1. EQUIPMENT IN NEED OF REPAIR. In the event equipment is in the intermediate maintenance cycle (3rd or 4th echelon) at the time of mobilization, the designated caretaker (supply chief). If repairs are completed in sufficient time to ensure delivery to the mobilized unit prior to deployment, the caretaker will expedite such actions by requesting transportation of things (TOT) funds from MARFORRES utilizing the roscoe system. If repairs are of an extended nature or if shipment cannot be accomplished prior to deployment, disposition instructions will be requested from MARFORRES (SupO). Upon mobilization, a report of equipment in need of repair/in repair will be submitted by message to the commander, MARFORRES (4MMO). Negative reports are required. The message will contain the following data:

a. Unserviceable items not repairable. Must identify item(s) TAM control number (TAMCN), national stock number (NSN), nomenclature and quantity of each item listed.

b. Equipment awaiting/requiring repair. Must identify item(s) by TAMCN, NSN, nomenclature and quantity of each item listed.

(1) What is wrong with each item?

(2) Location of each item.

c. Indicate items that can be returned to a serviceable condition by the unit utilization authorized maintenance.

SAMPLE TURNOVER/ MOBILIZATION FOLDER

EQUIPMENT IN NEED OF REPAIR SAMPLE MESSAGE

FROM: MAG FOUR NINE
TO: CG MCAS CHERRY POINT NC
INFO: COMMARFORRES//4SMO//CG FOURTH MAW
UNCLASS //NO4600//

SUBJ: UNSERVICEABLE/REPAIRABLE PROPERTY AND EQUIPMENT

MSGID/GENADMIN/C CO 1STBN 24TH MAR/S-4//

REF/A/FORO P4600.2A//

AMPN/REF A, IS SOP FOR EMBARKATION//

RMKS/1. PER THE REF, THE FOL INFO IS SUB:

A. UNSERVICEABLE NOT REPAIRABLE

TAMCN	NSN	NOMEN	QTY	CONDCODE/REMARKS
A1930	5820012347128	MRC-110/M998	1	H

B. EQUIPMENT AWAITING/REQUIRING REPAIR

TAMCN	NSN	NOMEN	QTY	SERNR	DOC	NR
D1158	2320011077155	MRC-110/M998	1	123456	M14165-045-7001	

STATUS	DEFECT	LOCATION OF EQUIPMENT	REMARKS
RPR	PRGS HEADGASKET	LANSING, MI	

2. POC: I. M. COMMANDING, COML (517)487-2993.//

TO ALL CONCERNED:

No alterations or erasers shall be made on any meal ticket unless certified to be correct by the issuing officer, however, alterations or erasers that are necessary in the travelers certifications may be certified to be correct by such traveler by initialing such alterations or corrections.

TO THE CONCERN (OR PERSON) SERVING MEALS:

To the person who furnishes meals on this ticket must see that the number and the value of the meals do not exceed that authorized on the ticket and must secure on the certificate at the bottom of the ticket the signature of the person to whom issued, or the person in charge of the party. Keep a record of the ticket number until payment is received.

TO THE PERSON IN CHARGE OF THE PARTY:

Before ordering, this meal ticket must be shown to the representative of the concern for persons who furnishes meals, and instructions obtained as to when and where meals will be furnished, and must be presented to such person before ordering the meals. The certification at the bottom of the ticket must be signed by the person in charge of the party and the number and value of the meals actually received entered thereon.

SAMPLE TURNOVER/ MOBILIZATION FOLDER

REPORT OF SCHEDULED ARRIVAL

1. REPORT OF SCHEDULED ARRIVAL. As soon as passenger transportation arrangements have been completed, the SMCR unit commander must submit a report of scheduled arrival message to the SIA mobilization processing center (MPC); include an information copy to the MARFORRES (SMO). This report is essential for the MPC to coordinate the reception of the arriving unit, and if necessary arrange for subsequent transportation from commercial passenger terminals and the SIA. Telephonic reports are acceptable if time is limited. The message /telephonic report will include the following data:

- a. Unit identification and home training center.
- b. Number of passengers.
- c. Name of carrier (include flight number for air).
- d. Commercial arrival terminal, if outside of SIA.
- e. Estimated date and time of arrival.
- f. Arriving unit s gaining command.
- g. Requirement for subsequent transportation.
- h. Baggage pieces per person with average weight and cube for each piece.
- i. Impediment (total weight, cube, number of pieces and general description).

2. Refer to MCO P4600.7C (Marine Corps transportation manual), chapter 5, for additional guidance if necessary.

SAMPLE TURNOVER/ MOBILIZATION FOLDER

REPORT OF SCHEDULED ARRIVAL SAMPLE MESSAGE

FROM: BRAVOCO SIXTH ENGRSPTBN
TO: MCG CAMP PENDLETON CA//4TMO//
INFO: COMMARFORRES//SMO//
CG FOURTH MLG
SIXTH ENGRSPTBN

UNCLAS //NO4600//

SUBJ: REPORT OF SCHEDULED ARRIVAL

MSGID/GENADMIN/B CO 6TH ENGRSPTBN/S-1//

REF/A/FORO P4600.2A//

AMPN/REF A, IS SOP FER EMBARKATION//

RMKS/1. PER THE REF, THE FOL INFO IS SUB:

A. M22325, E CO 6TH ENGRSPTBN, SOUTH BEND IN.

B. 123.

C. ALASKAN AIR, CAM NR A000234

D. LOS ANGELES INTERNATIONAL.

E. 930421, 1400.

F. 7TH ENGRSPTBN.

G. N/A.

H. 2, 70, 1.

I. 300, 30CU, 5, SRB/OQR/MEDICAL RECORDS.

2. POC: CAPT I. M. COMMANDING, COML (219) 233-8616.//.

APPENDIX B

EMBARKATION RELATED ORDERS/DIRECTIVES

MARINE CORPS WARFIGHTING PUBLICATIONS:

MCWP 3-13
EMPLOYMENT OF AMPHIBIOUS VEHICLES

MCWP3-31.5
SHIP TO SHORE MOVEMENT

MCWP 3-32
MARITIME PREPOSITIONING FORCE (MPF) OPERATIONS

MCWP 4-11
TACTICAL LEVEL LOGISTICS

MARINE CORPS REFERENCE PUBLICATIONS

MCRP 3-31B
AMPHIBIOUS SHIPS AND LANDING CRAFT DATA BOOK

MCRP 4-113E
VOL I -- MULISERVICE HELICOPTER SLING LOAD: BASIC OPERATIONS
VOL II -- MULTISERVICE HELICOPTER SLING LOAD: SINGLE POINT
RIGGING PROCEDURES
VOL III -- MULTISERVICE HELICOPTER SLING LOAD: DUAL POINT
RIGGING PROCEDURES

MCRP 4-11.3G
UNIT EMBARKATION HANDBOOK

MARINE CORPS ORDERS

MCO 1510.61C
INDIVIDUAL TRAINING STANDARDS (ITS): SYSTEM FOR
EMBARKATION/LOGISTICS OCCUPATIONAL FIELDS 04

MCO P4000.51B
AUTOMATED IDENTIFICATION TECHNOLOGY (AIT) POLICY MANUALMCO
P4030.19I
PREPARING HAZARDOUS MATERIAL FOR MILITRY AIR SHIPMENTS

MCO P4030.31D
PACKAGING OF MATERIAL, PRESERVATION

MCO 4030.33E
PACKAGING OF MATERIAL

MCO P4030.36A
MARINE CORPS PACKAGING MANUAL

MCO P4610.35D
MARINE CORPS EQUIPMENT CHARACTERISTICS FILE (MCECF)

MCO 4630.17
SUPPORT SERVICE MEMBER DELAYED ASIF AIRCRAFT

MCO 4631.8C
MANAGEMENT OF SYSTEM 463L PALLETS, NETS AND TIE DOWN EQUIPMENT

MCO 8010.1E
CLASS V(W) PLANNING FACTORS FOR FLEET MARINE FORCE COMBAT
OPERATIONS

FLEET MARINE FORCE PACIFIC DIRECTIVES:

SHORT TITLE /LONG TITLE

COMMARFORPACO 4630.6
SOP FOR FORCASTING AND REQUESTING SPECIAL ASSIGMENT AIRLIFT
MISSION (SAAM) SUPPORT

COMMARFORPACO 4035.1
TACTICAL/CONTAINER MARKING PROCEDURES FOR FMPAC

1ST MAW DIRECTIVES:

WgO P4600.1
SOP FOR EMBARKATION

JOINT DIRECTIVES:

DOD 4500.9R PART III
DEFENSE TRANSPORTATION REGULATION (MOBILITY)

JCS PUB 3-02
JOINT DOCTRINE FOR AMPHIBIOUS OPERATIONS

JCS PUB 3-02.2
JOINT DOCTRINE FOR AMPHIBIOUS EMBARKATION

CFR-46 (SHIPPING)
CODE OF FEDERAL REGULATIONS (SHIPPING)

CFR-49 (TRANSPORTATION)
CODE OF FEDERAL REGULATION (TRANSPORTATION)

NAVMC 1017
TABLE OF AUTHORIZED MATERIAL (TAM)

TM 11275-15/3D
PRINCIPAL TECHNICAL CHARACTERISTICS OF US MARINE CORPS ENGINEER
EQUIPMENT

FORO P4600.6
STANDARD OPERATING PROCEDURES FOR HSV OPERATIONS

FM 55-15
TRANSPORTATION REFERENCE DATA

FMF 1001-10-1/2 VOL II
STAFF OFFICERS FIELD MANUAL, TECHNICAL AND LOGISTICS DATA
PLANNING FACTORS

AFP 24-1
AIRLIFT PLANNING GUIDE

(SDDC) TEA PAM 55-19
TIEDOWN HANDBOOK FOR RAIL MOVEMENTS

(SDDC) TEA PAM 55-20
TIEDOWN HANDBOOK FOR TRUCK MOVEMENTS

(SDDC) TEA PAM 55-21
LIFTING AND TIEDOWN HANDBOOK FOR HELICOPTER MOVEMENTS

(SDDC) TEA PAM 55-22
LIFTING HANDBOOK FOR MARINE MOVEMENTS/LASHING HANDBOOK FOR MARINE
MOVEMENTS

(SDDC) TEA PAM 55-23
TIEDOWN HANDBOOK FOR CONTAINERIZED MOVEMENTS

(SDDC) TEA PAM 55-24
VEHICLE PREPARATION FOR FIXED WING AIR MOVEMENTS

APPENDIX C

EMBARKATION INSPECTION CHECKLIST #990

REVISED 15 MAY 2011

UNIT:
 INSPECTOR(S):
 PERSON BEING INSPECTED:
 GRADE ASSIGNED:

ADMINISTRATION

YES **NO** **N/A**

Does the unit maintain the following Mobilization directives?

- | | | | |
|---|-----|-----|-----|
| A. FMFM 3-1 w/CHAP 1, CHAP 2 Command and Staff Actions | ___ | ___ | ___ |
| B. DOD 4500.9R Defense Transportation Regulation
Part I, Passenger
Part II, Cargo
Part III, Mobility | ___ | ___ | ___ |
| C. MCO P4030.19I Package and Material Handling Preparation of Hazardous Material for Military Air Shipment | ___ | ___ | ___ |
| D. MCO P4600.7C Marine Corps Transportation Manual | ___ | ___ | ___ |
| E. MCO P4610.19 Reporting of Transportation Discrepancies in Shipments (Superseded by DTR 4506.9R) | ___ | ___ | ___ |
| F. MCO 4610.35D Marine Corps Equipment Characteristics File (MCECF) | ___ | ___ | ___ |
| G. MCO P40000.51B Automated Identification Technology Policy Manual | ___ | ___ | ___ |
| H. FORO P3060. Reserve Mobilization Plan | ___ | ___ | ___ |

Are the following publications, hardware and software being shared by collocated unit?

- | | | | |
|---|-----|-----|-----|
| A. JCS Pub 3-02.2 Joint Doctrine for Amphibious Embarkation | ___ | ___ | ___ |
| B. FORO P4600.1 SOP for Commercial Transportation | ___ | ___ | ___ |
| C. FORO P4600.2C SOP for Embarkation | ___ | ___ | ___ |

Does unit have dedicated computer for the Logistics Automated Information System (LOGAIS), with minimum system requirements?

___ ___ ___

Are the following classes being conducted and documented semi-annually for embarkation representatives and staff personnel?

- A. Marine Air Ground Task Force Deployment Support System (MDSSII) _____
- B. Preparation of supplies and equipment _____
- C. Movement plans _____
- D. Load plans _____
- E. Preparation of embarkation documentation _____

Are the following embarkation personnel assigned in writing?

- A. I & I Embarkation Representative _____
- B. SMCR Embarkation Officer _____
- C. SMCR Embarkation NCO _____

Does each assigned Embarkation Marine maintain a Turnover Folder? _____

Does the unit maintain job descriptions for Embarkation Marines? _____

Does the unit maintain points of contact relative to Embarkation matters? (i.e. Inter-Service Support Agreement (ISSA), Letters of Agreement (LOA), commercial carrier/contractors, G-4 SMO, etc)? _____

Does the unit maintain a complete list of required reports?

- A. Commercial UDL _____
- B. Garrison UDL _____
- C. Roster/Billet Report _____
- D. Tech Data Update (DTR) (If applicable, if not, check N/A) _____
- E. Report of Shipment (RESHIP) (From/To line must have Unit PLAD and SIA) (Sample message with instructions) (Appendix B/PG B-10 FORO P4600.2C) _____
- F. Report of scheduled arrival. (From/To line must have unit PLAD and SIA) (Example message with instructions) (Appendix B/PG B-12 FORO P4600.2C) _____
- G. Equipment in need of repair (From/To line must have Unit PLAD and SIA) (Sample message with instructions) (Appendix B/PG B-12 FORO P4600.2.C) _____

- H. Government Transportation Request
(Sample copy with instructions)
(FORO P4600.2C Figure 2-5) _____
- I. Government Bill of Lading (Sample Copy
with instructions) (FORO P4600.2C
Figure 3-3) _____
- J. RMTP Inter-Service Support Agreements
(ISSA)/Letters of Agreement (LOA)/Open
Ended Contracts _____

Is there and Inter-Service Support Agreement
(ISSA) or Letter of Agreement (LOA) for Material
Handling Equipment (MHE) (forklift, crane, etc)
if required, for loading/unloading? _____

Is there and ISSA or LOA to utilize or provide
Loading/Unloading Ramps or Loading/Unloading
Points if required? _____

Had the unit established and ISSA or LOA with
the nearest Traffic Management Office to
provide freight transportation shipment support
and bus passenger support? _____

Are copies of open-ended contracts on hand
(i.e. hotel support, catering)? _____

Is there and ISSA or LOA to provide storage of
boxes if required? _____

If in and Embarkation billet for 6 months or
greater, have Embarkation Marines been formally
trained in MDSSII? (i.e. Coastal Carolina, MFR
Mobile Training Team, MFR Assist Visit, LWTGLANT,
EWTGPAC, etc.) _____

MAGTF DEPLOYMENT SUPPORT SYSTEM (MDSSII) **YES NO N/A**

Does the unit have the following MDSSII generated MFR standard
Embarkation Databases on hand and are they formatted and printed
in accordance with FORO P4600.2C?

- A. MFR Standard Embarkation Report
(garrison UDL) _____
- B. MFR Standard Embarkation Report
(commercial UDL) _____
- C. MFR Standard Billet Report _____

- D. Technical Data Update (DTR)
(if applicable, if not, check N/A) _____
- E. Unit Deployment List (UDL) _____

Are serial numbers listed in package ID field for all embarkation boxes, pallets, containers and vehicles? _____

Are Table of Authorized Material Control Numbers (TAMCN) items listed with TAMCN numbers in the item ID column? _____

Are National Stock Numbers (NSNs) in the NSN column? _____

Do item descriptions accurately represent description of records? _____

Do box records list actual weight of the box and contents? _____

Are items associated to boxes or containers listed with zero in the weight? _____

Are accurate dimensions listed for box, pallet, container, major end item, and vehicle records? _____

Are Unit Personnel and Tonnage Table (UP&TT) numbers resident and correct for records? _____

Are section codes resident and correct? _____

Are Geographic Location (Geoloc) codes resident and correct? _____

Are Joint Chief of Staff (JCS) cargo category codes resident and correct? _____

Are Individual Combat Clothing and Equipment items that are held on hand and not issued identified as being packed in boxes? _____

Is the number one assigned in quantity per cargo column of serialized items and vehicle records? _____

Is estimated number assigned in quantity per cargo column of non-serialized items records packed in an embark box/container? _____

Are all weapons identified as being packed in boxes? _____

Are all non-issued weapons identified as packed in boxes? _____

For units with Mechanized Allowance Listings (MAL), are T/E deficient items documented in accordance with current references? _____

Are all vehicles, supplies, and equipment on the unit MAL/Consolidated Memorandum of Receipt (CMR), minus garrison property, identified on the garrison report? _____

Does the on-hand strength equal roster? _____

Are organic vehicle weights in commercial UDL updated to reflect total mobile loaded vehicle weights? _____

Are Items in the garrison and commercial databases associated in accordance with organic and commercial vehicle load plans? _____

For Regimental/Group HQ Units, Logistics Command Element (LCE) and separate battalions: Is a current consolidated UDL of the unit's entire command hierarchy being maintained? _____

FOR AVIATION UNITS ONLY: Are Individual material Readiness List (IMRL) items, code "N" and "L", documented on the garrison report? _____

RMTP MOVEMENT PLANS

YES NO

Have separate movement plans been established for each of the following and do the y list the information indicated?

- A. Commercial truck _____
- B. Organization for movement _____
- C. Supplies and equipment to be loaded _____
- D. Embarkation points _____

- E. Narrative route instruction with highlighted strip maps to loading area if not located at the HTC ___ ___
- F. Facility diagram ___ ___
- G. Motor march (if less than 800 miles to the SIA) ___ ___
- H. Organization for movement
 - (1) Supplies and equipment to be loaded ___ ___
 - (2) Narrative route instruction with highlighted strip maps ___ ___
 - (3) Facility diagram ___ ___
- I. Personnel
 - (1) Organization for movement ___ ___
 - (2) Supplies and equipment to be loaded ___ ___
 - (3) Embark points ___ ___
 - (4) Facility diagram ___ ___
 - (5) Instruction for the Advance Party ___ ___
- J. Do the embarkation procedures address the movement of classified (CMCC) material? ___ ___
- K. If the unit has a CMS account, do the embarkation procedures address the means by which CMC hardware and software would be moved to the SIA? ___ ___

RMTP LOAD PLANS

YES NO

Does the unit have pictorial/drawings and load plan summary sheets for each of the following:

- A. Transportation Type G - Organic Vehicles ___ ___
- B. Transportation Type T - Commercial Vehicles ___ ___

Do Load Plans or Load Plan Summary Sheets identify the following information:

- A. Description of Host Vehicle ___ ___
- B. Dimensions of Host Vehicle ___ ___
- C. Description, Dimensional Data, Weight and Cube of all supplies and equipment to be loaded? ___ ___

Do Garrison and Commercial Load Plan Diagrams indicate shipping material required? (i.e. rope, dunnage, canvas, shoring, tie-down straps, etc) ___ ___

Are vehicles loaded to the maximum extent possible? ___ ___

EMBARKATION READINESS **YES** **NO**

Does the actual dimensional data (length, width and height) match dimensional data on the UDL Garrison Report? ___ ___

Does the weight marked on the boxes match the weight listed on the UDL Garrison Report? ___ ___

Do the boxes that were inspected have the correct embarkation markings? ___ ___

Are an adequate number of boxes on hand/or on order to mount out supplies? ___ ___

Are expeditionary cans properly marked? ___ ___

Is there a sufficient amount of banding material and a serviceable banding machine on hand? ___ ___

Does the unit have waterproofing material (i.e. waterproofing paper, glue, plastic bags, etc.) on hand for Embarkation boxes containing items subject to water deterioration? (i.e. pubs, SRB/OQRS, etc.) ___ ___

Are there three 12" X 12" pallet boards per pallet? ___ ___

Are standard four way entry pallets 32" X 40" or 40" X 48" being used for palletizing equipment? ___ ___

Are sufficient pallets on hand to palletize five gallon expeditionary cans not individually mobile loaded? ___ ___

Are tents and tent poles properly boxed? ___ ___

Are camouflaged screen systems boxed/palletized? ___ ___

Are vehicles marked in accordance with current regulations? ___ ___

Are Code H 20 foot storage containers marked "NOT FOR EMBARK"? _____

Are organic vehicles/containers loaded in accordance with the unit's load plans? _____

Does the load plan summary sheet reflect cargo and equipment actually loaded on organic vehicles/containers? _____

Are Embarkation boxes, pallets, and containers marked with the same Unit Identification Code (UIC) designer as the vehicles? _____

Is there sufficient tie down material (i.e. cargo straps, 1/2" rope) on hand? _____

Is the total mobile loaded vehicle weight within the maximum vehicle cross-country weight? _____

Is the total height of organic vehicles, cargo, equipment and commercial trailers under 13'6", measured from the ground?

- A. Low Boy 24 inches _____
- B. High Boy 60 inches _____
- C. Step Deck 40 inches _____

APPENDIX D

ARRIVAL/DEPARTURE REPORT

Arrival/Departure reports are to be completed and submitted to the MARFORRES organizational mailbox three hours after departure, and three hours after arrival of the flight. The following guidance is provided for preparing and submitting an arrival/departure report:

1. Unit Conducting Move. This is the head quarters of the unit that is embarking/debarking for a mission.
2. Exercise. Specific exercise the movement is in support of, i.e. African Lion, OEF, OIF.
3. Mission Number. The mission number is an alpha numeric series that is assigned my TRANSCOM.
4. Aircraft Type. The aircraft (A/C) type is the aircraft model number, i.e. DC10, B747, C130, ETC)
5. Arial Port Of Embarkation(APOE)/Debarkation(APOD. The APOE is the four digit ICAO code of the airfield the unit is departing and arriving. (i.e. RODN(Kadena AB), KNBG(New Orleans NAS JRB)
6. Actual Date and time of Departure. This is the date and time that the aircraft secured the wheels inside the aircraft after takeoff to be written in local (L) time and Zulu (Z) time.
7. ULN or UIC/Unit. If ULN's are known, each ULN is to be placed here with the proper passenger count for that ULN in the QTY field. If ULN's are not known, each Company level unit embarking/debarking should be in this column. (i.e. C Co, 1st Battalion, 23 Marines)
8. Quantity (QTY). The QTY is the accurate count of the passengers loaded on the aircraft. There is also a QTY field for the cargo, this is the accurate count of cargo loaded on the aircraft.
9. Item Description. This column is for the total amount of cargo that is loaded on the aircraft for the using unit. Baggage is one entry, whereas 7 cubes are their own entry.

MARINE FORCES RESERVE

DEPARTURE AND ARRIVAL REPORT

Unit Conducting Move:		
Exercise:		
Mission Number:		
A/C Type:		
APOE:		(4 digit ICAO)
Actual Date of Departure:		(MM/DD/YY)
Actual Time of Departure:		
APOD:		(4 digit ICAO)
Actual Date of Arrival		(MM/DD/YY)
Actual Time of Arrival		

PAX		CARGO		
ULN OR UIC/UNIT	QTY	ITEM DESCRIPTION	QTY	S/T
TOTAL		TOTAL		

COMMENTS:

APPENDIX E

EMBARKATION PERSONNEL AND TRAINING REPORT FORMAT

The following guidance is provided for preparing and submitting an embarkation personnel training report:

- a) For embark personnel in MOS of 0430/0431/0481/0491 and non-embark personnel assigned embarkation billets listed in current T/O.
- b) Report to be submitted no later than the first working day of each quarter.
- c) Report example provided on page 2 of this appendix.
- d) Inbound personnel assignments, school quota assignments and other training related matters are validated based on the information provided in this report; therefore, unit embarkation officers must ensure all information is validated and accurate prior to submission.

SAMPLE EMBARKATION PERSONNEL AND TRAINING REPORT FORMAT

UNCLASSIFIED//

MSGID/GENADMIN/CG MARFORRES G4/SMO//
 SUBJ/MARFORRES EPTR 1ST QTR FY XX SUBMISSION//
 POC/DATIZ/SSGT/MARFORRES G4 EMB CHIEF/TEL: 645-0795//
 POC/STEINKAMP/LCPL/MARFORRES G4 EMB CLK/TEL: 645-0796//
 GENTEXT/REMARKS/1. THE FOL REPORT IS SUBMITTED.

A. INDIVIDUAL TRAINING (READS IN SEVEN COLUMNS)

UNIT	L.NAME	INT	RNK	DCTB	RDD	TRAINING
MFR G4	MARINE	IM	CPL	APR06	APR09	A, F, G, H, J, K, L, N, O, T

- (A) - EMBARKATION BASIC COURSE
- (B) - DEFENSE PACKAGING OF HAZARDOUS MATERIALS COURSE
- (C) - UNIT MOVEMENT OFFICER DEPLOYMENT PLANNING COURSE
- (D) - STRATEGIC DEPLOYMENT PLANNING COURSE
- (E) - HAZARDOUS MATERIALS PREPARERS (INITIAL) COURSE
- (F) - AIR MOBILITY OPERATIONS COURSE
- (G) - TEAM EMBARKATION OFFICER ASSISTANT COURSE
- (H) - INTERMEDIATED LOGISTICS EMBARKATION COURSE
- (I) - LOGISTICS OPERATIONS CHIEF COURSE
- (J) - TRANSPORTATION AND STOWAGE OF HAZMAT COURSE
- (K) - AIR MOVEMENT PLANNING COURSE
- (L) - MDSS II/EXPEDITIONARY DEPLOYMENT SYSTEM COURSE
- (M) - ICODES COURSE/AMPIBIOUS SHIP LOAD PLANNERS COURSE
- (N) - MARITIME PREPOSITIONING FORCE STAFF PLANNING COURSE
- (O) - ADVANCED LOGISTICS OPERATIONS PLANNING COURSE
- (P) - U.S. CUSTOMS COURSE
- (Q) - U.S. AGRICULTURE (CPPQ) COURSE
- (R) - CAMBAT CARGO OFFICER TOUR
- (S) - COMBAT CARGO ASSISTANT TOUR
- (T) - MEU EMBARKATION OFFICER TOUR
- (U) - MEU EMBARKATION SNCO/NCO TOUR
- (V) - AALPS COURSE

APPENDIX F

INTERROGATOR NAMING CONVENTION STANDARDIZATION INSTRUCTION

1. Interrogator naming standardization consists of three components, the site location, interrogator name, and the interrogator description.
 - a. Site Location. Used to group the RF Sites at a site location, and may have to be manually updated.
 - b. Interrogator Name. Interrogator Name may contain up to twenty characters for the name and must contain one character (r or W) to define the site's function and must contain a sequence number for the site.
 - c. Interrogator Description. May contain up to 40 characters but it must contain the information in the specific format outlines herein.
2. Interrogator Names will be formatted in CONUS or OCONUS format as outlined below:
 - a. CONUS Military Sites. Use the name of the military installation but do not use the Camp, MCAS, MCB, MCBH, etc. in the name or in the description. I.e. MCAS New River, NC would be listed as New River.
 - b. OCONUS Military Sites. Use the name of the military location but delete the prefix, i.e. Camp Kinser in Okinawa would be listed as Kinser. When deployed, use the nearest city to the location burning tags, i.e. Korat, Pohang etc.
3. Interrogator Site location is used to group the RF Sites at a site location. In Garrison use the primary name of Marine Crops Site: 29 PALMS, ALBANY, BARSTOW, BEAUFORT, BLOUNT ISLAND, CHERRY POINT, FALLBROOK, FUJI, HAWAII, IWAKUNI, LEJEUNE, MARCH, MIRIMAR, NEWRIVER, OKINAWA, PENDLETON, QUANTICO, YUMA. If deployed, the interrogator site will use the Country Name in which deployed in.
 - a. Interrogator Sequence Number. The sequence number is the last three digits of the interrogator being used.

- b. In the COM Port entry box, click the drop down arrow button and select the appropriate Com Port from the listing.
 - c. In the Communication Protocol portion of the window, click the appropriate radio button. By default, the RS-485 radio button is selected because this is most likely the protocol you are using with the supplied cables fielded with your interrogator.
 - d. Interrogator Function. All RF Interrogators sites will be designated as either a Read or Write site. The letter "r," will designate a Read site and the letter "w," will designate a Write Site. The letter designating the site's functions immediately follows the name of the military installation or city.
 - e. In the Interrogator Model portion of the window, click the appropriate radio button. Model Numbers can be identified by the data plate located on the side of the interrogator
4. Interrogator Description. The Interrogator Description must include the following information in the exact sequence described below.
- a. CONUS Military Sites.
 - 1) Use the name of the military installation but delete the prefix, i.e. Camp Lejeune, NC, would be listed as LEJEUNE.
 - 2) State Abbreviation, i.e. NC for North Carolina, LA for Louisiana, etc. Description of the Interrogator's Function, i.e. Maine Gate, Lot 201, Railhead, etc.
 - 3) Mobile or Temporary Sites not using an EEDSK will use "UNIT" to the end of the description.
 - 4) Those using an Early Entry Deployment Support Kit will add "EDDSK," to the end of the description.

b. OCONUS Military Sites.

- 1) Use the name of the military location, but delete the prefix, i.e. Camp Virginia in Iraq would be listed as VIRGINIA.
- 2) Country Code, i.e. GE for Germany, JA for Japan, etc. (Authorized country codes are available on the ITV Server under the Queries).
- 3) Description of Interrogator's Function, i.e. Main Gate, Truck Gate, APOD Arrival/Departure, etc.
- 4) Mobile or Temporary Sites not using an EEDSK will use "UNIT" to the end of the description.
- 5) Those using an Early Entry Deployment Support Kit will add "EDDSK," to the end of the description.

EXAMPLES

CONUS Military Sites

Interrogator Name: *PENDLETONW1*

Interrogator Description: *PENDLETON CA SMU WRITE 1*

OCONUS Military Site

Interrogator Name: *NEW YORK1*

Interrogator Description: *BROOKLYN SHIPYARD SMU WRITE 1*

APPENDIX G

RFID INTERROGATOR SETUP AND TAG BURNING

1. INTERROGATOR SETUP. The RFID Interrogator setup process requires a working MDSS II installation and account. The following steps will ensure a working RFID Interrogator setup and enable tag burning given the RFID equipment is in working condition.

A. Create a MDSS II UDL with accurate data. The following fields are required to be populated with correct data:

- (1) UIC
- (2) NSN
- (3) PKG ID/SR NBR
- (4) ITEM ID
- (5) ULN
- (6) TCN
- (7) DESCRIPTION
- (8) WEIGHT
- (9) LENGTH
- (10) WIDTH
- (11) HEIGHT
- (12) JCS
- (13) QUANTITY PER CARGO

B. Create AIT LOCATION within MDSS II.

- (1) Navigate: Data > Plan Data
- (2) Locate and select LOCATION
- (3) Insert a new record (Ctrl + Insert)
- (4) Populate the following fields:
 - (a) AIT Location Code (abbreviated site name)
 - (b) AIT Description (non-abbreviated site name)
 - (c) GEOLOC (Select the GEOLOC cell and press Alt + F1, Locate and Select your GEOLOC. This should populate the LAT and LONG fields. Manually inserting GEOLOC code will not auto populate the LAT and LONG fields. LAT and LONG fields are required.)
 - (d) Deselect the new record, navigate and select Edit > Retrieve to save the new record

C. Setup Interrogator within MDSS II.

- (1) Navigate: AIT > Setup > Interrogators
- (2) Click "ADD"
- (3) Populate the following fields:
 - (a) Interrogator ID (Enter the Interrogator Serial Number located on the physical Interrogator.)

- (b) AIT Location Code (Select the AIT Location Code from the dropdown.)
- (c) Communication Protocol (Choose your Comm Protocol. RS-485 if connected to the LAN, and RS-232 if not.)
- (d) Interrogator Description (The Interrogator description may contain no more than 40 non-punctuated characters. Enter the location name followed by the state (CONUS) or Country code (OCONUS) followed by the building number and, lastly, the unit name.)
- (e) Interrogator Function (Choose either Read mode to collect data or Write mode to collect and write data.)
- (f) Signal Strengths (Do not modify.)

2. Collect, Assign, and Burn RFID Tags. The RFID tag burning process requires a correctly setup Interrogator and working MDSS II Installation and Account as well as an MDSS II UDL with correct data. The following steps will ensure successful tag burning:

- A. Collect RFID Tags:
 - (1) Navigate: AIT > Collect Tags (Read and Accept the Tag Collection Notice which appears.)
 - (2) Click the "Interrogator" dropdown and select the correct Interrogator. (The AIT Location Code will auto populate once the Interrogator is selected.)
 - (3) Click "Collect Tags" (lower left corner of window)
 - (4) The Interrogator will now collect all Active RFID tags within range and list them within the left window.
 - (5) Select the desired tags (left window) as well as the UIC (right window) you wish to assign.
 - (6) Click "Assign" (lower middle of window)
- B. Assign gear to RFID Tags:
 - (1) Navigate: AIT > Assign Tags
 - (2) Select one Tag (left window) and the piece of gear (right window) to be assigned.
 - (3) Click "Assign" (bottom left corner of window).
- C. Burn RFID Tags:
 - (1) Navigate: AIT > Burn Tags
 - (2) Click the "Interrogator" dropdown menu and select the correct Interrogator.
 - (3) Click "Collect Tags" (lower left corner of window)
 - (4) Click "Burn Tags"

APPENDIX H

EXPORT TRAFFIC RELEASE REQUEST (ETRR) PROCEDURES

A. PURPOSE

This Appendix prescribes procedures for the completion of Military Surface Deployment and Distribution Command (SDDC) prescribed formats for the submission of ETRRs. Instructions for completion of the format is also provided.

B. ETRR SUBMISSION

1 ETRR will be submitted for each type item to be shipped via Commercial Shipping. (i.e. all Quadcons will be on one ETRR, all 20' ISO containers will be listed on one ETRR (seperate from the Quadcon ETRR)). ETRRs will be submitted to MARFORRES SMO in an email attachment no later than fourteen (14) days prior to Available to Load Date (ALD) validated in the Time-Phased Force Deployment Data.

C. DIRECTION FOR COMPLETION OF ETRRS FOR CONTAINERS. All the information contained in the ETRR submission will be compiled from validated Time-Phased Force Deployment Data and validated MDSSII data.

1. DOCUMENT IDENTIFIER: Enter the three digit Julian date and four digit time the form completed (i.e., 15 January at 0800 enter 0150800). Each ETRR submitted that day must have a different time. Once the ETRR is received in the Ocean Cargo Clearance Authority office, the Port Call File Number (PCFN) is the key reference number to be used when inquiring regarding the request.

2. ACKNOWLEDGMENT: Enter **(Y)**es for shippers without on-line access for receipt of PCFN.

3. EXPORT TRAFFIC RELEASE REQUEST DELIVERY METHOD: Enter the method by which the ETRR will be forwarded to the shipper (i.e., Facsimile Number or Electronic Mail Address).

4. OCEAN CARGO CLEARANCE AUTHORITY REFERENCE NUMBER: Leave Blank.

5. CARRIER REFERENCE NUMBER: Leave Blank.

6. FOR FOREIGN MILITARY SALES (FMS) CARGO ONLY:

a. FMS SUPPLEMENTARY ADDRESS: Enter FMS supplementary address.

b. FMS SUPPLY SHIPMENT UNIT DELIVERY TERM CODE:
Represents a specific condition for delivery of FMS Cargo. The most current versions of Supply Shipment Unit Delivery Term codes are available at the USTRANSCOM Reference Data Management website at:
<https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data and Supply Shipment Unit Delivery Term. Select Display Data from Action Legends box. They are accessible by all users, to include Department of Defense contractors and vendors through the Defense Transportation Electronic Business website at <http://www.transcom.mil/dteb/>, click on Reference Data.

c. FMS DELIVERY TERM DESCRIPTION.

7. REQUESTER DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE: Enter the Department of Defense Activity Address Code (DODDAC), a distinct six position alphanumeric code that identifies the address of the requester.

8. REQUESTER NAME: Enter the name of the requester.

9. REQUESTER ADDRESS: Enter the street address of the requester

10. REQUESTER CITY: City the requester is located.

11. REQUESTER STATE/COUNTRY: Enter the State or Country the requester is located.

12. REQUESTER ZIP: Enter the Zip Code.

13. CONSIGNOR DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (ORIGIN): Enter the Department of Defense Activity Address Code (DODDAC), a distinct six position alphanumeric code that identifies the address of the shipper.

14. CONSIGNOR NAME: Enter the shipper's name.

15. CONSIGNOR ADDRESS: Enter the street address of the shipper.

16. CONSIGNOR CITY: Enter the City of the shipper location.
17. CONSIGNOR ZIP: Enter the Zip code of the shipper.
18. NUMBER OF VANS: Enter the total number of containers.
19. VAN SIZE. Enter van size.
20. VAN TYPE: Enter container category. (e.g., Reefer/Dry/High Cube)
21. GOVERNMENT LEASED: Enter "Y" if Government owned or leased van.
22. TEMPERATURE: Applies for Refer cargo only.
 - a. TEMPERATURE STATE: Indicates (i.e., chill or freeze).
 - b. TEMPERATURE VARIANCE:
23. TRANSPORTATION ACCOUNT CODE: Enter the 4 Alphanumeric code used for payment of movement costs.
24. CONSIGNEE DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DESTINATION): Enter the consignee DODAAC of the final recipient of the cargo.
25. CONSIGNEE NAME: Enter the name of the recipient of the cargo.
26. CONSIGNEE ADDRESS: Enter the street address of the consignee.
27. CONSIGNEE POINT OF CONTACT: Enter the consignee POC.
28. CONSIGNEE COMMERCIAL PHONE NUMBER: Enter the consignee commercial phone number.
29. LADING TERMS: Enter the code indicating the type of bill of lading and the Free On Board terms.
30. AVAILABLE DATE: Enter the date the cargo is available for the ocean carrier to pick-up.

31. REQUIRED DELIVERY DATE: Enter the required delivery date; time the cargo is needed at the final destination.

32. SPOT DATE: Enter the date the container is requested to be picked-up by the ocean carrier.

33. POINT OF CONTACT NAME: Enter the name of the individual to be contacted regarding the request.

34. POINT OF CONTACT'S COMMERCIAL TELEPHONE NUMBER: Enter the POC's commercial telephone number.

35. POINT OF CONTACT'S COMMERCIAL FAX NUMBER: Enter the POC's commercial fax number.

36. POINT OF CONTACT'S DEFENSE SWITCHED NETWORK PHONE NUMBER: Enter the POC's DSN telephone number.

37. POINT OF CONTACT'S DEFENSE SWITCHED NETWORK FACSIMILE NUMBER: Enter the POC's DSN fax number.

38. DELIVERY INFORMATION: Enter text providing delivery information to the carrier.

39. REMARKS TO BOOKER: Enter text to provide information regarding the request to the Military Surface Deployment and Distribution Command Booker.

40. WATER COMMODITY CODE: Enter the Water Commodity Code from the RDMS located at USTRANSCOM RDMS website at: <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data and Water Commodity. Select Display Data from Action Legends box. They are accessible by all users, to include Department of Defense contractors and vendors through the Defense Transportation Electronic Business website at <http://www.transcom.mil/dteb/>, click on Reference Data and then select Commodity desired (i.e., 712 - Furniture, New other than HHG).

41. WATER TYPE CODE: Enter the Water Type Cargo Code from the RDMS located at USTRANSCOM RDMS website at: <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data and Water Type Cargo. Select Display Data from Action Legends box. They are accessible by all users, to include Department of Defense contractors and vendors through the Defense Transportation Electronic Business website at

<http://www.transcom.mil/dteb/>, click on Reference Data and then select type of cargo desired (i.e., "P"-Poison Class B, UN Class 6, [poison label]).

42. WATER SPECIAL HANDLING CODE: Enter the Water Special Handling Code from the RDMS located at USTRANSCOM RDMS website at: <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data and Water Special Handling Code. Select Display Data from Action Legends box. They are accessible by all users, to include Department of Defense contractors and vendors through the Defense Transportation Electronic Business website at <http://www.transcom.mil/dteb/>, click on Reference Data and then select the special handling requirements desired (i.e., "K"-Highest Sensitivity Category I, Outsize Dimension [OD]).

43. TYPE PACK CODE: Enter the Type Pack Code from the RDMS located at USTRANSCOM RDMS website at: <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data and Type Pack Code. Select Display Data from Action Legends box. They are accessible by all users, to include Department of Defense contractors and vendors through the Defense Transportation Electronic Business website at <http://www.transcom.mil/dteb/>, click on Reference Data.