

DEPARTMENT OF THE ARMY
HEADQUARTERS, I CORPS AND FORT LEWIS
Fort Lewis, Washington 98433-9500

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Transportation and Travel
I CORPS AND FORT LEWIS TRANSPORTATION SERVICES

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CHAPTER 1

GENERAL

1-1. PURPOSE.

a. The purpose of this regulation is to establish a single reference document for transportation and transportation-related functions.

b. Commercial (ground/air) and military ground, sea, air and rail operations are included herein.

1-2. APPLICABILITY. This regulation applies to all staffs/agencies/activities and active component units assigned to, stationed at, or supported by Fort Lewis or its sub installations and Reserve Component units being mobilized or demobilized. Reserve Component units and Reserve Officer Training Corps (ROTC) conducting training (e.g., annual training, inactive duty training) at Fort Lewis or its sub installations should refer to FL Reg. 135-1.

REFERENCES. Listed in Appendix A.

ABBREVIATIONS AND DEFINITIONS. Listed in Appendix B, Glossary.

CHAPTER 2

MILITARY COMMERCIAL VEHICLE SUPPORT

2-1. RESPONSIBILITIES.

a. The Chief, Transportation Motor Pool (TMP) Division, Joint Transportation Directorate.

(1) Has overall responsibility for operation of the TMP.

(2) Is responsible for the assignment of vehicles.

(3) Handles rotation of the vehicle fleet.

(4) Enforces all transportation regulations, safety regulations and standards required by governing directives.

b. Operations NCOIC:

(1) Supervises Dispatch, Vehicle Quality Assurance, Post Shuttle, and Cargo/Troop Movements.

(2) Accepts transportation requests, FORSCOM Form 248-R (Request for Motor Transportation) from customers.

(3) Provides clean, serviceable vehicles to customers.

(4) Assigns vehicles for specific transportation requirements.

(5) Insures that driver's preventive maintenance is being performed

c. Using Agency.

(1) Submits a transportation request with the required information within the time frames stated in this regulation.

(2) Provides names of a transportation coordinator and alternate to the TMP.

(3) Notifies the TMP of changes or cancellations.

(4) Load and unloads cargo vehicles and promptly releases them to TMP upon completion of mission.

(5) Ensures the security and safe operation of vehicles while on dispatch.

(6) Ensures that the vehicle operator performs both before and after operation maintenance including cleaning and servicing prior to turning in the vehicle.

(7) Ensures that if a TMP driver is provided, the driver is released at an appropriate time for meals. When circumstances do not permit release of the driver for meals or if quarters are not available, it is the responsibility of the user to provide meals and quarters.

(8) Ensures that the vehicle is used for official purposes only.

d Passengers.

Must be seated prior to the movement of the vehicle.

(2) Observe the driver's adherence to speed and traffic regulations and report to the TMP any improper or careless operation of vehicles.

(3) Fasten seat belts, when available.

(4) Keep head and arms inside windows while vehicle is moving.

(5) Pick up any trash they may have left, as well as securing their personal belongings before exiting the vehicle.

e. Driver.

(1) Operates the vehicle in a safe manner.

(2) Provides prompt and courteous service.

(3) Ensures that passengers are seated and use seat belts, when available.

(4) Performs operator maintenance before and after operation to include cleaning and refueling of the vehicle.

(5) Whenever a vehicle is left unattended, the ignition keys will be removed, the windows rolled up, and doors locked. When the driver returns the vehicle to the TMP, the vehicle will be parked on the appropriate line, keys removed, doors locked, and ignition key along with its corresponding General Services Administration (GSA) Credit Card will be turned into the Dispatcher with the trip ticket appropriately completed.

(6) Complies with all Fort Lewis, state and local traffic laws and regulations.

(7) Has an SF 91 (Operator's Report of Motor Vehicle Accident) in possession

at all times. All accidents will be reported to the Operations NCOIC and the SF 91 will be completed by the driver in accordance with (IAW) AR 385-40 and FM 21-305.

(8) Ensures that a litter bag is available in the vehicle in compliance with state law.

(9) Ensures that proper and adequate on-vehicle maintenance equipment (jack, tire, spare, etc.) is drawn from the Dispatch Office prior to off-post trips. During winter months, tire chains will be issued to vehicles traveling over mountain passes if necessary.

(10) Ensures that vehicle is properly signed/placarded when carrying hazardous or regulated material. Also, ensures that the placement of these signs or documents does not obscure the full use of windows and mirrors or block the vehicles exterior lights or reflectors.

(11) Notifies GSA Maintenance Control Center (1-800-488-2057) as well as the TMP (Commercial (253) 967-5990, DSN 357-5990) of accidents and breakdowns.

2-2. TYPES OF SERVICE.

a. Nontactical vehicles (NTV) for routine transport of supplies and personnel are provided on a user-provides-driver basis.

b. Recurring services and heavy equipment are generally provided with driver. Services include:

(1) Band Commitments

(2) Troop Issue Subsistence Activity Rations for Yakima Training Center (YTC)

2-3. ASSIGNMENT AND USE OF NONTACTICAL VEHICLES.

a. Vehicles will be dispatched from the motor pool to perform specific tasks on an as needed basis. Upon completion of the mission, unless otherwise specifically authorized, vehicles will be returned immediately to the motor pool. Vehicles will be dispatched on a recurring basis only as approved by the Chief TMP.

b. Vehicles are dispatched for official use only. Examples of unofficial and unauthorized use of vehicles as transportation for personal convenience include: from domicile to duty; to banks, commissary, Post Exchange and recreation facilities. All misuses of government equipment will be reported and processed IAW current DOD policy.

c. Vehicles on dispatch to Fort Lewis units and activities are for the use of all military and civilian personnel assigned to the units or activity. When such use requires a change of driver, it is necessary in all instances to clear such change by telephone with the Dispatch Branch of the TMP, Commercial (253) 967-5990 or DSN 357-5990.

d. NTVs not equipped with four-wheel drive capabilities are not to be driven off roads or on unimproved roads. Units or activities will not operate NTVs beyond range control when visiting or training at YTC unless equipped for off road driving, i.e. 4x4 vehicles. Units/activities must obtain approval from the YTC Transportation Motor Officer to operate two WD NTV's off road or on unimproved roads. Vehicle damage may because of low clearance between the under carriage of the vehicle and the road surface.

2-4. PROCEDURES FOR REQUESTING NONTACTICAL VEHICLE SUPPORT.

a. Control and consolidation of unit requests.

(1) All unit and activities requesting NTVs from the TMP will appoint a transportation coordinator and alternate. The names of transportation coordinators will be sent to JTD, ATTN: AFZH-JTT.

(2) All unit/activities serviced by the TMP will submit transportation requests on FORSCOM Form 248-R (see Figure 2-1) through the major subordinate command/activity to TMP (AFZH-JTT) at least four working days, not to include Saturday, Sunday, or holidays, in advance of pickup day.

(3) All units/activities should follow-up on all requests three working days prior to pickup day.

(4) If a situation occurs where a vehicle is requested, but not available, the TMP will issue the unit a statement of nonavailability. With this document as the proper authorization, the unit can elect to use the I.M.P.A.C. card and lease a commercial vehicle. The card can also be used to purchase fuel for the vehicle. the credit card holder must attach a copy of the rental agreement, fuel purchase receipt, and the TMP statement of nonavailability to their copy of the Statement of Account U.S. Government Credit Card. These are standard procedures for credit card holders.

b. Emergency mission requirements for NTVs may be requested telephonically, commercial (253) 967-5990 or DSN 357-5990. FORSCOM Form 248-R will be completed and sent to TMP (AFZH-JTT) as a follow-up on the telephonic request. Emergency requests will be signed by a Major (04) or GS-11 or higher grade.

c. Bus transport (other than training).

(1) Morale, Welfare and Recreation (MWR) transport:

(a) To preclude unintentional misuse and ensure equitable distribution of limited transportation assets, military bus transportation should not be requested for trips to establishments whose primary purpose is the production and/or sale of alcoholic beverages; for activities which are already supported by Fort Lewis MWR Activities buses; or for activities for which public transportation is readily available and/or feasible.

(b) Requests for transport of military personnel and dependents (if applicable) for MWR activities will be submitted on FORSCOM Form 248-R. Requests will be submitted

by memorandum to the Director of Community Activities (DCA) or I Corps Chaplain's Office, as appropriate and will include the following statement: "The attached transportation request is for support of my unit's MWR function." The same general data as required by paragraphs 2-4.g. (1)-(10) will be submitted. The request should be forwarded no later than 10 days prior to the desired transportation date.

(c) If approved, the DCA or I Corps Chaplain's Office will forward the FORSCOM Form 248-R to JTD, TMP.

(d) Requests approved by DCA or I Corps Chaplain's Office will be returned to the requester.

(e) When received by the TMP, the request will be reviewed for its impact on other higher priority requirements and the availability of equipment. There is no assurance that transportation can be provided. Approval and availability of equipment should be confirmed with TMP before making final plans or commitments.

(2) Requests for transportation for other than military personnel or civilian employees, e.g., entertainers, Boy Scouts, guests, dependents, etc., will be submitted directly to TMP. Requests will contain the same general information as other service requests including the specific designation of passengers to be transported and authority for such travel. The sponsoring or requesting activity may be required to provide necessary funding.

d. Military protocol service

(1) Protocol vehicle service. The primary purpose of this service is to provide for the transport of visiting dignitaries. Vehicles arrangements for the transportation of official visitors are the responsibility of the sponsoring staff agency or unit (through the Protocol Office). The Protocol Officer may coordinate requests with the TMP at commercial (253) 967-5990 or DSN 357-5990.

(2) Casualty Assistance (CA)/Funeral Detail transportation. CA detail personnel will be given priority transportation. Survivor Assistance Officers (SAO) will also be given priority. The CA Officer may coordinate requests with the TMP at commercial (253) 967-5990 or DSN 357-5990.

e. Officer and enlisted personnel arriving and departing from Seattle-Tacoma (SeaTac) airport in an official capacity will not normally be furnished transportation between post and travel terminals because of the availability of authorized reimbursement and adequate commercial airport service. The following criteria will be used to determine if government transportation to and from SeaTac is authorized.

(1) For emergency purposes.

(2) When the soldier/officer is carrying classified material.

(3) When the soldier/officer is required to discuss classified or official business with subordinates or other personnel in route to the airport.

(4) When the airport shuttle service does not meet scheduled flight arrival/departure times.

(5) If it is more economical to the government.

(6) For physical security reasons.

f. When authorized by orders. Transportation for TDY travel in connection with official business will be provided using the following methods or any combination thereof:

(1) TMP vehicles.

(2) Military vehicles.

(3) Privately-owned vehicles.

(4) Commercial rental vehicles.

g. Information to be included with all requests except for military taxi:

(1) Name, rank, unit (Branch or agency) and phone number of requester. Unless otherwise designated, the requester will be considered responsible and accountable for the use of the vehicle.

(2) Type and quantity of vehicles requested.

(3) Purpose for which vehicle is required

- (4) Number of passengers.
- (5) Destination.
- (6) Time vehicle is to be picked up.
- (7) Date of requirement.
- (8) Return date and time.
- (9) Special instructions, if any.
- (10) Request for off-post dispatch in excess of 75 miles will require a

memorandum to the Director, JTD, MS 53, Logistic Center, Fort Lewis, requesting an exception to policy.

h. Recurring Dispatches.

(1) Requests for recurring dispatch will be reviewed annually by TMP to verify the need for continued assignment on recurring dispatch. The requests must be consolidated at major subordinate command, directorate or activity level and priorities assigned. It is the responsibility of the using agency to inform the TMP whenever the requirement or justification changes. Requests for recurring dispatch will be submitted by memorandum to the TMP. Such requests will include:

- (a) Description of mission.
- (b) Approximate miles per day or month.
- (c) Number of passengers transported daily or monthly.
- (d) Cargo weight or cubes transported daily or monthly.
- (e) Type of vehicle required, i.e., sedan, pickup, etc.
- (f) TMP bumper number/GSA license number of currently assigned vehicle, if applicable.
- (g) Name and telephone number of official user or transportation coordinator.
- (h) Specific designation of officer or supervisor responsible for use and security of the vehicle while on dispatch.

(2) Units identifying funds to reimburse the TMP for vehicle expenses may request a vehicle by memorandum through the Operations Foreman. These vehicles will be available to the unit while funds are available. The unit is responsible for dispatching, securing and maintaining the vehicle. Monthly mileage statements will be submitted to the TMP Transportation Assistant (Administration Clerk).

(a) These vehicles may be recalled by the TMP at any time if needed to support missions of higher priority.

(b) Failure to redispach a vehicle before expiration of the current dispatch could result in loss of vehicle.

i. Permissible operating distance. AR 58-1 specifically limits the permissible operating distance (POD). The following conditions and limitations apply to all dispatches:

(1) Travel in excess of 75 miles from the installation requires approval in advance as indicated in paragraph 2-4i(1).

(2) Travel in excess of 150 miles from the installation requires Forces Command (FORSCOM) approval.

(3) Travel between Fort Lewis and sub installations/ activities that are in excess of 75 miles from Fort Lewis (YTC and Vancouver Barracks, to include Bonneville Range) is exempt from the requirements noted in paragraphs 2-4i(1) and 2-4i(2).

(4) The POD for vehicles used by off-post activities (e.g. USAR Centers, ROTC Detachments) will be 75 miles from where the vehicle is garaged. Travel to or from Fort Lewis can be made without regard to distance.

(5) Activities assigned an area support mission are subject to the POD limitations. However, the Fort Lewis TMP may authorize travel beyond the POD up to the area support boundary for mission-related travel only.

(6) Units or activities intending to travel beyond prescribed limits must submit a FORSCOM Form 248-R to TMP five working days prior to mission. Requests will include a statement of why commercial transportation cannot be used, why use of military transportation is advantageous to the government, and a cost analysis, if appropriate.

(7) Organizations traveling to Canada must request permission to use NTVs to cross international boundaries. This request must reach TMP, 14 days prior to the mission to allow processing of the request through channels to higher headquarters.

j. Vehicle assignment priorities. The sequence listed below will be used to resolve conflicts when there are more requirements than assets:

(1) Command Group I Corps and Fort Lewis, Command Groups of all separate brigade level units, Command Group YTC, and Command Group Vancouver Barracks.

(2) SAO or funeral detail.

(3) Protocol missions.

(4) Law Enforcement Command and emergency vehicles.

(5) 2/75th Inf (Ranger).

(6) Emergency Deployment Readiness Exercises and Field Training Exercise requirements.

(7) Direct support of training movements and supply.

(8) Directorate and staff activities.

(9) ROTC/Reserve.

(10) MWR Support.

k. Procedures for use when NTVs are not available.

(1) When official business must be performed that does not require TDY orders, but does require a NTV, reimbursement may be authorized for privately owned vehicle use when TMP has disapproved a previously submitted FORSCOM Form 248-R. The disapproved FORSCOM Form 248-R must be submitted with the SF 1164 (Claim for Reimbursement for Expenditures on Official Business) to the TMP when claiming reimbursement.

(2) When military bus assets are not available to meet troop movement requirements, TMP will make the necessary arrangements for commercial bus transportation if funds are available. Use military taxis for on-post official travel.

2-5. TRANSPORT OF TROOPS. The transport of troops requires special emphasis on safety and full use of equipment. The following policies and procedures will apply:

a. The movement of troops to and from training areas or to participate in off-post activities (e.g., parades, local emergency support, etc.) is normally accomplished by military bus, troop carriers, commercial service, tactical vehicles or a combination thereof depending on the size and scope of the mission.

b. Troop Carriers (silversides) are not authorized off post unless traveling to McChord AFB through the connecting gate.

2-6. PROCEDURES IN EVENT OF ACCIDENT. In case of an accident involving personal injury or damage to civilian or government property, government vehicles will not be moved until released by proper authority. If accidents occur on the military reservation, the Military Police will be notified immediately. If the accident occurs off the reservation, the proper authorities will be immediately notified (normally State Patrol). In all cases, GSA and the TMP will be notified and an SF 91 will be filled out at the scene of the accident and submitted to the TMP, Building 2060, not later than 24 hours after the accident.

2-7. PROCEDURES IN EVENT OF MECHANICAL BREAKDOWN OR SERVICE REQUIREMENT (ON OR OFF POST).

a. In the event of a breakdown during duty hours, notify the TMP dispatcher by telephone at (253) 967-5990 or DSN 357-5990. If a breakdown occurs off post, the call may be placed collect. The driver will check all vehicle equipment to assure that it is in good condition and, in the case of chains, that they fit the vehicle being used.

b. After duty hours or for any repairs over \$100, contact the GSA Maintenance Control Center at 1-800-622-6344. Credit card purchases will be made only as authorized by special instructions. The vehicle logbook will provide instructions with the issue of the credit card. In the event that the repair agency will not accept a government credit card, obligation of funds for repair of vehicles in commercial repair shops will not be made without prior approval. The calls for such approval may be placed collect to TMP, Commercial (253) 967-5990 during normal duty hours. Approval for non-credit card maintenance in commercial shops can be cleared by GSA Maintenance Control Center at 1-888-622-634.

2-8. GENERAL REQUIREMENTS AND CONDITIONS OF DISPATCH

a. For Vehicles up to but not including 10,000 lb. Gross Vehicle Weight types, the requirement is a current (valid) State Driver's License. Vehicles greater than 10,001 GVW require the OF 346 and in most cases, training by the TMP instructors POC: 967-4603 (AFZH-JTT).

b. The dispatch and the OF 346 will be suspended by the TMP and/or appropriate supervisors in the event that:

(1) The driver appears to be under the influence of alcohol or drugs, appears to be ill, or is affected by some factor, which diminishes physical or mental capability or alertness. Supervisors should be familiar with the provisions of Fort Lewis Regulation 690-23, Absence and Leave, chapter 2-14b when an employee may not be ready, willing, and able to work due to a suspected alcohol or drug abuse problem.

(2) The driver operates the vehicle in a careless manner or in a manner that could damage the vehicle, or is involved in an accident due to driver negligence.

(3) The driver fails to perform before-operation maintenance and/or fails to clean or service vehicle after use. The requirements for operator maintenance are listed in the dispatch packet.

(4) The vehicle is observed being operated for unofficial or personal use.

(5) Any use or condition in conflict with current directives or command policy.

c. When vehicle service is withdrawn and/or military operator's permit is suspended for cause, the using and responsible unit will be notified by telephone of such action and the reasons. The unit will be given the opportunity to investigate and to take appropriate action. If the action appears adequate, the unit may become eligible for further service. Adequacy of corrective action and potential for future satisfactory performance will be determined by the TMP

d. Only those vehicles designed for off-road use, i.e., 4x4 vehicle, are authorized to travel into the range areas. Units/activities must obtain approval from the YTC

Transportation Motor Officer to operate two WD NTV's off road or on unimproved roads. NTVs are to be kept on hard stand roads at all times. Organizations found to be using NTVs for purposes other than the intended use will have vehicle service withdrawn.

REQUEST FOR MOTOR TRANSPORTATION (FORSCOM Suppl 1 to AR 58-1)			
1. TO TMP		2. DATE WANTED	3. TIME WANTED
4. REQUESTED BY (<i>Name</i>)	TELEPHONE NO	5. DRIVER REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	6. DATE/TIME RETURN
7. REQUESTED FOR (<i>Organization</i>)	TELEPHONE NO	8. NO PASSENGERS	9. WAIT <input type="checkbox"/> Yes <input type="checkbox"/> No
10. a. Report to		14. FOR TMP USE ONLY	
b. Pickup at		a. <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
c. Deliver to		b. Date/time request received	
d. Location		c. Request received by	
e. Type and amount of cargo		d. Type vehicle and TMP number	
11. PURPOSE OF TRIP		e. Comments	
12. UNIT OR AGENCY TRANSPORTATION COORDINATOR	TELEPHONE NO		
13. SIGNATURE			

FORSCOM FORM 248-R, 1 JUN 97

EDITION OF 1 SEP 85 WILL BE USED UNTIL EXHAUSTED

FIGURE 2-1. SAMPLE FORSCOM FORM 248-R
Request for Motor Transportation

CHAPTER 3

DRIVER QUALIFICATIONS

3-1. RESPONSIBILITIES.

a. The Chief,(TMP) is responsible for:

- (1) Overall operation of the Transportation Motor Pool (TMP) and Driving Training and Testing functions.
- (2) Liaison between staff, units, and activities using the Drivers Testing Station.
- (3) Supervising of Drivers Testing Station personnel.
- (4) Monitoring the quality of instruction presented to license applicants.
- (5) Ensuring that all material presented conforms to governing regulations.
- (6) Enforcing all safety regulations and standards required by governing directives.
- (7) Testing all potential drivers of non-tactical vehicles from 5 ton and above.
- (8) Ensuring that proper techniques are used by Drivers Testing personnel presenting material to license applicants.
- (9) Ensuring that a professional demeanor is displayed at all times by Drivers Testing personnel.
- (10) Scheduling applicants so as to minimize waiting periods.
- (11) Maintaining required records reflecting number of personnel tested by type of test, i.e., written test, road test, etc. Records will reflect pass/fail percentages.
- (12) Securing all forms, records, and equipment associated with driver's qualifications, building security, and enforcing safety rules and standards of conduct for all individuals utilizing the testing facility.
- (13) Providing sufficient supplies and test materials conducive to efficient testing standards.
- (14) Validating OF 346 and DA Form 348 (Equipment Operator's Qualification Record (except Aircraft)).

(15) Ensure each driver satisfactorily operates a vehicle over a designated course and performs all driver preventive maintenance services (before, during and after) prior to issuing a driver permit. Use DA Form 6125 (Army Motor Vehicle Driver Performance and Physical Education Test) in conjunction with the DA Form 348 when testing operators.

3-2. STANDARD PERMITS.

a. The Drivers Testing Station, TMP, is located in Building 2060, Fort Lewis. The hours of operation are from 0800 to 1130 and 1300 to 1530, Monday through Friday. To operate GSA vehicle or rental/lease vehicles military/civilians must have a valid state, or host nation driver's license.

b. Unit commanders or their authorized representative and/or civilian branch chiefs will call the Drivers Testing Station, Commercial (253) 967-4603 or DSN 357-4603, to arrange for testing of personnel. (The requirement for an operator to possess an OF 346 for operation of commercial/administrative vehicles up to and including a one-ton is removed if the operator possesses a current valid state driver's license.) This does not include two-wheel, powered vehicles (motorcycles, mopeds), vans and buses, and of 16 passengers or higher.

c. Motor vehicle driver testing will include the following items:

(1) Motor Vehicle Driver Selection Test. Physical evaluation measure test is given to all personnel that possess a valid state driver's license and host nation license.

(2) Emergency judgment test

(3) Visual judgment test

(4) Field of vision test

(5) Personal interview by a qualified examiner (all applicants).

(6) Road testing as required for vehicle above 10,000 or more pounds gross vehicle weight rate.

d. DA Form 348 must be checked by a responsible individual for the following information (see Figure 3-1):

(1) Name, place of birth, social security number, and physical description of applicant.

(2) Completion of Unit Training annotated and signed by authorized trainer in Branch III.

(3) Corrective lenses, if required.

e. All civilian employees must obtain a Washington State driver's license IAW AR 600-55, paragraph 2-4, prior to receiving a military license for the type of vehicle, which they are required to operate.

f. Personal interviews of potential drivers will be conducted by the unit commander and/or branch chiefs, or their authorized representative. Interviews are an integral part of the program for selecting, training, qualifying, and retaining Army drivers. The interview will be conducted prior to personnel reporting to the Drivers Testing Station for testing. Information obtained during the interviews, together with test scores and other data, will be recorded on DA Form 348. Disposition of DA Form 348 will be IAW FM 55-30. DA Form 348 will be presented upon application for renewal of permit.

g. Individuals reporting for commercial vehicle road test must have in their possession a valid, original DA Form 348/ULLS and a valid civilian drivers license. Road tests are conducted on 5 ton or greater cargo vehicle, 16 through 56 passenger buses, and troop carrier (silversides) and tractor commercial and trailer at Drivers Testing Station.

h. When an individual has successfully completed all phases of the test(s), they will be issued an OF 346 from the Drivers Testing Station. The unit or activity is responsible for any further additions of tactical vehicles or equipment such as generators or air compressors to the DA Form 348 and OF 346. **THE DRIVERS TESTING STATION MUST ADD COMMERCIAL DESIGN VEHICLES. UNITS ARE NOT PERMITTED TO ADD COMMERCIAL TYPE VEHICLES TO OF 346 AND DA 348.**

3-3. OTHER PERMITS.

a. Limited provision is made for the issuance of special permits for specifically stated purposes. These will consist of an OF 346 stamped with the appropriate designation. Such permits will be kept to the minimum consistent with requirements. Other types of permits are:

(1) Learner permits.

(2) Incidental driver permits.

(3) Limited permits.

(4) Expert driver or operator's permit (AR 600-55 gives detailed explanation of each category of permit).

b. All company grade officers with troops (company, battery, troop commanders, platoon, Branch leaders, and motor officers) will be familiar with the operation and limitations of all light vehicles (1/4 to 1-1/4 ton) to ensure that they are able to operate a government vehicle safely in an emergency. An officer with a need to drive for the accomplishment of his mission will be tested for a standard permit in accordance with this regulation.

3-4. SPECIAL QUALIFICATIONS.

a. Personnel who have attended and attained a passing grade on the 40-hour bus driver training class held at Fort Lewis will be permitted to operate a 44-passenger bus. The class is conducted by the TMP. (Waiver may be obtained if certificate of training is from another post, upon completion of road test.) Minimum qualifications necessary to be accepted as a trainee in the bus driver training class include a minimum of six months remaining on current assignment and a current civilian driver's license. A soldier will not be permitted to take the class if she is pregnant or if he/she has a medical or physical condition or impediment. All civilian personnel are further required to have a Washington State commercial drivers permit.

(1) Unit Transportation Coordinators must submit a memorandum to the Drivers Testing Branch of the TMP at least one month in advance. This memorandum must be signed by the commander and state that soldiers meet the qualifications of AR 600-55. The soldier's standard name line and unit must also be on the memorandum. All students must be 19 years of age or older and have at least 6 months experience on a 2-1/2 ton or larger wheeled vehicle. DA Form 348 will be proof of experience. This experience shows that the soldier has the capability to operate a large wheeled vehicle. Unit Transportation Coordinators will ensure that the soldiers have all the items listed below. If not, the student will not be enrolled in the class.

- (a) Valid civilian driver's license.
- (b) Valid DA Form 348, or Ulls.
- (c) must be 19-years of age or older.

(2) Students will be dropped for any absence, tardiness, moving violations or accidents. Please note that the Drivers Testing Branch schedules classes six weeks in advance. No priority is given to soldiers who have been dropped from a class.

(3) Reporting time is 0900 each day. It is imperative that students report on time. The soldier's chain of command is responsible to ensure their soldiers have transportation to and from TMP. Since the class is conducted mostly off-post, the chain of command must ensure that soldiers, if they desire, bring a bag lunch to class each day. The class does stop at area diners where soldiers may also purchase lunch.

(4) Alternate or stand-by soldiers (with appropriate paperwork) are allowed on Monday morning. If a soldier from another unit is a "no show", enrollment may be possible.

(5) The Bus Driver's Course consists of two exams. There is the Written Knowledge exam and a Driving Skill Exam. If a student passes the written exam, but fails the driving skills exam, they will be given the two following weeks in which to reschedule for a second driving skill exam. If they fail the second driving exam they will be required to re-take the entire bus driving course. If, on the first attempt the students fail both the written and driving skill exams, then they also will have to repeat the entire course.

b. Troop carrier operators are required to have in their possession a current civilian driver's license and a current OF 346, indicating qualification to operate tractor and trailer units specifically identified as silverside Troop Transporters. In these cases, DA Form 348 will indicate that the individual has been trained and tested on this vehicle and has been specifically screened and selected on the basis of driving performance and dependability. Silverside operators will be limited to TMP drivers and mission support drivers, as specifically coordinated with the TMP. All civilian personnel are required to possess a Washington State commercial driver's license (Class A and/or B) with air brake and passenger endorsements.

c. All personnel operating emergency vehicles must possess a valid civilian driver's license. All personnel must complete an Emergency-Vehicle Driver Training Course in accordance with AR 600-55, paragraph 4-8 and Appendix H. The following statement must appear in Branch III of the DA Form 348: "Individual has completed Emergency-Vehicle Driver Training in accordance with AR 600-55, Appendix H." The authorized trainer must sign this statement. All civilian personnel are required to possess the appropriate emergency vehicle driver's license for the class of emergency vehicle they expect to operate. This must be accomplished before an OF 346 can be issued.

d. Any driver hauling hazardous material or waste in amounts requiring placards, regardless of the vehicle class, must have a hazardous material endorsement. He or she must be trained, and pass a written examination on how to recognize, handle, and transport hazardous materials. The Army standard for this training and examination is Module 9 of the Army Commercial Driver's License (ACDL) course, CAI-551-10, April 1993. This course is a computer-based training program, and is available from the Training Support Center. Equivalent training and testing is acceptable to meet this requirement, provided the equivalent training meets the criteria of AR 600-55. The review authority for equivalent training for the command is the Safety Office, AFZH-SA, and 967-3079/6764, Building 6069.

3-5. RENEWALS, SUSPENSIONS, AND REVOCATIONS.

a. Driver permits are renewable every five years unless otherwise prescribed. Renewal procedures will be followed whenever a licensed driver is to qualify on an additional type of vehicle. Renewal procedures will consist of an examination of the driver's qualification record, administration of the physical evaluation measures, and a limited road test to determine further training needs. Renewals may be denied on the basis of accident record and traffic violations and upon recommendation of medical officers in cases of physical limitation.

b. Permits may be suspended or revoked for cause at any time by Chief, JTD, TMP Division or the unit commander. The notification may be in writing or in person as prescribed by the commander. Before reissuance of the permit, the individual will be given remedial training and reexamined for qualification. Retraining and retesting of a driver will be required by the commanding officer (CO) when:

- (1) Warranted by accident record, training needs, or other causes.
- (2) An operating procedure is drastically changed
- (3) Records are not available to establish proof of driver's successful completion of prescribed tests course.
- (4) Competency appears to be impaired by physical defect or condition or other limitation.

c. Civilian employees who have their driver permits revoked for cause by competent authority or State License Bureau may be subject to reassignment and/or adverse action in accordance with procedures established in applicable Federal Personnel Manual and Army Regulations, and Fort Lewis Regulation 690-14, Discipline. The Civilian Personnel Office, Workforce Management and Training Branch should be contacted for advice and assistance.

d. Military personnel who have their state operator's license suspended or revoked by a court of law are not allowed to drive an Army motor/GSA contract vehicle during the suspension period (see paragraph 6-4d, AR 600-55).

3-6. REASSIGNMENT OF PERSONNEL AND REPLACEMENT OF PERMIT.

a. A driver may retain his valid operator's permit upon reassignment. His qualifications, however, will be reviewed to determine advisability of continuing the permit without reexamination. Commanders are authorized to re-examine and retest any or all personnel reassigned to their commands. Prior to entry on driving duty, drivers will be instructed in Washington state and local laws by the unit commander or his representative.

b. All personnel reporting to Fort Lewis who drive Army motor vehicles will report to Drivers Testing Station for validation of their OF 346 and DA Form 348. Duplicate permits to replace those lost or stolen are authorized once the individual's driving qualifications are verified from DA Form 348.

c. A statement from the CO describing the circumstances surrounding the loss of the permit and stating that the individual is authorized to drive a military vehicle must also be submitted to the Drivers Testing Station. If the qualifications are verified, a test will not be required for a duplicate license. Duplicate permits will be so marked and any record of previous accidents will be recorded.

d. Upon separation from the service, military personnel may retain their OF 346 provided the words NOT VALID-Separated from the Service are over-stamped or otherwise legibly marked on the front and back of the card.

SECTION IV - EXAMINATION FINDINGS									
BATTERY I - (Administered as a part of reception processing, at reception stations)		BATTERY II - (To be administered to all applicants for Driver Permit SF 46) (To transfer raw score to standard score see DA Pamphlet 611-119)							
		DA FORM 6122			RAW SCORE			STANDARD SCORE	
		DA FORM 6123							
		DA FORM 6124							
ENTER SCORE FROM ITEM 24 OF INDIVIDUAL'S DA FORM 20		TOTAL STANDARD SCORE							
		STANDARD SCORE FOR BATTERY II (Divide Total Standard Score by 3)							
STANDARD SCORE		SUCCESSFUL COMPLETION			EXAMINATION ADMINISTERED BY (Last name - first name - middle initial)				
		<input type="checkbox"/> YES <input type="checkbox"/> NO							
I PHYSICAL EVALUATION MEASURES				✓ - IF QUALIFIED X - IF SUBSTAND.	SIGNATURE OF EXAMINER		COMMENTS AND RECOMMENDATIONS ON SUBSTANDARD ITEMS		
1. VISUAL ACUITY	LEFT EYE 20/	RIGHT EYE 20/							
2. FIELD OF VISION	LEFT EYE /0	RIGHT EYE /0							
3. HEARING	LEFT EAR /20	RIGHT EAR /20							
4. REACTION TIME	/100 SEC	/100 SEC							
5. DEPTH PERCEPTION							SIGNATURE OF MEDICAL AUTHORITY		
6. COLOR PERCEPTION									
II DRIVING PERFORMANCE TEST (Check "✓" if successful, "x" if failed and corrective training is needed)									
A. ROAD TEST - PREREQUISITE									
1. INSTRUMENTS (Location, correct reading, action for abnormal reading)		OIL LEVEL STICK		TEMPERATURE GAGE		OIL PRESSURE GAGE		VOLTOMETER	
		AMMETER		TACHOMETER		FUEL GAGE		AIR PRESSURE GAGE	
2. BEFORE OPERATION CHECK		VEHICLE DAMAGE	CONDITION OF TIRES	CLEAN HEADLIGHTS		OIL LEVEL	BATTERY	SEAT ADJUSTMENT	
		MIRROR ADJUSTMT	HORN	HAND BRAKES	FOOT BRAKES	WATER LEVEL	WIPER		
3. EMERGENCY EQUIPMENT (Location and use)		FIRE EXTINGUISHER			HIGHWAY WARNING KIT		OTHER (Describe)		
4. CONTROLS - "DRY RUN"		GEARS		BRAKE		CLUTCH		FRONT AXLE	
5. DEPTH PERCEPTION (Two feet from target)		FIRST TRY			SECOND TRY		THIRD TRY		
6. PRACTICE RUN (1/4 mile)		START	PULL OUT	SHIFT		3 STOPS	TURNS	BACKING	
7. ADDITIONAL REQUIREMENTS FOR LICENSE		LOCAL LAWS		OPERATING PROCEDURES		ACCIDENT REPORTING			
		OTHER (Describe)							
B. ROAD TEST - SCORED PHASE (DA PRT 2678)									
COMMENTS AND RECOMMENDATIONS OF ROAD TEST EXAMINER						NUMBER OF TALLY MARKS ON CHECK LIST PRT 2678 (Subtract)		100	
						ROAD TEST SCORE			
						SIGNATURE OF ROAD TEST EXAMINER			
MY DRIVING WEAKNESSES HAVE BEEN MADE KNOWN TO ME AND I HAVE BEEN SHOWN HOW TO OVERCOME OR ADJUST THEM.				DATE		SIGNATURE OF APPLICANT			

REVERSE, DA FORM 348, OCT 64

USAPA V1.012

FIGURE 3-1. DA Form 348 (Reverse)
EQUIPMENT OPERATOR'S QUALIFICATION RECORD

CHAPTER 4

QUALITY ASSURANCE OF VEHICLES

4- RESPONSIBILITIES.

a. The TMP Operations' NCOIC is responsible for:

- (1) Supervising the Quality Assurance personnel.
- (2) Monitoring the quality of the process when vehicles are sent in for repairs or services.
- (3) Ensures vehicles are exported to the repair shop expeditiously.
- (4) Enforces all safety regulations and standards required by governing directives.
- (5) Ensures vehicles are kept clean with a neat appearance and are fueled.
- (6) Ensuring any vehicle body damage that is noticed is reported to TMP.
- (7) Maintains daily Vehicle Out of Service Report.

b. Quality Assurance Vehicle Specialist.

- (1) Is the immediate supervisor of Quality Assurance personnel.
- (2) Coordinates and assists unit and activities in expediting vehicles for repairs and services.
- (3) Inspects vehicles returning from dispatch for cleanliness and refuel
- (4) Inspects vehicles returning from dispatch for vehicle damage
- (5) Generates daily Vehicle Out of Service Report.
- (6) Responsible for completing all accident/incident reports and turning them into the Administration Branch.
- (7) Assists in transporting vehicles to vendors for estimated cost of damage and maintenance repairs.
- (8) Assists the survey officer in inspection of vehicle damages

c. Unit and Activities Responsibilities.

(1) Ensure all accidents/incidents are reported to the TMP within 24 hours or the first work day following the accident/incident.

(2) Ensure that coordination and assistance is provided to the Quality Assurance Branch of the TMP in expediting vehicles for repair to local vendor.

(3) Ensure vehicles are kept in a high state of cleanliness.

(4) Ensure that survey officers are appointed when requested by the TMP within 24 hours once the request is received.

d. Drivers Responsibilities.

(1) In the case of an accident or incident driver will report to TMP within 24 hours or the first working day.

(2) Driver will perform before, during and after operational checks of vehicle.

(3) Driver will maintain the vehicle in a high state of cleanliness.

(4) Driver is required to refuel vehicle upon turn in to TMP.

(5) Driver is responsible to ensure that vehicle is equipped with snow chains when driving conditions dictate.

e. Survey Officer Responsibilities.

(1) Report to the TMP within 48 hours of appointment.

(2) Sign the release for repair form within one week of accident or incident.

(3) Complete the survey in a timely manner.

(4) Return the completed survey to the administration Branch upon completion.

4-2 POLICY OF SEMI-ANNUAL AND ANNUAL VEHICLE MAINTENANCE SERVICES.

a. The TMP receives the due maintenance service slips monthly from the GSA Maintenance Control Center for vehicles which are scheduled for services.

b. The TMP notifies the unit/activity to which the vehicle is assigned and requests that the unit/activity brings in the vehicle, picks up the maintenance slip, and assists the TMP in transporting the vehicle to the nearest commercial service

center for service completion. The unit/activity is informed to return the completed invoices of the service to the Quality Assurance Branch of the TMP.

c. The unit/activity may, upon receiving notification, elect to bring the vehicle into the TMP and have the TMP transport their vehicle in for services. Upon this election, the unit/activity is notified that there is no substitution for their assigned vehicle and that the service could take up to five working days to be completed which is in the memorandum of understanding with the GSA Fleet Management Service.

4-3. PROCEDURES.

a. Vehicle Maintenance Repairs.

(1) The unit/activity, which have NTVs dispatched or hand receipted out of the TMP, are issued assigned credit cards with vehicles.

(2) Any maintenance problems with any NTVs should be taken into the nearest commercial repair center which will accept the government credit card as per paragraph 2-7 of this regulation.

(3) Maintenance repairs, which cost under \$100, may be charged to the credit card, which is assigned to the vehicle requiring the necessary repairs.

(4) Maintenance repairs, which cost above \$100 require pre-authorization from GSA Maintenance Control Center at 1-800-488-2057 per paragraph 2-7 of this regulation.

(5) Vehicles, which become inoperable and need towing are to notify GSA Maintenance Control Center at 1-800-488-2057 as well as the TMP on the first business day.

b. Vehicle Accidents.

(1) The unit/activity, which have NTVs, dispatched or hand receipted out of the TMP, which becomes involved in an accident, should complete all the necessary accident report forms and turn them into the TMP within 24 hours of the accident per paragraph 2-6 of this regulation.

(2) The unit/activity should assist the TMP Quality Assurance Branch in the accomplishment of obtaining the estimated cost of damage repairs, the completion of the accident report jacket, and the appointment of a survey officer when needed.

(3) The unit/activity will be notified that there is no substitution for the vehicle, which is involved in an accident.

CHAPTER 5

HIGHWAY MOVEMENT PROCEDURES

5-1. PURPOSE. This chapter sets forth policies, procedures, and administrative requirements essential to safe and efficient movement of convoy vehicles. It also includes instructions for obtaining convoy clearances and permits for oversized and overweight vehicles.

5-2. RESPONSIBILITIES.

a. JTD, Unit Movement Branch (UMB).

(1) Approve convoy requests based on AR 55-29, FORSCOM/ARNG Regulation 55-1, State Department of Transportation guidelines (WAARNG Reg. 55-1), and information provided by the requesting unit.

(2) Obtain Special Hauling Permits from the State Department of Transportation.

(3) Spot-monitor convoy operations.

(4) Compile reports required by the JTD and higher headquarters.

(5) Assign arrival and departure gates.

b. Convoy Commanders.

(1) Perform a thorough reconnaissance of the proposed route (FM 5-36).

(2) Submit all required paperwork, through supporting Major Subordinate Commands S4s.

(3) Conduct a driver's safety briefing prior to departing unit area. Specify and disseminate order of march for convoy.

(4) Ensure that all drivers abide by all traffic rules and regulations.

(5) Maintain supervision and control over vehicles while enroute.

(6) Report any accident/breakdowns to the proper authorities.

(7) Prepare the Convoy Commander's Checklist (example at Figure 5-1).

(8) Ensure approved required traction devices are carried aboard each vehicle during the period of 1 Nov - 1 Apr.

(9) Designate trail party IAW guidance from Brigade/Battalion (BDE/BN) S3.

(10) Coordinate with Battalion Maintenance Officer (BMO) team for technical inspection and conduct vehicle inspections.

(11) Render all necessary reports to BDE/BN S-3 or Fort Lewis Emergency Operations Center (EOC), as required.

(12) Ensure vehicles are assembled in the unit holding area or motor pool in road march order at least one working day prior to departure.

c. Major Subordinate Commands.

(1) BDE/BN S-3: Publish initial guidance covering convoy movement. Notify unit commanders on vehicle and personnel requirements and make any tasking required to support convoys.

(2) BDE/BN S4:

(a) Process convoy requests IAW this regulation and in conjunction with BDE/BN S3 guidance and tasking.

(b) Designate Starting Point/Release Point and check points in route (if not designated by Fort Lewis UMB). Publish BDE/BN march order, if required.

(3) Unit Commander:

(a) Assign vehicles to convoy as required by tasking from higher headquarters.

(b) Inspect vehicle's PMCS prior to convoy inspection and ensure vehicle is safe to operate.

(c) Assign properly licensed drivers and assistant drivers. Whenever possible a properly licensed noncommissioned officer will be assigned to each vehicle.

(d) Ensure vehicles are clean and presentable.

5-3. PROCEDURES FOR OBTAINING CONVOY CLEARANCE.

a. A convoy consists of 6 or more vehicles organized to operate as a column or the dispatch of 10 or more vehicles per hour to the same destination over the same route.

b. Original and 2 copies of the Request for Convoy Clearance (DD Form 1265) will be submitted to JTD, UMB, Bldg 9620, NLT 15 working days prior to requested date of movement. See Figure 5-2 for example of DD Form 1265 and Figure 5-3 for instructions in completing DD Form 1265.

(1) Convoy requests that are submitted late must include a memorandum for exception to regulation signed by a commander (LTC or above) justifying an emergency movement. Non-emergency requests will not be approved when submitted late.

(2) A strip map must be prepared by the unit and submitted with convoy requests.

c. Convoy clearances will not be issued for round-trip movement unless the movement meets all of the following standards:

(1) Point of origin and destination are identical.

(2) Date of departure and date of return are the same.

(3) Movement is within a 100-mile radius from the point of origin.

d. If the movement does not meet all of the above requirements (Para 5-3c(1)-(3)), a separate return request should be submitted along with the initial movement request.

e. Convoy clearances are not approved for movement on weekends, holidays or during hours of darkness or inclement weather unless considered to be of military necessity by the commander of the unit.

f. When number of vehicles exceeds 20, the convoy will be divided into serials. See paragraph 5-9 below for explanation of organizational elements of a convoy.

g. Time intervals between serials will be at least 30 minutes.

h. Time intervals between march units will be at least 15 minutes.

i. The maximum speed limit for vehicles traveling in a convoy is 45 miles per hour (MPH). The catch-up speed will not exceed 50 MPH.

5-4. APPROVING CONVOY REQUESTS.

a. Note time and date received on the DD Form 1265.

b. Stamp approved in block 14 of DD Form 1265.

c. UMB will submit original DD 1265 to the State Movement Control Center for approval and deconflicting use of highways.

d. State Movement Control Center will issue a movement order and convoy clearance number.

5-5. DISTRIBUTION OF DD FORM 1265.

- a. Original to State Movement Control Center.
- b. One copy to Unit Movement Branch.
- c. Remaining copies returned to the requesting unit.

CHANGING A CONVOY CLEARANCE.

- a. If a moving unit requests a change of date and/or time of movement, number of vehicles and/or number of serials, the unit must submit a revised request NLT five working days prior to movement date in order to ensure that ample time is allowed for approval and notification of changes to the State Department of Transportation. (Note: Telephonic requests for changes are not acceptable unless considered to be of military necessity. If changes are approved telephonically, note date, time of call, and name of person contacted in block 20 of the DD Form 1265.)
- b. When request is made prior to approval of original DD Form 1265, a new DD Form 1265 must be submitted reflecting changes.
- c. When a request for change is made after original Convoy Clearance has been approved, a new DD Form 1265 must be completed reflecting changes, original Convoy Clearance number must be pulled, and new Convoy Clearance number issued. (Note: Convoy number will remain the same if change does not affect date of movement.)

PROCEDURES FOR OBTAINING SPECIAL HAULING PERMITS

- a. Requests for Special Hauling Permits to move oversized or overweight vehicles over public roads are submitted on DD Form 1266 (Request for Special Hauling Permit) NLT 15 working days prior to requested date of travel (AR 55-29). See Figure 5-4 for example of DD Form 1266 and Figure 5-5 for instructions in completing DD Form 1266. Special Hauling Permit requests that are submitted late must include a memorandum for exception to Regulation signed by a Commander, LTC or above, justifying an emergency movement. Non-emergency requests will not be approved when submitted late.
- b. Requests for Special Hauling Permits will be submitted to the JTD, UMB, MS 53, Bldg. 9620, phone 967-6349.
- c. An oversize vehicle is a vehicle or combination of vehicles and cargo, which exceeds one, or more of the width, length, or height limitations imposed by State Law (AR 55-29, Para 3j).
- d. An overweight vehicle is a vehicle or combination of vehicles and cargo in which the gross weight or axle weight exceeds the legal gross or axle weight limitations.

The various combinations of axles and axle spacing, the number of wheels, and the types of tires on each vehicle are considered (AR 55-29, Para 3k).

e. Oversize and overweight movements may be made from one-half hour before sunrise to one-half hour after sunset as limited by the following schedule:

Monday, Tuesday, Wednesday, & Thursday	Moves allowed all day.
Friday	Loads over 10 feet wide prohibited after 1400 hours; other permit moves prohibited after 1500 hours.
Saturday	Moves allowed all day.
Sunday	All moves prohibited after 1200 hours.

All permit movements are prohibited on the day of and during the afternoon of the day preceding the following holidays:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

Should any of these holidays fall on a Saturday or Sunday, the preceding Friday or following Monday shall be considered the holiday.

f. Permits are required when:

- (1) Maximum width of a vehicle or vehicle combination and load exceeds 8'6".
- (2) Maximum height of vehicle combination and load exceeds 14 feet.
Overheight is governed by the clearance of overhead obstructions. It is the responsibility of the permittee to check the proposed route and detour when necessary (WAC 468-38-0701).
- (3) Maximum length of vehicle exceeds 40 feet; 65 feet for vehicle and load.
- (4) Maximum gross weight exceeds 80,000 lbs. or for tandem axle vehicles, 34,000 lbs.

g. Permits can not be obtained for a period of more than three days.

h. Blanket permits are not issued.

i. All overheight movements in excess of 14' 6" high shall be accompanied by one escort vehicle to provide warning to traffic and to advise the permittee of hazardous conditions.

j. Vehicles traveling under permit authority requiring an escort vehicle may not travel in convoys.

k. All oversize vehicles requiring escort must have communications between escort vehicle and load carrying vehicle.

l. The vehicle or combination vehicle and load must be reduced or disassembled to a practical minimum. If load exceeds 80,000 lbs., reduction shall be made even though the use of additional vehicles becomes necessary (WAC 252-24-366).

m. Approving DD Form 1266 is as follows:

(1) When received, note time and date of receipt on DD Form 1266.

(2) Take DD Form 1266 to the State Department of Transportation and have them issued a permit.

(3) Make one copy of the permit from the state and attach to file copy of DD Form 1266.

(4) Special Permit and Convoy Clearance numbers will be entered by Convoy Approving Authority.

(5) Stamp APPROVED in block 7 of the DD Form 1266 if proposed routing is approved.

(6) Stamp block 24 with the UMB stamp.

(7) Type or print name in block 26.

(8) Place signature in block 30.

n. Distribution for DD Form 1266 and Special Hauling permit is as follows:

(1) One copy for UMB's file.

(2) All other copies to unit.

5-8. CONDUCT OF ROAD MARCH.

a. The convoy commander is responsible for conduct and safe operation of the convoy. The Convoy Commander will designate:

(1) March units and march unit Noncommissioned Officers in Charge.

(2) Trail party and trail party commanders.

(3) Provide drivers with the opportunity to get eight hours sleep the night before a convoy.

(4) Assemble all personnel one hour prior to start time for final instructions and pre-operational checks.

b. Convoy Commanders will enforce speeds as set out in convoy approval documents. For convoys on interstate highways the speed is usually 45 MPH with a 50 MPH catch-up speed. A general rule of thumb for other highways is that the convoy speed is 5 MPH lower than the posted speed limit and the catch-up speed is the posted speed limit.

c. Convoys will make a rest halt approximately every two hours. Rest halts will be as listed on DD Form 1265. Drivers will report operational status of vehicles to include personnel, equipment, and sensitive items to march unit NCOIC before restarting.

d. All vehicles will use service drive lights.

e. Vehicles within convoys will not pass each other.

f. Convoy Commanders, march unit NCOICs and trail party O/C will have FM radios. Additionally, the pace and trail vehicle of each march unit should have FM radios.

5-9. CONVOY ORGANIZATION.

a. Convoys are divided into three organizational elements:

(1) March column - this is the entire convoy. Small convoys (6-20 vehicles) will consist of a single march column. For convoys greater than 20, divide the convoy into 2 or more serials.

(2) Serial - subdivision of a convoy (march column). All vehicles move together under command of a serial commander reporting to convoy commander.

(3) March unit - smallest element of a convoy, used for command and control within the serial.

(4) An example organization would be to designate a company as the march column, platoons within the company as march units.

b. Convoy commanders will designate the following functional elements regardless of size:

(1) Head. This is the first task vehicle of the convoy. It is marked by a blue

flag and CONVOY FOLLOWS sign. The head vehicle will carry the march unit NCOIC. The NCOIC will have a thorough understanding of the route, schedules, and rates of march. This vehicle sets the pace for the convoy. Commanders should use the heaviest or slowest vehicle in this spot.

(2) Main Body. This is the rest of the convoy, minus the trail. The main body is divided into serials and march units as required. Each sub-element should have a designated commander.

(3) Trail. Last element of a march column, consisting of maintenance and medical personnel. The trail officer or NCOIC is responsible for march discipline, breakdowns, straggling vehicles and control at accident scenes. Paragraph 5-10 (below) outlines duties of the trail party.

(4) Convoy serial and march unit commanders have no prescribed location in the convoy. This allows the commander freedom of movement necessary to exercise proper control.

5-10. TRAIL PARTY DUTIES. The trail party commander or NCOIC will ride at the rear of the column (in large convoys an entire march unit may be designated as a trail party). The trail party will:

- a. Carry an appropriate prescribed load list (PLL) to accommodate vehicle type, density as required.
- b. Have tools on hand to effect repairs.
- c. Ensure a vehicle which breaks down is properly marked if vehicle cannot be recovered. Report vehicles left behind to convoy commander/EOC.
- d. Have a proper recovery vehicle.
- e. Ensure personnel staying behind have warm, dry clothing, sleeping bag and rations.

5-11. CONVOY VEHICLE IDENTIFICATION. FM 55-312 prescribes the size, design, and placement of convoy flags. A blue flag on the lead vehicle and a green flag on the last vehicle of the convoy element will identify each convoy serial. If the lead and the last vehicles are control vehicles, signs must be installed on the first and last vehicles occupying static positions in the convoy element. The convoy commander's vehicle will display a white and black flag. CONVOY FOLLOWS and CONVOY AHEAD signs will be placed at the front and rear vehicles, respectively. Placement requirements can also be found in FM 55-312.

5-12. MONTHLY REPORTS.

a. A report must be completed at the end of each month to include a minimum of the following information.

- (1) Number of convoys approved.
- (2) Number of convoys disapproved with reasons.
- (3) Total number of vehicles in approved convoy movements.
- (4) Number of Special Hauling Permits issued.

b. The monthly report is the responsibility of the JTD, UMB.

CONVOY COMMANDER'S CHECKLIST (FORSCOM Reg 55-1)		
	Yes	No
1. Has a reconnaissance of the approved route been made and a strip map prepared?	1	
2. Have overweight, oversize, or exceptionally slow vehicles been identified and provisions made for their movement?		
3. Is a listing of contacts, either telephone numbers or addresses, available along the route in case of incident or accident?		
4. Are specific provisions made to preclude the carrying of passengers in the last vehicle of an element?		
5. Are convoy identifying signs available and in good repair?		
6. Are trucks that are to carry personnel equipped with first aid kits?		
7. Do vehicles that are required to operate at night have the "L" shaped reflective symbol in the lower left corner of tailgate?		
8. Are flags (BLUE for lead vehicle, GREEN for trail vehicle and BLACK AND WHITE for the convoy commander) available and in		
9. Does each vehicle of the proposed convoy contain a basic highway warning kit appropriate for the vehicle?		
Do vehicles transporting compressed gases, explosives or flammables have flashing lanterns in lieu of flares or fuses?		
Have hazardous materials (HAZMAT) been packed, marked and placarded according to law and regulation?		
Have the packing, marking and placarding of HAZMAT items been certified by a properly trained individual?		
10. Have provisions been made to pay for toll roads, bridges, etc?		
11. Have possible rest stops or break areas along the route been identified on strip maps?		
12. Is a comprehensive checklist for the convoy available?		
13. Have provisions been made for inoperable vehicle recovery?		
14. Has the start point been identified?		
Has the release point been identified?		
15. Has the Convoy Movement Order been reviewed to determine the route?		
16. Can bridges and defiles safely accommodate all loaded or tracked vehicles?		
17. Are critical points known and listed on strip maps?		
18. Has the size of march units been determined?		
19. Has the rate of march on the Convoy Movement Order been verified?		
20. Has the vehicle interval on open road been determined?		
In built-up areas?		
At halt?		
21. Has the type of column been determined?		
22. Have provisions been made for refueling, if required?		
23. Has a suitable bivouac site been selected, if required?		
24. Have convoy clearances been obtained in the proper time frame?		
25. Is escort required and has it been requested?		
26. Are spare trucks available for emergencies?		
27. Are vehicles fully serviced, clean, and ready for loading?		
28. Is load proper, neat, and balanced?		
29. Are drivers properly briefed?		
By responsible individuals?		
In the correct time frame?		
30. Is the convoy marked front and rear of each march unit?		
31. Are guides in place?		
32. Are blackout lights functioning?		
33. Are maintenance services alerted?		
34. Is maintenance truck in rear?		
Are medics in rear?		
Is there a plan for casualties?		
35. Are all interested parties advised of ETA?		

FORSCOM Form 285-2-R, 1 Mar 93

EDITION OF APR 82 MAY BE USED.

8-1/2X11

Figure 5-1. FORSCOM Form 285-2-R
Convoy Commander's Checklist

	Yes	No
36. Is officer at rear of convoy ready to take necessary corrective action such as investigating accidents, unusual incidents, and Has a trail officer been identified?		
37. Is there a personnel/cargo loading plan?		
38. Is there a personnel/cargo unloading plan?		
39. Has a plan been made for feeding personnel?		
40. Has time been established for formation of convoy?		
41. Has time been established for releasing trucks?		
42. Is a written operation order on hand, if required?		
43. Will a log of road movement be required at end of trip?		
44. Has weather forecast been obtained?		
45. Do all personnel have proper clothing and equipment?		
46. Is there a communications plan?		
47. Are personnel prohibited from riding in the cargo compartments of vehicles transporting ammunition?		
48. Are drivers of ammunition briefed on accident Emergency Response Procedures and the required withdrawal distances in the		
49. Are the marshaling areas for ammunition or explosive laden vehicles separated from unrelated personnel, equipment, and		
REMARKS		

Reverse of FORSCOM Form 285-2-R

Figure 5-1. FORSCOM Form 285-2-R (Reverse)
Convoy Commander's Checklist

REQUEST FOR CONVOY CLEARANCE		1. CONVOY NUMBER	2. UIC	3. DATE (YYYYMMDD)	
SECTION I - GENERAL					
4. ORGANIZATION		5. STATION		6. CONVOY COMMANDER	
7. PERSONNEL STRENGTH		8. POINT OF ORIGIN		9. DESTINATION	
a. OFFICER	b. ENLISTED				
10. DATE AND TIME		a. DEPARTURE	b. ARRIVAL	11. RATE OF MARCH	
SECTION II - CONVOY COMPOSITION					
12. NUMBER OF EACH TYPE OF VEHICLE AND DESCRIPTION (Include towed equipment)					
13. TOTAL NUMBER OF VEHICLES	14. NUMBER OF OVERSIZE/ OVERWEIGHT VEHICLES	15a. NO. OF SERIALS	b. TIME INTERVAL	16a. NO. OF MARCH UNITS	b. TIME INTERVAL
SECTION III - ROUTE DATA					
17. PROPOSED ROUTING (Indicate US Routes, State Routes, etc.)					
18. ETA AND ETD AT STATE LINES, MAJOR ROAD JUNCTIONS, MAJOR BRIDGES AND TUNNELS, METROPOLITAN AREAS AND OVERNIGHT HALT SITES (Continue on a separate sheet if additional space is required)					
a. LOCATION		b. ETA	c. DATE (YYYYMMDD)	d. ETD	e. DATE (YYYYMMDD)
SECTION IV - LOGISTICAL DATA					
19. BRIEF GENERAL DESCRIPTION OF CARGO (Brief general description; i.e., organizational impediments, etc.) (Within security limitations)					

DD FORM 1265, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WHS/DIOR, Sep 98

Figure 5-2. Example of DD Form 1265
Request for Convoy Clearance

20. ARE EXPLOSIVES TO BE TRANSPORTED?		<input type="checkbox"/> YES	<input type="checkbox"/> NO <i>(If YES, describe below)</i>			
a. CLASS	b. AMOUNT	c. DESCRIPTION			d. VEHICLES TO BE USED	
					(2) TYPE	
21. STATEMENT WHY EXPLOSIVES CANNOT BE TRANSPORTED COMMERCIALY <i>(Movements involving explosives and/or other dangerous articles are required to comply with all applicable regulations or directives)</i>						
22. LOGISTICAL SUPPORT REQUIRED AT OVERNIGHT HALT SITES? <input type="checkbox"/> YES <input type="checkbox"/> NO						
<i>(If YES, complete the following) (Use separate sheet if additional space is required)</i>						
a. DATE (YYYYMMDD)	b. INSTALLATION	c. GAS (gals)	d. OIL (gals)	e. RATIONS	f. BILLETS	g. OTHER
23. REMARKS						
24. REQUESTING AGENCY				25. APPROVING AGENCY		
26. REQUESTED BY				27. APPROVED BY		
a. NAME (Last, First, Middle Initial)				a. NAME (Last, First, Middle Initial)		
b. GRADE	c. TITLE			b. GRADE	c. TITLE	
d. SIGNATURE		e. DATE (YYYYMMDD)	d. SIGNATURE			e. DATE (YYYYMMDD)
INSTRUCTIONS: In cases where bona-fide emergencies exist, the information contained on DD Form 1265 and DD Form 1266 may be transmitted to the appropriate headquarters by telephone or electronic transmission. In this event, reference will be made to item numbers in the sequence in which they appear on the form. Items which do not apply will be so indicated.						

DD FORM 1265 (BACK), SEP 1998

Figure 5-2. Example of DD Form 1265 Request for Convoy Clearance (Reverse)

Figure 5-3. Instructions for Completing DD Form 1265

Request for Convoy Clearance

- Block # 1: Leave blank.
- Block # 2: Unit Identification Code (UIC).
- Block # 3: Date (YYYYMMDD)
- Block # 4: Your Organizational Address and Telephone Number.
- Block # 5: Station from which convoy will depart. (Ft. Lewis, WA.)
- Block # 6: Convoy commanders name and rank.
- Block# 7a, b: Personnel breakdown to accompany convoy.
- Block# 8: Convoy's point of departure.
- Block# 9: Convoy's destination.
- Block #10 a, b: Estimated TIME-DATE Group: departure/arrival.
- Block #11: Rate of March (Convoy Speed Limit)
- Block #12: Serial Breakdown (List all M series vehicles, Quantity in each serial, including all towed items).
- Block #13: Total number of prime movers.
- Block #14: Total number of vehicles, including towed equipment, which exceed the maximum height, width, length or weight restrictions as established by laws in states through which the convoy will move.
- Block #15 a: Number of serials. Block # 15 b: Use thirty-minute interval between serials for speed limits of 50 mph, forty five minutes between serials for speed limits of 40 mph (Example; serials with M920, M930 5 tons trucks).
- Block #16 a: March unit is the smallest organized subgroup of convoy. A March unit does not consist of more than 20 vehicles. Block # 16 b: Self-explanatory. See DOD 4500.9R for guidance.
- Block # 17: Indicate all interstates, US highways, state roads, and streets to traversed during Convoy movement, including routes utilized to

and from rest areas, fuel stops, and remain Overnight (RON) sites. Make entries in chronological order of the convoy route.

- Block#18 a,
b, c, d, and e: Programmed convoy routes through possible congested areas. All estimated times of departure (ETD) are times at which last vehicle in the convoy will pass the specified location. All estimated time of arrival (ETA) are times at which the first vehicle in the convoy will arrive at the specified location. The first entry is the ETD from the point of origin; no ETA is required. The last entry is the destination with both ETA of the first vehicle and the ETD of the last vehicle. Show all time in LOCAL time unless the convoy will cross a time zone, in which case the time zone is also indicated for each time (EST, CST, MST, PST).
- Block # 19: Type of cargo transported. (Crew served weapons, MTOE, identify refuelers with type and quantity of fuel(s).
- Block # 20: Check appropriate block; if YES box is checked, provide the following information:
- Block # 20 a, b,
c, d (1), and (2): State Class Division, total rounds of that class division, DODIC and nomenclature, number of transport vehicles and M series of transport vehicle(s).
- Block # 21: Statement why explosive cannot be transported commercially.
- Block # 22: List logistical support required at all overnight halt sites (RON). Check Yes or No.
- Block # 22 a,
b, c, d, e, f, g: List dates, installation stop, gallons of gas required, gallons of oil required, total number of troop rations required, number of billets required, list other.
- Block # 23: List all special remarks. Guard requirements for crew served weapons, number of crew served weapons, statement that convoy commander will brief guards on use of force rules and requirements. Over size loads (LAV III or Strykers) List vehicle serial numbers and bumper numbers by serial.
- Block # 24: State requesting unit or agency.
- Block # 25: Leave blank (Convoy Clearance Authority fills information in.

Block # 26 a,

b, c, d, e: Unit Movement Officers (UMO) name, UMO rank, Title, payroll signature, and Date (YYYYMMDD).

Block # 27 a,

b, c, d, e: This block is filled in by Convoy Clearance Authority.

REQUEST FOR SPECIAL HAULING PERMIT			1. CONVOY NUMBER	2. UIC	3. DATE (YYYYMMDD)		
SECTION I - GENERAL							
4. ORGANIZATION			5. STATION		6. DATE OF MOVEMENT (YYYYMMDD)		
					a. STARTING		b. COMPLETION
7. POINT OF ORIGIN			8. DESTINATION				
9. ARRIVAL AT STATE LINES							
a. DATE (YYYYMMDD)		b. TIME	c. STATE LINE				
11. ESCORT REQUIREMENTS							
SECTION II - VEHICLE AND LOAD DATA							
DESCRIPTION a.	TYPE (2-ton, etc.) b.	NO. OF VEHICLES c.	REGISTRATION NUMBER d.	HEIGHT e.	WIDTH f.	LENGTH g.	WEIGHT h.
12. VEHICLE							
(1) TRUCK							(Empty)
(2) TRUCK-TRACTOR							(Empty)
(3) TRAILER							(Empty)
(4) SEMI-TRAILER							(Empty)
(5) OTHER (Specify)							(Empty)
13. LOAD							
14. OVERALL (Vehicle and load)							
15. DESCRIPTION OF LOAD (Brief general description: Organization impediments, etc.) (Within security limitations)							
16. LOAD OVERHANG							
a. FRONT		b. REAR		c. LEFT SIDE		d. RIGHT SIDE	

DD FORM 1266, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WHS/DIOR, Sep 98

Figure 5-4. Example of DD Form 1266
(Request for Special Hauling Permit)

17. NUMBER OF AXLES	(1) A	(2) B	(1) C	() D	() E	() F	() G	() H	TOTAL I.
	AXLE 1 a.	AXLE 2 b.	AXLE 3 c.	AXLE 4 d.	AXLE 5 e.				
18. NUMBER OF TIRES									
19. TIRE WIDTH (Inches)									
20. TIRE SIZES									
21. AXLE LOAD (Empty)									
22. AXLE LOAD (Loaded)									
23. AXLE SPACING (See Item 17 for identification)	A SPACING	B SPACING	C SPACING		E SPACING	F SPACING	G SPACING	H SPACING	
24. REMARKS									
25. MOVEMENT BY HIGHWAY IS									
<input type="checkbox"/> ESSENTIAL TO NATIONAL DEFENSE					<input type="checkbox"/> IN THE INTEREST OF NATIONAL DEFENSE				
26. REQUESTING AGENCY					27. APPROVING AGENCY				
28. REQUESTED BY					29. APPROVED BY				
a. NAME (Last, First, Middle Initial)					a. NAME (Last, First, Middle Initial)				
b. GRADE					c. TITLE				
d. SIGNATURE					d. SIGNATURE				
					e. DATE (YYYYMMDD)				
INSTRUCTIONS									
GENERAL: DD Form 1266, "Request for Special Hauling Permit" will be used to obtain special hauling permits for the movement of over-size/overweight vehicles over public highways when accompanying a convoy or when traveling separately. This form, in duplicate and accompanied by letter of transmittal, will be forwarded through the local transportation officer so as to reach the appropriate headquarters not less than ten (10) working days prior to the starting date of the movement. Letters of transmittal will contain complete itinerary and explanation of the movement. One (1) letter of transmittal is sufficient when several DD Forms 1265 and 1266 involving one (1) movement are forwarded to the appropriate headquarters. In cases where bona-fide emergencies exist, the information contained in this form and DD Form 1265 may be transmitted to the appropriate headquarters by telephone or electronic transmission. In this event, reference will be made to item numbers in the sequence in which they appear on the forms. Items which do not apply will be so indicated.					SPECIFIC: Item 12. a, b., c., and d. - Complete nomenclature of vehicles involved. More than one unit may be included, provided units are identical in equipment, load characteristics, routing and movement date. Total number of units shall be indicated prominently. Item 12. e. - Note all units other than standard highway vehicles; road equipment, guns, etc. Item 12. d. - Indicate the registration number for each unit or combination of units. Use additional page if required. Item 17 - Indicate appropriate number of axles by inserting number in proper circles. Block out circles not applicable. Item 24 - For movement through the District of Columbia, include name of manufacturer of equipment.				

D FORM 1266 (BACK), SEP 1998

Figure 5-4. Example of DD Form 1266 (Reverse)
(Request for Special Hauling Permit)

Figure 5-5, Instructions for Completing DD Form 1266

Request for Special Hauling Permit

- Block # 1: Leave blank. (Used by Convoy Approving Authority)
- Block # 2: Unit Identification Code (UIC).
- Block # 3: Date (YYYYMMDD).
- Block # 4: Organization requesting special hauling permit. Telephone number.
- Block # 5: Organizations home station.
- Block # 6 a, b: Starting date of permit, Completion dates of permit. Permits will be issued in three day increments.
- Block # 7: Vehicle's point of movement origin.
- Block # 8: Vehicle's destination.
- Block # 9: Estimated date/time of arrival at state lines.
- Block # 10: Enter all interstates, US highways, state roads, and streets to be Travel during vehicles movement, including routes utilized to and from rest areas fuel stops, and RON sites. Entries made in chronological order of vehicles routes. Include mile markers for entry and exit of all interstate and state highways.
- Block # 11: State escort vehicle requirements (Pilot car, trail vehicle).
- Block # 12 a: Model number of equipment in the appropriate category.
- Block # 12 b: Tonnage classification as per TB 55-46-1
- Block # 12 c: A separate DD Form 1266 must be prepared for each type of equipment and/or load; two identical pieces of equipment with different loads must have a different DD Form 1266 accomplished.
- Block # 12 d: Transport vehicles registration number.
- Block # 12 e, f, and g: Length, Width, and Height.
- Block # 12 h: Empty weight of vehicle.

- Block # 13 a If no load, enter none; if a load, describe in block 13 (LOAD).
- Block # 13 e-h: Enter physical dimensions of load using units of inches and pounds.
- Block # 14 a-h Compute overall Height, Width, Length, and Gross Weight with load.
- Block # 15: Transport tractors serial number and bumper number or Stryker, LAV III, Centuro, Fuch, M93A1 (FOX) vehicle(s) serial numbers and bumper numbers of each.
- Block # 16 a-d Load Overhang (front and rear of trailer overhang, or left side, right side trailer overhang, stated in inches.
- Block # 17 a-h: Number of appropriate axles. (Tractor and trailer)
- Block # 18: Total number of tires per axles.
- Block # 19: Width of tire times total number of tire per axle
- Block # 20: Tire sizes on all axles.
- Block # 21 Determined by obtaining actual weight of each individual axle empty.
- Block # 22: Determined by obtaining actual weight of each individual axle with load onboard. **Note:** The sum of **Block 14 h**, must equal the sum of **Block 22 i**.
- Block # 23: State any special remarks about transport vehicle or load
- Block # 25: Check the appropriate block.
- Block # 26: State requesting unit or organization and address.
- Block # 27: Leave blank. (Used by Approving Authority)
- Block # 28 a-e: Unit Movement Officers (UMO) name, UMO rank, Title, Payroll signature, and date (YYYYMMDD).
- Block # 29 a-e: Leave blank. (Used by Approving Authority)

CHAPTER 6

LOCALLY CONSTRUCTED VEHICLE/EQUIPMENT SHELTERS

6-1. **RESPONSIBILITIES.** Unit commanders are responsible for ensuring that built-up vehicle shelters are constructed IAW the specifications and guidance provided in this chapter.

6-2. **RESTRICTIONS.** Fort Lewis units are authorized to fly locally manufactured vehicle/equipment shelters on Air Mobility Command (AMC) aircraft. The following restrictions apply:

a. The construction or placement of any shelter on a vehicle will not interfere with the timely and efficient loading or movement of any equipment aboard AMC aircraft.

b. The combined weight of the shelter on a vehicle will not interfere with the timely and efficient loading or movement of any equipment aboard AMC aircraft.

c. The shelter will not be wider or longer than the vehicle sides or rear, respectively, and be designed to meet all structural and dimensional limitations of the C-130, C-141, C-17, C-5 and KC-10 aircrafts

d. At a minimum, the shelter must be secured to the vehicle's body or frame during air movement by means of bolts. It is recommended that cables and turnbuckles be used to secure the shelter to the vehicle bed.

e. All cargo within the shelter must be secured with tie-down straps or one-half inch rope in the same manner that loose cargo is secured in the bed of the vehicle.

6-3. **PROCEDURES.**

a. Commanders are not limited as to the type of shelter or vehicle used to meet specific unit requirements. A unit may design a special type of built-up vehicle shelter as long as air transportability requirements are met.

b. All built-up shelters and equipment will be certified as being air transportable by the UMB for all Ft. Lewis units. Unit plans and the appropriate transportation office prior to construction should review specifications for new and replacement shelters.

c. Vehicles with built-up shelters must be identified as such in all unit movement data. The unit movement officers must ensure that aircraft load plans and the Automated Unit Equipment List reflects the exact dimensional data and weight for the vehicle and shelter combination.

CHAPTER 7

TRANSPORTATION OF FREIGHT

7-1 RESPONSIBILITIES.

a. Shipment of Freight.

(1) Using Activity Responsibilities.

(a) Pack, mark, weigh, and label freight in accordance with MIL-STD 129 (Military Standard-Marking for Shipment and Storage) prior to requesting shipment by the JTD, Materiel Movements Branch.

(b) Provide placards to the carrier when shipping hazardous materials.

(c) Affix appropriate DD Form 1387 (Military Shipping Label) to each shipment entering the Department of Defense transportation system (see Figure 7-1). The appropriate DD Form 1387 selected is based on the supply Issue Priority Designator (IPD) as follows:

- IPD 01-03: DD Form 1387-2 (Special Handling Data Certification). Applied to classified, sensitive shipments.

- IPD 04-08: DD Form 1387 (Military Shipping Label).

- IPD 09-15: DD Form 1387 (Military Shipping Label).

(d) Submit HFL 815 (Request for Shipment) to Materiel Movements after freight is properly prepared. See paragraph 7-2 of this regulation for preparation of HFL Form 815.

(e) Deliver small package shipments to Materiel Movements, Building 9630; door #23.

(2) Supply Division, Storage and Shipping Office Responsibilities. (If loading point is other than Building 9630, the using activity has these responsibilities).

(a) Obtain the signature, in ink, of the commercial carrier's representative (driver) on the Bill of Lading, accompanying supporting documents, and DD Form 1907 (Signature and Tally Record) when applicable. Return all copies of the documents except the carrier's copy to Materiel Movements Branch.

(b) Advise Materiel Movements Branch of required Report of Shipment information on classified or sensitive cargo shipments in accordance with AR 55-355, paragraph 34-15.

(3) Materiel Movements Branch Responsibilities.

(a) Process HFL Form 815 and ensure that it is completed in accordance with paragraph 7-2 of this regulation.

(b) Arrange for commercial or Military Transportation to freight.

(c) Provide shipment handling instructions to the using activity.

b. Receipt of Freight.

(1) Storage and Shipping Office or any Receiving Activity Responsibilities.

(a) Inspect shipments upon delivery.

(b) Take necessary action when discrepancies in shipment exist.

(c) Notify Materiel Movements when an inspection of the shipment is required.

(d) Notify the Fort Lewis Radiation Protection Officer (FL RPO), Installation Safety Office, within three hours when a package containing radioactive material is received.

(e) Forward documentation to Materiel Movements.

(2) Materiel Movements Responsibilities.

(a) Process documentation from receiving activity.

(b) Arrange carrier inspections of any shipment discrepancy.

(c) Prepare freight claim for any shipment discrepancy.

7-2. PREPARATION OF HFL FORM 815.

a. HFL Form 815 (figure 7-2) will be prepared in three copies. Materiel Movements and one copy returned to the using activity will hold two copies.

b. Supporting documents will be included with the submission of HFL Form 815 (e.g. DD Form 1348-1, DoD Single Line Item Release/Receipt Document and DD Form 1149, Requisition and Invoice/Shipping Document, see Figures 7-3 and 7-4, respectively).

c. Block-by-Block Instructions for HFL Form 815 are as follows:

(1) Installation/Division Block: Enter applicable information, e.g. Fort Lewis, Washington; Vancouver Barracks, Washington, etc., and your Division.

(2) Branch/Section Block: Enter your branch/Section.

(3) Date Block. Enter date the form is authenticated.

(4) Signature and Rank or Title Block. Enter the authenticating signature and rank/title.

(5) Ship To Block. Enter the name and complete address to include zip code of the activity to which shipment is being made.

(6) Authority for Shipment Block. Enter project number, exercise name, message number, or anything else that identifies the shipment authority.

(7) For Block. Enter any information that identifies an individual or activity that will ultimately receive the shipment. For overnight delivery, provide a POC, building number, room number(s), and telephone number. When requesting overnight delivery, the following certification must be entered on the form in the Description of Articles Block:

"I certify that this item is not eligible for express mail overnight service or first class mail. Small package express is required to accomplish the mission."
The Unit's CO or Acting CO must make this certification. Overnight express service by air will not be made for destinations less than 300 miles away.

(8) Procurement Authority Block. Enter the complete fund citation to be applied to transportation charges. A copy of any written directives may be attached to the HFL Form 815. If the shipment is in support of a training or field exercise, include the Transportation Account Code along with the fund citation.

(9) Date to be Shipped Block. Enter the IPD, Required Delivery Date (RDD), and/or Desired Delivery Date (DDD) of the shipment at the destination (e.g. IPD 08; RDD 13 Mar 96).

(10) Number on Packages Block. Enter any identifying number(s) the unit has placed on the shipping container or vehicle bumper number (this column is normally left blank for general cargo).

(11) No & Kind of Pkgs Block. Enter number and type of shipping containers (e.g. 3 crates, 7 pallets, 5 boxes, and 7 vehicles).

(12) Description of Articles Block. Enter noun description of article. Include National Stock Number (NSN) for each article being shipped. Outside dimensions must be included for each article being shipping (length, width and height in inches).

(a) **Shipment of Vehicles.** Enter NSN, Table of Organization and Equipment, outside dimensions, and indicate if vehicle is reduced in size. Vehicle should be reduced whenever possible.

(b) **Multiple Items.** When multiple items are packed into one container, the NSN and item nomenclature must be furnished for all items packed in the container. Identify all labels that are applied to the container (e.g. Fragile, 999, Perishable, Flammable, Explosive).

(c) **Classified Shipments (Secret or Confidential).** In addition to paragraph 7-2c(12) above, indicates the Physical Security Code as defined in the Army Master File.

(d) **Protected (Sensitive) Material.** Indicate item(s) that are protected/sensitive as described in DoD 5100.76M.

(e) **Controlled Cryptographic Items (CCI).** Transport IAW TB 380-41 and DA Pam 25-380-2.

(f) **Hazardous Shipments.** Any item identified in the Code of Federal Regulations, Title 49, Part 172 (Hazardous Materials Tables and Materials Communications Regulations), must be identified with the proper shipping name (noun), Hazard Class, Identification Number, and labeled as specified. All hazardous weight (including net explosive weights) must be identified separately as ounces, pounds, or tons. Any specific packaging requirements in Part 172 must be adhered to and the following certification must be applied to the HFL Form 815:

“This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transport according to the applicable regulations of the Department of Transportation.”

(13) **Cubic Feet Block.** Enter the cubic feet of shipment based on the following formula: Cubic Feet = Length (inches) x Width (inches) x Height (inches divided by 1,728 (number of inches in a cubic foot). In other words,

$$\text{Cubic Feet} = \frac{L \times W \times H}{1,728}$$

(14) **Weight in Lbs Block.** Enter the exact weight of article. Estimated weights are not satisfactory.

(15) **Location of Pick-up/Shipment Block:** Enter the exact location from which the material is to be shipped.

(16) **Person to Contact Block:** Enter POC, alternate POC and phone numbers. This information is required in the event that Materiel Movements needs further information.

(17) Date Shipment Received by Trans. Officer Block: Leave blank (for Materiel Movements use only).

(18) Gov't BL No Block: Leave blank (for Materiel Movements use only).

(19) Date of BL Block: Leave blank (for Materiel Movements use only).

(20) Received for Transportation Block: Leave blank (for Materiel Movements use only).

d. Transportation of Radioactive Materials.

(1) Radioactive material shipments. The FL RPO must be notified prior to all shipments of radioactive equipment. The FL RPO will survey each package offered for shipment, ensure the package is free of removable radioactive contamination IAW 49 CFR 173.443, AR 385-11 and FORSCOM Reg 385-1. The FL RPO will provide guidance concerning documentation and packaging IAW Title 49 CFR 173, TM 55-315 and TM 38-250. It is the shipper's responsibility to ensure that the consignee has the authority to receive the materials being shipped IAW Title 10 CFR 30.41 and 40.51. The consignee will also be notified in advance of the impending shipment of a White I, Yellow II or Yellow III package. This will assure that the consignee has the capability to receive and handle the package.

(2) On-Post Transportation. Within an installation, it is usually not convenient to package and transport radioactive materials in the manner required for off-post shipments. However, the following precautions will be observed:

(a) A suitable vehicle will be used. Vehicles that are difficult to decontaminate and privately-owned vehicles (POVs) shall not be use.

(b) Radioactive materials will be secured in the vehicle to prevent movement while in route. Radioactive materials will be arranged such that the dose rate to the driver does not exceed 2 mR/hour (20 uGy/hour).

(c) Containers should be sturdily constructed and be free of removable contamination. Each radioactive material container must be marked as specified in MIL-STD-129J. MIL-STD-129J requires that each radioactive container be marked with "CAUTION - RADIOACTIVE MATERIALS" or "DANGER - RADIOACTIVE MATERIALS" and include the isotope, activity, and the date the activity was determined.

(d) Marking is not required if the package is accompanied by radiation protection personnel (personnel knowledgeable of the equipment/devices radiation hazards). Commodity items, which contain radioactive material, do not require additional markings unless the radiation markings have been removed, damaged or are otherwise indistinguishable.

(3) Off-Post Transportation.

(a) Radioactive materials shall be transported IAW the applicable DOT regulations as stated in paragraph 7-2d(1) above.

(b) Labeling requirements for the transportation of radioactive materials or devices containing radioactive materials are provided in 49 CFR 172.403 and 173.444.

(c) Personnel who will transport and/or escort radioactive shipments will be briefed as to potential hazards, methods to minimize hazards, and emergency procedures.

(d) Individuals shipping radioactive material, except commodity items, in excess of the amounts, which require an NRC license or DA authorization, shall obtain a copy of the consignees NRC license or DA authorization prior to shipment. The license/authorization will be used to verify that the consignee is authorized to receive the type, form, and quantity of radioactive materials to be transferred. It is the shipper's responsibility to ensure that the consignee has the authority to receive the materials being shipped IAW 10 CFR 30.41 and 40.51. The consignee will also be notified in advance of the impending shipment of a White Yellow II, Yellow III package, or I. This will assure that the consignee has the capability to receive and handle the package.

(e) Sealed sources exceeding quantities listed in 10 CFR 20, Appendix C, shall be leak tested within 6 months prior to shipment. Each package offered for shipment shall be free of contamination IAW 49 CFR 445. This requirement can be met by either using new packaging or wipe testing the old package prior to shipment. Precautions must be taken to ensure that new packaging is not contaminated within the packing area.

(f) A suitable vehicle will be used. Vehicles that are difficult to decontaminate and POVs shall not be used.

(g) Personnel engaged to transport radioactive materials in packages bearing a White I, Yellow II, or Yellow III label will be given a completed Department of Defense Form 836 (Special Instructions for Motor Vehicle Drivers) which contains instructions on emergency procedures. In addition, personnel who will transport and/or escort radioactive shipments containing packages bearing Yellow II labels will be briefed as to potential hazards, methods to minimize hazards, and emergency procedures.

(h) Packages containing radioactive materials shall be surveyed prior to shipment. This survey shall include:

- Measurement of the maximum dose rate at the surface of the package and at 1 meter from the package IAW 49 CFR 173.441.

- The performance of a procedure to prevent the shipment of a contaminated package. Measurement of the level of removable contamination on the outside surface of the package IAW 49 CFR 173.443 is one method to accomplish this. When laboratory instrumentation is not available at the local installation to count the package wipes, a quality control procedure shall be established to prevent the shipment of a contaminated package. This procedure shall include inspection of the item to be shipped to determine if it is damaged or may be leaking, wrapping the item to retard the release of radioactive material if it is suspected of being damaged/contaminated or leaking, and the packaging of the item in a newly constructed package. The proper procedures to follow to handle and package a damaged/contaminated or leaking item should be obtained from the item manager. A notice warning the addressee that the package contains a damaged contaminated, and/or leaking item shall be included with the package documentation.

- Review of the shipping papers, labeling, and marking. The off-post movement of equipment containing radioactive material by military vehicle or accompanied by military personnel is exempt from 49 CFR 170-189 (49 CFR 173.7 B or 177.806 B). This exemption applies to the movement of these materials off-post for the purposes of conducting training as well as for a national emergency. The military personnel accompanying the equipment will be knowledgeable of the types of radioactive materials in the equipment and will be familiar with the associated hazards and emergency procedures to be followed in the event of an incident. The military personnel who accompany the shipment may be Active Army, Reserve, National Guard or Department of the Army civilians.

(i) It is also necessary that the installation RPO be notified in advance of this movement so the RPO may be adequately prepared to assist in the event of an incident. Procedures to control and document the military movement of radioactive materials will be established at each installation. Radioactive Materials Movement/Shipment form maybe obtained from the Fort Lewis Installation Safety Office.

(j) Receiving activities shall establish procedures for surveying incoming shipments of radioactive materials IAW 10 CFR 20.205. Those procedures shall include monitoring the package as soon as practical after receipt, but no later than 3 hours after the package is received at the licensee's facility if received during the licensee's normal working hours, or 18 hours if received after normal working hours. The monitoring shall include:

Visually checking the package for signs of package and/or leakage.

- Determining the maximum exposure rate at the surface of the package and a 1-meter.

Performing a wipe test of the exterior surface of the package.

(k) On-site command of an emergency during transportation. The ranking person accompanying the shipment will take immediate steps to clear the area and request assistance. He retains command at the site pending the arrival of the commander of the nearest military installation or his representative. The designated Army area representative assumes responsibility upon his arrival. All radiation incidents/accidents must be reported to the Fort Lewis Radiation Protection Officer (967-3079) as soon as practical.

7-3. INSPECTION OF SHIPMENTS UPON DELIVERY.

a. The Materiel Movements Branch is directly responsible for monitoring all inbound freight receipts and bills of lading in the event any shortage, overage, or damage conditions exist. This cannot be accomplished without the complete cooperation of all activities to accurately and timely report all shipments received. Carrier's delivery receipts must be dated, signed, and forwarded to JTD, Supply Division, Materiel Movements, MS 18, Bldg. 9630, promptly, including all small package (Airborne, Federal Express, etc.) receipts.

b. Supply Division, Storage and Shipping Branch or any activity receiving personnel will inspect general shipments by examining and counting all containers and pieces received on each shipment. Each billed item will be checked as it is being removed from the carrier's equipment in order to observe and record any overage, shortage, and damage. Do not unload and then check the items for discrepancy. Failure to observe the proper inspection procedures could raise the question to carrier liability in case of a discrepancy.

c. The inspection of multiple, intermixed and less-than-truckload shipments need not take place while unloading from the carrier's equipment. These shipments should be unloaded and immediately checked for any overage, shortage, or damage prior to removing the shipment from the unloading area. The outward appearance of each container will be carefully observed as it is removed from the vehicle. When a piece of the shipment shows even the slightest evidence of damage, the receiving activity will call it to the attention of the carrier's driver and place it apart from other items being unloaded to ensure that a proper record is made upon completion of the unloading. A proper exception (e.g. one carton crushed, right front fender dented and scratched, etc.) will be made on the carrier's delivery receipt prior to signing for the shipment.

d. IAW CFR 10 Part 20.205, the FL RPO should be notified as soon as practical after receipt of a package containing radioactive material, but no later than three hours after the package is received at the licensee's facility during normal working hours. If the radioactive package is received after normal working hours, the FL RPO will be notified within 18 hours. Under no circumstance will a radioactive materials package with a radiation transportation label White I, Yellow III be opened prior to being surveyed by the FL RPO.

e. The receiving activity will keep a record of the count and condition of each piece

at the time the shipment is being unloaded. The consignee copy of the Bill of Lading, carrier's delivery receipt, tally sheet, or other approved form will be used for this purpose. This record will show identification, carrier equipment number, time, date, and the checker's name and will be forwarded to Materiel Movements. When the consignee copy of the Bill of Lading or carrier's delivery receipt is not used, a copy of the tally record with signed delivery receipt or freight bill will be forwarded to Materiel Movements in their place.

f. Receiving activities will ensure copies of Material Safety Data Sheets are accounted for and that they are redistributed to the using activities.

7-4. SHIPMENT DISCREPANCIES. A discrepancy exists when there is an overage, shortage or damage to the shipment. When a discrepancy is discovered, the receiving personnel will immediately examine the entire shipment for any other possible discrepancies. Receiving personnel will on the front side of the consignee and carrier copies of the delivery receipt:

- a. Note specific identification of overage, shortage or damaged items.
- b. Sign both copies of the delivery receipt and enter the four-digit Julian date.
- c. Require the carrier representative to sign both copies of the delivery receipt.
- d. Make no qualifying statements on the delivery receipt (e.g. subject to count and inspection at a later time or date).
- e. Immediately notify Materiel Movements that an inspection of the shipment is required. The carrier will be given no more than seven calendar days to inspect the shipment. Receiving personnel will not open damaged packages until the carrier inspector arrives unless there is a possibility that damage to the shipment will be reduced by prompt unpacking. After the carrier inspection, the Receiving Station will immediately forward the inspection report to Materiel Movements for the proper filing of a freight claim against the carrier, if necessary. If the carrier waives its inspection rights, Materiel Movements will advise the Receiving Branch that unpacking can begin.

f. When loss or damage is not evident at the time the shipment is delivered by the carrier but is later discovered, receiving personnel will notify Materiel Movements immediately. The receiving activity will retain intact any containers, which indicate possible loss or damage to contents and open the containers in the presence of a carrier inspector. If the damage was not detected until after containers were opened, the receiving activity will hold the damaged materiel and its container for the carrier to inspect. A copy of the carrier's inspection report will be forwarded to Materiel Movements. When a shipment is damaged while in transit, the Receiving Branch will accept delivery from the carrier unless the property has been damaged beyond any economical repair. Contractual terms which place the risk of loss or damage or the

contractor while the shipment is in transit (e.g. free-on-board destination) do not relieve the government of the responsibility to accept the shipment.

7-5. DOCUMENTATION OF MATERIEL MOVEMENTS. Upon notification that a shortage has occurred, Materiel Movements will contact the carrier to initiate tracer action. When the carrier cannot locate the shortage, Materiel Movements will initiate freight claim action. Upon notification that damage has occurred, Materiel Movements will initiate freight claim action. The following documents are required by Materiel Movements for submission of the claim:

- a. A copy of the inbound Government Bill of Lading or Commercial Bill of Lading.
- b. A copy of the carrier's delivery receipt with discrepancy notation signed by the carrier's driver and the receiving personnel.
- c. A copy of the completed shipping document showing the NSN, noun, condition, quality and value of the materiel shipped. This information should be provided on a DD Form 1348-1, DD Form 250 (Materiel Inspection and Receiving Report), and DD Form 1149 (Figure 7-3 and Figure 7-4).
- d. In the case of shortages, a copy of a document showing that supply records were checked to ensure that the item has not been received.
- e. In the case of shortages, a signed affidavit by the person who discovered the shortage. The affidavit must show that time, place and how the discrepancy was discovered when the carrier's receipt was not annotated.
- f. In the case of shortages, a copy of the contractor's paid invoice.
- g. In the case of shortages on a United Parcel Service (UPS) shipment, Materiel Movements requires a copy of the pick-up record, the UPS tracer, and loss and damage investigation form.
- h. In the case of damage, copies of the photographs made of the damaged property. These photographs should include pictures that were taken before unloading.

MILITARY SHIPMENT LABEL		<i>Form Approved. OMB No. 0704-0188</i>
1. TRANSPORTATION CONTROL NUMBER		2. POSTAGE DATA
3. FROM		4. TYPE SERVICE
5. SHIP TO/POE		6. TRANS PRIORITY
7. POD		8. PROJECT
9. ULTIMATE CONSIGNEE OR MARK FOR	10. WT. (This piece)	11. RDD
	12. CUBE (This piece)	13. CHARGES
	14. DATE SHIPPED	15. FMS CASE NUMBER
	16. PIECE NUMBER	
	17. TOTAL PIECES	

DD FORM 1387, JUL 1999 PREVIOUS EDITION IS OBSOLETE.

FIGURE 7-1. DD Form 1387 (Military Shipment Label)

DD FORM 1348 JUL 91 (EG) DD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL)

USE TYPewriter OR BALL POINT PEN
 HERE TO ASSURE LEGIBILITY ON ALL COPIES

DOC. NO.	FUND	FISC.	MIN.	ADD.	QUANTITY	RELATIONSHIP	DATE	SERIAL	STOCK NUMBER	DOCUMENT NUMBER	NAME	ORGANIZATION	PROJECT	PROC. DATE	ADV. STAT.
TO:	FROM:	TO:	FROM:	TO:	FROM:	TO:	FROM:	TO:	FROM:	TO:	FROM:	TO:	FROM:	TO:	FROM:
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
INDEX DATA	DOC. CONT.	ROUTING	M A S	STOCK NUMBER	FISC.	FISC.	FISC.	FISC.	FISC.	FISC.	FISC.	FISC.	FISC.	FISC.	FISC.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96
97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128
129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176
177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192
193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208
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225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256
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305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320
321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336
337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352
353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368
369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384
385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400
401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416
417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432
433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448
449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464
465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480
481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496
497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512
513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528
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545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560
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577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592
593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608
609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624
625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640
641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656
657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672
673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688
689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704
705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720
721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736
737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752
753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768
769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784
785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800

PREVIOUS EDITIONS MAY BE USED

FIGURE 7-3. DD FORM 1348
DoD Single Line Item Release/Receipt Document

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Form Approved
OMB No. 0704-0246
Expires Jan 31, 2003

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (D704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: (Include ZIP Code)		SHEET NO.	NO. OF SHEETS	8. REQUISITION DATE	6. REQUISITION NUMBER	
2. TO: (Include ZIP Code)		7. DATE MATERIAL REQUIRED (YYYYMMDD)			8. PRIORITY	
3. SHIP TO - MARK FOR		9. AUTHORITY OR PURPOSE			10. SIGNATURE	
4. APPROPRIATIONS DATA		11a. VOUCHER NUMBER & DATE (YYYYMMDD)			11b. VOUCHER NUMBER & DATE (YYYYMMDD)	
		12. DATE SHIPPED (YYYYMMDD)			13. MODE OF SHIPMENT	
		14. BILL OF LADING NUMBER			15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	
		AMOUNT				

ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES	UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CONTAINER	CONTAINER NO.	UNIT PRICE	TOTAL COST
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)

16. TRANSPORTATION VIA MATS OR MBTS CHARGEABLE TO				17. SPECIAL HANDLING				
RECEIVED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	DATE (YYYYMMDD)	BY	SHEET TOTAL
CHECKED BY								
PACKED BY								
TOTAL								

18. CONTAINERS RECEIVED EXCEPT AS NOTED DATE (YYYYMMDD) BY

19. QUANTITIES RECEIVED EXCEPT AS NOTED DATE (YYYYMMDD) BY

20. RECEIVER'S VOUCHER NO.

DD FORM 1149, APR 2000

FIGURE 7-4. DD Form 1149
(Requisition and Invoice/Shipping Document)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)							Form Approved OMB No. 0704-0248 Expires Jan. 31, 2003				
The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a valid OMB control number.											
PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149.											
SHEET NO.	NO. OF SHEETS	8. REQUISITION NUMBER			11a. VOUCHER NUMBER AND DATE		11b. VOUCHER NUMBER AND DATE				
ITEM NO.	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES				UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CONTAINER	CONTAINER NOS.	UNIT PRICE	TOTAL COST
(a)	(b)				(c)	(d)	(e)	(f)	(g)	(h)	(i)
SHEET TOTAL											

DD FORM 1149C, APR 2000 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
GPO: 2000 OMB 0704-0248

FIGURE 7-4. DD Form 1149C
(Requisition and Invoice/Shipping Document continued)

CHAPTER 8

RAIL MOVEMENTS

8-1. **PURPOSE.** This chapter has been designed to assist the unit with the proper rail load planning and procedures to include blocking and bracing techniques for rail transport of military equipment.

8-2. **SCOPE.** Emphasis is directed to personnel with responsibility for rail planning and loading and covers vehicles common to the units at Fort Lewis.

8-3. **GENERAL INFORMATION.** Information for this chapter was extracted from the Association of American Railroad (AAR) loading rules. Portions of the AAR rules are also available in TM 55-2200-001-12, Application of Blocking, Bracing, and Tie down Material for Rail Support.

8-4. RESPONSIBILITIES.

a. The JTD is the principal agency involved with rail movements from Fort Lewis. JTD will process requests for rail transport, order required rail cars, and supervise the loading of the train.

b. The JTD will provide technical supervision during the actual blocking, bracing, and tie down of the equipment on the rail car. Units are responsible for the procurement of BBPC & T.

NOTE: Obtain/contract, order, and preposition of BBCT materials: Coordinate with installation activities, such as with the DPW for the procurements of wood for BB&T and DOL for the construction of crates and blocking and bracing materials. Coordinate with the DOL for the acquisition of inserts, boxes, and other packing & crating items.

c. The unit movement officer is responsible for planning and coordinating the rail move.

d. The JTD UMB will issue rings and shackles at rail site. Tools will be hand receipted upon request.

e. The unit commander will appoint a rail load Officer in Charge (OIC) and rail load teams. The rail load commander/OIC and the rail load teams should use the technical expertise provided by JTD and DPW representatives to accomplish the mission in an efficient and timely manner.

(1) The rail load commander/OIC is responsible for coordination and supervision of the loading process. The rail load commander/OIC should be thoroughly familiar with the procedures outlined in this regulation and is responsible for all rail load operation actions.

(2) The rail load team is responsible for tie down of the unit equipment and should be trained in proper tie down procedures and standard hand signals. A trained rail load team can secure approximately 30-chain tiedown rail cars per day.

(3) The Rail Load Team will re-secure the chains, rings, and shackles at the conclusion of each rail move.

8-5. MILESTONES. Thorough and timely planning of a rail move is vital to the success of the move. Clear guidance from the commander and accurate identification of secondary loads are especially important to avoid last minute changes to the plan. Real contingencies may shorten the time periods established below; but for peacetime operations, they are appropriate.

a. At least 90 days in advance of the training exercise move, the commander will determine the vehicles and equipment to be loaded and the desired date for arrival at destination. To ensure the most efficient use of transportation assets, the commander should make maximum use of the available cargo capacity of unit equipment and vehicles.

b. No later than 90 days in advance of the training exercise move, the unit will submit the load plans to JTD UMB. With the load plans, the unit must also submit a fund citation approved by the Directorate of Plans, Training, Mobilization and Security (DPTMS) to cover the cost of the move. Based on the load plans, JTD Material Movement Branch orders the appropriate number and type of rail cars.

c. At least 45 days prior to the training exercise move, the unit determines the BBPCT requirements as outlined in Para 8-4b. The BBPCT is computed by the unit using the guidance contained in TM 55-2200-001-12. JTD UMB is available to assist the unit. Guidance for specific vehicles may also be obtained from the transportability guidance TM for the vehicle.

8-6. RAIL LOAD PLAN PREPARATION.

a. For planning, use 60-foot railcars to load wheel vehicles and engineer equipment. Use 68-foot Department of Defense Owned (DODX) cars to load armored vehicles.

b. Wheeled vehicles must be weighed at building 9623 prior to loading.

c. A scale team consisting of 1 NCO and 3 enlisted soldiers will be provided 30 minutes prior to load out by the Outload Support/Deploying Unit.

d. If planning a large exercise for more than one unit, do not attempt to maintain unit integrity. Develop a density list of equipment and type load similar equipment; i.e. one rail car with HMMWVs, one car with 5-ton trucks, and one car with 2-1 1/2 ton trucks. Two tanks will be loaded on each DODX car. Photocopy additional load plans

until you have the total number of HMMWVs, etc. to be loaded. This method limits the impact of equipment changes to the lowest number of railcars.

e. A spanner Team consisting of 1 NCO and six enlisted soldiers, at a minimum, will be provided the day before upload or two hours prior to load out by the Outload Support/Deploying Unit. Outload Support/Deploying Unit is also responsible for the removal of spanners after upload and download.

f. Although the responsibility of Rail Planning is a unit's responsibility; the Unit Movements Branch is available to assist the Unit Movement Officer with Rail Load Planning. Figure 8-3 shows an example of FORSCOM Form 285-5-R; see below for additional instructions.

- (1) Complete block numbers 1 through 4, 9, 10, 11a through 11f.
- (2) Identify any hazardous material in block 11e.
- (3) The weight in block 11f should include the weight of the vehicle plus the weight of any load on the vehicle.
- (4) The dimensions of each piece of equipment should be the actual dimensions of the equipment when configured for shipment. If vehicle has been modified (a built-up shelter), place modified in block 11e. Even a small variation in dimensions may result in insufficient railcars.
- (5) Determine cubic feet measurement for each piece of equipment and enter in the cubic feet column in block 11g. A Cubic feet is computed by multiplying length by width by height in inches and dividing by 1728.
- (6) Weight should be evenly distributed on the railcar and not centered over railcar wheels.
- (7) Place vehicles a minimum 10 inches apart. Trailers may remain hooked up to the prime mover if space permits.
- (8) The minimum brake wheel clearance, as shown, shall be maintained.
- (9) Turrets and guns must ride with the barrel facing to rear of intended train movement and locked in place to prevent rotation in transit.
- (10) The completed load plans must be reviewed and approved by JTD UMB.

8-7. PRE-LOAD OPERATIONS PLANNING. To avoid injury to personnel and damage to military equipment, rail cars and property, the rail load commander should comply with the following guidance:

- a. All personnel will be briefed on safety requirements IAW this regulation.
- b. All loading instructions issued by railroad company representatives must be fully observed.
- c. The advance spotting or loading of unit equipment at the railhead may require guards for security.
- d. When loading operations extend through meal time, the unit may wish to coordinate delivery of the meals to the rail loading site.
- e. Units must have a medic or combat life saver with an evacuation vehicle present at all times during rail operations.
- f. Supplies and Equipment:
 - (1) JTD UMB will provide all required tools.
 - (2) Make certain that spanners, tow bars, and material handling equipment (MHE) are available and in safe operational condition.
 - (3) If loading is planned during hours of darkness, inspect the lighting facilities at the railhead prior to loading. If needed, arrange for additional lights. Lights should be positioned to give maximum lighting around and under vehicles being loaded.

8-8. PREPARATION OF VEHICLES AND EQUIPMENT.

- a. Every vehicle requires a minimum of four lifting shackles or tiedown points. The shackle must be the loop shackle. The "T" shackles are not acceptable tiedown points.
- b. Vehicle fuel tanks will be no more than 3/4 full. Fuel tanks on portable generators, mounted generators, space heaters, etc. will be emptied. No fuel will be transported in Tank and Pump Units (TPU). Bulk fuel tankers will be drained but not purged. They must be mounted or secured to the vehicle with no metal to metal contact.
- c. Pneumatic tires will be inflated to manufacturer's specifications and all valve caps securely tightened to prevent loss.
- d. All vehicles will be reduced to the lowest configuration, either steering wheel or cab height. Bows, canvas, mirrors, antennae and exhaust pipes will be removed.
- e. Windshields will be protected either by constructing a box of 1/4 inch plywood. After covering, the windshield should be further protected by lowering it on to the hood of the vehicle and securing it to prevent movement.

f. A photocopy of tiedown guidance for the vehicle should be in the vehicle for redeployment guidance.

g. All batteries other than those with key ignition will be disconnected and the terminals taped.

8-9. SECONDARY LOADS.

a. Identify hazardous items.

b. Sensitive items will not be stored in vehicles.

c. Unit will provide and provide blocking, bracing, and tiedown (BBT) for all secondary loads.

d. Secondary loads will be braced and tied down to prevent shifting of the load during transit. The vehicle and load are subjected to more movement during a rail deployment than any other type of deployment. If the secondary load is not firmly and securely braced, the load may be thrown about the vehicle cargo area and cause extensive damage to the load and the vehicle.

e. To protect the load contents from weather damage, the entire load will be covered with canvas or a pallet cover and secured in vehicle.

f. Tiedown of loads requires 5,000 lb. cargo straps, block and bracing.

g. UMB will provide technical assistance to all deploying units.

8-10. LOADING DAY OPERATIONS.

a. Before arrival at the marshalling area, vehicles should be reduced to lowest configuration, loads secured to vehicles, and fuel tanks no more than 3/4 full.

b. Vehicles move to the railhead in the same order they are to be loaded on the rail cars. A holding area is available next to the UMB building (9620) across from the railhead. Drivers will not park their POVs there.

c. At the loading site, two ground guides will be at each rail car. The ground guides are at each side of the rail car to reposition spanners as well as assist the car guide.

d. Upon notification from the JTD UMB, vehicles will proceed to the ramp at the railhead and drive onto the rail cars Circus Style (see Appendix A, Terms and Reference for definition). The car guide, with assistance from the ground guides, directs the driver and vehicle into position on the railcar.

e. The rail tiedown team(s) secures the vehicles, following steps outlined in paragraphs 8-10g below.

f. The chains are attached to the vehicle lifting shackle at a 45 degree angle from the deck of the railcar and tightened by hand. The chain should come up through the lifting shackle. Do not wrap the end of the chain around the chain and hook; instead, the end of the chain should hang free. This will allow the tiedown team easier access. Upon completion of the tiedown process, all loose chains will be secured with wire.

g. Starting at the first railcar and moving down the train from one vehicle to the next, the rail tiedown team tightens each chain until all vehicles are secured.

8-11. SAFETY.

a. All personnel will not:

- (1) Walk on coupling device or between railcars.
- (2) Run on Railroads.
- (3) Jump on or off rail cars rail cars.
- (4) Walk backwards
- (5) Sit under or lean against Crawl under railcars.
- (6) Horseplay on or around railroads.
- (7) Crawl under railroads.
- (8) Walk between or on rails.

b. All personnel will use the steps located at each end of the rail car.

c. During wet weather, extreme care must be taken to avoid slipping on steel decks of the rail cars.

d. To avoid injuries, the rail loading area should be kept clear of excess materials.

8-12. CAR GUIDE AND GROUND GUIDES.

a. Only the car guide will give directions to drivers.

b. Guides and vehicle operators must know and use standard hand signals as listed in FM 21-60, Visual Signals, and Chapter 2-2.

- c. Three guides will be used. The car guide will be positioned on the next railcar and one ground guide at each side of the railcar about 20 feet ahead of the vehicle.
- d. The car guide will remain one railcar ahead of the vehicle being loaded.
- e. Car guides will not walk backwards or run on the railcar. Car guides will stop drivers and walk to the reposition area on the next railcar.
- f. Car guides must have visual contact with the driver at all times while the vehicle is in motion.

8-13. DRIVERS.

- a. The driver will move only when directed by the car guide.
- b. If visual contact is broken between the driver and car guide, the driver will stop immediately and wait for visual contact with the car guide before moving.
- c. Drivers will not operate vehicles at more than 5 MPH in the rail operation area or 3 MPH while on the rail cars.
- d. Vehicles being loaded will be operated in the lowest gear to prevent skidding or kicking the spanners from under the wheels. The spanner may kick up when the vehicle wheels are on one end of the spanner. This can usually be corrected by placing a 2X6 at the end of the spanner to raise the wheel before it comes in contact with the spanner.
- e. IAW paragraphs 2 and 3 of AR 385-55, no one will smoke while in a government vehicle.
- f. When the vehicle is in place on the rail car, the driver will set the vehicle in neutral and apply emergency brakes. The Unit Movement Officer will collect keys.

8-14. TIE DOWN TEAMS.

- a. All members of the tie down teams will wear protective gloves, Kevlar or hardhat, and safety shoes while working on the railcars.
- b. Tie down teams will wait until all vehicles are loaded on a railcar and engines are stopped before beginning tie down of any vehicle on the car.

8-15. EQUIPMENT. DODX and privately-owned rail cars and equipment used in the continental United States (CONUS).

8-16. DODX OR PRIVATELY-OWNED FLATCAR. These flatcars have 60, 68 or 89 foot long wooden or steel decking and four or six axle assemblies. The standard DODX car is used to transport heavy commodities in general freight service in the CONUS. The car has a 300,000 pound capacity and 36 chains and devices.

a. Trailer on Flatcar (TOFC) Railcars, utilized to ship trailers mounted on chassis. Two chassis' (20' and 40' foot) on each car.

b. Container on Flatcar (COFC) Railcars, utilized to load containers without chassis. Capable of loading four 20' foot containers, two 40' foot containers, or a combination of containers. Landing legs will be raised minimum of 6 inches above decks.

8-17. BI-LEVEL RAILCAR. These privately-owned cars are used to transport vehicles, especially small trucks and vans. Although most of the bi-levels are fully enclosed, there are also roofless enclosed, screened, and open bi-levels. Interior dimensions are 89 feet long and vary from 8 to 9 feet wide. Each car has 10 chain tiedown positions.

8-18. SPANNERS. Spanners are used to bridge the distance between rail cars and make one continuous roadbed of the train. Care must be used when driving on the spanners. The spanner should be positioned on the railcar with the angle iron end away from the vehicle and at least 12 inches of the spanner on each car. The angle iron should be placed firmly against the railcar. Problems with the spanner slipping or twisting may be corrected by placing a 2x6 before the spanner to raise the tire before it comes in contact with the spanner. As a tracked vehicle creates its own roadbed, spanners are not needed when loading tracked vehicles.

8-19. TIEDOWN MATERIAL/CHAINS AND DEVICES. MTMCTEA PAM 55-19 is the source used for determining materials (size/type) required to secure equipment for shipment by rail.

a. Use 3/8, 1/2 diameter chains provided on wooden deck railcars.

b. DODX cars come provided with thirty six 1/2" diameter chains on a 68' foot long steel railcar.

8-20. TIEDOWN MATERIAL/WIRE ROPE OR CABLE. TM 55-2200-001-12 is the source used for determining material (size 1 type) required to secure equipment for shipment by rail. Wire rope, also called cable, is used as tiedown material on wooden deck rail cars without organic chains. Fort Lewis vehicles will usually use 3/8, 1/2, or 5/8 inch diameter wire rope.

RAIL LOAD PLAN (FORSCOM Reg 55-1)					PAGE OF PAGES						
1. UNIT		2. UIC		3. DATE							
4. TYPE PLAN		5. UNIT LOAD NO		6. RAIL CAR NO							
7. TYPE/SIZE OF RAIL CAR		8. LOAD SITE		9. DESTINATION							
10. SCALE 1/4" = 3'											
11. LOAD DESCRIPTION											
LOAD SEG a.	ITEM MODEL AND NOMENCLATURE/DESCRIPTION b.	BUMPER NO c.	SHIPMENT UNIT NO d.	REMARKS (Hazardous materials, special loading configuration, etc.) e.	f. PLANNING DATA						
					Length	Width	Height	Weight	Sq Ft	Cubic	
12. NAME, GRADE, ORGANIZATION OF PLANNER		13. DATE APPROVED		14. NAME, GRADE, ORGANIZATION OF APPROVING OFFICIAL		15. SIGNATURE OF APPROVING OFFICIAL					

FORSCOM Form 285-5-R, 1 Mar 93

EDITION OF 1 FEB 85 MAY BE USED.

11X8-1/2

FIGURE 8-3. Example of FORSCOM Form 285-5-R

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CHAPTER 9

AIR PORT OF EMBARKATION DEPLOYMENT OPERATIONS

9-1 PURPOSE. To prepare personnel and equipment to depart on aircraft.

9-2. RESPONSIBILITIES.

a. JTD, UMB will provide the Departure Airfield Control Group (DACG) in support of the exercise. This includes overseeing operations at the Scale House (Bldg. 9623), Transportation Inspection Point (TIP) (Bldg. 9620) at the Logistics Center, and the Call Forward Area (CFA) (Bldg. 1311) at McChord AFB.

b. Deploying Units and Support Units will control operations at the unit marshalling areas. Once the vehicle chawks arrive at the Scale House, they will come under the operational control of the UMB. Chalk commanders will report to the UMB personnel at each location with all required documentation.

(1) Chawks will be numbered according to the movement schedule. Each vehicle/trailer will have a 3" x 5" card marked with the chalk number and Transportation Control Number (TCN) taped to the inside on the right side of the windshield or to the front of the trailer prior to the vehicle's arrival at the Scale House.

(2) No boxes, containers, foot lockers, etc. will be locked until after completion of the Joint Inspection. Drivers need to bring locks with them to secure these items after the Joint Inspection at McChord AFB is complete. (Note: All types of containers are inspectable. If they arrive at the TIP or the CFA in a secured condition without keys, locks will be cut). Hazardous material containers will be placed to the rear of vehicles and labeled to reflect the type of hazardous material they contain.

(3) Deploying units should prepare vehicles IAW Figure 9-1, TIP Information Sheet.

9-3. MOVEMENT PROCEDURES.

a. Scale House. The Scale House will be operational NLT 30 minutes prior to the arrival of the first chalk. The outload support/deploying unit is responsible for providing the necessary personnel and equipment to weigh, mark, and calculate the center of balance of vehicles, in chalk sequence, at the scale house (Bldg. 9623).

(1) Personnel Requirements:

(a) One NCOIC

(b) Five Enlisted Personnel

(2) Equipment Requirements:

- (a) Three 25-foot tape measures (in inches)
- (b) Two rolls 100 MPH tape
- (c) Five grease pencils or waterproof felt tip markers
- (d) Two hand calculator w/extra batteries

(3) The UMB will provide one movement specialist for technical assistance.

b. TIP (Bldg. 9620, phone 967-5973), Logistics Center. The TIP will be operational NLT 30 minutes prior to the arrival of the first chalk.

(1) Deploying Unit Requirements:

(a) Must have a minimum of one each liaison officer/NCO load planner and hazardous cargo qualified personnel at the TIP NLT 30 minutes prior to the arrival of the first chalk and throughout the inspection. The liaison will act as the POC between the deploying unit and the UMB. He/she must have the authority to make decisions concerning equipment substitution and correcting documentation. Loadplanner and hazardous cargo certificate will not be the same person.

(b) Two enlisted personnel are required to be present at the TIP throughout the operational period to correct deficiencies in loads.

(2) Installation Deployment Support Element (IDSE):

(a) Provide a Mechanical Inspection Team to be responsible for inspecting vehicles IAW AF requirements using DD Form 2133, Joint Airlift Inspection Record (see Figure 9-2). The Mechanical Inspection Team will consist of one WO/NCO, two mechanics and one Recorder.

(b) Provide a Maintenance Contact Team to make minor repairs on vehicles that do not pass mechanical inspection. Note: If vehicle can not be repaired within 15 minutes the deploying unit liaison will be responsible for substituting/deleting vehicle from movement. The Maintenance Contact Team will consist of two Mechanics with tool boxes and one Maintenance contact vehicle.

(c) Other personnel required. Two gate guards to restrict all traffic other than military vehicles from entering or exiting through the designated McChord AFB south gate. Guards will report to the TIP concurrent with the first chalk.

(d) The IDSE will also provide two escort vehicles with drivers to report to the TIP concurrent with the arrival of the first chalk to escort vehicles to McChord AFB. The

support unit is responsible for establishing an appropriate route prior to deployment departure.

(3) The UMB will provide personnel to inspect secondary load documentation, aircraft load plans, hazardous cargo certification, and to control chalk flow.

(a) The CFA for personnel is Bldg. 1330, Troop Holding Area, McChord AFB. The CFA will be operational NLT 30 minutes prior to the arrival of the first chalk.

(b) The CFA for vehicles is Bldg. 1327, A/DACG McChord AFB. The CFA will be operational NLT 30 minutes prior to the arrival of the first chalk.

(4) Outload Support/Deploying Requirements:

(a) Maintenance team consisting of one NCO and two mechanics with tool boxes to correct deficiencies identified during the Joint Inspection.

(b) One 2-1 1/2 ton truck without winch with front tow pintle attached, top, bows and canvas removed and one HMMWV with tow pintle mounted on front bumper for pushing non power vehicles into the aircraft.

(c) One load team per aircraft, each consisting of one NCO and four enlisted members per load team. All load team personnel will have hearing protection, leather work gloves, and reflective vests or belts. Each load team will also have a 2-1 1/2 ton truck without winch and with bows and canvas removed. The load team will take its directions from the Air Force personnel loading the aircraft.

(d) The UMB will provide personnel to act as the Army POC with the Air Force and to control the chalk flow.

9-4. MESS SUPPORT. The deploying unit and the IDSE are responsible for messing of all their own personnel throughout the operation.

TIP INFORMATION SHEET

1. Chalk commander will have a copy of the air load plan and shipper declarations for all hazardous cargo loaded on their vehicles upon reporting to the TIP or DACG, whenever their vehicles are being processed.
2. All vehicles will be in chalk sequence and identified by a 5"x8" card indicating chalk sequence, TCN, and mission number if available. This card will be taped inside the windshield facing out on the passenger side. Trailers will have cards taped on passenger side also.
3. Maximum fuel for C-5A, C-141, C-130, C-17 aircraft is 3/4 tank. KC-10 is 1/2 tank.
4. All generators will be drained but not purged with the battery disconnected and cables and terminals taped.
5. Bulk fuel tanks must be drained and purged with certification. Flammable liquid with a flash point that exceeds 38 degrees C, 100 degrees F need not be purged.
6. All fuel cans will have rubber seals. DOT five liter jerry cans not in brackets will be drained and certified. The new UN POP marked plastic jerry cans not in brackets must be certified but may contain fuel.
7. Vehicles with fire extinguishers in brackets may be certified on shippers declaration form with vehicle. Loose fire extinguishers must be properly packaged according to TM 38-250 with the proper shipping name, UN number and label on the outside and must have a separate shipper declaration.
8. All secondary loads will be visually inspected by the UMB and Air Force personnel. Chalk commanders/drivers must have access to all locked containers/compartments on vehicles and pallets. Secondary loads whose contents cannot be visually inspected will not be forwarded to the CFA.
9. All hazardous cargo will be loaded to the rear of the vehicles to ensure easy access.
10. All secondary loads will be secured by 1 1/2" rope or 5,000 lb. tie down straps to ensure no forward, aft, lateral or vertical movement.
11. All vehicles will be reduced to the lowest configuration to ensure height/weight restrictions are followed per type of aircraft.
12. Chalk commanders must ensure vehicles are in good running mechanical condition, ready to fly.

13. For vehicles where fuel levels cannot be visually verified, chalk commander must ensure fuel gauges are operational, i.e. HMMWVs, and CUCVs.

14. The only phone available for use by the user unit at the TIP is the phone located in the bay: 967-5455.

JOINT AIRLIFT INSPECTION RECORD <i>(See Instructions on back.)</i>						PAGE	OF	PAGES
1. UNIT BEING AIRLIFTED		2. DEPARTURE AIRFIELD				3. DATE (YYYYMMDD)		
4. AIRCRAFT TYPE AND MISSION NUMBER		5. LOAD/CHALK NO.		6. START TIME	7. COMPLETE TIME	8. TALCE/CDF		
LEGEND <i>(Mark blocks after each item as follows)</i> ✓ = SATISFACTORY X = UNSATISFACTORY IF NOT APPLICABLE, LEAVE BLANK		INCREMENT/SERIAL/BUMPER NUMBER AND TYPE						
A. DOCUMENTATION								
9. MANIFESTS/LOAD PLANS								
10. SHIPPERS DECLARATION								
11. HAZARDOUS MATERIALS PREPARATION								
12. LOAD LISTS/CARGO TRANSFER FORMS								
B. VEHICLES/NON-POWERED EQUIPMENT								
13. CLEAN								
14. FLUID LEAKS								
15. MECHANICAL CONDITION								
a. ENGINE RUNS								
b. BRAKES OPERATIONAL								
16. BATTERY								
a. SECURE - NO LEAKS								
b. POST/CABLES-PROTECTED								
17. FUEL TANK(S) LEVELS								
a. AS REQUIRED								
b. FUEL TANK CAPS INSTALLED								
18. JERRY CANS								
a. DOT 5L (Metal)								
b. POP (Plastic)								
19. DIMENSIONS (Fits A/C Profile or Contour)								
20. CENTER OF BALANCE (Both Sides)								
21. SCALE WEIGHT (Both Sides)								
22. AXLE WEIGHTS (Both Sides)								
23. TIEDOWN POINTS (Serviceable)								
24. PINTLE HOOKS/CLEVISSES								
a. SERVICEABLE								
b. SAFETY PIN ATTACHED (Safety Chains)								
25. VEHICLE EQUIPMENT SECURE (Tools, tires, etc.)								
26. TIRE PRESSURE								
27. SHORING (Rolling, Parking, Sleeper, Approach)								
28. ACCOMPANYING LOAD								
a. WITHIN VEHICLE RATED CAPACITY								
b. SECURE TO VEHICLE								
29. LOX/NITROGEN CART (Vent Kit)								
C. PALLETS/PALLET TRAINS								
30. CLEAN								
31. SCALE WEIGHT								
32. DIMENSIONS (Fits A/C Profile or Contour)								
33. CARGO PROPERLY SECURED								
a. NETTED								
b. CHAINED/STRAPPED								
34. DUNNAGE (3 Pieces Per Pallet)								
D. HELICOPTERS (Flyway)								
35. FUEL QUANTITY (Gallons)								
36. BATTERY (Disconnected/Taped)								
37. CENTER OF BALANCE (Both Sides)								
38. SCALE WEIGHT (Both Sides)								
39. SHORING (Rolling, Parking, Approach)								
40. SPECIAL LOADING EQUIPMENT (Towbars, etc.)								
41. REMARKS								
THE ABOVE LISTED ITEMS HAVE BEEN INSPECTED FOR PROPER SHIPPING CONFIGURATION								

FIGURE 9-1. DD Form 2133
(Joint Airlift Inspection Record)

INSTRUCTIONS

1. RESPONSIBILITIES

- 1.1. Qualified TALCE/CDF or aerial port personnel are responsible for acceptance of cargo for airlift.
- 1.2. The deploying unit is responsible for the preparation of cargo, including weighing, marking, palletization, and the preparation of all documentation.
- 1.3. The joint inspection, including documentation and inspection of all items prepared for air shipment, must be accomplished prior to loading. This inspection will be performed by qualified TALCE/CDF or aerial port personnel with a representative from the transported force.

2. INSPECTION PROCEDURES

- 2.1. All inspections will be conducted by qualified inspectors and transported force representatives. The TALCE/CDF or aerial port representative accepting cargo for air shipment must have completed hazardous materials inspector training required by paragraph 1.17.3, AFJMAN 24-204/TM 38-250/NAVSUP PUB 505/MCO P4030.19F/DLAM 4145.3. The completed form will indicate to the aircraft loadmaster that the required inspection has been accomplished.
- 2.2. This form will be used as the source document for joint inspection. Three copies will be completed for each aircraft load and sign by the appropriate personnel.
- (1) One signed copy will be attached to the aircraft cargo manifest.
- (2) One signed copy for the TALCE/CDF or aerial port station file.
- (3) One signed copy for the transported force.

3. PREPARATION INSTRUCTIONS**3.1. Heading.**

- (1) Block 1, Unit Being Airlifted. Enter the numerical designation and geographic location of the military unit responsible for the equipment being airlifted. For example, 1st Tactical Fighter Wing, Langley AFB VA.
- (2) Block 2, Departure Airfield. Enter the name of the facility the airlifted unit is departing, i.e., Langley AFB VA.
- (3) Block 3, Date. Day, month and year that the inspection is accomplished.
- (4) Block 4, Aircraft Type and Mission Number. Enter the aircraft type on which the equipment is to be loaded and the airlift mission number as designated in the plan or operations order.
- (5) Block 5, Load/Chalk Number. Enter the deploying force assigned aircraft load number that establishes the desired load movement sequence.
- (6) Block 6, Start Time. Enter the local time that the inspection was started.
- (7) Block 7, Complete Time. Enter the local time that the load was checked, and is ready for movement.
- (8) Block 8, TALCE/CDF. Enter the numerical designation of the unit that has TALCE/CDF or aerial port responsibility for the operating location.

3.2. Body.

- (1) Enter the increment/serial/bumper number and type of equipment in the appropriate block. The legend for completing the inspection is contained in the block on the left. Annotate the appropriate entry in the proper column. Make only one entry in each inspection block for each item.
- (2) Enter items not initially accepted in the remarks section and indicate corrective action.
- (3) Blocks 42 and 43. Signature must be legible. Indicate the rank and unit of assignment of the individual signing the form.

FIGURE 9-1. DD Form 2133 (reverse)
(Joint Airlift Inspection Record)

CHAPTER 10

SEA PORT OF EMBARKATION DEPLOYMENT OPERATIONS

10-1. CONCEPT OF THE OPERATION. Vehicles and equipment will be moved from the Port of Tacoma by Military Traffic Management Command (MTMC) time charter vessel. Personnel, baggage, and selected table(s) of organization and equipment (TOE) will deploy/redeploy via Air Mobility Command or MTMC procured aircraft. Airflow schedule will be published separately.

10-2. VEHICLE AND EQUIPMENT PREPARATION FOR SEALIFT.

a. During an extended ocean voyage, vehicles and equipment may be stored both below and on deck. Therefore, correct preparations are essential to success.

b. Reduce vehicle length and width by accomplishing the following:

(1) Remove cargo canvas, bows and antennae.

(2) Keep windshield/cab/canvas in up position.

(3) Leave exhaust stacks in place.

(4) Maximum use of vehicle cargo carrying capability will be utilized without exceeding the cross-country cargo capacity of the vehicle. Secondary loads will not be loaded higher than the cabs of cargo trucks and side boards of trailers. All cargo loaded in or on vehicles must be properly secured to prevent movement during shipment.

c. Vehicles will arrive at the port for processing with fuel tanks not more than 1/2 full. (Specific instructions will be provided by actual Port Call from MTMC.)

d. All other fuel tanks to include generators, squad stoves, five liter jerry cans, lanterns, etc. will be empty but not purged. Subject to Port Call requirements.

e. Bulk petroleum transporters and tank and pump units are to be shipped empty and purged if required. Vehicles should be job ordered to the DOL, Repair Activity Division for proper purging.

f. Vehicles will report to TIP, bldg. 9620, in a clean, serviceable condition free from fluid leaks or mechanical problems which may jeopardize the mission.

g. All vehicles will be equipped with the serviceable and proper lifting devices and/or shackles for both deployment and redeployment.

h. Bows will be removed and secured in vehicles. Tarps or plastic sheets will be used to cover cargo loads. Cargo covers should not be fully secured prior to processing

through the TIP. The final securing of cargo covers will be accomplished by each unit after secondary loads have been inspected by the TIP.

i. On equipment material (OEM) boxes must be locked while on board the vessel. Pilferable items should be removed from vehicles and secured in containers.

j. Keys to vehicles will be wired to the steering wheel of each vehicle and will accompany the vehicles enroute. During port processing, unit representatives must have access to all keys.

k. Antennas, antenna mounts and similar projections will be removed and secured within the vehicle. Units convoying to the port should leave rearview/side mirrors extended and any other safety items attached until they reach the port. Final reduction of vehicles, if any, will be accomplished at the port by the unit with necessary assistance from the Port Support Activity prior to release of drivers.

l. Weapon mounts, generators, and similar equipment mounted in vehicles are to be left in place but protected from damage.

m. Vehicle batteries will not be disconnected. Other equipment with batteries will have batteries disconnected and terminals and cables taped to prevent arcing.

n. Secondary loads on vehicles must be blocked, braced, and tied down properly (using 1 1/2 inch rope or 5000 lb. cargo straps) to ensure they cannot move in any direction during the ships voyage.

o. Shop vans or repair vans which have shelves, drawers, or cabinets in them will have all drawers secured or locked.

p. Large crates should be banded to wooden pallets or skids built under them to enable the use of forklifts for the expeditious loading and unloading of vehicles and sea vans. Two bands, preferably 1-1/4 inches wide, should be used in each direction. Bands should be placed through the slots located on the pallets.

q. Plastic sheeting, wooden pallets for crates, packing and banding materials can be obtained through supply channels. Unit S-4s should contact DOL, Supply Division, Customer Assistance Branch, and telephone 967-5429.

r. Units should order the necessary amount of plastic sheeting, banding material and wooden pallets for the deployment as well as redeployment needs.

s. Each vehicle, trailer, container and sea van will have three packing lists (DD Form 1750) prepared, listing the complete contents. One copy should be placed inside the vehicle/container; one copy affixed to the outside, protected by a clear plastic covering; and one copy retained by the unit. See Figure 10-1 for an example of DD Form 1750.

t. Highly pilferable (sensitive) items should not be loaded in cargo vehicles.

u. Contents of seavans must also be blocked and braced to prevent movement of cargo within the container.

v. Deploying units will utilize the use of 20-foot Sea Containers or military-owned demountable container (MILVAN) for deployment, when necessary. Sea Containers/MILVANS have a significant weight and cube capacity and fit more efficiently into the transportation system. If CONEX containers are used, they will be prepared as follows:

(1) Vertical banding is not required.

(2) Horizontal banding may be used, particularly if there is doubt of the strength of the door locking mechanism or for security.

w. Sea Containers/MILVANS, /wooden crates must be marked as follows:

Unit designation in the clear _____

Unit UIC:

Weight: _____

Dimensions: L: W: ____ H: ____ Cu ft:

Insert No. ____ of ____

Destination:

10-3. DOCUMENTATION.

a. For Reserve and National Guard Units, the Unit's United States Property Fiscal Officer, with assistance from their UMB, are responsible for documentation and loading commercial conveyances at home station.

b. Hazardous cargo documentation requirements for ocean movement are different than for air movement. All hazardous cargo will be classified, described, packaged, marked, labeled, placarded, and certified IAW Title 49 CFR, Parts 100 to 177. MT Form 225-R will be completed by units to certify hazardous cargo. The hazardous material permitted as part of vehicle secondary loads will be consolidated in as few vehicles as possible. One hazard class will be loaded per secondary load. If this presents a major problem, the segregation specified in 49 CFR, 176.83, Table II, will be complied with.

c. Wrecker-mounted oxygen and acetylene bottles, spare bottles, and similar items will have unit designation stenciled on them as they will be removed from wreckers, consolidated, and palletized for deck stowage.

d. Classified/security cargo. All classified or security cargo that requires protection or guards will be clearly identified, consolidated, and segregated from other cargo. MT Form 225-R will be prepared in three copies for each container and shipment and will be with each unit's representative as it is processed through the TIP.

(1) Classified/security cargo containers must have a DD Form 1907 (Signature and Tally Record) accompanied by a load list/inventory of the container's cargo.

(2) Units will be required to provide their own security guards for classified/security cargo until it is accepted by the port for shipment. This includes receipt annotated on the DD Form 1907.

10-4. LOGISTICS APPLICATION OF AUTOMATED MARKING AND READING SYMBOLOGY (LOGMARS).

a. LOGMARS documentation.

(1) The LOGMARS system is an automated means of documenting vehicles and equipment for surface transportation and replaces the Transportation Control and Movement Document (TCMD). The system consists of bar-code labels (similar to the ones used in grocery stores), portable bar-code readers, and computer hardware. See Figure 10-2 for an example of a LOGMARS Label.

(2) LOGMARS labels will be prepared by the UMB and provided for application prior to departure from Fort Lewis. Instructions and assistance for application will be provided by the UMB.

(3) Laser readings of the bar-code label will be taken by personnel from the MTMC/833rd Transportation Battalion when the vehicles arrive at the Port of Tacoma for staging and loading aboard the ship. Cargo tracking by LOGMARS labels will be used throughout the deployment and redeployment phases. Do not remove the LOGMARS label.

b. All vehicles and trailers must have their specific 17-digit TCN stenciled on them front and rear in 2-inch lettering. This will be accomplished when they are processed at the TIP.

c. The complete TCN for an item consists of the unit identification code (UIC) the six-digit shipment unit number based on the unit's Automated Unit Equipment Listing (AUEL) input, followed by six "X"s. (For example, a TCN might read (WXYZAAD0001XXXXXX.)

d. TCNs will be stenciled to vehicle bumpers. Where bumpers do not exist or the bumpers are too small (such as MHE, aircraft, construction equipment, etc.), equipment will be marked with the TCN in the following manner.

1) MHE will be marked on the left side of the vehicle on the engine housing.

(2) Construction equipment, vehicles with small bumpers or vehicles without bumpers will be marked on the left side of the vehicle on the engine housing (as applicable) or conspicuously on the left side of the piece of equipment.

(3) Personnel: One team consisting of one NCOIC and two Enlisted Personnel.

10-5. EQUIPMENT SECURITY.

a. Deploying units will be responsible for security of equipment at the port staging area. Guards will not be armed with weapons. Guards should be available upon arrival of equipment at the port.

b. MTMC will coordinate with the Port of Tacoma to designate a security post area for guard personnel.

10-6. SUPERCARGO.

a. Supercargo personnel are personnel chosen to accompany the equipment on the ship. The number of personnel will be designated by I Corps G4 Transportation in coordination with the unit commander.

b. Supercargo personnel will provide security and technical assistance for equipment during the voyage. They will also assist in preparing vehicles for convoy movement upon arrival.

c. Supercargo personnel must have appropriate DD Forms 1610 placing them on TDY status or they will not be allowed aboard the vessel. Quarters and rations will be furnished.

d. Supercargo personnel will arrive at the port in conjunction with unit equipment to assist PSA/Port personnel and be under the command and control of the 833rd Trans Battalion.

e. While on board the vessel, supercargo personnel are under the command of the vessel's master/captain.

10-7. VEHICLE/EQUIPMENT PROCESSING. A Sea Port of Embarkation Control Group (SPOECG) will be established and controlled by the UMB to process and ensure vehicles and equipment are ready for deployment. The SPOECG functions consist of the Scale House (Bldg. 9623), the TIP (Bldg. 9620), and Marshalling Area. These facilities are located at the Logistics Center.

a. Scale Operations. All vehicles will be weighed and measured and the weight and vehicle dimensions will be annotated on the vehicle shipping labels. The IDSE is responsible for providing the necessary personnel and equipment to operate the Scale House. Requirements per 12-hour shift are as follows:

(1) Personnel are two teams each consisting of one NCOIC, five Enlisted personnel

(2) Equipment per team is two 25-foot tape measures, two black marker pens, two black grease pencils, four rolls masking tape and one hand calculator w/extra batteries.

(3) UMB will provide one representative for technical assistance.

b. TIP. Vehicles will report to the TIP in a clean serviceable condition free from fluid leaks or mechanical problems which may jeopardize the mission. Vehicles and equipment will undergo a cursory maintenance inspection and will also be checked for proper loading and documentation of secondary loads and hazardous cargo. LOGMAR Labels will be affixed to equipment at this location.

(1) Augmentation personnel and equipment per 12-hour shift:

(a) Deploying Unit:

One Liaison Officer/NCO (hazardous cargo qualified)

One NCOIC

Five Enlisted Soldiers

Banding materials/AMChines, lumber, rope

(b) IDSE:

Maintenance Inspection Team:

-- One Warrant Officer

-- One NCOIC

-- Four Mechanics with tool boxes

-- Two Recorders

Maintenance Contact Team:

- One NCOIC
- Four Mechanics w/tool boxes
- Two Escort vehicles w/drivers
- One Fuel/defuel vehicle w/operator (MOGAS and Diesel)

(c) UMB will provide personnel to inspect loads.

(d) DPW will provide BBPCT team with carpenter tools. This team is to perform only minor supplemental blocking and bracing and tiedown, if required. Major BBPCT is performed in the unit area prior to arrival at the TIP.

(2) Vehicles will be marshalled in the Logistics Center (Bldg. 9620, gravel area) after completing the TIP and will be moved to the port on the following day.

10-8. PORT SUPPORT ACTIVITY (PSA). The Commander, 833rd Transportation Battalion will direct the PSA at the Port of Tacoma. When vehicles and equipment arrive at the port staging area, they will be inspected and signed for by representatives from 833rd Trans Battalion. Unit representatives should be at the port to verify the acceptance of vehicles. A minimum of four personnel should represent the deploying unit in order for this to be accomplished.

PACKING LIST		PACKED BY	1. NO. BOXES	2a. REQUISITION NO.		
3. END ITEM				2b. ORDER NO.		
				4. DATE		
				5. PAGE _____ OF _____ PAGES		
BOX NO. <i>(a)</i>	CONTENTS - STOCK NUMBER AND NOMENCLATURE <i>(b)</i>	UNIT OF ISSUE <i>(c)</i>	QUANTITIES REQUIRED			
			INITIAL OPERATION <i>(d)</i>	RUNNING SPARES <i>(e)</i>	TOTAL <i>(f)</i>	
6. THIS CERTIFIES THAT THE ITEMS LISTED HEREON ARE WITHIN THE SPECIFIED BOXES						
TYPED NAME AND TITLE				SIGNATURE		

DD Form 1750, SEP 70 (EG)

Designed using Perform Pro. WHS/DIOR, Aug 94

FIGURE 10-1. Example of DD 1750 Packing List

NOTES TO CONSIGNEE

The listing shown on the reverse side, together with pertinent notations relative to each item included, is furnished for your information and guidance only. In the case of lists covering equipment sets, one copy may be retained for reference and used as a supporting document to property books and the other copy retained with the equipment as a component parts listing. For the purpose of clarification, explanations of the various entries on this Packing List are furnished.

ITEM 1. The number of boxes in a set.

ITEMS 2a. & b. The requisition number appearing on the DD Form 1348-1 or order number will be indicated in this entry. The number so referenced should be cited in any correspondence regarding this shipment.

ITEM 3. The stock number, nomenclature, type number (when available), and the directive under which the end item was assembled. Not applicable to shipments consisting only of miscellaneous repair parts and accessories for the assembly, set or unit in which case this entry will contain such a notation in lieu of the information cited above (See 5.3.1.1).

ITEM 4. Date of preparation.

ITEM 5. Self-explanatory.

Column a. This column will be used when two or more boxes are required for the equipment. It will indicate the number of the container in which the items are packed.

Column b. This space contains a listing of items contained within the box, which are identified by stock number and nomenclature. When an FSN is not

applicable, the manufacturer's code (See 5.2.2.10) and part number shall be used.

NOTE: As required, due to out of stock position within the DOD supply system, a component parts shortage which will not hinder operational functions may be waived by higher authority and will be so indicated to the right of the nomenclature. Waivers noted thereon should be requisitioned through normal supply channels.

Column c. Self-explanatory.

Column d. "Initial Operation" - Items which are required for operation of the equipment.

Column e. "Running Spares" - Those items shipped concurrently with the equipment as spare parts and accessories.

NOTE: Columns d and e will be used on an optional basis.

"Total" - Self-explanatory.

ITEM 6. Self-explanatory.

DD Form 1750 Reverse, SEP 70

FIGURE 10-1. Example of DD 1750 (Reverse) Packing List

CHAPTER 1

PASSENGER MOVEMENTS, COMMERCIAL AIR AND BUS SUPPORT

11-1. PURPOSE. To provide transportation assistance for individuals, unit groups, and activities in support of I Corps and Fort Lewis, Madigan Army Medical Center, Civilian Personnel Office, and the states of Washington, Oregon, Idaho, Montana, Utah, and California.

1-2. RESPONSIBILITIES.

a. The JTD/Chief, Movements Division.

- (1) Has overall management of the Passenger Movements Branch (PMB).
- (2) Liaison between staff, units, and activities utilizing the assets of the PMB.

b. Passenger Movements Supervisor.

- (1) Has overall supervision of the Passenger Movements Transportation Assistance personnel.
- (2) Is required to ensure Commercial Travel contract personnel are fulfilling their requirements.
- (3) Is required to maintain all regulations pertaining to travel entitlements.

c. Passenger Movements Branch (PMB).

- (1) Arrange for CONUS and outside continental United States (OCONUS) Transportation for official government travel (individual, i.e., TDY, PCS, or retirement and group moves, i.e., deployments and redeployments).
- (2) Coordinates with the AMC/MTMC for the unit's transportation requirements. Acts as intermediary between unit and AMC/MTMC, representing unit's best interest in providing air and/or bus support and meal tickets when required.
- (3) Provides unit information concerning charter aircraft or airline tickets for commercial air.
- (4) Issues meal tickets in accordance with DoD 4500.9R, JFTR, JTR, and other regulations.
- (5) Issues Government Transportation Request for bus tickets.

(6) Works with the Casualty Assistance (CA) Office in the transportation of Human Remains.

(7) Receives weekly bill from Government Travel Account and Commercial Travel Office. Verifies all billings are correct and submits appropriate paperwork to Finance and Accounting.

(8) Manages all Government billing accounts.

(9) Charters commercial bus movements for all units at Fort Lewis and its service area. Military bus support from TMP must be requested first and a statement of non-availability prior to requesting commercial buses.

(10) Verifies car rentals for TDY travelers with GSA contract or other commercial carrier as authorized by travel orders.

d. Individual traveler or unit:

(1) Submit to the PMB three copies of completed travel orders (PCS, TDY, retirement, etc.) to make airline reservations. Reservations can be made at any time, but the tickets cannot be issued until the PMB has received travel orders.

(2) For group moves (10 or more passengers): For FORSCOM directed moves, the unit will be notified via message from G3 Operations once FORSCOM has issued the warning order and/or operations order. The warning order will determine whether air movement will be coordinated thru the Joint Operations Planning Execution Systems or if a special assignment airlift mission request is required. For unit movements not directed by FORSCOM, the unit will contact UMB for assistance in coordinating the move. Once military transportation support has been exhausted or if not available, the unit will submit a memorandum to PMB requesting transportation support (bus or air) as early as 90 days, but NLT 45 days prior to travel date. The following information is required on the request memorandum:

(a) Use of military airlift and TMP support has been requested and denied (submit copy of statement of nonavailability).

(b) Date of travel (deployment and redeployment). Indicate the earliest time available for departure/latest time available for arrival for both deployment and redeployment dates.

(c) Number of passengers.

(d) Point of departure and destination.

(e) Unit ID code.

(f) Exercise name.

(g) Excess Baggage: Number of pieces, weight, cubic inches; Largest piece of excess baggage: Number of pieces, width, height, and length (in inches); Heaviest piece of excess baggage: Number of pieces, weight (in pounds).

(h) Personal baggage requirements (two check-in, one carry-on authorized), duffel bag/weapons, etc.

(i) Is supplemental bus transportation required? If bus support is required, unit must submit request through TMP first. Point of pick-up and drop off is required.

(j) Identify all group leaders by name and rank.

(k) POC name(s) and phone number(s).

(3) Weapons: Units deploying on commercial air will typically package/crate small arms as per airline requirements.

(4) Group moves by commercial air require 10 copies of travel order.

(5) Meal tickets: Request, in writing, is required for the issue of meal tickets. Request will provide the name(s) of personnel receiving meal tickets, total number of personnel needing meals, total number of meals per day (breakfast, lunch, and dinner), and fund cite to pay for meal tickets. Officers are not entitled to meal tickets.

CHAPTER 12

CONTAINER MANAGEMENT

12-1. PURPOSE. MILVANS are large metal shipping containers measuring 8"x8"x20" that are owned by the military. They are designed for the consolidation and protection of items to be shipped by any mode of transportation; however, they are used mostly for rail and water shipments. MILVANS will not be used for storage containers.

12-2. PROCEDURES.

a. Units requesting JTD, the use of UMB MILVANS, for exercises or deployments announced well in advance, will submit their request on a memorandum to at least 45 days prior to the date needed. Requests must state name of unit, purpose of MILVAN use, destination (if not classified), exercise name, dates of intended use, estimated date of return, name and phone number of unit POC. Upon approval of request, the UMB will contact the unit to coordinate a date and time of pickup of the MILVANS. The requesting unit must make arrangements to have the MILVANS picked up at UMB and delivered to the unit. MILVANS will be issued to the unit on a hand receipt.

b. Units using MILVANS will not paint or stencil the unit name or the unit UIC on the container. Units will not paint the container another color or change the container number in any way. MILVANS are installation property not unit property.

c. Turn-in of MILVANS will be accomplished as soon as the exercise is completed or within 10 working days after arriving back at the unit. All dunnage will be removed and the MILVAN swept out prior to returning it to the UMB Branch. Arrangements for turn-in are made by contacting the UMB at 967-7884/6569/6349. All lost, damaged, or unaccounted for MILVANS will result in a report of survey.

(AFZH-JT/967-9641)


JAMES M. COLLINS, JR.
Major General, USA
Deputy Commanding General/
Chief of Staff

APPENDIX A - References

APPENDIX B - Glossary

DISTRIBUTION:

A, B, C, E

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APPENDIX A

REFERENCES

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FM 55-9, 5 Apr 93, Unit Air Movement Planning.

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FL Reg 55-2

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WAARNG 55-1, 1 Jun 95, Military Convoy Movements.

DA Form 348, Equipment Operator's Qualification Record.

DA Form 6125-R, Army Motor Vehicle Driver Performance and Physical Education Test.

DD Form 250, Material Inspection and Receiving Report.

DD Form 1149, Requisition and Invoice/Shipping Document.

DD Form 1265, Request for Convoy Clearance.

DD Form 1266, Request for Special Hauling Permit.

DD Form 1348-1, DoD Single Line Item Release/Receipt Document.

DD Form 1387, Military Shipping Label.

DD Form 1387-2, Special Handling Data/Certification.

DD Form 1750, Packing List.

DD Form 1907, Signature and Tally Record.

DD Form 2133, Joint Airlift Inspection Record.

FORSCOM Form 248-R, Request for Motor Transportation.

FORSCOM Form 285-R, Vehicle Load Card.

FORSCOM Form 285-5-R, Rail/Truck Load Plan.

HFL Form 815, Request for Shipment.

MT Form 225-R, Dangerous Cargo Load List.

Optional Form 346, U.S. Government Motor Vehicle Operator's Identification Card.

FL Reg 55-2

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Standard Form 91, Operator Report on Motor Vehicle Accidents.

Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business.

APPENDIX B

GLOSSARY

Association of American Railroad

AUEL Automated Unit Equipment Listing

BBPCT Blocking, Bracing, Packing, Crating, and Tiedown

Brigade

BMO Battalion Maintenance Officer

Battalion

Casualty Assistance

Controlled Cryptographic Items

CFA Call Forward Area

Commanding Officer

CONEX Container Express

CONUS Continental United States

DODX Department of Defense Owned

Director(ate) of Logistics

DCA Director(ate) of Personnel and Community Activities

DPTMS Director(ate) of Plans, Training, Mobilization, and Security

Director(ate) of Public Works

Emergency Operations Center

FL RPO Fort Lewis Radiation Protection Officer

FORSCOM Forces Command

GSA General Services Administration

	Issue Priority Designator
	Installation Deployment Support Element
	Military Airlift Command
MHE	Material Handling Equipment
MILVAN	Military-owned Demountable Container
	Miles Per Hour
	Motor Transport Branch
MTMC	Military Traffic Management Command
	Motor Transport Officer
MWR	Morale, Welfare, and Recreation
	National Stock Number
	Nontactical Vehicle
OCONUS	Outside Continental United States
OEM	On Equipment Material
	Officer in Charge
	Prescribed Load List
PMB	Passenger Movements Branch
PMCS	Preventive Maintenance Checks and Services
	Point of Contact
POD	Permissible Operating Distance
	Program of Instruction
	Port Support Activity
ROTC	Reserve Officer Training Corps

Survivor Assistance Officer

SPOECC Sea Port of Embarkation Control Group

Transportation Control Number

Transportation Inspection Point

Transportation Motor pool

Table(s) of Organization and Equipment

Tank and Pump Units

Unit Identification Code

United Parcel Service

Yakima Training Center

"A" END OF CAR. The end of the railcar opposite the brake wheel. When there are two brake wheels on opposite ends the ends are designated by stenciling the letters "A" and "B" on both sides.

"B" END OF CAR. The end of the railcar with the brake wheel.

BI-LEVEL CAR. A multi-level rail car designed to carry wheeled vehicles.

BLOCKING. Devices (wood or steel) used to secure tracked or wheeled vehicles to the floor of the railcar to prevent forward, rearward or lateral movement during transport.

BRACING. Wooden devices used in order to add strength and support and prevent lateral movement.

CABLE CLIPS. Metal fittings, equipped with bolt or bolts, used to secure cable to railcar and load. Clips must be of the same size as the wire rope.

CHAIN TIE DOWN. Organic to some flat cars and used to tiedown cargo for shipment. Chain size is compatible with railcar capacity.

CHOCK BLOCK. Concave or mitered blocking pieces used to secure objects in position.

CIRCUS LOADING. A method of loading railcars in which vehicles are driven on the railcars when on loaded and driven off during offloading.

METRIC TON. Equivalent to 1.10231 short tons, or 2205 pounds.

RAMP. A fixed or portable slope which allows movement of equipment on or off a railcar, or to next deck level of a bi-level railcar.

RINGS. Device used to secure chains to the rear of tracked vehicles.

SELF-START. The ability of an engine to start itself due to traction movement being placed on the wheels.

SHACKLES. Device used to secure chains to tracked and wheel vehicles.

SPANNER. A device to allow the passage of a wheeled vehicle over the space between several railcars.

THIMBLE. Metal protectors used to prevent cutting or breaking at sharp turns of cable securement.

TURN-BUCKLE. A device that consists of a link with screw threads at both ends or a screw thread at one end and a swivel at the other, turned to bring the ends closer together, and is used for tightening a rod, stay or wire rope.

WIRE ROPE. A one-time use item made of wire fibers used to secure the vehicles to railcars.