

## CHAPTER 303

### DEPLOYMENT ACTIVITIES

#### A. GENERAL

1. Deployment is:
  - a. The movement of forces within operational areas.
  - b. The relocation of forces and materiel to desired operational areas. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, intertheater, and intratheater movement legs, staging, and holding areas.
  - c. The positioning of forces into a formation for battle.
  - d. In naval usage, the change from a cruising approach or contact disposition to a disposition for battle.
2. The deployment/redeployment process has four phases: planning; predeployment activities; movement; and Joint Reception, Staging, Onward Movement, and Integration (JRSOI). The deployment process links the deployment of forces to their employment, sustainment and redeployment in support of the Commander's (CDR) course of action. It provides the framework that ensures Forces are available to execute and be sustained through their assigned mission while the theater logistics footprint is minimized to the maximum extent possible. For more information on joint deployment/redeployment, see Joint Publication (JP) 3-35, Deployment and Redeployment Operations.
3. Purpose and Scope. This chapter contains air, water, Joint Logistics Over-the-Shore (JLOTS), rail, and highway deployment procedures. It applies to contingency operations, training exercises, humanitarian, peacekeeping, and wartime across the operational spectrum. Conduct of a unit movement requires selection of equipment, careful load planning, personnel processing, and proper documentation. It requires marshalling transported units, port of embarkation (POE) reception, cargo inspection, out-loading procedures, and the reception and disposition of forces at the port of debarkation (POD). Additional guidance is published in the Military Surface Deployment and Distribution Command (SDDC) Transportation Engineering Agency (SDDCTEA) (<http://www.tea.army.mil/>) Pamphlet 55-24, Vehicle Preparation Handbook for Fixed Wing Air Movements.

#### B. AIR TRANSPORTATION

1. Airlift Request Procedures. Airlift is requested via one of two separate procedures:
  - a. For Joint Chiefs of Staff (JCS)- and CDR-scheduled exercises or JCS-directed deployments, airlift requirements are registered and validated in the Joint Operation Planning and Execution System (JOPES). The procedures are spelled out in Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3122.02D, Joint Operation Planning and Execution System (JOPES) Volume III (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution).
  - b. For movement other than those addressed in Paragraph B.1.a, airlift requirements are identified via a Special Assignment Airlift Mission (SAAM) request. SAAM requests, Service validations, and movement procedures will be in accordance with (IAW) Defense Transportation Regulation (DTR) Part I and Part II.

2. Missions and Functions.

a. **The United States Transportation Command (USTRANSCOM), in conjunction with the Transportation Component Commands (TCC), will:**

- (1) Coordinate with supporting and supported commands to ensure the Time-Phased Force and Deployment Data (TPFDD) is validated in advance
- (2) Ensure TPFDD requirements are scheduled for transportation from aerial POEs (APOE) to aerial PODs (APOD)
- (3) Ensure air movement schedule changes are published and coordinated
- (4) Monitor the movement status of validated air movement requirements
- (5) Schedule airlift to move units from APOEs to APODs based on validated movement requirements
- (6) Notify, via official message or JOPES newsgroup, all involved commands and units of their air movement schedules and types and number of airlift assets allocated against the movement requirement
- (7) Coordinate with SAAM Service Validators on unit capability to generate electronic manifests.

b. **Unified Commands will:**

- (1) Provide validated movement requirements
- (2) Coordinate changes to movement requirements prior to, and following, deployment execution
- (3) Designate the Service component to perform Arrival/Departure Airfield Control Group (A/DACG) functions in joint operations
- (4) Designate an agent to act as the joint movement control group
- (5) Designate an agency to validate SAAMs within their areas of operations
- (6) Provide in-transit visibility (ITV) guidance for shipments/deployments in support of their operations.

c. **Major Commands will:**

- (1) Ensure the parent organization or home station installation CDR from which deploying units originate, organize, equip, and train personnel for A/DACG duties
- (2) Respective Air Force Major Command (MAJCOM)/A4 directorates or MAJCOM-designated representatives will perform as SAAM command validators and disseminate program guidance outlined by USTC and established service or command unique guidance. Command Validators will assign SAAM mission numbers. Command Validators will assign priorities in accordance with DTR 4500.9-R, Part I, Appendix A.

d. **Host or supporting installations will:**

- (1) Provide A/DACG and support all mobility forces (host, aggregating, and in-transit) as required (i.e., material handling equipment [MHE], container handling equipment [CHE], manpower, fuel, or staging facilities).
- (2) Host aerial ports/air terminals will coordinate follow on installation support, reception, and deployment/redeployment plans to receive and move units via air movement.

- e. Tenant aerial ports/air terminals will:
  - (1) Provide for Joint Inspections, MHE, MHE operators, and Load Team Chiefs
  - (2) Provide additional support capabilities as defined in the installation support, reception, and deployment/redeployment plans or support agreement coordinated between the tenant aerial port/air terminal and the host installation.
- f. **Mobility Forces** (see “Mobility Forces” in Definitions) will consist of a Contingency Response Element (CRE), Contingency Support Element (CSE), Contingency Support Team (CST), fixed aerial port, or air terminal.
  - (1) **CRE.** CRE is an element of an Air Mobility Control Unit (AMCU) or a stand-alone organization within a unified command theater of operations. A CRE may be deployed to any worldwide location where airlift command and control (C2) and mission support is required but does not exist. A CRE is commanded by an officer certified as a CRE CDR. A CRE has a CRE Command Operations Center (COC) that serves as the focal point for deployed C2. CRE procedures are contained in this regulation to familiarize deploying units and A/DACG with functions and assistance normally provided by a CRE. These procedures are limited to aerial port functions (see Appendix M) of a CRE that impact on the mission planning, preparation, and execution of airlift operations. [Figure 303-1](#) shows a typical CRE organization. All areas shown are not required for every operation, and a CRE may include additional CSEs. The CRE will:
    - (a) Maintain operational control over Air Force airlift units and all airlift aircraft participating in an operation at the CRE site
    - (b) Coordinate all Air Force operational aspects of the airlift mission
    - (c) Be responsible for aircraft movement control, communications, technical supervision of aircraft loading and offloading operations, aeromedical evacuation, and marshalling of aircraft
    - (d) Provide continuous liaison with all interested agencies to ensure the operation is proceeding according to plan.
  - (2) **CSE.** CSEs perform maintenance and flying safety in support of CREs or existing Air Mobility Command (AMC)/non-AMC operations throughout the world. They also provide weather, aerial port, and intelligence support. When deployed with a CRE, the CSE is under direct command of the CRE CDR. When deployed to augment an existing operation, a CSE may be under the command of HQ AMC 618<sup>th</sup> Air Operations Center (AOC) (Tanker Airlift Control Center [TACC]).
  - (3) **CST.** A CST is deployed to locations where airlift C2, and mission support is required but nonexistent, and where a full CRE is not required. A CST will provide air movement coordinating activities of a CRE. A CST performs maintenance, aerial port, and related support functions as required. A CST will not have a COC; however, as an extension of airlift C2, a CST will provide minimum C2 reporting consistent with mission requirements. A CST performs the same function as a CRE but is managed by an enlisted supervisor.
  - (4) **Aerial Ports and Air Terminals.** Although most aerial ports are under AMC control, some are not. For a complete list of these facilities see Appendix M.
    - (a) In most cases, designated aerial ports are regular or special foreign clearance bases as defined in the Department of Defense (DoD) [Foreign Clearance Guide](#). Air terminals are facilities that function as air transportation hubs and accommodate

loading and unloading of aircraft and in transit processing of traffic. The airfield on which an air terminal is located may or may not be designated an aerial port.

- (b) Focal point for aerial ports or air terminals is the **Air Terminal Operations Center (ATOC)**. The ATOC serves as the control center for all air transportation related activities. A CSE/CST, fixed aerial port, or air terminal will have an ATOC function. The A/DACG will coordinate with the ATOC for all deploying unit requirements. ATOCs normally consist of information controllers, ramp coordinators, load planners, an airlift requirements forecaster, a records section, and a duty officer. The ATOC normally will coordinate air transportation activities by performing the following activities, unless they are accomplished by another aerial port/air terminal organization:
- 1 Validate all load plans, cargo, and passenger manifests, as complete and accurate
  - 2 Supervise load teams
  - 3 Provide technical assistance to airlifted unit on preparing cargo and passengers for airlift
  - 4 Coordinate airflow information and control airlift aircraft and any mission support load teams that may be involved
  - 5 In conjunction with the deploying unit and A/DACG, coordinate the inspection of cargo offered for airlift to ensure it is movement ready
  - 6 Provide MHE and operators when MHE is not organic to the unit being transported or to the airfield operator
  - 7 Provide or expand automated data systems' availability at air terminal.
- g. The Transportation Officer (TO) or Mobility Officer (MO) will act as the single point of contact (POC) for unit movements and movement of non-unit related personnel moved under the scope of this regulation.
- h. The deploying unit will:
- (1) Prepare passengers and cargo for airlift IAW procedures set forth in DTR Part I, Chapter 103; Part II, Chapter 203; and Part III, Appendix H.
  - (2) Upon receipt of mission notification, run the checklist at [Figure 303-2](#) when transportation is via DoD-contracted aircraft (this includes contingency, exercise, SAAM, and training missions).
  - (3) Prepare and certify hazardous cargo and equipment.
  - (4) Prepare and certify aircraft load plans.  
**NOTE:** Load plans must be completed using the Integrated Computerized Deployment System (ICODES), which became mandatory for use on 1 May 2013.
  - (5) Provide trained load teams to load, offload, and secure cargo to aircraft.
  - (6) Furnish any required shoring, dunnage, and vehicle operators.
  - (7) Provide personnel and equipment to perform A/DACG functions as directed by their major command.

- (8) Prepare and transmit personnel and cargo electronic manifests (Integrated Data Environment [IDE]/Global Transportation Network [GTN] Convergence [IGC]) IAW [Table 303-1](#), Timeliness Evaluation Criteria.
  - (9) Provide and operate MHE to load and unload aircraft when it is within the units' capability.
  - (10) Request SAAM support through the Service validator and provide the means to create an electronic manifest.
  - (11) Prepare cargo and equipment using designated automatic identification technology enablers.
  - (12) [Figure 303-3](#) summarizes unit movement responsibilities. Specific responsibilities of participating organizations and agencies are discussed in detail in this chapter and appendices.
- i. Shipper (other than a deploying unit) will:
    - (1) Prepare cargo and equipment for airlift, which includes weighing, marking, labeling, measuring, palletizing, securing, and manifesting cargo, as well as computing the center of gravity (CG)
    - (2) Prepare and certify hazardous cargo and equipment IAW DoD and Service regulations
    - (3) Provide all shoring material specified by the Air Transportability and Test Loading Activity (ATTLA) Certification Letter, Aircraft Dash 9 technical manual, or other documents containing airlift instructions.
  - j. [A/DACG](#). Throughout this regulation, references made to A/DACG include United States (U.S.) Navy and U.S. Marine Corps movement control organizations; U.S. Army Air Traffic Movement Control Teams; and all U.S. Air Force (USAF) deployment control functions. The A/DACG is a provisional organization designed to assist the AMC and the deploying unit in receiving, processing, and loading or unloading personnel and equipment. Occasionally, the A/DACG may be a joint Service component with representatives of the airlifted forces. Host or supporting installations will provide manpower augmentation to form the A/DACG. (See [Figure 303-4](#).) The A/DACG will:
    - (1) Coordinate and control the reception and/or loading of units for deployment or redeployment
    - (2) Coordinate with the installation CDR and the CDR of each Service-deploying unit
    - (3) Provide a liaison to the mobility force (normally the ATOC)
    - (4) Perform those functions when no mobility force is available.
  - k. The major command involved in the air movement will provide the terminal units. When personnel and equipment needed to accomplish the arrival function are not available at the arrival airfield, the terminal units will be airlifted with the lead elements of the deploying unit. Determination of who provides the terminal units will be made at the earliest time by the joint force or CDR responsible for the deployment and/or redeployment mission.
3. [User Training and Certification](#). All personnel responsible for supervision of the out-loading must be thoroughly familiar with loading procedures for the types of aircraft being used. Sources of recognized load planning training and certification are:
    - a. Course: AMC Affiliation Program Airlift Planner's Course; Source: HQ AMC/A3CM via Mobile Training Team

- b. Course: Air Load Planning Certification Course; Source: U.S. Army Transportation School, Fort Lee, VA
  - c. Course: Airborne Strategic Deployment School; Source: 101st Airborne Division, Fort Campbell, KY
  - d. Course: Army Advanced Airborne School; Source: 82nd Airborne Division, Fort Bragg, NC
  - e. Course: Combined Arms Training Center; Source: 7th U.S. Army Joint Multination Training Command, Grafenwoehr Training Area, Germany
  - f. Course: Air Load Planning Certification Course; Source: Expeditionary Warfare Training Group Pacific (EWTCPAC), Coronado, CA
  - g. Course: Air Load Planning Certification Course; Source: 20 Seabee Readiness Group, Gulfport, MS
  - h. Course: Air Load Planning Certification Course; Source: 31st Seabee Readiness Group, Port Hueneme, CA
  - i. Training: Air Transportation Career Field (2T2X1) Specific Training; Source: AMCI 24-101, Volume 22, Attachment 5 (Air Force personnel only).
4. **Information Security.** Information pertaining to movement of units will be classified by the originator or higher authority according to DoD 5200.01, Information Security Program. The unit's destination and estimated time of arrival (ETA) are CONFIDENTIAL unless otherwise classified in the warning order or movement directive. The unit's major command of assignment and shipment readiness dates are FOR OFFICIAL USE ONLY (FOUO). Unit CDRs may inform unit military personnel on an FOUO basis that the unit is scheduled for deployment on or about the personnel movement readiness date.

### C. DEPLOYMENT OPERATIONS

1. **General.** Air mobility operations involve the air transport of units, personnel, supplies, and equipment and may be conducted by any combination of force organizations. An air movement operation consists of two primary phases: the planning and preparation phase and the execution phase. Unit deployment activities are detailed in Appendix N.
2. **Planning and Preparation Phase.** Movement of units by airlift demands extensive advanced planning on the part of the unit to be moved. A primary objective must be to minimize the time a unit being moved is non-operational. Planning is required for the grouping of personnel and material into the most effective loads, which ensure maximum conveyance utilization, the orderly movement to and from unit areas, and for the efficient management of the loading and offloading of aircraft. The planning, supervising, and controlling of operations are accomplished by mobility forces, A/DACGs, and deploying organizations. The five functional areas of planning and preparation phase are Mission Guidance, Initial Planning, Joint Planning, Preparation for Movement, and Final Coordination.
  - a. **Mission Guidance.** The deploying unit CDR and all supporting forces require the following information to prepare for an airlift operation: mission, force, location of departure airfield and arrival airfield, departure date, projected closure time, liaison (including the names, locations, telephone numbers of the deploying unit CDR(s) and CDRs of A/DACG, mobility forces and other supporting activities), and coordinated time and location of the joint planning conference.

- b. **Initial Planning.** The actions necessary to prepare the deploying unit and support elements to participate in the joint planning conference are as follows:
- (1) Deployment planners and/or deploying unit will:
    - (a) Identify and prioritize the number of personnel and the type and quantity of cargo and equipment to be moved.
    - (b) Determine the number of 463L pallets, top and side nets, plastic pallet covers, shoring, and dunnage required. Refer to DTR Part VI.
    - (c) Establish liaison with the supporting mobility force, TO, and MO.
    - (d) Identify secondary loads for cargo carrying vehicles or trailers.
    - (e) Submit any item of equipment that is proposed to be airlifted aboard USAF aircraft, which, in its proposed shipping configuration, would be considered a “transportability problem item” to ATTILA for approval and certification prior to airlift. In general, a cargo item may be considered problematic because of its physical size, weight, fragility, hazardous characteristics, or lack of adequate means to restrain. Outsized non-palletized cargo must have an ATTILA certification letter if no specific loading instructions for the item are identified within the applicable aircraft Technical Order IC-XXX-9 (TO-9). Items that exceed the following criteria require TO-9–specific loading instructions or a certification letter for airlift:
      - 1 Length: 20 ft. (240 inches/6.10m) (commonly palletized outsized cargo [e.g., pipes, wood, Helo blades, and light oversized cargo] does not require ATTILA certification)
      - 2 Height or Width: 8 ft. (96 inches/2.44m)
      - 3 Weight 10,000 lbs. (4,535 kg)
      - 4 Load concentration: 1,600 lbs. per linear foot (727.3 kg)
      - 5 Floor contact pressure: 50 pounds per square inch (3.53 kg per square centimeter)
      - 6 Axle loads: 5,000 lbs. (2,273 kg) (Vehicle with pneumatic tires)
      - 7 Wheel loads: 2,500 lbs. (1,134 kg) (Vehicle with pneumatic tires)
      - 8 Items that have inadequate ramp clearance for ramp inclines of 15 degrees
      - 9 Freight containers (e.g., International Organization for Standardization [ISO] containers, Internal Slingable Units [ISU], Quadruple Containers [QUADCON], or Triple Containers [TRICON]) palletized on single 463L pallets that are over 10,000 pounds
      - 10 Any item that requires special equipment or procedures for loading (e.g., nuclear weapons, or items for which special equipment or procedures must be developed to allow the item to be safely loaded and airlifted)
      - 11 Unfamiliar items designed to be loaded directly into the aircraft rail system that are not identified in the applicable aircraft’s TO-9
      - 12 Cargo that exceeds weight limits stated in the maximum weight for air transport cited by the certification letter
      - 13 Any type of watercraft, fixed-wing aircraft or rotary-wing aircraft not identified in the applicable aircraft’s TO-9

- 14 Enclosed items (e.g., airtight containers, on-board tanks) not designed with pressure relief devices or items that cannot be configured in a way to allow for aircraft cabin pressure changes)
- 15 Non-palletized items with questionable structural integrity or items with significant damage to the frame or structural components (e.g., battle-damaged equipment)
- 16 Items that will be operated in flight if not identified in the applicable aircraft's TO-9.

**NOTE:** The shipper will provide a copy of the most current certification letter to the organization/function accepting the item for airlift. These personnel must ensure the ATTLA certification letters provided by the shipper are current for all shipments meeting ATTLA air certification requirements. The certification letter will be included in the aircraft cargo package. If a certification letter is not provided, the item will be refused for airlift until all documentation is obtained. Any shoring required by ATTLA is the responsibility of the shipper. For questions concerning current and/or new ATTLA certification letters, please contact ATTLA at the following.

- 1 E-mail: [ATTLA@us.af.mil](mailto:ATTLA@us.af.mil). "Check with Air Mobility Command Standardization and Evaluation Office for latest address."
- 2 937-255-2330 or Defense Switched Network (DSN) 785-2330

**NOTE:** Aerial ports will not accept items interfacing aircraft rails (i.e., Land, Sea, and Air Adapters) without ATTLA Air Certification.

- (f) Identify cargo or equipment that is hazardous or sensitive and requires special preparation (Air Force Manual [AFMAN] 24-204\_IP). The CRE, Contingency Response Teams, and CSE Mobility Support Forces may deploy and redeploy under Chapter 3 and AFMAN 24-204\_IP guidelines.
- (g) Request technical assistance for preparing equipment and training personnel from affiliated AMCUs. The Continental United States (CONUS) active duty AMCU is the 621<sup>st</sup> Contingency Response Wing located at Travis Air Force Base (AFB), California, and Joint Base McGuire-Ft Dix-Lakehurst, New Jersey. Reserve AMCUs are located at the 94th Airlift Control Flight (ALCF), Dobbins Air Reserve Base, GA; 302nd ALCF Peterson AFB, CO; 315th ALCF Joint Base Charleston, SC; 349th ALCF, Travis AFB, CA; 433rd ALCF, Lackland AFB, TX; 439th ALCF, Westover ARB, MA; 440th ALCF, General Mitchell International Airport, WI; 446th ALCF, Joint Base Lewis McChord Field, WA; 452nd ALCF, March Joint Air Reserve Base, CA; 512th ALCF, Dover AFB, DE; and 514th ALCF, Joint Base McGuire-Dix-Lakehurst, NJ. The Guard AMCUs are located at the 118th ALCF, Nashville, TN; 123rd ALCF, Standiford Field, KY; 133rd ALCF, Minneapolis, MN; 136th ALCF, Hensley Field, TX; 137th ALCF, Tinker AFB, Oklahoma City, OK; 146th ALCF, Point Mugu, CA; and 172<sup>nd</sup> ALCF, Jackson, MS. Technical assistance includes mission planning, aircraft loading and offloading, and affiliation training.
- (h) Plan and coordinate staff assistance in the areas of administrative support, unit movement training, air movement planning, and logistics and maintenance support. The training of the deploying unit will include indoctrination in the standard safety practices of operation in and around aircraft.
- (i) Appoint an MO at each level involved in the movement.

- (j) Develop plan for movement to the departure airfield.
  - (k) Ascertain U.S. territories and possessions and foreign agricultural, customs, and immigrations clearance requirements and procedures. Refer to DTR Part V, Customs and Border Clearance Policies and Procedures, and the DoD Foreign Clearance Guide.
  - (l) Provide support requirements (e.g., MHE, weighing devices, and prime mover vehicles) to the A/DACG and airfield support forces.
  - (m) Identify requirements for in-flight communications.
- (2) If an A/DACG is required, it will:
- (a) Coordinate with the CRE to establish A/DACG training requirements
  - (b) Confirm the number of personnel and the type and quantity of cargo and equipment to be moved
  - (c) Determine the time frame during which loading and offloading will be accomplished
  - (d) Confirm the locations of departure and arrival airfield(s), marshalling, and unit area(s) in conjunction with the installation CDR and the deploying unit
  - (e) Determine the departure and arrival airfields' logistical and administrative facilities available to the A/DACG and deploying unit
  - (f) Develop an organizational structure with staffing requirements to include special personnel skills, administrative requirements, load teams (from rear echelon or provisional units), and communications prior to the local joint planning conference
  - (g) Determine user support equipment requirements (e.g., MHE; Petroleum, Oils, and Lubricants [POL]; weighing devices; and prime mover vehicles)
  - (h) Determine the availability of MHE organic to deploying organization or APOE/D and request that the mobility force position MHE to fill the required shortfalls
  - (i) Establish a liaison with the deploying unit and other supporting activities
  - (j) Coordinate U.S. (to include U.S. territories and possessions) and foreign agricultural, customs, and immigration clearance requirements and procedures.
  - (k) Determine and coordinate crash, fire, and rescue protection requirements.
- NOTE:** If an A/DACG is not required or established, the above functions may be performed by a CRE, Unit Mobility organization, or Movement Control Center (MCC).
- (3) Mobility forces will:
- (a) Review the mission directive and scope of operation and prepare a tentative flow schedule and plan of operation
  - (b) Designate an organization to deploy in support of the mission requirements
  - (c) Provide qualified personnel for the airfield survey team
  - (d) Establish initial coordination with the deploying unit and supporting A/DACG to review requirements in Paragraphs [C.2.b.\(1\)](#) and [C.2.b.\(2\)](#) above.
- c. **Joint Planning.** A series of field level joint conferences is required during the planning phase. Conferences are necessary to ensure coordination, a clear understanding of responsibilities,

and a mutual understanding of regulatory guidance. At a minimum, a joint planning conference will be held as soon as possible after receipt of an air movement order or directive. Key personnel will represent all participating elements at these conferences. These personnel must be able to resolve problems and make decisions for their organization, including interface requirements. These formal conferences do not rule out a need for continuous coordination throughout the planning cycle.

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

- (a) Verify whether the A/DACG will be established by the destination command or installation, or the deploying organization(s).
- (b) Provide a consolidated and prioritized unit personnel and equipment list. The list must include weight, dimension, Table of Authorized Material Control Number or line item and index number, and model and nomenclature of equipment offered for movement. The list must also identify material requiring special handling or loading procedures.
- (c) Designate a Unit Movement Officer (UMO) to represent the CDR of the unit being transported. Appendix A addresses UMO functions and responsibilities. The UMO will coordinate the creation of aircraft planning documents and finalize, update, and submit the required documents to 618 AOC/TACC. The primary submission procedure is via the TACC website, <https://tacc.us.af.mil>. If the TACC website is inaccessible, the secondary submission method is through unencrypted Nonsecure Internet Protocol Router (NIPR) email to [tacc.xopc.verifications@us.af.mil](mailto:tacc.xopc.verifications@us.af.mil). Post Joint Inspection (JI) final/updated load plans via e-mail to [tacc.fm.do@us.af.mil](mailto:tacc.fm.do@us.af.mil) NLT 6 hours prior to aircraft departure in order for flight managers to perform final aircraft mission planning, calculate fuel loads, and so forth. The subject line must be in the following format: Subject: Departure International Civil Aviation Organization (ICAO) – Mission Number. For example, KDOV – PVRA75477241. Users must also validate load plans with the mobility force.
- (d) Determine the requirements for the type and source of materials to be used to restrain cargo in vehicles and trailers. Review inspection procedures and documentation requirements for hazardous cargo and organizational cargo and equipment that require special handling. (See Appendices J, K, O, and V and AFMAN 24-204\_IP for additional guidance.)
- (e) Coordinate procedures for transporting individual weapons, ammunition, and equipment.
- (f) Verify shoring requirements, ensure shoring availability prior to out-loading, and establish destination disposition procedures.
- (g) Determine training requirements to ensure all personnel responsible for loading procedures and electronic documentation are properly trained.
- (h) Review U.S. (to include U.S. territories, and possessions) and foreign border clearance requirements and procedures.

(2) The A/DACG will:

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

- (b) Confirm unit deployment schedule and airflow
  - (c) Coordinate with the mobility force on the type and number of aircraft needed
  - (d) Confirm the size and type of units
  - (e) Validate shoring and floor protection requirements and ensure 463L dunnage availability and disposition
  - (f) Coordinate the use of departure and arrival airfield facilities
  - (g) Confirm coordination contacts and determine other liaison requirements
  - (h) Obtain a list of unit personnel and equipment to be unloaded and offloaded and identify problem items for load planning and coordination with the mobility force
  - (i) Finalize A/DACG organization including aircraft load teams and training requirements
  - (j) Determine and coordinate crash, fire, and rescue protection requirements
  - (k) Ensure the respective Service deployment AIS is available to facilitate movement and capture information to include ITV information/data.
- (3) The mobility forces will:
- (a) Confirm the type, configuration, and number of aircraft allocated to move personnel, cargo, and equipment
  - (b) Review border clearance requirements and procedures for the United States, its territories and possessions, and foreign border clearance/host nation (HN), including any special handling procedures and inspections for hazardous, outsize, or unusual equipment and cargo
  - (c) Coordinate movement priorities established by deployment planners and deploying unit(s)
  - (d) Coordinate the requirements for special training or load planning assistance to be provided to the A/DACG and deploying unit(s)
  - (e) Coordinate dates, times, and places training will be conducted.
  - (f) Determine the requirements for MHE, weighing equipment, 463L pallets, cargo nets, and other equipment
  - (g) Determine the number of load team supervisors and load inspectors
  - (h) Confirm the coordination contacts
  - (i) Provide a briefing on the tentative plan of operations, including a flow schedule, aircraft parking, communications plan, and safety requirements.
- d. **Preparation for Movement.** This phase begins with receipt of the mission directive or order, and continues through the planning phase until execution.
- (1) Deployment planners and/or deploying unit will:
- (a) Jointly prepare the air movement plan with the mobility force representatives. This plan will include sufficient details to ensure an orderly execution of the deployment mission. The plan addresses all aspects of load planning and electronic passenger and cargo documentation. (See Appendix V.)

- (b) Prepare personnel, cargo, and equipment for air movement IAW established priority, sequence, and Appendix O and Appendix H.
  - (c) Prepare a packing list, [Figure 303-5](#), for secondary loads in vehicles and trailers, and include the list with the vehicle and trailer.
  - (d) Complete training requirements IAW Appendix B.
  - (e) Identify armed personnel guarding security equipment and make their presence known to the aircraft CDR.
  - (f) Prepare individual weapons and ammunition as established during joint planning conference and IAW Appendix J.
  - (g) Ensure maximum use of vehicle/trailer cargo carrying capability. Ensure the load complies with individual Service requirements as pertaining to the rated capacity.
  - (h) Finalize, update, and submit the required documents to 618 AOC/TACC. The primary submission procedure is via the TACC website, <https://tacc.us.af.mil>. If the TACC website is inaccessible, the secondary submission method is through unencrypted NIPR email to [tacc.xopc.verifications@us.af.mil](mailto:tacc.xopc.verifications@us.af.mil). This must be accomplished in order for the TACC to verify validated unit line numbers (ULN) are transportation-feasible for scheduling and movement. Prepare passenger and cargo manifests with mobility forces. Documentation for items requiring special handling is discussed in Appendix J. See Appendix V for additional guidance.
  - (i) Provide required shoring, floor protection materials, and 463L MHE. Service technical manuals and aircraft technical orders (Dash 9) provide guidance on shoring requirements for certain types of loads.
  - (j) Appoint a planeload or troop CDR (chalk leader) for each mission aircraft carrying passengers. (See Appendix T.)
- (2) The A/DACG will:
- (a) Establish the departure/arrival airfield operational areas in coordination with the mobility force (see Appendix L for A/DACG checklist)
  - (b) Accomplish the training needed to ensure all A/DACG personnel are qualified to perform the mission
  - (c) Collocate with the supporting mobility force and maintain close liaison with both the mobility force and the deploying unit
  - (d) Coordinate for support equipment availability (e.g., MHE, fire protection equipment, POL [including defueling capability], food service, inspection area, lighting, first aid, weighing devices, and pusher vehicles).
- NOTE:** Pusher vehicles are assigned one per loading team to function as team transport and a loading aid.
- (3) The mobility force will:
- (a) Establish operations at the departure and arrival airfields and provide adequate space for liaison representatives of the A/DACG.
- NOTE:** The mobility support force will provide for specialized MHE, drivers, cargo inspectors, and load team personnel to accomplish the mission only when the required personnel and equipment are not available from the deploying unit or the

supporting unit, and when these assets have been requested at the Joint Planning Conference preceding the move.

- (b) In coordination with the deploying unit, validate airlift requirements and required documentation. (See Appendix V.)
  - (c) Ensure a communications network and infrastructure is established.
  - (d) Ensure a mobility support force member is prepared to conduct the final briefing for the deploying unit and all supporting elements. This person must also establish or confirm responsibilities, procedures, schedules, vehicle and personnel traffic routes, and safety requirements.
  - e. **Final Coordination.** The task force CDR representative will conduct a final joint coordination meeting with representatives of the deploying unit, A/DACG, and the mobility force. At this meeting, these organizations will provide the statuses of their planning, including any changes in the deployment sequence, priority, or scheduled airflow, plus identify and resolve any problems.
3. **Execution Phase.**
- a. **General.** This section discusses the functional areas of the execution phase of an air movement from the APOE to the APOD. Movement to the APOE will be accomplished IAW this chapter.
  - b. **Departure Airfield Operations.** There may be four separate areas of activity in departure airfield operations: the marshalling area, the alert holding area (AHA), the call-forward area, and the ready line/loading ramp area ([Figure 303-6](#)).
    - (1) **Marshalling Area.** The deploying unit is responsible for activities conducted within the marshalling area. In this area, the unit prepares for air movement by assembling vehicles, equipment, supplies, and personnel into mission loads (chalks). These loads will be manifested IAW Appendix V and are sent to the AHA upon notification from the A/DACG or mobility forces. (See Appendix Q.)
    - (2) **AHA.** The A/DACG and/or host installation is responsible for activities conducted within the AHA. The deploying units will check-in with the AHA team chief. Deploying units will complete final preparation and assembly of personnel, cargo, and equipment into individual mission loads (chalks). Control of chalks is transferred to the A/DACG upon completion and acceptance of personnel, cargo, and equipment. Normally, personnel assigned to the AHA do not deploy. The A/DACG will call for movement of personnel, cargo, and equipment from the AHA to the call-forward area. (See Appendix R.)
    - (3) **Call-Forward Area.** The activities conducted within the call-forward area are the responsibility of the A/DACG, host installation, and mobility force. In this area, the JI is conducted and discrepancies are corrected. Members of the deploying unit and the mobility force accomplish this inspection jointly. This is the final check to ensure all cargo and equipment is properly prepared and documented for safe and efficient air shipment. Improperly prepared cargo and equipment will not be accepted for airlift until all discrepancies are corrected. Incomplete chalks will not be accepted for JI. The JI of cargo and equipment loads must be completed not later than 6 hours prior to aircraft departure and final/updated load plans sent to the 618<sup>th</sup> AOC/TACC via e-mail to [tacc.fm.do@us.af.mil](mailto:tacc.fm.do@us.af.mil). Subject line must be in the following format: Subject: Departure ICAO – Mission Number (for example, KDOV – PVRA75477241). This allows flight managers to perform final aircraft mission planning, calculate fuel loads, etc. In the

absence of an automated means to transmit unit manifest information to IGC, the unit will coordinate with a manifesting element to provide an electronic file to the manifesting team 6 hours prior to departure for cargo, or as soon as is feasible following completion of the JI, and 3 hours prior to departure for passengers. The specific timing of the event will be coordinated between the supported unit, the A/DACG and the mobility force during pre-movement planning. Personnel must be available for passenger briefings and manifest checks 3 hours prior to departure. (See Appendix S.)

- (4) Ready Line and Loading Ramp Area. The mobility force is responsible for and controls activities conducted within the ready line and loading ramp area. This area receives personnel, cargo, and equipment from the call-forward area; directs aircraft loading in conjunction with aircraft loadmasters; supervises the supported Service while loading and restraining cargo aboard aircraft; and conducts additional briefings and inspections to facilitate loading of the aircraft. (See Appendices U, Y, and Z.)
4. Support Functions. Air movement of units involves detailed planning in all aspects of control, coordination, preparation, and execution that have a direct impact on the operation. Several of the support functions related to a successful deployment are security, communications, and safety.
- a. Security.
    - (1) During airlift operations conducted at airfields and air bases, the installation CDR is responsible for overall installation security. The deploying unit CDR is responsible for the security of the marshalling area and staging area (SA). These responsibilities also apply at the arrival airfield.
    - (2) Because of the security requirements involved in air movement operations, the CDRs at all echelons of the participating forces must establish and enforce strict internal security measures.
    - (3) Aircraft will be parked in a secure area for loading and offloading unit equipment and personnel.
    - (4) Personnel access to the aircraft will be controlled by the mobility force.
    - (5) Vehicular movement around the aircraft will be controlled by the mobility force.
    - (6) When no installation security force personnel exist at the airfield, the deploying unit CDR is responsible for area security.
  - b. Communications. Effective communication is essential to the success of the airlift operation. Establishing an effective communication system is the responsibility of the mobility force and the A/DACG. The focal point of the airlift operations communications system is the Global Mobility Tactical Operations Center (TOC). To establish these communications, the mobility force will ensure an adequate system (wire or radio) exists between all functional areas of the mobility force. The A/DACG is responsible for providing communications to the AHA, call-forward area, the deploying unit command post, and to the Global Mobility TOC. In addition, the A/DACG will provide a wire or radio net between the Global Mobility TOC and the deploying unit command post. A/DACGs will have hand-held radio communication capability. When feasible, a minimum of two frequencies will be provided to the A/DACG organizations, one for A/DACG use only and a shared frequency. Frequencies obtained will be coordinated with home station and APOE installation communications officers and the Federal Communications Commission. The mobility force will establish communications with the JI point in the call-forward area. Backup communications will be established.

[Figure 303-7](#) shows point-to-point communications from the Global Mobility TOC to each activity in a joint airlift operation.

- c. Safety. Vehicle, aircraft, and personnel safety throughout a joint air movement operation depends on compliance with all DoD standard safety practices. The safety of vehicles and personnel will be governed by the requirements of the Air Force and aircraft technical orders. These requirements apply to vehicles and personnel approaching within 50 feet of an aircraft and during all loading and offloading operations. An AMC representative will brief participating personnel on the requirements.
  - (1) Personnel Precautions. All personnel involved will be briefed on the safety requirements relating to the operation. The circle of safety and vehicle access routes to transport aircraft will be included in briefings to all personnel involved. Personnel precautions are as follows:
    - (a) Personnel will not sit or lie on the ramp, aircraft, or equipment or lie under vehicles.
    - (b) All personnel, including vehicles and equipment guides, will stay clear of operating vehicles and equipment. At no time will personnel position themselves in the path of vehicles or equipment transiting the aircraft ramp.
    - (c) All personnel involved in loading and offloading operations will wear gloves, ear protection, and safety goggles.
    - (d) Members of loading and offloading teams will not wear rings or other jewelry that could create a safety hazard.
    - (e) Personnel will not smoke on the aircraft-parking ramp except in designated smoking areas.
    - (f) Equipment will not be refueled or otherwise serviced within 50 feet of an aircraft.
    - (g) Fire extinguishers will be placed on or near all powered equipment used in conjunction with an aircraft.
  - (2) Aircraft Hazards. Personnel must be aware of the following aircraft hazards:
    - (a) When jet engines are running, personnel and equipment must not approach the engine intake area or blast area to the rear. Intake and blast area precautions for the C-5, KC-10, C-17, KC-135E, and KC-135R are as follows:
      - 1 C-5. Personnel and equipment must not approach within 50 feet of an engine intake. Windblast exceeding 35 miles per hour (MPH) can be expected within 500 feet aft of the engine; windblasts at 200 feet will be nearly 70 MPH.
      - 2 KC-10. Personnel and equipment must not approach within 20 feet of an engine intake. Windblast speeds exceeding 35 MPH can be expected within 150 feet aft of the engine.
      - 3 C-17. Personnel and equipment must not approach within 50 feet of an engine intake. Windblast exceeding 138 MPH can be expected within 28 feet and 68 MPH within 95 feet aft of the engines.
      - 4 KC-135E. Personnel and equipment must not approach within 35 feet of an engine intake. Windblast speeds exceeding 100 MPH can be expected within 25 feet aft of the engine; windblasts at 50 feet aft will be nearly 40 MPH.

- 5 KC-135R. Personnel and equipment must not approach within 50 feet of an engine intake. Windblast speeds exceeding 65 MPH can be expected within 55 feet aft of the engine; windblasts at 180 feet aft will be nearly 20 MPH.
- (b) Personnel and equipment must also be cautious when approaching propeller driven aircraft. The propeller danger area on a C-130 is 10 feet in front of the propeller, while wake velocity at maximum power is over 100 MPH at 200 feet behind the engines.
  - (c) Care must be used in movement around open doors and hatches and on the cargo loading ramp. The C-5 cargo floor level in an unknelt position is 9 feet from ground level.
- (3) Vehicle Preparation for Loading.
- (a) All vehicles and equipment will be inspected in the marshalling area for mechanical defects and proper fuel level (see Appendix O for additional guidance regarding JI procedures).
  - (b) Appendix P provides detailed guidance for determining vehicle center of balance prior to loading aircraft.
  - (c) Vehicle fuel tanks must comply with AFMAN 24-204\_IP.
  - (d) Each vehicle must be checked carefully to ensure all loose or removed items are properly secured within the vehicle.
  - (e) Antenna tip caps will be installed on vehicle radio antenna and will not be placed less than 7 feet above the ground when the clip is fastened to the antenna.
  - (f) All safety chains and pintle hook pins will be installed on vehicles towing trailers.
  - (g) Inspect all lifting and tie-down provisions.
- (4) Vehicle Operation on the Parking Ramp and in the Vicinity of Aircraft.
- (a) No vehicle will be driven under any part of an aircraft.
  - (b) Maximum speed for all vehicles within 25 feet of any aircraft will be 5 MPH. However, the speed of vehicles will not exceed 3 MPH when they are within 10 feet of the aircraft, as shown in [Figure 303-8](#).
  - (c) No vehicles other than those loading or offloading will be driven directly toward or parked closer than 10 feet from an aircraft.
  - (d) Vehicles will not be backed toward an aircraft without a walking guide to observe clearance for the driver.
  - (e) Unattended vehicles will not be parked pointing towards the aircraft. When parked, the driver's side will be nearest to the aircraft, the ignition shut down, keys in the ignitions, hand brake set, and the transmission placed in the lowest gear. (Exception: Vehicles equipped with diesel engines will have the transmission in neutral; wheel chocks are required to prevent movement.) Automatic transmissions will be placed in the PARK position. Hazard lights must be on during the hours of darkness.
- (5) Vehicle Loading on Aircraft.
- (a) Only one person will provide signal guidance for vehicle operations while vehicles are being onloaded to or offloaded from the aircraft. Vehicle drivers and equipment

operators will follow the instructions of the individual designated by the loadmaster or load team chief while loading and offloading the aircraft (see Appendix X for standard hand signals).

- (b) Vehicles on the cargo floor will not be left unattended until the minimum forward and aft restraints are provided.
  - (c) Equipment such as tie-down chains, chocks, or wrenches will not be thrown about the aircraft.
  - (d) Personnel will stay clear of winch cable operations on the aircraft.
5. [APOD Reception and Onward Movement](#). Arrival at the APOD marks the transition from the strategic to operational level. Transfer of advance arrival information from USTRANSCOM to the gaining command is essential for reception and onward movement. Reception and onward movement are the responsibility of the theater unified command.
- a. Arrival of personnel and equipment. Deploying unit personnel will arrive at the APOD to coincide with arrival or draw of equipment, either at the APOD/seaport of debarkation (SPOD) or at the prepositioned stock sites. When unit personnel arrive, they may move:
    - (1) Directly to a unit marshalling area if the unit moves with its equipment.
    - (2) To prepositioned stock sites to receive equipment.
    - (3) To aircraft for intra-theater air movement (air-to-air interface).
    - (4) To the SPOD to receive unit equipment offloaded from ships.
    - (5) To holding areas, if equipment arrival is delayed.
  - b. Marshalling area planning. Planning must focus on moving units through the PODs without delay. Marshalling areas are planned to allow rapid clearing of the PODs and make SAs available for offloading. This reduces port congestion and the potential for slowdowns or work stoppages in offloading operations. Marshalling areas also prepare arriving units to move forward to SAs and to the Tactical Assembly Area (TAA) as depicted in [Figure 303-9](#).
  - c. Reception at the APOD. Theater-based reception begins with the arrival of forces and their sustainment at the POD. The primary challenge of this process is APOD clearance. Except in the case of forcible entry, port-opening forces will precede the arrival of combat forces. Other support forces may either precede or arrive concurrently with combat forces to conduct force reception and onward movement operations, establish theater distribution infrastructure, or establish security. Reception at the APOD is coordinated by the senior logistics CDR and executed by a mobility force, A/DACG or both, depending upon the magnitude of the operation. The mobility force and/or A/DACG must be in the lead elements of the transported force. Augmentation by cargo transfer units or HN support is desired to rapidly clear the APOD.

- d. APOD Operations. The main areas of the arrival airfield are the offloading ramp, holding area, and unit area. [Figure 303-10](#) addresses these areas and their responsibilities. The A/DACG and mobility force will ensure arriving aircraft are offloaded in a timely manner and equipment, supplies, and personnel proceed immediately to the holding area. See Appendix L for the A/DACG checklist.
- (1) Offload Ramp Area Activities. The offload ramp activities are controlled by the mobility force. Each load will be released to the A/DACG for return to unit control at the holding area.
- (a) Deploying units will:
- 1 Provide assistance to the loadmaster
  - 2 Comply with instructions from the offload team chief when unlash and offloading the aircraft
  - 3 Ensure all aircraft tie-down equipment is returned to the mobility force
  - 4 Retain all shoring and dunnage for redeployment
  - 5 Provide one copy of the passenger and cargo manifests to the A/DACG
  - 6 Maintain accountability for pallets, nets, and shipping containers through the marshalling area, and ensure the breakdown and return to the Defense Transportation System (DTS) occur as soon as it is practical.
- (b) The A/DACG will:
- 1 Maintain coordination with the deploying unit and mobility force representatives
  - 2 Provide offload teams and support equipment
  - 3 Establish provisions for non-unit priority sustainment flow
  - 4 Accept each aircraft load from the mobility force at the established release point
  - 5 Remove shoring and dunnage from the aircraft and transfer it to the unit
  - 6 Establish procedures to ensure accountability of pallets, nets, and shipping containers is retained throughout the reception process and that shipping equipment is returned to the mobility force for retrograde as soon as practical.
- (c) The mobility force will:
- 1 Advise the A/DACG of the airflow and expected arrival of aircraft
  - 2 Plan and supervise aircraft parking
  - 3 Receive passenger and cargo manifests from the aircraft loadmaster
  - 4 Supervise aircraft offloading, including the removal of shoring and dunnage
  - 5 Provide all MHE and special offloading equipment, including operators
  - 6 Provide ITV by reporting the arrival of loads and their release to the A/DACG
  - 7 Maintain an authorized inventory of aircraft pallets and nets for retrograde support, and ensure the pallets and nets are managed IAW DTR Part VI
  - 8 Ensure retrograde of all pallets and nets above authorized inventories
  - 9 Provide visibility over frustrated and undeliverable cargo (see Chapter 304, Paragraph A.2.a.(2) of this regulation).

- (2) Holding Area Activities. The deploying units are responsible for providing unit liaison personnel to the A/DACG and for assisting the A/DACG. The A/DACG will:
    - (a) Coordinate with the mobility force and the deploying unit
    - (b) Provide support to arriving units as determined during the joint planning conference
    - (c) Maintain and report cargo and passengers arrivals, to the IGC
    - (d) Release the aircraft load to the deploying unit CDR or representative at a predesignated location
    - (e) Coordinate movement of aircraft pallets, nets, and dunnage to the unit marshalling area for pallet breakdown
    - (f) Provide POL and minor maintenance for transported vehicles
    - (g) Coordinate for emergency services (e.g., crash, fire, and rescue)
    - (h) Collect and return all aircraft pallets, nets, shipping containers, and dunnage to the mobility force.
  - (3) Unit Marshalling Area. The deploying unit terminates the air movement at its marshalling area. Equipment is reconfigured for onward movement. Units will:
    - (a) Install equipment previously removed for airlift
    - (b) Maintain accountability of aircraft pallets, nets, and containers in the marshalling area, ensure aircraft pallets and nets are managed IAW DTR Part VI, and break down pallets and containers as soon as practical and return them to the A/DACG
    - (c) Perform required maintenance checks, including refueling
    - (d) Prepare and organize for movement in theater.
- e. Channel Movement.
- (1) Express. Express channels provide time definite, reliable service to and from a CONUS APOE to a theater APOD or hub. The express system consists of a CONUS hub and express airlift (Civil Reserve Air Fleet [CRAF] or organic) interfacing with the theater hub and distribution system. Express channels will be a highly reliable but limited resource. Services will limit use of this service to extremely high priority, mission essential commodities. A self-disciplined adherence to Service allocation will contribute to a more responsive system. Rapid theater distribution is a key component of express delivery, providing onward movement of high priority items to forward forces, and the fast return of reparable items to rear repair facilities. Military Services will pass express channel requirements to USTRANSCOM for capability planning. The supported CDR will validate express channel requirements to USTRANSCOM for execution.
  - (2) Direct delivery using strategic airlift assets is available to support airfields other than established APODs or hubs. Such requirements will be passed to USTRANSCOM for tasking to AMC.
  - (3) The theater delivery system is established by the supported CDR integrating theater air, land, and water transportation systems. Theater components are responsible for determining whether common-user land transportation (CULT) will be used solely, or as part of the theater delivery system. The theater delivery system will be capable of two-way movement. The theater delivery system will also be used for retrograde movement of priority material. Retrograde cargo entering the theater delivery system must be properly documented, packaged, and labeled to allow direct entry into the airlift system.

#### D. PASSENGER TRANSPORTATION

1. General. This section addresses transportation planning and execution functions performed by USTRANSCOM, its TCCs, TOs, and deploying units for passenger transportation. It applies to both unit and non-unit-related personnel (NRP) movements.
2. Deployment Responsibilities.
  - a. USTRANSCOM will:
    - (1) Coordinate with supporting and supported commands to ensure the TPFDD is validated in advance of TCC scheduling
    - (2) Notify TCCs to schedule transportation from CONUS POEs to theater PODs based on TPFDD requirements
    - (3) Act as coordinator for all movement schedule changes after the schedule is published
    - (4) Monitor deployment of forces
    - (5) Review ULN movement requirements in the exercise or Operation Plan (OPLAN) TPFDD being executed, coordinate total daily movement requirements with TCCs, and validate requirements for scheduling by the TCCs.
  - b. TCCs will:
    - (1) Schedule transportation to move passengers from CONUS POEs to theater PODs
    - (2) Provide scheduling information via JOPES to Service activities
    - (3) Prepare passenger group routings by commercial carriers upon request by the TO
    - (4) Input commercial carrier schedules in JOPES
    - (5) Allocate ULNs and personnel increment numbers (PIN) to carriers in JOPES.
  - c. Deploying units will:
    - (1) Coordinate with the servicing TO to obtain commercial transportation in excess of organic capability to move passengers to the POE.
    - (2) Ensure all personnel meet current eligibility requirements for deployment (e.g., immunizations, updated wills, and dog tags).
    - (3) Ensure deploying troops do not exceed baggage allowances during contingency operations. Unit CDRs will only authorize baggage that must accompany individuals on the aircraft. Examples of this excess baggage are individual A, B, and C mobility bags, Individual Protective Equipment and Professional Gear baggage. Unless deemed as an operational requirement by the unit CDR to support immediate operations, toolboxes will not routinely be accepted as personal excess baggage. Items such as crates, heavy tools/unit equipment, medical supplies, and spare parts are not typically considered baggage and will be shipped as deployment cargo or sustainment freight. In addition to a member's checked baggage:
      - (a) Each passenger is typically permitted to hand-carry one article (e.g., small luggage, garment bags, or backpack) and one personal item (e.g., cosmetic case, purse, briefcase, small box, or package) for storage in the passenger cabin area.
      - (b) Hand-carried items will be no larger than 45 linear inches and must be stored under the passenger's seat or in the overhead compartment. Items that are too large will not be accepted for passenger cabin storage and must be checked-in.

- (c) Because of the worldwide situation with uniformed military presence posing potential local reaction, unless otherwise directed by the Geographic Combatant Command's reporting instructions, all military personnel will have in their carried baggage one set of conservative civilian clothing to accommodate for contingency situations.
- d. TOs will:
  - (1) Refer to DTR Part I for direction to arrange transportation or request routing from USTRANSCOM for commercial movement.
  - (2) Notify USTRANSCOM of local transportation shortages.
  - (3) Notify USTRANSCOM when it is known a unit will miss its scheduled port call. Notify USTRANSCOM of a unit delay that is due to the non-availability of personnel and/or equipment to move with personnel for possible reallocation of transportation resources.
  - (4) Ensure passenger baggage is processed IAW DTR Part I, Chapter 103, Paragraph F. Military members traveling on orders typically consists of two checked pieces not to exceed the airline determined weight (verify specific baggage weight limits and restrictions, such as size limitations, with air carrier) or 62 linear inches, one hand-carried article (e.g., small luggage, garment bags, backpack), and one personal item (e.g., cosmetic case, purse, briefcase, small boxes, packages), for storage in the passenger cabin area. Hand-carried items will be no larger than 45 linear inches and must fit in the overhead compartment or under the seat aboard the aircraft. Items that are too large will not be accepted for passenger cabin storage and must be checked-in. Baggage exceeding 100 pounds and or 80 linear inches will not be accepted, and must be moved as freight. Exception for Mobility Movements: B-4, passenger, and sea bags will be allowed as one piece regardless of size as long as they do not exceed 100 pounds. Only one of these bags per person will be the allowed exception. The second bag must comply with above size restrictions and is limited to 70 pounds. Personnel and accompanying baggage will not exceed 400 pounds per person on average. In all instances, the TO should verify specific air carrier baggage weight limits and restrictions. Combatant Commanders may alter baggage restrictions in temporary duty/deployment orders for passengers deploying on a ULN.
  - (5) For DoD commercial charter aircraft and military aircraft, use actual weights under all conditions. Use of standardized weights in lieu of actual weights creates a potential problem in load planning the aircraft, which is a safety issue. All hand-carried items must be weighed, and that weight will be added to the passenger's body weight figure on the manifest.

**NOTE:** Advance communication between the TO/mobility/unit representative and air carrier is imperative to determine proper load planning of the aircraft. Units may be required to present baggage for loading in carrier specified weight increments to facilitate proper weight distribution within baggage compartment(s).
3. [NRP Movements](#). TOs will route NRP groups to POEs or request routing from SDDC IAW DTR Part I.
4. [Special Passenger Categories](#)—Patients and Medical Evacuees, Non-Combatant Evacuees, or Enemy Prisoners of War. TOs may be requested to route these special passengers as they arrive at a CONUS POD from overseas to a final destination within the CONUS. TOs will route under delegated routing authority or SDDC will be requested to support such moves. ULNs may be assigned to these movement requirements. Movement guidance will be on a case-by-case basis,

and TOs may contact SDDC for additional guidance. For Navy, movement guidance will be on a case-by-case basis through Service HQs.

5. DoD Passenger Manifesting Procedures. Passenger manifesting systems and procedures must facilitate compliance with U.S. Code, Title 49, § 41113, Plans to address needs of families of passengers involved in aircraft accidents (also known as the Aviation Disaster Family Assistance Act of 1996), by requiring the collection of the identifying and emergency contact information called for in Title 14 of the Code of Federal Regulations (14 CFR), Part 243, Passenger Manifest Information.
  - a. These requirements apply to all the systems and procedures used to manifest military and civilian passengers traveling:
    - (1) On all civil aircraft chartered by or on behalf of the DoD to provide passenger transportation, when the DoD is responsible for manifesting passengers.
    - (2) On DoD aircraft operated in common user airlift service (e.g., the airlift provided on a common service basis for all DoD agencies and, as authorized, for other agencies of the U.S. Government). Aircraft under this definition include AMC organic aircraft, Operational Support Airlift (OSA) aircraft, theater assigned organic airlift, and other Service-owned aircraft when operated in a common user role.
    - (3) On any DoD aircraft, when one or more passengers are civilians (including DoD and non-DoD civilian employees, couriers, travelers on public affairs events, dependents, contractors, and retirees) who are not part of the crew or are on board the aircraft for operational support purposes. This includes Noncombatant Evacuation Operations.

**NOTE:** The requirements of this section do not apply to flights involving DoD aircraft on training or operational missions unless covered in the three subparagraphs immediately above.
  - b. Passenger manifesting agencies utilizing an automated system must ensure emergency contact information is available. For locations where there is no automated manifesting capability or in those places where the automated systems do not yet comply, DD Form 2131, Passenger Manifest (see DTR Part I, Figure 103-5), must be used. DD Form 2131 is available at <http://www.dtic.mil/whs/directives/>.
    - (1) Preferably prior to departure, but not later than 60 minutes after aircraft departure, the completed DD Form 2131 will be transmitted to AMC via e-mail to [passenger.manifest@scott.af.mil](mailto:passenger.manifest@scott.af.mil) or, if e-mail is unavailable, faxed to 618-256-3651 or DSN 576-3651. If using e-mail, include the mission number, departure date/time, aircraft type, and aircraft tail number in the subject line.
    - (2) The mandatory procedures established requiring the collection of emergency POC information is not met by providing the unit orderly room information or by having a current DD Form 93, Record of Emergency Data (see DTR Part I, Figure 103-5), on file.
    - (3) Emergency contact information collected from the passengers must be used solely for the purpose of making notifications in the event of an emergency. This information must be destroyed when it is no longer needed for its intended purpose. Agencies must ensure records destruction is handled IAW authorized procedures for the disposal of records.
6. Manifesting responsibilities. Normally, the passenger terminal or base operations at the POE and en route stops are responsible for passenger manifesting and anti-hijacking. However, the aircraft CDR is ultimately responsible for compliance with these procedures. If no passenger terminal, base operations, or other agency is responsible for filing the manifest or if passengers do not

process through such an agency, the aircraft CDR will file a copy of the passenger manifest with the most responsible on-scene agency. For unit moves, the respective Service deployment automated information system will be the primary means to generate and transmit an electronic manifest to the IGC and associated down-line stations. The decision table, [Table 303-2](#), applies in the case of unit moves supporting contingency, exercise, and deployment operations.

- a. Passenger manifest information will be updated at each intermediate stop at which passengers embark or debark. A copy of the passenger manifest will be left at each departure point that lacks immediate electronic access to update passenger manifest information.
- b. Service passenger manifesting systems and procedures must collect, at a minimum, the following information from each passenger:

- (1) Passenger Name.
- (2) Rank.
- (3) DoD Identification Number (DoD ID), SSN, or passport number.

**NOTE:** Use of the DoD ID on passenger manifests is mandatory when included on DoD identification cards. See DTR Part I, Chapter 103, Paragraph A.4.

- (4) Status (active, reserve, retired, dependent, civilian employee).
  - (5) The sponsoring Service, agency, or employer.
  - (6) The name and telephone number of a person designated as an emergency contact not traveling with the passenger. Emergency contact information will be solicited/collected by the passenger manifesting agency or the flight crew when the passengers go direct to the aircraft, unless the passenger is incapable of providing the information or an emergency precludes its collection.
  - (7) For a unit move, the ULN, POE, and POD in addition to items (1) through (6) above.
- c. For DoD commercial charter aircraft and military aircraft, use actual weights under all conditions. The use of standardized weights in lieu of actual weights creates a potential problem in load planning the aircraft, which is a safety issue. All hand-carried items must be weighed, and that weight will be added to the passenger's body weight figure on the manifest or may be annotated separately when preparing a DD Form 2131.
  - d. The terminal or manifesting agency will ensure compliance with the above procedures, including the reporting of the arrival and departure of personnel at all nodes from origin to destination within 1 hour of the event to IGC IAW DoD timeliness criteria.
    - (1) IGC provides C2 and ITV information that integrates automated information support to the DoD. IGC is the designated DoD system for ITV. Access may be obtained through the IGC Web page at <http://www.dla.mil/informationoperations/pages/IGC.aspx>. The evaluation criteria at [Table 303-1](#) are provided to evaluate current systems capabilities and identify improvements after analysis of the impact, cost, and value added.

## E. INTERMODAL MOVEMENTS

1. Air cargo manifesting applies in the case of unit moves supporting contingency, exercise, and deployment operations.
  - a. Manifesting/documentation responsibilities. Manifesting of air cargo is the responsibility of the origin installation, POE and/or en route stops. For unit moves, the respective Service's deployment AIS will be the primary means to generate and transmit an electronic manifest/documentation to the IGC. The TO, terminal, or manifesting agency will ensure

- compliance with procedures including reporting the arrival and departure of unit cargo at all nodes from origin to destination to IGC IAW [Table 303-1](#), Timeliness Evaluation Criteria.
- b. Cargo manifesting/documentation systems and procedures must facilitate compliance with 14 CFR, Part 121, [Operating Requirements: Domestic, Flag, and Supplemental Operations](#); International Maritime Dangerous Goods (IMDG) Codes, Chapter 5.4, [Dangerous Goods](#); and 49 CFR, Part 1035, [Bills of Lading](#), and Part 173, [Shippers-General Requirements for Shipments and Packaging](#). To this end:
- (1) Service cargo manifesting/documentation systems and procedures must collect, at a minimum, the information from each aircraft, ship/vessel, or motor vehicle that conforms to DTR Part II, Chapter 203, [Shipper, Transshipper, and Receiver Requirements and Procedures](#).
  - (2) Manifest information will be updated at each intermediate stop at which cargo embarks or debarks. A copy of the manifest will be left at each departure point.
  - (3) Service unit move manifesting/documentation systems and procedures will collect and maintain the information prescribed above in an electronic format that is readily accessible and available for immediate transmission to other DoD organizations including USTRANSCOM and for the purpose of making notifications in the event of an emergency. This information will be destroyed IAW Service and DoD retention requirements.
  - (4) These requirements apply to all systems and procedures used to manifest and/or document cargo moving:
    - (a) On all civil aircraft chartered by or on behalf of the DoD to provide cargo transportation, when the DoD is responsible for manifesting cargo.
    - (b) On DoD aircraft operated in common user airlift service (e.g., the airlift provided on a common service basis for all DoD agencies and as authorized, for other agencies of the U.S. Government). Aircraft under this definition include AMC organic aircraft, commercial charter, Operational Support Airlift aircraft, theater assigned organic airlift, and other Service-owned aircraft when operated in a common user role.
    - (c) On commercial/military truck, commercial rail operators, and military/commercial vessel service.
2. Water Transportation.
- a. This section provides guidance for unit deployment, sustainment, and redeployment operations via water transportation including ocean going vessels, barges, and ferries. It does not include U.S. Navy amphibious ships involved in amphibious operations. Information on types of sealift available are contained in Appendix C, procedures for obtaining hazardous cargo waivers and exceptions are found in Appendix K, and assignment responsibilities of supercargo personnel are found in Appendix D. Guidance for loading and securing military equipment for marine transport is contained in SDDCTEA Pamphlet 55-19, [Tiedown Handbook for Rail Movements](#); SDDCTEA Pamphlet 55-20, [Tie-Down Handbook for Truck Movements](#); SDDCTEA Pamphlet 55-21, [Lifting and Tiedown Handbook for Helicopter Movements](#); SDDCTEA Pamphlet 55-22, [Marine Movements](#); SDDCTEA Pamphlet 55-23, [The Tiedown Handbook for Containerization of Military Vehicles](#); SDDCTEA Pamphlet 55-24, [Vehicle Preparation Handbook for Fixed Wing Air Movement](#); and SDDCTEA Pamphlet 70-1, [Transportability for Better Deployability](#). These publications are pocket-size (approximately 7"x5") to afford maximum utility in the field. To obtain copies, write to

SDDCTEA, 1 Soldier Way, Building 1900 West, Scott AFB, IL 62225; call SDDCTEA at 800-722-0727 or DSN 770-5118. SDDCTEA pamphlets are also available at <http://www.tea.army.mil/>. SDDCTEA Reference 700-5, Deployment Planning Guide, provides additional detailed guidance for planning deployment moves.

- b. Deployment. This section outlines the responsibilities for the deployment of forces via ocean.
  - (1) MSC will:
    - (a) Upon direction of USTRANSCOM, define the extent of need for and request activation of its reserve component, and pass on the requirements to the Chief of Naval Operations staff for action
    - (b) Source additional shipping assets in the following order of priority:
      - 1 Voluntary commercial charters and U.S. and foreign flagged vessels with absolute preference for U.S. flagged vessels
      - 2 Fast Sealift Ship (FSS)/Large, Medium-Speed Roll-On/Roll-Off (LMSR) activation
      - 3 Ready Reserve Force (RRF) activation
      - 4 Voluntary Intermodal Sealift Agreement (VISA) Dry Cargo Time Charter (Drytime) and Voluntary Tanker Agreement (VTA) Contingency Contracts
      - 5 When the above resources are expended, request Secretary of Defense approval for requisitioning U.S.-owned and U.S. and foreign flagged vessels that are Effective United States-Controlled (EUSC)
    - (c) Ensure timely distribution of data pertaining to ship's characteristics, special constraints, and supercargo capabilities for those shipping assets being introduced into the DTS for the first time
    - (d) Coordinate vessel arrivals, departures, berth assignments, husbanding services, availability of shipboard lashing gear, pre-stow plans, and readiness to load with the terminal operator
    - (e) Coordinate with terminal operators and the U.S. Coast Guard (USCG) for support requirements identified below
    - (f) Coordinate with SDDC or the CDR to establish the vessel port call
    - (g) Ensure timely vessel schedule data is input to JOPES and IGC.
  - (2) SDDC, the Navy terminal, and/or the CDR will:
    - (a) Select POEs and PODs to meet supporting or supported CDR requirements.
    - (b) Issue call-forward notifications based on TPFDD requirements to control flow into the water terminals, monitor port throughput, and receive unit movement documents.
    - (c) IAW DTR Part VI, expand its container leasing or purchase contract efforts to meet DoD emergent container requirements and source additional shipping assets under VISA Contingency Contracts.
    - (d) Contract for and coordinate use of expanded port facilities, plus labor services and raw materials needed at expanded or newly activated water terminals. (Also see Army Doctrine Publication (ADP) 4-0, Sustainment.)

- (e) Identify the need, composition, and employment of Port Support Activity (PSA) units within the water terminal. In the CONUS, the Terminal Transportation Brigades/port CDR identifies PSA requirements. See Appendix E and Chapter IV, JP 4-01.8, for Service PSA units and functions.
- (f) Define the extent of need and request activation of reserve component resources:
  - 1 Transportation Terminal Brigades
  - 2 U.S. Navy Reserve Cargo Handling Battalions and U.S. Navy Reserve Freight Terminal Units
  - 3 U.S. Army Transportation Command units (e.g., 32nd Transportation Group)
  - 4 Distribution Management Center
  - 5 Contract Support Detachments
  - 6 Cargo Documentation Detachments
  - 7 Automated Cargo Documentation Detachments
  - 8 Deployment Support Brigades.
- (g) Schedule and provide water terminal operational services, such as stevedores, cargo checkers, motor transport services, MHE, or cranes, at newly activated or expanded ports. (Also see Army Techniques Publication [ATP] 4-15, Army Watercraft Operations.)
- (h) Establish or expand the following to meet emergent needs: terminal capabilities for cargo documentation, vessel papers, hazardous cargo manifest and cargo pre-stow, and final stow plan preparation.
- (i) Provide or expand automated data system availability at water terminals.
- (j) Provide or expand safety and security procedures for the water terminal activity.
- (k) Coordinate with MSC and the USCG and/or the CDR for support requirements.
- (l) Coordinate with the deploying unit TO/MO on the timeline for preparation and submission of the initial and final Deploying Equipment List and AIS data transfer.
- (m) Implement liner service contracts as stipulated under VISA contingency contracts to meet sustainment requirements to support the deploying forces.
- (n) Prepare sealift manifest IAW [Table 303-1](#), Timeliness Evaluation Criteria.
- (o) Provide accountability procedures and systems for containers. Ensure containers are returned IAW Chapter 602 of this regulation.
- (p) Provide joint visibility over frustrated and undeliverable cargo to promote resolution. (See Chapter 304, Paragraph 2.a (3), of this regulation.)
- (q) Ensure manifesting of ULNs to carriers is input to JOPES in a timely manner.

**NOTE:** See this DTR Part II for specific SDDC responsibilities in the CONUS and in a theater of operations.

- (3) The USCG and/or CDR will:
  - (a) Provide all waterside physical security, to include harbors, channels, approaches, and security of vessels as follows:
    - 1 The USCG physical security plan is integrated with the port CDR's physical security plan.
    - 2 In overseas areas, the theater port CDR develops and executes a port physical security plan in coordination within the HN port authority.
  - (b) Regulate the shipping, handling, and pier-side storage of hazardous cargo.
  - (c) Interface with HN and military authorities on the storage and handling of hazardous cargo, as the senior DoD port safety agent.
  - (d) Issue hazardous cargo permits.
  - (e) Orchestrate vessel fire prevention programs.
- (4) The TO and/or MO will:
  - (a) Prepare deploying unit equipment list.
  - (b) Ensure equipment is properly prepared and configured for loading.
  - (c) Ensure documentation (to include waivers and exemption requests, Appendices A, J, and K) accompanies equipment.
  - (d) Unit move cargo will be marked and cleared for movement IAW Appendix H and DTR Part II. Unit move cargo validated for movement on JOPES-assigned air missions does not require ACA clearance—all other unit move cargo air shipments offered for movement from Appendix M-designated aerial ports (e.g., channel air) require ACA clearance.
  - (e) Prepare hazardous cargo documentation.
  - (f) Coordinate with MSC, SDDC, the CDR, and the ship for the billeting of supercargo personnel. Duties and responsibilities of these personnel are provided at Appendix D.
  - (g) Ensure hazardous materials (HAZMAT) documentation is properly prepared IAW IMDGC and 49 CFR. Further guidance can be found in Appendices J and K and Department of Defense Deployment of Hazardous Materials Field Guide.
  - (h) Coordinate movement of deployment equipment to POE.
- c. Sustainment of Units. Sustainment cargo movements will move under procedures found in Chapter 304 and DTR Part II. To accomplish movement of large amounts of cargo, USTRANSCOM will implement the VISA Contingency Contracts to meet lift requirements. Otherwise, chartered vessels or RRF ships will be used to support sustainment operations.
- d. Redeployment. See Chapter 305. Deployment procedures above will be followed as redeployment procedures unless otherwise directed. Additional CDR considerations for redeployment include, but are not limited to, the following:
  - (1) Agricultural wash down and customs requirements
  - (2) Return disposition of unused sustainment cargo and supplies
  - (3) Inspection of personnel and containers to locate contraband (to include unauthorized weapons, ammunition, and war souvenirs)

- (4) Additional mission requirements directed en route (e.g., maintaining tactical capabilities during redeployment)
  - (5) Return of intermodal equipment (container/flattrack)
  - (6) Return of equipment rendered inoperable/unserviceable because of circumstances such as employment in combat, battle damage, or mishaps.
- e. JLOTS.
- (1) Overview. Logistics Over-The-Shore (LOTS) is the process of loading and unloading ships without the benefit of deep draft-capable, fixed port facilities or as a means of moving forces closer to tactical assembly areas. The scope of the LOTS operation will depend on geographic, tactical, and time considerations. JLOTS operations occur when Navy and Army LOTS forces conduct LOTS operations together under a Joint Force Commander (JFC). The scope of JLOTS operations extends from the acceptance of ships for offload through the arrival of equipment and cargo at inland staging and marshalling areas.
  - (2) Organization. Forces assigned to conduct the JLOTS operation are organized by the JFC. The JLOTS CDR is responsible for detailed planning and execution of JLOTS operations. The JLOTS forces are normally organized along Service lines, but can also follow functional lines, with Service elements integrated under the Tactical Control (TACON) of the JLOTS CDR. Traditionally, Navy LOTS also includes the use of United States Marine Corps forces. Generally, LOTS operations will be joint in all but a few exceptions. Geographic CDRs have overall responsibility for JLOTS operations in their AOR. USTRANSCOM forces, when attached to the supported CDR, will normally be assigned TACON to the JLOTS CDR. The geographic CDR may delegate authority to subordinate JFCs in the conduct of their assigned missions. Each Service component has personnel and equipment necessary for the conduct of LOTS operations. During the planning for and execution of JLOTS operations, each Service component will furnish such equipment and perform those tasks required by the OPLAN and Operations Order (OPORD) or as directed by the JFC during OPORD execution.
  - (3) Planning. Planning for JLOTS operations is complicated by the need for detailed coordination between the various Service forces involved, the complex logistic activities, joint command relationships, geographic distance between ships and marshalling yards, and other peculiar operational factors. A critical component of JLOTS operations requiring extensive planning and coordination is to publish an OPORD or directive stating responsibilities, and detailed description of procedures for the command, control, and execution of all functions within the JLOTS operation. Planning procedures used by the JLOTS CDRs will follow those outlined in the 5-0 series of JPs. It is vital to ensure all available data for an operational area be thoroughly researched and validated with a site survey. A concept of operations will include a detailed soil analysis, prevalent weather conditions, beach gradient, tides, tidal range, currents, and water depth. These factors are further defined as a part of the site survey.
  - (4) Execution. Strategic sealift employed in support of JLOTS operations includes MSC common-user ships, U.S. Maritime Administration-owned vessels, namely the RRF vessels, and pre-positioning ships. These ships are capable of conducting port operations and LOTS operations from anchorage. They deliver cargo IAW requirements based on cargo required delivery dates, the tactical situation, and ship capability and availability. Cargo offloading of strategic sealift ships may be conducted by Navy and/or Army forces augmented by civilian ship crews and select Marine Corps support

personnel. Subject to the requirements of the JFC, any of the Service components may be directed to provide forces and equipment to augment the other Service component for JLOTS operations. The Navy has the primary responsibility for providing forces and equipment and conducting strategic sealift cargo discharge operations incident to amphibious operations and maritime pre-positioning force deployments. Army LOTS equipment includes lighterage, RO/RO discharge facilities, causeway systems, cargo transfer and port operations cargo units' MHE, shore-based water storage systems, and a tactical petroleum terminal. The majority of construction equipment will be provided by supporting engineer units. Through its Army component, SDDC, USTRANSCOM provides the single port manager for all common user seaports worldwide. Assignment of lighterage control responsibilities will be heavily dependent on the type of units available (Army or Navy) to conduct discharge operations. The procedures for control of lighterage in JLOTS have been standardized through incorporation of both Army and Navy methods. See JP 4-01.6, Joint Logistics Over-the-Shore (JLOTS), for additional information.

- f. Afloat Prepositioned. National military strategy dictates smaller forward deployed forces and places greater reliance on CONUS-based forces. Therefore, military Services project forward presence with use of Prepositional War Reserve (PWR) materiel afloat. Supplies and equipment positioned aboard these vessels are configured and maintained to meet the requirements of multiple CDRs. Upon completion of discharge, prepositioned ships generally will be assigned to the operational control of MSC. In some cases, the supported CDR may retain operational control of prepositioned vessels to satisfy intratheater sealift requirements or to designate as withhold shipping to support Assault Follow-On Echelon requirements for amphibious operations. For additional information see JP 1, Doctrine for the Armed Forces of the United States, JP 4-01, Joint Doctrine for the Defense Transportation System, and JP 4-01.6.

### 3. Rail Transportation

- a. General. This section provides guidance for the use of either DoD or commercial rail assets as described in Appendix AA, and for unit deployments in support of exercises or operations, addressed in [Paragraph A](#), above. It provides requirements and responsibilities for procurement, preparation for acceptance, inspection, loading, load documentation, and offloading of rail assets. Appendix AA addresses HAZMAT, train types, and loading rules. Appendix K addresses HAZMAT exceptions (i.e., waivers and special permits [SPs]).
- b. Deployment. This paragraph outlines responsibilities of agencies deploying forces to APOEs/seaports of embarkation (SPOE).
  - (1) SDDC Operations will:
    - (a) Upon request of the TO, negotiate and provide routing instructions for rail transportation and associated services in support of stated requirements
    - (b) Manage all DoD-owned railway rolling stock in interchange service
    - (c) Ensure timely positioning of Defense Freight Railway Interchange Fleet (DFRIF) cars to support freight car requirements not met by the serving railroad.
  - (2) Installation CDRs will:
    - (a) Maintain installation rail facilities and SAs for deployment missions
    - (b) Ensure adequate loading ramps and associated support equipment is available and maintained.

- (3) The TO will:
- (a) Determine rail car requirements based upon the equipment listing from the deploying unit(s). SDDCTEA Pamphlet 55-19 provides guidance for open-top loading.
  - (b) Coordinate with SDDC and rail carriers for the rail car requirements and the type and level of associated services required to meet the deployment requirements.
  - (c) In conjunction with the installation CDR, ensure the rail site (if located on the installation) is properly maintained, clean and free of debris, and equipped with sufficient lighting. Ensure loading equipment (e.g., bi-level loading ramps, spanners, and scales) is available.
  - (d) Upon identification of an off-site rail facility, coordinate with the civilian rail authorities for use.
  - (e) When rail facilities are not located on the installation, provide SDDC with a primary location and an alternate location for rail operations to be conducted.
  - (f) Inspect rail cars and containers for cleanliness and serviceability.
  - (g) Supervise the unit load out.
  - (h) Inspect and approve rail loads in conjunction with a railroad inspector.
  - (i) Ensure HAZMAT documentation is properly prepared IAW the provisions outlined in DTR Part II, Chapter 204. Also see Part II, Appendix M, and Part III, Appendices J, K, and AA for additional guidance.
  - (j) In conjunction with deployable units on the installation, ensure load teams are properly trained and determine the need for SDDC Deployment Support Brigades (DSBs). DSBs assist the MO and deploying units with documentation, staging, and loading of equipment. DSBs also provide liaison to support the technical aspects of equipment preparation. DSBs are tailored to satisfy mission requirements.
  - (k) Provide and affix Military Shipping Labels (MSL) to all rail loaded equipment IAW Appendix H and DTR Part II.
  - (l) Provide tools and assistance.
  - (m) Prepare bills of lading (BL) based upon equipment data provided by the deploying unit.
  - (n) Advise the SDDC Operations ITV Team at 618-220-6870 or DSN 770-6870 and the receiving activity of train departure and ETA. Transportation security data such as an items Security Risk Code (SRC) or Control Inventory Item Code (CIIC) are necessary to assign the proper Accessorial Service such as Transportation Protective Services, Military Traffic Expediting Service (MTX), Greater Security Service or Rail Inspection Service:
    - 1 Shipper
    - 2 Origin
    - 3 Destination
    - 4 Unit Name
    - 5 Commodity

- 6 Tender Number
- 7 Route Order number
- 8 Shipping Date
- 9 Due Date for Destination
- 10 BL Number
- 11 Route (including interchange points if more than one railroad)
- 12 Number of cars.

- (4) Deploying Unit will:
- (a) Submit movement requirements to supporting TO as per local TO standards.
  - (b) Coordinate with higher HQs and support activities concerning unit movements and logistical support requirements.
  - (c) Ensure proper preparation of equipment for loading, to include documenting, labeling, placarding, packaging, and securing of secondary loads. If movement involves intermodal means (e.g., rail and highway), vehicles and equipment must be prepared to the most restrictive standard for the modes of transportation used.
  - (d) Ensure unit cargo and equipment are marked for transport IAW Appendix H and DTR Part II.
  - (e) Be responsible for procurement, use, control, accountability and return, or proper recycling of blocking, bracing, and tie-down equipment needed for deployments.
  - (f) Ensure adequate numbers of properly trained load teams are identified within the unit.
  - (g) Load rail cars under supervision of the TO. For North American transport, the Association of American Railroads (AAR) Open Top Loading Rules are mandatory and must be adhered to before the railroad inspector will accept the cars for transportation by the railroads. Paper and CD-ROM copies of the AAR rules can be ordered by calling toll-free 877-999-8824, or a copy might be obtained from the serving railroad. Sections 1 (General Rules), 3 (Construction Equipment), and 6 (DoD Material) among them cover nearly all DoD loads. General information, procedures, and figures for the correct tie-down of military equipment on rail cars are contained in SDDCTEA Pamphlet 55-19. This publication is pocket-size (approximately 7" x 5") to afford maximum utility in the field and if it is followed, it will generally provide compliance with the AAR Open Top Loading Rules. To obtain copies, contact SDDCTEA as indicated in [Paragraph E.2.a](#) above.
  - (h) Provide security at the SA and marshalling yards.
  - (i) Provide for the maintenance and recovery of equipment throughout the loading process and during the off loading phase.
  - (j) Provide and affix MSLs to all rail loaded equipment.
- c. Sustainment of Units. Sustainment shipments to deployed units will be IAW provisions of this regulation, Chapter 304 and Part II.
- d. Redeployment. Procedures stated above remain the same for redeployment of forces from SPODs within CONUS, and for SPODs in the theater of operation. Redeploying units will

coordinate with the SPOD operator prior to submitting rail requirements to SDDC for procurement of assets.

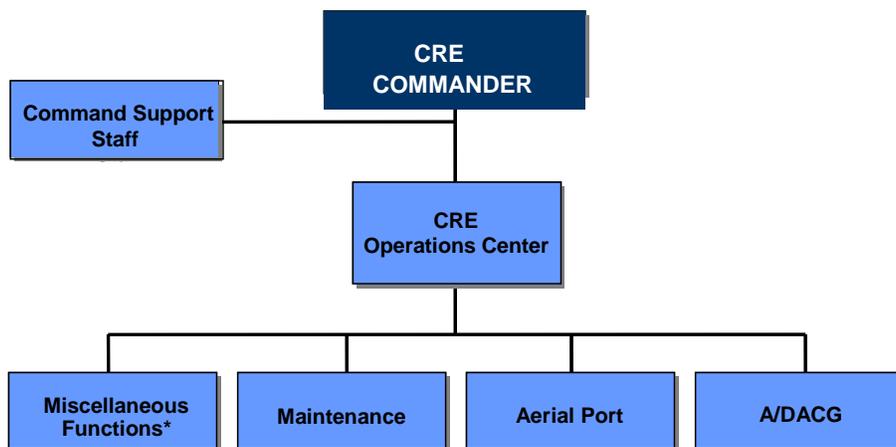
- e. Rail operations conducted outside the Continental United States (CONUS) requires the OCONUS Commander to comply with local laws and restrictions that govern the movement of cargo within their respective Area of Operation (AOR) to include the ADR for the movement of Dangerous goods. OCONUS CDRs are responsible for compliance with local laws and restrictions governing traffic management within their respective AOR.

#### 4. Highway Transportation

- a. General. This section provides guidance when shipping cargo or personnel over public highways in support of exercises or operations as described in [Paragraph A](#). It outlines requirements and responsibilities for procurement, preparation for acceptance, inspection, loading, and load documentation for use of highway transportation resources, to include commercial (cargo and passenger) and military convoy operations. Appendixes J and K address HAZMAT documentation requirements. Equipment inspection, acceptance procedures for commercial transportation assets, and convoy operations will be performed IAW Service, state, and local regulations and procedures. Highway transportation in overseas theaters of operation will be conducted IAW theater and HN agreements, regulations, and policies.
- b. Deployment. Procedures outlined in this section establish support agency and unit responsibilities when conducting unit deployments of personnel and equipment using commercial-for-hire highway transportation assets.
  - (1) Procurement and routing of transportation assets for the movement of personnel, cargo, and equipment to the A/SPOE will be accomplished IAW the provisions of DTR Parts I and II, and Service Headquarters level regulations and manuals. Military convoy movement procedures are outlined in Appendix F and Service Headquarters and installation regulations.
  - (2) Appendix F provides for specific DoD elements to act as representatives of their respective Services, and DLA, to secure permits for vehicular movements involving other than commercial carriers. Authorized military representatives will determine whether highway movement is essential to national defense and make necessary requests and certifications to state authorities. These representatives will coordinate and arrange for formal agreements, including certifications with state and local civil authorities, for recurring oversize, overweight, or other special movements of military-owned and operated vehicles within a limited area. Upon completion of agreements, the local military representatives will notify the civil authorities when an authorized movement is to be made and obtain necessary permits. Copies of the agreement will be provided as directed in Appendix F.
- c. Responsibilities. Support agency responsibilities and authority outlined in DTR Parts I and II and, as stated below, apply for the purpose of this section.
  - (1) SDDC will:
    - (a) Upon request of the TO, negotiate and provide routing instructions for transportation and associated services in support of requirements. Route Orders are used to notify deploying units to report for movement. These notices will designate location, specify reporting date and time, and identify the carrier.
    - (b) Assist the carriers in obtaining temporary operating authority.

- (c) Assign DoD responsibility for coordinating with state, local, or toll authorities for all oversized, overweight, or other special movements of cargo essential to national defense. Establish procedures and responsibilities for defense use of public highways. For details associated with moving oversize/overweight equipment and convoy operations, see Appendix F. Through the Highways for National Defense (HND) Program, SDDCTEA is responsible for assisting the Services and installations with resolving public highway needs. The overall mission of the HND Program is to ensure the readiness of highways within the CONUS to support DoD deployment and peacetime needs. HND consists of three major sub-areas, the Highway Systems, the Defense Access Road Program, and the Highway Engineering Program. For further information, contact SDDCTEA, 1 Soldier Way, Building 1900 West, Scott AFB, IL 62225-5006, or call SDDCTEA at 800-722-0727 or DSN 770-5118.
- (2) The TOs will:
- (a) Determine the use of transportation assets IAW provisions of DTR Parts I and II, and DoD Component regulations.
  - (b) Using best-value concept, select carriers for all shipments except as listed below. Carrier selection must be from DoD-qualified carriers or tenders and tariffs approved for DoD use. When TOs desire assistance, requests will be submitted to SDDC or CDR. Exceptions to this routing authority are listed below:
    - 1 The Defense Courier Division IAW DoD Instruction (DoDI) 5200.33, Defense Courier Operations, will route Top Secret shipments.
    - 2 Drive-away/truck-away service.
    - 3 When MOUs are used for or supplemented by commercial transportation resources during national or regional transportation emergencies, provisions of DTR Part II, Chapter 201, apply.
  - (c) Request assistance from Service HQs when permits cannot be obtained.
  - (d) Ensure necessary road use permits for movement of oversized/overweight equipment and convoy operations are obtained from the state authorities (in coordination with the Mobilization Movement Control Program State Defense Movement Coordinator). Phone numbers and addresses for military and state points of contact can be found in SDDCTEA Publication, Directory of Highway Permit and Movement Control Official. This directory can be obtained through SDDCTEA, 1 Soldier Way, Building 1900 West, Scott AFB, IL 62225-5006 or call SDDCTEA at 800 722-0727 or DSN: 770-5118. See Appendix F for guidance/assistance in obtaining permits for organic equipment or call SDDCTEA at the above numbers. When a carrier is unable to obtain permits, assistance can be requested from SDDC at ATTN: SDDCTEA, 1 Soldier Way, Building 1900 West, Scott AFB IL 62225-5006, or by phone at 800-722-0727 or DSN 770-5118.
  - (e) When shipping empty towable tank trailers, TOs will enter in the “Remarks” space on DD Form 1085, Domestic Freight Routing Request and Order, [Figure 303-11](#), a full description of the product previously transported or stored in the tank trailer.
- (3) The MO will:
- (a) Coordinate with the TO for commercial transportation support.

- (b) Ensure unit cargo and equipment is prepared for transport. Guidance on securing general cargo and wheeled and tracked vehicles on cargo vehicles is contained in SDDCTEA Pamphlet 55-20. This publication is pocketsize (approximately 7”x5”) to afford maximum utility in the field. Copies can be obtained by writing or calling SDDCTEA at the address cited in [Paragraph E.2.a](#) above.
- (c) Arrange for MHE and other logistic support.
- (d) Supervise loading of cargo and equipment.
- (e) Ensure documentation is prepared.
- (f) Coordinate security and communications for convoy operations.
- (g) Comply with call-forward instructions.
- (h) Ensure route maps are provided to each driver.



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

**Figure 303-1. CRE Organization**

<b><u>CHECKLIST FOR UNITS TRANSPORTED ON DOD CONTRACT AIRCRAFT</u></b>			
<b>(Includes contingency, exercise, SAAM, and training missions)</b>			
<b>The following checklist MUST be accomplished at the unit level for all commercial airlift missions.</b>			
<b>Upon receipt of mission detail</b>			
	Contact Commercial Carrier at number in remarks section		
	*Provide name and 24-hour contact for local POC at origin		
	*Provide name and 24-hour contact of individual traveling with unit (if known)		
	*Provide notice of any weapons being transported		
	*Provide notice of any Hazardous Material being transported		
	*Provide ground transportation information if known		
	*Provide cargo pre-load plan. For un-netted palletized cargo on B-747 aircraft, commercial carriers will require the information necessary to develop/provide a tie-down schematic (e.g. photos, data sheets) and shoring requirements if needed. ATTLA certification letters typically used for organic aircraft can also be used to assist commercial carriers in identifying tie-down points.		
<b>3 Hours Prior to Departure</b>			
	Provide Carrier		
	*Passenger count and actual weights (standard weights are prohibited)		
	*Cargo and Baggage actual weights (standard weights are prohibited)		
<b>To ensure the commercial carrier is able to operate your mission as contracted, please review and comply with the following.</b>			
<b><u>POLICY/PROCEDURAL GUIDANCE</u></b>			
<b><u>Compliance with the Defense Transportation Regulation (DTR 4500.9-R) is mandatory.</u></b>			
DTR Part I, Passenger Movement, prescribes procedures and assigns responsibilities for performing traffic management functions			
DTR Part II, Cargo, prescribes procedures and assigns responsibilities for performing cargo movement.			
DTR Part III, Mobility, provides procedures and guidance for the deployment, sustainment, and redeployment of personnel, cargo, and equipment via all modes of transportation.			
The DTR can be found at <a href="https://www.ustranscom.mil/dtr/index.cfm">https://www.ustranscom.mil/dtr/index.cfm</a>			
<b><u>EMERGENCY CONTACT INFORMATION</u></b>			
Passenger manifesting systems and procedures must facilitate compliance with 49 USC §41113, Plans to Address Needs of Families of Passengers Involved in Aircraft Accidents (also known as the Aviation Disaster Family Assistance Act of 1996) by collecting the following emergency contact information: (1) name (2) telephone number of an emergency contact not traveling with the passenger [DTR Part III, Chapter 303, D.5].			
<b><u>WEIGHTS</u></b>			
• Use actual weights on DoD commercial charter aircraft [Part III Chapter 303, D.2.d.(5)].			
• Use of standard weights is not authorized on commercial aircraft [Part III Chapter 303, D.2.d.(5)].			
• Use of standard weights in lieu of actual weights creates a potential load planning problem of the aircraft, which is a safety issue [Part III Chapter 303, D.2.d.(5)].			
• All hand-carried items must be weighed, and that weight will be added to the passenger’s body weight figure on the manifest [Part III Chapter 303, D.2.d.(5)].			
• Advance communication between the TO/mobility/unit representative and air carrier is imperative to determine proper load planning of the aircraft [Part III Chapter 303, D.2.d.(5)].			
• Units may be required to present baggage for loading in carrier specified weight increments to facilitate proper weight distribution within baggage compartment(s) [Part III Chapter 303, D.2.d.(5)].			

**Figure 303-2. Checklist for Units Transported on DoD Contract Aircraft**

<b><u>TROOP COMMANDER (PLANELOAD/CHALK LEADER)</u></b>
<ul style="list-style-type: none"> <li>• Is assigned by the Service deployment authority at the point of origin or at the aerial port of embarkation (APOE) [DTR, Part III, Appendix T, B].</li> </ul>
<ul style="list-style-type: none"> <li>• Will be advised of their responsibilities at the APOE and will follow the checklist when performing these duties [Checklist located in DTR Part III, Appendix T, C].</li> </ul>
<ul style="list-style-type: none"> <li>• Will give the Prohibited Items Briefing [DTR Part III, Appendix T, Figure T-2].</li> </ul>
<ul style="list-style-type: none"> <li>• Responsible for conducting an inspection of personnel and their checked or stowed baggage and carry-on items to verify that no hazardous items are present [DTR, Part III, Appendix T, C.8, and Appendix BB, K].</li> </ul>
<ul style="list-style-type: none"> <li>• Must certify on the passenger manifest that the inspection was made and baggage was checked using the specified statement [DTR, Part III, Appendix BB, L].</li> </ul>
<ul style="list-style-type: none"> <li>• Will conduct another anti-hijacking inspection at en route stations [DTR, Part III, Appendix T, C.15].</li> </ul>
<ul style="list-style-type: none"> <li>• Will ensure passengers are aware that once they leave the sterile gate/terminal area of the airport at an en route stop they will be required to reenter through a security screening checkpoint [DTR, Part III, Appendix T, C.16].</li> </ul>
<b><u>PASSENGER IDENTITY SCREENING and SECURITY</u></b>
<ul style="list-style-type: none"> <li>• All Space Available passengers must undergo identify screening prior to boarding aircraft. [DTR, Part I, Chapter 103, O.1.b.(1)].</li> </ul>
<ul style="list-style-type: none"> <li>• All Space Required civilian passengers must undergo identity screening prior to boarding aircraft when departing CONUS to OCONUS or OCONUS to CONUS [DTR, Part I, Chapter 103, O.1.b.(2)].</li> </ul>
<ul style="list-style-type: none"> <li>• No individual may enter a sterile area or board an aircraft without submitting to the screening and inspection of his or her person and accessible property [DTR, Part III, Appendix BB, B.5].</li> </ul>
<b><u>WEAPONS</u></b>
<ul style="list-style-type: none"> <li>• No passenger will be permitted to transport weapons, ammunition and/or other HAZMAT to, from, or aboard commercial aircraft except as provided in Appendix BB and as prescribed in individual Service directives [DTR, Part III, Appendix BB, C.1].</li> </ul>
<ul style="list-style-type: none"> <li>• Weapons stowed in the baggage compartment must be assembled, unloaded and containerized [DTR, Part III, Appendix BB, C.2].</li> </ul>
<ul style="list-style-type: none"> <li>• Crew serviced weapons (e.g. M-60, M240, 50 Cal) must be transported in the baggage compartment [DTR, Part III, Appendix BB, C.2].</li> </ul>
<ul style="list-style-type: none"> <li>• Weapons (shoulder fired and side arm) carried in the passenger compartment will be rendered inoperable in the same manner so no firearm may be made usable from parts of another firearm [DTR, Part III, Appendix BB, I.2].</li> </ul>
<ul style="list-style-type: none"> <li>• All parts removed from firearms will be stowed in a manner to prevent access [DTR, Part III, Appendix BB, I.2.a].</li> </ul>
<ul style="list-style-type: none"> <li>• The magazine must be removed (even if it is empty) and placed in checked baggage [DTR, Part III, Appendix BB, I.2.c]. <ul style="list-style-type: none"> <li>○ Bolt removed and stored in the individuals checked baggage, or</li> <li>○ Insert flag safety stick (unit/individual provided) with bolt in locked position.</li> </ul> </li> </ul>
<b><u>CARGO</u></b>
<ul style="list-style-type: none"> <li>• Prepare cargo for airlift in accordance with DTR Part II, Chapter 203 [DTR Part III, Chapter 303, B.2.h.(1)].</li> </ul>

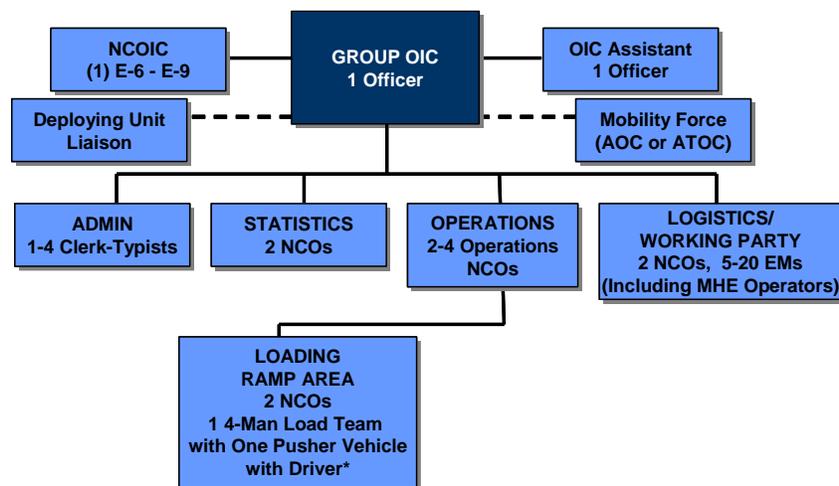
**Figure 303-2. Checklist for Units Transported on DoD Contract Aircraft (Cont'd)**

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

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

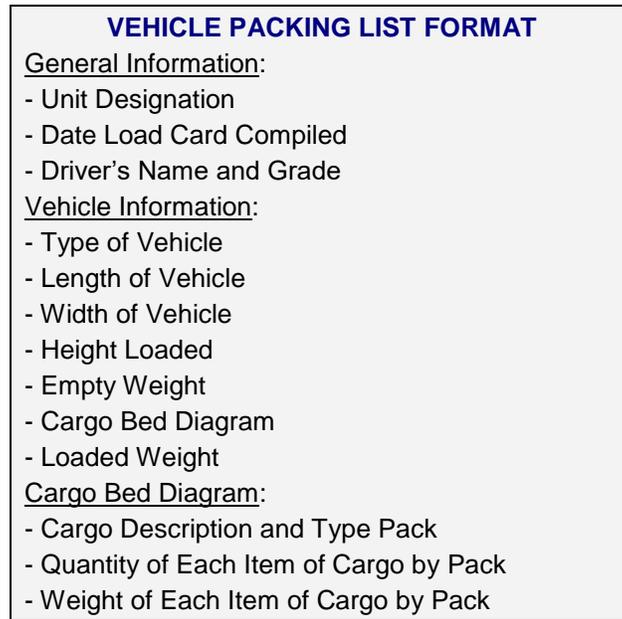
**Note:** AMC will provide and operate Air Force-unique CHE/MHE that is required but beyond the capability of user to provide, e.g., K-loaders, wide-body loaders.

**Figure 303-3. Unit Movement Responsibilities**

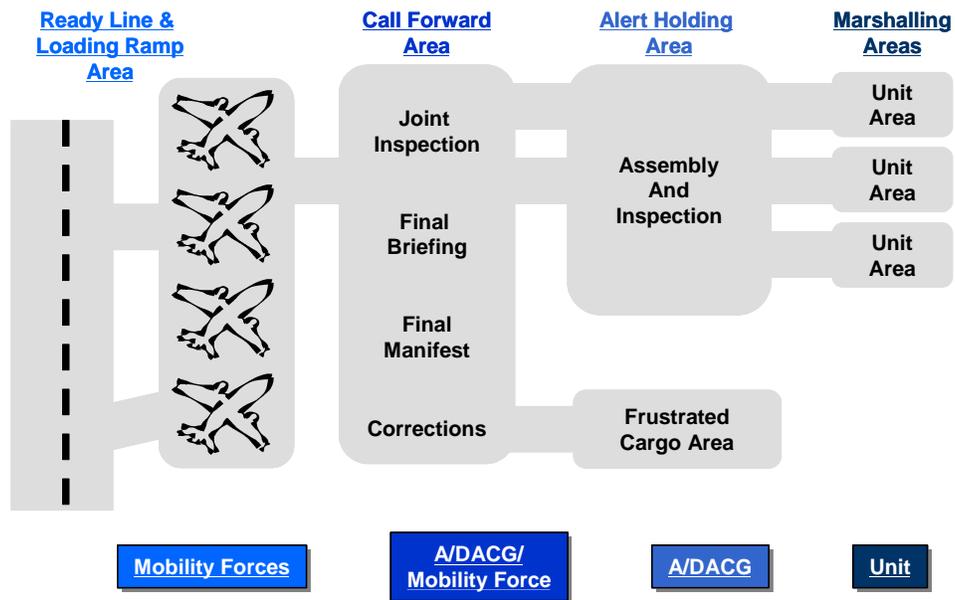


\* Number of Load Teams and total A/DACG personnel required will depend on the number of aircraft being loaded at any one time (Task Organized)

**Figure 303-4. Typical A/DACG Manning Table for One 12-Hour Shift**

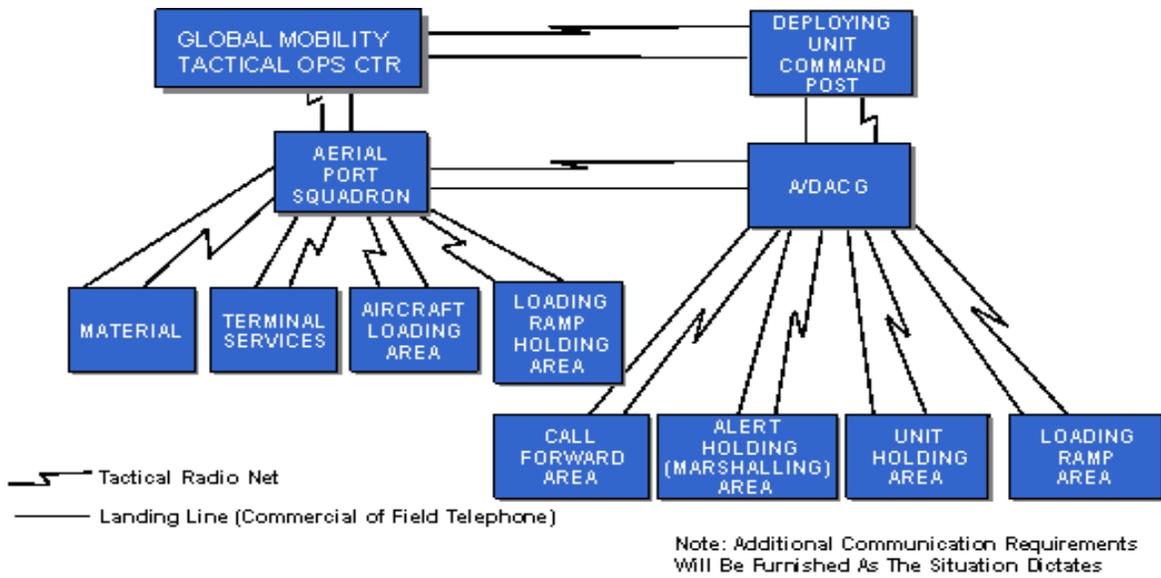


**Figure 303-5. Format for Vehicle Packing List**

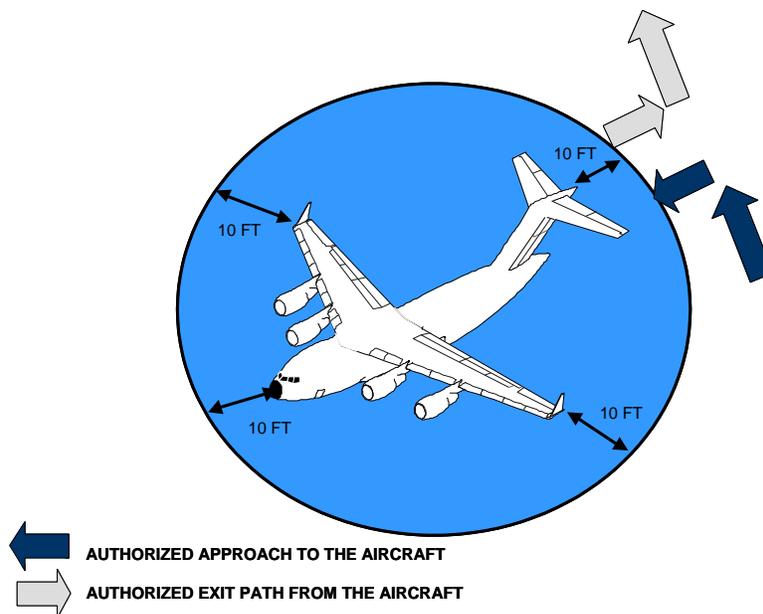


A/DACG arrival/departure airfield control group

**Figure 303-6. Departure Airfield/Operations**



**Figure 303-7. Point-To-Point Communication**



**Figure 303-8. Circle of Safety and Vehicle Access Routes to Transport Aircraft**

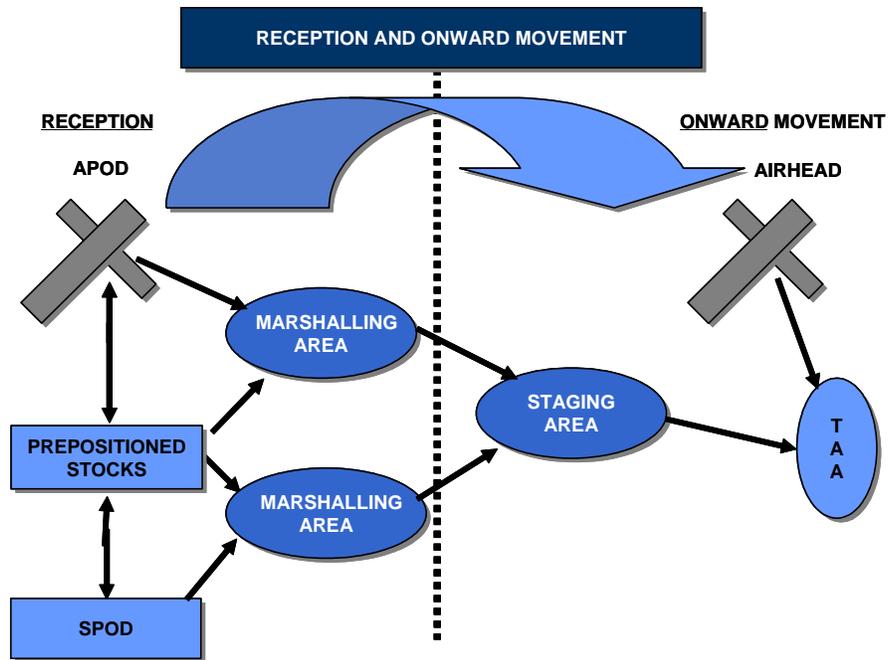


Figure 303-9. Reception Process

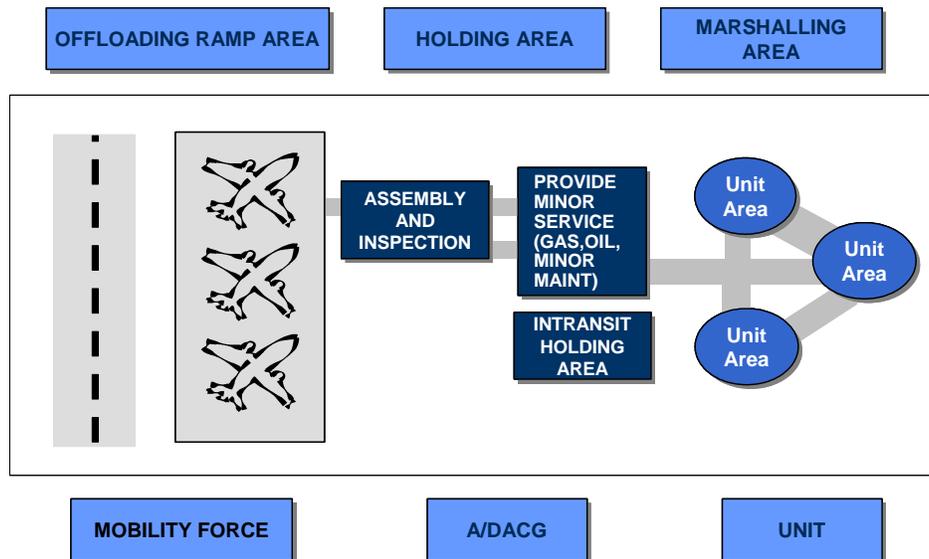


Figure 303-10. Notional Aerial Port of Debarkation

DOMESTIC FREIGHT ROUTING REQUEST AND ORDER					
<i>(All items must be completed or otherwise explained. See Instructions on back of this page.)</i>					
TO (Name, Address and ZIP Code of Routing Authority)		1. REQUESTING AGENCY IDENTIFICATION NUMBER		2. DATE OF REQUEST (YYYYMMDD)	
FROM (Name, Address and ZIP Code of Requesting Agency)		3. DATE SHIPMENT AVAILABLE FOR LOADING		4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE	
		5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE			
6. COMPLETE COMMODITY DESCRIPTION, NSN, AND FREIGHT NOMENCLATURE AS SHOWN IN STANDARD TRANSPORTATION COMMODITY CODE AND/OR NMFC ITEM NUMBER, INCLUDING NUMBER AND KIND OF PACKAGES					
7. EQUIPMENT		NUMBER		SIZE	
a. CARS					
b. TRUCKS					
c. BARGES					
d. CONTAINERS					
10. CONSIGNOR (Show actual shipper)				8. GROSS WEIGHT	
11. CONSIGNEE(S) (Name and Address)			12. ORIGIN (Show actual shipping point)		
			13. DESTINATION (Show actual point of delivery)		
14. RAIL CARRIER SERVING			c. PRIVATE SIDING		d. IF NO PRIVATE SIDING, INDICATE NEAREST POINT OF DELIVERY
			YES		
			NO		
a. CONSIGNOR					
b. CONSIGNEE					
15. DISABILITY COSTS AVAILABLE (DTR 4500.9-R, Part II, Definitions)					
NO		YES (If "YES," furnish in "Remarks" below.)			
16. REMARKS (Include any other pertinent information which would affect aggregate delivered costs or selection of carrier or mode.)					
17. TYPED NAME AND TITLE OF REQUESTOR			18. OFFICE PHONE AND EXTENSION		19. SIGNATURE
1ST ENDORSEMENT (Valid for 30 days unless otherwise indicated)					
20. TO:		21. DATE OF RESPONSE (YYYYMMDD)		22. ROUTE ORDER NUMBER (Must be shown on each BILL OF LADING)	
23. ROUTES AUTHORIZED FOR SHIPMENT(S)					
24. APPLICABLE RATE INFORMATION			25. REMARKS		
RATE(S) (Cents per 100 lbs.)		MINIMUM WEIGHT (Pounds)		TARIFF OR OTHER AUTHORITY	
a.		b.		c.	
26. NAME, TITLE, EMAIL AND PHONE NUMBER OF ISSUING OFFICER (Please type)					
27. SIGNATURE OF ISSUING OFFICER					

DD FORM 1085, NOV 2007

PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Professional 7.0

Figure 303-11. DD Form 1085, Domestic Freight Routing Request and Order

<b>INSTRUCTIONS</b>	
This form is to be executed and distributed in accordance with instructions in the Defense Transportation Regulation, Part II, when it is necessary to obtain routings for shipments from SDDC routing offices.	
<p><b>1. REQUESTING AGENCY IDENTIFICATION NUMBER.</b>                      Enter number(s), letter(s), or any combination thereof as required.</p> <p><b>2. DATE OF REQUEST.</b> Enter date of request.</p> <p><b>3. DATE SHIPMENT AVAILABLE FOR LOADING.</b>                      Enter date shipment available for loading.</p> <p><b>4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE.</b> Enter the Transportation Priority (TP) (1, 2, or 3, as applicable) and the Required Delivery Date at destination.</p> <p><b>5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE.</b> Enter exact location where freight is to be accepted by the consignee. (For example, F.O.B. car or other carriers' equipment; shipside, warehouse, or other place of rest and location.) Enter the contract expiration date, if known.</p> <p><b>6.</b> For shipments made up of chiefly a single commodity, the National Stock Number (NSN), the military nomenclature (Supply Catalog Description) and the carrier's classification item number intended to be used will be furnished, using Standard Transportation Commodity Code wherever possible for such information.</p> <p>When a numbered item in the rail or motor classification includes sub-descriptions with a different rating for the item to be shipped, additional identifying information will be shown; such as "SU", "KD", "Loose", "FF", "NSTD", "NOTSTD", "WHEELS-ON-OR-OFF", etc., with the total weight applicable to each rating.</p> <p>If a description different from that provided in carriers' classification is intended to be used (For example, when a different description is given.), it will be furnished in full, including reason and reference to source.</p> <p>In the case of shipment(s) consisting of numerous items, each being of considerable weight, the description will be limited to carriers' classification item number only, observing the requirements above with respect to sub-descriptions and grouping of articles taking the same item numbers or sub-description.</p> <p>Items in shipments weighing less than 500 pounds which cannot be grouped by classification item number need not be listed, but reference thereto will be made by using the letters RS or L. (RS or L - and other articles rated the same or lower.)</p> <p>The separate weight of items or groups of articles under a single listing will be shown therewith.</p> <p>Whenever a large volume to be shipped involves both straight and mixed carloads or truckloads, indicate hereunder those commodities which will be shipped in mixed carload or truckload lots and those which will be shipped in straight carloads or truckloads. The modified commodity descriptions prescribed will not be construed as authority to depart from the requirement for properly describing shipments on Bills of Lading.</p>	<p><b>7.</b> Enter the exact number of carloads, truckloads, barges, or containers required, including the size and type. When the exact number cannot be computed, an estimate based on the heaviest practicable loading of carrier's equipment will be entered.</p> <p><b>8. GROSS WEIGHT.</b> Enter gross weight of shipment(s). (See Item 16.)</p> <p><b>9. TOTAL NUMBER OF CUBIC FEET.</b> Enter total number of cubic feet. When actual figures are not available, a reasonable accurate estimate will be furnished and marked "EST". (See Item 16.)</p> <p><b>10. CONSIGNOR.</b> Enter name of actual shipper.</p> <p><b>11. CONSIGNEE(S).</b> Enter correct name and mail address of consignee.</p> <p><b>12. ORIGIN.</b> Enter carriers' name of station from which freight will be forwarded.</p> <p><b>13. DESTINATION.</b> Enter destination station to which shipments will be billed by carrier. (Also local point of delivery, if known.)</p> <p><b>14. RAIL CARRIER SERVING.</b> a. Enter initials or name of rail carriers serving consignor's facilities, if known. (See appropriate "Transportation Facilities Guide".) At installations where various buildings are served by different carriers, the building in which the property is stored will be indicated as well as carriers actually serving such buildings.</p> <p>b. Enter initials or name of carriers serving consignee's facilities, if known. At installations where various buildings are served by different carriers, the building to which the property is to be delivered, as well as carrier(s) actually serving such building, will be indicated.</p> <p>c. Indicate if private siding available.</p> <p>d. Indicate location, such as team-track, carrier's initials, and name of town.</p> <p><b>15. DISABILITY COSTS AVAILABLE.</b> Costs other than transportation linehaul and accessorial charges that are considered as part of aggregate cost of a shipment for purposes of mode and carrier selection.</p> <p><b>16 - 23.</b> Self-explanatory.</p> <p><b>24.</b> Articles of unusual weight or size presenting problems of transportability or hazards in transit by any means of transportation necessitate the furnishing of accurate information as to each dimension (length, width, height), and actual or reasonable accurate estimate of weight which will be shown in this space.</p> <p>In general, such information will be furnished for each article in shipment exceeding 8 feet in height or width. If movement is requested via mode of transportation involving a higher cost than by other means of transportation, justification therefore should be included in a statement in this item.</p> <p>When information is available relative to a previous rate quotation, the rate, route, date, number and source will be shown.</p> <p><b>25-27.</b> Self-explanatory.</p>

DD FORM 1085 (BACK), NOV 2007

Figure 303-11. DD Form 1085, Domestic Freight Routing Request and Order (Cont'd)

**Table 303-1. Timeliness Evaluation Criteria**

<b>Movement Event</b>	<b>Lift Transmission to IGC</b>
1. Ocean Shipments	
a. Commercial Liner and Charter Service	Within 24 hours of event (Goal of 4 hours)
b. Exercise and wartime unit and sustainment moves on gray bottom U.S. Naval Ship vessels	Within 24 hours of event (Goal of 4 hours)
2. All intra-theater cargo and passenger movements (all modes)	Within 2 hours of event
3. All Air, Truck, and Rail cargo and passenger inter-theater movements	Within 1 hour of event

**Table 303-2. Unit Move Passenger Manifesting Process**

IF	AND	THEN
1. CRE on scene (see Note 1)	Unit is using Service deployment system to process passengers	Deploying unit manifests using deployment system for their service.
2. CRE on scene (see Note 1)	Unit has no Service deployment system support	CRE manifests using GATES.
3. AMC terminal or Operating Location (OL) on scene	Unit is using deployment system to process passengers	Deploying unit manifests using Service deployment system.
4. AMC terminal or OL on scene	Unit has no Service deployment system support	AMC manifests using GATES.
5. No CRE, AMC terminal, or OL on scene	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
6. No CRE, AMC terminal, or OL on scene	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as Cargo Movement Operational System (CMOS), GOPAX, or local software. (See Note 2.)
7. Service-operated terminal (Non-AMC)	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
8. Service-operated terminal (Non-AMC)	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as CMOS, GOPAX, or local software (see Note 2).
9. Self-deploying unit (see Note 3)	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
10. Self-deploying unit (see Note 3)	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as CMOS, GOPAX, or local software (see Note 2).
11. Supercargo passengers	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
12. Supercargo passengers	Unit has no Service deployment system support	Manifested within the SDDC GATES.
13. Non-Combatant Evacuation Operation	Unit has no Service deployment system support	Non-Combatant Evacuation tracking system will be used and passed to IGC.

**NOTES:**

1. Deploying units requiring CRE manifesting support will request support in advance by including requirements in airlift support request.
2. Deploying units will use their Service deployment system of record to transmit manifests into the IGC. When Service deployment systems cannot send automated manifests to the IGC, an electronic file will be sent (i.e., e-mail or ftp) to locations that have an automated interface with the IGC.
3. Self-Deploying Unit: Includes any unit that has assets that can carry its own personnel and equipment to the deployment location (e.g., an air refueling tanker unit).