



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NC 28542-0080

II MEFO 4080
G-4/SMO

OCT 24 2018

II MEF ORDER 4080

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR STRATEGIC MOBILITY

Ref: (a) MCO 4470.1, MAGTF Deployment and Distribution Policy
(b) NAVMC 3500.27, Logistics Training and Readiness Manual
(c) MCTP 13-10C, Unit Embarkation Handbook
(d) MCO P3000.15, Manpower Unit Deployment Program Standing Operating Procedures
(e) DTR 4500.9-R, Defense Transportation Regulation
(f) II MEFO 3120.5, FDP&E SOP
(g) Joint Pub 4-01
(h) MCO P4030.19, Prep of HAZMAT for MILAIR
(i) MFCO P4600.33, Strategic Mobility SOP

Encl: (1) II MEF Standing Operating Procedures for Strategic Mobility

1. Situation This order establishes standing operating procedures for Strategic Mobility throughout II Marine Expeditionary Force (II MEF).

2. Mission

a. This Standard Operating Procedures (SOP) standardizes procedures to be followed by all organizations, supported by, organic or attached to, II MEF for the movement of personnel, supplies and equipment for training and operations. Deployment support, movement control, transportation and distribution are integral components in deploying and sustaining the force; within enclosure (1) of this SOP are policies and procedures to support the inner-communication necessary amongst various entities to safely and efficiently support the movement and sustainment of II MEF forces.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent Provide authoritative standard operating procedures in support of the movement, deployment and sustainment of II MEF forces. This SOP is not intended to take the place of subordinate command's mobility and movement SOPs. If these instructions conflict with directives from higher authority, the latter shall take precedence and this headquarters will be notified immediately.

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b. Concept of Operations The Strategic Mobility SOP provides the necessary information and direction to most effectively support II MEF forces; promulgates amplified guidance to the references to best accomplish required actions to obtain the needed support and institutes procedures to enhance the commander's ability to execute the full range of military operations.

c. Major Subordinate Commands/Elements

(1) Develop and implement policies and procedures to facilitate the execution of this order.

(2) Evaluate Major Subordinate Elements (MSE) implementation and adherence to this order.

d. Deployment and Distribution Branch The Strategic Mobility Branch resides with AC/S G-4 directorate. The Deployment and Distribution Branch consist of the Marine Air Ground Task Force (MAGTF) Movement Control Center, Distribution Management, and Strategic Mobility sections. The collaboration and fusion amongst these sections create a synergy that dynamically support force deployment and force generation. Its objective is to synchronize and optimize strategic, operational, and tactical level resources to maximize distribution, force deployment, and sustainment of II MEF forces. This unity of effort ensures that all actions are executed based on common understanding of a common goal and Common Operating Picture (COP). The D2 Branch will assume MDDOC responsibilities per ref (a) to include:

(1) Coordinate and supervise the MAGTF deployment and distribution process.

(2) Coordinate strategic and operational-level deployment and distribution support with higher and adjacent agencies in support of the MAGTF.

(3) Manage and maintain visibility of MAGTF deployment and distribution resources to include ISO containers and 463L pallet systems.

(4) Develop and publish Ground Tasking Order (GTO) in order to direct, movement control procedures, and coordinate organic, commercial, and host nation movement support.

(5) Serve as the MAGTF-level Air Clearance Authority (ACA) validator.

(6) Support the MAGTF Reception, Staging, Onward Movement and Integration coordinator.

(7) Conduct movement control and transportation boards.

(8) Coordinate and monitor the use of inter-theater and intra-theater air, ground, and sealift support.

(9) Serve as In-transit Visibility (ITV) coordinator for the MAGTF.

(10) Provide status reports to MAGTF commander as it pertains to the deployment and distribution operations.

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4. Administration and Logistics Recommendations concerning the contents of this SOP are invited. Such recommendations should be forwarded to CG II MEF (G4/D2) via the appropriate chain of command.

5. Command and Signal This order is applicable to II MEF MSCs/MSEs and attached units, particularly when II MEF is responsible for their deployment. This order is effective the date signed.



D. L. RICHARDSON
Chief of Staff

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

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Chapter 1

Introduction

1. Purpose. The purpose of this Manual is to provide Commanders with instructions and guidance regarding strategic mobility planning and execution. These Standard Operating Procedures (SOP) are focused at the higher headquarters/corps level and are not designed to take the place of the subordinate command's strategic mobility and embarkation SOPs or guidance. A list of references and terms used within this SOP is detailed in appendix A.

2. Mission. II Marine Expeditionary Force (II MEF) maintains forces in readiness, generates forces as directed, and conducts expeditionary crisis and contingency response operations across the Range of Military Operations (ROMO) in support of Combatant Commander, Joint Staff, and Service requirements.

a. The Strategic Mobility Branch within the II MEF AC/S G-4 supports the II MEF in accomplishing this mission by providing the commander the means to move II MEF forces in support of deliberately planned, crisis, contingency operations and training venues.

b. The Strategic Mobility Branch supports the II MEF by obtaining transportation lift requirements that are identified, validating transportation feasibility, and requesting transportation assets that are needed to support force generation. Since the same type of transportation supports deployment (force movement) and distribution (force sustainment) the branch assists the II MEF commander with visibility of all transportation requirements so they may be prioritized/economized to provide the best possible support to the subordinate organizations within the II MEF.

c. While the Strategic Mobility Branch coordinates some transportation support within the II MEF to utilize II MEF organic transportation assets, most of the coordination the branch conducts is for transportation assets that are needed in excess of the II MEF's organic capability. In this light, the branch maintains critical command/staff relationships with higher, adjacent, and supporting organizations to ensure the II MEF's ability to deploy, train, and sustain is maintained.

d. The Strategic Mobility Branch serves the II MEF as the functional advocate for deployment and distribution occupational specialties within the II MEF and advocates for manning, training, and equipment required for mission accomplishment. Through inspections and engagements with the Major Subordinate Commands/Elements, the Strategic Mobility Branch constantly evaluates and communicates the status of the II MEF's ability to deploy and areas of concern that require improvement and/or external support to address.

3. Command Relations. II MEF coordinates strategic mobility/embarkation operations and requirements with higher, adjacent, and subordinate commands as follows:

a. HQMC Installations and Logistics (HQMC I&L). Strategic Mobility advocacy currently resides in the Logistics Plans and Operations Branch (LPO-

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3). Distribution advocacy resides in the Logistics Distribution Policy (LPD) branch of HQMC I&L.

b. Commander, U.S. Marine Corps Forces Command (COMMARFORCOM). Commands Active Component (AC) Service-retained operating forces; executes USMC force generation actions across the AC/RC in provisioning of joint capable Marine Corps forces, and directs deployment planning and execution of Service-retained operating forces in support of Combatant Commander (CCDR) and Service requirements; coordinates Marine Corps-Navy integration of operational initiatives and advises Commander, U.S. Fleet Forces Command (USFF) on support to Marine Corps forces assigned to U.S. Navy ships, bases, and installations; and conducts Service-directed operational tasks as required. The COMMARFORCOM SMO serves as II MEF's advocate to supported combatant commands and HQMC for matters pertaining to strategic mobility, transportation, distribution, and movement control. COMMARFORCOM is also the conduit for Marine Forces and Naval Forces for deployments aboard amphibious shipping.

c. Installation Traffic/Distribution Management Offices. II MEF Assistant Chief of Staff (A/CS) G-4 Deployment and Distribution branch MAGTF Movement Control Center (MMCC) conducts transportation coordination to obtain ground transportation support in support of II MEF. Most commonly, the MMCC will coordinate contracted commercial ground transportation requirements with Marine Corps Installations (East) Camp Lejeune Distribution Management Office to support Transportation of Things/People (TOT/TOP) that are in excess of the MEF's organic capability. To support Cherry Point based units, the MMCC coordinates TOT/TOP with DoD Logistics Agency (DLA). As II MEF units are deployed in support of training venues across the United States, the MMCC will coordinate TOT/TOP support with all Installation Traffic Offices or relative Distribution Management Offices to obtain TOT/TOP support for redeployment requirements.

d. Subordinate Commands. II MEF Assistant Chief of Staff (A/CS) G-4 SMO provides guidance to CG II MEF and the Commanding Generals of 2D Marine Division, 2D Marine Aircraft Wing, 2D Marine Logistics Group and the Commanding Officer of II MEF Information Group for all deployment and distribution matters.

4. Responsibilities

a. Strategic mobility encompasses a broad range of responsibilities that includes the planning and execution for the deployment, sustainment, and redeployment of forces through the Defense Transportation System (DTS) in support of II MEF units deployed worldwide. II MEF G-4 SMO responsibilities include:

(1) Special Staff Officer under the cognizance of the AC/S G-4, with respect to strategic mobility, embarkation, distribution and movement control as required.

(2) Perform responsibilities of Strategic Mobility Branch OIC as required.

(3) Review and make recommendations as to the use of Department of Defense (DOD) owned and DOD contracted commercial transportation assets.

(4) Establish and maintain liaison with United States

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Transportation Command (USTC), its Transportation Component Commands (TCC); Air Mobility Command (AMC), Surface Deployment and Distribution Command (SDDC), Military Sealift Command (MSC), and II MEF Major Subordinate Commands/Elements as it pertains to strategic mobility.

(5) Function as the subject matter expert (SME) for unit movement and distribution systems, both USMC legacy and joint migration systems that support strategic mobility and deployment functions.

(6) Provide advocacy, guidance and direction, as required, to assist the Major Subordinate Command/Element Mobility Officers.

(7) Coordinate with respective U.S. Navy counterparts, as necessary on all mobility issues pertaining to Atlantic Fleet amphibious ships. II MEF will maintain an open dialog with Expeditionary Strike Group-2 Combat Cargo Officer (CCO), while COMMARFORCOM will maintain liaison with Commander Naval Surface Forces Atlantic CCO and U.S. Fleet Forces Command.

(8) Exercise staff cognizance over the Strategic Mobility Branch, to include Strategic Mobility, Distribution Management, MMCC.

(9) Assist the G-3 Force Deployment Officer in the construction of Time Phased Force Deployment Data (TPFDD) plans for unit movement and assist in their verification process in the joint operations planning and execution system (JOPES).

a. Subordinate commands will publish respective embarkation roles and responsibilities in appropriate level SOPs consistent with the policy and guidance contained herein.

b. The provisions of this Manual are applicable for all organic and attached units of this command. This Manual is also applicable to the USMCR use Camp Lejeune as an intermediate location in support of deployment and/or redeployment. The procedures and instructions set forth herein are applicable to mobilization, training, and deployment.

5. Major Subordinate Command/Elements' Responsibilities

a. For the II MEF to provide support to subordinate command/elements, Major Subordinate Command/elements shall communicate transportation lift requirements. Within II MEF, this is normally accomplished through the Force Deployment Planning and Execution process. However, as this SOP delineates, there are additional means of communicating lift requirements that the II MEF G-4 SMO will receive and support.

b. While the Major Subordinate Commands Commanding Generals (CG) and Major Subordinate Element Commanding Officers are directly responsible for the unit's planning and embarkation readiness, a successful program requires the attention of all personnel. Particular emphasis should be placed on the following elements to adequately deploy and sustain a force:

(1) Assignment and training of personnel in key planning billets, to include strategic mobility, distribution management, movement control and embarkation duties.

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(2) Knowledge of movement documentation, conveyance limitations, potential hazards, reporting criteria, and special handling requirements of cargo.

(3) Training personnel in preparing plans and supervising loading operations.

(4) Knowledge of procedures in the preparation and movement of personnel, supplies and equipment to and from the various Ports of Embarkation/Debarcation (POE/POD). The final destination is the Tactical Assembly Area (TAA) during the deployment phase and the Unit Marshalling Area (UMA) during the redeployment phase.

(5) Familiarity with the general characteristics and capabilities of Military/Civil Reserve Air Fleet, ground transportation equipment, and U.S. Navy amphibious, Military Sealift and civilian ships.

(6) Familiarity with available facilities at the POE/POD. Lists of local aerial/sea ports are listed in Appendix B.

(7) Assist the G-3 Plans Officer in the construction of Time Phased Force Deployment Data (TPFDD) plans for unit movement and assists in their verification process in the joint operations planning and execution system (JOPES).

(8) Assist the G-3 in all matters pertaining to Force Deployment Planning and Execution (FDP&E) (i.e., assigning units, task organization, mission, assigning Unit Line Numbers (ULNs), etc.).

6. Unit Standard Operating Procedures (SOP). It is inherently important to maintain pertinent related doctrine, reference material, desktop procedures and SOPs to assure awareness of unit's embarkation program and proper tactics, techniques, and procedures. II MEF Major Subordinate Commands/Elements (MSC/Es) will prepare SOPs and provide an information copy with any changes to this headquarters after a new SOP has been published. Unit SOPs should be amplifying in nature and deal with specifics not already covered in this SOP or other primary references.

7. Embarkation Reference Material. Commanders will ensure that adequate reference publications and directives, either electronic or paper, are on hand for use by personnel. Units should have a process for acquiring and tracking location and changes. Appendix A contains a list of references to be used as a guide for this purpose.

8. Personnel Assignment and Training

a. General.

(1) While the unit commander is responsible to ensure the unit's readiness remains at the highest level, he employs his logistics and embarkation section to lead and manage those efforts. Embarkation specialists are very low density personnel and therefore rely on personnel throughout the unit to establish and execute an effective embarkation program consisting of three pillars - Unit deployment data, Inspections, and Training.

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(2) Effective management of any embarkation program includes taking full advantage of available training. Well trained personnel remain the key to increased readiness and overall unit efficiency. Formal school training and on-the-job training in embarkation-related doctrine, principles, techniques, and procedures is critical to ensuring an efficient and effective embarkation program. Commands will create, publish and manage respective Military Occupational Specialty (MOS) training programs. The planning and execution of embarkation operations require trained and qualified personnel in each unit. Careful consideration must be given to the assignment of personnel; since embarkation duties will become primary duties during the planning and execution phases of operations, 0431 or 0491 personnel must be assigned to embarkation billets.

b. Assignments

(1) The qualifications of personnel to supervise embarkation matters and execute embarkation planning should be continuously examined and improved.

(2) All units will establish embarkation billets as an additional duty if not already established in the unit table of organization. Embarkation billets will include at least one officer and one enlisted assistant. Units will request formal school training for all embarkation personnel at the earliest opportunity. The appropriate commander will make assignment of personnel to embarkation duties in writing. Unit commanders should also consider establishing additional duty billets as embarkation assistants within large sections, platoons or companies such as supply, motor transport, and communications.

(3) When attached to a Marine Expeditionary Unit, all MSEs will have a minimum of two personnel that have graduated from the Team Embarkation Course. This requirement will enable the MEU Embarkation Officer to select appropriate Team Embarkation Officers and Assistants (TEO/TEA) for deployment.

(4) Since most embarkation plans and orders are classified, all personnel assigned to embarkation billets will have appropriate security clearances.

c. Formal Schools for Training

(1) Embarkation Training. A listing of embarkation training can be found in appendix C. All embarkation personnel shall receive this training to effectively perform the duties associated with their MOS in support of their respective organization in accordance with reference (b).

(a) Formal training is normally conducted at Expeditionary Warfare Training Group Pacific (EWTGPAC); Marine Corps Combat Service Support Schools (MCCSSS), Logistics Operations School (LOS); and other non-Marine Corps training locations. Additionally, Mobile Training Teams (MTT) can be arranged to train a group of personnel, normally 15 to 25 students. A list of formal schools taught either as a MTT or on-site will be published by this command annually via AMHS message traffic.

(b) Requests for quotas for all embarkation courses will be submitted via Marine Corps Training Information Management System (MCTIMS)

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and by nomination roster to II MEF G-4 via Major Subordinate Command/Element Mobility Section.

(c) The Logistics/Embarkation Specialist (045C) correspondence course, per MCO P1550.1 (MCI catalog), is offered by the Marine Corps Institute (MCI).

(d) Unit Embarkation Officers will ensure 0431s are enrolled and obtain a 100% completion rate for MOS related MCI courses to further enhance their skills and knowledge in embarkation. Designated Embarkation Assistants should have completed or be enrolled in the MCI, Logistics/Embark Specialist.

d. Embarkation Personnel and Training Report (EPTR)

(1) This report provides information on all personnel with an MOS of 0430, 0431, and 0491. Embarkation personnel not assigned to an embark billet will be included. Additionally, officers and enlisted with any other MOS will be reported when assigned an embarkation billet.

(2) Reports will be submitted to this command no later than the first day of each quarter (Oct, Jan, Apr, and Jul) to facilitate analysis and timely submission required to meet higher headquarters reporting requirements.

(3) EPTR will be submitted via AMHS IAW format in Appendix D.

9. Unit Level Training. Units will conduct monthly training in accordance with reference (b) to ensure that all personnel assigned embarkation duties maintain embarkation proficiency and are aware of their embarkation responsibilities. Units will ensure that all applicable documentation, i.e. class outlines and attendance rosters are maintained for a period of at least 2 years.

10. Inspections/Staff Assist Visit (SAV). Inspections evaluate the critical areas essential for mission performance and are a tool for the commander to assess the respective unit's embarkation readiness. Embarkation inspections/visits of II MEF units will be conducted periodically. Results of these inspections (see appendix E) will be submitted to II MEF G-4 SMO in order to inform MEF Embarkation Readiness reporting. SAVs are welcomed and should be requested via the chain of command to II MEF G-4 Strategic Mobility. Units will be inspected in accordance with the following inspection programs.

a. Supply Logistics Analysis Program (SLAP). The SLAP inspection is managed and coordinated by the II MEF G-4/G-7. It is oriented toward evaluating readiness in support of Landing Force 6th Fleet (LF6F) deployments. The SLAP inspection affects all commodities as it relates to deployment and mobility. The SLAP inspection is typically scheduled around E-195 and E-70.

b. Pre-Deployment Embark Inspection (PDEI). A PDEI will be conducted on all deploying units prior to TPFDD certification. The purpose of the PDEI is to capture accurate movement requirements for a given ULN prior to certifying the ULN to the supporting component commander and USTC for allocation of lift. Specific guidance concerning the conduct and schedule of the PDEI will be published via separate correspondence by Major Subordinate

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Command/Elements and should be included in the plan of action and milestones (POA&M).

c. Commanding General Readiness Inspection (CGRI). The CGRI inspection is managed and scheduled by the II MEF Inspector General and is forecasted annually. The CGRI checklist is located in appendix E of this SOP and was mandated by HQMC.

d. Strategic Mobility Exercise (STRATMOBEX). A STRATMOBEX is an excellent tool to assess a wide range of actions and milestones that occur during the deployment phase of an operation/exercise, from personnel recall procedures and response time to mobile loading and movement to POE (and everything in between). As a STRATMOBEX may involve several functional areas, the objective must be clearly identified in the STRATMOBEX LOI. STRATMOBEXs are invaluable in updating a unit's deployment data.

e. Staff Assist Visit (SAV). A SAV will normally be conducted prior to a formal readiness inspection. A SAV is conducted upon request from the unit and is typically targeted at a specific area within a functional area.

11. Unit Inspections. Units will conduct embarkation inspections of their sections at least once per quarter. At a minimum, Embark Officers will ensure commonly deployed capabilities are identified as an available lift requirement for use in rapid deployment planning. The results of inspections will be maintained in the unit Embarkation Officer's turnover folder for a minimum of 3 years.

12. Turnover Folders

- a. Each unit Embarkation Officer/NCO will maintain a turnover folder.
- b. Turnover folders will contain a minimum of the following:
 - (1) Table of contents
 - (2) Appointment letters (to include embark assistants)
 - (3) List of personnel who are specially certified as having successfully completed Hazardous Material and Load Planning courses.
 - (4) Points of contact and recall information
 - (5) Embarkation "chain of command"
 - (6) References
 - (7) Required reports and their submission timeline
 - (8) Requests format and their submission timeline
 - (9) Results of the last inspection held by HHQ
 - (10) Reports of corrective action taken (if required)
 - (11) Box number assignment
 - (12) Current and long-term projects

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(13) Sample hazardous material certifications (for all Hazmat within each unit)

(14) Sample support requests

(15) Recall roster of embarkation personnel

(16) Flow charts (showing step-by-step instructions for day-to-day activities)

(17) S-2 letter indicating security clearance/access

(18) Listing of, and maps to and from POEs

(19) Embarkation plan (See Note)

(20) Staging plan (See Note)

(21) Marshalling plan (See Note)

(22) Mobile Load Plan

(23) Containerization plan

(24) Remain Behind Equipment plan

Note: Each plan will address the respective support requirements ISO a unit deployment.

13. Preparation. Preparation includes the physical preparation of supplies and equipment to include identification, marking/labeling, and maintaining embarkation supplies/materials to assist in the performance of embarkation requirements. Specific guidance can be obtained from local embarkation SOPs and higher headquarters policy and direction, e.g., reference (c) Unit Embarkation Handbook and conveyance specific references.

14. Transportation Funding.

a. Even though funding is a staff responsibility of the G-8 and/or fiscal section, in many cases the SMO and/or embarkation sections must work closely with the G-8 and/or fiscal section to stay within respective transportation budgets. Understanding the types of funding and how those funds are administered allows transportation planners the ability to efficiently and effectively plan a fiscally supportable transportation concept of operations. Types of transportation funding include Operations and Maintenance, Marine Corps (O&MMC) known as "green" dollars (ground); Operations and Maintenance, Navy (O&MN) known as "blue" dollars (aviation); joint exercise funding; contingency funding; funding provided by the respective Fleet Commander; Port Handling/Inland Transportation (PH/IT); and Mobility Enhancement Funds.

b. Mobility Enhancement Funds. Mobility Enhancement Funds are administered by Commander, United States Transportation Command (USTC) and focuses on enabling/enhancing the mobility readiness of DOD

locations. Generally, USTC works through the Services and Combatant Commanders for submission of mobility projects. A few examples of potential mobility projects could be:

- (1) Constructing a loading ramp.
- (2) Improving a rail head.
- (3) Providing security and lighting for vehicle staging areas.
- (4) Purchasing of commercial material handling equipment.

15. Unit Deployment Program (UDP). UDP deployments are generally six months in duration and supported by round trip transportation serving both deploying and redeploying units (i.e., the unit completing a WESTPAC deployment will be returned to its home base using the same aircraft which delivered the replacing unit). Maximum cost effectiveness for contracted aircraft must be emphasized. Specifics of the execution of transportation requirements to support the UDP are outlined in reference (d).

a. Advance Party Movement. Advance party movements generally occur 30 days prior to main body movements. First choice of transportation support is AMC operated channel flights followed by commercial airline tickets.

b. Main Body Movement. Transportation is requested, validated, and passed to USTC for sourcing by AMC provided airlift. Airlift is typically sourced to support both the deploying and redeploying forces.

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Chapter 2

Automated Information Systems

1. General. Logisticians within II MEF use Automated Information Systems (AIS) to plan and execute unit movements in support of deployment and redeployments. Fundamentally, movement requirements are captured in AIS to compile and transmit lift requirements in support of II MEF operations and exercises. These systems ensure transportation lift requirements are identified, sourced, funded, manifested, and visible for ITV as they are moved from point of origin to destination. AIS proficiency and use is critical to conducting Force Deployment Planning and Execution (FDP&E) and unit movement planning in general. This chapter will outline the logistics AIS that are relative to planning and executing unit movements to include relationships to other transportation related systems that support the DTS.

2. Integrated Computerized Deployments System (ICODES). ICODES is joint program of record designed to conduct movement planning and execution in support of the Defense Transportation Regulations. The software exists in two configurations, an Enterprise system accessed online through Internet Explorer and a stand-alone version that supports limited tasks in a restrained network environment. ICODES has multiple applications that provide the capability to conduct functions associated with unit movement planning, asset tracking, and load planning. Two applications within ICODES are particularly relevant to II MEF unit movement personnel, Sea Service Deployment Module (SSDM) and Single Load Planner (SLP). 1 January 2019, SSDM will be Marine Corps' program of record to support unit move planning and execution, replacing MDSS II.

a. Sea Service Deployment Module (SSDM). SSDM is an application within the Surface Deployment and Distribution Command (SSDC) Joint Program, Integrated Computerized Deployment System (ICODES) that is developed to provide the sea services (Navy, Coast Guard and Marine Corps) a unit move capability. The application provides the capability to build and maintain a Unit Deployment List database containing personnel numbers and equipment information in support of the United States Navy, Marine Corps, and Coast Guard providing deployment and redeployment unit movement planning and execution functions. The software enables all sea services the capability to plan, coordinate, manage and execute the sourcing and tracking of assets during various phases of movement. The application supports unit movement tasks required to support contingency and crisis action planning, execution in the Force Deployment Planning and Execution (FDP&E) arena, as well as, support service deployment training requirements. The software provides the sea services capabilities to transmit and produce movement requests, movement documentation, and In-Transit Visibility required by the USTC Defense Transportation Regulations (DTR) to accomplish unit movement actions. Detailed policy regarding use of SSDM within II MEF can be found in appendix F.

b. Single Load Planner (SLP). SLP has been specifically designed to load plan amphibious ships, maritime prepositioning ships (MPS), commercial ships, commercial aircraft and military aircraft. It provides advanced artificial intelligence capabilities that assist the planner in making timely and efficient stowage decisions. Planning must first be conducted in MDSS II or SSDM by developing a Unit Deployment List detailing lift requirements and assigning the requirements to appropriate carriers, from which load plans are

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constructed. All load plans will be completed in SLP and required to support validation and certification for transportation requests.

3. Joint Forces Requirements Generator (JFRG) II. JFRG II is an automated personal computer based planning tool designed specifically to support Marine Corps planning for both deliberate and crisis action plans. Typically, this software is operated by MAGTF Planners that reside in Regimental/Group S-3's and G-3/5's in higher levels within the Marine Corps. The software supports tactical and administrative planning by providing the following capabilities: rapid force list creation, sustainment development, and lift-analysis as well as interface capabilities with Joint Operational Planning and Execution System (JOPEs). This program serves the Operations, Plans and Logistics communities, and is available to the Unit Commander at the regimental/group level and higher. JFRG II operates on a classified system although its exports can be air gapped and sent to an unclassified system for importing into SSDM. It possesses a common database containing various reference data required to produce JOPEs compatible Timed Phased Force Deployment Data (TPFDD). It is comprised of a number of modules including Unit Line Summary (ULN) for rapid force list creation. It is the ultimate "what if" program as it allows the operational community to mix and match T/O and T/E force structures to determine the best force list to execute specific requirements. In essence, by using "actual" forces, the operations community can estimate "how big is big" and what the lift footprint for that specific force may look like. It is important to note that force requirements built in JFRG II will be sourced using UDLs built in SSDM. Additionally, transportation lift estimates can be developed for all modes of transportation. JOPEs is the automated or computerized tool used to phase and monitor the deployment of forces. JOPEs will not be covered in detail in this chapter.

4. Automated Identification Technology (AIT). AIT is neither a system nor a single product, but a family of technologies that provide a spectrum of capabilities to interface with DOD and commercial information systems. AIT includes but is not limited to bar coding, radio frequency ID (RFID), integrated circuit cards or "smart cards", memory buttons, magnetic strips, optical memory cards, and biometrics. AIT introduces information system efficiencies through the use of enabling technology and standards, providing interoperability not only across DOD but also with our commercial business partners, ensuring a seamless flow of information and goods. Within II MEF, AIT supporting unit move will be through the use of RFID tags and Military Shipping Labels which will be applied in accordance with reference (e).

5. Transportation Capacity Planning Tool (TCPT). The Transportation Capacity Planning Tool (TCPT) will be used for all CONUS transportation requests to include Transportation of Things (TOT) and Transportation of Personnel (TOP). TCPT is a web-based application that provides transportation planning, management and execution capabilities. A TCPT User's Manual can be found on the TCPT website (refer to MMCC SOP for further information and guidance).

6. Marine Corps Prepositioning Information Center (MCPIC). MCPIC provides II MEF with data that enables planning and tailoring of prepositioning assets within the Marine Corps. This web based application offers the II MEF visibility of prepositioning assets that are loaded on Maritime Prepositioning Ships and in the prepositioning caves in Norway from which II MEF G-4 SMO personnel can conduct transportation feasibility estimates associated with use of prepositioning assets in support of II MEF operations and exercises.

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7. United States Transportation Command (USTC) Systems. USTC provides a multitude of systems to support requesting and tracking transportation within the Defense Transportation System. The following systems shall be used within II MEF to support the unit move process.

a. Single Mobility System (SMS). II MEF forces typically use the unclassified version of this system but it is available for use on the classified network. SMS is a web-based computer system that provides visibility of air, sea, and land transportation assets and provides aggregated reporting of cargo and passenger movements. SMS does this by collecting plane, ship, and truck movement data from other computer systems such as IGC, CAMPS, GDSS, JALIS, DTTS, and ANGMU. SMS also provides requirement management and mission building services for the Air Force Reserve. This system enables II MEF units to obtain transportation asset schedules that have been sourced to support II MEF operations and exercises that requested transportation support from USTC.

b. Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC). The IGC program is a partnership between USTC's Global Transportation Network (GTN) and Defense Logistics Agency's (DLA) Enterprise Business System have "converged" to provide DOD with an integrated set of networked, end-to-end visibility, deployment, and distribution capabilities. The end goal of IGC is to effectively support the Joint Force Commander's ability to make decisions based on actionable logistics information. IGC create a single source for HQ DLA and USTC to access common, authoritative data, business standards, and information. As the USTC ITV System of Record, IGC is synchronized with several other USTC Distribution Process Owner (DPO) initiatives, such as Agile Transportation for the 21st Century or AT21. IGC can create customizable dashboards, queries, and alerts based requirements and business rules. As such II MEF may utilize IGC to inform visibility of transportation assets and visibility of cargo in transit in support of deployments and exercises.

c. Special Assignment Airlift Mission (SAAM) Request System (SRS). SRS is an unclassified web based system that permits the ability to request SAAMS which are requests for AMC transportation assets procured outside of the Time Phased Force Deployment Data (TPFDD) or channel airlift system. II MEF MSC/Es are required to request SAAMS in SRS. II MEF G-4 personnel are intermediate validators in SRS and validate SAAM requests. More details regarding SAAM requests are discussed in chapter 3.

d. Defense Enterprise Accounting Management System (DEAMS) Component Billing System (DCBS). DCBS is a fully functioning billing module capable of transforming raw transportation data into billable Transportation Working Capital Fund (TWCF) revenue. DCBS provides a comprehensive technician, analyst, manager, leader, and most important, customer interface to aide in the processing and management of TWCF billing. II MEF G-4 SMO uses DCBS to obtain liquidated transportation costs for SAAMS to reconcile the strategic lift budget.

e. Group Operational System (GOPAX). GOPAX is an application within distribute.mil that accommodates requesting passenger aircraft through USTC that are specifically contracted to conduct passenger movement within the United States. II MEF movements in support of exercises within the United States are requested through the GOPAX system by the II MEF G-4 SMO based on TPFDD'd requirements certified through the MSC/Es.

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f. National RF-ITV Tracking Portal. Commonly referred to as the National ITV server, this portal provides the capability to establish ITV tracking nodes (through fixed interrogators or registration of Pre-Deployment Kits (PDK)) and collect data on cargo with contents that are assigned RFID tags. The RF-ITV system uses RFID devices and Satellite Tracking Devices to provide ITV information required by the DOD, our North Atlantic Treaty Organization (NATO) Allies, and Coalition Partners of the United States. The RF-ITV system traces the identity, status, and location of cargo from origin (depot or vendor) to destination via a worldwide infrastructure of RFID hardware and software. It also receives near real-time position reports for conveyances from numerous Satellite Tracking Systems (STS) such as the Army's Joint Battle Command - Platform (JBC-P / JCR-LOG). Data from these two technologies is combined, processed, and delivered to numerous systems to provide global logistics support to the Joint Warfighter. Users can also access ITV data directly through web-based maps and tracking reports. The data collected in the National ITV server is transmitted to IGC to meet ITV requirements in reference (e) therefore, both are acceptable sites to track cargo. However, the National RF-ITV Tracking Portal can be easier to research than IGC but is relegated to only tracking cargo movements (not passengers).

g. Global Air Transportation Execution System (GATES). Although GATES is not a system that II MEF personnel will use, it is important to know that GATES is the USTC system of record to complete cargo and passenger manifesting for air and sealift movement using USTC provided transportation. The Marine Corps unit move system will provide Transportation Movement Control Documentation (TCMD) data to GATES to accommodate manifesting requirements in GATES accommodating the data transfer to IGC and meeting ITV requirements delineated in reference (e).

h. Integrated Booking System (IBS). IBS is USTC's platform to request commercial liner sealift movement. The request can be created in SSDM and provided to a SDDC booker in the form of an Export Traffic Release Request (ETRR). The ETRR will detail the cargo in terms of lift requirement with appropriate funding data to book the cargo on a contracted vessel conducting an established route. Once the booker has booked the cargo, the booking details regarding the carrier are returned to the requester in the form of an Export Traffic Release (ETR). The II MEF G-4 SMO will create and coordinate with SDDC for bookings using SSDM but may employ use of IBS to track the booking process.

i. Joint Equipment Characteristics Database (JECD). The JECD is managed by SDDC's Transportation Engineering Authority and contains a substantial library of DOD equipment with relative transportation characteristics. Of significant benefit is that the JECD contains ATTILA certifications of larger equipment with specific preparation requirements to move within the Defense Transportation System. The JECD provides accessibility of ATTILA certifications which allows units to obtain them, prepare equipment for embarkation and produce them as required documentation during movement. The JECD can be accessed through the ETA portal as an additional application to ICODES and used as a reference library to determine equipment characteristics to include notional dimensions, pictures, and a plethora of relative transportation codes.

8. Logistical Functional Area Services (LOGFAS). Often, II MEF is employed or training in EUCOM area of responsibility partnering with North Atlantic

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Treaty Organization (NATO) allies. LOGFAS is software employed on NATO secret networks that is used with NATO allies to communicate logistical support requirements in support of coalition exercises and operations. United States armed forces provide input to this software through a data exchange between JOPES and LOGFAS that provides TPFDD data to NATO commands and nations. This data is employed within a number of LOGFAS applications that serve to register host nation support requirements, logistical status reporting, force generation status, and transportation coordination functions. When II MEF is employed within a NATO exercise or operation, II MEF G-4 MMCC (MDDOC on order) will ensure that ground transportation requirements are properly registered in LOGFAS and coordinate with host nations through the appropriate chain of command to ensure host nation commercial transportation and convoy clearance is supported using this software. During force deployment planning, II MEF subordinate units registering host nation and convoy movement requirements in the TPFDD which are exchanged between JOPES and LOGFAS. In force deployment execution, II MEF subordinate units will submit Transportation Movement Requests and Ground Transportation Requests in TCPT providing more detailed movement timelines that the MMCC will validate, confirm, and track in LOGFAS with the host nation.

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Chapter 3

Air Mobility

1. General. Air mobility is the rapid movement of personnel and cargo to, from, or within a theater by air. This includes airlift, air mobility support, processes, and procedures to support unit movement aboard AMC provided and commercially contracted aircraft by USTC. Movement using these mode and sources is the most costly means of transportation (in most cases) and requires diligent coordination to ensure funding sources are identified in conjunction with determining operational requirements so this support can be provided.

2. Types of Airlift

a. II MEF G-4 coordinated airlift

(1) TPFDD. Time-Phased Force and Deployment Data (TPFDD) requirements are registered in Joint Operation Planning and Execution System (JOPES) in support of JCS directed deployments and scheduled exercises.

(2) SAAM. Special Assignment Airlift Missions (SAAMs) are missions that require special consideration due to the number of passengers involved, weight or size of cargo, urgency of movement, sensitivity, or other factors that preclude the use of regularly scheduled common-user airlift between predesignated points. Requests will be submitted in SAAM Request System, access is described in appendix G. SAAM will typically be used for:

(a) UDP. Unit Deployment Program (UDP) cargo and main body passengers movement.

(b) ESTA. En Route Support of Transiting Aircraft (ESTA) for lead/trail C-17 maintenance support for transoceanic movement of Marine Corps tactical aircraft (TACAIR).

(c) Dual role. KC-10/KC-135 with the primary role of air refueling (AR) and secondary role of airlift of accompanying passengers and cargo.

(d) DFT. Deployment for Training (DFT) outside of the II MEF bases and stations that require external transportation support.

(3) GOPAX. Group Operational Passenger System (GOPAX) is used for full plane charters to move passenger within CONUS. GOPAX will typically be used for Service or II MEF directed training of 70 or more passengers outside bus travel distance.

b. Airlift coordinated by other methods

(1) Channel. Channel missions provide common-user airlift on a scheduled basis between two or more predesignated points. Channel airlift missions support passenger and cargo movement over established worldwide routes served by scheduled DOD aircraft under AMC control or commercial aircraft contracted and scheduled by USTC. Channel requirements are coordinated at the unit level with the local DMO.

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(2) Coronet. Coronet missions provide aerial refueling for Marine Corps TACAIR. KC-10/KC-135 aircraft may be used in a dual role or augmented by lead/trail C-17 ESTA SAAM. In either case, the Coronet request will be coordinated by the G/S-3 and the Dual Role/ESTA requirement will be coordinated by the G/S-4.

(3) KC-130. KC-130 airlift requirements are registered by Air Support Request (ASR) through G/S-3 to the Air Transportation Coordination Office (ATCO).

(4) JA/ATT. Joint Airborne and Air Transportability Training (JA/ATT) missions provide an opportunity to conduct joint Marine Corps and Air Force aircrew qualifications and load team proficiency skills development. These missions include airdrop, air assault, aircraft load training, dual role AR, and Service school support.

(5) OSA. Operational Support Airlift (OSA) missions support time-sensitive air transport of high priority passengers and cargo and other critical air logistics support. OSA requirements are registered by Air Support Request (ASR) through G/S-3 to the Air Transportation Coordination Office (ATCO).

(6) JOSAC. Joint Operational Support Airlift Center (JOSAC) is the single manager for scheduling all DOD Operational Support Airlift (OSA) within CONUS. Their fleet is composed of C-12, C-26, C-40, C-9, and UC-35 aircraft to include those stationed at MCAS Cherry Point, MCAS New River, and MCAS Beaufort. Requirements are registered by Air Support Request (ASR) through G/S-3 to the Air Transportation Coordination Office (ATCO).

(7) NALO. Navy Air Logistics Office (NALO) is the single manager for scheduling Navy Unique Fleet Essential Aircraft (NUFEA). Their fleet is composed of C-9, C-12, C-20, C-40, and C-130T aircraft. Requirements are registered by Air Support Request (ASR) through G/S-3 to the Air Transportation Coordination Office (ATCO).

3. II MEF G-4/SMO Responsibilities. The Air Mobility Section will forecast, plan, coordinate, monitor, and reconcile strategic airlift requirements in support of II MEF forces aboard AMC provided and commercially contracted aircraft through USTC to include:

a. Forecast strategic airlift requirements

(1) Forecast requirements in support of contingency operations, JCS-directed exercises, and service and II MEF level training requirements.

(2) Publish the annual II MEF Long Range Forecast in coordination with G-3 and G-8 to establish a budget baseline each fiscal year in accordance with appendix H. Publish the monthly II MEF Short Range Forecast to deconflict changes in timing, size, scope, and transportation cost in accordance with appendix H.

(3) Validate annual 463L pallet and net requirements to support II MEF War Reserve Material (WRM) and Operational stocks in accordance with appendix I.

b. Verify and submit deployment data

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(1) Verify unit move data for accuracy and ensure synchronization with Time-Phased Force and Deployment Data (TPFDD) for mode and source codes AK, AS, and AL (CONUS charter airlift only). Refer to Appendix J for descriptions of mode and source codes.

(2) Request accounting data from fund providers for Special Assignment Airlift Mission (SAAM) and Group Operational Passenger (GOPAX) airlift requests.

(3) Verify and submit SAAM and GOPAX requirements to MARFORCOM G-4 and USTC in accordance with Appendix K.

(4) Verify and submit initial aircraft load plans and hazardous cargo diplomatic clearances (HAZDIPS) to AMC in conjunction with TPFDD/SAAM validation in accordance with Appendix L and reference (e) Part III, Appendix V and Part II, Appendix M.

(5) Coordinate AMC augmentation of II MEF Aerial Port for surge operations to include contingency response personnel, material handling equipment, and ground support equipment.

c. Verify and publish strategic airlift schedules

(1) Review airlift schedules and determine supportability of offers from AMC and USTC.

(2) Monitor Single Mobility System (SMS) for airlift schedules. Publish allocation of passengers and cargo to assigned missions. Assign Airlift Liaison Element (ALE) and Plane Team Commander (PTC) responsibilities to the MSC/E with the majority of passengers and/or cargo for each mission.

(3) Publish airlift schedules reflecting locations, dates, times, and allocations.

d. Monitor airlift missions

(1) Provide operational oversight to the II MEF Aerial Port, MCAS Cherry point, NC.

(2) Monitor SMS for schedule changes. Notify II MEF Command Operations Center (COC) of any delay over 24 hours in accordance with reference (c).

(3) Deconflict airlift schedules and support requirements with USTC, AMC, air carriers, deploying forces, and aerial ports.

e. Reconcile airlift requirements

(1) Verify and record executed airlift requirements and archive data for research and future planning.

(2) Verify billing charges of executed missions and assist fund providers in reconciling discrepancies with AMC.

(3) Review monthly 463L pallet and net stock levels reported in Global Asset Reporting Tool (GART) in accordance with appendix I. Coordinate with MARFORCOM G-4 for redistribution, repair and replacement.

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4. MAGTF Movement Control Center (MMCC) Responsibilities. The MMCC is responsible to receive, store, and issue 463L pallets and nets for II MEF units aboard Camp Lejeune and MCAS New River, NC. Maintain separate War Reserve Material (WRM) and Operational stocks based on II MEF validated requirements. Inspect and report on-hand quantities via GART in accordance with appendix I.

5. II MEF Aerial Port, MCAS Cherry Point, NC Responsibilities. II MEF Aerial Port refers to both organization and location. The II MEF Aerial Port, MCAS Cherry Point, NC is a standing Arrival/Departure Airfield Control Group (A/DACG) operated by 2D Marine Logistics Group as the II MEF executive agent for airlift throughput operations. AMC does not provide a standing Air Terminal Operations Center (ATOC) based on historical throughput, therefore the II MEF Aerial Port will perform limited ATOC functions for normal day-to-day operations. AMC will provide a tailored contingency response force to augment or assume responsibilities as surge requirements dictate. In addition to terminal operation functions and tasks outlined in reference (e), the II MEF Aerial Port will:

a. Act as AMC agent officially accepting, processing, and inducting passengers and cargo into the DTS aboard AMC provided or commercially contracted aircraft.

b. Operate the II MEF Aerial Port 24 hours a day. The Aerial Port will be manned, trained and equipped to support the established working airfield Maximum on the Ground (MOG). The C-17/commercial aircraft MOG is 20 parking, and 2 working. Coordinate with II MEF G-4 SMO for AMC Contingency Response Element (CRE) augmentation requirements that exceed the working MOG in support of heightened contingency movements that expands the MOG up to 30 aircraft.

c. Maintain sufficient licensed and certified K-loader operators and Joint Inspectors to support the working MOG conducting sustained aerial port operations without impact to leave, Marine Corps training or other administrative requirements. Forecast and coordinate training requirements through II MEF G-4.

(1) Maintain a Joint Inspection training program that is equivalent to 437th Aerial Port Squadron standards.

(2) Maintain a K-loader operator training program that is equivalent to the 437th Aerial Port Squadron standards.

(3) Coordinate with 437th Aerial Port Squadron through the II MEF G-4 SMO Air Mobility Liaison Officer to conduct annual assessments of these training programs and aerial port proficiencies.

d. Publish the Mission Work Load (MWL) in accordance with appendix N.

e. Schedule pre-Joint Inspection (JI) of all outbound cargo to begin no later than 48 hours prior to aircraft arrival and complete final JI no later than 24 hours prior. Provide JI results to include DD 2133, final aircraft load plan, and Shipper's Declaration of Dangerous Goods (SDDG) by mission in accordance with Appendix N. Provide aircraft crew aircraft package in accordance with reference (e).

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- f. Notify II MEF G-4 of any incident as outlined in appendix O.
- g. Verify and transmit personnel and cargo manifest data for deploying missions to the Remote Manifesting Resolution Center (RMRC) for upload to Global Air Transportation Execution System (GATES) three hours prior to departure in accordance with reference (e), Part III, Chap 303, and appendix P of this order.
- h. Publish a Wheels in Well/on Deck Report in accordance with Appendices N and Q.
- i. Receive, store, and issue 463L pallets and nets aboard MCAS Cherry Point, NC for use by II MEF units. Maintain separate War Reserve Material (WRM) and Operational stocks based on II MEF requirements. Inspect and report on-hand quantities via GART in accordance with appendices I and N.
- j. Deconflict loading/unloading responsibilities with MCAS Cherry Point Airfield Operations and VMGR-252. AMC provided or commercially contracted aircraft will be supported through the II MEF Aerial Port, as will all flights with double and triple-married 463L pallets. Non-AMC aircraft with less than 51 passengers and single pallets will be referred to MCAS Cherry Point Airfield Operations or VMGR-252.
- k. Limit access of II MEF Aerial Port to airlift passengers, cargo, and those in direct support of throughput operations. Family members and non-essential personnel will be directed to the respective Unit Marshalling Area (UMA).
1. Maintain current SOPs for internal operations to include:
- (1) Organizational structure and billet responsibilities of the Port Officer, Port Chief, Operations Chief, Joint Inspectors, Load Team Leaders, and Load Teams.
 - (2) Location, functions and tasks required in the Cargo/Vehicle Alert Holding Area, Passenger Alert Holding Area, Call Forward Area, Ready Line/Loading Ramp Area, and Combat Aircraft Loading Area (CALA).
 - (3) Safety.
 - (4) Handling of ammunition and explosives.
 - (5) Training relative to aircraft load planning, equipment preparation, certification of hazardous cargo, JI, and K-loader operations.
6. MAG-31 Mobility, MCAS Beaufort, SC Responsibilities. MAG-31 Mobility will provide limited A/DACG support on behalf of II MEF for airlift throughput operations for MCAS Beaufort. AMC provides a tailored contingency response force to include joint inspectors, K-loaders and operators, and additional ATOC capabilities for all AMC missions. MAG-31 Mobility is responsible for the following:
- a. Publish a Wheels Report for each mission in accordance with appendices N and Q.
 - b. Receive, store, and issue 463L pallets and nets for II MEF units aboard MCAS Beaufort. Maintain separate War Reserve Material (WRM) and

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Operational stocks based on II MEF validated requirements. Inspect and report on-hand quantities via GART in accordance with appendices N and I.

c. Coordinate with II MEF G-4 SMO for augmentation requirements from a Contingency Response Element (from Air Mobility Command) to support terminal operations roles that in excess of MAG-31 Mobility's capability to sustain.

7. Airlift Liaison Element (ALE). The ALE serves as the single II MEF point of contact to the A/DACG for all personnel and cargo allocated to the mission. Typically, II MEF G-4 assigns ALE responsibility to the MSC/E with the majority of passengers and/or cargo.

a. Composition. The ALE must possess the requisite skills, knowledge, and authority to correct discrepancies and adjust support requirements throughout execution. The II MEF ALE will consist of the following:

(1) Mobility personnel to include a certified aircraft load planner and an authorized hazardous cargo certifier as required.

(2) Administrative personnel for manifesting.

(3) Load team personnel for baggage and cargo.

(4) Drivers/A-Drivers and operators for rolling stock.

(5) MSC/Es not assigned ALE responsibility will provide a single point of contact to the II MEF ALE for their passengers and cargo.

b. Responsibilities

(1) Schedule pre-JI for cargo missions with the DACG upon allocation to commence no later than 48 hours prior to scheduled aircraft arrival.

(2) Verify transportation is coordinated for allocated passengers and cargo to meet movement and inspection timelines.

(3) Brief PTC on responsibilities no later than 96 hours prior to scheduled aircraft departure. Provide a copy of the PTC Guidance Handbook available at: https://eis.usmc.mil/sites/IIII_MEF/G4/SitePages/G4%20Strategic%20Mobility%20Office.aspx.

(4) Supervise the reception, staging, and completion of final cargo preparation at the aerial port to include palletizing QUADCONS and building double/triple-married 463L pallets. Standard preparation of cargo will be completed in the UMA prior to movement to the aerial port.

(5) Ensure units provide a guard force for weapons, ammunition or other critical sensitive items as required.

(6) Provide cargo, unit move data, final aircraft load plans, HAZDIPS, SDDGs, and Air Transportability Test Loading Activity (ATTLA) certifications to the DACG for JI. Ensure necessary personnel are present and full access to all cargo during JI. Correct discrepancies and provide updated documentation to the DACG no later than 24 hours prior to scheduled aircraft arrival.

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(7) Monitor SMS for schedule changes and adjust support requirements as required.

(8) Check in with the A/DACG no later than four hours prior to aircraft departure for deploying missions and one hour prior to aircraft arrival for redeploying missions. Remain on station until the A/DACG acknowledges ALE mission complete.

(9) Provide drivers/A-drivers, operators, and load teams to the A/DACG to assist in loading, securing, and unloading cargo and baggage.

(10) Provide the consolidated passenger manifest to the DACG no later than three hours prior to aircraft departure in accordance with reference (e), Part III, Chap 303, and Appendices N and Q.

8. Troop Commander, (Plane Team Commander). The Plane Team Commander (PTC) is the primary responsible authority to the flight crew and AMC for all passengers and cargo on the aircraft until full accountability is established at the Aerial Port of Debarkation (APOD). This includes scheduled and unscheduled stops en route. The PTC will review and be prepared to execute the duties and responsibilities outlined in reference (e) Part III and the PTC Guidance Handbook provided by the ALE.

9. MSC/E Mobility Responsibilities

a. Submit annual Long Range Forecast in coordination with G-3 and G-8 in accordance with Appendices H and N. Submit monthly Short Range Forecasts to deconflict changes in timing, size, scope, and transportation cost in accordance with Appendices H and N.

b. Verify unit move data for accuracy and ensure synchronization with TPFDD for mode and source codes AK, AS, and AL (GOPAX). Refer to Appendix J for descriptions of mode and source codes. Submit data in accordance with Appendices K and N.

c. Submit SAAM requirements in accordance with reference (e) Part III, Appendix T, and appendices K and N utilizing the SAAM Request System (SRS). Procedures for establishing a SRS account are contained in appendix G.

d. Verify and submit initial aircraft load plans and HAZDIPS in accordance with reference (e) Part III, Appendix V and Appendices K, L, and M. Based on TPFDD certifications, the MSC/E with the majority of cargo is responsible for consolidating and submitting for aggregated airlift missions.

e. 2D MAW G-4 only. Provide Operations & Maintenance, Navy (O&M,N) accounting data to II MEF G-4 for SAAM and GOPAX requirements in support of aviation units. II MEF G-4 will utilize a single line of accounting per exercise phase (e.g. WTI 2-18 will use a single LOA for the deployment phase and a single but different LOA for the redeployment phase). 2D MAW may establish internal controls to track funding at the subordinate unit level as required.

f. Provide II MEF ALE when directed, otherwise provide representatives to the designated MSC/E with ALE responsibility to serve as point of contact for their MSC/E passengers, cargo, and support requirements.

g. Monitor SMS for schedule changes.

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h. Contact II MEF G-4 for deconfliction of airlift schedules and support requirements. Direct liaison is not authorized with USTC, AMC, or air carriers unless directed by II MEF G-4.

i. Maintain qualified personnel to register SAAM requirements, certify aircraft load plans, and certify hazardous cargo, without impact to leave, Marine Corps training or other administrative requirements.

10. Airlift Planning

a. Primary aerial ports. Strategic airlift for deployment and redeployment of II MEF forces will be planned for one of two primary aerial ports as outlined below. AMC assesses airfield capacity based on numerous factors to include operating hours, manpower, servicing equipment and other infrastructure limitations to determine the maximum (aircraft) on ground (MOG). Parking MOG refers to the number of physical aircraft parking spaces, while the working MOG refers to the number of aircraft that can be serviced (loading, unloading, fueling, etc.) simultaneously.

(1) MCAS Cherry Point, NC (KNKT). KNKT will be used for II MEF forces home-based aboard MCB Camp Lejeune, MCAS Cherry Point and MCAS New River, NC. MCAS Cherry Point Airfield Operations and the II MEF Aerial Port operate 24 hours a day. Usage of KNKT by non-II MEF forces will be coordinated with II MEF G-4 prior to registering airlift requirements with AMC to ensure supportability and identification of potential augmentation requirements. The C-17 MOG is 20 parking, 2 working, and 30 for contingency.

(2) MCAS Beaufort, SC (KNBC). KNBC will be used for II MEF forces home-based aboard MCAS Beaufort. KNBC operating hours are Monday through Friday. However, they may be able to support outside normal operating hours with advanced coordination. Alternatives are outlined below. The C-17 MOG is 2 parking and 20 for contingency. The working MOG is situation dependent and supported by the 437 Aerial Port Squadron from Joint Base Charleston, SC.

(3) Alternate aerial ports. The following alternate aerial ports may be planned for when use of the primary aerial port is not supportable.

(4) Joint Base Charleston, SC (KCHS). KCHS may be used in lieu of KNBC for cargo aircraft scheduled outside KNBC operating hours. The C-17 MOG is 37 parking and 37 for contingency. No working MOG is published, however KCHS is home to the 437 Aerial Port Squadron.

(5) Savannah Hilton Head Intl, GA (KSAV). KSAV may be used in lieu of KNBC for commercially chartered passenger aircraft scheduled outside KNBC operating hours.

(6) Kinston Regional Jetport, NC (KISO). KISO may be used in addition to KNKT for commercially chartered passenger aircraft to meet surge requirements. There are no limitations with runway or aircraft parking, however current ground support equipment is limited to small aircraft such as the B-737 and A-321. Usage will be coordinated with II MEF G-4 prior to registering airlift requirements to ensure supportability and identification of potential augmentation requirements.

(7) Albert J. Ellis, NC (KOAJ). KOAJ is the primary public-use airport for Jacksonville, NC offering commercial passenger service to

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Atlanta, GA and Charlotte, NC. It is ideal for individual and small group travel, but should not be planned for commercial charter service due to operational tempo, parking and lack of on-site ITV reporting capability.

(8) MCAS New River, NC (KNCA). KNCA will not be planned for strategic airlift of II MEF forces due to limited runway length, and lack of A/DACG and K-loader support. No MOG is established by AMC.

b. Standard planning factors. The following planning factors will be used when registering airlift requirements.

(1) Passengers. Passenger planning weight includes Marine, individual combat clothing and equipment (ICCE), individual weapon, optics, and baggage.

(a) Combat/Contingency: 400 lbs.

(b) UDP: 360 lbs.

(c) Exercise and training: 350 lbs.

(d) Personnel on active duty flight status are authorized an additional 55 lbs. which must be identified in the TPFDD or SAAM.

(2) Baggage

(a) Authorized quantity of checked bags

1. Combat/Contingency: 3 bags

2. UDP: 2 bags

3. Exercise and training: 2 bags

(b) Cubic feet (cuft). Data is for planning purposes only. Baggage measurements will vary significantly by individual. Nothing will be affixed to the outside of baggage.

1. USMC pack: 7.4 cuft (24" X 22" X 24")

2. Standard Deployer bag: 4.9 cuft (32" X 20" X 13")

3. Sea bag: 4.2 cuft (32" X 15" X 15")

(3) Belly Cargo To Accompany Troops (Belly-TAT). Cargo space on commercially chartered passenger aircraft is limited, especially depending on the type/model/series of aircraft allocated. Cargo moving within CONUS will be planned for overland movement. Belly-TAT cargo will be limited to cargo that must accompany passengers. Total Belly-TAT authorized for UDP deployments follows, regardless of the number of aircraft allocated:

(a) Battalion: 1,500 lbs. (10 X 7 cuft boxes)

(b) Squadron: 600 lbs. (4 X 7 cuft boxes)

(c) Squadron(-): 300 lbs. (2 X 7 cuft boxes)

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- (d) Battery: 600 lbs. (4 X 7 cuft boxes)
- (e) Company: 600 lbs. (4 X 7 cuft boxes)
- (f) Company(-): 300 lbs. (2 X 7 cuft boxes)
- (g) Detachment: 300 lbs. (2 X 7 cuft boxes)

(4) Allowable Cabin Load (ACL)

- (a) C-17: 130,000 lbs.
- (b) C-5A/B: 130,000 lbs.
- (c) C-5M: 150,000 lbs.
- (d) KC-10: 80,000 lbs.
- (e) C130J: 34,000 lbs.

c. Airlift Requests. II MEF G-4 coordinated airlift is requested by one of three methods.

(1) TPFDD Method

(a) TPFDD Requirements. MSC/E Mobility will submit unit move data, planning load plans, and HAZDIPS to II MEF G-4 in conjunction with MSC/E TPFDD submission to II MEF G-3 in accordance with reference (g). Submit data in accordance with appendices K, L, M, and N. II MEF G-4 will review accuracy and TPFDD synchronization. Once verified, II MEF G-4 will submit planned load plans and HAZDIPS to AMC for mission planning in conjunction with II MEF G-3 TPFDD submission to MARFORCOM for validation to USTC. Allocation of airlift will typically occur 7-10 days prior to requested movement.

(b) GOPAX Requirements. MSC/E Mobility will submit unit move data for Belly-TAT to II MEF G-4 in conjunction with MSC/E TPFDD submission to II MEF G-3 in accordance with reference (g). Data will include justification for airlift of cargo vice overland movement. Submit data in accordance with appendices K and N. II MEF G-4 will review accuracy and TPFDD synchronization. Once verified, II MEF G-4 will register requirements to USTC via the GOPAX web portal. Allocation of airlift will typically occur 7-10 days prior to requested movement.

(2) SAAM Request. MSC/E Mobility will submit requirements via the SAAM Request System (SRS) and forward unit move data, planning load plans, and HAZDIPS to II MEF G-4 in accordance with Appendices G, K, L, M, N, R and reference (e) Part III, Appendix T. Submission timelines may vary by supported commanders' submission timelines but all will be enforced to ensure validation 30 days prior to requested movement to receive 10% cost savings. Movement windows will fall within a single month without overlap. Movement windows in two different months require two separate SAAM requests. ESTA and dual role requests will include the Coronet number.

d. Unit Move Documentation

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(1) Unit move data. Data will be submitted for mode and source codes AK, AS, and AL (GOPAX) in accordance with N, K, L and M. Data must match TPFDD data submitted to II MEF G-3 and capture accurate dimensions, weights, hazards, and JCS cargo category codes to ensure proper mission planning and sourcing of aircraft.

(2) Aircraft load plans

(a) Initial aircraft load plans will be submitted in accordance with appendices L and N. Loads will be planned using C-17 aircraft unless outsized cargo requires a C-5. Load plan must match unit move data and TPFDD/SAAM. AMC will verify load plans with TPFDD/SAAM and plan airlift mission timing and allocation to support requirements. Additional load plans may be required for other aircraft types depending on availability.

(b) Final aircraft load plans will be provided to the DACG at the beginning of the JI. Discrepancies noted during the JI will be corrected and the final load plan will be submitted to DACG to complete JI no later than 24 hours prior to scheduled aircraft arrival. The load planner must have a current AMC Form 9, Airlift Load Plan Certification.

(3) HAZDIPS. HAZDIPS will be submitted in accordance with appendices N and M. Accurate and timely submission of HAZDIPS is crucial to planning. These types of clearances include aircraft overflight and landing rights, communications connection approval, personnel visas, and other entry requirements. No mission can occur without appropriate clearances being obtained in advance. Airlift may be delayed significantly without these clearances.

e. Airlift Priorities. The effective allocation of airlift resources requires priorities to best utilize limited resources to support both peacetime and wartime requirements. All airlift requirements will be prioritized per reference (h).

f. Dual commitment transportation. Dual commitment transportation refers to travelers or government entities that make duplicate bookings on any mode of transportation, or working to have two types of transportation (military and commercial). Transportation will not be requested or scheduled for group travel (10 or more seats) unless all actions to obtain military transportation have been terminated in accordance with ref (e), Part I, Chap 102.

g. Movement of Non-DOD cargo. Movement of Non-DOD cargo aboard AMC provided or commercially contracted aircraft is authorized only when the DOD mission shall not be impaired and movement of such traffic is of an emergency, lifesaving nature, specifically authorized by statute, in direct support of the DOD mission, or requested by the head of an Agency of Government pursuant to the Economy Act in accordance with reference (e), Part III, Appendix W. Requests should be referred to the MSC/E Staff Judge Advocate (SJA) prior to submission.

11. Airlift Execution

a. Cargo Operations

(1) Successful throughput operations at the aerial port of embarkation (APOE) begin with actions in the UMA. Cargo will be packed,

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packaged, palletized, mobile loaded, documented, and inspected in the UMA prior to movement to the APOE. Cargo operations at the APOE will be limited to building double and triple-married pallets, palletizing QUADCONS, and final preparations for JI.

(2) 463L pallets and nets are funded and procured by Air Force Material Command (AFMC). II MEF G-4 is the overall 463L asset manager with designated location managers at Camp Lejeune (includes MCAS New River), MCAS Cherry Point, and MCAS Beaufort. Units will coordinate requirements with MMCC, II MEF Aerial Port, and MAG-31 Mobility. All 463L pallets and nets will be turned in when not in use. Unit level stocks are not authorized.

(3) Chains and devices, cargo straps, shoring, and dunnage (4" X 4" X 96") are funded and procured at the unit level. Units are responsible to maintain necessary stock levels to support unit move requirements. All wood materials will be treated to prevent the spread of disease and insects as outlined in the International Standards for Phytosanitary Measures No. 15 (ISPM 15).

(4) Units moving via air movement shall coordinate with the APOE immediately upon mission scheduling:

(a) Units will coordinate with the APOE to comply with cargo being present at the APOE no later than 72 hours prior to scheduled departure.

(b) Units are encouraged to review unit movement documentation with the APOE 24 hours prior to when cargo is scheduled to arrive at the APOE to permit adequate time/action to make required corrections and set conditions for successful Joint Inspection.

(c) Units will schedule with the APOE the time and date of the Joint Inspection.

(d) Units will determine with the APOE requirements for working parties, load teams, high liner space, and support required to accomplish cargo loading functions.

(5) Joint Inspection (JI). The JI is conducted between the ALE, DACG, and aerial port personnel in accordance with reference (e) Part III, Appendix O. The JI is documented using DD Form 2133, Joint Airlift Inspection Record. Units are encouraged to use DD Form 2133 when preparing cargo in the UMA. Unit access to cargo is restricted upon JI completion. Tampering with cargo without DACG authorization will require re-JI of the entire chalk. Joint Inspections will be conducted within the following parameters:

(a) Joint Inspections will be scheduled to complete no later than 24 hours prior to scheduled departure.

(b) If the cargo does not pass Joint Inspection, the APOE will notify II MEF G-4 SMO. II MEF G-4 SMO will notify the MSC/E of the status of the Joint Inspection with the expectation that the MSC/E will coordinate with subordinate Mobility Officers to render technical assistance and supervision to rectify the identified issues.

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(c) If the cargo is not corrected and passed through the Joint Inspection no later than 6 hours prior to scheduled departure, II MEF G-4 SMO will coordinate mission adjustments (cargo frustrated, reducing the load, or mission rescheduling as appropriate to the situation). Finally, II MEF G-4 SMO will notify G-3/4 and II MEF Chief of Staff that mission adjustments were applied due to cargo preparation issues.

(d) Stowage of personal gear and baggage. Commingling of personal property and baggage with other military cargo is not advised. Commingling of personal property and baggage with other military cargo being flown into the United States is prohibited per reference (e), Part V, Chap 502. Personal property will be kept separate from other military cargo to enable customs clearance inspections and procedures.

(e) Radio Frequency Identification (RFID). Per reference (e) active license plate tags are required for each square-loaded item (e.g. 463L pallet, rolling stock, support equipment) moving from CONUS to OCONUS, from OCONUS to CONUS, between OCONUS Combatant Commands (COCOM), or within CONUS in support of NORTHCOM operations and exercises. However, to improve visibility within II MEF and contribute to our ability to rapidly deploy in support of COCOM needs from disaggregated locations, RFID tags will be applied to all level IV cargo that is traveling in excess of 400 miles from II MEF duty stations.

(f) Hazardous materials (HAZMAT). The deploying unit is responsible for certification of ammunition, explosives, and other HAZMAT for movement on DOD owned and controlled airlift in accordance with reference (i). Personnel involved with the preparation and shipment of HAZMAT for transportation must receive training in accordance with reference (e), Part II, maintain a current certification, and be appointed in writing by their commander. USTC contracted passenger carriers may operate under Department of Transportation Special Permit (DOT-SP) 9232 granted to the DOD until its expiration date. This DOT-SP applies to movements "in defense crisis conditions which require ... the rapid deployment of U.S. Armed Forces." This DOT-SP authorizes transportation in USTC contracted commercial aircraft certain HAZMAT described within, and subject to, the limitations specified in DOT-SP 9232.

(g) Ammunition aboard commercial aircraft. Ammunition for individual weapons, explosives, or any other HAZMAT may not be hand-carried into the passenger compartment of commercial charter aircraft unless otherwise prescribed in reference (e) Part III, Appendix BB, DOT-SP 9232, and as further outlined below. Such exceptions must be identified in the SAAM/GOPAX request so a HAZMAT-qualified carrier may be contracted. All packing, marking, and labeling requirements apply. Law enforcement, courier and security personnel when required to be armed in the performance of their duties may transport security ammunition and weapons. Security ammunition determined mission essential by the unit commander will be limited to 30 security rounds per aircraft. Security rounds will be declared to the carrier representative prior to embarkation and surrendered to the flight crew upon boarding.

b. Passenger Operations

(1) Passenger processing. All passengers will arrive at the aerial port no later than 4 hours prior to scheduled departure, regardless of aircraft type or number of passengers. This will ensure adequate time to

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process passengers and baggage in order to submit manifest data to the RMRC for upload to GATES three hours prior to departure in accordance with reference (e), Part III, Chapter 303.

(2) Baggage. All baggage will be inspected in the UMA beginning at the lowest level. Baggage will be inspected to ensure weight, dimensions, type, quantity and contents are in compliance with reference (e) and this order. Baggage not meeting these requirements will not be moved to the aerial port. Reference (e), Part 1, Section 103 states:

"Transportation of baggage by air must be limited to the amount carried free by the carrier. Free baggage entitlements vary according to the carrier being utilized. Most carriers use the piece concept; others apply weight limitations. The free baggage allowance on AMC flights is two checked pieces not to exceed 70 pounds each or 62 linear inches (the sum of the length plus the width plus the height). Each passenger is permitted to hand carry one article (e.g., small luggage, garment bag, or backpack) and one personal item (e.g., cosmetic case, purse, briefcase, small box, or package) for storage in the passenger cabin area. The weight of these items will not be considered as part of the passenger's baggage authorization. Hand-carried items will be no larger than 45 linear inches and must fit 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. Approximate dimensions are 9" x 14" x 22" for a total of 45 inches."

(a) Prohibited items. Transportation of HAZMAT in personal baggage is dangerous and poses significant risk to property and life. Concealed HAZMAT subjects the command and individual to substantial risk, as well as fines and/or imprisonment. Any items found in checked or carry-on baggage during final inspection at the aerial port will result in the following actions.

1. The entire flight will undergo a 100% inspection. Delay in departure will not deter this action.

2. The II MEF Aerial Port will notify the II MEF G-4 SMO who will notify the II MEF COC.

3. The II MEF Aerial Port will notify PMO if discovered items are illegal, malicious intent is believed, or if warranted to ensure safety and security of personnel and property.

4. All unauthorized items will be confiscated and turned over to the ALE if safeguarding or special handling is required.

5. Offenders will be removed from the flight and returned to their parent command for appropriate action. Offenders will not board any subsequent flight without approval from the II MEF G-4 or II MEF COS.

(3) Weapons aboard commercial aircraft. Weapons must be assembled, unloaded, and packed in a locked container stowed in the baggage compartment inaccessible to passengers unless otherwise prescribed in reference (e), Part 1, Appendix I and as further outlined below. Weapons may be carried in the passenger compartment of commercial aircraft providing all of the following conditions are met.

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(a) Individual T/O weapons, excluding crew-served weapons not to exceed one per passenger.

(b) Entire aircraft is chartered or contracted for exclusive use of DOD sponsored forces.

(c) Weapon unloaded, on safe, magazine removed, and flag safety inserted. In the absence of a flag safety, the bolt will be removed and stored in individual's checked baggage prior to boarding.

(d) Bayonet/k-bars placed in checked baggage prior to boarding.

(e) Requirement to carry individual weapons identified in the SAAM/GOPAX request and referenced in the mission remarks of SMS.

(4) Uniform. All passengers will be in the appropriate uniform unless specifically forbidden by travel criteria. Such criteria must be reflected in official message traffic and identified upon mission allocation.

(5) Actions at the APOE

(a) Baggage will arrive at the APOE no later than 4 hours prior to departure. It will immediately be inspected (for suitability for loading), prepared for embarkation, and weighed. Moving units will be ready to provide a baggage working party to assist the A/DACG with these tasks.

(b) Personnel will be manifested for the flight at the APOE. Moving units shall ensure that passengers have valid Common Access Card identification and assist in the manifesting process through capturing the required information regarding passenger in accordance with reference (e), Part 1, Section 103. The A/DACG is overall responsible to ensure the manifest is completed and provided in accordance with reference (e).

(c) Plane Team Commanders will provide passengers the required briefs per reference (e) and maintain positive accountability of passengers while assisting the ALE and A/DACG with preparing and loading cargo, personnel, and baggage.

(d) For flights returning to the APOD, the Plane Team Commander will ensure passengers are prepared to provide a manifest and working party to the A/DACG to assist with baggage download and accountability. All personnel will account for their cargo and baggage prior to departing the airfield. Transportation required to move inbound passengers and cargo shall be arranged for by the moving units.

(e) The ALE and moving units shall cooperate with the A/DACG to ensure their responsibility to meet on time departures is accomplished safely and in accordance with reference (e).

(6) Space A Travel. Space Available or Space A refers to the use of unused seats on DOD-owned or controlled aircraft once all the space-required (duty) passengers and cargo have been accommodated. Space A travel will be coordinated through the respective MCAS Visiting Aircraft Line (VAL) to comply with Transportation Security Administration (TSA) rules and regulations. The II MEF Aerial Port will be used solely to process passengers deploying in support of operational and training requirements, in which different screening rules and regulations apply.

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c. Aerial port access. The II MEF Aerial Port is part of the Flight Line Restricted Area (FLRA). Access will be limited to airlift passengers, cargo and those in direct support of throughput operations. All personnel will be in the appropriate uniform. Only government transportation will be permitted on the flight line, Personally Owned Vehicles (POVs) will not be permitted access. Deploying passengers will remain within the sterile passenger holding area until called forward. Non-essential events are prohibited within and around the immediate vicinity of the aerial port to ensure the safety, force protection, and timely accurate throughput of personnel and cargo. Non-essential events include, but are not limited to command visits, family member and key volunteer receptions, armory functions, and medical shot exercises (SHOTEXs). Such events should take place in the UMA or in areas that are not at the APOE.

d. Inclement weather conditions. Weather conditions may dictate the delay or rerouting of aircraft. This decision will be made by the pilot and/or Airfield Operations. Delay information will be passed from Airfield Operations to the II MEF Aerial Port and relayed to the ALE to adjust ground transportation if required. Rerouting of aircraft will be passed from AMC to II MEF G-4 and relayed to the MMCC and ALE to coordinate ground transportation. II MEF G-4 will advise the II MEF COC of any rerouting of aircraft.

12. Airlift Budget and Accounting

a. II MEF Strategic Airlift (STRATAIR) budget. The STRATAIR budget is centrally managed by II MEF G-4 using the annual Long Range Forecast and monthly Short Range Forecast. MSC/E input to the Long and Short Range Forecast will be aggregated at the II MEF level to gain airlift efficiencies.

(1) Long Range Forecast. The annual Long Range Forecast is used to establish the STRATAIR budget baseline for the fiscal year. MSC/E input is consolidated by II MEF G-4 in accordance with procedures outlined in appendix N. Close coordination is required at all levels of command with G-3, G-4 and G-8 to ensure requirements are accurately captured and synchronized with the II MEF TEEP. Events not reflected in the II MEF Long Range Forecast are unfunded and should be referred to G-3 for disposition.

(2) Short Range Forecast. The monthly Short Range Forecast is used to identify changes in the Long Range Forecast for the next four months. MSC/E input is consolidated by II MEF G-4 in accordance with outlined in appendix N. The Short Range Forecast will be used to deconflict changes in timing, scope, and transportation cost with G-3 and G-8. Changes not captured in the II MEF Short Range Forecast are unfunded and should be referred to G-3 for disposition.

b. Airlift Cost Estimating. Accurate airlift estimates are critical to the budgeting process. Tariff rates and formulas are published annually by AMC in the US Government Airlift Rate and Non-US Government Airlift Rates guide. Units are encouraged to use the II MEF Airlift Cost Estimator located at: <https://intranet1.iiII.MEF.usmc.mil/G4/StrategicMobility/air%20mobility/default.aspx> or the Air Shipping Cost Estimator within the Single Mobility System (SMS) at: <https://sms.transcom.mil/>. The goal of estimating is to come as close as possible to the actual cost without going under. Additional factors to consider are:

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(1) SAAM. Timely submission in accordance with appendix G will ensure validation to USTC 30 days prior to execution resulting in a 10% cost savings. This cost savings will not be factored into estimates.

(a) Cargo SAAM cost is based on flying hours to include positioning (originating station to required APOE), active legs, and de-positioning (APOD to originating station). Use KTCM for positioning/de-positioning C-17 aircraft and KSUU for C-5 aircraft for estimates.

(b) Passenger SAAM cost is based on seat/mile rate, maximum standard payload, statute miles, and additional fees. Actual cost can vary significantly among carriers and aircraft configurations. Use KSTL for positioning/de-positioning of commercial passenger charter aircraft for estimates.

(2) GOPAX. Cost is based on seat/mile rate, maximum standard payload, statute miles, and a 10% TWCF administrative service charge. Actual cost can vary significantly among carriers and aircraft configurations. II MEF G-4 will calculate GOPAX estimates based on historical data.

c. Fund Providers

(1) II MEF G-4 will request and account for funding from the following fund providers.

(a) II MEF. Provides Operations and Maintenance, Marine Corps (O&M, MC) funding for authorized II MEF Training, Exercise and Employment Plan (TEEP) events in support of ground units.

(b) 2D MAW. Provides Operations and Maintenance, Navy (O&M, N) funding for authorized II MEF TEEP events in support of aviation units.

(c) U.S. Fleet Forces Command (USFF). Provides O&M funding for ESTA SAAM requirements in support of contingency deployments. USTC requires ESTA requirements be submitted by SAAM.

(d) MSC/E. Provide O&M funding for MSC/E level events and unit DFT's not funded by II MEF.

(2) II MEF G-4 will coordinate airlift, but accounting will be managed externally for the following.

(a) USFF. Funds contingency deployment and redeployment of Marine Corps air and ground units in accordance with reference (j). Requirements are registered via TPFDD with exception of ESTA SAAM as noted above.

(b) JCS. Funds JCS-directed exercises and exercise budget controls must be identified early in the planning process to manage scope and expectations. Requirements are registered via TPFDD and funded by the Joint Exercise Transportation Program (JTEP).

(c) MARFORPAC. Funds the Unit Deployment Program (UDP). Requirements are registered via SAAM.

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(d) FHP. Funds dual role missions based on primary role of AR and secondary role of airlift. Airlift portion of requirements are registered via SAAM without billing data.

d. Accounting

(1) TWCF. The Transportation Working Capital Fund (TWCF) is a financial management tool used by AMC to fund initial airlift cost. The TWCF is reimbursed after execution using accounting data from fund providers.

(2) Offers. AMC and USTC will present offers to meet SAAM and GOPAX mission requirements to include type aircraft, payload, routing, cost, and timing. II MEF G-4 will select the most cost effective offer that meets the requirement. When no offers meet the requirement, II MEF may elect to rebid the existing requirement, modify the requirement to increase supportability, or accept the offer and adjust the original requirement.

(3) Billing. The Defense Enterprise Accounting and Management System (DEAMS) Component Billing System (DCBS) consolidates various transportation system feeds and analysis of input providing detail level TWCF billing data. SAAM missions are billed by flying hour and will normally post to DCBS two to three months following execution. GOPAX missions are billed by the agreed contract amount plus 10% TWCF administrative fee and will normally post to DCBS one to two months following execution. II MEF G-4 SMO will conduct monthly pre-validation and bill reconciliation to ensure accuracy of charges.

13. Planning Factors.

AIRLIFT PLANNING FACTORS				
463L PALLET	USABLE DIMENSIONS	CUFT	STONS	SQFT
Unit Move	104" x 84" x 96"	485	5	60
Ammunition	104" x 84" x 96"	485	5	60
Baggage	104" x 84" x 76"	384	-	60
BAGGAGE PLANNING FACTORS:				
TYPE:		CUFT:		
Seabag:		6		
Rucksack:		10		
PAX PLANNING WEIGHTS (W/ GEAR AND WEAPON):				
TYPE:		WEIGHT (LBS):		
DOD Organic Aircraft (Combat):		240		
AIRCRAFT PLANNING FACTORS:				
TYPE:	MAX S/T	# 463L	MAX SQFT	# PAX (SIDEWALL)
C-130	12.5	6	522	41
C-17 (Aerial)	45	11	1584	54
(Logistics)	45	18	1584	-
C-5	75	36	3954	73
Pallet Couplers:				
C-130, C-17 and C-5	(2) 2 inch couplers per pallet marriage			
B-747 and KC-10	(2) 1 inch couplers per pallet marriage			

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Chapter 4

Surface Mobility

1. General. The success of military operations often depends on strong, cohesive and timely embarkation with all functions of logistics considered and required support in place. An efficient and effective transportation system for the movement of forces, equipment, and supplies is essential to rapid deployment, redeployment and the support of the force. The transportation system consists of many modes such as sea, ground, and air transportation modes; terminal operations such as sea ports and airfields; as well as movement control. This chapter provides guidance with regards to planning and executing movements via Naval shipping and USTC coordinated surface shipping. Included are deployment/redeployment support policies, activities and organizations that will be used during embarkation and debarkation of forces and equipment. Strategic sealift is defined by Joint Pub 1-02 as "The afloat pre-positioning and ocean movement of military materiel in support of US and multinational forces." (JP 1-02). As with all USTC provided transportation, surface movement requires a source of funding this shall be considered when evaluating these modes and sources to ensure supportability. Often, sealift is a more economical solution within the Defense Transportation System, but requires significant advance planning and execution compared to other modes and sources. Surface movements obviously take a longer amount of time for movement as they are subject to the tyranny of distance moving on shipping crossing an ocean. However, for large movements of cargo that are often required to move surface due to being oversized or overweight, surface movements are essential to generating combat power in theater.

2. Sealift Resources. Sea Lift resources can be classified into three pools: USG-Owned, US Flag Commercial and foreign flag commercial assets. The most common assets used by this command are listed below. For further details refer to JP 4-01 Defense Transportation System.

a. Maritime Preposition Force (MPF). The Maritime Prepositioning Force (MPF) is a strategic power-projection capability that combines the lift capacity, flexibility, and responsiveness of surface ships with the speed of strategic airlift. The maritime prepositioning ships (MPS) of the MPF are strategically forward deployed around the globe, and provide combatant commanders (CCDRs) with persistent forward presence and rapid crisis response by pre-positioning the combat equipment and supplies to support two Marine Expeditionary Brigades (MEBs) for up to 30 days.

b. Naval Amphibious Ships. Amphibious ships are a warfare ship employed to land and support ground forces on enemy territory by an amphibious assault. Ships support amphibious landing craft, with most designs including a well deck. Some amphibious assault ships now have a secondary role as aircraft carriers, supporting V/STOL fixed-wing aircraft. Within II MEF, 2D MEB, 22 MEU, 24 MEU, and 26 MEU maintain constant collaboration and conduct constant amphibious training and operations using amphibious shipping that entail a significant amount of embarkation and debarkation in support of amphibious missions.

c. USTC Coordinated Vessels. USTC will execute the coordination of sealift movements through MSC and SDDC. Once a capability is allocated the requirements must be prioritized. Planners within these organizations will work together to provide optimal transportation solutions that are cost

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efficient, operationally effective, and are within policy and law. The two types are:

(1) Commercial Liner Service. Liner service is commercial vessels with fixed schedules that charge on the piece/measurement ton basis. This is facilitated by SSDC and established to provide normally contracted vessels on scheduled routes around the world. Some of these routes do not accommodate movement of certain types of cargo (such as ammunition or sensitive cargo) and are mostly geared to move vehicles or containerized cargo. In cases where cargo requirements exceed a normally contracted commercial liner capability, SSDC can contract a commercial carrier using a One Time Offer (OTO) which is up to a 30% upcharge, as the requirement is not accommodated through a standard route or requires nonstandard cargo to be transported. Examples would be ammunition other than 1.4S, MAC 50, RTCH or P19.

(2) Military Sealift Command (MSC). MSC ships may be used to augment U.S. Navy amphibious ships for amphibious operations or administrative sea lift of deploying units. Five programs comprise Military Sealift Command: Combat Logistics Force, Special Mission, Prepositioning, Service Support, and Sealift. The Sealift program provides the bulk of the MSC's supply-carrying operation and operates tankers for fuel transport and dry-cargo ships that transport equipment, vehicles, helicopters, ammunition, and supplies. The Combat Logistics Force's role is to directly replenish ships that are underway at sea, enabling them to deploy for long periods of time without having to come to port. The Special Mission program operates vessels for unique military and federal government tasks, such as submarine support and missile flight data collection and tracking. The Prepositioning program sustains the US military's forward presence strategy by deploying supply ships in key areas prior to actual need. All surface requirements are staffed through USTC to SSDC to determine feasibility of support. If SSDC cannot support the movement requirement through commercial liner support or OTO contracting, then USTC provides the requirement to MSC. MSC contracts vessels or activates a vessel from the Ready Reserve Fleet based on the requirement. Contracting vessels returns a wide variety of costs, as not all vessels are billed on a per diem/fuel used rate, rather fair market value. In accordance with the Jones Act, U.S. flag ships are always selected over foreign flags that can make this ship costly. MSC controls schedule based on customer need. In most cases the entire ship is contracted and MSC has Operational Command (OPCON).

d. Spearhead Class Expeditionary Fast Transport (EPF). Formerly named the Joint High Speed Vessel (JHSV), is a shallow draft, all aluminum, commercial-based catamaran capable of intra theater personnel and cargo lift, providing combatant commanders high-speed sealift mobility with inherent cargo handling capability and agility to achieve positional advantage over operational distances. Bridging the gap between low-speed sealift and high-speed airlift, EPFs transport personnel, equipment and supplies over operational distances with access to littoral offload points.

e. Connectors. Alternative platforms for potential exploration and experimentation include but are not limited to:

(1) Expeditionary Transfer Dock (ESD) which is an enhanced afloat staging base.

(2) Littoral Combat Ship (LCS)

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- (3) Landing Cushion Air Craft (LCAC)
- (4) Landing Craft Unit (LCU)
- (5) Landing Craft Unit 2000 (LCU 2000)

3. Surface Movement Roles and Responsibilities

a. Naval Shipping. II MEF typically provides MAGTFs such as the MEB and the MEU to plan and execute movement aboard amphibious shipping. The II MEF G-4 SMO is a resource to these MAGTFs to provide technical expertise regarding amphibious embarkation/debarkation and assists in advocating issues to MARFORCOM and HQMC. Additionally, the II MEF G-4 SMO ensures that external transportation support that exceeds the capability of these MAGTFs is provided to support movements required for pre-deployment training, deployment, and redeployment of the MAGTFs. The support relationships between the MAGTFs and the G-4 SMO is as follows:

(1) II MEF G-4 SMO will:

(a) Participate in SLAP inspections to evaluate the Embarkation readiness of MEUs as members within the inspection team.

(b) Assist the MEB/MEU embarkation officer in load planning ships by offering advice, supporting technical documentation (Ship's Loading Characteristics Pamphlets, Troop Regulations, etc.).

(c) Assist in coordinating the obtainment of Landing Force Reserve Material Supplements from the Amphibious Ready Group.

(d) Coordinate Port Handling services with the Amphibious Ready Group and applicable ports.

(e) Advocate for ship habitability issues to be addressed.

(f) Advocate for addressing ship alterations that impact the MAGTFs ability to occupy green spaces.

(g) Assist with coordinating terminal operations support that is in excess of the MAGTFs ability to support organically.

(h) Validate movement plans to ensure ground transportation requirements are supported.

(i) Upon request assist MAGTF with movement control and inspections.

(2) MAGTF (MEB/MEU) S/G-4 Mobility

(a) Prepare for SLAP inspections and manage MAGTF readiness for embarkation per appendix E.

(b) Consult with II MEF G-4 SMO on load planning, embarkation and debarkation planning as required.

(c) Request terminal operations support, port handling and ground transportation requirements. Use appendix S to identify port requirements.

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(d) Provide II MEF G-4 Ship Habitability Reports identifying green space issues that require resolution to support landing force requirements.

(e) Provide movement reporting in support of CONUS based embarkation/debarkation to provide in-transit visibility.

b. Maritime Prepositioning Force Operations. II MEF will employ Maritime Prepositioning Force Operations and regularly train to prepare execution of this transportation intense operation. Employment of Maritime Prepositioning requires the strategic deployment of personnel and equipment to marry up with prepositioning assets. Therefore, there is intensive coordination and orchestration for movement of early deployers, to include personnel required to merge with the Maritime Preposition Ships Squadron (MPSRON), and all personnel and equipment from home station to theater of operation. During MPF marshaling operations, movement coordination will be required for early deployers that include the Survey Liaison Reconnaissance Party, Offload Preparation Party, Advance Party, and other MPF enabler organizations. The movement of all personnel and equipment from home station to theater of operation will be coordinated through the II MEF G-4 SMO. To prioritize and organize the flow of MPF equipment to the Arrival and Assembly Operational Elements (AAOE), an MDDOC (Fwd) cell will be established within the Arrival and Assembly Operations Group (AAOG) to provide operational control (OPCON) of the Terminal Operations Organizations (TOO) and subordinate Movement Control Centers (MCC) within the MAGTF.

(1) II MEF G-4 SMO will:

(a) Coordinate and supervise the MAGTF deployment and distribution process for the MAGTF to marry up with prepositioning assets in accordance with the MAGTF commander's priorities.

(b) Coordinate strategic and operational-level deployment and distribution support with higher and adjacent agencies in support of the MAGTF.

(c) Deconflict competing deployment and distribution requirements based on the MAGTF Commander's priorities.

(d) Coordinate and maintain asset visibility requirements and implementation throughout the arrival and assembly pipeline.

(e) Assist in the development of the Surface Tasking Order/GTO to direct and coordinate organic, commercial, and host nation surface movements.

(f) Establish surface movement priorities and movement control procedures per the MAGTF Commander's intent.

(g) Participate in Movement Control Boards to report on surface movement status, issues and concerns.

(h) As required, coordinate movement plans with the MAGTF Materiel Readiness Officer to determine MPF sourcing requirements and needs to support transportation feasibility estimates.

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(i) Coordinate and monitor the use of inter-theater and intra-theater surface connectors required to support MPF offloading/backloading.

(j) Manage all deployment and distribution related AIT/AIS within the MAGTF.

(k) Serve as ITV coordinator for the MAGTF.

(l) Determine requirements and request Technical Assistance Advisory Team (TAAT) support from Blount Island Command as required.

(2) MSC/E Mobility Responsibilities

(a) Determine surface transportation requirements for Fly-In Echelon, Assault Follow Echelon, and Arrival and Assembly support organizations as required.

(b) Assist with certification of movement requirements in the Time Phased Force Deployment Data (TPFDD).

(c) Provide terminal operations support as required/directed.

(d) Determine support requirements to conduct movement execution (i.e. driver pools) that are required to support arrival and assembly execution.

(e) Provide movement reporting in support of movement execution to support in-transit visibility.

c. Commercial Liner Services. II MEF will unitize commercial liner services periodically to support the movement of cargo in support of COCOM requirements. As such, commercial liner services will be identified in a TPFDD from which coordination with SDDC can be initiated. Since commercial liner support requires funding, it is important to identify cost and the agency responsible for paying for the transportation.

(1) II MEF G-4 SMO Responsibilities

(a) Validate TPFDD requirements for commercial liner.

(b) Determine the appropriate commercial liner service (i.e. Port to Port, Door to Door, or the appropriate mix) based on the cargo characteristics and movement details. Refer to appendix T for definitions of the services.

(c) Prepare ETRR and obtain required funding data to request commercial liner support. Refer to appendix U for preparation instructions.

(d) Coordinate with SDDC Booker to ensure ETRR is received and booked to a commercial carrier.

(e) Retrieve from SDDC Booker the Export Traffic Release (ETR) and communicate to the MSC/E the appropriate movement timeline for execution.

(f) Coordinate with SDDC's 841st Transportation Battalion to receive and process cargo at the port within the II MEF area of operation or

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with the appropriate SDDC Transportation Battalion if movement occurs outside of the II MEF area of operation.

(g) Obtain from MSC/Es Transportation Control Movement Documentation (TCMDs), Multi-Modal Hazardous Material Declarations, and Signature Service documentation to verify proper completion and submission to 841st Transportation Battalion.

(h) Transmit Advanced TCMDs to GATES prior to cargo being sent to the port or retrieved from duty station.

(i) Coordinate cargo inspection and reception from the carrier

(j) Track and report movement of cargo from point of origin through destination.

(2) MSC/E Mobility Responsibilities

(a) Determine commercial liner requirements and coordinate with II MEF G-4 SMO for support.

(b) Assist with certification of movement requirements in the Time Phased Force Deployment Data (TPFDD).

(c) Prepare cargo details in the unit move AIS with appropriate data elements required to describe the movement requirement for commercial liner movement.

(d) Provide TCMDs and other required movement documentation to II MEF G-4 SMO to support requesting and executing commercial liner movement.

(e) Determine with II MEF G-4 if ground transportation coordination is required. Submit appropriate Transportation Movement Requests as required.

(f) Inspect commercial liner cargo and movement documentation prior to cargo pickup or delivery.

(g) Provide personnel as required to ensure cargo pickup/delivery is successful with 841st Transportation Battalion.

(h) Provide movement reporting in support of movement execution to support in-transit visibility.

d. MSC Contracted Shipping. Movement requirements for MSC contracted shipping will be identified in the TPFDD. This transportation requires funding support and will require II MEF G-4 SMO to determine funding solutions. Moreover, close coordination between II MEF G-4 SMO and Headquarter MSC, PM5 are required to ensure detailed statements of work are completed to enable proper carriers to be contracted.

(1) II MEF G-4 SMO Responsibilities

(a) Validate TPFDD requirements for blackbottom lift.

(b) Determine the appropriate cargo requirements that are beyond SDDC's capability to support the requirement with commercial liner movement.

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(c) Coordinate with USMC to ensure action is taken to staff through SDDC and determine MSC support.

(d) Coordinate with MSC to ensure specific movement requirements and non-standard cargo requirements are captured in the Statement of Work and that appropriate funds are available to support the contracted carrier.

(e) Determine if the carrier is able to support cargo riders (supercargoes) and equally distribute quotas to the MSC/Es based on what is supportable.

(f) Retrieve from MSC the Fixture Notice and Blue Sheet containing the ship award and schedule to communicate to the MSC/Es the appropriate movement timeline for execution.

(g) Coordinate with SDDC's 841st Transportation Battalion to receive and process cargo at the port.

(h) Obtain from MSC/Es Transportation Control Movement Documentation (TCMDs), Multi-Modal Hazardous Material Declarations, and Signature Service documentation to verify proper completion and submission to 841st Transportation Battalion.

(i) Transmit Advanced TCMDs to GATES prior to cargo being sent to the port or retrieved from duty station.

(j) Coordinate cargo inspection and reception from the carrier

(k) Track and report movement of cargo to from point of origin through destination.

(2) MSC/E Mobility Responsibilities

(a) Determine blackbottom requirements and coordinate with II MEF G-4 SMO for support.

(b) Assist with certification of movement requirements in the Time Phased Force Deployment Data (TPFDD).

(c) Prepare cargo details in the unit move AIS with appropriate data elements required to describe the movement requirement for commercial liner movement.

(d) Provide TCMDs and other required movement documentation to II MEF G-4 SMO to support requesting and executing commercial liner movement.

(e) Coordinate with II MEF G-4 MMCC the required ground transportation by submitting appropriate Transportation Movement Requests.

(f) Inspect cargo and movement documentation prior to cargo pickup or delivery.

(g) Provide personnel as required to ensure cargo pickup/delivery is successful with 841st Transportation Battalion.

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(h) Provide personnel manifests and orders for supercargoes, if applicable, to the carrier.

(i) Provide movement reporting in support of movement execution to support in-transit visibility.

e. Spearhead Class Expeditionary Fast Transport (EPF). Movement requirements for the EPF will be identified in the TPFDD. II MEF G-4 SMO will coordinate transportation support with MSC and determine if there are additional funding requirements. Responsibilities and support arrangements are the same as described above for blackbottom transportation.

4. Reports Required

a. General. There are several reports required from units upon embarkation. The II MEF requirements supersedes and is outside the unit SOPs. These reports are responsive to requirements of higher headquarters, Commanding General Critical Information Requirements (CCIR), and other reporting requirements to satisfy higher and adjacent visibility and situational awareness. Appendix V outlines amphibious MAGTF report requirements.

b. Personnel, Vehicle, Cargo and Time (PVCT) Report. A PVCT report is provided to show status of loading or unloading, specifically sealift. This report will be provided to II MEF G-4/Strategic Mobility Branch Movement Control Center from the TOO every hour upon commencement of loading/unloading until completion.

c. Embarked Personnel/Material Report (EPMR). The EPMR is a report that provides higher headquarters with a concise manifest of embarked personnel, equipment and cargo and ultimately identifies the remaining capacity of the respective vessel. The EPMR is produced and submitted by the Commanding Officer of the amphibious ship however, the embarked units will provide significant input to this report.

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Chapter 5

Overland Transportation Planning

1. General. The II MEF Strategic Mobility Office works in concert with the MMCC, the Distribution Officer, and the Installation Distribution Management Office to ensure appropriate lift is available for deploying and redeploying forces of II MEF. This chapter will provide general guidance and intent to aid Major Subordinate Commands in the development of local SOPs in the performance of their duties. This is not a replacement of the II MEF MMCC SOP P4640.1, or the II MEF Distribution SOP P4470.1 that contain more detailed processes and procedures associated with ground transportation support.

2. Responsibilities. The commander is responsible for overland transportation which is cost effective and supports the overall movement plan; however, the Strategic Mobility / Unit Embarkation Officer is responsible for ensuring Strategic Lift is not delayed due to overland transportation from the marshalling area to the Port of Embarkation / Debarkation (POE/POD).

a. Ensure overland transportation assets are sufficient to support the deployment and redeployment of forces.

b. Review mobilization plan for exercises and operations and analyze lift requirements as it pertains to overland transportation feasibility/strategic mobility.

c. Establish and maintain liaison as required to coordinate with higher, and subordinate commands.

3. Transportation Planning. Transportation is a sub-function of logistics. Transportation is the moving and transferring of personnel, equipment and supplies to support the concept of operations, including the associated planning, requesting and monitoring. Without proper planning and execution, transportation capabilities are compromised.

4. Overland Transportation.

a. Overland Transportation planning involves the determination of a unit's throughput requirements and how personnel and unit equipment will move through the transportation pipeline. The transportation planning process is the same regardless of movement during training, exercises, humanitarian, peacekeeping, operations, or wartime operations. The MAGTF, or unit commander determines and provides unit lift requirements and establishes movement priorities based on the concept of operations. Once unit movement requirements have been determined, the logistician sequences the movement and the onload of unit personnel and equipment. The key to successful movement is applying time-distance factors, deconflicting and balancing unit movement requirements against available assets. For additional information refer to reference (e), Cargo movement, or the II MEF MMCC SOP.

b. Overland movement involves the movement of unit personnel and equipment from their POE/POD to final destination. En route stop or Intermediate Location (ILO) is where equipment and personnel will be loaded onboard aircraft or ships for movement to their final location. The movement

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of equipment or personnel for unit deployments is normally contracted out by the installation Distribution Management Office. The commercial transportation that is normally contracted out by a Distribution Management Office is bus, truck, or railcar. Unit embarkation officers will coordinate their requirements with the MAGTF Commander or the designated representative coordinating the movement. Utilization of commercial transportation assets to support day-to-day operations as well as during real-world operations allows logisticians flexibility when planning unit moves. The different types of modes of commercial transportation are discussed below. See II MEF MMCC SOP P4640.1 for additional information.

(1) Commercial Bus. The installation Distribution Management Officer solicits bids from local carriers. Factors that influence carrier selection are the company's asset availability; the condition of equipment with emphasis on safety; timely and responsible service; and conduct and performance of operating personnel.

(2) Commercial Trucking. There are various types of commercial freight assets that are available to transport all types of USMC equipment. Understanding the characteristics of unit equipment and the available commercial lift to move that equipment is invaluable. The common type of trailer (flatbed) that carries unit quadruple containers (QUADCON) or pallet containers (PALCON) could not be used to move an Amphibious Assault Vehicle (AAV). The different types of trailers available and their cost vary by the type of cargo, equipment, or weight of the item or items to be transported. Units should identify heavy lift requirements as early as possible to facilitate planning and movement of unit equipment overland. The installation Distribution Management Officer is responsible for contracting and coordinating commercial lift with local vendors.

(3) Commercial Rail. Rail movement can be used for vehicles, supplies, and equipment in support of units deploying to most major offsite training venues to include Marine Corps Air Ground Combat Center 29 Palms, California for Integrated Training Exercises, MEU pre-deployment training sites, and various seaports of embarkation and debarkation. Rail cars are also used for the movement of heavy lift items such as M1A1 tanks. The installation Distribution Management Officer coordinates, contracts, and assists units when conducting rail operations. Cost and time must be considered when requesting rail.

5. Transportation Capacity Planning Tool (TCPT). The Transportation Capacity Planning Tool (TCPT) will be used for all CONUS transportation requests to include TOT and TOP. TCPT is a web-based application that provides transportation planning, management and execution capabilities. A TCPT User's Manual can be found on the TCPT website.

a. Accounts. All motor transport and embark personnel will maintain TCPT accounts to ensure request redundancy. In addition, all personnel involved in transportation planning, management and execution will maintain TCPT accounts i.e. comptrollers etc. To register for an account, access the TCPT website at <https://www.tcpt1.usmc.mil/tcpt/welcome.action> and follow the onscreen instructions.

b. Unit Hierarchy. Each Major Subordinate Command/Element will conform to the following request hierarchy.

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(1) MSEs will submit all TCPT requests to the Major Subordinate Commands Unit Movement Control Center (UMCC).

(2) When commercial or external (to the requesting unit) transportation assets are required, the Major Subordinate Commands UMCC will submit TCPT requests to the MMCC for sourcing requirements. When commercial assets are required, funding data is required and therefore the Major Subordinate Command's comptroller must be involved in the routing process prior to TMR submission to MMCC; see MMCC SOP for specifics.

c. Submissions. All TCPT requests will be submitted IAW guidelines set forth by the II MEF MMCC SOP. The Major Subordinate Command's UMCC will assign all requests to the appropriate supporting unit. If a transportation requirement cannot be supported organically with Major Subordinate Command's assets, UMCC will forward the request to the MMCC for external sourcing. Transportation requests will be submitted to MMCC IAW II MEF SOP.

6. Organic Assets. Organic assets will be used exclusively until such a point that it impedes mission success. All military vehicles will be mobile loaded maximizing bed/cargo space prior to using commercial assets unless other circumstances exist.

7. Commercial Assets. As needed, commercial assets will be provided to supplement unit movements from staging and marshaling areas to ports of embarkation and debarkation. In some circumstances the strategic leg of the deployment will also include commercial lift (e.g. commercial airlift).

8. Unit Movement Control Center (UMCC). Major Subordinate Commands are required to have a standing UMCC to support the movement and tracking of all overland transportation movements. Major Subordinate Commands will ensure UMCCs are appropriately sized and scaled to meet staging, movement and logistical support requirements of deploying elements and to execute the deployment/re-deployment movement schedule.

a. UMCCs will be manned by personnel with inherent knowledge of the movement plan and report the following information to Major Subordinate Command UMCC/MMCC:

(1) Status of unit cargo and vehicle preparation (i.e. number of pallets/vehicles staged and percentage complete).

(2) Convoy departure times and composition for vehicle movement to marshalling areas to include movement serials and number of vehicles per serial.

(3) Bus arrival and departure times for PAX movements to include number of PAX per bus and names of bus team commanders.

(4) Shortfalls that require additional vehicle or MHE support.

b. Run Roster. The MMCC publishes a run roster daily. It is the responsibility of each Major Subordinate Command to check the run roster daily for accuracy. If a movement is not listed on the MMCC Run Roster it is imperative that the requesting unit take corrective actions. Failure to do so will result in either no movement or a cancellation.

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9. Planning Factors. The following planning factors are included to assist in mobility estimating and transportation planning. Note this list is not all inclusive.

CARGO PLANNING FACTORS								
TAMCN	DESCRIPTION	WEIGHT CAPACITY (LBS)		CARGO LOADING DECK SPACE PLANNING FIGURES				
		HIGHWAY	XCOUNTRY	SQFT	CUFT	LEN	WID	HT
D0080	M353 TRLR	8,000	7,000	37	-	109	49	-
D0003/ D0004	MK23/MK25 MTRV	24,000	12,000	102	821	168	88	96
D0005/ D0006	MK27/MK28 MTRV	24,400	12,000	158	1269	240	88	96
D0850	M101A2 TRLR	1,500	1,500	34	194	76	65	68
D0860	M105A2 TRLR	3,000	3,000	56	320	110	74	68
D0235	M870 TRLR	80,000	80,000					
D0876	MK14 LVS TRLR	45,000	25,000	159	1274	239	96	96
D0879	MK17 LVS TRLR	39,000	20,000	120	960	192	90	96
D0881	MK18 LVS TRLR	40,000	25,000	158	1269	238	96	96
D0862	MK593 TRLR	11,500	11,500	92	605	135	98	79
-	48 FT FLATBED	42,000	-	384	3072	576	96	96
	EXAMPLE LOAD		3 HMMWV EQUIVALANTS; 8 QUADCONS					
-	48 FT ENCLOSED	42,000	-	384	3072	576	96	96
-	LOWBOY	100,000	-	425	-	600	102	48- 56
	EXAMPLE LOAD		1 MTRV; 1 TRAM					
-	HETS M1000 TRLR	140,000	-	333	-	403	119	65
	EXAMPLE LOAD		1 M1A1 TANK					

PERSONNEL PLANNING FACTORS		
ASSET REQUESTED	NUMBER OF PAX	AUTHORIZED BAGGAGE
COMMERCIAL BUS	45	ONE CARRY ON 24 X 15 X 9 ONE ITEM UNDER BUS STOWAGE (SEABAG)
	35	TWO ITEMS FOR UNDER BUS STOWAGE
40' COMMERCIAL TRAILER	-	480 SEABAGS
GOVERNMENT BUS	44	ON CARRY ON
MK23/MK25 MTRV ARMADILLO	14	LIMIT (1) M105 TRLR
MK23/MK25 MTRV	16	LIMIT (1) M105 TRLR
MK27/MK28 MTRV	24	LIMIT (1) M105 TRLR
20' ISO CONTAINER	-	226 SEABAGS

Asset	Max Capacity (lbs.)	Length (in)	Width (in)	Notes
DODX Government Owned Railcars				
DODX 40000 Series	300,000	816	126	Primary use heavy tracked

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				vehicles (M1A1, AAVs, etc.)
DODX 41000 Series	200,000	816	126	Primary use medium tracked vehicles (M109, M2, etc.)
DODX 42000	200,000	1068	108	Primary use light to medium tracked, and all wheeled vehicles
DODX 48000	200,000	1068	108	Configured w/ 4 pockets intended to carry 20' equivalent containers (TEU) ONLY. Sensitive items only authorized in 20' containers.
Commercially Owned Railcars				
ITTX	200,000	1068	108	Most versatile and commonly utilized
TTDX	200,000	1068	108	-
STTX	200,000	1068	108	Only commercial car used for military vehicles AND containers
HTTX/ OTTX	-	728	126	Typically for engineer equipment w/metal tracks (D-7. M-9 ACE)
Container on Flat Car (COFC)	Large variety utilized by commercial industry that range from 2-4 pockets per car (2-4 containers). Sensitive or non-sensitive shipments in 20' containers authorized on any COFC. Sensitive shipments in QUADCONS or TRICONS must utilize the well-deck railcars.			

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Chapter 6

Deployment Support

1. General. The success of military operations often depends on sound and timely deployment and logistical support. An efficient and effective transportation system for the movement of troops, equipment, and supplies is essential to rapid deployment and support to forces. Transportation systems consist of sea, ground, and air transportation modes; terminal operations such as ports and airfields; and movement control. This chapter provides the current deployment support policy, activity and organizations that will be used to support deploying II MEF forces.

2. Movement Control. Movement control is the most critical part of a transportation system. Inadequate control of moving forces results in waste, reduced efficiency and loss of combat power. Movement control is the planning, routing, scheduling, and control of personnel and cargo movements via lines of communication (LOC). It includes validating movement requirements, allocating resources, coordinating movements, and force tracking of personnel and cargo during movement. Movement control balances requirements against capabilities and assigns resources based on the commander's priorities.

3. Movement Control Agencies. To plan and execute a deployment, several movement control and coordination agencies are established. The specific tasks performed and the interrelationship between these agencies will vary somewhat depending on the type force, movement means and scope of each deployment.

a. MAGTF Deployment and Distribution Operations Center (MDDOC). II MEF does not have a standing MDDOC, but on order will establish a forward deployed MDDOC to accomplish functions per reference (a). The MDDOC will conduct integrated planning, provide guidance, coordinate, and monitor transportation and inventory resources as they relate to the management of the MAGTF's deployment and distribution activities. The MDDOC coordinates transportation requirements, priorities, and allocation with the USTC and its components: MSC, AMC and SDDC. The II MEF MDDOC directs all deployment support activities ISO II MEF Major Subordinate Command/Elements and other subordinate units and attachments under their operational control. It also coordinates with supporting organizations to accomplish deploying MAGTF commander's priority tasks. The MDDOC includes both operations and logistics representatives (G-3/G-4). The structure of the MDDOC is determined by the size and complexity of the deploying MAGTF. The II MEF G-4 currently is structured with a Strategic Mobility Branch which consists of Strategic Mobility, Distribution and MMCC.

b. MAGTF Movement Control Center (MMCC)

(1) Per reference (a), the MMCC is the II MEF commander's movement control agency. The MMCC reports directly to the Strategic Mobility Branch in CONUS and the MDDOC while deployed. The MMCC may be augmented by base, station, host nation, or other organizations. The MMCC controls and coordinates all equipment augmentation, USMC-owned and commercial transportation, movement scheduling, Material Handling Equipment (MHE), and other support for movements from origin to Ports of Embarkation/Debarcation (POE/POD) in accordance with the MAGTF embarkation schedule.

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(2) Refer to MMCC SOP for transportation requests and MMCC responsibilities.

c. Unit Movement Control Center (UMCC)

(1) UMCCs are standing organizations at the Major Subordinate Command/Element level. Subordinate units to the Major Subordinate Command will establish a UMCC as required or directed from their higher headquarters. It can consist of a single individual who coordinates the movement of the unit/detachments. The UMCC directs marshaling, coordinates organic assets, identifies additional support requirements, and coordinates the movement of forces to/from the POE/POD as directed by the MMCC.

(2) The UMCC is responsible for ground transportation. TOP/TOT and convoy movements are requested, coordinated, and monitored by the UMCC, and approved through the MMCC.

(3) The UMCC is responsible for unit readiness, embark preparation, weights and dimensions, numbers of PAX, timing of ground transportation (as dictated by the strategic movement schedules), and ultimately the strategic mobility leg of the movement. All things associated with embarkation are monitored and controlled by the Embark function of the UMCC.

(4) The UMCC may post a Liaison Element with each MSE UMCC during unit movements, based on the scale of the movement.

(5) Unit UMCCs should be activated in support of contingency operations, PTP exercises, and as directed by the MMCC or Major Subordinate Command/Element UMCC. UMCCs will be manned and ready prior to the first movement and will not stand-down until authorized to do so by the MMCC or Major Subordinate Command UMCC. Stand-down will generally be authorized once all movements are complete and all cargo/personnel are accounted for. Deploying UMCCs are, at minimum, responsible for the following functions:

- (a) Capable of manning and performing duties in the UMA as well as POEs.
- (b) Provide embarkation guidance to respective MSEs.
- (c) Control assigned MHE.
- (d) Ensure vehicles, equipment and supplies are prepared for embarkation and conduct embark inspections prior to marshaling and movement.
- (e) Certify hazardous material prior to turnover.
- (f) Coordinate and supervise the building of mobile and palletized loads at the UMA.

(6) Unit UMCCs will be prepared to provide the following reports to higher as directed:

- (a) UMCC Manned and ready/stand-down.
- (b) Arrival/Departure of transportation at loading and unloading sites; UMA and POE.

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(c) Any change or deviation from the movement plan.

4. Temporary Movement Control Entities. Temporary movement control entities are established throughout the deployment and redeployment process IOT support force flow actions. The following are examples of these entities:

a. Air Liaison Element (ALE). ALEs are established at the APOE under the operational control of the II MEF G-4 SMO Air Mobility Section or MDDOC when deployed. They are the liaison between moving units and the Arrival and Departure Control Group (A/DACG) or similar unit that facilitates aircraft loading/unloading operations.

(1) The MEF Air Mobility Section will assign an ALE under operational control of II MEF G-4 SMO to act as a liaison between units and the A/DACG, and/or Air Force operations personnel.

(2) When moving via air, ALEs will ensure that a representative reports to the A/DACG. The unit representative will be the primary point of contact at airfield for all cargo, equipment and personnel movement. ALE responsibilities are identified in the Air Mobility chapter of this SOP.

b. Sea Port Liaison Element (SLE). SLEs are established at the SPOE under the operational control of the II MEF Surface Mobility Section or MDDOC when deployed. They provide liaison between the moving units and the SDDC or like entity responsible for sealift loading/unloading operations.

(1) The II MEF Surface Mobility Officer will assign an SLE under the operational control of the II MEF Strategic Mobility Branch or MDDOC when deployed. They provide liaison between units and/or SDDC personnel.

(2) Refer to the Surface Mobility chapter of this SOP for more information.

c. Landing Force Support Party (LFSP). Reference (f) describes the LFSP mission to provide initial landing support and combat service support (CSS) to the landing force during the amphibious operation. It is a temporary CSS organization that reports directly to the MAGTF command element until such time that the MAGTF's full Combat Service Support Element is ashore and capable of assuming responsibility for full logistical support of the MAGTF. Although the reference references that LFSP employment is typically a Transportation Support Battalion responsibility, within II MEF, the Marine Logistics Group may assign this mission to the Combat Logistics Regiment (CLR) based on the scope and scale of the operation. Furthermore, within II MEF and on order, the LFSP role may be expanded beyond amphibious operations to include the management of multiple Terminal Operations Organizations (TOOs) to include simultaneous Port Operations Groups, Beach Operations Groups (to support multiple colored beaches), and Arrival/Departure Airfield Control Groups (to support multiple airfields). The II MEF commander expects the MLG commander to decide when LFSP organizations are appropriate to provide command and control over terminal operations and provide initial CSS required to force close the MAGTF. When the LFSP is employed, it will be expected to position itself in the force flow/landing plan in a position to provide C2 over TOOs and report status of movement directly to the Command Element MDDOC/DDOC/TACLOG until the LCE commander is present and prepared to provide logistical support to the MAGTF. At such time, the LFSP role is fulfilled and the organization transitions back to a traditional TSB/CLR with operational control returned to the LCE.

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c. Port Operations Group (POG). POGs are established under the operational control of the LFSP and deploying MAGTF Command Element (CE) at the SPOE/D to coordinate embarkation and throughput activities within the seaport.

d. Beach Operations Group (BOG). BOGs are established under the operational control of the LFSP and deploying MAGTF CE at designated locations to coordinate activities at beach landing zones.

e. Railhead Operations Group (RHOG). RHOGs are established under the operational control of the LFSP, MMCC and Installation Distribution Office at railheads to coordinate and conduct loading/unloading and throughput operations.

f. Arrival/Departure Airfield Control Group (A/DACG). A/DACGs are established under the operational control of the II MEF Air Mobility Section or MDDOC when deployed to control and coordinate the throughput at the airfield and loading/unloading operations of aircraft. The deployed MAGTF will assign an A/DACG in countries with an established airfield.

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Chapter 7

Force Deployment Planning and Execution

1. General. The purpose of this chapter is to provide background and general guidance as it relates to the strategic mobility/embarkation personnel's role in the Force Deployment Planning and Execution (FDP&E) process. FDP&E procedures described in this chapter explain the Joint Operation Planning and Execution System (JOPES) process inclusive of redeployment. This process must be followed to effectively and efficiently deploy forces. Review reference (g) for more information.

2. Organization. FDP&E encompasses the entirety of force development and projection, to include situational awareness, course of action development, and reconstitution of the force at home station. The success of the FDP&E process requires the coordination, action, and support of many separate staff agencies. Although the G-3/5 (Future Operations/Plans) staff office has the lead on the FDP&E processes, support is required from other staff offices such as the G-1 (Personnel) and G-4 (Logistics). In addition, a Deployment Operations Team (DOT) is established to coordinate the planning and execution of a deployment and redeployment. The DOT consist of SMEs from II MEF directorates (G-1, G-3, and G-4), Major Subordinate Command G-3 and G-4, and subordinate units are required. Additionally, a representative from MARFORCOM G-3 participates.

3. Force Deployment Planning and Execution (FDP&E)

a. Force Deployment Planning is the planning aspect of Marine Corps FDP&E focuses on developing a concept of operations, identifying and sourcing forces necessary to accomplish assigned tasks, and developing a deployment plan that ensures arrival of combat power and capabilities that support the operational plan.

b. Force Deployment Execution is an aspect of Marine Corps FDP&E and focuses on the mechanics of deploying and redeploying Marines, equipment, and supplies from/to bases and stations to/from the theater of operations, and onward to/from TAA. This includes deploying force interaction with deployment support organizations during the scheduling, marshalling, and movement of forces to ports of embarkation.

c. Transportation Providers. Other than deploying on U.S. Navy amphibious ships, USMC forces also rely on U.S. Transportation Command and its components - AMC; MSC; and SDDC-to provide intermodal transportation across the spectrum of military operations.

(1) AMC provides strategic airlift services for deploying, sustaining, and redeploying U.S. forces wherever and whenever they are needed. In addition, AMC contracts with commercial air carriers through the Civil Reserve Air Fleet (CRAF) and other programs for movement of DOD passengers and cargo.

(2) MSC provides sealift transportation services to deploy, sustain, and redeploy U.S. forces all over the world. MSC provides sealift with a fleet of government-owned and chartered U.S.-flagged ships that principally move unit equipment to and from theaters of operation.

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(3) The SDDC provides ocean terminal, commercial ocean liner service, and distribution management services to deploy, sustain, and redeploy U.S. forces on a global basis. SDDC is responsible for surface transportation and is the interface between DOD shippers and the commercial transportation carrier industry. SDDC also provides transportation for troops and material to ports of embarkation/debarkation in the U.S. and overseas.

4. Joint Operation Planning and Execution System (JOPES)

a. The Joint Operation Planning and Execution System (JOPES) is a system of joint policies, procedures, and reporting structures, supported by communications and computer systems, that is used by the joint planning and execution community to ensure the effective management of monitoring, planning, and executing mobilization, deployment, employment, sustainment, redeployment, and demobilization activities associated with joint operations.

b. The use of JOPES is directed for Chairman, Joint Chiefs of Staff (CJCS) Combatant Commanders directed exercises and operational deployments, redeployments, and rotations directed by the Global Forces Management Allocation Plan (GFMAP).

c. The use of JOPES may also be directed as a training platform for Non-CJCS events such as Infantry Training Exercises (ITX), Weapons and Tactics Instructor (WTI) deployments, or Unit Deployment Program (UDP) rotations. However, these events must be fully coordinated through USTC and provide the appropriate level of detail to be effective. Refer to II MEFO 3120.5 for more information and direction regarding unit/service training process and procedures.

5. Time-Phased Force Deployment Data Development. Understanding the mechanics of Time-Phased Force and Deployment Data (TPFDD) development and the associated review, validation, certification and refinement processes is critical. Guidance provided in JOPES Volumes I, II, and III and other applicable directives guide TPFDD development.

a. Time-Phased Force and Deployment Data (TPFDD). The TPFDD is the JOPES database portion of an operation plan. It contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operation plan, to include:

- (1) In-place units.
- (2) Units to be deployed to support the operation plan with a priority indicating the desired sequence for their arrival at the port of debarkation.
- (3) Routing of forces to be deployed.
- (4) Movement data associated with deploying forces.
- (5) Estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces.
- (6) Estimate of transportation requirements that must be fulfilled by common-user lift resources, as well as those requirements that can be fulfilled by assigned or attached transportation resources.

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b. Administration. The primary means of record traffic during TPFDD development is conducted by using newsgroups. Newsgroups are similar to message traffic and are considered official correspondence.

c. Validation Process. As TPFDD data is developed and submitted through the validation process, it is imperative that all strategic mobility/embarkation personnel review the data for transportation feasibility and correctness. TPFDD review should, at a minimum, include an analysis of cargo dimensional data and associated weights, cargo size classification, cargo category codes, transportation mode and source codes, ports of embarkation and debarkation, and any Intermediate Location (ILOC) stop codes. The process includes certifications and verifications.

(1) Certification/Certify - The identification by a Force Provider of sourcing actual units, their origins, intermediate location (ILOC), ports of embarkation, and movement characteristics to satisfy the time-phased force requirements of a supported commander operation plan approved by President and Secretary of Defense to include identification of unit movement to ILOC for pre-deployment training.

(2) Verification - The force provider, in collaboration with the supported command's Service component commands, reviews the ULNs selected for submission. ULNs must meet the following criteria for force provider verifications:

(a) Units offered within ULNs conform to the supported command readiness level of deployment.

(b) ULNs are to be available at the origin to begin movement to the planned POE on the planned RLD.

(c) The unit has been alerted for deployment and meets CMC requirements for pre-deployment training plan (PTP).

(d) The unit deployment plan has been coordinated with the lift providers and the supported command's Service Component Command.

(e) Unit deployment list cargo data has been developed to the transportation control number (TCN) level and is available to the lift providers and movement execution functions.

(f) HAZMAT is documented in accordance with reference (e), Part II and III.

(g) ULN unit, passenger, and Level IV cargo data are free of all fatal and correctable errors and accurate for the tailored unit.

(h) Force Verification Dates are populated in the ULN detail window by the supporting component, supporting command, and supported Marine Force (MARFOR) level.

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Chapter 8

In-Transit Visibility (ITV)

1. General. In accordance with the Marine Corps In-Transit Visibility Strategy, the Marine Corps will provide ITV of assets to inform strategic logistics business processes through the DOD Joint Logistics Enterprise per reference (e) by integrating AV and ITV capabilities within the Logistics Information Technology (IT) portfolio. II MEF forces that deploy in support of exercises and operations are important capabilities that often are essential to form and employ as a MAGTF. When these forces are deployed, maintaining visibility is essential to inform rapid regeneration of disaggregated unit to form a MAGTF needed for employment elsewhere. Therefore, tracking unit move cargo and personnel is essential to the II MEF's ability to generate the required force in response to contingency requirements. Moreover, ITV shall serve II MEF movement control organizations and agencies with actionable information that informs decision making regarding the performance of the transportation system to ensure that transportation chokepoints are addressed so that passengers and cargo are at the right place at the right time.

2. II MEF ITV Policy. Per reference (e), ITV is mandated for all cargo moving from CONUS to OCONUS, from OCONUS to CONUS, between OCONUS Combatant Commands (COCOM), or within CONUS in support of NORTHCOM operations and exercises. However, to improve visibility within II MEF and contribute to our ability to rapidly deploy in support of COCOM needs from disaggregated locations, RFID tags will be applied to all level IV cargo that is traveling in excess of 400 miles from II MEF duty stations in support of operations and exercises. Marine Expeditionary Units are exempt until such time that nodal tracking technology is sufficient to provide ITV from amphibious shipping to shore to objective.

3. ITV Assets. In-Transit Visibility is an important component of Asset Visibility (AV) and entails maintaining visibility of cargo and personnel that are moving through the Defense Transportation System. This visibility is normally captured through Automated Identification Technology (AIT) that may include 2D bar coding, Military Shipping Labels, passive Radio Frequency Tags (pRFID), active Radio Frequency Identification Tags (aRFID), Automated Transportation Movement Control Data (ATCMD), cargo manifesting, and passenger manifesting. Fixed interrogators and deployable Pre-deployment Kits (PDK) provide the means in which pRFID and aRFID tags are read and transmitted with locations to ITV systems (see Chapter 2).

a. In accordance with reference (e) active license plate aRFID tags and Military Shipping Labels (MSL) are required for each square-loaded item (e.g. 463L pallet, rolling stock, support equipment).

b. II MEF units will use the unit move AIS to provide content level detail and aRFID data to the National ITV Server to obtain ITV in IGC per reference (e). See Chapter 2 for descriptions of the ITV systems.

c. II MEF units will use the unit move AIS to track the movement of personnel, cargo, and transportation carriers to maintain visibility of II MEF forces conducting deployment and redeployment in support of exercises and operations.

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d. II MEF units will purchase and maintain an appropriate stock of aRFID tags with batteries to support visibility of cargo in transit. Units should reuse these tags to the maximum extent possible.

e. 2D MLG will maintain Pre-Deployment Kits and employ them to provide II MEF nodal tracking capability per exercise/operation orders. Refer to the II MEF Distribution SOP for organizations that assist with ITV per reference (a).

f. Cargo and personnel manifest submissions will occur for air and surface movement per Chapters 3 and 4 respectively.

g. Ground transportation assets will be tracked for ITV using nodal fixed interrogators, movement control agency reporting, and unit move AIS reports.

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APPENDIX A

LIST OF REFERENCES AND TERMS

1. JOINT PUBLICATIONS AND MANUALS

Joint Pub 1-02	Department of Defense Dictionary of Military and Associated Terms
Joint Pub 3-02	Joint Doctrine for Amphibious Operations
Joint Pub 3-02.1	Joint Doctrine for Amphibious Embarkation and Debarkation
Joint Pub 3-35	Deployment and Redeployment Operations
Joint Pub 4-01-3	Joint Tactics, Techniques, and Procedures For Movement
Joint Pub 4-01	Joint Doctrine for the Defense Transportation System
CJCSI 3020.1	Manning, Integrating and Using Joint Deployment Information Systems
CJCSM 3122.01A	Joint Operation Planning and Execution System (JOPEs) Volume I (Planning, Policies, and Procedures)
CJCSM 3122.02C	Joint Operation Planning and Execution System (JOPEs) Volume III (Crisis Action Time-Phased Force and Deployment Data Development and Deployment Execution)
CJCSM 3122.03C	Joint Operation Planning and Execution System (JOPEs) Volume II (Planning Formats and Guidance)
CJCSI 3511.01A	Joint Exercise Transportation Program

2. FIELD MANUALS

FM 55-15	Transportation Reference Data
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3. MARINE CORPS ORDERS

MCO P4030.19_	Preparation of Hazmat for Military Air Shipments
MCO 4470.1	Marine Air Ground Task Force (MAGTF) Deployment and Distribution Policy (MDDP)

4. MARINE CORPS WARFIGHTING PUBLICATIONS

MCWP 3-31.5	Ship to Shore Movement
MCWP 3-40	Logistics Operations
MCWP 5-10	Marine Corps Planning Process

5. MARINE CORPS TECHNICAL PUBLICATIONS

MCTP 3-01B	Helicopterborne Operations
MCTP 3-40B	Tactical-Level Logistics
MCTP 13-10B	Combat Cargo Operations Handbook
MCTP 13-10C	Unit Embarkation Handbook
MCTP 13-10D	Maritime Propositioning Force Operations

6. U.S. MARINE CORPS FORCES COMMAND ORDERS

COMMARFORCOMO 4621.1	Landing Force Spaces, Ship's Loading Characteristics Pamphlet (SLCP), Troop Regulations (Troop Regs) and Amphibious Embarkation Documentation
MARFORLANTO 4680.1	SOP for Container Control
MARFORCOMO P4600.33	SOP for Strategic Mobility

7. II MEF ORDERS

II MEFO P3100.3	SOP for LF6F Deployments
II MEFO P3120.5_	SOP for Force Deployment Planning and Execution (FDP&E)

8. NAVAL MANUALS

NAVSEA OP 4	Ammunition Afloat
NAVSO P-1000	Department of the Navy Financial Management Policy Manual
NAVMC 2753	Certification of Military Equipment for Transport in AMC/CRAF Aircraft
NAVMC 2761	Catalog of Publications
NAVMC 3000.18	Marine Corps Force Deployment Planning and Execution Process Manual

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NAVMC 3500.27

Logistics Training and Readiness
Manual

NAVSEA SW020-AC-SAF-010

Transportation and Storage Data for
Ammunition, Explosives and Related
Hazardous Material

NAVSEA SW020-AG-SAF-010

Navy Transportation Safety Handbook
for Ammunition, Explosives and
Related Hazardous Material

NAVSEA SW020-AJ-WHS-010

Handling and Stowage of Amphibious
Assault Ammunition Aboard Amphibious
Ships9. MISCELLANEOUS PUBLICATIONSAMC Pamphlet 36-101
Volume 2AMC Affiliation Program Equipment
Preparation Course

AMCI 65-602

Transportation Working Capital Fund
(TWCF) Budget Operations, Concepts, and
AccountsAMC Pamphlet 24-2,
Volumes 1-9Civil Reserve Air Fleet Load
Planning GuideCode of Federal Regulations
(CFR) Title 49

Transportation

DOD 4500.9-R

Defense Transportation Regulations

SDDCTEA Pamphlet 700-4

Vessel Characteristics for
Shiploading 700 Series Pamphlets
Manuals and Orders

SDDCTEA PAMPHLETS

700 series (vessels, planning, etc.)

LOG T&R NAVMC 3500.27B

Manuals and Orders (MOS INDIVIDUAL
EVENTS)

IATA

International Air Transport
Association

IMDG

International Maritime Dangerous
GoodsCOMNAVSURFORINST
4621.1 w/ Change 1

Embarkation Documentation

COMNAVSURFPACINST
4080.1DPrepositioning of Landing Force
Operational Reserve Material
(LFORM)/Mission Load Allowance (MLA) and
other Contingency Materiel Aboard
Amphibious Warfare Ships of the Pacific
Fleet

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COMNAVSURFPACINST
7320.1C

Troop Space
Inventory/Inspection/Reimbursement
Procedures

CINCPACFLINST 6250.1

Shipboard Pest Management Manual

OPNAVINST 6210.2

Quarantine Regulations of the Navy

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LIST OF TERMS

<u>ACRONYM</u>	<u>LONG TITLE</u>
A/DACG	Arrival/Departure Airfield Control Group
AAOE	Arrival and Assembly Operations Element
AAOG	Arrival and Assembly Operations Group
ACL	Aircraft Cabin Load
AFOE	Assault Follow-On Echelon
AIS	Automated Information System
AIT	Automatic Identification Technology
ALD	Available to Load Date
ALE	Airlift Liaison Element
AMC	Air Mobility Command
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
ATOC	Air Terminal Operations Center
BALS	Berthing Assignments and Loading Schedule
BOG	Beach Operations Group
CATF	Commander Amphibious Task Force
CLF	Commander Landing Force
COT	Commander Of Troops
CRAF	Civil Reserve Air Fleet
CSC	Convention for Safe Containers
DACG	Departure Airfield Control Group
DTR	Defense Transportation Regulation
EPMR	Embarked Personnel/Material Report
EWTG	Expeditionary Warfare Training Group
GATES	Global Air Transportation Execution System
GDSS	Global Decision Support System
ICODES	Integrated Computerized Deployment System
IGC	Integrated Development Environment/Global Transportation Network
ISO	International Standards Organization
ITV	In-Transit Visibility
JA/ATT	Joint Airborne/ Air Transportability Training
JFRG II	Joint Force Requirement Generator
JI	Joint Inspection
JOPES	Joint Operations Planning and Execution System
LAD	Latest Arrival Date
LCAC	Landing Craft Air Cushion
LCU	Landing Craft Utility
LFORM	Landing Force Operational Reserve Material
LFSP	Landing Force Support Party
LSV	Logistics Support Vessel
LVS	Logistics Vehicle System
MDSS II	MAGTF Deployment Support System II
MEU	Marine Expeditionary Unit
II MEF	Marine Expeditionary Force

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MHE	Material Handling Equipment
MLG	Marine Logistics Group
MMCC	MAGTF Movement Control Center
MPF	Maritime Pre-positioning Force
MPS	Maritime Pre-positioning Ship
MPSRON	Maritime Pre-positioning Ship Squadron
MSC	Military Sealift Command
MTT	Mobile Training Team
NSE	Navy Support Element
NSN	National Stock Number
POG	Port Operations Group
POD	Port of Debarkation
POE	Port of Embarkation
RBE	Remain Behind Equipment
RFID	Radio Frequency Identification Tag
RHOG	Railhead Operations Group
RLD	Ready to Load Date (at Origin)
RO/RO	Roll-On Roll-Off
SAAM	Special Assignment Airlift Mission
SDDG	Shipper's Declaration of Dangerous Goods
SLE	Sealift Liaison Element
SLCP	Ships Loading and Characteristics Pamphlet
SMO	Strategic Mobility officer
SOP	Standard Operating Procedure
SPOE	Sea Port of Embarkation
SSDM	Sea Service Deployment Module
STRATMOBEX	Strategic Mobility Exercise
TAA	Tactical Assembly Area
TAMCN	Table of Authorized Material Control Number
TCN	Transportation Control Number
TEEP	Training, Exercise and Evaluation Plan
TEA	Team Embarkation Assistant
TEO	Team Embarkation Officer
T/E	Table of Equipment
T/O	Table Of Organization
TPFDD	Time Phased Force and Deployment Data
UDL	Unit Deployment List
ULN	Unit Line Number
UIC	Unit Identification Code
UMA	Unit Marshaling Area
UMCC	Unit Movement Control Center
USTC	United States Transportation Command

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APPENDIX B

AERIAL AND SEA PORTS OF EMBARKATION (APOE/SPOE)

A. II MEF commonly uses the following APOEs and SPOEs. In the event that a deployment deviates from these locations, that information will be provided to the moving unit.

1. North Carolina.a. SPOEs.

(1) Onslow Beach, Camp Lejeune, NC.

(a) Pros. Onslow Beach is on Camp Lejeune and does not require commercial TOT for assets. All vehicles can easily convoy to the staging area. Its large size also provides for excellent staging of vehicles and personnel. Multiple ships are also capable of loading simultaneously.

(b) Cons. Must include towing/wrecker support into planning as soil conditions can be challenging for some vehicles. The LCU ramp is far away from the main beach, requiring Marines to walk with gear a considerable distance to load. Oftentimes, Marines must wade through the surf to load/unload the LCUs. Loading and offloading conditions are entirely weather dependent and special considerations of tides and surf conditions dictate operations.

(2) Morehead City State Port, NC.

(a) Pros. The port is in relatively close proximity to Camp Lejeune. Rolling stock can easily convoy and there are minimal TOT requirements. The port has a permanent infrastructure and crane support. Loading operations are easy and fast.

(b) Cons. There is a cost for having the ships berth in the port. Only two ships can load at a time. LHD/LHA class vessels typically will not berth pierside. Even with both ships in port, one a single ship may be positioned to use a stern gate ramp to support roll on/roll off loading and offloading.

(3) Radio Island, NC.

(a) Pros. There is an excellent LCU ramp for loading operations.

(b) Cons. There is only one LCU ramp available.

(4) Port of Wilmington, NC.

(a) Pros. The port allows for the loading and unloading of commercial vessels.

(b) Cons. Considerable distance from Camp Lejeune.

(5) Mile Hammock Bay, NC.

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(a) Pros. Mile Hammock Bay is located on Camp Lejeune, so TOT is significantly reduced or not required. A ramp is available for loading and unloading landing craft. There is also ample space for staging equipment and personnel.

(b) Cons. The ramp's distance from the ships creates a longer than usual transit time (about 1.75 hours). Transit up the Cape Fear River to Mile Hammock Bay is subject to shifting sandbars that make access for the conventional landing craft to transit almost impractical and high risk. LCAC transit is more tenable but typically requires significant coordination and deconfliction with non-military maritime traffic.

(6) Port of Charleston, SC

(a) Pros. The port's facilities span three municipalities - Charleston, North Charleston, and Mount Pleasant - with five public terminals owned and operated by the South Carolina Ports Authority. These facilities handle containers; motor vehicles; and other rolling stock, non-containerized goods and project cargo, as well as Charleston's cruise ship operation. Additional facilities in the port are privately owned and operated, handling bulk commodities like petroleum, coal and steel. Needless to say it is very large. The port facilities have a civilian side and a military side which is operated by the Army. SDDCs 841st Transportation Battalion provides support.

(b) Cons. The port is extremely busy and congested at times. There are stevedores that get paid by the hour and there are longshoremen who get paid by the piece. This can lead to a fast offload/onload or a very long one. Also be aware of the surrounding areas criminal threat and force protection.

b. APOEs.

(1) Primary aerial ports. Strategic airlift for deployment and redeployment of II MEF forces will be planned for one of two primary aerial ports as outlined below. AMC assesses airfield capacity based on numerous factors to include operating hours, manpower, servicing equipment and other infrastructure limitations to determine the maximum (aircraft) on ground (MOG). Parking MOG refers to the number of physical aircraft parking spaces, while the working MOG refers to the number of aircraft that can be serviced (loading, unloading, fueling, etc.) simultaneously.

(a) MCAS Cherry Point, NC (KNKT). KNKT will be used for II MEF forces home-based aboard MCB Camp Lejeune, MCAS Cherry Point and MCAS New River, NC. MCAS Cherry Point Airfield Operations and the II MEF Aerial Port operate 24 hours a day. Usage of KNKT by non-II MEF forces will be coordinated with II MEF G-4 prior to registering airlift requirements with AMC to ensure supportability and identification of potential augmentation requirements. The C-17 MOG is 20 parking, 2 working, and 30 for contingency.

(b) MCAS Beaufort, SC (KNBC). KNBC will be used for II MEF forces home-based aboard MCAS Beaufort, SC. KNBC operating hours are Monday through Friday, however they may be able to support outside normal operating hours with advanced coordination. Alternatives are outlined below. The C-17 MOG is 2 parking and 20 for contingency. The working MOG is situation dependent and supported by the 437 Aerial Port Squadron from Joint Base Charleston, SC.

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(2) Alternate aerial ports. The following alternate aerial ports may be planned for when use of the primary aerial port is not supportable.

(a) Savannah Hilton Head Intl, GA (KSAV). KSAV may be used in lieu of KNBC for commercially chartered passenger aircraft scheduled outside KNBC operating hours.

(b) Joint Base Charleston, SC (KCHS). KCHS may be used in lieu of KNBC for cargo aircraft scheduled outside KNBC operating hours. The C-17 MOG is 37 parking and 37 for contingency. No working MOG is published, however KCHS is home to the 437 Aerial Port Squadron.

(c) Kinston Regional Jetport, NC (KISO). KISO may be used in addition to KNKT for commercially chartered passenger aircraft to meet surge requirements. There are no limitations with runway or aircraft parking, however current ground support equipment is limited to small aircraft such as the B-737 and A-321. Usage will be coordinated with II MEF G-4 prior to registering airlift requirements to ensure supportability and identification of potential augmentation requirements.

(d) Albert J. Ellis, NC (KOAJ). KOAJ is the primary public-use airport for Jacksonville, NC offering commercial passenger service to Atlanta, GA and Charlotte, NC. It is ideal for individual and small group travel, but should not be planned for commercial charter service due to operational tempo, parking and lack of on-site ITV reporting capability.

(e) MCAS New River, NC (KNCA). KNCA will not be planned for strategic airlift of II MEF forces due to limited runway length, and lack of A/DACG and K-loader support. No MOG is established by AMC.

2. Virginia.

a. SPOE.

(1) Pier 8 Warehouse, Naval Station Norfolk, VA.

(a) Pros. It is easy to load and unload cargo. There is crane/MHE support available. Personnel can load and unload with relative ease. The warehouse provides ample room for staging cargo.

(b) Cons. The naval station is far from Camp Lejeune, requiring TOT/TOP costs.

(2) Joint Expeditionary Base Little Creek, VA.

(a) Pros. Cargo and personnel are loading relatively easily.

(b) Cons. There is cargo and personnel loading only. The distance from Camp Lejeune requires TOT/TOP costs.

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APPENDIX C

LIST OF AVAILABLE COURSES AND SCHOOLS

A. Shown below is a list of schools, available via resident or MTT, provided by EWTGPAC, NAB Coronado:

1. Air Mobility Command (AMC) Affiliation MTT CID: N30680M

a. Purpose: To train movement/embarkation personnel in the doctrine, principles, and techniques of air movement planning to include: The air movement plan, preparation of a unit's cargo and personnel, preparation of an aircraft loading plans, and all supporting documents for the utilization of USAF transport aircraft.

b. Scope: This course is designed for battalion level and above embarkation officers and noncommissioned officers. It consists of 10 training days of performance-oriented instruction, which teaches duties, techniques, and responsibilities of the Embarkation Officer/NCO with regard to planning and executing an air movement operation. The following subjects are included:

(1) Air movement control/operations/marshaling

(2) Documentation

(3) Air movement plan

(4) Preparation of personnel, supplies and equipment

(5) Aircraft characteristics (C-130/141/5/17/KC-10/KC-135).

(6) Aircraft load planning

(7) Course Length: 14 days

(8) Prerequisites: E3 to E6 (if non 0431 E1-E5 with previous embarkation experience or will be filling an embarkation billet, US Citizen eligible for a secret clearance.)

(9) Minimum GT: 100

(10) MTT Capacity: 15-24

2. Maritime Pre-positioning Force Staff Planning, CID: N30L8Q1

a. Purpose: Students are introduced to terminology, organization and planning principles particular to planning and conducting Maritime Prepositioning Force (MPF) operations. This is a basic course designed primarily for students with minimal knowledge/experience of MPF operations.

b. Scope: Instruction is provided on the principles of staff planning that are unique to MPF operations during 5 training days. Lessons and practical exercises concentrate on the detailed planning to organize the Arrival and Assembly Area. Specific subject areas include:

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- (1) Overview of Maritime Prepositioning Operations
 - (2) Introduction to the Naval Support Element
 - (3) Survey, Liaison, and Reconnaissance Party
 - (4) Offload Preparation Party
 - (5) Arrival and assembly operations
 - (6) Beach/Port operations
 - (7) Arrival airfield operations
 - (8) Transportation and throughput
 - (9) JCS Crisis Action Systems
 - (10) Command relationships
 - (11) MPF operational planning process
 - (12) The Arrival and Assembly Plan
 - (13) Partial deployment of the MPF
 - (14) Marshaling, movement, and the Deployment Plan
 - (15) Overview of the Time Phased Force Deployment Data (TPFDD)
- listing
- (16) Sequence of Command and Staff Action in MPF Operations
 - (17) Staff estimates and courses of action
 - (18) Introduction to communications
 - (19) Aviation planning for MPF operations

- d. Course Length: 7 days
- e. Prerequisites: E-6 through O-5
- f. MTT Capacity: 15-75

3. Expeditionary Deployment Systems Course, CID: N30L8PM

a. Purpose: This course trains students in the application of the movement data and ICODES modules of the Logistics Automated Information System (LOG AIS).

b. Scope: Instruction places emphasis on the functionality of the system as it relates to embarkation during the 10 training days. Topics include database administration and maintenance, embarkation planning, interfaces with various other logistics applications, queries and reports, and templating of supplies and equipment on digitized ship drawings.

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- c. Course Length: 14 days
- d. Prerequisites: All personnel assigned to an embark billet.
- e. MTT Capacity: 12-20
4. Transportation and Storage of Hazardous Material, CID: N14C081
- a. Purpose: Provides the student with the technical knowledge and bibliography required for handling, storage, certification, and transportation of all modes of ammunition, explosives, radioactive material, and other hazardous articles.
- b. Scope: This course is 10 training days which provides qualifications to certify hazardous material for military air shipment. A comprehensive overview of the transportation of hazardous materials by air, motor, rail, and water is presented. Included are the roles and missions of the AMC, SDDC, Coast Guard, Department of Transportation (DOT), national, state, and local regulations; storage, handling, packing, and labeling of hazardous materials, and various hazardous material warning systems. Students will be trained in the use of applicable Code of Federal Regulations (CFR), AFR 71-4 (MCO 4030.19), commercial tariffs, documentation, forms, labels, marking, placarding, and inspections. Graduation credit for the course is dependent upon successful completion of the final examination. Qualification attained is effective for two years, after which recertification is necessary. This course is extremely technical and requires at least average reading ability.
- c. Course Length: 14 days
- d. Prerequisites: All 04xx engaged in the receipt, storage, and shipment of hazardous materials.
- Note: The recertification course for the Transportation and Storage of Hazardous Materials course, CID: N14TNF1, is 5 days in length and the student must have completed the initial certification course within the preceding 24 months.
5. Intermediate Logistics Embarkation Course, CID: M03LAM7
- a. Purpose: The course provides intermediate level training for NCOs and SNCOs that will enable them to perform the duties and tasks of a 0431 and 0491.
- b. Scope: Basic embarkation knowledge and skills are presented and include an introduction to administrative and logistic/combat service support requirements associated with embarkation. This course is 16 training days which includes publications, transportation planning, computation of specific transportation requirements, detailed considerations of military and/or commercial transportation, transportation operating agencies, amphibious embarkation, ship loading characteristics, elements of movement data Integrated Computerized Deployment System (ICODES), Maritime Prepositioned Force (MPF) operations, air embarkation, and highway and rail movements.
- c. Course length: 23 days

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d. Prerequisites: Marine Non-Commissioned Officers and Staff Non-Commissioned Officers who have successfully completed the Basic Logistics/Embarkation Specialist Course; lateral move Non-Commissioned Officers to the 0431 MOS; and Warrant Officers entering the embarkation field who did not attend this course as enlisted Marines. Students must have a GT score 100 or higher.

e. Class Capacity: Maximum 30, Minimum 20.

6. Unit Movement Officer Deployment Planning, CID: A14M7T7

a. Purpose: This course is designed to cover basic considerations for units of various sizes and branches and those requirements to move those units via air.

b. Scope: This course covers unit deployment planning, procedures for coordinating unit movement plans and conduct movement training. Special instruction is given on preparation of unit supplies and equipment, movement of hazardous cargo by surface mode, CONUS highway operations and convoy documentation.

c. Course length: 14 days

(1) Prerequisites: Marine Non-Commissioned Officers, Warrant Officers, and Commissioned Officers (Chief Warrant Officers 2 and above) who are appointed to or under consideration for appointment to a unit/staff movement position involving strategic deployment, unit movement and other movement considerations.

(2) Class Capacity: Maximum 5, Minimum 4.

7. Air Mobility Command Affiliated Load Planners Course CID: F61504

a. Purpose: Personnel are trained in the proper procedures for readying vehicles, cargo and equipment for air movement, including joint inspection of vehicles, 463L pallet serviceability inspection and buildup. This knowledge is then applied to unit preparation of aircraft load plans and supporting documents for the utilization of USAF transport aircraft.

b. Scope: This course is designed to train unit level embark personnel in the fundamentals of aircraft load planning (templates). This course is 10 training days. The following subjects are included:

(1) Unit equipment preparation.

(2) Aircraft characteristics (C-130, C-141, C-5, C-17, KC-135, and KC-10).

(3) Aircraft load planning.

(4) Course length: 14 days

(5) Prerequisites: Any Marine 04XX or filling an Embarkation billet.

(6) MTT Capacity: 15-25

8. Technical Transportation of Hazardous Material, CID: A01C04M

a. Purpose: This course provides training in the use of regulatory documents for the transportation of hazardous materials.

b. Scope: This course is designed for all embarkation personnel that deal with hazardous materials, and provides qualifications to certify hazardous material for military air shipment. This course is 10 training days of lectures and practical examination in which the student will learn the proper procedures for the transportation of hazardous materials. Qualification is attained after successful completion of the course and is effective for two years; after which recertification is required. The following subjects are included:

- (1) Hazardous Material Classification
- (2) Shipping Papers
- (3) Marking and Labeling
- (4) Placarding
- (5) Compatibility of Hazardous Materials
- (6) Containers authorized for Packaging of Hazardous Material
- (7) Use of Regulatory Documents for Hazardous Materials

c. Course Length: 14 days

d. Prerequisites: E-1 and above. Must be of the 04XX MOS

e. Minimum GT: 100

9. Hazardous Material Preparer Course, CID: F06BG7M

a. Purpose: This course reviews the regulations governing the packaging and certification of hazardous materials for all modes of transportation.

b. Scope: This course is designed for all embarkation personnel. This course is 10 training days of lectures and practical examination in which the student will review the proper procedures for the transportation of hazmat. The following subjects are included:

- (1) Hazmat Classification
- (2) Shipping Papers
- (3) Marking and Labeling
- (4) Placarding
- (5) Compatibility of Hazmat
- (6) Containers authorized for Packaging of Hazmat

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(7) Use of Regulatory Documents for Hazmat

- c. Course Length: 14 days
- d. Prerequisites: E-1 and above of the Embarkation related 04XX MOS field.
- e. Minimum GT: 100

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APPENDIX D

EMBARKATION PERSONNEL AND TRAINING REPORT (EPTR)

FM CG SECOND MLG G3
 TO RUJIAAA/CG II MEF G4
 RUJIAAA/CG SECOND MLG G4
 RUJIAAA/CG SECOND MARDIV
 RUJIAAA/CG SECOND MAW
 RUJIAAA/CG SECOND MEB
 RUJIAAA/II MHG
 RUJIAAA/TWO TWO MEU
 RUJIAAA/TWO FOUR MEU
 RUOIAAA/TWO SIX MEU

BT

UNCLAS

SUBJ/ EMBARKATION PERSONNEL AND TRAINING REPORT (2D MLG)

UNCLAS

REF/A/II MEFO 4600.4//

1. PER THE REFERENCE THE FOLLOWING INFORMATION IS PROVIDED, PERSONNEL AND CURRENT TRAINING (READ IN FIVE COLUMNS):

NAME	GRADE	MOS	EAS	SCHOOLS ATTENDED
YOOHOO, Y.R.	CAPT	0402	N/A	7, 8, 9
COCONUT, U.R.	LCPL	0481	20200101	1, 2, 4, 7
ROE, H.E.	GYSGT	0491	20370807	3, 5, 7, 8, 9, 12, 14
WARRIOR, I.M.	WO	0430	20360610	2, 3, 5, 7, 8, 9, 10, 12

2. THE FOLLOWING PERSONNEL ARE SCHEDULED TO ATTEND IDENTIFIED TRAINING/COURSE (READ IN FIVE COLUMNS):

NAME	GRADE	MOS	COURSE	DATE
COCONUT, U.R.	LCPL	0481	3	20171030

3. THE FOLLOWING IS A LIST OF SCHOOLS (READ IN TWO COLUMNS):

SCHOOL/COURSE	REFERENCE NUMBER
BASIC EMBARKATION/LOGISTICS CLERKS COURSE (BLESC)	1
EXPEDITIONARY DEPLOYMENT SYSTEMS COURSE	2
AIR MOBILITY COURSE	3
HAZARDOUS MATERIAL COURSE	4
INTERMEDIATE LOGISTICS EMBARKATION COURSE (ILEC)	5
RAIL OPERATIONS TRAINING	6
CONTAINER INSPECTORS COURSE	7
CUSTOMS, BORDERS, AND CLEARANCE COURSE	8
MPF STAFF PLANNERS COURSE	9
MOBILITY OFFICERS COURSE	10
AIR DEPLOYMENT PLANNING	11
SHIP LOADING AND STOWAGE	12
UNIT MOVEMENT OFFICER DEPLOYMENT PLANNING	13
STRATEGIC DEPLOYMENT PLANNING	14
INTERMEDIATE LANDING SUPPORT COURSE (ILSC)	15
INTERMEDIATE MAGTF LOGISTICS OPERATIONS COURSE (IMLOC)	16

4. POINT OF CONTACT IS GYSGT ROE @ 910-451-8670.

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APPENDIX E

COMMANDING GENERAL READINESS INSPECTION CHECKLIST

Inspectors General Checklist

A. Full checklist with evaluations and scoring is available on the GCRI program website. The following represents the items that are inspected:

LOGISTICS READINESS INSPECTION CHECKLIST FOR EMBARKATION

<http://www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists/>

	Reference	YES/NO	N/A	Scoring
I. Administration				
a. Turnover Folder Reflecting:				
(1) Embarkation Officer appointment letter (if required)	MCTP 12-10C			0.00000
(2) Embarkation Assistant(s) appointment letter (if required)	MCTP 12-10C			0.00000
(3) Organizational chart	MCTP 12-10C			0.00000
(4) Billet descriptions	MCTP 12-10C			0.00000
(5) Functional Areas of Responsibilities	MCTP 12-10C			0.00000
(6) Special Duties and tasks	MCTP 12-10C			0.00000
(7) Listing of required references	MCTP 12-10C			0.00000
(8) POC listing by command, billet, grade, name, telephone number and email address. Embarkation representatives will have a POC list of two levels higher and all subordinate units	MCTP 12-10C			0.00000
(9) Problem areas and corrective action being taken	MCTP 12-10C			0.00000
(10) Status of pending projects	MCTP 12-10C			0.00000
(11) Required reports, frequency, and reporting procedures	MCTP 12-10C			0.00000
(12) Past inspections results, reports of corrective action taken on inspection discrepancies, if any, and internal inspection procedures	MCTP 12-10C			0.00000
(13) Copy of a SAAM request. A sample SAAM and submission requirements will be included	MCTP 12-10C			0.00000
(14) List of unit/section life requirement and HAZMAT	MCTP 12-10C			0.00000
(15) Internal/external movement support request procedures to obtain MNE, vehicles, and buses	MCTP 12-10C			0.00000
(16) Copies of all outstanding embarkation box construction requests	MCTP 12-10C			0.00000
(17) Copy of requesting procedures for 463L pallets and associated equipment	MCTP 12-10C			0.00000
(18) Copies of appointment letters for all embarkation representative billet holders	MCTP 12-10C			0.00000
(19) Organizational Training Exercise Employment Plan (TTEP)	MCTP 12-10C			0.00000
(20) Current Embarkation Personnel Training Report	MCTP 12-10C			0.00000
b. Desktop Procedures Reflecting:				
(1) Brief description of the duties and responsibilities of assigned personnel	MCTP 12-10C			0.00000
(2) Summary of the daily routine	MCTP 12-10C			0.00000
(3) Descriptions or charts that reflect the routine flow of paper or work	MCTP 12-10C			0.00000
(4) Work priorities within the section of office	MCTP 12-10C			0.00000
c. Access to following reference material (electronic version or web-based are acceptable):				
(1) Unit's Current Table of Organization	MCTP 12-10C			0.00000
(2) Unit's Current Table of Equipment	MCTP 12-10C			0.00000
(3) Table of Authorized Material (TAM) NAVMC 1017	MCTP 12-10C			0.00000
(4) MCTP 12-10D, Maritime Prepositioning Force Operations https://www.dctrine.quantico.usmc.mil	MCTP 12-10C			0.00000
(5) MCTP 12-10E, Ship to Shore Movement https://www.dctrine.quantico.usmc.mil	MCTP 12-10C			0.00000
(6) MCWP 3-10, Marine Corps Planning Process https://www.dctrine.quantico.usmc.mil	MCTP 12-10C			0.00000
(7) MCTP 3-01B, Helicopterborne Operations https://www.dctrine.quantico.usmc.mil	MCTP 12-10C			0.00000
(8) MCTP 3-10C, Employment of Amphibious Assault Vehicles (AAVs) https://www.dctrine.quantico.usmc.mil	MCTP 12-10C			0.00000
(9) MCTP 3-40B, Tactical-Level Logistics https://www.dctrine.quantico.usmc.mil	MCTP 12-10C			0.00000
(10) MCTP 3-40F, Transportation Operations https://www.dctrine.quantico.usmc.mil	MCTP 12-10C			0.00000
(11) MCRP 3-31B, Amphibious Ships and Landing Craft Data Book https://www.dctrine.quantico.usmc.mil	MCTP 12-10C			0.00000
(12) MCTP 12-10F, The Naval Beach Group https://www.dctrine.quantico.usmc.mil	MCTP 12-10C			0.00000
(13) MCRP 3-40F, Multiservice Helicopter Sling Load Vol I - III https://www.dctrine.quantico.usmc.mil	MCTP 12-10C			0.00000
(14) MCTP 12-10C, Unit Embarkation Handbook https://www.dctrine.quantico.usmc.mil	MCTP 12-10C			0.00000
(15) NAVSEA OP 4, Ammunition and Explosives Safety Afloat	MCTP 12-10C			0.00000

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(16)	NAVSSEA SW022-AJ-WHS-010, Handling and Stowage of Amphibious Assault Ammunition Aboard Amphibious Ships	MCTF 12-10C			0.00000
(17)	NAVMC 3500.27C, Logistics Training and Readiness Manual	MCTF 12-10C			0.00000
(18)	MCO 3000.18E, Marine Corps Force Deployment Planning and Execution Process Manual http://www.marines.mil/news/publications	MCTF 12-10C			0.00000
(19)	MCO 4000.51C, Automated Identification Technology (AIT) http://www.marines.mil/news/publications	MCTF 12-10C			0.00000
(20)	MCO F4030.19K, Preparing Hazardous Material for Military Air Shipments http://www.marines.mil/news/publications	MCTF 12-10C			0.00000
(21)	MCO F4030.31D, Packaging of Material, Preservation http://www.marines.mil/news/publications	MCTF 12-10C			0.00000
(22)	MCO F4030.21D, Packaging of Material, Packing http://www.marines.mil/news/publications	MCTF 12-10C			0.00000
(23)	MCO 4030.32E, Packaging of Material http://www.marines.mil/news/publications	MCTF 12-10C			0.00000
(24)	MCO 4470.1, Marine Air Ground Task Force (MAGTF) Deployment and Distribution Policy (MDDP), http://www.marines.mil/news/publications	MCTF 12-10C			0.00000
(25)	JOINT PUB 3-04, Joint Shipboard Helicopter and Tiltrotor Aircraft Operations, http://www.dtic.mil/doctrine	MCTF 12-10C			0.00000
(26)	JOINT PUB 3-32, Command and Control for Joint Maritime Operations, http://www.dtic.mil/doctrine	MCTF 12-10C			0.00000
(27)	DOD 4500.6R, Defense Transportation Regulation, http://www.transcom.mil/dsr/dsrHome/	MCTF 12-10C			0.00000
(28)	JOINT PUB 3-02.1 Amphibious Embarkation and Debarcation https://www.dtic.mil/doctrine	MCTF 12-10C			0.00000
(29)	JOINT PUB 3-02 Joint Doctrine for Amphibious Operations https://www.dtic.mil/doctrine	MCTF 12-10C			0.00000
(30)	JOINT PUB 4-01, Joint Doctrine for the Defense Transportation System http://www.dtic.mil/doctrine	MCTF 12-10C			0.00000
(31)	Code of Federal Regulations 49, Transportation, http://www.gpoaccess.gov/cfr/index.html	MCTF 12-10C			0.00000
(32)	International Maritime Dangerous Goods Code (IMDG)	MCTF 12-10C			0.00000
(33)	MARFORPACO 4630.6F Standard Operating Procedures (SOP) For Forecasting and Requesting Special Assignment Airlift Mission (SAAM) and Opportune Lift	MCTF 12-10C			0.00000
(34)	MARFORPACO 4635.1 Tactical Marking Procedures for Equipment and Embarkation Containers	MCTF 12-10C			0.00000
(35)	MARFORPACO 3120.10C Standing Operating Procedures (SOP) for the Unit Deployment	MCTF 12-10C			0.00000
(36)	MARFORPACO 4621.1B Standard Amphibious Embarkation Documentation Procedures	MCTF 12-10C			0.00000
(37)	Local MSC, Standard Operating Procedures for Embarkation	MCTF 12-10C			0.00000
(38)	TM 11240-ODA Principal Technical Characteristics of U.S. Marine Corps Motor Transportation Equipment	MCTF 12-10C			0.00000
(39)	TM 11275-182D Principal Technical Characteristics of U.S. Marine Corps Engineer Equipment	MCTF 12-10C			0.00000

		Reference	YES/NO	N/A	Scoring
2.	TRAINING				
a.	0420 Mobility Officer Training Requirements				
(1)	Has the Mobility Officer conducted sustainment training or executed the following training requirements:				
(a)	Perform Combat Cargo Officer Duties (W1-4, within last year)	NAVMC 3500.27C			0.00000
	Perform Staff Combat Cargo Officer Duties (03-05, within the last year)	NAVMC 3500.27C			0.00000
(c)	Supervise unit movement tracking (within last 1 month)	NAVMC 3500.27C			0.00000
	Coordinate amphibious embarkation and debarcation (W1-3, 03, within last year)	NAVMC 3500.27C			0.00000
(e)	Coordinate unit movement (W1-3, 03, within last year)	NAVMC 3500.27C			0.00000
	Supervise the preparation of supplies and equipment for unit movement (W1-3, 03, within last year)	NAVMC 3500.27C			0.00000
(g)	Support ship-to-shore movement (W1-4, 03, within last year)	NAVMC 3500.27C			0.00000
(h)	Supervise shipment of hazardous materials (W1-4, 03, within last year)	NAVMC 3500.27C			0.00000
(i)	Support commercial ship loading operations (W1-4, 03, within last year)	NAVMC 3500.27C			0.00000
(j)	Supervise unit air embarkation (W1-3, 03, within last year)	NAVMC 3500.27C			0.00000
(k)	Manage unit embarkation inspection program (within last year)	NAVMC 3500.27C			0.00000
(l)	Manage unit embarkation training program (within last 6 months)	NAVMC 3500.27C			0.00000
(m)	Perform Strategic Mobility Officer Duties (W1-05, within last 2 years)	NAVMC 3500.27C			0.00000
(n)	Manage transportation budget (within last year)	NAVMC 3500.27C			0.00000
(o)	Support deployment planning (within last year)	NAVMC 3500.27C			0.00000
(p)	Direct actions required to support unit move tasks (within last month)	NAVMC 3500.27C			0.00000
(q)	Determine cost feasibility for transportation (within last year)	NAVMC 3500.27C			0.00000

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(z)	Supervise sourcing of force requirements (W1-3, O3, within last year)	NAVMC 3500.27C			0.00000
(a)	Prepare an airlift request (W1-3, O3-04, within last year)	NAVMC 3500.27C			0.00000
(c)	Prepare an embarkation plan (W1-3, O3 within last year)	NAVMC 3500.27C			0.00000
(u)	Validate an amphibious load plan (W1-04 within last 2 years)	NAVMC 3500.27C			0.00000
(v)	Validate an aircraft load plan (W1-04, within last year)	NAVMC 3500.27C			0.00000
(w)	Validate a rail load plan (W1-04, within last year)	NAVMC 3500.27C			0.00000
(x)	Validate a commercial ship load plan (W1-04, within last year)	NAVMC 3500.27C			0.00000
(y)	Validate a commercial truck load plan (W1-04, within last year)	NAVMC 3500.27C			0.00000
b.	0402 Battalion Embarkation Officer Training Requirements				
(1)	Has the 0401 Marines conducted sustainment training or executed the following training requirements:				
(a)	Coordinate a unit move (within last year)	NAVMC 3500.27C			0.00000
(b)	Coordinate transportation support (within last year)	NAVMC 3500.27C			0.00000
c.	0401 Logistics/Embarkation and Combat Service (C3S) Specialist Training Requirements				
(1)	Has the 0401 Marines conducted sustainment training or executed the following training requirements:				
(a)	Prepare supplies and equipment for embarkation (within last 6 months)	NAVMC 3500.27C			0.00000
(b)	Perform unit level logistics functions (within last year)	NAVMC 3500.27C			0.00000
(c)	Create movement documentation (with last year)	NAVMC 3500.27C			0.00000
(d)	Construct unit movement schedules (within last year)	NAVMC 3500.27C			0.00000
(e)	Create a unit deployment list (within last year)	NAVMC 3500.27C			0.00000
(f)	Certify hazardous material for shipment (within last year)	NAVMC 3500.27C			0.00000
(g)	Coordinate unit marshalling operations (within last year)	NAVMC 3500.27C			0.00000
(h)	Support unit amphibious embarkation operations (within last year)	NAVMC 3500.27C			0.00000
(i)	Track personnel/cargo executing unit movements (within last year)	NAVMC 3500.27C			0.00000
(j)	Support commercial ship loading operations	NAVMC 3500.27C			0.00000
(k)	Support unit air embarkation	NAVMC 3500.27C			0.00000
(l)	Support unit rail embarkation execution	NAVMC 3500.27C			0.00000
(m)	Coordinate unit move transportation	NAVMC 3500.27C			0.00000
(n)	Execute FDS&E unit move AIS functions	NAVMC 3500.27C			0.00000
(o)	Prepare a Special Assignment Airlift Mission (SAAM) request	NAVMC 3500.27C			0.00000
(p)	Conduct unit embarkation training	NAVMC 3500.27C			0.00000
(q)	Manage unit embarkation readiness program	NAVMC 3500.27C			0.00000
(r)	Perform unit logistics section functions	NAVMC 3500.27C			0.00000
(s)	Determine transportation requirements (within last year)	NAVMC 3500.27C			0.00000
(t)	Certify intermodal containers for shipment	NAVMC 3500.27C			0.00000
(u)	Perform combat cargo duties	NAVMC 3500.27C			0.00000
(v)	Compute cost estimates for transportation	NAVMC 3500.27C			0.00000
(w)	Request transportation (within last year)	NAVMC 3500.27C			0.00000
(x)	Prepare an amphibious ship load plan	NAVMC 3500.27C			0.00000
(y)	Prepare an aircraft load plan	NAVMC 3500.27C			0.00000
(z)	Transmit unit move In-Transit Visibility (ITV) data (within last year)	NAVMC 3500.27C			0.00000
(2)	Formal Schools Requirements				
(a)	Line training regarding container certification?	NAVMC 3500.27C			0.00000
(b)	Have 0401 Lance Corporals and Non-Commissioned Officers attended Hazardous Material Certification training and are maintaining currency?	NAVMC 3500.27C			0.00000
(b)	Have 0401 Lance Corporals and Non-Commissioned Officers attended Air Mobility Command (AMC) Affiliation training and are maintaining currency?	NAVMC 3500.27C			0.00000
(c)	Have 0401 Non-Commissioned Officers attended the Intermediate Logistics/Embarkation Course (ILEC)?	NAVMC 3500.27C			0.00000
(d)	Has the unit requested formal school seats for any requirements not met?	NAVMC 3500.27C			0.00000
d.	Does the unit have a training calendar that addresses training shortfalls?	NAVMC 3500.27C			0.00000
e.	Are attendance rosters and lesson plans maintained for embark training?	NAVMC 3500.27C			0.00000
f.	Does the unit have personnel assigned in writing who are certified to certify hazardous material for transportation?	CFR 49			0.00000
g.	Have personnel with an 04 MOS (to include the Embark Officer and his enlisted Assistants) enrolled in or completed the following MarineNet courses?				
(1)	Correspondence Procedures				0.00000
(2)	Marine Corps Directives System				0.00000
(3)	The Logistics/Embarkation Specialist				0.00000
(4)	Introduction to Amphibious Embarkation				0.00000
(5)	Landing Support Specialist				0.00000

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		Reference	YES/NO	N/A	Scoring
3. Systems, Programs, and Tools					
a.	Does the unit Embarkation Officer/Assistant use the current version of Integrated Computerized Deployment System (ICODES)?	MCTP 13-10C			0.00000
(1)	Does the unit have defined previously executed capability sets in Sea Service Deployment Module that reflects the unit's commonly deployed lift requirements?	MCTP 13-10C			0.00000
(2)	Does the unit Embarkation Officer/Assistant conduct monthly evaluations/inspections on the use of ICODES data and outputs?	MCTP 13-10C			0.00000
(3)	Are the capability sets sufficient for the commander to determine if the box/container or their contents are required for an operation or exercise?	MCTP 13-10C			0.00000
b.	Does the unit Embarkation Officer/Assistant have access to Single Mobility System in order to track/monitor flights?	MCTP 13-10C			0.00000
c.	Does the unit Embarkation Officer/Assistant have access to the Airlift Cost Calculator spreadsheet reflecting current airlift rates in order to conduct cost estimates for commercial airlift?	MCTP 13-10C			0.00000
d.	Does the unit Embarkation Officer/Assistant have access to Integrated Computerized Deployment System (ICODES) in order to create ship and air load plans?	MCTP 13-10C			0.00000
e.	Does the unit retain the required Automatic Identification Technology hardware (PD42 label printer access and RFID tags)?	MCTP 13-10C			0.00000
f.	Does the unit Embarkation Officer/Assistant have access to an In-Transit Visibility (ITV) system such as the National ITV server or IGC in order to track cargo/pax movements?	MCTP 13-10C			0.00000
g.	Is sufficient lashing material available for cargo carrying vehicles?	MCTP 13-10C			0.00000
h.	Are there sufficient administrative supplies, i.e. tape, blank forms and placards for embarkation?	MCTP 13-10C			0.00000
j.	Has the requirement for dunnage/shoring been identified for air movement of vehicles and equipment?	MCTP 13-10C			0.00000
k.	Are there sufficient pallets and pallet boards for un-banded/unitized supplies and equipment?	MCTP 13-10C			0.00000
l.	Does the unit have a supply of 462L pallet bags to protect cargo/baggage from the weather during air movement?	MCTP 13-10C			0.00000
m.	Does the unit have a sufficient supply of chains and devices to support air movements?	MCTP 13-10C			0.00000
n.	Does the Embarkation Officer/Assistant have tape measures, calculators and access to wheel scales?	MCTP 13-10C			0.00000
o.	Is the embarkation section outfitted with the appropriate safety equipment to participate in movements at ports and airfields (Hard hats, safety boots, glow belts, ear protection)?	MCTP 13-10C			0.00000
p.	Are there wheel scales on hand and calibrated?	MCTP 13-10C			0.00000
4.					
a.	Are boxes, containers and vehicles properly marked?	MCTP 13-10C			0.00000
b.	Are lifting devices installed on all vehicles/equipment?	MCTP 13-10C			0.00000
c.	Are standard size boxes/containers being utilized to the maximum extent possible?	MCTP 13-10C			0.00000
d.	Does the unit maintain a PF&P log book to track requests?	MCTP 13-10C			0.00000
e.	Does the unit have procedures established to submit hazardous material to PF&P for packaging and certification for shipment (surface or air)?	MCTP 13-10C			0.00000
5. KNOWLEDGE AND SKILLS EVALUATIONS					
a.	Did the unit Embarkation Officer pass knowledge evaluation?	NAVMC 3500.27C			0.00000
b.	Did the unit Embarkation Chief pass knowledge evaluation?	NAVMC 3500.27C			0.00000
c.	Did the unit Embarkation Clerk pass knowledge evaluation?	NAVMC 3500.27C			0.00000
d.	Can the unit complete the Systems Performance Evaluation?	NAVMC 3500.27C			0.00000
e.	Can the unit complete the Air Load Plan Performance Evaluation?	NAVMC 3500.27C			0.00000

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Mobility/Embarkation Performance Evaluation

ICODES/SSDM		Proficient	Semi-Proficient
1.	Using SSDM, construct a UDL to a deployment plan some of the unit equipment		
2.	Add in the deployment UDL 463L pallet records.		
3.	the correct association types.		
4.	aircraft mission is created as a mission		
5.	Conduct ITV export, print HSLs, and establish RFID tags		
6.	Interface to ICODES the designated mission		
7.	Create an ADEOC report		

ICODES/SLP		Proficient	Semi-Proficient
1.	Import UDL		
2.	Validate Aisle and Contact Information		
3.	Add baggage pallets and FAX		
4.	Template pallets		
5.	Complete header information		
6.	Print load plans		
7.	Validate load plans		

Embarkation Inspection Evaluation

			Score
Administration	10 Points Max		0.00
Training	10 Points Max		0.00
Systems, Programs, and Tools	10 Points Max		0.00
Preparation	10 Points Max		0.00

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APPENDIX F

SEA SERVICE DEPLOYMENT MODULE (SSDM)

A. General. Sea Service Deployment Module (SSDM) is an application within Integrated Computerized Deployment System (ICODES) designed to support unit movement planning and execution functions. Within the application, there are four main capabilities:

1. Units will build Unit Deployment Lists that reflect the unit cargo and personnel numbers required for deployment.
2. Units will request transportation through a myriad of interfaces to United States Transportation Command and Marine Corps transportation systems.
3. Units will create unit movement documentation mandated by the Defense Transportation Regulations.
4. Units will track unit movements through interfaces with a myriad of United States Transportation Command in-transit visibility systems. Also, SSDM supports the update and creation of movement tracking reports.

B. SSDM Operations. SSDM is a unit based application rather than a user based system. As users request access to the application they specify their unit and are validated by their immediate higher headquarters users. Once access is validated, users are given access to the unit data and all subordinate unit data within SSDM. Therefore, all users collaborate. The software retains four main tabs that separate key functionality.

1. Dashboard. The dashboard is designed to provide situation awareness for SSDM users. It provides units the ability to track the unit movement events that require unit movement support, track key tasks that need to be completed, track transportation missions that have been sourced for execution, and produce movement reports.

a. Task Manager. The II MEF G-4 SMO task manager will be updated and published on the II MEF G-4 / STRATEGIC MOBILITY / SURFACE MOBILITY every Monday or the first workday of the week.

b. The II MEF and MSC/Es are responsible for ensuring their task manager remains current on a weekly basis to allow lead units and the II MEF visibility of information flow and satisfaction of levied requirements.

2. Event Manager. Events are typically Training, Exercise, Employment and Training (TEEP) events that span throughout a fiscal year. Events will be created based upon the TEEP once it is determined that these events will require unit movement support to execute. SSDM events will be created in a top down manner throughout the II MEF. Establishing a unit hierarchy within event creation allows access to subordinate units to plan and collaborate within a specific SSDM event that requires a unique force structure as typically compiled within a MAGTF.

a. Unit Hierarchy. The II MEF G-4 SMO will build the initial unit hierarchies upon event creation and will designate the lead unit for the event in SSDM. The lead unit will be chosen based off the unit with the preponderance of the force. Lead unit responsibilities will include:

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(1) Completion and de-confliction of all document creation within SSDM.

(2) Assigning forces to proper modes and sources in the movement manager.

(3) Management of the unit hierarchy within the event.

(4) Specifying all required fields in SSDM for specific movement during data creation.

3. UDL Builder. The construction and maintenance of UDLs for specific events is a unit responsibility. UDLs will be constantly maintained to reflect the planned equipment and numbers of personnel required for deployment/redeployment for a specific event. Cargo UDLs will be configured to level IV detail (associated reflecting content level detail). There are three main resources to assist the unit with creating UDLs.

a. Inventory. The inventory window within the UDL Builder houses data through an interface with Global Combat Support System Marine Corps (MCSS-MC) data that is updated daily. For aviation units, there is a flat file interface option with Local Asset Management System (managed by IMRL managers) that may be used to retain aviation ground support equipment and tools. Units will use inventory data as a resource to build UDLs and exploit supply characteristics data from this data to the maximum extent possible.

b. Reference Data. Reference data will be used to assist in equipment identification. Units may add pictures to the picture library to assist the chain of command in equipment identification. Joint Equipment Characteristics Data may also be used to populate equipment characteristics. Hazardous Material reference libraries will be used to define appropriate hazardous material basic descriptions.

c. Previously Executed Capability Sets. Capability sets of commonly deployed equipment and personnel numbers shall be recorded in the Previously Executed Capability Sets window. These capability sets are built at the unit level as unit movements are executed in support of TEEP events. Capability sets will be created for commonly deployed packages that units are required to resource. For example, an MWSS shall have capability sets constructed to support FARPs, Artillery battalions shall have capability sets for batteries, infantry battalions should have capability sets for jump and main Command Posts, etc. For each unit, the capability sets required shall be derived from the units' missions and typical employment packages. Capability sets will not be created for a specific exercise as this would be redundant to how they are stored in the library. These capability sets are constantly updated as equipment and personnel are moved creating a library that reflects the most accurate deployment package for use again in other TEEP event. Therefore, capability sets are the primary resource for creating UDLs. SSDM Previously Executed Capability Sets will be inspected within the CGRI to ensure the unit is prepared to rapidly build UDLs with accurate transportation requirements required to deploy their organizations in response to contingencies.

4. Movement Manager. This tab provides the ability to plan and track movements and missions. Movements are typically created in Joint Force

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Requirements Generator (JFRG) by 0511 MAGTF Planners. Through in interface between JFRG and SSDM, these movement are populated with Unit Line Number detail. In the absence of JFRG data, movements may be created. In either case, movement dates, modes and sources of transportation, and movement nodes (Point of Origin through Destination) will be established. Within a single event, both deployment movements and redeployment movements will be presented. Units will assign the appropriate number of PAX and cargo from their UDL to movements to fully establish movement requirements. Higher headquarters will have visibility of a larger span of movement requirements, therefore, higher will create aggregations of movement requirements that can be moved together. Higher headquarters will create missions for movement requirements (singular or aggregate) and assign the cargo and pax requirements to the mission. In doing so, the subordinate units will be given visibility of the total aggregation solution. Once cargo and pax have been both assigned to movements and missions; transportation requests and movement documentation can be created, movement tracking functions can occur, and In-Transit Visibility can be established.

a. Transportation Requests. The ability to request transportation is permissions based within a specific event. Ground transportation will be requested at the unit level in most cases. Other modes and sources of transportation will mostly be requested at the Major Subordinate Command level. Supporting documentation to the transportation request will be completed as required by mode and source. For aggregations, the Major Subordinate Command with the prepotency of the movement requirements will submit transportation requests.

b. Execution Documentation. Units will complete movement documentation as required by the mode and source. Major Subordinate Commands will ensure movement documentation is complete and correct prior to movement execution. Major Subordinate Commands will ensure ITV requirements (RFID tag application and transmission) are completed for all movement in excess of 400 miles of II MEF bases and stations.

c. ITV Tracking. SSDM supports tracking of RFID tags through an interface with the National ITV server. Therefore, tags must be applied to cargo and transmitted to the National ITV server establish conditions to track cargo. Also, movement nodes must be associated to ITV server interrogators or Pre-Deployment Kits (PDKs) that are at the appropriate movement node. In most cases, II MEF G-4 SMO will establish the appropriate ITV node to the appropriate interrogator from the National ITV server. With these conditions met, SSDM will report pie-chart progress of ITV for specific movements and for specific events.

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APPENDIX G

SAAM ACCOUNT AND SUBMISSION

A. The following details the process to obtain and use CAMPS/SRS to submit SAAM requests.

1. CAMPS Web portal Request

a. Request a CAMPS web portal account

<https://campsweb.maf.ustranscom.mil/Portal/UnprotectedForms/login.aspx>

b. Requestor will receive an email for account confirmation.

c. Log into CAMPS web portal using your CAC.

d. Complete all 5 steps on the new user wizard pop-up window.

(1) Step 2 Common Access Card Certificate select your email certificate.

(2) Step 4 Reason, select both client and web applications.
Justification: Account requested to accomplish everyday tasks and submit DD1249s for airlift support.

2. SRS account

a. Log into CAMPS Web Portal.

b. Click the top left corner drop down. Hover over New Accounts and select the tab New Account Wizard.

c. Select the SRS application from drop down list.

d. Select Launch Wizard.

e. Complete all 6 steps on New SRS Account Wizard Pop-up window.

(1) Step 1 User organization selection, select II MEF if you are part of the II MEF G-4 SMO Air. If you are part of a Major Subordinate Command, select the organization that corresponds to you (i.e. 2D MARDIV).

(2) Step 2 Account Type Selection, select Intermediate Validator if you are II MEF. If you are a Major Subordinate Command select Requestor permissions.

(3) Step 5 review User Wizard Summary if accurate proceed to next step.

(4) Step 6 Account Submission select finish after reviewing.

a. The approved process may take 1-2 weeks after submission of request.

3. Submitting SAAM via SRS

a. Log into CAMPS Web Portal, selecting email certificate.

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- b. Select My Accounts on the top left corner of portal.
- c. Select SRS and your profile nickname.
- d. On SRS homepage select on the SRS request tab. Select NEW SRS Request from the drop down to create a new request.
- e. To add requirements you will need to select add, only then will you be able to add any additional information for cargo, hazmat, contacts, remarks and summary.
- f. Select save not submit after every change made.
- g. Fill in requirement entry date information. Available Load Date, Pickup Date, and Latest Arrival Date should be 3 consecutive days, or ALD is 1 day from the Pickup and the LAD is 3 days from the pickup date. LAD can be more if needed.
- h. Aircraft Type will provide all AMC type Aircrafts and COML for all commercial aircraft. If you choose COML, you will not have to provide any aircraft configuration. If you select any of the AMC aircrafts, you will need to provide the configuration.
- i. Select mission support needed for onload/offload. i.e. 10K Forklift, K-Loaders, NGSL's, 12' staircase if you're offloading aircraft at an APOE without a designated AGDAG.
- j. Once the requirement has been identified, you can add cargo associated to that particular requirement, i.e. pallets, boxes, vehicles, trailers, etc. Select the Cargo tab and then select Add.
- k. Cargo Entry window will populate and you can enter description of the cargo, number of items, total cargo item weight, total cargo item cubic feet.
- l. Select HAZ Cargo tab and then select add.
- m. HAZ Cargo Entry window enter proper shipping name, paragraph reference, UN number, number of pieces, net explosive weight (Ammo only), combined total weight of pieces, hazard class, division for all class 1 (Ammo), i.e. A, B, G, S.
- n. Select Contacts tab and then select add.
- o. Contact ID, select a type for each POC. The moving unit should identify the Onload and Offload POC. Major Subordinate Command will be the Overall POC. II MEF Air Chief will be the 24 hour POC. MARFORCOM is the validator.
- p. Fill in the corresponding information for each POC.
- q. Add remarks at the end, specifying the unit needs such as main body cargo aircraft, ESTA (En route Support Transient Aircraft), or main body PAX aircraft. The route the unit requests to take i.e. KNKT-PANC-PWAK-ROTM. State weights and cubic feet used for the passengers.

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APPENDIX H

SHORT/LONG RANGE FORECAST EXAMPLESSHORT RANGE FORECAST EXAMPLE

R 041526Z SEP 15
 FM CG SECOND MARDIV G FOUR//MOBILITY//
 TO RUJIAAA/CG II MEF G FOUR
 INFO RUJIAAA/CG SECOND MARDIV COMPT
 RUJIAAA/CG SECOND MARDIV G THREE
 RUJIAAA/CG SECOND MARDIV G FOUR
 BT
 UNCLAS
 SUBJ/SHORT RANGE FORECAST FOR STRATAIR (OCT15-JAN16)
 REF/A//II MEFO 3502.1//
 NARR/REF A IS CG II MEF TEEP SOP//
 POC/BURNS/MAJ/2D MARDIV MOBILITY
 OFFICER/JAMES.R.BURNS1(AT)USMC.MIL/
 TEL: DSN 751-8310//
 II MEFO 3502.1
 POC/HYATT/MAJ/2D MARDIV G-3 PLANS/CALEB.HYATT(AT)USMC.MIL/
 TEL: DSN 751-8918//
 POC/PINDEL/CW04/2D MARDIV ASST MOBILITY OFFICER/ANTHONY.R.
 PINDEL(AT)
 USMC.MIL/TEL: DSN 751-8295//
 RMKS/1. IAW REF A, THE FOL SHORT RANGE FORECAST FOR STRATAIR IS
 SUBMITTED. THIS IS A G-3/G-4 COORDINATED MESSAGE.
 2. SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM):
 DATES/UNIT/ICAO-ICAO/PAX/STONS/QTY ACFT/TOTAL
 COST/FUNDS/EXERCISE
 OCTOBER: NONE
 NOVEMBER: NONE
 DECEMBER: NONE
 JANUARY
 18-20/RECON/KNKT-TNCC/31/45.2/(1)C-17/\$335.4K/O&M,MC/DUTCH BILAT
 3. GROUP OPERATIONAL PASSENGER SYSTEM (GOPAX):
 DATES/UNIT/ICAO-ICAO/PAX/EXERCISE
 OCTOBER
 12-14/STH MAR/KNKT-KRIV/120/ITX 1-16
 12-14/2D BN, 2D MAR/KNKT-KRIV/978/ITX 1-16
 12-14/1ST BN, 8TH MAR/KNKT-KRIV/978/ITX 1-16
 12-14/2D BN, 10TH MAR/KNKT-KRIV/474/ITX 1-16
 12-14/2D TANK BN/KNKT-KRIV/99/ITX 1-16
 12-14/2D AA BN/KNKT-KRIV/106/ITX 1-16
 12-14/2D LAR BN/KNKT-KRIV/130/ITX 1-16
 12-14/TRUCK CO DET/KNKT-KRIV/30/ITX 1-16
 NOVEMBER
 21-23/STH MAR/KRIV-KNKT/120/ITX 1-16
 21-23/2D BN, 2D MAR/KRIV-KNKT/978/ITX 1-16
 21-23/1ST BN, 8TH MAR/KRIV-KNKT/978/ITX 1-16
 21-23/2D BN, 10TH MAR/KRIV-KNKT/474/ITX 1-16
 21-23/2D TANK BN/KRIV-KNKT/99/ITX 1-16
 21-23/2D AA BN/KRIV-KNKT/106/ITX 1-16
 21-23/2D LAR BN/KRIV-KNKT/130/ITX 1-16
 21-23/TRUCK CO DET/KRIV-KNKT/30/ITX 1-16

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DECEMBER

NONE

JANUARY

3-5/3D BN, 6TH MAR/KNKT-KNYL/782/TALON EX 2-16

3-5/10TH MAR/KNKT-KNYL/125/TALON EX 2-16

LONG RANGE FORECAST EXAMPLE

R 101526Z JUL 15

FM CG SECOND MARDIV G FOUR//MOBILITY//

TO RUJIAAA/CG II MEF G FOUR

INFO RUJIAAA/CG SECOND MARDIV COMPT

RUJIAAA/CG SECOND MARDIV G THREE

RUJIAAA/CG SECOND MARDIV G FOUR

BT

UNCLAS

SUBJ/FY16 LONG RANGE FORECAST FOR STRATAIR

REF/A//II MEFO 3502.1//

NARR/REF A IS CG II MEF TEEP SOP//

POC/BURNS/MAJ/2D MARDIV MOBILITY

OFFICER/JAMES.R.BURNS1(AT)USMC.MIL/

TEL: DSN 751-8310//

II MEFO 3502.1

POC/HYATT/MAJ/2D MARDIV G-3 PLANS/CALEB.HYATT(AT)USMC.MIL/

TEL: DSN 751-8918//

POC/PINDEL/CW04/2D MARDIV ASST MOBILITY OFFICER/ANTHONY.R.

PINDEL(AT)

USMC.MIL/TEL: DSN 751-8295//

RMKS/1. IAW REF A, FOL LONG RANGE FORECAST FOR STRATAIR IS SUBMITTED. THIS IS A G-3/G-4 COORDINATED MESSAGE.

2. SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM):

DATES/UNIT/ICAO-ICAO/PAX/STONS/QTY ACFT/TOTAL

COST/FUNDS/EXERCISE

18-20 JAN/RECON/KNKT-TNCC/25/33.2/(1)C-17/\$335.4K/O&M,MC/DUTCH BILAT

3. GROUP OPERATIONAL PASSENGER SYSTEM (GOPAX):

DATES/UNIT/ICAO-ICAO/PAX/EXERCISE

12-14 OCT/8TH MAR/KNKT-KRIV/141/ITX 1-16

12-14 OCT/2D BN, 2D MAR/KNKT-KRIV/978/ITX 1-16

12-14 OCT/1ST BN, 8TH MAR/KNKT-KRIV/978/ITX 1-16

12-14 OCT/2D BN, 10TH MAR/KNKT-KRIV/474/ITX 1-16

12-14 OCT/2D TANK BN/KNKT-KRIV/99/ITX 1-16

12-14 OCT/2D AA BN/KNKT-KRIV/106/ITX 1-16

12-14 OCT/2D LAR BN/KNKT-KRIV/130/ITX 1-16

12-14 OCT/2D CEB BN/KNKT-KRIV/339/ITX 1-16

12-14 OCT/TRUCK CO DET/KNKT-KRIV/30/ITX 1-16

21-23 NOV/8TH MAR/KRIV-KNKT/141/ITX 1-16

21-23 NOV/2D BN, 2D MAR/KRIV-KNKT/978/ITX 1-16

21-23 NOV/1ST BN, 8TH MAR/KRIV-KNKT/978/ITX 1-16

21-23 NOV/2D BN, 10TH MAR/KRIV-KNKT/474/ITX 1-16

21-23 NOV/2D TANK BN/KRIV-KNKT/99/ITX 1-16

21-23 NOV/2D AA BN/KRIV-KNKT/106/ITX 1-16

21-23 NOV/2D LAR BN/KRIV-KNKT/130/ITX 1-16

21-23 NOV/2D CEB BN/KRIV-KNKT/339/ITX 1-16

21-23 NOV/TRUCK CO DET/KRIV-KNKT/30/ITX 1-16

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3-5 MAR/3D BN, 6TH MAR/KNKT-KNYL/782/TALON EX 2-16
3-5 MAR/10TH MAR/KNKT-KNYL/125/TALON EX 2-16
25-27 APR/3D BN, 6TH MAR/KNKT-KNYL/782/TALON EX 2-16
25-27 APR/10TH MAR/KNKT-KNYL/125/TALON EX 2-16
3-5 MAY/2D MAR/KNKT-KRIV/141/ITX 3-16
3-5 MAY/2D BN, 8TH MAR/KNKT-KRIV/978/ITX 3-16
3-5 MAY/1ST BN, 10TH MAR/KNKT-KRIV/474/ITX 3-16
3-5 MAY/2D LAR BN/KNKT-KRIV/130/ITX 3-16
3-5 MAY/2D TANK BN/KNKT-KRIV/99/ITX 3-16
3-5 MAY/2D CEB BN/KNKT-KRIV/339/ITX 3-16
3-5 MAY/TRUCK CO DET/KNKT-KRIV/30/ITX 3-16
4-6 JUN/2D MAR/KRIV-KNKT/141/ITX 3-16
4-6 JUN/2D BN, 8TH MAR/KRIV-KNKT/978/ITX 3-16
4-6 JUN/1ST BN, 10TH MAR/KRIV-KNKT/474/ITX 3-16
4-6 JUN/2D LAR BN/KRIV-KNKT/130/ITX 3-16
4-6 JUN/2D TANK BN/KRIV-KNKT/99/ITX 3-16
4-6 JUN/2D CEB BN/KRIV-KNKT/339/ITX 3-16
4-6 JUN/TRUCK CO. DET/KRIV-KNKT/30/ITX 3-16
31 AUG-28 SEP/3D BN, 8TH MAR/KNKT-KRNO/960/MTN EX 5-16
31 AUG-28 SEP/3D BN, 8TH MAR/KRNO-KNKT/960/MTN EX 5-16
4. FOR ANY QUESTIONS CONTACT THE POC'S LISTED ABOVE.//

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APPENDIX I

GART REPORTING PROCEDURE

A. The following provides instructions to access and report using GART.

1. Request GART account

a. Request account at <https://webapp.amc.af.mil/GART/Login.aspx>.

b. Fill in all fields and register.

(1) Pallets and Nets Reporting

c. Login using email certificate on CAC at <https://webapp.amc.af.mil/GART/Login.aspx>.

d. Select Monthly/Weekly Report.

e. Select drop down menu from USMC-II MEF.

f. Select each location report to verify pallet, side nets, and top nets total. Total will include in use and unserviceable.

g. Save and submit.

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APPENDIX J

TPFDD MODE/SOURCE CODES

Mode	Source	Explanation
A	C	Air via supporting commander channel (AMC or Service) aircraft
A	D	Air via theater (supported commander) aircraft
A	H	Air via organic (unit) aircraft
A	K	Air via strategic (AMC, AMC-contract) aircraft
A	L	Air via AMC GOPAX /commercial ticket program (CTP) (exercise only)
A	M	Air via unit (Service)-funded commercial tickets
A	N	Air via Host-nation/allied controlled aircraft
A	O	Air via Operational Support Aircraft (OSA)
A	Q	Air via strategic AMC aircraft, Special Operations Forces (SOF), special handling required
A	S	Air via SAAM
L	C	Land via supporting commander transport to other than a CONUS APOE/SPOE
L	D	Land via supported commander transport to other than a CONUS APOE/SPOE
L	G	Land via SDDC-arranged trucking or rail (CONUS)
L	H	Land via organic (unit) vehicles
L	M	Service-provided, nonorganic land transport
L	N	Land via host-nation/allied-controlled transport
L	R	Land via theater (supported commander) rail
P	A	Mode and source of transportation are optional, USTC will analyze and recommend appropriate mode/source
P	C	Mode optional, source is supporting CINC (to other than a CONUS SPOE)
P	D	Optional via supported commander (to other than a CONUS SPOE)
P	G	Mode optional, source is SDDC (CONUS use only)
P	N	Host Nation
S	C	Sea via USN/USCG ship (not MSC)
S	D	Sea via USN/USCG ship (MPS/AWR), not MSC
S	E	Sea via MSC ship (common user strategic sealift)
S	G	Sea via SDDC-arranged commercial charter
S	H	Sea via organic (unit) vessels
S	N	Sea via host-nation/allied provided sealift
S	P	Sea/canal via barge/ferry
S	W	Sea via MSC (assault follow-on echelon (AFOE))
X	G	No transportation required (origin and POE/destination and POD same, CONUS)
X	X	No transportation required (origin and POE/destination and POD same, not CONUS)
Z	Blank	Requirement is in place at final destination

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APPENDIX K

AIR MOVEMENT DATA CHECKLIST

Mission summary report

- ☐ Verify ULNs are accurate in accordance with TPFDD
- ☐ Verify Level IV description
 - Ex: QUADCON(S3), QUADCON(S6)
- ☐
- ☐ JCS codes are correct per the JCS Code tables in MCTP 13-10C.
- ☐ Dimensions align with expected aircraft rail configuration
- ☐ Matches TPFDD

Last Step

- ☐ Cross reference UDL, LPs, HAZDIPs, and verify they all match with the TPFDD or DD1249 for SAAMs.

*TCNS and ULNS are only required when it is TPFDD movement (mode source as AK).

APPENDIX L

AIR LOAD PLAN CHECKLIST

Verify Header Information:

- ☐ Aircraft Configuration
- ☐ Unit being airlifted
- ☐ Departure Date (to match ALD)
- ☐ Departure airfield ICAO
- ☐ Destination airfield ICAO
- ☐ Mission type = Mobility
- ☐ System chalk number

Aircraft schematic:

- ☐ Cargo label identified by air sequence number only
- ☐ Center of balance
- ☐ Minimum of 2 cargo riders per chalk/max per B-747 is 2 per chalk

Cargo Detail:

- ☐ TCN with embedded ULN (for TPFDD movements only)
- ☐ Level IV Nomenclature
- ☐ Verify accurate dimensions per configuration and TPFDD
- ☐ Verify weight in pounds matches short tons on TPFDD
- ☐ Verify JCS codes are correct, and TPFDD.

Summary

- ☐ Total number of PAX (minimum 2 cargo riders)
- ☐ Total cargo weight matches total cargo weight on TPFDD
- ☐ Weight per PAX
- ☐ Total PAX weight
- ☐ Verify total load weight does not exceed ACL

Other

- ☐ No flags/warnings
- ☐ Verify hazmat class is assigned to cargo containing hazmat
- ☐ ULNs for PAX are identified (for TPFDD movements only).
- ☐ Provide a HAZDIP for each chalk containing hazmat.

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APPENDIX M

HAZDIP SUBMISSION

Header

- ☐ Verify the unit name
- ☐ POC name of HAZDIP originator
- ☐ POC DSN phone of HAZDIP originator
- ☐ POC email of HAZDIP originator
- ☐ Comments should identify operation name, aircraft type, chalk number, ULNs (TPFDD only).

Hazardous cargo aircraft and munitions of war clearance request

- ☐ Proper shipping name per the most updated AFMAN 24-204
- ☐ Correct UN ID number per the most updated AFMAN 24-204
- ☐ Correct quantity of hazmat per load plan
 - o Ex: Pieces or packages
- ☐ Weight in pounds reflects the correct weight in Kilograms
 - o 1 kilogram = 2.2 pounds
- ☐ Weight in kilograms meets the reportable quantity
- ☐ Net Explosive Weight (N.E.W.) if it is explosive
- ☐ Correct hazmat class and division per the most updated AFMAN 24-204
- ☐ Verify on load ICAO with TPFDD
- ☐ Verify offload ICAO with TPFDD

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APPENDIX N

AIR MOBILITY REPORTS REQUIRED**Report**

<u>Description</u>	<u>From</u>	<u>To</u>	<u>Date</u>
II MEF Long Range Forecast	II MEF G-4 (G-3, G-8 coord)	MSC/E G/S-4	July prior to beginning of FY
II MEF Short Range Forecast	II MEF G-4	MSC/E G/S-4	Last working day of the month
Major Subordinate Commands Short Range Forecast	Major Subordinate Command	II MEF G-4	Every 20th of the month if it falls on a weekend/holiday then it's due the last business day before
Annual 463L Pallet and Net Validation	Major Subordinate Command	MARFORCOM	August/deadline from MARFORCOM G-4
GART	II MEF MMCC, II MEF Aerial Port, MAG-31 Mobility	II MEF G-4	Every 15th of the month if it falls on a weekend/holiday then it's due the last business day before

SAAM

<u>Description</u>	<u>From</u>	<u>To</u>	<u>Date</u>
UDP SAAM	Major Subordinate Command	II MEF G-4	ALD-97
UDP SAAM	Air Chief	MARFORCOM	ALD-90
SAAM	Major Subordinate Command	II MEF G-4	ALD-60
SAAM	Air Chief	MARFORCOM	ALD-45
SAAM	MARFORCOM	USTC	ALD-30

TPFDD, MDSS II data, load plans, HAZDIP

<u>Description</u>	<u>From</u>	<u>To</u>	<u>Date</u>
JCS-directed Exercise	Major Subordinate Command	Air Mobility Section	EAD-60

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AFRICOM	Major Subordinate Command	Air Mobility Section	EAD-38
COCOM (except AFRICOM)	Major Subordinate Command	Air Mobility Section	EAD-28
Special DOT to establish movement windows	Major Subordinate Command	Special DOT	ALD-30
CONUS DFT	Major Subordinate Command	Air Mobility Section	EAD-28

GOPAX

<u>Description</u>	<u>From</u>	<u>To</u>	<u>Date</u>
GOPAX submission	Air Chief	USTC	ALD- (10-17)

Other

<u>Description</u>	<u>From</u>	<u>To</u>	<u>Date</u>
Wheels in the Well/Wheels on Deck Report due	II MEF Aerial Port	Air Mobility Section	Within 1 hour of execution
Weekly Numbers for the APOE/APOD	II MEF Aerial Port	Air Mobility Section	First day of the work week every week.
Allocation/Notification message released	Air Mobility Chief	N/A	Day of mission posting to SMS
JI paperwork due	II MEF Aerial Port	Air Mobility Section	Within 1 hour of completion & NLT 24 hours prior to aircraft arrival
Mission Work Load (MWL)	II MEF Aerial Port	Air Mobility Section	Twice each working day before 0800 and after 1600, or when there are changes
GATES manifest (PAX/cargo)	II MEF Aerial Port	RMRC	3 hours prior to aircraft departure. Within 1 hour of movement (Part III, Table 302-2, 303-1)

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APPENDIX O

II MEF AERIAL PORT REPORTING REQUIREMENTS TO II MEF COC/AIR MOBILITY SECTION

	Report	Report to (in order):
1	Passenger threatening other passengers and/or flight stewardess	PMO, II MEF SMO
2	Passenger is intoxicated and/ or passenger is being noncompliant	PMO, II MEF SMO
3	All occasions where PMO or EMS is called	II MEF SMO
4	Passenger becomes ill or other means of medical injury	911, II MEF SMO
5	Passenger has in possession ammunition or other dangerous hazardous material that was found during inspection or seen with on the person	PMO, II MEF SMO (ammo only)
7	Any anticipated delay of one hour or more	II MEF SMO
8	Any departing cargo ULN that is +/- 2 short tons or more from anticipated upon conclusion of JI	II MEF SMO
9	During cargo movement, equipment, cargo, and/or aircraft is damaged during load or offload of aircraft	II MEF SMO
12	All violations of II MEF policy concerning APOE	II MEF SMO
13	Any Flight that shifts more than one hour.	II MEF SMO
14	Passengers bring unallocated belly tat or are over their allowance in belly TAT weight if over ACL	II MEF SMO
15	Aircraft delayed 1 hour or more due to a unit (user error) or aerial port.	II MEF SMO
16	Passengers not complying with the APOE staff and not following II MEF guidelines causing issues and delays	II MEF SMO
17	Passengers, cargo, and/or baggage are late arriving to APOE.	II MEF SMO
18	ULN (Unit Line Number) are not listed and cannot be found on the manifest.	II MEF SMO
19	Any Airfield closure	II MEF SMO
20	Any frustrated Cargo	II MEF SMO

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APPENDIX P

XMAN (PASSENGER MANIFEST) COMPLETION/SUBMISSION PROCEDURESINSTRUCTIONS:

1. Go to Security Warning banner above and click the Option box. When the Security Alert-Macro pop window opens select Enable this content and click OK button, so that all of the XMAN features work.
2. Use the XMAN INPUT FORM (see TABS below) to insert all data (green highlighted headings are mandatory fields).
3. Insert the desired file names in cell B2 on the XMAN INPUT FORM (see notes below for naming convention).
4. When all passenger data has been entered on the XMAN INPUT FORM then click the button at the top of the form to save data in a .csv file onto your desktop.
5. After .csv file has been created and verified as complete, then click the CLEAR DATA button to clear the XMAN INPUT FORM for reuse.

EXAMPLE:

A	B	C	D	E	F	G
Name	SSN	Rank	ULN	MOS	Service	EPC NAME
WARRIOR YOO R	0004310430	WO	H71DA04	0491	M	WARRIOR WEE R

COLUMN EXPLANATION AND GUIDELINES:

- Column A: [MAN] Enter Last Name (may contain a hyphen), First Name, and Middle Name, with a single space in between each name. **Do not** enter punctuation (commas, periods, etc.) or suffix (Jr, Sr, and III) in the name field.
- Column B: [MAN] Enter Social Security Number or 9 digit pseudo SSAN number for foreign nationals derived from their passport number.
- Column C: [MAN] Enter appropriate 1 to 3 character rank code provided on **RANK CODES** tab (not military pay grade). For contractors enter "1" for Mr. and "2" for Ms. For civilians employed by DOD enter only the pay grade number i.e. GS12=12, GS6=06.
- Column D: [MAN] Enter ULN, if passengers are not traveling on ULN movement, insert **NOT REQ**
- Column E: [OPT] Enter AFSC/MOS. For civilians leave blank.
- Column F: [MAN] Enter branch of service using single character code (**A**=Army, **M**=Mariners, **F**=Air Force, **C**=Coast Guard, **N**=Navy, or **X**=foreign nationals, other US government agencies or contractors).
- Column G: [MAN] Enter emergency POC (EPC), same format as column A. Enter family member or unit remaining at the deployment location.

H	I	J	K	L	M	N
EPC PH#	INS D.O.B	INS Doc type	INS Doc#	INS country of issue	INS Doc exp date	INS gender
9108675309	11/10/1775	M	123456789	US	1/1/2017	M

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- Column H: [MAN] Enter 7 or 10 digit phone number for EPC (**do not** use **parenthesis** or **hyphens**). GATES will not accept more than 10 digits.
- Column I: [REQ] Enter passengers date of birth in the following format **MM/DD/YYYY**.
- Column J: [REQ] Enter the type of INS document the passenger is traveling on. For **active duty military** member enter **M** for military ID. All others must enter **P** for passport.
- Column K: [REQ] Enter the INS document number. For military enter the SSN. For civilians enter passport number.
- Column L: [REQ] Enter two character federal information processing standard (FIPS) country code for country issuing the INS document (see **COUNTRY CODES** tabs).
- Column M: [REQ] Enter the date the INS travel document expires in the following format **MM/DD/YYYY**.
- Column N: [MAN] Enter the gender of passenger (**M** or **F**).

O	P	Q	R	S
INS country of residence	INS nationality	INS destination street address	INS destination city	INS destination state
US	US	1 Tun Alley	Philadelphia	PA

- Column O: [REQ] Enter two character federal information processing standard (FIPS) country code for INS country of residence (see **COUNTRY CODES** tab).
- Column P: [REQ] Enter two character federal information processing standard (FIPS) country code for INS nationality (see **COUNTRY CODES** tab).
- Column Q: [REQ] Enter INS destination street address.
- Column R: [REQ] Enter INS destination city.
- Column S: [REQ] Enter two character US State abbreviation.

T	U	V	W	X
INS destination country	INS destination zip code	Passenger weight	Baggage quantity	Baggage weight
US	M	174	3	360

- Column T: [REQ] Enter two character federal information processing standard (FIPS) country code (see **COUNTRY CODES** tab).
- Column U: [REQ] Enter INS destination zip code.
- Column V: [OPT] Enter passenger weight.
- Column W: [OPT] Enter number of baggage items being checked.
- Column X: [OPT] Enter total baggage weight.

NOTES:

1. Turn on **CAPS LOCK** before entering data into **XMAN INPUT FORM** this will assist with identifying any data entry errors.
2. Save file in .csv comma delimited format when data entry is complete.
3. Columns **A** through **P** are **mandatory** for all flights **CONUS to OCONUS**.
4. Columns **A** through **H** and column **N** are **mandatory** for flights with **CONUS**.

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5. Columns **A** through **U** are **mandatory** for flights **OCONUS to CONUS**.
6. IAW the **Aviation Disaster Family Assistance Act (ADFAA)** columns **A, B, C, D, F, G, H,** and **N** are **mandatory** for all DOD flights carrying passengers.
7. Use the following file naming convention when saving the file: **Mission ID APOE APC APOD APC** (example: **BKRWL3600197 KIN NIP**).
8. On mission with multiple destinations a separate file is required for each APOD.
9. Column **B SSN** on the **XMAN INPUT FORM** is formatted to display the 9 digit number entered like a social security number with hyphens and leading zeros as appropriate.

GATES PASSENGER XMAN SUBMISSION PROCEDURE

1. Upload to GATES

- a. Fill in all required fields on roster in accordance with guidelines contained in spreadsheet.
- b. Transfer data from roster to XMAN. Select XMAN INPUT FORM.
- c. Insert file name (file name should be the flight mission number).
- d. Copy and paste required data from roster to XMAN.
- e. Save as .CSV File (data will save to desktop).
- f. Email file to ORG.AMCA4-70@US.AF.MIL.
- g. Submit via <https://safe.amrdec.army.mil/safe>.

2. Uploading to AMRDEC

- a. Login <https://webapp.amc.af.mil/GART/Login.aspx> as CAC users.
- b. Fill in all required personal information:
 - (1) Enter your email address.
 - (2) Confirm email address.
 - (3) Browse/attach .CSV file.
 - (4) Check Privacy Act Data box.
 - (5) Description of File(s) i.e. mission number.
- c. Fill in recipient information:
 - (1) Add destination email address ORG.AMCA-70@us.af.mil.
 - (2) Select FOUO.
 - (3) Select protected by Privacy Act.
 - (4) Upload.

Use following instructions for data entry. Advise II MEF G-4/SMO Air of any problems or concerns.

AMC MISSION ID	Enter AMC Mission ID per SMS.
EXERCISE/OPERATION	Enter Exercise/Operation per Allocation/Notification message.
PHASE	Select <u>DEPLM</u> or <u>REDEPLM</u> (This will update the REPORT TITLE and date/time to DEPART or ARRIVE).
APOE	Select ICAO where pax/cargo will be loaded per SMS.
APOD	Select ICAO where pax/cargo will be unloaded per SMS.
SCHED DEPART/ARRIVE DATE	Enter Sched depart date for <u>DEPLM</u> or arrive date for <u>REDEPLM</u> per SMS. Format as DD-MMM-YY.
SCHED DEPART/ARRIVE TIME	Enter Sched depart time for <u>DEPLM</u> or arrive time for <u>REDEPLM</u> per SMS. Format as HH:MM (e.g. 08:00, 13:00)
ACTUAL DEPART/ARRIVE DATE	Enter Actual depart date for <u>DEPLM</u> or arrive date for <u>REDEPLM</u> per SMS. Format as DD-MMM-YY.
ACTUAL DEPART/ARRIVE TIME	Enter Actual depart time for <u>DEPLM</u> or arrive time for <u>REDEPLM</u> per SMS. Format as HH:MM (e.g. 08:00, 13:00).
USMC PACK	Enter total quantity of USMC packs (UDP only or if directed by II MEF). If not directed, enter "0"
DEPLOYER BAG	Enter total quantity of Deployer bags (UDP only or if directed by II MEF). If not directed, enter "0"
SEABAG	Enter total quantity of seabags (UDP only or if directed by II MEF). If not directed, enter "0"
HANGUP/OTHER	Enter total quantity of hangup or other bags (UDP only or if directed by II MEF). If not directed, enter "0"
TOTAL PAX WEIGHT	Enter total actual passenger weight from manifest.
TOTAL BAGGAGE WEIGHT	Enter total actual baggage weight from manifest.
AIRCRAFT	Select aircraft per SMS (or actual if different type assigned).
AUTHORIZED	Enter ACL per SMS. If not listed, reflect ACL provided by load master.
ULN	Enter ULN per Allocation/Notification message.
PAX PROJECTED	Enter number of pax project in SMS.
PAX ALLOCATED	Enter number of pax reflected in Allocation/Notification message.
PAX EXECUTED	Enter actual pax executed.
CARGO PROJECTED	Enter short tons projected in SMS.
CARGO ALLOCATED	Enter short tons reflected in Allocation/Notification message.
CARGO EXECUTE LBS	Enter actual cargo/belly TAT weight executed. Do not include baggage. Enter weight in POUNDS, not short tons.
REMARKS	Enter remarks pertaining to any CCIR events or others deemed appropriate.
PREPARE RANK	Enter your rank.
PREPARE NAME	Enter your last name.
PREPARE DATE	Enter today's date.
APPROVE RANK	Enter squad/team leader's rank.
APPROVE NAME	Enter squad/team leader's last name.
APPROVE SQUAD	Enter squad responsible to coordinate aerial port operations.
ALE RANK	Enter ALE rank. This is for the II MEF ALE assigned in Allocation/Notification message.
ALE NAME	Enter ALE last name.
ALE UNIT	Enter ALE unit.
PTC RANK	Enter PTC rank. This is for the II MEF PTC assigned in Allocation/Notification message.
PTC NAME	Enter PTC last name.
PTC UNIT	Enter PTC unit.

APPENDIX R

SAAM SUBMISSION CHECKLIST

1. DD1249

- ☐ Total PAX baggage S/T's correct.
- ☐ Total Cargo S/T's correct.
- ☐ Total CUFT is correct.
- ☐ Correct aircraft configuration for the aircraft load C1, C2, C3.
- ☐ If SAAM originating from KNBC ensure JI support requested 48 hours prior.
- ☐ Level IV Description.
- ☐ Ex: QUADCON(S3), QUADCON (S6)
- ☐ Ensure correct Proper Shipping Name for each load with hazmat.
- ☐ Correct overall POC always Air Chief.
- ☐ Correct offload and on load POC.
- ☐ Remarks correct per the SAAM SMARTPACK.

2. UDL (Mission Summary Report)

- ☐ JCS codes are correct per the JCS Code utilization spreadsheet provided by II MEF G-4 SMO Air.
- ☐ Description identifies specific cargo.
- ☐ Ex: QUADCON(S3), QUADCON (S6)
- ☐ Dimensions align with expected aircraft rail configuration.
- ☐ Matches DD1249.
- ☐ Load plans (see load plan checklist)
- ☐ Verify descriptions, ULNs, weights, dimensions and JCS codes match the UDL
- ☐ Verify the aircraft type/configuration, delivery method, unit, dates, ICAO codes for departure and arrival airfields, mission type, and system chalk number.
- ☐ Minimum of at least 2 cargo riders per chalk
- ☐ Cargo labels of the cargo items are labeled by the air sequence number
- ☐ Provide a HAZDIP for each chalk with hazmat.

3. Last Step- Cross reference UDL, LPs, HAZDIPs, and verify they all match with the TPFDD or DD1249 for SAAMs.

NOTE 1: TCNS and ULNS are only required when it is TPFDD movement with the mode source as AK.

NOTE 2: 463L pallet orientation from left side to ride side when load planning is as follows:

C-5: 108"

C-17: 108" or (88" w/ LRS)

KC-10: 88"

(K)C-130: 108")

APPENDIX S

WHARFAGE REPORT EXAMPLE

MOREHEAD CITY WHARFAGE REPORT

SHIP NAME	USS OAK HILL
UNIT NAME	26 MEU
OPERATION NAME	DEPLOYMENT
BERTH NUMBER	BERTH 7
ARRIVAL DATE / TIME:	10/7/2015/1 030
DEPARTURE DATE / TIME	10/8/2015/0 900

Description	Quantity	Cubic Ea.	Weight Ea.	Total Cubic	Total Weight	Short Ton
PASSENGERS	220					
HMMWV	12	683	5900	8,196	70800	35.40
WATER BULL	1	588	2500	1176	2500	1.50
MTVR	7	2588	41500	23292	332000	166.00
5K	1	600	8400	600	8400	4.20
ITV PM	4	630	4000	630	16000	8.00
ITV LSV	3	713	6356	4991	19068	22.24
M105A2	1	821	3300	821	3300	1.65
EFSS AMMO TRL	2	118	669	236	1338	0.60
EFSS MORTAR	2	204	1600	204	3600	1.80
MCCLIC TRL	1	720	950	720	950	0.48
QUADCON	42	480	3500	20160	147000	73.50
JMIC	37	285	850	10545	31450	15.75
PALCON	11	230	800	2530	8800	4.40
FUEL SIXCON	3	510	2960	1530	8880	4.44
FLOODLIGHT SET	1	175	1940	175	1940	0.97
AMMP 1060	2	185	2850	370	5700	2.85
AMMP 1040	1	165	1090	165	1090	0.55
COMMON 34	2	135	3040	270	6080	3.04
WATER SIXCON	2	510	3140	1020	6280	3.14
3 TON ECU	1	160	560	160	560	0.28
M105A2	2	821	3300	1642	6600	3.30
M1102	2	790	1460	1580	2920	1.46
MCTWS	1	777	5340	777	5340	2.67
5K	1	654	11080	654	11080	5.54
TOTALS		13542	117085	82444	701676	363.76

APPENDIX T

SEALIFT SHIPPING CATEGORIES

1. Port to port (P2P). P2P is least favorable as it puts the onus the MMCC VIA DMO to coordinate initial movement from home station to the port and requires the receiving end to coordinate the final leg of the movement.
2. Port to door (P2D). P2D is necessary in the case that the timeline doesn't support the contracting of commercial carriers via SSDC. Also in times when the cargo is of sensitive nature or a secured port facility.
3. Door to door (D2D). D2D is the preferred mode as it puts the onus on the surface carrier to coordinate 100% of the movement. For D2D movements MMCC will coordinate and assist the moving unit in staging in preparation of the commercial truck arrival as required.
4. Door to port (D2P). D2P is second favorable as it puts the onus on the surface carrier to coordinate movement from home station to the port but requires the receiving end to coordinate the final leg of the movement. For D2P movements MMCC will coordinate and assist the unit in staging in preparation of the commercial truck arrival as required.

APPENDIX U

EXPORT TRAFFIC RELEASE REQUESTS (ETRR)

Export Traffic Release Request (ETRR)	
<input type="checkbox"/> Container	<input type="checkbox"/> Flat rack <input checked="" type="checkbox"/> Break-bulk
Document Identifier	10390231
For FMS Cargo Only	
FMS SUPPAD	
FMS DEL Terms Code	
Requestor DODAAC	FF5612
Requestor Name	Ramstein AB Germany
Requester Address	435 SVS Unit 3240 Box 535
Requester City, State, Zip	AP0 AE 09094-0535
Requestor Point of Contact	Joe Smith
Requestor Commercial Phone Number	011-22-222-222-222
Requestor Email Address	joe.smith@email.com
Consignor (Shipper) DODAAC or Zip Code	21851
Consignor (Shipper) Name	Lankford Sysco
Consignor (Shipper) Address	111 Main Street
Consignor (Shipper) City, State	Pocomoke Maryland
Consignor (Shipper) Point of Contact	Jane Smith
Consignor (Shipper) Commercial Phone Number	(555) 555-5555
Consignor (Shipper) Email Address	jane.smith@email.com
Number of Vans (CONTAINERS)	
Van Size	
Van Type	
Govt Leased	
Temp State	
Temp Variance	
Transportation Account Code (TAC)	AGAC
Consignee DODAAC (Destination)	FF5612
Consignee Name	Ramstein AB Germany
Consignee Address	435 SVS Unit 3240 Box 535 APO AE 09094-0535
Consignee City, Country	Ramstein Germany
Consignee Point of Contact	John Smith
Consignee Commercial Phone Number	011-22-333-333-333
Consignee Email Address	john.smith@email.com
Lading Terms	Port to door
Available Date	1 Feb 2011
Required Delivery Date	25 Mar 2011
Spot Date	1-Feb-11
POC Name (Person completing form)	Sara Smith
POC Commercial Phone/Fax	(777) 777-7777 / (777) 777-7878
POC DSN Voice/Fax	

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Delivery Information for Carrier to know	
Remarks to Booker	
Commodity Code	11-Jun-1902
Type Code	Z
Handling Code	9
Type Pack	VE
TCNs (BREAKBULK)	FF561208080808XXX
Total Pieces (list each on cargo detail tab)	1
Weight (lbs.) for each piece or container load	15000
Cube for each piece or container load	836
Dims (list each on cargo detail tab)	132x96x114
Project Code	
Accessorial IND	
Stop Off IND	
Hazardous Cargo included	

EXPORT TRAFFIC RELEASE REQUESTS (ETRR) PROCEDURES

1. Purpose. This Appendix prescribes procedures for the completion of Military SDDC prescribed formats for the submission of ETRRs. Instructions for completion of the format are also provided.

2. ETRR Submission. One ETRR will be submitted for each type item to be shipped via Commercial Shipping (i.e., all QUADCONS will be on one ETRR, all 20 foot IOS containers will be listed on one ETRR (separate from the QUADCON ETRR)). ETRRs will be submitted to SMO in an email attachment no later than 60 days prior to ALD validated in the TPFDD.

3. Direction for Completion of ETRRs for Containers. All the information contained in the ETRR submission will be compiled from validated TPFDD and validated MDSS II data.

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

b. Acknowledgement: Enter "Y" for shippers without on-line access for receipt of PCFN.

c. Export Traffic Release Request Delivery Method: Enter the method by which the ETRR will be forwarded to the shipper (i.e., Facsimile Number or Electronic Mail Address).

d. Ocean Cargo Clearance Authority Reference Number: Leave Blank.

e. Carrier Reference Number: Leave Blank.

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f. For Foreign Military Sales (FMS) Cargo Only:

(1) FMS Supplementary Address: Enter FMS supplementary address.

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

(3) FMS Delivery Term Description.

- a. Requester DODAAC: Enter the DODAAC, a distinct six position alphanumeric code that identifies the address of the requester.
- b. Requester Name: Enter the name of the requester.
- c. Requester Address: Enter the street address of the requester.
- d. Requester City: City the requester is located.
- e. Requester State/Country: Enter the State or Country the requester is located.
- f. Requester Zip: Enter the Zip Code.
- g. Consignor DODDAC (Origin): Enter the DODDAC, a distinct six position alphanumeric code that identifies the address of the shipper.
- h. Consignor Name: Enter the shipper's name.
- i. Consignor Address: Enter the street address of the shipper.
- j. Consignor City: Enter the City of the shipper location.
- k. Consignor Zip: Enter the Zip code of the shipper.
- l. Number of Vans: Enter the total number of containers.
- m. Van Size: Enter van size.
- n. Van Type: Enter container category (e.g., Reefer/Dry/High Cube).
- o. Consignee Commercial Phone Number: Enter the consignee commercial phone number.
- p. Lading Terms: Enter the code indicating the type of bill of lading and the Free On Board terms.
- q. Available Date: Enter the date the cargo is available for the ocean carrier to pick-up.

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r. Required Delivery Date: Enter the required delivery date (time the cargo is needed at the final destination).

s. Spot Date: Enter the date the container is requested to be picked up by the ocean carrier.

t. POC Name: Enter the name of the individual to be contacted regarding the request.

u. POC's Commercial Telephone Number: Enter the POC's commercial telephone number.

ab. POC's Commercial Fax Number: Enter the POC's commercial fax number.

ac. POC's DSN Phone Number: Enter the POC's DSN telephone number.

ad. POC's DSN Facsimile Number: Enter the POC's DSN fax number.

ae. Delivery Information: Enter text providing delivery information to the carrier.

af. Remarks to Booker: Enter text to provide information regarding the request to the Military Surface Deployment and Distribution Command Booker.

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

ah. Water Type Code: Enter the Water Type Cargo Code from the RDMS located at USTC RDMS website at: <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data and Water Type Cargo. Select Display Data from Action Legends box. They are accessible by all users, to include DOD contractors and vendors through the Defense Transportation Electronic Business website at <http://www.transcom.mil/dteb/>, click on Reference Data and then select type of cargo desired (i.e., "P"-Poison Class B, UN Class 6, [poison label]).

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

aj. Type Pack Code: Enter the Type Pack Code from the RDMS located at USTC RDMS website at: <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data and Type Pack Code. Select Display Data from Action Legends box.

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They are accessible by all users, to include DOD contractors and vendors through the Defense Transportation Electronic Business website at <http://www.transcom.mil/dteb/>, click on Reference Data.

ak. TCN (BREAKBULK): The 17-character TCN is essentially composed of a series of data sets uniquely associated with a shipping activity and serialized, as applicable, by that activity to generate a unique tracking number that is either time-sensitive (by Julian date) or instance-sensitive (the combined data instance seldom repeats).

al. Total Pieces: Self explanatory

am. Each Weight (lbs.): Self explanatory

an. Each Cube: Self explanatory

ao. Dims (dimensions): Self explanatory

ap. Project Code

aq. Accessorial IND: Transportation accessorial expenses for detention and demurrage that accrued because of actions by an FMS purchaser or purchaser's agent (FMS freight forwarder) at a CONUS-located destination are charged at actual cost to the applicable FMS case (Letter of Offer and Letter of Acceptance [LOA])

ar. Stop Off IND: Holding and diverting are actions in which a shipper may be involved because of irregular or interrupted movement of cargo in the DTS.

as. Hazardous Cargo Included: Self explanatory

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APPENDIX V

AMPHIBIOUS MESSAGES/REPORTS

A. The following reports are outlined for use in accordance with amphibious doctrine.

1. Landing Force Pre-Embarkation Report/Message Requirements

a. Navy Support Element (NSE) Augmentation Message

(1) Purpose: Identifies Navy units required to perform tasks in support of operations

(2) Responsibility: CATF/COMPHIBRON

(3) Reference: JP 3-02.2, Joint Doctrine for Amphibious Embarkation

(4) Prior to releasing the NSE augmentation message, the CATF/PHIBRON CCO must solicit NSE lift requirements. This solicitation should be executed via a naval message to the commands that provide the elements comprising the NSE. Once all of the inputs have been received, they are validated against the assigned mission and the prescribed NSE lift footprint baseline as established by the respective CATF/PHIBRON. The CATF/PHIBRON CCO then consolidates the inputs into a single naval message for release to interested commands.

FM COMPHIBRON TWO(or COMESG) TO TWO TWO MEU INFO COMNAVSURFLANT NORFOLK VA//N3/N36// PHIBRON TWO COMNAVBEACHGRU TWO COMSPECWARGRU TWO COMEODGRU TWO COMHELTACWINGLANT NORFOLK VA//N3// ACU TWO ACU FOUR BMU TWO COMSPECBOATRON TWO SEAL TEAM TWO FLTSURGTEAM TWO FLECOMPRON SIX EODMU TWO USS DEVIL DOG USS GATOR BT
UNCLAS//N04600// MSGID/GENADMIN/COMPHIBRON TWO/0001/JAN// SUBJ/LF6F 1-09 NAVAL SUPPORT ELEMENT (NSE) AUGMENTATION LIFT DATA// REF/A/RMG/COMESG TWO/1122337ZMAR09 REF/B/DOC/JOINT PUB 3-01.2/DATE// NARR/REF A IS JOINT DOCTRINE ON AMPHIBIOUS EMBARKATION. REF B IS APPROVED BASELINE NSE LIFT FOOTPRINT FOR ESG DEPLOYMENTS.// POC/JONES/GYSGT/COMPHIBRON TWO/- /TEL:DSN:123-4567// RMKS/1. IN ACCORDANCE WITH REFS A AND B, THE FOLLOWING NSE AUGMENTATION LIFT DATA IS PROVIDED FOR LF6F 1-09. A. NSE GRAND TOTALS OFFICERS E7-E9 E1-E6 TOTAL CUFT TOTAL SQFT TOTAL WT (NOTE: THE FIGURES REFLECTED IN THIS SUBPARAGRAPH ARE THE SUM TOTALS OF EACH OF THE INDIVIDUAL NSE TOTALS.) B. SS GATOR (1) CPR STAFF OFFICERS E7-E9 E1-E6 TOTAL CUFT TOTAL SQFT TOTAL WT (A) SQFT REQUIREMENT NOMENCLATURE QTY LENGTH WIDTH HEIGHT SQUARE TOTAL SQ TOTAL WT (B) CUFT REQUIREMENT NOMENCLATURE QTY LENGTH WIDTH HEIGHT SQUARE TOTAL SQ TOTAL WT (2) COMNAVBEACHGRU TWO OFFICERS E7-E9 E1-E6 TOTAL CUFT TOTAL SQFT TOTAL WT (A) SQFT REQUIREMENT NOMENCLATURE QTY LENGTH WIDTH HEIGHT SQUARE TOTAL SQ TOTAL WT (B) CUFT REQUIREMENT NOMENCLATURE QTY LENGTH WIDTH HEIGHT SQUARE TOTAL SQ TOTAL WT C. USS DEVIL DOG BT (NOTE: CONTINUE TO LIST NSE UNITS, BY SHIP, WITH THEIR ASSOCIATED PERSONNEL, SQUARE, AND CUBIC FOOT STOWAGE REQUIREMENT. ENSURE APPROPRIATE COMMENTS ARE INCLUDED RELATIVE TO NSE LANDING FORCE SPACE BERTHING REQUIREMENTS. ENSURE ALL HAZMAT, MUNITIONS, AND OTHER HOLD/TROOP STOW CARGO ITEMS ARE PROPERLY IDENTIFIED.)

b. Organization for Embarkation & Assignment To Shipping (OE&AS)

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- (1) Purpose: Assigns embarking LF elements to designated shipping
- (2) Responsibility: LFCO
- (3) Reference: JP 3-02.2

(4) This message identifies the LF's intent relative to assigning specific units/organizations to assigned shipping. It also provides some initial planning information that will prove useful during the initial embarkation conference. A sample of this report is not included in this publication due to its length.

c. Landing Craft Availability Table (LCAT) Message

- (1) Purpose: Identifies the quantity and type of landing craft to be embarked on each ship of the task force Combat Cargo Operations Handbook
- (2) Responsibility: CATF/COMPHIBRON
- (3) Reference: NTTP 3-02.1M/MCWP 3-31.5

(4) Normally the landing craft mix is determined 180 days prior to deployment. This information is required so that commander, naval beach group (NAVBEACHGRU) can ensure the appropriate training and crew workups are completed prior to deployment. Completion of the LCAT requires one additional variable—the specific landing craft hull numbers. The CATF/PHIBRON can determine this information through coordination with the NAVBEACHGRU detachment officer in charge. When developing the LCAT, the Marine and Navy commanders should coordinate with the embarking LF command element prior to releasing the message. The following is an example of an LCAT message.

FM COMPHIBRON (or COMESG) TO TWO TWO MEU INFO COMNAVSURFLANT NORFOLK
VA//N3/N36// PHIBRON TWO COMNAVBEACHGRU TWO ACU TWO ACU FOUR BMU TWO USS
LEATHER NECK USS GATOR USS WAR SHIP BT UNCLAS//N03100//
MSGID/GENADMIN/COMPHIBRON TWO/0001/JAN// SUB/ESG 2-09 LANDING CRAFT
AVAILABILITY TABLE (LCAT)// REF/A/DOC/NWP 22-3/DATE// NARR/REF A IS NAVAL
WARFARE PUBLICATION ON SHIP TO SHORE MOVEMENT./ // POC/JONES/GYSGT/COMPHIBRON
TWO/-/TEL:DSN:123-4567// RMKS/1. IN ACCORDANCE WITH REF A, THE FOLLOWING LCAT
IS PROVIDED. A. USS LEATHER NECK: LCAC-20, LCAC-22, LCAC-24 B. USS GATOR:
LCU-1640 C. USS WAR SHIP: LCU-1657, LARC-55, LARC-56//

d. Berthing and Loading Schedule (BALS) Message

- (1) Purpose: A coordinated CATF/CLF message that outlines the planned sequence of events relative to on-loading the LF, to include the NSE, at all designated loading sites as required
- (2) Responsibility: CATF/COMPHIBRON
- (3) Reference: COMNAVSURFORINST 4621.1/COMMARFORCOM Order 4621.1/COMMARFORPAC 4621.1

(4) The BALS is one of the most important messages the CATF/COMPHIBRON CCO will produce relative to on-load execution. It is normally sent after the final embarkation conference and after the LF has

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released its embarkation letter of instruction. The BALS should fully support the embarkation letter of instruction. There are three key points that must be kept in mind when preparing this message for release: First, the identification of on-load support equipment (e.g., forklifts, cranes), numbers of personnel, quantities of pallets, pieces of rolling stock, and on-load means (e.g., cranes, ramps, landing craft) should be provided when known. Equally important are the on-load site, plan, and personnel involved. If it's expected that cargo, supplies, and equipment will be loaded in the homeport of a ship, clearly define this event. Including the plain language addresses of support personnel at the Naval Station Norfolk/San Diego, Naval Amphibious Base Little Creek, etc., will ensure that the desired on-load support is ready to execute the on-load plan. Secondly, validate the BALS ship schedules with the events listed in the CATF/COMPHIBRON schedule of events. This is best accomplished through consultation with the amphibious force Navy component operations and plans officer (N-3) to ensure the two documents align. The CCO should also compare the BALS with the logistic request generated by the amphibious force Navy component logistics staff officer (N-4) to ensure these documents are mutually supporting. Finally, conduct follow up phone calls with the appropriate supporting agencies at the ports of embarkation to ensure the messages are received and the level of support required is understood. The following is an example of a BALS message.

FM COMPHIBRON TO TWO SIX MEU//S3/S4// PHIBRON TWO INFO COMMARFORCOM//G-3/G-4/SMO// COMNAVSURFLANT NORFOLK V//N3/N36// COMNAVAIRLANT NORFOLK VA//N41// COMEXSTRIKGRU TWO//N3/N36// LIST EACH NSE DET AND THEIR PARENT COMMAND LIST OTHER SUPPORTING AGENCIES/COMMANDS AS REQUIRED BT UNCLAS //N04600// MSGID/GENADMIN/CPR-2// SUBJ/BERTHING AND LOADING SCHEDULE (BALS)/ ISO KSGESG// REF/A/DOC/JOINT PUB 3-02.2// REF/B/CONF/CPR2/21FEB09// NARR/REF A IS JOINT DOCTRINE PUB FOR AMPHIB EMB. REF B WAS KSGESG FINAL EMBARK PLANNING CONF (FEPC).// POC/I M INCHARGE/CAPT/CCO/TEL: (COMM) 757-444-4974/ (DSN) 564-4974 RMKS/1. PER REFS (A) AND (B), SKED BELOW PROVIDES BALS FOR EMBARK OF 26 MEU. SHIPS WILL MAKE PCVT RPTS HOURLY VIA PCS COORD NET TO PCS ON 15 APR 09 FROM ONLOAD COMMENCEMENT TO COMPLETION. SKED AS FOLLOWS (READ IN THREE COLUMNS): *****USS GATOR***** DATE/TIME EVENT PLACE 24MAR09/0800-COMP 26 MEU SUPPLY BLOCK/MAP PIER 12/NAVSTA PACKAGE ARR NAVSTA NORFOLK MAR09/0800-COMP LOAD 26 MEU SUPPLY BLOCK/MAP PACKAGE PIER 12/NAVSTA 12APR09/1600 26 MEU ADVANCE PARTY ARRIVE PIER 12 NAVSTA (APPROX 60 PERS) 13APR09/0900-1100 TROOP STOW CARGO ARRIVE PIER 12 NAVSTA (APPROX 30 PALLETS) /1200-1700 26 MEU MAIN BODY ARRIVE PIER 12 NAVSTA (APPROX 850 PAXS) 14APR09/0700 EMBARK EOC HMMWV PIERSIDE PIER 12 NAVSTA /0730CCA EN ROUTE CAMLEJ PIER 12 NAVSTA /0800-1100 26 MEU PRE-STAGE VEH/EQUIP RISLEY PIER/CAMLEJ /0900 UNDERWAY PIER 12 NAVSTA /TBD EMBARK LCAC 28/37/89 W/BMU VIC LYNNHAVEN ANCH CLZ HMMWV AND PTM /1200 EMBARK SAR DET UNDERWAY /1230 ACE FLY-ON (HARRIERS) UNDERWAY /1300-COMP CCA CONDUCT PRE-EMBARK RISLEY PIER/CAMLEJ VEH/EQUIP INSP 15APR09/0630 ARRIVE CAMLEJ OPAREA ONSLOW BAY /0700 LAUNCH LCAC'S/OFFLOAD BMU CLZ HMMWV ONSLOW BAY/BEACH /0800 COMMENCE VEHICLE ONLOAD ONSLOW BAY/BEACH (15 LCAC LOADS) /TBD ACE FLY-ON (PERS) ONSLOW BAY/BEACH /TBD RECOVER PREBOAT LCACs ONSLOW BAY/BEACH *****USS WAR SHIP***** DATE/TIME EVENT PLACE 25MAR09/0800-COMP LOAD 26 MEU SUPPLY BLOCK PIER 16/NAB 12APR09/1200-1300 26 MEU ADV PARTY ARRIVE PIER 16/NAB (APPROX 26 PAXS) 14APR09/0730 BOS'N EN ROUTE CAMLEJ PIER 12/NAVSTA /0800-1100 26 MEU PRE-STAGE VEH/EQUIP MHC/RISLEY PIER /0900 UNDERWAY PIER 16/NAB /TBD EMBARK LCAC 36/70 W/BMU VIC LYNNHAVEN ANCH 5-TON/HMMWV/TRLR /1300-COMP BOS'N CONDUCT PRE-EMBARK

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MHC/CAMLEJ VEH/EQUIP INSP 15APR09/TBD LAUNCH LCACs EN ROUTE CAMLEJ VIC MHC
ONSLow BCH /0700 ARRIVE MHC PORT MHC/BERTH 9 (STERN TO) /0745 RO/RO RAMP IN
PLACE MHC/BERTH 9 /0800 LOAD TROOPS PIERSIDE MHC/BERTH 9 (APPROX 225 PAXS
/0830 COMMENCE VEHICLE ONLOAD MHC/BERTH 9 /1000 ONLOAD 12 PALS TROOP
MHC/BERTH 9 STOW CARGO /1300-1400 U/W MHC EN ROUTE CAMLEJ OPAREA MHC/BERTH 9
/TBD ARR CAMLEJ OPAREA ONSLOW BAY/BEACH /TBD EMBARK M9 ACE/EXCAVATOR ONSLOW
BEACH VIA LCAC /TBD RECOVER AAVs ONSLOW BEACH /TBD RECOVER PREBOAT LCACs
ONSLow BAY/BEACH

e. Ship Load Plans

(1) Purpose: Provides the detailed embarkation data required to safely and efficiently load an amphibious ship

(2) Responsibility: COT

(3) Reference: JP 3-02.2

(4) Preparing detailed load plans is the sole responsibility of the COT and the designated TEO. However, the ship's CCO/first lieutenant must be an active participant in this process, to include the exchange of automated systems electronic exports from approved logistic automated information management systems.

(5) This ship's data must include all data relative to embarked LFORM, MLA, EOD/SPECWAR/ship fill munitions products, forklifts, aviation ground support equipment, individual material readiness list, aviation consolidated allowance list, and any other commodity or cargo stowed or planned for stowage in LF spaces.

(6) This includes materials stowed or planned for stowage on the flight deck or hangar deck.

(7) The ship's CCO/first lieutenant should also engage other shipboard departments during the load plan analysis phase and prior to the load plans submission to the ship's CO for his review and signature.

(8) The ship's company personnel who also review/comment on the load plan include the CHENG, damage control assistant, air boss, CCO/first lieutenant, ship's boatswain, XO, and other personnel based on ship specific requirements.

f. LFORM Supplement

(1) Purpose: Provides munitions stowage diagrams and manifests for LFORM, MLA, SPECWAR, EOD, and ship fill Class V cargo when stowed in SLCP-designated stowage locations

(2) Responsibility: Each amphibious ship

(3) Reference: COMNAVSURFLANT Instruction 4080.1G/MARFORLANT Order 4000.10I, Landing Forces Operational Reserve Materiel (LFORM) Aboard Amphibious Warfare Ships of the U.S. Atlantic Fleet, and COMNAVSURFPACINST 4080.1D/CG FMFPACO 4080.2D, Prepositioning of Landing Force Operational Reserve Materiel (LFORM)

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(4) Mission Load Allowance (MLA) and Other Contingency Materiel
Aboard Amphibious Warfare Ships of the U.S. Pacific Fleet

(5) The LFORM supplement will be developed using currently fielded automated systems. The LFORM supplement development must begin through the construction of a database and include all munitions products (e.g., LFORM, MLA, EOD, SPECWAR, ship fill) stored in the ship's magazines and other designated stowage locations. This database will also be used to document the data relative to available ground support equipment, individual material readiness list, MHE/CHE, and other materials stored in the designated LF storage areas to include the hangar and flight deck. The database will be used to support the ship load planning process. Once the load planning process is complete, a copy of the electronic export file and a hard copy of the actual LFORM supplement will be provided to the TYCOM. This same information will also be provided to the PHIBRON and embarking LF elements. This will provide the LF with the necessary information to prepare a detailed ship's load plan by merging data on LF personnel, supplies, and equipment with the data contained in the LFORM supplement.

g. Shipboard Landing Force Accommodations Inspection or Shipboard
Inspection Summary Reports

(1) Purpose: The COT, accompanied by the ships CO or their designated representatives, conducts a joint pre-embarkation and debarkation LF accommodations inspection to ensure habitability standards are being maintained and to accurately identify and assess damages.

(2) Responsibility: Commanding Officer of Troops/Ships Commanding Officer

(3) Reference: COMNAVSURFORINST 4621.1/COMMARFORCOM Order 4621.1/COMMARFORPAC 4621.1

(4) Pre-embarkation and debarkation shipboard accommodations inspections or shipboard inspection summaries are required to advise the chain of command on the status of habitability in troop living compartments, the condition and state of maintenance of troop office/functional spaces, and MHE. Amphibious warfare ships, by necessity, are restricted in the facilities that can be provided for the comfort and convenience of embarked troops.

(5) Problems arising due to ship space constraints and/or facility limitations should normally be resolved within limits at the final embarkation conference. Problems that persist during ship deployments may be beyond the capability of the ship to correct and will be so noted on the reports. The inspection of LF spaces should be conducted in sufficient detail to document potential damage claims. (The report should state that both the Navy and Marine Corps representatives agree with the discrepancies noted).

(6) In circumstances when an agreement as to funding responsibility cannot be reached at the unit level, detailed reports will be forwarded via each unit's chain of command for resolution at the immediate superior in charge or TYCOM level. The reports should not be limited to a summary of existing adverse conditions. Efforts by the crew to make conditions as

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habitable and workable as possible should be noted with appropriate comments in the inspection results.

(7) Accommodation inspection results are prepared by the COT within 5 days of completion of embarkation and immediately prior to debarkation with the following exceptions:

(8) When the period of embarkation is for less than 14 days and there are no adverse shipboard conditions, only the debarkation accommodations inspection will be submitted.

(9) When troop units debark for conduct of operations ashore (and will re-embark) and members of the unit remain aboard for security and housekeeping chores.

(10) Before submitting pre-embarkation or debarkation shipboard accommodations inspection results, the COT and the ship's CO must consult. It is imperative that any discrepancies between the two commanders and their respective commands be mutually resolved at their level whenever possible.

(11) Before debarkation (normally 2 to 3 days before off-load for extended deployments), the COT, accompanied by the CO of the ship or their designated representatives, will conduct a debarkation accommodations inspection. It is imperative the COT conducts a thorough inspection with the ship's representatives present and properly identifies discrepancies utilizing the same inspection checklists that were annotated during the pre-embarkation shipboard accommodations inspection.

(12) The COT and the ship's SuppO will determine funding responsibility and will prepare a letter of agreement signed by both the COT and the ship's CO. The letter will be prepared prior to the COT's departure and will contain the dollar amount of required repairs and the agency responsible for payment. This letter records the ship's and the LF's concurrence with the dollar value of assessed damages and allows for restitution to be made by the responsible agency. Omitting this information from the debarkation inspection results impedes the timely processing and preparation of command endorsements.

h. Landing Force Operational Reserve Material (LFORM) Shortfall/Ammunition Shortfall Message

(1) Purpose: Identifies all Class V munitions shortfalls

(2) Responsibility: Each amphibious ship

(3) Reference: COMNAVSURFLANTINST 4080.1/MARFORLANTO 4000.10 and COMNAVSURFPACINST 4080.1D/CG FMFPACO 4080.2D Detailed ammunition reporting procedures are outlined in chapter 2.

(4) The CCO should be an active part of the ammunition reporting process. Doing so provides the ship's CO with a system of checks and balances. It is also an integral part of combat cargo's LFORM manager duties.

2. Landing Force Post-Embarkation Reporting Requirements

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a. Embarked Personnel and Material Report [EPMR]

(1) Purpose: Provides a detailed manifest outlining, by unit or organization, the personnel, supplies, and equipment embarked aboard a ship

(2) Responsibility: Each amphibious ship

(3) Reference: COMNAVSURFORINST 4621.1/COMMARFORCOM Order 4621.1/COMMARFORPAC 4621.1

b. LFORM Inspection Report

(1) Purpose: Validate the overall general condition of embarked LFORM/MLA

(2) Responsibility: COT

(3) Reference: COMNAVSURFLANTINST 4080.1/MARFORLANTO 4000.10 and COMNAVSURFPACINST 4080.1D/CG FMFPACO 4080.2D

(4) The COT must conduct a visual inspection to determine the overall condition of embarked LFORM/MLA. This inspection is not intended to be the mechanism for the conduct of a wall-to-wall inspection.

(5) The COT inspects the magazines and general cargo storage areas where LFORM/MLA products are stowed to assess overall material condition of the LFORM/MLA, cleanliness of the spaces, to ensure the materials are properly secured for sea, and to personally view accessibility constraints.

(6) Current policy states that the LFORM inspection report is submitted only if discrepancies exist.