

**FORT RILEY TRANSPORTATION OFFICE**  
**UNIT MOVEMENT and FREIGHT**  
**STANDARD OPERATING PROCEDURES (SOP)**  
**HOURS OF OPERATION: 0800-1630 M-F**  
**BLDG 1502 PH: 239-8868/2329**

**1. PURPOSE.** The purpose of this Standard Operating Procedure (SOP) is to prescribe the policies and guidance for Unit Movement from the AFSBN-Riley Transportation Office. The intent of these established requirements is to minimize personnel resources and expedite inbound and outbound shipments at Fort Riley, KS. Information contained herein will serve to foster efficient operations and administrative actions through standardization of procedures.

**2. SCOPE.** The provisions outlined in this SOP are applicable to all units deploying and redeploying Fort Riley Kansas and AR 5-9 Area of Responsibility units.

**3. GENERAL.** The Unit Movement and Freight operating hours are Monday through Friday, excluding federal holidays, 0800-1630. Line Haul hours of operation 0830-1530. If units want to work outside of these hours overtime request must be forwarded through DIV G4 to AFSBN-Riley commander.

**4. APPLICABILITY.**

- A. The contents of this AFSBN-Riley SOP and all associated references are applicable to all DOD civilians, contractor personnel, military personnel and all other individuals working for or coordinating through AFSBN-Riley Transportation Division.
- B. This AFSBN-Riley SOP is directive in nature and in case of conflict, Army Regulations take precedence.
- C. Immediately, report through command channels any conflict regarding the contents of this SOP with instructions contained in publications of higher headquarters.
- D. Immediately, report through command channels any abuse of organizational equipment, personal equipment, any known or discovered shortages, and any violations of this SOP.

**Guidance to Commanders**

It is in the unit commander's best interest to appoint the right leader to effectively perform Unit Movement Officer (UMO), Air Movement Control Officer (AMCO), HAZMAT Certifier, Container Control Officer (CCO) and Load Team duties in support of the unit's readiness and deployment requirements. Additionally, not having enough trained personnel in these categories could, and in most cases will, degrade the unit's ability to effectively deploy. Furthermore, refresher training conducted at the unit level is highly encouraged to maintain proficiency within the formation.

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## 5. Unit Movement Data/TC-AIMS-II.

A. Transportation Coordinators' Automated Information for Movements System II (TC-AIMS-II): Units are required to have at a minimum of two (2) TC-AIMS-II trained operators per Brigade, Battalion, and Company, or if deploying by Platoon/Team with 1-year retain ability. Classes are conducted by Fort Riley Troop Schools and can be obtained by signing up through ATRRS. To obtain access personnel must complete the TC-AIMS-II DD Form 2875 SAARS request and forward to the Installation Transportation Office (ITO) Unit Movement Section through the Brigade S4 Mobility section or separate BN S4 to the ITO Brigade Movement Coordinator (BMC) who will submit to the ITO Installation Unit Movement Coordinator (IUMC) [usarmy.riley.407-afsb-lrc.mbx.lrc-ito-movements@army.mil](mailto:usarmy.riley.407-afsb-lrc.mbx.lrc-ito-movements@army.mil). You can also request the most up to date TC-AIMS-II DD Form 2875 SAARS request from the same email above.

B. Organizational Equipment List (OEL): Units are required to update their OEL every 90 days, any change, and before deployment or training exercise in accordance with FORSCOM REG 55-1. The TC-AIMS-II PDF report will be digitally signed by the company commander and forwarded to the Installation Transportation Office (ITO) Unit Movement Section through the Brigade Mobility section or separate BN S4 to the ITO BMC who will submit to the ITO IUMC.

### C. The Deployment Movement Plan

- **Identify what needs to be moved**
- **Identify Equipment to Accompany Troops (TAT)**
- **Identify Air Movement Requirements**
- **Identify Hazardous/Sensitive Cargo**
- **Identify container requirements and develop packing lists**
- **Develop Vehicle Load Plans**
- **Identify Blocking, Bracing, Packing, Crating, and Tie-down (BBPCT) requirements**
- **Translate above into TC-AIMS-II UDL**
- **Determine how personnel and equipment will be moved to POE**
- **Prepare the unit deployment movement plan**
- **Update to UDL will require UDL Unlock Memo once UDL is submitted and locked. General Officer for ULN moves O6 for CTC or training events**

D. Unit Deployment List (UDL): A TC-AIMS-II UDL is required for all Deployments, Training Exercises, and any shipments of equipment. The UMO will create UDLs from the OEL and ensure that the associated secondary loads and container contents are contained in the OEL and review TC-AIMS-II databases as necessary and make corrections. The TC-AIMS-II PDF report will be digitally signed by the company commander or higher and forwarded to the ITO Unit Movement Section through the Brigade Mobility section or separate BN S4 to the ITO BMC who will review and submit to the ITO IUMC. The Unit Movement Section IUMC will verify that the Movement Plans/UDL has been completed and are accurate prior to plans being submitted to Higher HQs.

- **The UDL is the unit's movement plan, all secondary loads and anything else not in containers needs to be on the UDL.**
- **UDL is the driving factor in determining and ordering transportation assets.**
- **Units on deployment orders will submit their initial TC-AIMS-II UDL 180 days**

**prior to LAD in accordance with FORSCOM Regulation 55-2.**

- **Final Deployment TC-AIMS-II UDL will be submitted 70 days prior to RLD along with SDDC Export Traffic Release Request (ETRR), and Funds Verification (FUVA) for validation with FORSCOM at RLD – 60.**
- **CTC Rotations or other training CONUS, units will submit their initial TC-AIMS-II UDL 120 days prior to LAD.**
- **Final CTC TC-AIMS-II UDL will be submitted 70 days prior to RLD with FUVA.**

- See Appendix A for Form Examples

E. Integrated Booking System (IBS)/Air Load Plan: Once the UDL has been validated and pushed from COMPASS to JOPES by FORSCOM (book dimensions and weights), units will have to change the UDL weights and dimensions in TC-AIMS-II to actual data for booking cargo for surface or air movement to keep equipment from getting frustrated in transit.

F. Military Shipping Labels (MSL): All equipment (100%) that requires space on transport assets will have four MSLs. MSLs will be placed on equipment in accordance with ATP 3-35 and this SOP. It is the responsibility of the deploying units to have enough MSLs and Radio Frequency Identification (RFID) Tags to deploy and redeploy. Any item missing a MSL or RFID Tags will be frustrated causing delay. See Brigade Mobility Section for MSLs and RFTags.

- See Appendix B for MSL, RFID Tag and Packing List placement.

G. All old MSLs must be removed from equipment before new MSLs are applied.

H. Radio-Frequency Identification Tags (RFID Tags): RFID Tags give the command the capability to monitor the movement of the equipment as it moves through the transportation system. It is the unit's responsibility to have enough RFID-Tags on hand for all equipment and containers deploying.

## **6. Equipment Preparation Standards.**

A. Preparation of equipment is a unit responsibility. This process is completed in unit motor pools and the unit marshaling area under the direction of the UMO and the unit's chain of command. Units must review equipment -10 for prepare for shipment requirements. Vehicles are cleaned, loaded, all sensitive, and pilfer able items removed and reduced to lowest configuration for shipment (bows, tarps, and antennas removed). Every effort should be made to conform to the commander's guidance in support of the concept of operations.

B. Depending on the mode of lift for deployment, full reduction may or may not be necessary. When preparing equipment for transport, unit personnel must ensure equipment conforms to clearance and space restrictions established in the port call message. Normally units configure vehicles as reduced for the type of transport used. At a minimum all Controlled Cryptographic Items (CCI) are removed, mirrors are folded in, secondary loads are secured IAW mode of transport, antennas are removed, and all equipment is annotated on DD Form 1750.

C. Built-up vehicle shelters must be removed and cannot be moved on vessels or commercial conveyance without prior Army Command (ACOM) approval. These types of vehicles typically have overhead clearance problems along rail lines and in aircraft or vessel compartments. When authorized by the ACOM, shelters may stay in place; however, contents must be documented, and dimensions must be accurately reported on the OEL and UDL.

D. Vehicles will be clean and loaded as submitted on the UDL. Sensitive items and any items that can be pilfered will be removed. Vehicle will be configured for movement as submitted on the UDL.

- See appendix C for Vehicle/Container Movement Checklist.

## **7. Blocking, Bracing, Packing, Crating, and Tie Down (BBPCT).**

A. BBPCT: “Blocking, Bracing, Packing, Crating, and Tie-down in Support of Full Mobilization” is the official title for the program. It includes all materials required to protect vehicles, equipment and other cargo from damage or loss during transit.

B. BBM: Blocking and Bracing Material includes tie-down materials and is the term applied to materials required for rail and truck movement but does not normally include packing and crating materials. It may also be referred to as “BBT” (blocking, bracing and tie-down) material.

A. Units must ensure required materials are available in time to comply with movement timeline.

- See appendix D for BBPCT information.

D. Unit Movement Section will assist deploying units with the **requirements** of deployment related BBPCT.

## **8. General Cargo and Loading Principles:**

A. Containerization IAW TB 55-23

- See appendix E Container Marking for additional information.

B. Vehicle Load: Secondary load not to exceed cross country weight and only authorized IAW appropriate TEA manual for mode of transport.

- SDDCTEA MI 19 Tiedown Instruction for Rail Movement
- SDDCTEA MI 20 Tiedown Instruction for Truck Movement
- SDDCTEA MI 21 Lifting and Tiedown Instruction for Helicopter Movement
- SDDCTEA MI 24 Vehicle Preparation Instructions for Airlift

C. Fuel levels will be  $\frac{3}{4}$  full pending Port Call or mode of transport.

## **9. Installation Inspection.**

A. All vehicles will be inspected by unit Company, Battalion, and Brigade prior to ITO inspection and movement to line haul or rail staging area. Vehicles that are not ready for loading will be frustrated at inspection area and not move until ready for loading.

B. Wheeled vehicles will be inspected at either BLDG 88312 or 1986 prior to movement to line haul or rail staging area.

C. Tracked vehicles will be inspected at unit location prior to movement to staging area.

D. Containers will be inspected in unit motor pool prior to movement to staging area.

E. Line haul equipment will be staged at BLDG 1671 in load configuration IAW line haul staging plan.

F. Rail equipment will be staged at BLDG 1502 IAW rail staging plan.

## **10. Line Haul Operations.**

A. Line Haul Operations are Monday through Friday, excluding federal holidays, 0830-1530. If units plan to load outside of normal operation hours, a request must be submitted through Division G4 to AFSBN-Riley for overtime approval.

B. Provide accurate request for shipment, to include a completed UDL, TCN's, and the verified physical measurements and weights of items to be shipped. Submit completed requests to the following box <mailto:usarmy.riley.407-afsb.mbx.lrc-ito-freight@army.mil> via ASC LRC Form 4408, Request for Shipment; DD Form 1348, Issue Release/Receipt Document; or DD Form 1149, Requisition and Invoice/Shipping Document.

C. Provide all supporting documentation with request for shipment (e.g. lateral transfer directive, turn-in directive, UDL, special shipping instructions, disposition instructions, HAZMAT paperwork to include DD2890, ERG and appointment orders, and funds verification sheet).

D. Properly prepare package or crated items for shipment. BBPCT materials are a unit responsibility.

E. HAZMAT shipments must have complete and accurate DD Form 2890, DoD Multimodal Dangerous Goods Declaration, and a copy of the HAZMAT Appointment orders for the individual completing the DD Form 2890.

F. Provide accurate POC information for origin and destination. POC data must include a 24-hour telephone number for all shipments.

G. Provide request for shipment and transportation account code (TAC) AFSBN-Riley Freight Office personnel NLT 15 government business days (GBD) prior to the earliest arrival date (EAD) of shipment at destination. Shipment requests received within 15 GBD may not meet the EAD.

H. Coordinate Material Handling Equipment (MHE) support, if needed, at origin and destination. ITO will provide MHE at Line Haul and Rail Yards with coordination through ITO BMC/Freight Supervisor, all other areas are unit responsibility to coordinate with DIV

I. Complete customs documents and any other necessary documentation when shipping items Outside Continental United States (OCONUS).

J. Provide personnel for inbound/outbound shipments on Fort Riley.

- For USAR, Exercise, and unit moves. (Additional requirements):
  - Provide UDL, DD1149, HAZMAT DOCUMENTATION (AS LISTED ABOVE in section C)
  - See Appendix A FIT Form 008- CBL Processing Checklist
- Coordinate with the Freight Office at the Installation Transportation Office and establish a Central Receiving and Shipping Point (CRSP) Yard operations. Unit designated CRSP personnel will manage all inbound and outbound equipment requirements.
- Units will provide a copy of the signed CBL for inbound shipments to Freight Office.
- Freight Office personnel will allow staging of sensitive items in the CRSP Yard unit will provide guard force.
  - see Appendix F. Line Haul Support Requirement/Plan

K. Outbound shipments.

- Ensure vehicles are scheduled for the TIPS.
- Stage vehicles in CRSP according to the load plan provided by the Installation Freight office.
- Loading Detail is prepared for loading operations at 0800 M-F except for federal holidays.
- The detail must ensure that the CLH arrival time, staged for loading time, loading time, and finished loading time are all annotated and submitted to the Fort Riley Freight Office upon completion of CLH operations.
- Ensure that the CBL provided to the CLH driver is accurate with the equipment loaded and with correct POC information.

L. Inbound shipments.

- Ensure marking of the CBL and shipment equipment items for the ultimate consignee (include unit name, POC name and number, exercise, or training event, and building number).
- Units will schedule delivery for the following date and times: Monday through Friday, excluding federal holidays, 0830-1530.
- If units plan to load outside of normal operation hours, a request must be submitted through Division G4 to AFSSBN-Riley for overtime approval.
- Units will provide a copy of the signed CBL for inbound shipments to Freight Office with date and time truck arrived and offloaded.
- Provide the ITO Freight Office with POC and phone number.
- Must provide unit representative name and phone number to the freight office prior to shipping equipment to Fort Riley.
- The unit will have personnel on ground at Fort Riley Freight Office to receive and offload shipments.

M. Installation Transportation Office Responsibilities:

- Determine proper freight classification, rates, charges, rules, and regulations pertinent to freight traffic.
- Receive and review requests for shipment for accuracy.
- Ship freight by using Best Value principles that will meet the required delivery date (RDD).
- Issue Commercial Bills of Lading (CBLs) and supporting documents.
- Issue Transportation Control and Movement Documents (TCMD) for export shipments.
- Provide guidance, to include cost estimates, for shipment planning via highway, rail, river, and ocean modes of transportation.
- Process Transportation Discrepancy Reports (TDRs).
- Provide support for small package shipments.
- Provide instructions for small package and less-than-truckload carrier pickup.

## 11. Rail Load Operations.

A. **Rail upload Operations:**

Unit Responsibilities

- 60 Days prior to rail load, unit provides a UDL and request for rail cars.
- 45 Days prior to rail load, coordinate, plan and conduct an initial IPR with the ITO.
- 30 Days prior to rail load, provide by name list of detail personnel,
  - see Appendix J. Rail Requirement Checklist
- 14 Days prior to rail load, conduct conditions check IPR with the ITO.
- 14 Days prior to rail load, set up Work Breakdown Structure (WBS) with AFSBN-Riley S8 239-4333/4329 and transfer \$1000 onto the WBS to cover damaged or lost rail tools, spanners, towbars, or radios. If WBS is not established between Brigade S8 and AFSBN-Riley S8 no equipment will be issued to unit.
- 7 Working days prior to rail load, coordinate, plan, and conduct Rock Drill with the ITO.
- 3 Working days prior to rail operations begin, unit will sign for all tools, sign for Radios (OIC, NCOIC, Safety OIC, Medic, Maintenance, Call Forward, Dock NCO), place spanners in position, inspect rail cars and position chains in advance of operations.
- Coordinate Material Handling Equipment (MHE) support, if needed, at origin and destination. ITO will provide MHE at Line Haul and Rail Yards with coordination through ITO BMC/Freight Supervisor, all other areas are unit responsibility to coordinate with DIV G4/Sustainment Brigade.
- Rail Load Operations are Monday through Friday, excluding federal holidays, 0800-1630. If units plan to load outside of normal operation hours a request is required to be submitted through Division G4 to AFSBN-Riley for overtime approval.
- Responsible to provide and enforce the use of the following PPE:  
**ACH, leather palmed gloves, reflective vest/belt, boots, and eye protection.**
- Responsible for establishing uniform requirements based upon forecasted weather conditions.
- The unit is required to provide a copy of their established Deliberate Risk



Management Assessment (DRM) to the ITO. The signature of the appropriate level Commander must be on the DRM.

- Units must complete blocking, bracing, packing, crating, and tie down (BBPCT) in unit areas prior to arrival at the Transportation Inspection Point (TIP).
- Ensure serviceability of all rail cars prior to loading IAW TEA MI 19 Tiedown Instructions for Rail Movements.
- Provide OIC (MAJ and above)/NOCIC (MSG or above) onsite during rail load operations. The unit commander will appoint the Unit Safety Officer/NCOIC in writing. The unit safety officer will ensure all rail operations fully comply with Chapter 5 of TM 4-14.21, Rail Safety, and local policy.
  - see Appendix G. Rail Personnel Support Requirements
- Conducts rail safety briefs and briefs DRM to all individuals entering rail head to include serials that arrive for staging and loading. IAW TM 4-14.21, Rail Safety, Feb 2015.
  - see Appendix H. Rail Safety Brief
- Establish communication links with operating personnel. OIC and NCOIC will sign for handheld radios from the ITO Freight and Rail Supervisor.
- Responsible for providing medical support personnel and equipment; includes at a minimum 2ea 68W Combat Medic Specialist with Aid Bags and 2ea M997 Truck Ambulance 4ea Litter with litters. ITO may approve alternate dedicated evacuation vehicle and medical requirements with prior coordination.
- Responsible for signing for and managing rail tools and equipment from the ITO.
- Provide vehicle to move towbars.
- Provide a maintenance contact team with recovery capability.
- Responsible for marshaling equipment for rail upload.
  - see Appendix I. Rail Staging Plan
- Responsible for moving, emplacing, securing, and removing spanners from spanner container area and railcars. Recommend use of unit owned vehicles/MHE with ground guides to accomplish this task.
- Provide trained unit load teams. Teams consist of trained tie down crews/teams, licensed drivers, ground guides, safety NCOs, inspection, correction, spanner, spotter and documentation teams, Tool Room NCO, Call Forward NCOs, Traffic Control Point (TCP) personnel, NCOIC and OIC.
  - see Appendix J. Rail Personnel Support Requirements Checklist
- Have a spill response plan in writing. Turn in a copy to ITO 30 days prior to execution. see appendix J Rail Requirement Checklist. For an example of a spill response plan see appendix K.
- All recovery operations are required to follow ATP 4-31, the applicable technical manual for the type of equipment being utilized.
- Responsible for posting and maintaining a guard force during operations and while equipment remains on the installation. Guard requirements will be determined during operations based on where the equipment is staged for onward movement. Ensure exterior lighting systems are in operation no later than 30 minutes prior to sunset and turn off no earlier than 30 minutes after sunrise.
- Unit establishes warming tents. - see Appendix I. Rail Staging Plan
- Unit coordinates for chemical latrines. - see Appendix I. Rail Staging Plan

- Responsible for policing, cleaning, and clearing of rail facilities through the ITO, i.e., outside latrines, trash cans, rail cars and cleaning any spillage on the ramp area.
- Responsible for damage statements for any damages to the facilities or surrounding areas. Responsible for service order for grading of staging areas and along rail spurs after operations are complete. Provide work orders/service orders, and damage statements to the Logistics Operations Center (LOC) 239-8868.

## **B. Rail Download Operations**

### Unit Responsibilities:

- 45 Days prior to download, coordinate, plan and conduct an initial IPR with the ITO.
- 30 Days prior to download, provide by name list of detail personnel,
  - see Appendix J. Rail Requirement Checklist
- 14 Days prior to download, conduct conditions check IPR with the ITO.
- 14 Days prior to rail load set up WBS with AFSBN-Riley S8 239-4333/4329 and transfer \$1000 onto the WBS to cover damaged or lost rail tools, spanners, towbars, or radios. If WBS is not established between Brigade S8 and AFSBn-Riley S8 no equipment will be issued to unit.
- 7 Working days prior to download, coordinate, plan, and conduct Rock Drill with the ITO.
- 3 Working days prior to rail operations begin, unit will sign for all tools, sign for Radios (OIC, NCOIC, Safety OIC, Medic, Maintenance, and Dock NCO), and prepare for the inbound train.
- Coordinate Material Handling Equipment (MHE) support, if needed, at origin and destination. ITO will provide MHE at Line Haul and Rail Yards with coordination through ITO BMC/Freight Supervisor, all other areas are unit responsibility to coordinate with DIV G4/Sustainment Brigade.
- Rail Download Operations are Monday through Friday, excluding federal holidays, 0800-1630. If units plan to download outside of normal operation hours a request is required to be submitted through Division G4 to AFSBN-Riley for overtime approval.
- Responsible to provide and enforce the use of the following PPE:  
**ACH, leather palmed gloves, reflective vest/belt, boots, and eye protection.**
- Responsible for establishing uniform requirements based upon forecasted weather conditions.
- The unit is required to provide a copy of their established Deliberate Risk Management Assessment (DRM) to the ITO. The signature of the appropriate level Commander must be on the DRM.
- Provide OIC (MAJ and above) and NCOIC (MSG or above) onsite during rail load operations. The unit commander will appoint the Unit Safety Officer/NCOIC in writing. The unit safety officer will ensure all rail operations fully comply with Chapter 5 of TM 4-14.21, Rail Safety, and local policy.
  - see Appendix G. Rail Personnel Support Requirements
- Conducts Rail safety briefs and briefs DRM to all individuals entering rail head to include. IAW TM 4-14.21, Rail Safety, Feb 2015.
  - see Appendix H. Rail Safety Brief
- Establish communication links with operating personnel. OIC and NCOIC will sign for handheld radios from the ITO Freight and Rail Supervisor.

- Responsible for providing medical support personnel and equipment; includes at a minimum 2ea 68W Combat Medic Specialist with Aid Bags and 2ea M997 Truck Ambulance 4ea Litter with litters. ITO may approve alternate dedicated evacuation vehicle and medical requirements with prior coordination.
- Responsible for signing for and managing rail tools and equipment from the ITO.
- Provide vehicle to move towbars.
- Provide a maintenance contact team with recovery capability.
- Responsible for marshaling equipment for movement to unit areas.
  - see Appendix I. Rail Staging Plan
- Responsible for moving, emplacing, securing, and removing spanners from spanner container area and railcars. Recommend use of unit owned vehicles/MHE with ground guides to accomplish this task.
- Provide trained unit download teams. Teams consist of trained download crews/teams, licensed drivers, ground guides, safety NCOs, spanner detail, Tool Room NCO, Traffic Control Point (TCP) personnel, NCOIC and OIC.
  - see Appendix J. Rail Personnel Support Requirements Checklist
- Have a spill response plan in writing. Turn in a copy to ITO on 30 days prior to execution. See appendix J Rail Requirement Checklist. For an example of a spill response plan. see appendix K
- All recovery operations are required to follow ATP 4-31, the applicable technical manual for the type of equipment being utilized.
- Responsible for posting and maintaining a guard force during operations and while equipment remains in the staging area. Guard requirements will be determined during operations. Ensure exterior lighting systems are in operation no later than 30 minutes prior to sunset and turn off no earlier than 30 minutes after sunrise.
- Unit establishes warming tents. - see Appendix I. Rail Staging Plan
- Unit coordinates for chemical latrines. - see Appendix I. Rail Staging Plan
- Responsible for policing, cleaning and clearing of rail facilities through the ITO, i.e. Outside Latrines, trash cans, rail cars and cleaning any spillage on the ramp area.
- Responsible for submitting damage statements for any damages to the facilities or surrounding areas. Responsible for service order for grading of staging areas and along rail spurs after operations are complete. Provide work orders/service orders, and damage statements to the Logistics Operations Center (LOC) 239-8868.

#### C. Installation Transportation Office Responsibilities:

- Responsible for ordering the appropriate quantities and types of rail cars. Develops and publishes the staging plan prior to rail operations based off the information received from the UDL and liaison officers (LNOs) from the unit.
- Build trainload plan based off UDL provided by the unit NLT 45 days prior to RLD.
- Prepare and submit DD Form 1085/7A to SDDC Negotiation branch with load plans for required car types based off the UDL.
- Coordinate with railroad Government Services, Logistics Coordinator, Hub Managers, and local railroad personnel for required support.
- Establishes a rail spotting plan for efficient downloading of inbound rail cars. This plan is based upon information from unit, loading the cars, and the Unit Movement team.

- Works with commercial and military rail services to plan for arrival of inbound rail cars.
- Ensure publication and briefing of the rail loading or rail downloading schedule to the UMO and unit chain of command.
- Organize and operate a rail staging area near the railhead.
  - Publish the unit/ITO Deliberate Risk Management Assessment (DRM) and ensure the units Rail OIC/NCOIC briefs the risk assessment prior to commencing operations.
  - Ensure unit conducts a rail safety briefing every day prior to starting operations.
  - Ensure unit conduct safety brief to serials upon arrival at the rail head prior to loading and staging vehicles.
  - Ensure all personnel participating in rail operations attend the safety briefing.
  - Ensures all rail operations are in compliance with TM 4-14.21, Rail Safety.
  - Oversee all operations at the rail head. NCOIC and OIC report to ITO representative at the rail head.
  - Ensure exterior lighting systems are in operation no later than 30 minutes prior to sunset and turn off no earlier than 30 minutes after sunrise.
- Responsible for receiving/documenting rail car data for Government/Commercial Bill of Lading (GBL/CBL). Prepares and submits GBL/CBL.
- Coordinates with railroad personnel for final acceptance of rail cars in accordance with American Association of Railroad (AAR) open top loading rules.
- Ensure inspection of all rail cars for serviceability.
- Provide necessary tie-down tools.
- Provide Material Handling Equipment (MHE) operators and equipment to load containers.

## **12. Container Management Operations.**

A. Request for issue of deployment containers from the ITO will go through the ITO BMCs at BLDG 88312, 1986, or the Unit Movement Supervisor at BLDG 1502. AIDPMO containers will only be issued for CTC or training events if available.

B. Requests must be submitted in a memorandum format through the Brigade S4 Mobility Section to the respective ITO BMC. At a minimum, a request will include the following.

- Requesting Unit
- The requested delivery date (memo must be turned in seven (7) working days prior to delivery date).
- Point of Contact (POC, SFC or above)
- Justification for requirement.
- Telephone Number.
- Delivery Location (only unit motor pool)
- Defense Activity Address Codes (DODDACs)
- Date anticipated return to ITO (30 days after redeployment)
- Signed by Company Commander endorsed by Brigade S4.
- Provide Unit Containers Control Officer (CCO) Appointment Orders

C. Once a request has been validated by the ITO Unit Movement Section, a DA Form 2062 will be sent to the unit for signature before containers will be issued. The unit is responsible for arranging all transportation of issued containers, this is not an ILBLS task for AFSBn-Riley or ASC.

D. Customers will acknowledge on DA Form 2062 and sign that these containers are part of the Fort Riley ITO contingency stock. They are not to be placed on the unit's commander's property book, and are not authorized to make any modifications, i.e., changing or painting any part of the container, or making any holes in the containers for any reason.

E. Container Issue.

- Containers will **not** be issued until DA Form 2062 is returned signed.
- Units must schedule to have all containers inspected by the Unit Movement Section to ensure cargo follows shipping regulations.
- Containers will be issued for CTC or training events if available. Units must use unit owned or leased if AIDPMO containers are unavailable.

F. Turn-in of Containers.

- The containers will be free of trash, swept clean, and any MSL, placards, packing list envelopes and stickers removed. All port marking will be painted over.
- Units will return containers NLT 14 days after CONUS redeployment and NLT 30 days after OCONUS redeployment.
- If containers must be returned to a destination other than the issuing ITO office, the unit must return a signed copy of the DA Form 3161, Request for Issue or Turn-In (Temp Hand Receipt), or turn in documentation along with a written explanation, naming the deployment/exercise and specific location where the container was left. Include POC, phone number, email address, and DODAAC.

G. Management.

- Containers will be inspected and certified, using the guidelines set forth in the MIL-STD-3037, Guide to Container Inspection.
- The Installation CCO will maintain inspection records until the next re-inspection is complete IAW DOD 4500.9-R.
- The ITO will maintain an adequate supply of serviceable containers on hand to accommodate deployment missions. This is why it is imperative for units to return containers to the ITO upon redeployment so that the containers can be repaired, re-inspected, recertified, and put back into the operational on-hand inventory.
- Upon receipt of containers the CCO must verify location of all containers in their possession in Joint Container Management system (JCM) and list them as "in-transit" status upon deployment/redeployment.
- Upon delivery and arrival in theater CCO will update location in JCM.

H. Unit Owned Containers:

- Unit commanders must appoint the CCO at their respective level.
- Unit CCOs will ensure unit-owned and unit-controlled containers are accounted for accurately; inventoried; and correctly added and maintained in JCM.
- Unit-owned containers (TRICONS, 20 Foot ISO container, TRMs, HIPPOs, MTRCs, PQAS, SPAM, CKs, SATS, BOHs, tactical and communications shelters, BOH

Expeditionary Container Authorized Stockage List (ECASL) containers, etc.) will be maintained in JCM for CSC Certification and life-cycle management (location, condition, maintenance, inspection, and disposal) by the designated unit CCO.

- Unit, theater, or installation-owned specialty containers (for example, field pack units, ISO-configured shelters, dedicated program use containers, and so on) are maintained on unit-, installation-, or theater-level property books and also reported to AIDPMO and maintained/reported in JCM.
- The majority of unit-owned general-purpose containers are TRICONs, BICONs containers, and QUADCONs; however, any unit-funded intermodal assets are accountable through the property book officer in the Property Book and Unit Supply-Enhanced, and also reported to AIDPMO and maintained/reported in JCM.
- Prior to shipment unit will provide copy of maintenance records for dedicated platforms not in the CSC program.

### **13. Group Movement.**

A. Unit Movement Section will process all unit requests for travel by commercial/charter air and charter bus, to meet mission requirements.

B. The requesting unit/agency must submit a Fort Riley, FR Form 249 Group Movement Request (GMR), 30 days prior to travel for Continental United States (CONUS) moves.

- Transportation may be requested for group movement of 100 or more passengers for air travel and 20 or more passengers for charter bus due to cost advantageous to the government.
- All cancellations/changes to the original Group Movement Request must be submitted to the Unit Movement Section in writing NLT 72 hours for bus and 10 working days for air prior to travel or additional charges may occur.

C. A cost estimate will be given for the group move. Before the request can move forward a signed Funding Memorandum or Military Interdepartmental Purchase Request (MIPR) containing appropriate fund cite must be provided.

**14. Air Movement.** Fort Riley ITO is responsible for the preparation, coordination, and execution of operations supporting deployment and redeployment of the airfield Arrival/Departure Airfield Control Group (A/DACG).

- A. **Passenger Deployment:** The APOE is the transition point for Army units deploying by air. There are four (4) distinct functions. The pre-manifest (unit location), manifest site BLDG 88312 or 1986 (DACG-R), baggage detail, and passenger loading detail (DACG-F) associated with an APOE. The following paragraphs outline the tasks performed by the deploying unit at each of the areas. Units will schedule an IPR with the ITO Unit Movement Section 30 days prior to first scheduled movement date to ensure a smooth operation.
- See appendix L. Automated Movement Flow Tracker (AMFT)

- For Deployment ULN chartered flights, passengers are authorized 1 carry-on bag (22x14x9 inches), 2 checked pieces not to exceed 70 pounds each or 62 linear inches, and a government-owned individual weapon.
- For CTC rotations FORSCOM limits PAX to 1 carry-on bag and 1 checked piece not to exceed 70 pounds or 62 linear inches, and a government-owned individual weapon.
- Planeload CDR or Chalk Leader must adhere to DTR Regulation Part III Appendix T and Appendix BB governing their duties and responsibilities.
- The troop CDR or group leader must certify on the passenger manifest that all checked and carry-on baggage was inspected, and this inspection was made. The following statement will be entered on the last page of the manifest (or the reverse) by the troop CDR: (*"I certify that no unauthorized weapons or ammunition, explosive devices, or other prohibited items have been found in the possession, to include carry-on or stowed baggage of those personnel for whom I am the designated troop CDR or group leader. All personnel have been made aware of the penalties for violation under 49 CFR."*)
- Pre-manifest checks are completed by unit and Chalk Commander and will include travel orders or passport to effect entry into final destination, ID Tags, ID Card, Carry-on bag size limitation (22x14x9 inches), 2 checked pieces not to exceed 70 pounds each or 62 linear inches, Prohibited Item Brief, and other requirements directed by the Foreign Clearance Guide.
- Bus escort (1 NCO & 1 Soldier with NTV vehicle) with PT Belt, will inspect and pick-up the buses at BLDG 1502 and escort to unit location and onto the manifest site. Must adhere to published timelines.
- Manifest site (1 NCO & 4 Soldiers) with PT Belt, assist ITO with manifest procedures.
- Baggage detail (1 NCO & 30 Soldiers or 10% of the flight with NTV vehicle) with PT Belt, Eye PRO, Ear PRO, Gloves, and dressed for weather, will load baggage onto ITO provided baggage truck and follow to manifest site and onto the APOE and load baggage onto the aircraft.
- Passenger Loading detail (1 NCO & 2 Soldiers ride with ITO personnel) with PT Belt, Eye PRO, Ear PRO, Gloves, and dressed for weather assist ITO with loading of personnel onto aircraft.
- ITO is responsible to coordinate for commercial buses for flights departing Topeka and Salina Regional Airports (Manhattan Regional Airport unit responsible for NTV buses), baggage truck, and SRP personnel for card swipe.

B. **Passenger Re-deployment:** The APOD is the transition point for Army units redeploying by air. There are 4 distinct functions. The redeployment ceremony site BLDG 88312 or 1986, reverse manifest site BLDG 628 (Primary), or 88312, and 1986 (DACG-R), baggage detail, and passenger unloading detail (DACG-F) associated with an APOE. The following paragraphs outline the tasks performed by the deploying unit at each of the areas. IPR will be conducted with the unit 30 days prior to first scheduled movement date.

- See appendix L. Automated Movement Flow Tracker (AMFT)
- Redeployment Ceremony site (1 Officer, 1 NCO, and 8 Soldiers with NTV Bus) The unit will contact Building and Grounds to secure Flag Set to include GO flags, Podium, Red Carpets, Big Red One floor marker, smoke machine, and Ceremony Book. Site will be set up 5 days prior to first ceremony for inspection and walk thru

with the DIV G3 Ceremony personnel (Mr. Ray Fuller). The NCO will have the Soldiers set up the site IAW the 1ID Redeployment Ceremony SOP.

- Bus escort (1 NCO & 1 Soldier with NTV vehicle) with PT Belt, will pick up busses at the inbound gate used and escort to manifest site and then to the ceremony location. Escort should have cell phone to be notified when the busses turn off of I70.
- Reverse manifest site (1 NCO & 4 Soldiers) with PT Belt, assist ITO with reverse manifest procedures.
- Baggage detail (1 NCO & 30 Soldiers with NTV Vehicle) with PT Belt, Eye PRO, Ear PRO, Gloves, and dressed for weather, will follow the ITO representative to the airport and off load baggage from aircraft onto ITO provided baggage truck and follow the baggage truck to ceremony location and download bags.
- Passenger Loading detail (1 NCO & 2 Soldiers ride with ITO personnel) with PT Belt, Eye PRO, Ear PRO, Gloves, and dressed for weather assist ITO with unloading aircraft onto busses.
- All personnel will reverse manifest at established reverse manifest site to include all attached personnel.

#### C. Strategic Airlift (STRAT):

##### 1) Air Movement Control Officer (AMCO)/Air Load Planners:

- Two (2), AMCO/Air Load Planners (one Primary, E-6 and above and one Alternate, E-5 and above) will be appointed in writing by the Commander for each Battalion, Brigade, and those specialty units (Company/Detachment) that deploy on their own; e.g., Airborne units, Explosive Ordnance Disposal (EOD), Military Police (MP), MCT, Army Engineer units, Field Feeding, Human Resource, and Special Forces Operational Detachment Alpha and Bravo (ODA/ODB) that deploy via Strategic Airlift (STRAT-Air). These personnel must attend and pass the Air Deployment Planners Course / Air Load Planners Course with ICODES.

##### 2) The AMCO is responsible for supervising all unit activities during the STRAT-Air portion of a unit deployment including, but not limited to:

- Required personnel for STRAT-Air, must be present for all operations at A/DACG
  - AMCO
  - Air Load Planner
  - UMOs
  - HAZMAT Certifiers
  - Load Team
  - Drivers
  - Maintenance Support
  - Chalk Commander
- Serving as liaison between the deploying unit and AMC and/or A/DACG personnel.
- Supervising all unit deployment activities at the A/DACG.
- Assisting the UMO with the preparation of unit equipment offered for transportation on military or civilian aircraft.
- Preparation and certification of unit air load plans in ICODES.



- Preparation, certification, and documentation of all hazardous cargo offered for shipment on military or civilian aircraft.
- Supervision of unit load teams at the A/DACG.
- Preparation of all necessary documentation (packing lists, load diagrams, MSL, ATTLA Certification Letter, etc.)
- Ensuring necessary supplies are on-hand prior to deployment (chains, devices, cargo straps, dunnage, shoring, HAZMAT placards/labels, etc.)
- Manifesting of all passengers.
- Equipment needed, color printer and VPN enabled laptop.
- Pusher personnel needed 6-10 Soldiers depending on number of vehicles must be licensed on equipment, no profiles. Uniform will be PT belt, gloves, ear, and eye pro, hydration system, and dress for the weather.

## 15. Convoy Operations.

### A. Convoys are defined as follows:

- Any group of six or more vehicles, temporarily organized to operate as column, with or without escort, proceeding together under a single commander will be considered a convoy. During mobilization/deployment, vehicle infiltration is prohibited.
- Ten or more vehicles dispatched, per hour, to same destination, over same route.
- **One vehicle constitutes a convoy (Special Permit) if it exceeds width, height, or weight restrictions outlined in KDOT Regulations or is transporting ammunitions or hazardous materials over public highways.**
  - Width 102 inches (not including mirrors)
  - Height 162 inches (13 feet, 6 inches.)
  - Weight 20,000 pounds for single axles
  - 34,000 pounds for tandem axles.
  - 80,000 pounds for gross weight
  - Length 42 feet for single vehicles
  - Length 65 feet for vehicle/trailer combinations

### B. Convoy Clearance Requests and Special Hauling Permits

- Requests for convoy clearances are submitted on DD Form 1265. Requests for special hauling permits to move oversized/overweight vehicles on public roads are submitted on DD Form 1266. **All units are to utilize the convoy planning module of the TC-AIMS-II enterprise system to submit requests for convoy clearances and special hauling permits.**
- Units hauling hazardous cargo will also submit DD Form 2890, DD Form 626, DD Form 2781, and Drivers DA Form 5984-E with HAZMAT Endorsement with Off Post Convoy Request packet.
- During peacetime, AC units are required by Defense Transportation Regulation, AR 55-19, and JFHQ-KS SOP 55-12 to submit requests **35 days** prior to movement date to the installation ITO Logistical Operations Center (LOC) located at BLDG 1502, 12th Street Camp Funston or [usarmy.riley.407-afsb-lrc.mbx.lrc-ito-movements@army.mil](mailto:usarmy.riley.407-afsb-lrc.mbx.lrc-ito-movements@army.mil). The LOC personnel will review the request for accuracy and

completeness and submit to the state Defense Movement Coordinator (DMC). If within 35 days an O6 letter of lateness will be required.

- For crisis response movements, requests will be submitted as soon as possible prior to the movement. The Convoy Control Number (CCN) will be provided back through the chain of command to the unit as soon as the requests are processed, but NLT 24 hours prior to convoy movement. If the UMC is unable to contact the DMC and/or immediate action is required, the UMC is authorized to process AC unit requests, but will forward to the DMC as soon as possible.
- The convoy commander should identify specific checkpoints, the required location and duration of each halt, coordinate overnight rest halts, and request any logistical support throughout the proposed route. The Convoy Movement Order (CMO) dictates the final approved route. Additionally, units are responsible for coordinating all logistics along the final approved route. The movement must be conducted as the clearance directs, i.e. routing, departure times, rest halts, etc. Deviations are not authorized without prior coordination with the DMC.

C. Convoy operations will be planned and conducted IAW ATP 3-35, ATP 4-11, ATP 4-16, and DTR 4500.9-R, Part III.

- Vehicles operated in a convoy will be marked with the appropriate signs, flags, and CCN. Convoy vehicles will use headlights while moving on highways or halted on the shoulders. When halted on road shoulders, vehicles equipped with amber flashing lights and/or emergency flasher systems will operate these lights. While moving at night, or during periods of reduced visibility, lead and trail convoy vehicles, and those oversize and/or overweight vehicles separated from the main body and/or moving by infiltration will operate hazard lights. In addition, units will comply with other precautionary measures that may be required by the state or local authorities.
- Weapons will be stowed; no show of force will be used during off post convoys.

**NOTE: No convoy movement will be made over public highways to include (HWY77, OLD HWY77, ETC) without prior approval, (once your unit leave the confines of Fort Riley you are off post).** The DMC through the State Movement Control Center (SMCC) in each State is the approving authority for all convoys and will issue the Convoy Clearance Number (CCN) which authorizes convoy movement. The DMC ensures convoy movements conform to federal, state, and local laws. If obtaining a CCN through normal procedures would delay the accomplishment of a required mission, an emergency movement may be approved telephonically by the appropriate SMCC. Requests for AC units must be submitted through the installation UMC.

## **16. HAZMAT.**

A. Commanders do not have the authority to waive statutory requirements concerning vehicle loads, especially concerning HAZMAT. The governing regulations are—

- 49 CFR for CONUS transports.
- The IMDG–Code for sea transport.

- Air Force Manual 24–204 (AFMAN) (I)/TM 38–250/NAVSUP PUB 505/MCO P4030.19/DLAI 4145.3 for military air transport.
- International Air Transport Association Dangerous Goods Regulation for commercial air transport (IATA).
- International Civil Aviation Organization Technical Instructions for the Safe Transport of Dangerous Goods by Air.

B. Units are required to have a primary and an alternate at a minimum trained and on orders to certify hazardous cargo at each level. The hazardous cargo certifying official is responsible for ensuring the shipment is properly prepared, packaged, and marked. The certifying official is also responsible for personally inspecting the item being certified and signing the hazardous material (HAZMAT) documentation. Hazardous cargo certifiers must be trained at a DOD approved school within the past 24 months and receive refresher training every two years. Upon training completion, they are authorized to certify documentation for commercial and military truck, rail, sea and air. A common mistake occurs when the HAZMAT certifier is sent with the advance party leaving no one to accomplish the HAZMAT inspections during departure operations.

C. All personnel signing certification statements on shipping papers must be appointed in writing by the activity or unit CDR or designated representative. The appointment must include the scope of authority and expiration date IAW DTR 4500.9-R Part II (Cargo) chapter 204, D, 4. A copy of appointment orders will be provided to the TO.

D. HAZMAT training is required for personnel who perform the following tasks:

- Package HAZMAT.
- Mark or label packages containing HAZMAT.
- Prepare shipping papers for HAZMAT.
- Offer or accept HAZMAT for transportation.
- Handle HAZMAT.
- Mark or placard transport vehicles and bulk packages.
- Operate or crew transport vehicles, aircraft, or vessels transporting HAZMAT.

E. Shipping HAZMAT documentation:

- **Shipping request DD Form 1149**
- **Completed DD Form 2890** DOD Multimodal Dangerous Goods Declaration
- **Completed DD Form 2781** Container Packing Certificate or Vehicle Packing Declaration.
- **Appointment orders**
- **Emergency Response Guide Page (ERG)**
- **Safety Data Sheet is only needed for information to fill out DD Form 2890**

## 17. Sensitive Items

A. Shipping Sensitive Items documentation.

- Shipping request DD Form 1149 complete with NSN of all sensitive items with quantity so the ITO can verify shipping security requirements required by DTR 4900.9 R, Part II, Chapter 205, paragraph D.
- All sensitive shipments will be guarded by unit and transferred from unit to

- carrier using DD Form 1907 provided by the freight office.
- Units should use DD Form 1907 for guard force.
- All SI containers will be staged and loaded door to door to assist with physical security requirements.

## 18. Deployment/Mobility Website/Links.

A. Rapid Expeditionary Deployment Initiative (REDI) Toolbox: The REDI program is a collaborative effort designed to aggressively pursue improvements to the deployment processes in order to advance, standardize, implement, and maintain Army deployment readiness and capability. This toolbox is a dynamic online repository of deployment and redeployment information and products designed to provide Army units with a centralized location of current, authoritative deployment information. The REDI Toolbox can be accessed through the United States Army Transportation Corps, DPMO home page: <http://www.transportation.army.mil/deploy/>

B. Air Force Air Transport Certificates (Air Certification Letters): The purpose of this Air Transport Certificate SharePoint site is to provide 24/7 access to the most current Internal Air Transport Certification Letters. To access this NEW Site you must have an AFNET account. This site will also assist in providing guidance in the Air Transport Certification process. The Air Force's Air Transport Certificate SharePoint site can be accessed through the following link: [https://intelshare.intelink.gov/sites/attla/\\_layouts/15/start.aspx#/SitePages/Home.aspx](https://intelshare.intelink.gov/sites/attla/_layouts/15/start.aspx#/SitePages/Home.aspx)

C. Single Mobility System (SMS): 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 air, vessel, 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 Air Force Reserve. SMS can be accessed through the following link: <https://sms.transport.mil/>

D. Integrated Computerized Deployment System (ICODES) Enterprise: ICODES is a fully integrated information system that provides multi-modal load planning capabilities to Department of Defense (DOD) Agencies and Services. The combined functionality of ship, air, truck, rail, and yard planning services provides commanders, planners, and operators with a single platform capable of producing and evaluating load plans and alternative actions for various sized units, employing various modes of transportation, in support of peacetime or wartime operations. ICODES can be accessed through the following link: **Must have a valid ICODES-Enterprise account within ETA to access.** <https://eta-teams.transport.mil/teams/login>

E. ISDDC Integrated Surface Deployment Distribution Command: ISDDC features a user friendly, flexible tool set that provides near real-time data visibility to integrated ocean cargo, freight, personal property, satellite-based commercial vessel visibility, financial data and operational-level data for container management. ISDDC's robust reporting includes highly customizable reports, search options and filters, all accessible via SDDC's Electronic Transportation Acquisition (ETA) single sign-on. <https://eta-teams.transport.mil/teams/login>

F. Radio Frequency-In-transit visibility (RFID-ITV): The RFID-ITV system combines data from the fielded RFID devices and the Satellite Tracking devices, processes it and redistributes it to numerous other systems such as S2MC, IGC, and GCSS-J. The RF-ITV site can be accessed through the following link: <https://national.rfitv.army.mil>

G. Airlift Integrated Interface (A2I): The A2I package is the new automated system used for airlift documentation submissions the old HAZDIP requirement. All Airforce STRAT lift requires A2I submission and must match UDL JOPEs submission. Utilize the following link for further guidance: <https://tacc.us.af.mil/Home>

H. JCM: Management in JCM includes maintaining ownership, current location, condition and status of each asset with drill down/roll up of information. The assets being managed in JCM include twenty foot and forty-foot general cargo intermodal shipping containers, TRICONS, QUADCONs, refrigerated containers, tactical shelters, and flat-racks. JCM Help Desk 618-220-5120 or 5223 JCM Help Desk Mailbox [usarmy.scott.sddc.mbx.acams-helpdesk@mail.mil](mailto:usarmy.scott.sddc.mbx.acams-helpdesk@mail.mil)

## **19. PSA: Port Support Activity.**

A. The port support activity (PSA) is a flexible support organization designed to assist SDDC with the loading of equipment at seaports. SDDC provides PSA capability through Stevedore and Related Terminal Services contracts. SDDC will coordinate with IMCOM, FORSCOM, and supporting Army Service Component Command (ASCC) for requirement outside of SDDC capabilities. SDDC also has the capability to assist deploying units with documentation, ITV, and vehicle inspection.

B. A small investment by the unit in maintaining visibility throughout the deployment/redeployment pipeline can be rewarded by having vehicles and equipment delivered to the right place at the right time.

C. Recommended unit PSA is UMO and HAZMAT certifier to fix frustrated cargo.

## **20. POCs.**

- Unit Movement Supervisor 785-239-2329
- Installation Unit Movement Coordinator (IUMC) 785-239-3441
- Logistics Operation Center 785-239-8868/240-6205
- BLDG 88312 ITO Brigade Unit Movement Coordinator (BUMC) 785-239-2329
- BLDG 1986 ITO Brigade Unit Movement Coordinator (BUMC) 785-239-8902/1669/8906
- Installation Transportation Officer (ITO) 785-240-1999
- Unit Movement Email: [usarmy.riley.407-afsb-lrc.mbx.lrc-ito-movements@army.mil](mailto:usarmy.riley.407-afsb-lrc.mbx.lrc-ito-movements@army.mil)
- Freight Email: [usarmy.riley.407-afsb.mbx.lrc-ito-freight@army.mil](mailto:usarmy.riley.407-afsb.mbx.lrc-ito-freight@army.mil)

## **21. References.**

### **A. ARMY TECHNIQUES PAMPHLETS and FIELD MANUALS**

- ATP 4-11 Army Motor Transport Operations
- ATP 4-12 Army Container Operations

- ATP 4-16 Movement Control
- ATP 3-35 Army Deployment and Redeployment
- FM 3-35.1 Army Pre-positioned Operations
- FM 4-01 Army Transportation Operations
- FM 4-01.41 Army Rail Operations
- TC 3-22.6, Guard Duty
- American Association of Railroads (AAR)
- General Code of Operating Rules (Rail GCOR)

#### B. DEFENSE, ARMY and FORSCOM REGULATIONS

- DOD 4500.9 Defense Transportation Regulation (DTR)
- DOD 5100.76 Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
- AFMAN 24-204 Preparing Hazardous Material for Military Air Shipments
- Army Regulation 190-13, the Army Physical Security Program
- Army Regulation 190-51, Security of Unclassified Army Property (Sensitive and non-sensitive)
- Army Regulation 190-11, Physical Security of Arms, Ammunition, and Explosives
- AR 525-93 Military Operations: Army Deployment and Redeployment
- AR 700-80 Army In-Transit Visibility
- AR 600-8-14 Identification Cards for Members of the Uniformed Services, their Family Members, and Other Eligible Personnel
- FORSCOM/ARNG REG 55-1 Unit Movement Planning
- FORSCOM/ARNG REG 55-2 Unit Movement Data Reporting

#### C. ARMY TECHNICAL BULLETINS AND MANUALS

- TB 55-46-1 Standard Characteristics (Dimensions, Weight, and Cube) for Transportability of Military Vehicles and Other Outsize/Overweight Equipment
- TB 55-46-2 Standard Characteristics (Dimensions, Weight, and Cube) for Military Vehicles and Equipment (Online)
- TM 55-2200-001-12 Application of Blocking, Bracing, and Tiedown Materials for Rail Transport
- TM 4-14.21 Rail Safety

#### D. FORT RILEY FORM

- FR Form 249 Fort Riley ITO - Group Movement Request (GMR)

#### E. DEPARTMENT OF DEFENSE FORMS

- DD Form 603 Registration of War Trophy
- DD Form 626 Motor Vehicle Inspection
- DD Form 836 Emergency Instructions for Motor Vehicle Drivers and Initial Responders
- DD Form 1149 Requisition and Invoice/Shipping Document
- DD Form 1253 Military Customs Inspection (Label)
- DD Form 1253-1 Military Customs Inspection (Tag)

- DD Form 1265 Request for Convoy Clearance
- DD Form 1266 Request for Special Hauling Permit
- DD Form 1387 Military Shipment Label
- DD Form 1387-1 Military Shipment Tag
- DD Form 1387-2 Special Handling Data/Certification
- DD Form 1750 Packing List
- DD Form 1854 US Customs Accompanied Baggage Declaration
- DD Form 1907 Signature and Tally Record
- DD Form 2130 Cargo Manifest
- DD Form 2131 Passenger Manifest
- DD Form 2133 Joint Airlift Inspection Record
- DD Form 2271 Decontamination Tag
- DD Form 2327 Unit Aircraft Utilization Plan
- DD Form 2775 Pallet Identifier
- DD Form 2781 Container Packing Certificate
- DD Form 2890 DOD Multimodal Dangerous Goods Certification
- DD Form 2890C DOD Multimodal Dangerous Goods Certification Continuation Sheet

#### F. DEPARTMENT OF THE ARMY FORMS

- DA Form G44 Army-Funded Transportation
- DA Form 285 US Army Accident Investigation Report
- DA Form 1970 Motor Vehicle Utilization Record
- DA Form 2404 Equipment Inspection and Maintenance Worksheet

#### G. MISCELLANEOUS PUBLICATIONS AND FORMS

- 49 CFR Title 49, Parts 100-199, Transportation
- FORSCOM Form 285-R Vehicle Load Card
- FORSCOM Form 285-5-R Rail Load Card
- International Air Transport Association-Dangerous Goods Regulation (IATA-DGR)
- International Maritime Dangerous Goods Code (IMDGC)
- SDDCTEA MI 19 Tiedown Instruction for Rail Movement
- SDDCTEA MI 20 Tiedown Instruction for Truck Movement
- SDDCTEA MI 21 Lifting and Tiedown Instruction for Helicopter Movement
- SDDCTEA MI 24 Vehicle Preparation Instructions for Airlift
- SDDCTEA PAM 56-1 Marine Terminal Lifting Guidance
- SDDCTEA PAM 700-2 Logistics Handbook for Strategic Mobility Planning
- SDDCTEA PAM 700-4 Vessel Characteristics Pamphlet for Ship loading
- MIL-STD-3037 Inspection Criteria for International Organization for Standardization (ISO) Container and Department of Defense Standard Family of ISO Shelters

POC for this SOP is Matt Holloway AFSBN-Riley Unit Movement Supervisor 785-239-2329 or [matthew.w.holloway8.civ@army.mil](mailto:matthew.w.holloway8.civ@army.mil).

James E. Fager  
LTC, LG  
Commanding



# APPENDIX A. FORM EXAMPLES

## Export Traffic Release Request


Export Traffic Release Request (ETRR)	
Container	Flat rack Break-bulk
Document Identifier	
For FMS Cargo Only	
FMS SUPPAD	
FMS DEL Terms Code	
Requestor DODAAC	
Requestor Name	
Requester Address	
Requester City, State, Zip	
Requestor Point of Contact	
Requestor Commercial Phone Number	
Requestor Email Address	
Consignor (Shipper) DODAAC or Zip Code	
Consignor (Shipper) Name	
Consignor (Shipper) Address	
Consignor (Shipper) City, State	
Consignor (Shipper) Point of Contact	
Consignor (Shipper) Commercial Phone Number	
Consignor (Shipper) Email Address	
Number of Vans (CONTAINERS)	
Van Size	
Van Type	
Govt Leased	
Temp State	
Temp Variance	
Transportation Account Code (TAC)	
Consignee DODAAC (Destination)	
Consignee Name	
Consignee Address	
Consignee City, Country	
Consignee Point of Contact	
Consignee Commercial Phone Number	
Consignee Email Address	
Lading Terms	
Available Date	
Required Delivery Date	
Spot Date	
POC Name (Person completing form)	
POC Commercial Phone/Fax	
POC DSN Voice/Fax	
Delivery Information for Carrier to know	
Remarks to Booker	
Commodity Code	
Type Code	
Handling Code	
Type Pack	
TCNs (BREAKBULK)	
Total Pieces (list each on cargo detail tab)	
Weight (lbs) for each piece or container load	
Cube for each piece or container load	
Dims (list each on cargo detail tab)	
Project Code	
Accessorial IND	
Stop Off IND	
Hazardous Cargo included	

## ETRR Cargo Detail

Container or Break Bulk Cargo	SEAL#:
OCCA Number:	Carrier#:
Container TCN:	

ULN	TCN	Cargo Description:	COMM CODE	TYPE PACK	Length	Width	Height	PCS	Weight	Cube	Serial # / Container #	Hazard UN #	Remarks
										0			
										0			
										0			
										0			
										0			
										0			
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## Funds Verification EXAMPLE



### Army-Funded Transportation

Funds Verification & Use Authorization

*Authority: Financial Management Regulation (FMR), Volume 10, Chapter 13, Paragraph 130202*

*Purpose: The unit/organization directing cargo movement will coordinate to have the appropriate funds manager (FM) complete this form to provide a written authorization to use their Line of Accounting (LOA) and associated Transportation Account Code (TAC) for specific shipments for a specified time period. The shipping customer will provide this completed/signed form to the servicing transportation office prior to requesting a movement/shipment.*

**1. From: Shipping customer (unit/organization) that is requesting cargo movement**

A. Request Date: 03/15/18    B. POC (rank/name): SFC MILLER, THOMAS R    C. POC Phone: (785)240-3025

D. Command / Organization: 1ST SMC, 1SB, 1ID    E. UIC: WB33AA

F. Address: 8025 APENNINES DR    G. City: FORT RILEY

H. State: KS    I. Zip Code: 66442    J. POC Email: thomas.r.miller.mil@mail.mil

K. Description of requested shipment(s): 6 Vehicles and 1 Shipping Container (20' Milvan) from Beaumont, TX Port to Buehring, KU port by way of sea vessel    L. Estimated Cost: \$85,920.00

**2. Thru: Funds Manager (FM) authorizing use of a specified TAC and certifying fund availability**

A. Command / Organization: USARCENT G8, THIRD ARMY    B. OA:

C. Certifying FM Name: MAJ DAVID C. BUCKHANNON    E. FM Telephone: 312-889-8242

D. Certifying FM Position: STRAT Lift Desk Officer    F. FM Email: david.c.buckhannon.mil@mail.mil

G. Address: 1 Gabreski Drive    H. City: Shaw AFB

I. State: SC    J. Zip Code: 29152    K. This Certification is valid for:

☒ One Shipment    Originating before: 04/16/18

☐ Multiple Shipments    Originating before:

L. Authorized TAC:

M. Special instructions and/or shipment restrictions

TAC is approved for the movement of Army personnel or equipment in support of emerging operations within Afghanistan and for the deployment/redeployment of Army personnel or equipment to/from the ARCENT AOR. RESET and RETROGRADE of equipment is not authorized.

N. Funds Manager Signature:    O. Date: 03/16/2018

**3. Provide completed, signed form to servicing Transportation Office**

Transportation Office: acknowledgement of receipt    C. Date received:

A. Name:    D. Telephone:

B. Position:    E. Email:

Version 2, 5 May 2011. OPR: DA G44(D)    [Email Form](#)    [Print Form](#)

PACKING LIST		PACKED BY	1. NO. BOXES	2a. REQUISITION NO.	
				2b. ORDER NO.	
3. END ITEM			4. DATE		
			5. PAGE      OF      PAGES		
BOX NO. <i>(a)</i>	CONTENTS - STOCK NUMBER AND NOMENCLATURE <i>(b)</i>	UNIT OF ISSUE <i>(c)</i>	QUANTITIES REQUIRED		
			INITIAL OPERATION <i>(d)</i>	RUNNING SPARES <i>(e)</i>	TOTAL <i>(f)</i>
					0
					0
					0
					0
					0
					0
					0
					0
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					0
					0
					0
					0
					0
6. THIS CERTIFIES THAT THE ITEMS LISTED HEREON ARE WITHIN THE SPECIFIED BOXES					
TYPED NAME AND TITLE			SIGNATURE		

## HAZMAT Certifier Appoint Orders

The Subject Line needs to contain "HAZMAT CERTIFIER" i.e... Additional Duty Appointment Orders for HAZMAT Certifier

1. Effective (Date) the following individuals are appointed HAZMAT Certifiers for (UNIT)

You can add the Rank and Position if you want as well i.e

Name	Rank	Position	Date
Garner, Seth	SGT	Primary	Expiration (this should be two yrs from date of passing the Ammo 62 Course)

2. Authority Line should be like this: "AUTHORITY: CFR 49, Chapter 204.D.4., DOD 4500.9-R and FM 4-01.011
3. Purpose: to Certify Hazmat Materials and perform all assigned duties IAW the prescribed Authority or regulations
4. Period of Appointment: Until these Orders are rescinded, superseded, Official relived or Until expiration of Certification listed in paragraph 1 above.
5. POC: is the Under Signed (@ Phone # or Email)

Reacher, Jack K.  
Commanding



DEPARTMENT OF THE ARMY  
ARMY FIELD SUPPORT BATTALION - RILEY  
8100 1ST DIVISION ROAD  
FORT RILEY, KANSAS 66442

ASCW-RIL-SS

21 July 2021

### MEMORANDUM FOR RECORD

SUBJECT: Hazardous Material Certifiers for the Fort Riley Ammunition Supply Point.

1. Effective 21 July 2021, the following personnel listed below are authorized to be Hazardous Material Certifiers for the Ft. Riley Ammunition Supply Point.

Jorge Villafane	QASAS	Expiration-Mar 2022
Greg Pasquier	QASAS	Expiration-Mar 2023
Manun Kreizel	Material Coordinator	Expiration Aug 2022
Michael Dycus	Material Coordinator	Expiration Sep 2022
Charles McNutt	Material Coordinator	Expiration Jul 2022

2. AUTHORITY: Chapter 204.D.4, DOD 4500.9R and Chapter 1, Para 1.2.7, TM 38-250.

3. PURPOSE: To perform HAZMAT Certifier duties for all modes of shipment as outlined by references in paragraph 2 above.

4. PERIOD: Until officially released from appointment or upon 2 year expiration date.

5. This memorandum supersedes all previous memorandums.

6. Point of contact is the undersigned at (785) 240-0462, or antonio.c.coffey.civ@mail.mil.

ANTONIO C. COFFEY  
LTC, LG  
Commanding

# DA Form 2890 DOD Multimodal Dangerous Goods Declaration

## DD Form 2890 Job Aid

DOD MULTIMODAL DANGEROUS GOODS DECLARATION				
This form may be used as a dangerous goods declaration as it meets the requirements of SOLAS 74, Chapter VII, regulation 54; MARPOL 79/78, Annex III, Regulation 4.				
1. SHIPPER/CONSIGNOR/SENDER UNIT(ex.B Co. 1-36 CAV, 4th ID) Location (where you are currently at), Telephone #		2. TRANSPORT DOCUMENT NUMBER	3. PAGE 1 OF 1 PAGES	4. SHIPPER'S REFERENCE (TCN)  A[UIC]S0[SUN]0XX
5. FREIGHT FORWARDER'S REFERENCE	6. CONSIGNEE UIC or same as block 1 with destination location		7. CARRIER (To be completed by the carrier)	
24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS: <b>CIRCLE ALL APPLICABLE</b>				
DOD NON-EXPLOSIVE HAZMAT: (800) 851-8061/ (804) 279-3131 AT SEA: COLLECT: (804) 279-3131	DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: COLLECT: (703) 695-4695/4696 or DSN: 225-4695/4696 (Watch Officer)	CHEMICAL/BIOLOGICAL WARFARE MATERIAL:  (410) 436-6200 DSN: 584-6200	DOD SECURE HOLDING: (800) 826-0794 (For TSPs/drivers emergency secure holding issues, accidents, delays, and incidents) OIL/CHEMICAL SPILLS: NRC & TERRORIST HOTLINE: (800) 424-8802 AT SEA: COLLECT: (202) 267-2675	DOD RADIOACTIVE MATERIALS: COLLECT ARMY: (703) 695-4695/4696 USAF: (301) 981-5058 DLA: (800) 851-8061 AT SEA: COLLECT: (804) 279-3131 USN/MC: Use 24-hour emergency response number provided by activity.
8. THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR: (X as applicable) <input checked="" type="checkbox"/> MILITARY VESSEL <input checked="" type="checkbox"/> COMMERCIAL VESSEL <input checked="" type="checkbox"/> HIGHWAY/RAIL			9. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION, DD FORM 2781, IS ATTACHED (X if applicable) <b>This is a separate form</b>	
10. VOYAGE DOCUMENT NUMBER AND SAILING DATE (To be completed by the carrier)		11. PORT/PLACE OF LOADING Port the container is put on the vsl		
12. PORT/PLACE OF DISCHARGE Por the container is taken off the vsl		13. DESTINATION Final location that the shippment is going to		
14. SHIPPING MARKS	DESCRIPTION OF GOODS (UN No., PSN, HC, SHC, PG, number and kind of package, and additional information as required by regulations)		NET MASS/QTY (kg/l)	GROSS MASS (kg)
UN 1863, Fuel Aviation, Turbine Engine, 3, PG III, (FP 38° C, c.c.), 10 Jerricans			Residue	30.00
UN 1219, Isopropanol, 3, PG II, LTD QTY, (FP 38° C, c.c.), 2 boxes 8 bottles each containing less than 1 L			4 L	6.00
UN 3090, Lithium Metal Batteries, 9, PG II, 8 boxes 100 BA-5590 B/U batteries			2.5 kg	102.00
15. CONTAINER IDENTIFICATION NO./ VEHICLE REGISTRATION NO. ex. USAU 123456 7		16. SEAL NUMBER(S) taken from the seals used when the doors are closed	17. CONTAINER/VEHICLE AND TYPE Quadcon/Tricon/Bicon/20' Container/Tanker/Flatrack/etc.	
			18. TARE MASS (kg) 800.00	
19. ADDITIONAL HANDLING INFORMATION UN 1863, ERG 128 Attached, EmS F-E, S-E UN 1219, ERG 129 Attached, EmS F-E, S-D UN 3090 ERG 138 Attached, EmS F-A, S-I Add entry for each different UN Number listed in block 14: UN ####, ERG #### Attached, EmS #-#, #-#				
20. RECEIVING ORGANIZATION RECEIPT Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon:				
a. RECEIVING ORGANIZATION REMARKS				
b. HAULER'S NAME	c. VEHICLE REGISTRATION NO.	d. SIGNATURE AND DATE	e. DRIVER'S SIGNATURE	
21. SHIPPER PREPARING THIS FORM				
SHIPPER'S DECLARATION. I hereby declare that the contents of this consignment are fully and accurately described above by the Proper Shipping Name, and are classified, packaged, marked, and labeled/placarded and are in all respects in proper condition for transport according to applicable international and national government regulations.				
a. NAME OF COMPANY/MILITARY UNIT Same as block 1 (ex.B Co. 1-36 CAV, 4th ID)		b. NAME/STATUS OF DECLARANT/CERTIFIER Name of the HAZMAT Certifier (ex. John Smith/HAZMAT Certifier)		
c. PLACE AND DATE Same as block 1 & Date (ex. Ft. Hood, TX 20 Oct 2016)		d. SIGNATURE OF DECLARANT/CERTIFIER		

DD FORM 2890, SEP 2015

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## DD Form 2781 Job Aid

CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION			
Person responsible for packing the cargo transport unit (vehicle/container) will complete the checklist. Cross out "vehicle" or "container", as applicable. After completion, sign the certificate. <b>(Initial all blocks that apply)</b>			
1. It is declared that the undersigned has visually inspected (Container/ <del>vehicle</del> ) Number: <u>USAU 123456 7</u> (cross out whichever item does NOT apply) and it has been loaded/packed in accordance with the provisions of 5.4.2.1 (IMDGC) and CFR 49 and that (indicate "N/A" for all items that do NOT apply):			
FML	a. The cargo transport unit (container/ <del>vehicle</del> ) was clean, dry, and apparently fit to receive the goods.		
N/A	b. If the consignment includes goods of class 1, other than 1.4, the cargo transport unit (container/ <del>vehicle</del> ) is structurally serviceable in conformity with 7.4.6 (IMDGC).		
FML	c. Goods that should be segregated, have not been packed together onto or in the cargo transport unit (container/ <del>vehicle</del> ) (unless approved by the competent authority concerned in accordance with 7.2.2.3 (IMDGC)).		
FML	d. All packages have been externally inspected for damage, leakage, or sifting, and only sound packages have been packed.		
FML	e. Drums have been stowed in an upright position, unless otherwise authorized by the competent authority. <b>N/A if no drums in the container</b>		
FML	f. All packages have been properly packed onto or in the cargo transport unit (container/ <del>vehicle</del> ) and secured.		
N/A	g. When dangerous goods are transported in bulk packagings, the cargo has been evenly distributed.		
FML	h. The cargo transport unit (container/ <del>vehicle</del> ) and packagings therein are properly marked, labeled, and placarded.		
N/A	i. When solid carbon dioxide (CO <sup>2</sup> - dry ice) is used for cooling purposes, the cargo transport unit (container/ <del>vehicle</del> ) is externally marked or labeled in a conspicuous place, such as the door, and with the words: "DANGEROUS CO <sup>2</sup> - GAS (DRY ICE) INSIDE. VENTILATE THOROUGHLY BEFORE ENTERING".		
FML	j. The dangerous goods transport document required in 5.4.1 (IMDGC) has been received for each dangerous goods consignment packed in the cargo transport unit (container/ <del>vehicle</del> ).		
2. PERSON RESPONSIBLE FOR PACKING			
a. PRINTED NAME (Last, First, Middle Initial)		b. RANK/GRADE	c. TITLE
Little, Francis M.		E-5/SGT	Sergeant/ Hazmat Certifier
d. ORGANIZATION		B. Co 1-36 CAV, 4th ID	
e. PLACE PACKED		f. SIGNATURE	
Fort Hood, TX		<b>Initials in the boxes and Signature should be hand written</b>	
		g. DATE (YYYYMMDD)	
		20131024	

DD FORM 2781, AUG 2013

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## DD Form 1907 Signatures and Tally Record

SIGNATURE AND TALLY RECORD (See DoD 4500.9-R for guidance) (Use of equivalent carrier-furnished signature and tally record is acceptable.)		OMB No. 0702-0027 OMB approval expires Jun 30, 2012		
<p>The public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Service Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0702-0027). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE DISTRIBUTION INSTRUCTIONS BELOW.</b></p>				
<b>DISTRIBUTION INSTRUCTIONS</b>				
<p>(1) The SHIPPER will print two copies, retain one copy and give one to the Origin Carrier.            (2) The ORIGIN CARRIER will deliver one copy with original signatures to the Destination Carrier.            (3) The DESTINATION CARRIER will attach one copy (reflecting all original signatures) and Standard Form 1113, Public Voucher for Transportation Charges, to the original Commercial Bill of Lading and forward for payment. Reproduced completed copy of DD Form 1907 will be delivered to the Consignee and one will be retained.            (4) The CONSIGNEE will ensure Destination Carrier surrenders a reproduced copy of completed form with all signatures.</p>				
<b>SECTION I - TO BE COMPLETED BY THE SHIPPER</b>				
1a. SHIPPER NAME		b. ORIGIN		
2. PROTECTIVE SERVICE REQUESTED		3. COMMERCIAL BILL OF LADING NUMBER		
4a. CONSIGNEE NAME		b. DESTINATION		
5. PERMIT NUMBER (if any)		6. TRANSPORTATION CONTROL NUMBER		
7. ROUTING		8. WEIGHT	9. CUBE	
10. SPECIAL INSTRUCTIONS			11. DATE SHIPMENT TENDERED TO CARRIER (YYYYMMDD)	
12. NAME OF CARRIER			13. NUMBER OF PIECES	
14. TYPE OF PACKAGE(S) (For unsealed loads only) OR CONVEYANCE IDENTIFICATION AND SEAL NUMBERS (For sealed loads only)		15. FREIGHT CLASSIFICATION DESCRIPTION		
<b>SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT</b>				
<b>16. CUSTODY RECORD</b>				
PRINT NAME OF PERSON AND COMPANY REPRESENTED a.	STATION INTERCHANGE POINT DESTINATION b.	SIGNATURE OF PERSON ACCEPTING CUSTODY c.	TIME ACCEPTED d.	DATE ACCEPTED (YYYYMMDD) e.

DD FORM 1907, OCT 2010

PREVIOUS EDITION IS OBSOLETE.


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## DD Form 626 Motor Vehicle Inspections (Transportation of Hazardous Materials)

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)											
(Read Instructions before completing this form.)											
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.						1. GOVERNMENT BILL OF LADING/TRANSPORTATION CONTROL NUMBER					
SECTION 1 - DOCUMENTATION				ORIGIN a.				DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION											
3. DATE/TIME OF INSPECTION											
4. LOCATION OF INSPECTION											
5. OPERATOR(S) NAME(S)											
6. OPERATOR(S) LICENSE NUMBER(S)											
7. MEDICAL EXAMINER'S CERTIFICATE*											
8. (X if satisfactory at origin)								9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*			
a. MILITARY HAZMAT ENDORSEMENT				d. ERG OR EQUIVALENT COMMERCIAL:		YES		NO			
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*							
c. ROUTE PLAN				f. COPY OF 49 CFR PART 397						a. TRUCK/TRACTOR	
SECTION II - MECHANICAL INSPECTION											
All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.											
10. TYPE OF VEHICLE(S)						11. VEHICLE NUMBER(S)					
12. PART INSPECTED (X as applicable)		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)	
		SAT		UNSAT		SAT		UNSAT			
a. SPARE ELECTRICAL FUSES						k. EXHAUST SYSTEM					
b. HORN OPERATIVE						l. BRAKE SYSTEM*					
c. STEERING SYSTEM						m. SUSPENSION					
d. WINDSHIELD/WIPERS						n. COUPLING DEVICES					
e. MIRRORS						o. CARGO SPACE					
f. WARNING EQUIPMENT						p. LANDING GEAR*					
g. FIRE EXTINGUISHER*						q. TIRES, WHEELS, RIMS					
h. ELECTRICAL WIRING						r. TAILGATE/DOORS*					
i. LIGHTS AND REFLECTORS						s. TARPULIN*					
j. FUEL SYSTEM*						t. OTHER (Specify)					
13. INSPECTION RESULTS (X one) ACCEPTED						REJECTED					
(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)											
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: (X one) ACCEPTED						REJECTED					
15. REMARKS											
16. INSPECTOR SIGNATURE (Origin)						17. INSPECTOR SIGNATURE (Destination)					
SECTION III - POST LOADING INSPECTION											
This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.											
		ORIGIN (1)		DESTINATION (2)						COMMENTS (3)	
		SAT		UNSAT		SAT		UNSAT			
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR											
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT											
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT											
21. PROPER PLACARDS APPLIED											
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS											
23. COPY OF DD FORM 626 FOR DRIVER											
24. SHIPPED UNDER DOT EXEMPTION 868											
25. INSPECTOR SIGNATURE (Origin)						26. DRIVER(S) SIGNATURE (Origin)					
27. INSPECTOR SIGNATURE (Destination)						28. DRIVER(S) SIGNATURE (Destination)					



# FIT Form 008 CBL Processing Check List

	FRT-FORM-008 CBL Processing Checklist	
	Revision: 00    Date: 26 July 2021	Page: 1 of 1
	Reviewed By: Quality Control Manager	Approved by: Project Manager

Purpose: To establish a checklist of all necessary processes that must be completed by POCs and shippers for all CBLs processed by the Fort Riley ITO. Unit will be held liable for any additional cost due to not following the below check list.

SHIPPER UNIT/ POC Info: \_\_\_\_\_ DATE: \_\_\_\_\_

Checklist – Initial in box once task is completed and verified

- ☐ Verify CBL matches Equipment being loaded – Type/ Dimensions/ Quantity  
i.e., 2 HMMWVS, 11,200 lbs
- ☐ Verify Driver information matches CBL – Name, Phone #, Truck/Trailer #
- ☐ Verify Origin and Destination locations and POCs are correct and accurate on CBL
- ☐ Collect the following information (all CBLs): Truck arrival DTG, stage for load DTG, load DTG, and departure DTG
- ☐ Inform Driver verify Weight/Height within 50 Miles or nearest Scale of pickup location or prior to departure. (Outside of this it is the carrier's liability and Government won't be held liable for any additional cost or delays) If any discrepancies – call ITO office immediately @ (785) 240-1786. After duty Hrs 785-492-4806

**SENSITIVE SHIPMENTS** (Imperative this is done so the shipment can be released prior to departure of the truck for Defense tracking purposes. This is a MUST.)

- ☐ Call Fort Riley ITO office PRIOR to loading Truck @ (785) 240-1786.
- ☐ Receive and complete all forms required for SI  
☐ CBL; ☐ DD1907; ☐ 626
- ☐ Complete 626 inspection of Truck- verifying that it is capable of taking load
- ☐ Have drivers sign CBL, 626, 1907, and take pictures or scan a copy of their Medical Cards & Licenses

BY SIGNING THIS FORM I AM TAKING RESPONSIBILITY FOR ALL DISCREPANCIES (IF ANY) THAT MIGHT ARISE FROM NOT FILLING OUT FORM CORRECTLY AND NOT VERIFYING DOCUMENTATION PRIOR TO SENDING THE CBL/DRIVER OUT.

X \_\_\_\_\_ DATE \_\_\_\_\_

ALL CBLs and SUPPORTING DOCUMENTS MUST BE RETURNED TO FORT RILEY ITO NEXT  
GOVERNMENT BUSINESS DAY to the group email:  
[usarmy.riley.407-afsb.mbx.lrc-ito-freight@mail.mil](mailto:usarmy.riley.407-afsb.mbx.lrc-ito-freight@mail.mil)

All documents are considered **UNCONTROLLED** unless stamped CONTROLLED COPY or an original signed copy.

## HAZMAT Placards



# ERG Example

GUIDE 128	FLAMMABLE LIQUIDS (NON-POLAR/WATER-IMMISCIBLE)	ERG2004	ERG2004	FLAMMABLE LIQUIDS (NON-POLAR/WATER-IMMISCIBLE)	GUIDE 128
<b>POTENTIAL HAZARDS</b>			<b>EMERGENCY RESPONSE</b>		
<b>FIRE OR EXPLOSION</b> <ul style="list-style-type: none"> <li><b>HIGHLY FLAMMABLE:</b> Will be easily ignited by heat, sparks or flames.</li> <li>Vapors may form explosive mixtures with air.</li> <li>Vapors may travel to source of ignition and flash back.</li> <li>Most vapors are heavier than air. They will spread along ground and collect in low or confined areas (sewers, basements, tanks).</li> <li>Vapor explosion hazard indoors, outdoors or in sewers.</li> <li>Those substances designated with a "P" may polymerize explosively when heated or involved in a fire.</li> <li>Runoff to sewer may create fire or explosion hazard.</li> <li>Containers may explode when heated.</li> <li>Many liquids are lighter than water.</li> <li>Substance may be transported hot.</li> <li><b>If molten aluminum is involved, refer to GUIDE 169.</b></li> </ul>			<b>FIRE</b> <p><b>CAUTION:</b> All these products have a very low flash point: Use of water spray when fighting fire may be inefficient.</p> <p><b>CAUTION:</b> For mixtures containing a high percentage of an alcohol or polar solvent, alcohol-resistant foam may be more effective.</p> <p><b>Small Fires</b></p> <ul style="list-style-type: none"> <li>Dry chemical, CO<sub>2</sub>, water spray or regular foam.</li> </ul> <p><b>Large Fires</b></p> <ul style="list-style-type: none"> <li>Water spray, fog or regular foam.</li> <li>Use water spray or fog; do not use straight streams.</li> <li>Move containers from fire area if you can do it without risk.</li> </ul> <p><b>Fire involving Tanks or Car/Trailer Loads</b></p> <ul style="list-style-type: none"> <li>Fight fire from maximum distance or use unmanned hose holders or monitor nozzles.</li> <li>Cool containers with flooding quantities of water until well after fire is out.</li> <li>Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank.</li> <li>ALWAYS stay away from tanks engulfed in fire.</li> <li>For massive fire, use unmanned hose holders or monitor nozzles; if this is impossible, withdraw from area and let fire burn.</li> </ul>		
<b>HEALTH</b> <ul style="list-style-type: none"> <li>Inhalation or contact with material may irritate or burn skin and eyes.</li> <li>Fire may produce irritating, corrosive and/or toxic gases.</li> <li>Vapors may cause dizziness or suffocation.</li> <li>Runoff from fire control or dilution water may cause pollution.</li> </ul>			<b>SPILL OR LEAK</b>		
<b>PUBLIC SAFETY</b> <ul style="list-style-type: none"> <li><b>CALL Emergency Response Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover.</b></li> <li>As an immediate precautionary measure, isolate spill or leak area for at least 50 meters (150 feet) in all directions.</li> <li>Keep unauthorized personnel away.</li> <li>Stay upwind.</li> <li>Keep out of low areas.</li> <li>Ventilate closed spaces before entering.</li> </ul>			<ul style="list-style-type: none"> <li>ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).</li> <li>All equipment used when handling the product must be grounded.</li> <li>Do not touch or walk through spilled material. • Stop leak if you can do it without risk.</li> <li>Prevent entry into waterways, sewers, basements or confined areas.</li> <li>A vapor suppressing foam may be used to reduce vapors.</li> <li>Absorb or cover with dry earth, sand or other non-combustible material and transfer to containers. • Use clean non-sparking tools to collect absorbed material.</li> </ul> <p><b>Large Spills</b></p> <ul style="list-style-type: none"> <li>Dike far ahead of liquid spill for later disposal.</li> <li>Water spray may reduce vapor; but may not prevent ignition in closed spaces.</li> </ul>		
<b>PROTECTIVE CLOTHING</b> <ul style="list-style-type: none"> <li>Wear positive pressure self-contained breathing apparatus (SCBA).</li> <li>Structural firefighters' protective clothing will only provide limited protection.</li> </ul>			<b>FIRST AID</b>		
<b>EVACUATION</b> <p><b>Large Spill</b></p> <ul style="list-style-type: none"> <li>Consider initial downwind evacuation for at least 300 meters (1000 feet).</li> </ul> <p><b>Fire</b></p> <ul style="list-style-type: none"> <li>If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.</li> </ul>			<ul style="list-style-type: none"> <li>Move victim to fresh air. • Call 911 or emergency medical service.</li> <li>Give artificial respiration if victim is not breathing.</li> <li>Administer oxygen if breathing is difficult.</li> <li>Remove and isolate contaminated clothing and shoes.</li> <li>In case of contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.</li> <li>Wash skin with soap and water. • Keep victim warm and quiet.</li> <li>In case of burns, immediately cool affected skin for as long as possible with cold water. Do not remove clothing if adhering to skin.</li> <li>Ensure that medical personnel are aware of the material(s) involved and take precautions to protect themselves.</li> </ul>		

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## Safety Data Sheet

## Ground Black Pepper

**CAROLINA**<sup>®</sup>  
www.carolina.com

### Section 1 Product Description

Product Name: Ground Black Pepper  
 Recommended Use: Science education applications  
 Synonyms: Ground Black Pepper, Peppercoms  
 Distributor: Carolina Biological Supply Company  
 2700 York Road, Burlington, NC 27215  
 1-800-227-1150  
 Chemical Information: 800-227-1150 (8am-5pm (ET) M-F)  
 Chemtrec: 800-424-9300 (Transportation Spill Response 24 hours)

### Section 2 Hazard Identification

Classification of the chemical in accordance with paragraph (d) of §1910.1200:

Not a dangerous substance according to GHS classification criteria. No known OSHA hazards.

GHS Classification:

### Section 3 Composition / Information on Ingredients

Chemical Name	CAS #	%
To the best of our knowledge, this product is non-hazardous and is not subject to the requirements of 29 CFR 1910.1200.	N/A	100
Black Pepper 99-100%		

### Section 4 First Aid Measures

#### Emergency and First Aid Procedures

Inhalation: In case of accident by inhalation: remove casualty to fresh air and keep at rest.  
 Eyes: In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.  
 Skin Contact: After contact with skin, wash immediately with plenty of water.  
 Ingestion: If swallowed, do not induce vomiting: seek medical advice immediately and show this container or label.

### Section 5 Firefighting Procedures

Extinguishing Media: Use media suitable to extinguish surrounding fire.  
 Fire Fighting Methods and Protection: Firefighters should wear full protective equipment and NIOSH approved self-contained breathing apparatus.  
 Fire and/or Explosion Hazards: None Known  
 Hazardous Combustion Products: Carbon dioxide, Carbon monoxide

### Section 6 Spill or Leak Procedures

Steps to Take in Case Material Is Released or Spilled: No adverse health affects expected from the clean-up of spilled material.  
 Vacuum or sweep up material and place in a disposal container

### Section 7 Handling and Storage

Handling: Avoid creating and inhaling dust.  
 Storage: Suitable for any general chemical storage.  
 Storage Code: Green - general chemical storage



<b>FORT RILEY ITO - GROUP MOVEMENT REQUEST (GMR)</b> <small>Note: This is only a request. Funding must be allocated prior to submission to SDDC. <b>SUBMIT REQUEST TO:</b>            ITO Unit Movement Section, BLDG 1502 B. Street, Fort Riley, Kansas 66442.            Phone: (785) 239-3441, DSN: 856-3441 or (785) 239-8888, DSN: 856-8888.            Email: <a href="mailto:usarmy.riley.407-afsb-lrc.mbx.lrc-ito-movements@mail.mil">usarmy.riley.407-afsb-lrc.mbx.lrc-ito-movements@mail.mil</a>            For use of this form, see (Defense Transportation Regulation (DTR) 4500.9-R, Part 1, Chapters 101, 102, 103 and 104).            The proponent agency is the Logistics Readiness Center (LRC).</small>			
Date: <input style="width: 100px;" type="text"/>		Exercise Name or Purpose: <input style="width: 300px;" type="text"/>	
Unit: <input style="width: 100px;" type="text"/>	POC: <input style="width: 150px;" type="text"/>	Office #: <input style="width: 100px;" type="text"/>	
Cell #: <input style="width: 100px;" type="text"/>	FAX: <input style="width: 100px;" type="text"/>	E-mail: <input style="width: 150px;" type="text"/>	
<b>MODE OF TRAVEL</b> <input type="checkbox"/> Bus <input type="checkbox"/> Charter Air <input type="checkbox"/> Both <input type="checkbox"/> Equipment <input type="checkbox"/> Round Trip			
# Passengers: <input style="width: 50px;" type="text"/>	Origin: <input style="width: 150px;" type="text"/>	Destination: <input style="width: 150px;" type="text"/>	
Date of Travel ( <b>Origin</b> )	DTG: <input style="width: 150px;" type="text"/>	PAX: <input style="width: 150px;" type="text"/>	
Required Arrival at (Destination)	DTG: <input style="width: 150px;" type="text"/>		
Date of Travel ( <b>Return</b> )	DTG: <input style="width: 150px;" type="text"/>	PAX: <input style="width: 150px;" type="text"/>	
Required Arrival at (Destination)	DTG: <input style="width: 150px;" type="text"/>		
Pick Up Location: <input style="width: 550px;" type="text"/>			
Drop Off Location: <input style="width: 550px;" type="text"/>			
Bus Required to Remain with Unit? <input style="width: 50px;" type="text"/>		<b>REMARKS</b>	
Weapons: <input style="width: 50px;" type="text"/>	Quantity: <input style="width: 50px;" type="text"/>	Baggage: <input style="width: 50px;" type="text"/>	
Type: <input style="width: 50px;" type="text"/>	Quantity: <input style="width: 50px;" type="text"/>	Weight *: <input style="width: 50px;" type="text"/>	
Type: <input style="width: 50px;" type="text"/>	Quantity: <input style="width: 50px;" type="text"/>	Weight *: <input style="width: 50px;" type="text"/>	
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Type: <input style="width: 50px;" type="text"/>	Quantity: <input style="width: 50px;" type="text"/>	Weight *: <input style="width: 50px;" type="text"/>	
Type: <input style="width: 50px;" type="text"/>	Quantity: <input style="width: 50px;" type="text"/>	Weight *: <input style="width: 50px;" type="text"/>	
<b>* NOTE: duffle bag or ruck not to exceed 70 lbs, tuff box not to exceed 100lbs, dimensional date required for TAT</b>			
<b>FUNDING</b>			
ITO: Estimated Cost of Trip: \$ <input style="width: 100px;" type="text"/>		Authorized Unit Signature: <input style="width: 250px;" type="text"/>	
G8 Fund Cite: <input style="width: 550px;" type="text"/>			
Funding Authorized Signature: <input style="width: 550px;" type="text"/>			

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

DD FORM 1149, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
PREVIOUS EDITION IS OBSOLETE.

## DD Form 2775 Pallet Identifier

PALLET IDENTIFIER				
1. PALLET IDENTIFICATION NUMBER		2. AIRCRAFT CONFIGURATION		
3. ORIGINATING STATION		4. DESTINATION STATION		
5. NET WEIGHT (Lbs.)		6a. STRAPS	b. CHAINS	c. DEVICES
				d. NET SETS
7. MISCELLANEOUS INFORMATION/THIS PALLET CONTAINS:		8. GROSS WEIGHT (Lbs.)		
CARGO		9. SCALE WEIGHT CERTIFICATION		
		a. NAME	b. GRADE	c. DATE (YYYYMMDD)
		10. CUBE THIS PALLET		

DD FORM 2775, SEP 1998

REPLACES AF FORM 2279, MAY 84, WHICH IS OBSOLETE.

Reset

Adobe Professional 8.0

## DD Form 1387-2 Signature and Tally Record for STRAT Air

SPECIAL HANDLING DATA/CERTIFICATION		
1. ITEM NOMENCLATURE	2. NET QUANTITY PER PACKAGE	3. TRANSPORTATION CONTROL NO.
	4. CONSIGNMENT GROSS WEIGHT	5. DESTINATION
6. SUPPLEMENTAL INFORMATION		
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and in proper condition for transportation according to the applicable regulations of the Dept of Transportation. <b>THIS IS A U.S. DEPARTMENT OF DEFENSE SHIPMENT!</b> (Complete applicable blocks below)		
7. DTR REFERENCE		
8. HANDLING INSTRUCTIONS		
9. ADDRESS OF SHIPPER	10. TYPED NAME, SIGNATURE AND DATE	

DD FORM 1387-2, NOV 2004

PREVIOUS EDITION IS OBSOLETE.

Reset

Form Approved/OMB No. 0704-0188  
Adobe Professional 7.0

SHIPPER'S DECLARATION FOR DANGEROUS GOODS						
SHIPPER FOX FSC 2/34 BATTALION FORT RILEY, KS 66442 DODACC: W907NB				AIR WAYBILL NO. BMYA91785237		
PHONE NUMBER: (785) 239-7868 DSN: 312-856-7868				PAGE 1 OF 1 PAGES		
CONSIGNEE FOX FSC 2/34 BATTALION Topeka, KS 66442 DODACC: W907NB				SHIPPER'S REFERENCE NUMBER TCN: AWJLDAA\$0D0001XX		
COMPLETED AND SIGNED COPIES OF THIS DECLARATION MUST BE HANDED TO THE OPERATOR				<b>WARNING</b> Failure to comply in all respects with applicable Hazardous Materials/Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties		
<b>TRANSPORTATION DETAILS</b> THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR: (DELETE NON-APPLICABLE) <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">PASSENGER AND CARGO AIRCRAFT</div> <div style="border: 1px solid black; padding: 2px;"><del>XXXXXX</del></div> </div>						
AIRPORT OF DEPARTURE: KSLN Salina Regional Airport, Kansas				SHIPMENT TYPE: (DELETE NON-APPLICABLE)		
AIRPORT OF DESTINATION: KFOE, Topeka Regional Airport, Kansas				<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">NON-RADIOACTIVE</div> <div style="border: 1px solid black; padding: 2px;"><del>RADIOACTIVE</del></div> </div>		
NATURE AND QUALITY OF DANGEROUS GOODS						
DANGEROUS GOODS IDENTIFICATION				QUANTITY AND TYPE of PACKING	PACKING INST	AUTHORIZATION
UN or ID NO.	PROPER SHIPPING NAME	CLASS or DIVISION (SUBSIDIARY RISK)	PACKING GROUP			
UN3166	Engine, Internal Combustion, Flammable, Liquid Powered	9		AN/TSQ-232V4 HQ102	A13.5	
ADDITIONAL HANDLING INFORMATION 2 ea. batteries, wet, filled with acid, 8 2 ea. Fire Extinguisher, 2.2 1 ea. Bromotrifluoromethane, 2.2 Fuel, Aviation, Turbine Engine, 3, 47.5L						
EMERGENCY TELEPHONE NUMBER: (800) 851-8061 (804) 279-3131						
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked, and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national government regulations. I declare that all of the applicable air transport requirements have been met.				NAME/TITLE OF SIGNATORY SSG Cupof, Joe		
				PLACE AND DATE Fort Riley, Ks Jan 1, 2018  SIGNATURE <i>(see warning above)</i>		

AMC-IMT 1033, 20050204, V1



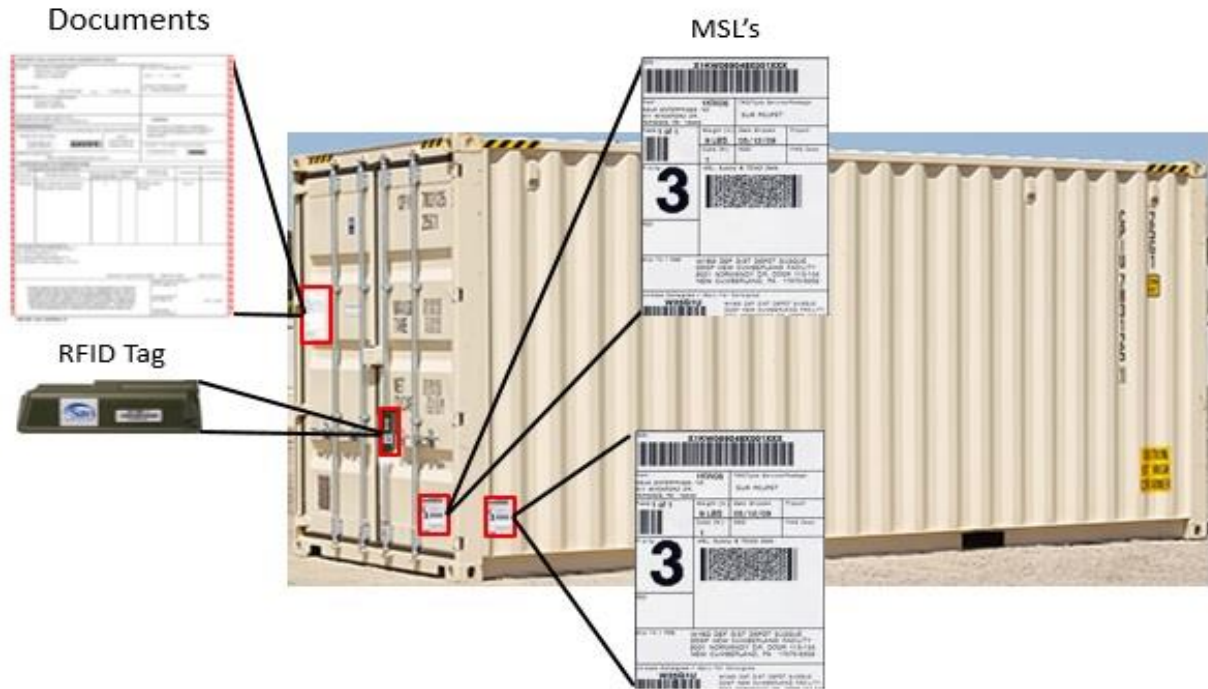
## APPENDIX B. MSL, RFID Tag and Packing List placement.

DD Form 1387 MSL, RFID TAG Placement, Packing List and associated documents placement on vehicles example.

- RFID TAGS SHOULD BE SECURED SO THAT THEY WON'T BE DAMAGED OR KNOCKED OFF IN TRANSIT and should not be mounted on a vertical surface. Tied with Zip Ties that resist salt and sun light that breaks them down.



DD Form 1387 MSL, RFID TAG Placement, Packing List and associated documents placement containers example.



## APPENDIX C. Vehicle/Container Movement Checklist

## Fort Riley Transportation Inspection Checklist

Unit: \_\_\_\_\_ Container/Vehicle Serial Number: \_\_\_\_\_ Seal#: \_\_\_\_\_

Inspector: \_\_\_\_\_ TCN#: \_\_\_\_\_ \$0 \_\_\_\_\_ 0XX \_\_\_\_\_

Container/Vehicle - Interior		Yes	No	N/A		
Internal Inspection						
Marking, Labeling on Packages of HAZMAT						
Verify weight requirements and over pack marks and labels						
Certify no HAZMAT for non HAZMAT containers						
HAZMAT and internal combustion engines are in the front of the container						
Generators (Internal Combustion Engines) have been verified to ship as non HAZMAT (No Fuel, Batteries Disconnected, Terminals and Cables Taped, Batteries secured)						
Correct Packaging for Hazardous material						
Blocked and Braced (No Movement in any Direction)						
Documentation						
Container - Exterior						
Valid CSC Data Plate/JCM Updated/Updated DD Form 2282						
CSC Inspection						
Marked and Placarded						
Seals and Locks are secured on all accessible doors						
Documentation						
Vehicles – Exterior						
Marked, placarded, Military Shipping Labels (MSLs), and RFTags installed						
Seals and Locks are secured on all accessible doors						
All antennas, bows, and canvas removed from cargo area						
All REQUIRED Shackles installed						
Vehicle Configured for mode of transportation						
High dollar items and trash removed						
Fire Extinguisher installed in approved bracket						
Fuels levels for appropriate mode of transportation						
Documentation						
Documentation						
Must have 7 Complete Packets, (DD Form 1750 for the whole container and each box inside container or vehicle) along with required HAZMAT documentation at the time of sealing.						
Form	Description	GEN	S/I	HAZ	Air	M/M
DD2890	DOD Multimodal Dangerous Goods Declaration (SURFACE)			X		X
SDDG	Shipper's Declaration For Dangerous Goods (AIR)				X	X
DD2781	Container Packing Certificate/Vehicle Packing Declaration	X	X	X	X	X
Orders	Unit HAZMAT Appointment Orders			X	X	X
ERG	Emergency Response Guide			X		X
SDS	Safety Data Sheet			X	X	X
DD1750	Shipment Unit Packing List and Load Diagram	X	X	X	X	X
DD1907	Signature and Tally Record		X			

Version 2

# APPENDIX D. Blocking and Bracing

Below is a sample ABCT

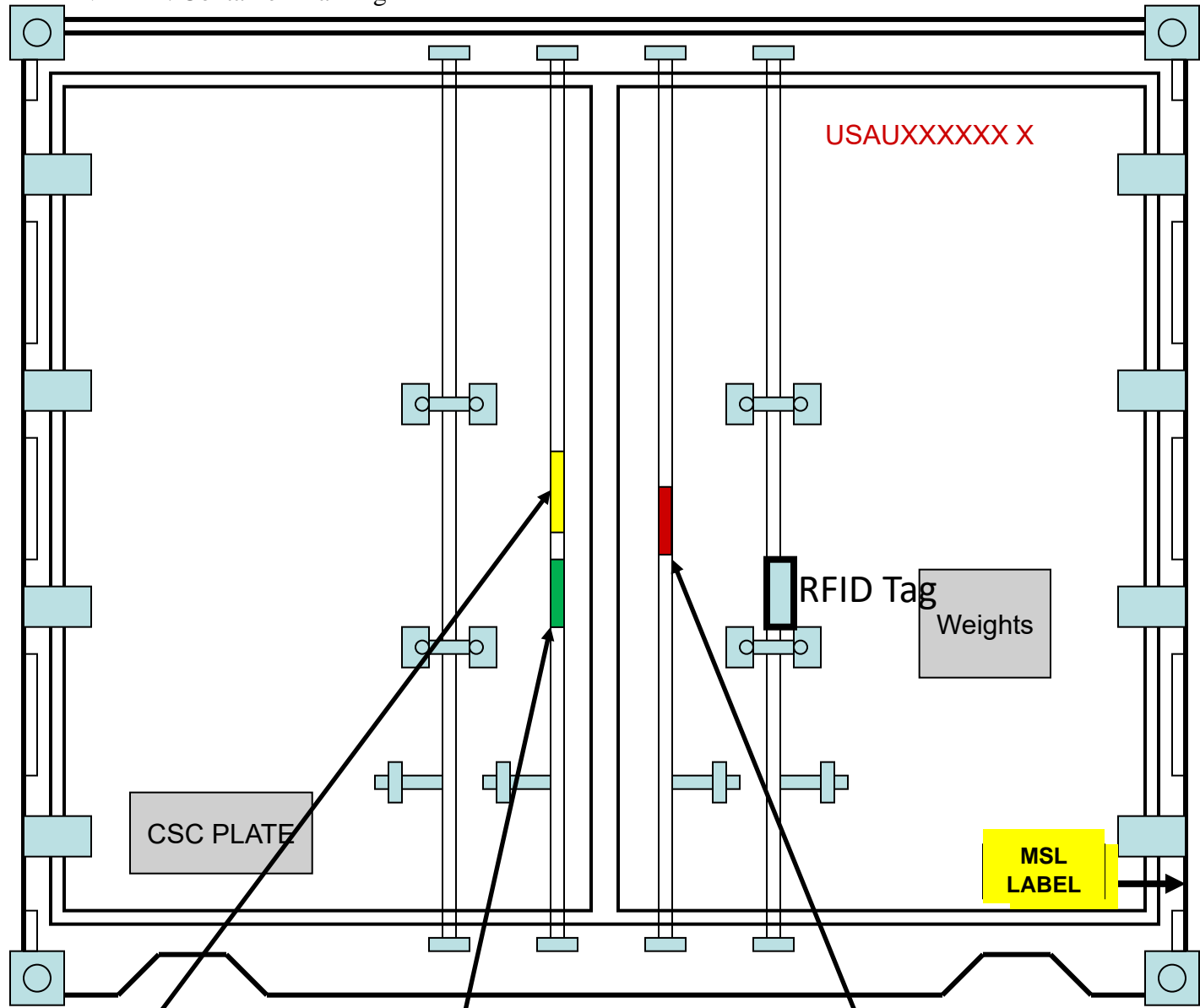
Item Description/Nomenclature	NSN	U/I	Unit Price	Qty
<b>ALL MODES of TRANSPORT</b>				
RFID TAGS ST-654-031	6350-01-579-3126	EA	\$54.81	5000
BATTERIES LITHIUM (FOR RFID)	6135-01-524-7621	PG	\$36.72	200
SEAL ANTIPIRFERAGE BOLT (PKG OF 25EA)	5340-01-260-9935	BX	\$36.94	80
SEAL ANTIPIRFERAGE FLAT SELF LOCKING	5340-00-081-3381	HD	\$7.92	20
STRAP TIEDOWN (ZIP TIES 8")	5975-00-003-5303	HD	\$9.52	20
STRAP TIEDOWN (ZIP TIES 12")	5975-00-899-4606	HD	\$3.07	20
SPRAY ADHESIVE	8040-00-995-7080	CN	\$15.51	144
<b>AIR</b>				
TIEDOWN CARGO AIRCRAFT CGU-1/B	1670-00-725-1437	EA	\$26.00	200
COVER CARGO PALLET (ROLL OF 10)	3990-00-930-1480	RL	\$42.42	10
CHAIN TIE DOWN MB-1 (10K LB CAP)	4010-00-516-8405	EA	\$39.40	0
ADJUSTER CHAIN MB-1 (BINDER 10K)	1670-00-212-1149	EA	\$109.29	0
LUMBER (DUNNAGE) 4"X4"X8'	5510-01-433-4200	BF	\$1.03	600
LUMBER (SHORING) 2"X12"X8'	5510-01-433-3930	BF	\$0.90	200
<b>CONTAINERS</b>				
LUMBER (BRACING) 2"X4"X8'	5510-01-433-1244	BF	\$0.96	700
PLYWOOD CONSTRUCTION 4'X8'X3/4"	5530-00-129-7833	SH	\$48.11	800
CUSHIONING MATERIAL 1/2" BUBBLE 24"X250"X2	8135-00-926-8991	BD	\$166.98	100
SLEEVE SHIPPING 48"X40"X30"	8115-01-444-0197	EA	\$25.15	2000
SLEEVE SHIPPING 48"X40"X45"	8115-01-444-0198	EA	\$32.60	2000
PALLET BASE SHIPPING 48"X40"	8115-01-444-0206	EA	\$48.40	2000
TOP NESTING SHIPPING	8115-01-444-0211	EA	\$34.62	2000
<b>RAIL AND LINE HAUL</b>				
WIRE ROPE 3/8" (3000' COIL)	4010-00-269-9359	RL	\$3,828.64	1
CLAMP WIRE ROPE 3/8"	4030-00-243-4439	EA	\$2.36	800
STRAP STEEL 5/8" (2600' COIL)	8135-00-281-4071	CL	\$104.68	15
SEAL STRAPPING 5/8" (5K PER BX)	8135-00-239-5291	BX	\$81.54	2
WIRE MECHANICS 16 GAUGE (LACING)	9505-00-640-4290	LB	\$6.73	500
SHACKLE LIGHT VEHICLE/TRACKED VEH UP TO 30K LB	4030-01-369-7612	EA	\$50.91	50
SHACKLE MED VEHICLE/TRACKED VEH 30K TO 100K LB	4030-01-187-0964	EA	\$36.08	50
SHACKLE HEAVY VEHICLE 21T, TRACKED VEH > 100K LB	4030-01-391-2790	EA	\$87.65	10
M88 FRONT SHACKLE	4030-00-369-2955	EA	\$152.82	5
M88 REAR SHACKLE	4010-00-133-6517	EA	\$966.72	5

Local Purchase Items

Item Description/Nomenclature	SOURCE OF SUPPLY	ITEM #	U/I	Unit Price	Qty	Total Cost
PACKING LIST ENVELOPE (9"X12")	ULINE	S-11197	BX	\$101.00	3	\$303.00
MARKING STICKS BLACK	ULINE	S19600BL	EA	\$1.20	100	\$120.00
MILITARY SHIPPING LABELS (4RLS/CS)	ULINE	S7995	CS	\$33.00	10	\$330.00
MSL PRINTER RIBBONS (12RLS/CS)	BARCODE DISCOUNT	12084106	CS	\$174.00	10	\$1,740.00
PLASTIC STRETCH WRAP	ULINE	S14926	CS	\$12.00	16	\$192.00
SILVER DUCT TAPE (CB MARKINGS-AIR)	ENVISION	81NSN1032254	RL	\$8.18	25	\$204.50
RADIOACTIVE I LABEL (500/RL)	LABELMASTER	HMSL14	RL	\$94.80	1	\$94.80
TOXIC LABEL (500/RL)	LABELMASTER	HSC8	RL	\$96.88	1	\$96.88
OXIDIZER LABEL (500/RL)	LABELMASTER	HMSL110	RL	\$94.80	1	\$94.80
FLAMMABLE LIQUID LABEL (500/RL)	LABELMASTER	HMSL60	RL	\$94.80	1	\$94.80
FLAMMABLE GASD LABEL (500/RL)	LABELMASTER	HMSL70	RL	\$94.80	1	\$94.80
NON-FLAMMABLE GAS LABEL (500/RL)	LABELMASTER	HMSL45	RL	\$94.80	1	\$94.80
LITHIUM BATTERY HANDLING MARK	LABELMASTER	SLB435P	RL	\$159.70	3	\$479.10
CARGO AIRCRAFT ONLY LABEL	LABELMASTER	SL20R	RL	\$86.60	1	\$86.60
LIMITED QUANTITY LABEL	LABELMASTER	LQL40	RL	\$86.60	1	\$86.60
HAZARD CLASS 9 LITHIUM BATT LABEL	LABELMASTER	HMSLB90	RL	\$94.80	1	\$94.80
SHOULDER LABEL, UN1001	LABELMASTER	HLPR30	RL	\$165.00	1	\$165.00
SHOULDER LABEL, UN1072	LABELMASTER	HDT35	RL	\$112.41	1	\$112.41
MISCELLANEOUS DANGEROUS GOODS	LABELMASTER	Z-PVZ	PK	\$53.75	4	\$215.00
CORROSIVE PLACARD	LABELMASTER	Z-PVR	PK	\$68.75	1	\$68.75
OXIDIER PLACARD	LABELMASTER	Z-PVX	PK	\$68.75	1	\$68.75
FLAMMABLE LIQUID PLACARD	LABELMASTER	Z-PVF	PK	\$68.75	1	\$68.75
NONFLAMMABLE GAS PLACARD	LABELMASTER	Z-PVN	PK	\$68.75	1	\$68.75
FLAMMABLE GAS PLACARD	LABELMASTER	Z-PVS	PK	\$68.75	1	\$68.75
EXPLOSIVE CLASS 1.1, 1.2, 1.3 PLACARD	LABELMASTER	PSR32R	PK	\$75.00	1	\$75.00
EXPLOSIVE CLASS 1.4 PLACARD	LABELMASTER	PSR82-SP	PK	\$85.00	1	\$85.00

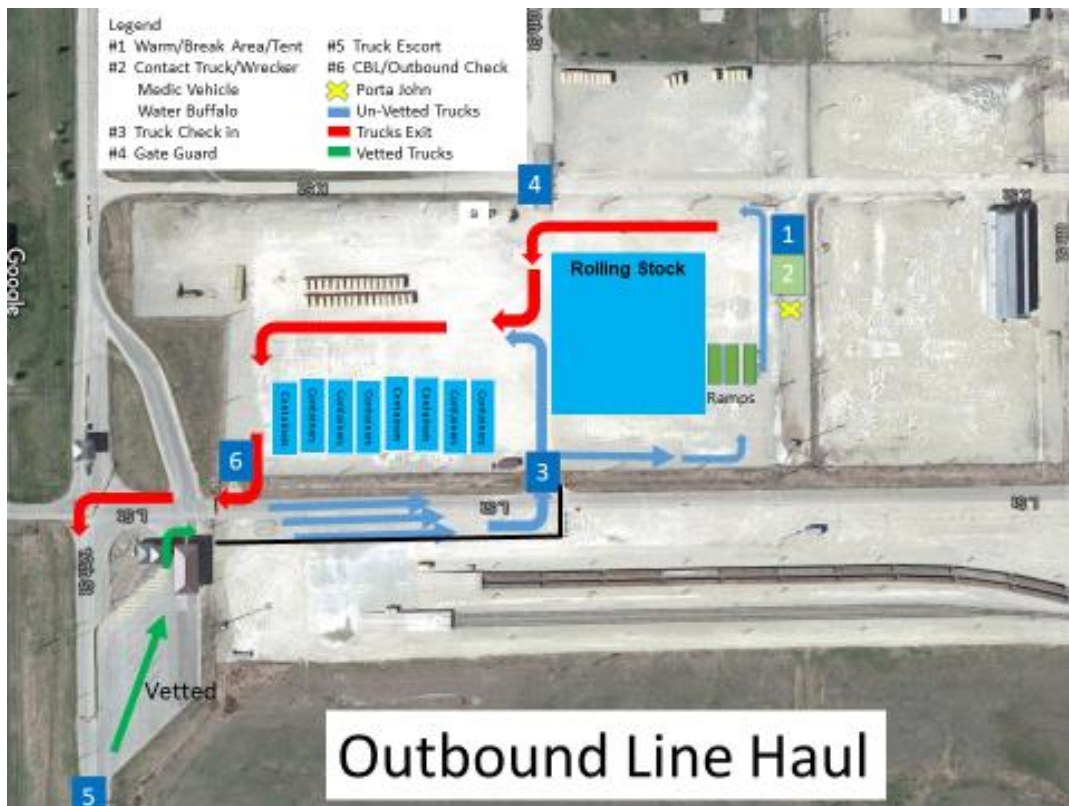
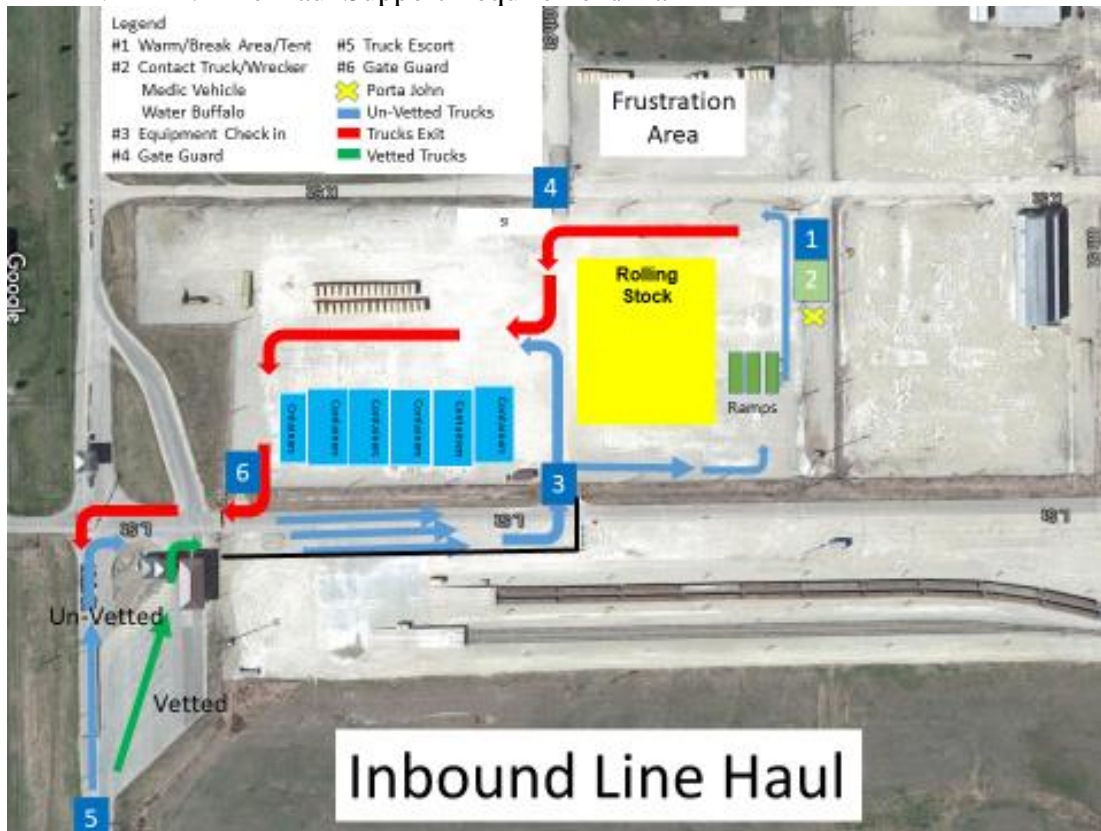


# APPENDIX E. Container Marking



Brigade Color		Battalion Color		Additional Marking	
DHHB	Black	1-1/82 BEB	Black	SI	White
1ST BDE	Yellow	1-16/1-18 IN	Blue	HAZMAT	Red
2nd BDE	Green	2-34/1-63 AR	Green		
CAB	Blue	3-66.2-70 AR	Purple		
SUS	Purple	1-4/5-4 CAV	Yellow		
97th MP	Orange	1-5/1-7 FA	Orange		
Separates	Neon Green	101/299 BSB	Light Blue		
		1-1 AVN	Blue		
		2-1 AVN	Green		
		3-1 AVN	Purple		
		1-6 AVN	Orange		
		601 CS	Yellow		

## APPENDIX F. Line Haul Support Requirement/Plan



## APPENDIX G. Rail Personnel Support Requirements

**Upload Operations:** Rail \*minimum Personnel requirements and duties (recommend all take Rail safety interactive Multimedia course established by the Transportation Corps Rail Safety Chief) see Appendix M

- **OIC:** One MAJ or above
- **NCOIC:** One MSG or above
- **Set up WBS with AFSBN-Riley S8 239-4333/4329 and transfer \$1000 onto the WBS to cover damaged or lost rail tools, spanners, towbars, or radios. If WBS is not established between Brigade S8 and AFSBn-Riley S8 no equipment will be issued to the unit.**
- **Safeties:** One Safety Officer and NCOIC appointed in writing plus one personnel per rail/spur.
- **Medical team with M997 evacuation vehicle:** \*\* Medical support personnel and equipment; includes at a minimum 2ea 68W Combat Medic Specialist with Aid Bags and 1ea M997 Truck Ambulance 4ea Litter with litters. ITO may approve alternate dedicated evacuation vehicle and medical requirements with prior coordination.
- **Maintenance team:** One Contact, One Wrecker, M88 with crews (Unit is responsible for having their own tow bars and Jumper/NATO cables.)
- **Call Forward NCO:** To coordinate which ramp the equipment will load on and configure loads for each rail car for multiple spurs.
- **Dock NCO:** One per dock used to coordinate the flow of equipment onto rail cars, manage spotting, and chaining details, for their spur. \*\*\*Responsible for making sure the rail line/SPUR is ready for inspection. DOCK NCO will receive training prior to or on the first day of operations.
- **Traffic Control team:** NCOIC and 3 Personnel. Will receive inbound movements and direct movement into the staging area by equipment type/design.
- **Drivers/TC/Ground Guide:** Is responsible for tie down of vehicle IAW SDDC TEA MI 55-19 and TM for vehicle, Securement of doors, removal of pilfer able items, mirrors pushed in, air bags dumped if equipped, placement of blocking and bracing materials and battery switch is disconnected or off.
- **Inspection/Correction/Spotting team:** 1 NCO and 10 Soldiers load team trained per rail spur to augment Driver and TC in spotting vehicle on the rail car and chaining. These personnel are responsible for acceptance inspection from Rail Carrier.
- **Documentation team:** 1 NCOIC and 6 Soldiers to document equipment placed on the rail cars, will receive training prior to or on the first day of operations.
- **Spanning /correction team:** 1 NCO and 20 Soldiers. Recommend they come the day prior to operations to set the first set of spanners so rail will be ready the first day of operations for loading. When not spanning they will assist with chain tie down.
- **Tactical Vehicle to move towbars.**
- **Guard Force:** Out Bound Rail: IAW AR 190-51, Para 3-11d, Units will provide dedicated guards for equipment and SI containers. This is from the time the equipment arrives at the rail head till the last train departs the installation. A tactical or non-tactical government owned vehicle shall be used by the guard force.

\* These are the minimum requirements; recommend you increase personnel dependent upon amount of cars being loaded.

\*\* Recommend Two teams so if one team has to run someone to the hospital, we won't have to suspend rail operations till their return.

\*\*\*No rail line/spur will be inspected by the ITO/Rail Carrier until the complete spur is ready for inspection.

1<sup>st</sup> Inspection DOCK NCO and unit.

2<sup>nd</sup> Inspection CO-inspection is with unit and ITO personnel.

Final inspections are with Rail Carrier, ITO, and Unit personnel.



**Rail Download Operations:** Rail \*minimum Personnel requirements and duties (recommend all take Rail safety interactive Multimedia course established by the Transportation Corps Rail Safety Chief) see Appendix M

- **OIC:** One MAJ or above
- **NCOIC:** One MSG or above
- **Set up WBS with AFSBN-Riley S8 239-4333/4329 and transfer \$1000 onto the WBS to cover damaged or lost rail tools, spanners, towbars, or radios. If WBS is not established between Brigade S8 and AFSBn-Riley S8 no equipment will be issued to the unit.**
- **Safeties:** One Safety Officer and NCOIC appointed in writing plus one personnel per rail/spur.
- **Medical team with M997 evacuation vehicle:** \*\*Medical support personnel and equipment; includes at a minimum 2ea 68W Combat Medic Specialist with Aid Bags and 1ea M997 Truck Ambulance 4ea Litter with litters. ITO may approve alternate dedicated evacuation vehicle and medical requirements with prior coordination.
- **Dock NCO:** One per dock used to coordinate the flow of equipment off the rail cars, for their spur.
- **Maintenance team:** One Contact, One Wrecker, M88 with crews (Unit is responsible for having their own tow bars and Jumper/NATO cables.)
- **Drivers/TC/Ground Guide:** Is responsible for unchaining of vehicle IAW SDDC TEA MI 55-19 and TM for vehicle, Removal of any blocking and bracing materials used. Proper disposal of all blocking and bracing materials.
- **Documentation team:** 1 NCOIC and 2 Soldiers to Recover all RFID tags and check off equipment off of the UDL as it is downloaded prior to returning to units.
- **Spanning /correction team:** 1 NCO and 20 Soldiers. When not spanning they will assist with unchaining of equipment.
- **Tactical Vehicle to move towbars.**
- **Guard Force:** Inbound Rail: IAW AR 190-51, Para 3-11d, Units will provide dedicated guards for equipment and SI containers. This is from the time the train arrives on the installation until the time the equipment is back in unit areas. The guard force shall use a tactical or non-tactical government owned vehicle.

\* These are the minimum requirements; recommend you increase personnel dependent upon amount of cars being loaded.

\*\* Recommend Two teams so if one team has to run someone to the hospital, we won't have to suspend rail operations till their return.

## APPENDIX H. Rail Safety Brief

### Key Personnel:

OIC (Major or above)  
Flag Hat personnel  
Medics and location

### Rail Safety Brief

NCOIC (MSG or above)  
Safety Personnel (1 per ramp Required)  
Maintenance/recovery assets and Location

### Rail Orientation:

Location of Latrines  
Designated break area

Designated Smoking area  
Ramp Area

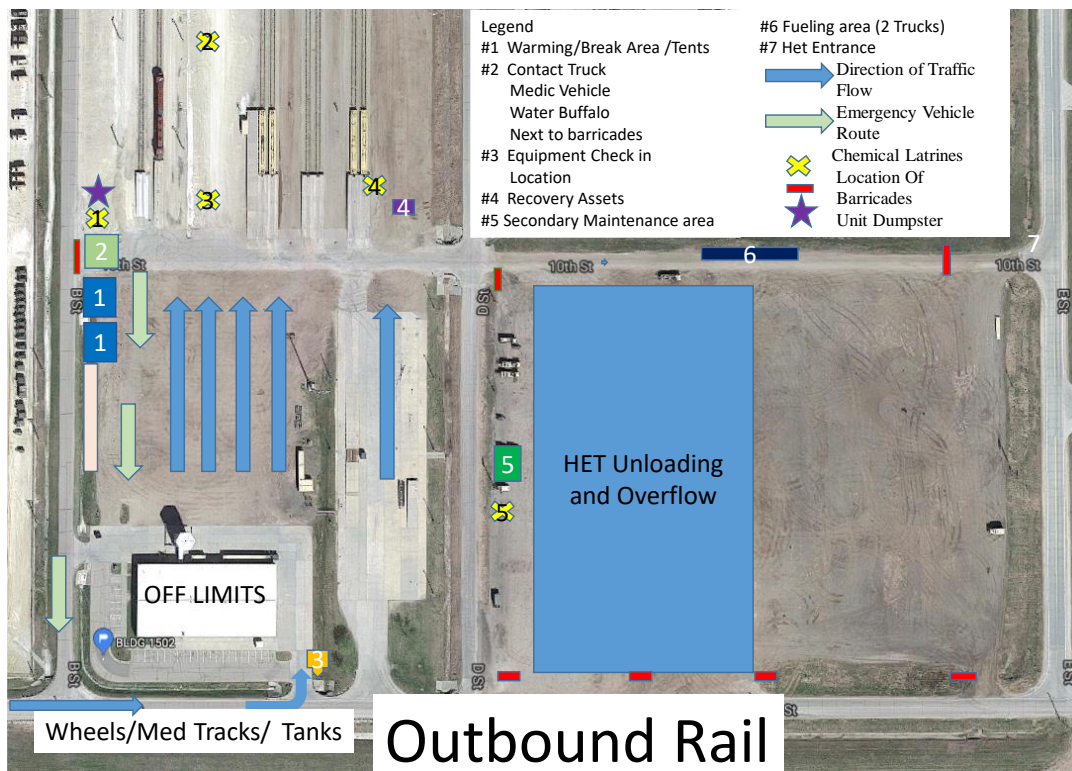
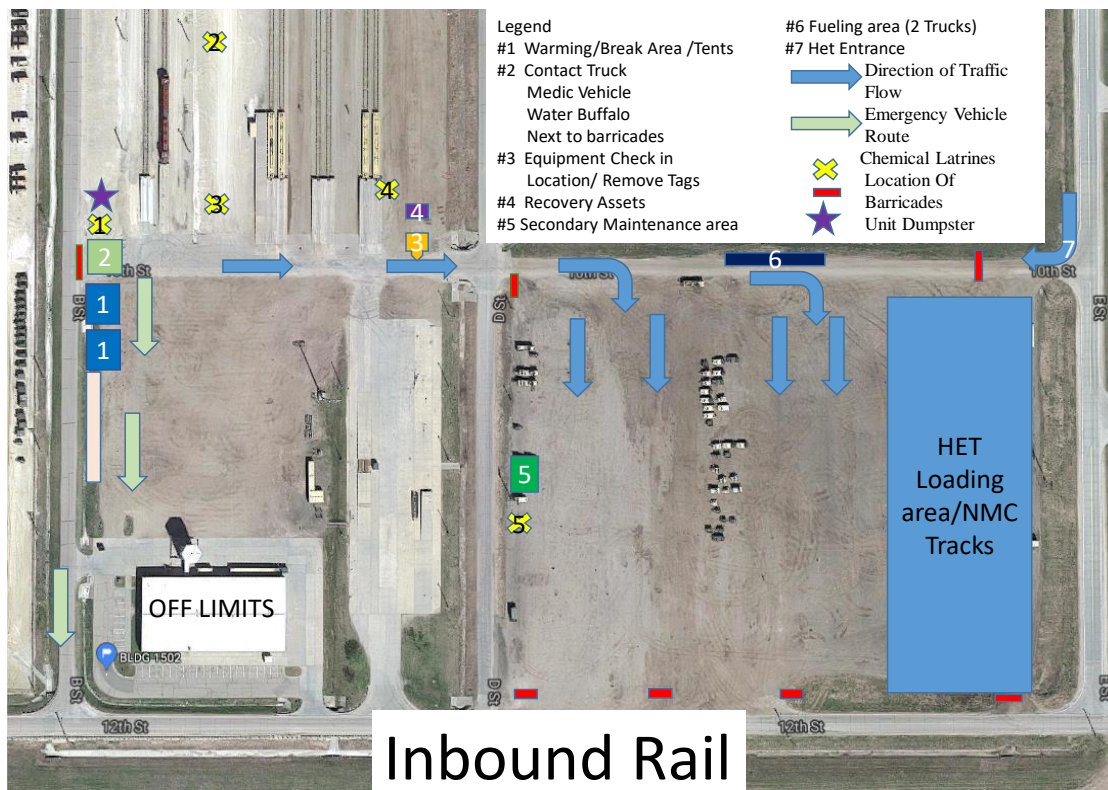
### Safety:

- Everyone is a safety officer, if you see an unsafe act stop it and notify leadership immediately.
- The required duty uniform on the rail site is: ACH/ECH, Leather gloves, Reflective over garment/belt, safety glasses.
- Blue Flag procedures are in place, BLUE cone on ramp indicates track is safe to work on. ORANGE cone means stay off the railcars unsafe area.
- No Cell Phones allowed in use in the rail area, strictly prohibited. Break area only place to use.
- Absolutely no horseplay, running, sitting, lying down, or sleeping in rail area. No jumping off of the rail cars, no walking backwards in the rail area. Always maintain 3 points of contact when skirting around, going over Equipment. No tools in your hands when skirting equipment.
- Do not crawl under or go in-between, or step on any parts of the rail car, except for the ladder and loading deck.
- Climb onto the rail cars by using a supplied ladder or the ladder on one of the four corners of the rail car.
- Maximum speeds: 5 mph in the staging yard, 3 mph or less on the rail cars.
- All equipment being loaded on the rail car will have a ground guide. The ground guide will never be on the same rail car that equipment is on, expect for spotting on the last car. Only the driver will be in the equipment being driven on the rail. They will take all commands from the ground guide. If driver loses sight of ground guide, they will immediately cease all movement.
- A ground guide can only guide vehicles over 2 cars at a time max. Then dismount the railcar, watch, and if necessary, adjust the spanners. The ground guide is responsible for ensuring the spanners are properly positioned and tight.
- In the event of inclement weather, leadership will make a safety call. Lighting in the area will stop rail loading.
- No Loose clothing it is a safety hazard.
- Use 2-4 man lift when moving the spanners. Spanners are large, awkward, and heavy.
- Do not back up a vehicle on the rail cars unless Safety personnel has said it is safe to do so.
- No food, no smoking, no tobacco use, no vaping in the rail area, use break area for these activities.
- Brief emergency procedures for spill response plan (as Required)
- Brief the Unit's Deliberate Risk Management (DRM)

### Hand and Arm signals for use by all rail ground guides: Demonstrate each:

Bring vehicle forward, move to the left, Move to the Right, Slow down, Stop, Back up

## APPENDIX I. Rail Staging Plan



Latrine Grids: 1-PJ95982930, 2-PJ95972942, 3-PJ96012934, 4-PJ96082937, 5-PJ96192928

## APPENDIX J. Rail Requirement Checklist

### Fort Riley Rail Check List

#### **-45 days from rail loading meet with ITO on rail requirements.**

- Ensure and adhere to SDDCTEA MI 55-19 Tie down Instructions for Rail Move.
- Ensure proper equipment preparation per SDDCTEA MI 55-19 and -10.
- Ensure RFID tags and MSL supplies have been ordered.
- Verify all shackles are present for vehicles that need them.
- Plan secondary loads according to equipment load capacity and using approved tie down methods.
- Ensure rail tie down teams are properly trained (driver and TC tie down own vehicle).
- Ensure drivers are properly licensed to operate equipment.
- Plan NTV bus support for rail detail and driver/TC shuttle
- No POV parking at rail site except Rail OIC and NCOIC.
- If refueling operations are planned a spill response plan is required.
- If planning on working outside normal duty hours (0800-1630 M-F) request must be submitted through G4 to the AFSBN-Riley.
- BLDG 1502 is off limits except for authorized area during inclement weather.
- Deliberate Risk Management Assessment planning.
- Order chemical latrines

#### **-30 days out IPR with ITO**

- OIC name and Number \_\_\_\_\_.
- NCOIC Name and Number \_\_\_\_\_.
- Safety OIC and NCOs \_\_\_\_\_.
- Call forward and Dock NCO's \_\_\_\_\_.
- Rail Tie down Inspection/Spotting teams (1 NCO and 10 Soldiers per spur)
- Spanner team (1 NCO and 20 Soldier's \_\_\_\_\_).
- Documentation Team Identified (2 NCO's, 6 Soldiers) \_\_\_\_\_.
- Rail tool NCO \_\_\_\_\_.
- Spill Response Plan.
- Brief Rail Load Plan
- Guard force requirements.
- Support (Water, Class 1, Maintenance/Recovery, and Medics)

#### **-14 days out IPR with ITO**

- Set up WBS with AFSBN-Riley S8 239-4333/4329 and transfer \$1000 onto the WBS to cover damaged or lost rail tools, spanners, towbars, or radios. If WBS is not established between Brigade S8 and AFSBN-Riley S8 no equipment will be issued to the unit.
- Conditions check and discuss rock drill.

#### **-7 days prior**

Conduct Rock drill on rail operations. Turn in signed copy of the units DRM.

#### **-3 days prior to rail operations begin.**

Sign for all tools,

Sign for Radios (OIC, NCOIC, Safety OIC, Medic, Maintenance, Call Forward, Dock NCO)

Place spanners in position,

Inspect rail cars and position chains in advance.

#### **Daily and upon completion of all rail operations**

Conduct police call of rail area, empty trash cans, and clean latrines at Bldg. 1502. Ensure Tower is maintained in a professional manner.

## Fort Riley Rail Download Check List

### **-45 days from rail downloading meet with ITO on rail requirements.**

- Ensure rail teams are properly trained on how to unchain equipment loaded on the rail cars. (Driver and TC unchain own vehicle).
- Ensure drivers are properly licensed to operate equipment.
- Plan NTV bus support for rail detail and driver/TC shuttle
- If refueling operations are planned, a spill response plan is required.
- No POV parking at rail site except Rail OIC and NCOIC.
- If planning on working outside normal duty hours (0800-1630 M-F) request must be submitted through G4 to the AFSBN-Riley.
- BLDG 1502 is off limits except for authorized area during inclement weather.
- Deliberate Risk Management Assessment planning.
- Order chemical latrines

### **-30 days out IPR with ITO**

- OIC name and Number \_\_\_\_\_.
- NCOIC Name and Number \_\_\_\_\_.
- Safety OIC and NCOs \_\_\_\_\_.
- Spanner team (1 NCO and 20 Soldiers) \_\_\_\_\_.
- Documentation Team Identified (2 NCO's, 2 Soldiers) \_\_\_\_\_.
- Rail tool NCO \_\_\_\_\_.
- Spill Response Plan.
- Brief Rail Load Plan
- Guard force requirements.
- Support (Water, Class 1, Maintenance/Recovery, and Medics)

### **-14 days out IPR with ITO**

- Set up WBS with AFSBN-Riley S8 239-4333/4329 and transfer \$1000 onto the WBS to cover damaged or lost rail tools, spanners, towbars, or radios. If WBS is not established between Brigade S8 and AFSBN-Riley S8 no equipment will be issued to the unit.
- Conditions check and discuss rock drill.

### **-7 days prior**

Conduct Rock drill on rail operations. Turn in signed copy of the units DRM.

### **-3 days prior to rail operations begin.**

Sign for all tools,

Sign for Radios (OIC, NCOIC, Safety OIC, Medic, Maintenance, Call Forward, Dock NCO)

Place spanners in position,

Inspect rail cars and position chains in advance.

### **Daily and upon completion of all rail operations**

Conduct police call of rail area, empty trash cans, and clean latrines at Bldg. 1502. Ensure Tower is maintained in a professional manner.

## APPENDIX K. Spill Response Plan Example

### ENVIRONMENTAL MANAGEMENT PROCEDURE SITE-SPECIFIC SPILL CONTINGENCY PLAN FOR FUELING OPERATIONS AT THE RAILHEAD NOVEMBER 2019 THRU DECEMBER 2019

29 June 2023

#### SPILL CONTINGENCY QUICK REFERENCE SHEET

##### EMERGENCY SPILLS

##### Post Emergency Services

DES Fire and Emergency Services

DPW, Environmental Division, Spill Coordinator

**911**

239-4257

239-8615

All emergency spills will be reported to the Post Emergency Services, who will then contact the DES Fire and Emergency Services (Fire Department). The DES Fire and Emergency Services (Fire Department) will notify the DPW Spill Coordinator. All emergency spills will be reported in that order.

##### MINIMUM SPILL RESPONSE EQUIPMENT INVENTORY PER FUELING POINT

ITEM	QUANTITY
Absorbent Pads	1 bag (100 pads)
Absorbent Socks	12 each
Neoprene Gloves	2 pair
Latex Boots	2 pair
Tyvek Suits	2 suits
Splash Goggles	2 pair
Non-sparking Shovel	1 each

##### SPILL RESPONSE NOTIFICATION INFORMATION

- Spill location (building number or grid coordinate)
- Time spill occurred or was discovered
- Name of product spilled if known
- Quantity spilled
- Caller's name and telephone number
- Organization point of contact and telephone number for additional information
- Resources affected
- Any additional information

##### EVACUATION PLAN

##### Emergency Evacuation Signal

Verbal communication, and hand signals during an emergency evacuation.

Once notified of the evacuation personnel will advance to the evacuation point, informing other personnel as they proceed.

##### Emergency Evacuation Map

The Site Emergency Evacuation Map. The map contains the primary and secondary evacuation routes and evacuation points to be used. Copies of the map are clearly posted in and around the facility.

##### Responsibility and Procedure for Personnel Accounting

Upon initiation of the evacuation signal, all personnel will exit the area and move to the primary evacuation point. The highest-ranking Officer / Noncommissioned Officer or Senior Official present will conduct a physical head count. Any missing personnel will be reported to the fire department by the officer in charge.

## SECTION 1 PLAN INFORMATION

- 1.1 Purpose.** This plan provides guidance for the operation of a temporary fueling point on Camp Funston (Railhead) from the beginning of November 2019 thru the end of December 2019.
- 1.2 Scope.** This plan specifically identifies areas of concern, such as:
- Fuel storage, dispensing, and transferring.
  - How and where the fuel is stored and dispensed.
  - Individuals responsible for spill prevention, response, and reporting activities.
  - Spill notification and response procedures used.
  - Spill response and cleanup materials and equipment available; and
  - Spill prevention measures to be used.
- 1.3 Responsibility.** The Officer in Charge (OIC) of the operation is required to have a copy of this plan on-site and available to all personnel during any fueling operations.
- 1.4 Plan Maintenance.** If any changes to this plan are requested, the Installation Spills Program Manager will review, approve, or deny the requested change. If the changes are approved the Installation Spills Program Manager will make the changes to this plan and provide an updated copy to the OIC.

## SECTION 2 FACILITY DESCRIPTION AND INFORMATION

### 2.1 Organization/Site Identification.

Organization:	
Grid Coordinates	14PJ9622029416
Plan POC:	Installation Spills Program Mgr.
Duty Phone:	<b>239-8615</b>

### 2.2 Spill Coordination and Response Personnel.

**2.2.1 Site Spill Team.** The OIC will designate no less than three Soldiers to act as a spill response team. The spill response team will be on-site during all fueling operations. The spill team will consist of one Team Leader (E-5 or above) and two team members. All team members will receive a briefing from the Installation Spills Program Manager before acting as a team member. It is highly recommended that all personnel that will participate in this fueling operation also attend the briefing.

#### 2.2.2 Fort Riley Spill Coordinators.

- Emergency Spills Program Manager: Post Emergency Services Dispatcher who will then contact the Directorate of Emergency Services (DES) Fire and Emergency Services (Fire Department), **911**.
- Installation Spills Program Manager, Environmental Division: **239-8615 or 239-8619**.

### 2.3 Operational Site Description.

**2.3.1 Overview.** The vehicles/equipment are removed from the railcars and staged in the gravel parking area east of the railhead to prepare/fuel them for movement to Custer Hill.

- 2.3.2 Fueling Operations.** All fueling operations will be conducted in accordance with (IAW) the 1<sup>st</sup> Infantry Division's SOP and applicable TM's and FM's.
- 2.3.3 Secondary Containment and Diversionary Structures.** Two Drive-on-Containment's will be staged (for the fuelers to park in) IAW the map (grid 14PJ9622029416) in this plan, these are the only two locations that will be used to fuel from. All drain plugs will be installed at all times unless draining storm water (see next paragraph). Any additional fuelers staged (for replacement or transfer) will be (as a minimum) parked on Throw-n-Go Berms.
- 2.3.4 Storm water Release Drainage Log.** If storm water collects in the containment, it must be inspected for the presence of POL before being released into the environment. If POL is found, it will be removed and collected before releasing the storm water. If no POL is found the storm water can be released into the environment, the individual must be present the entire time while draining, replace the plug, and fill out the Storm water Release Drainage Log (copy included [Federal Requirement]).

**2.4 Site Emergency Evacuation Map.** The map in this plan contains a current site emergency evacuation map. The map contains the following information:

- Storage and dispensing locations for hazardous materials (e.g., flammable lockers, AST, etc.);
- Response and safety equipment locations;
- Storm drains;
- Containment and diversionary structures; and
- Primary/Secondary evacuation routes and points.

## **SECTION 3 FORT RILEY REPORTABLE SPILL DOCUMENTATION PROCEDURES**

**3.1 Fort Riley Reportable Spill Definition.** All spills meeting the following criteria must be reported to the Post Emergency Services, who will then contact the DES Fire and Emergency Services (Fire Department) pursuant to the criteria and procedures contained in this section of the plan:

- Any hazardous material (such as POL) over five gallons;
- Any amount of hazardous material or controlled material that enters a storm drain, sewer, or waterway;
- Any amount of hazardous waste; or
- Any other substance that is hazardous to human health or the environment.

**3.2 Spill Documentation.** For emergency spills the OIC or Team Leader will complete a Fort Riley Spill Incident Report (copy included) within five working days of the spill and provide a copy to the DPW, Environmental Division Spills Program Manager, and the original will be kept with this plan. The Spills Program Manager, Environmental Division shall be responsible for completing all federal, state, and local reporting requirements.

## **SECTION 4 EMERGENCY SPILL PROCEDURES**

**4.1 Emergency Response.**

**4.1.1 Level II (Emergency) Response.** A Level II response is the response to a spill meeting the criteria of an emergency spill, defined as any spill or release where:

- Human health or the environment is threatened;
- Hazardous waste is spilled;
- Over five gallons of a POL material is spilled;
- The spill enters a waterway (see map);



- The organization does not have the capability to control the leak and contain the spill; or
- The spill occurs after duty hours.

The Team Leader or member will notify the Post Emergency Services, who will then contact the DES Fire and Emergency Services (Fire Department) using the procedures outlined in Section 4.3. Upon arrival of the DES Fire and Emergency Services (Fire Department), the Team Leader will relinquish command of the scene.

**4.1.2 Emergency Response Procedures.** The Spill Prevention Control and Countermeasures Plan (SPCCP) identifies the Level II operating procedures (copy provided to the OIC). These procedures include training requirements for site personnel participating in emergency activities, health and safety considerations and requirements (e.g., personal protective equipment to be used), and incident command system requirements and procedures.

## **4.2 Emergency Evacuation Plan.**

**4.2.1 Emergency Evacuation Signal.** The team will use an air horn/whistle and/or verbal communication, and hand signals during an emergency evacuation.

**4.2.2 Site Emergency Evacuation Map.** The site map shows the Emergency Evacuation point.

**4.2.3 Responsibility and Procedure for Personnel Accounting.** Upon initiation of the evacuation signal, all personnel will exit the area and move to the evacuation point. The highest-ranking officer/Noncommissioned Officer will conduct a physical head count. The OIC will report any missing personnel to the fire department.

**4.3 Emergency Spill Notification Procedures** From a safe area, team personnel shall immediately notify the Post Emergency Services, who will then contact the DES Fire and Emergency Services (Fire Department) of any spill meeting the definition in Section 4.1.1.

- Post Emergency Services, who will then contact the DES Fire and Emergency Services (Fire Department): **911**

The initial spill notification should contain the following information:

- Location of spill (building number or grid coordinate);
- Time spill occurred or was discovered;
- Name of product spilled, if known;
- Quantity spilled;
- Caller's name and telephone number;
- Organization point of contact and telephone number for additional information;
- Resources affected; and
- Any additional pertinent information.

## **SECTION 5 NON-EMERGENCY SPILL PROCEDURES**

### **5.1 Non-emergency Response.**

**5.1.1 Level I (Non-emergency) Response.** A Level I response is a response to a spill meeting the criteria of a non-emergency spill, defined as any spill or release where:

- Human health and environment are not threatened;
- Waterways are not reached (see map);
- Less than five gallons of a POL material is spilled; or
- The organization has the capability to control the leak and contain the spill.

The OIC/Team Leader or member is responsible for coordinating the containment and cleanup of the spill using the appropriate technical assistance needed or required. The OIC/Team Leader or member is also required to use the Non-emergency Spill Notification Procedures as outlined in Section 5.2.

**5.1.2 Non-emergency Response Procedures.** The proper procedures for the cleanup of Fort Riley spills are located in the SPCCP. These procedures include health and safety considerations and requirements (e.g., personal protective equipment to be used), proper containment and recovery procedures (e.g., equipment to be used), proper storage and disposal of recovered materials, adequate cleanup levels, and procedures for verifying cleanup adequacy.

**5.2 Non-emergency Spill Notification Procedures.** The OIC/Team Leader or member shall notify the Environmental Division Spills Program Manager of any non-emergency spills during regular duty hours. Notification will be completed **no later than** the end of the next business day following the spill.

Telephone Numbers (in order of precedence):

- **Installation Spills Program Manager**                      **239-8615**
- **DPW Water Program**    **239-2630**
- **DPW Environmental Division Office**                      **239-3515**

## SECTION 6 SPILL CONTAINMENT/RECOVERY EQUIPMENT

**6.1 Equipment Inventory.** This equipment includes absorbent materials, personal protective equipment, cleanup equipment, and dry sweep. An inventory of the minimum spill response equipment is recorded in the Spill Contingency Quick Reference Sheet, **PREFACE i**.

**Equipment Inspection and Maintenance.** Spill containment and recovery equipment is inspected by site personnel on a weekly basis to ensure the inventory is complete and the

### Storm water Release Drainage Log

#### POL Secondary Containments #

Inspect the secondary containment for the presence of any liquid, if liquid is present determine if there is any POL product on the surface. 1. If any POL product is present it will be removed using absorbent materials until the product is removed, double bag the absorbent material and call 239-8615 to arrange pick-up. 2. Once there is no POL product present, remove the plug on the containment system at the lowest point to allow the water to drain off and fill out the log. 3. After the water has drained replace the plug.

Date	Time Opened	POL Present Y or N	Signature	Date	Time Closed	Printed Name

## FORT RILEY SPILL INCIDENT REPORT

Completed by the Unit / Activity

DATE OF SPILL \_\_\_\_\_ TIME OF SPILL \_\_\_\_\_  
SUBSTANCE \_\_\_\_\_ QUANTITY \_\_\_\_\_  
UNIT/ACTIVITY \_\_\_\_\_ BLDG \_\_\_\_\_  
POC/SUPERVISOR \_\_\_\_\_ PHONE # \_\_\_\_\_

CAUSE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VEHICLE TYPE \_\_\_\_\_ LOCATION \_\_\_\_\_  
(E.g.; HET - if applicable) BLDG # (NEAREST) \_\_\_\_\_  
GRID \_\_\_\_\_

CLEAN UP ACTIONS TAKEN \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOIL EXCAVATED VOLUME \_\_\_\_\_ AREA \_\_\_\_\_  
ABSORBENTS USED SPECIFIC TYPE \_\_\_\_\_ QTY. \_\_\_\_\_

MATERIALS USED FOR CLEAN-UP \_\_\_\_\_

WHERE WERE MATERIALS DISPOSED OF? \_\_\_\_\_

ESTIMATED WORK-HOURS INVOLVED FOR CLEAN UP \_\_\_\_\_

COMPLETION DATE OF CLEAN-UP AND DISPOSAL \_\_\_\_\_

CONTAMINATION OF WATER? \_\_\_\_\_

(E.g.; Stream - if applicable)

CONTAMINATION OF SANITARY SEWER OR STORM LINE? \_\_\_\_\_

WAS THE DES FIRE AND EMERGENCY SERVICES (FIRE DEPARTMENT) NOTIFIED? \_\_\_\_\_

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UNIT PERSONNEL COMPLETING THIS REPORT, NAME AND TITLE : \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NOTE : The Unit/Activity must provide copies of this report for filing with the 1) Spill Coordinator, Environmental Division, DPW and 2) Unit/Activity on-site file within 5 working days of the spill.

## APPENDIX L. Automated Movement Flow Tracker (AMFT)

The AMFT is published by the Movement Section as soon as TACC populates the Requirement. Units can check with their LNO (BMC) to see if any changes or other flights have come in.

### OUTBOUND

UNCLASSIFIED // FOUO										
APOE	Mission Number	Carrier	Aircraft	ACL	PAX	DACG-F OIC	Depart Bldg 1986	DACG-F Estab	TWO STOP?	Wheels Down (m/d/yyyy hh:mm)
DACG-R Site	Pax Pick up LOC/Time	Bags Pick up LOC/Time	Bus Spot 1502	Bus Escort	DACG-R OIC	DACG-R Open	DACG-R Estab	Pax Arv DACG-R	Pax Dpt DACG-R	Wheels Up (m/d/yyyy hh:mm)

**APOE** = Airfield used; KFOE Topeka, KSLN Salina, KMHK Manhattan

**Mission Number** = Number assigned to mission by SDDC.

**Carrier** = Airline

**Aircraft** = type of aircraft; C17, B737, etc.

**ACL** = Amount of weight authorized.

**PAX** = Amount of personnel authorized on the flight.

**DACG-F OIC** = ITO LNO responsible for airfield operations.

**Depart Bldg.** = Time DACG-F team departs BLDG 88312 or 1986 for airfield

**DACG-F Estab** = Time all personnel are on ground at airfield.

**Two Stop** = Indicates if there will be other PAX on the flight when it arrives.

**Wheels Down** =DTG aircraft lands (local time).

**DACG-R Site** =Manifest site.

**PAX Pickup** =Location and time PAX are to be picked up.

**Bags Pickup** = Location and time for Bag s to be picked up.

**Bus Spot**= Time busses will be @ bldg. 1502.

**Bus Escort** = Inspect busses and lead to pick up point and manifest site.

**DACG-R OIC** =ITO LNO responsible for DACG-R operations.

**DACG-R Open** = Time Bldg. 1986 or 88312 open to weigh baggage truck(s) and other authorized personnel access

**DACG-R Estab** = Time Manifest site is operational.

**PAX Arv DCG-R** = Time PAX should arrive at manifest site.

**PAX Dpt DACG-R** = Time busses depart manifest site for APOD.

**Wheels Up** = Time aircraft is to depart.

## INBOUND

UNCLASSIFIED // FOUO CLOSE HOLD										
APOD	Mission Number		Carrier	Aircraft	PAX	DACG-F OIC	Depart Bldg 1986	DACG-F Estab	Bus Spot APOD	Wheels Down (m/d/yyyy hh:mm)
DACG-R Site	DACG-R OIC	DACG-R Estab	Pax Arv DACG-R	Bags Drop Point	Ceremony Site	Ceremony Site OIC	Ceremony Site Estab	Ceremony Start Time	Customs Required?	Wheels Up (m/d/yyyy hh:mm)

**APOD**= Airfield used KFOE Topeka, KSLN Salina, KMHK Manhattan.

**Mission Number**= Number assigned to mission by SDDC

**Carrier**= Airline

**Aircraft**= Type of aircraft; C17, B737, etc.

**PAX**= Number of PAX disembarking from the aircraft at our APOD.

**DACG-F OIC**= ITO LNO responsible for DACG-F operations.

**Depart Bldg.** = Time DACG-F team departs BLDG 88312 or 1986 for airfield.

**DACG-F Estab**= Time DACG-F personnel are at the airfield.

**Bus Spot APOD**= Time busses staged at airfield.

**Wheels Down**= DTG aircraft lands.

**DACG-R Site**= Location of reverse manifest activities.

**DACG-R OIC**= ITO LNO responsible for DACG-R operations.

**DACG-R Estab**= Time DACG-R has all personnel required.

**PAX Arv DACG-R**= Time PAX arrive at manifest site.

**Bag Drop Point**= Location to drop bags.

**Ceremony Site**= Location of Ceremony.

**Ceremony Site OIC**= ITO LNO at the ceremony site.

**Ceremony Site Estab**= Time site open (approx. 3hrs prior to wheels down).

**Ceremony Start Time**= Scheduled time for ceremony.

**Customs Required**= If customs are required or not.

**Wheels Up**= Time airline is scheduled to depart.

NOTE: The information listed on the AMFT is classified CUI and is not for open dissemination.

## Appendix M Transportation Node Security Requirements

### 1. References.

- a. Army Regulation 190-13, the Army Physical Security Program, 27 June 2019.
- b. Army Regulation 190-51, Security of Unclassified Army Property (Sensitive and non-sensitive), 27 June 2019.
- c. Army Regulation 190-11, Physical Security of Arms, Ammunition, and Explosives, 17 Jan 2019.
- d. AFSBN-Riley Unit Movement SOP
- e. TC 3-22.6, Guard Duty, January 2017.

**2. Purpose.** Define responsibilities and establish standard procedures for providing security of equipment during Deployment/Redeployment Operations.

**3. Summary.** During deployment/redeployment operations, equipment is left in unsecured remote locations. In order to prevent damage, theft, or destruction of military equipment, units/activities will provide guard forces to maintain security of all equipment.

**4. Scope.** This SOP applies to all units and activities deploying or receiving equipment through the Fort Riley Installation Transportation Office.

### 5. Responsibilities.

- a. AFSBN-Riley ITD Unit Movement Section.
  1. Coordinate guard force requirements with unit/activity.
  2. Provide unit/activity guard force personnel and equipment requirements and areas to be covered.
  3. Provide timely updates to the supported unit when changes occur in schedules that will affect guard force requirements.
  5. Provide detailed briefings to unit/activity on guard force requirements and special instructions.
  6. Release guard forces when equipment has cleared.
- b. 1 ID G3.
  1. Task subordinate units for guard requirement as required for inbound or outbound equipment.

c. Commanders/Directors, supported units/activities.

1. Provide guard force personnel and relief plans to cover all nodes simultaneously.
2. Provide support equipment for use in posting guards at isolated posts and use in roving patrols.
3. Provide means of communications for each established guard post.
4. Establish and control guard forces and conduct reporting in accordance with applicable regulations and doctrine.
5. Maintain log of all activities during the tour of duty.

**6. Procedures.**

a. Unit deployment/redeployment.

1. No later than two days prior to the scheduled arrival of equipment at transportation nodes, deploying/redeploying unit will submit point of contact information for the Sergeant of the Guard to the AFSBN-Riley Unit Movement Supervisor.
2. Deploying unit provides guard detail prior to equipment arrival at transportation node. Guard force requirements continue until AFSBN-Riley Unit Movement Supervisor or representative verifies all equipment has cleared transportation nodes, node cleaned, and all support equipment removed. AFSBN-Riley Unit Movement Supervisor or representative will notify the unit/activity when the guard force can be released.

Guard force personnel and equipment requirements.

1. Guard force personnel and equipment requirements.

- a. Minimum manning requirements for each node. Nodes to be covered will be determined and briefed prior to each mission. Units need to be prepared to cover all zones simultaneously.

Transportation Node	Personnel Required	Equipment Required	Type post	Remarks
<b>West Rail Facility</b>	3	Communications, Rail PPE, Flashlight	Fixed/Roving Foot Patrol	Includes SOG
<b>East Rail Facility</b>	2	Communications, Rail PPE, Flashlight	Roving Foot Patrol	
<b>North Funston Rail Staging Yard</b>	2	Communications, Rail PPE, Flashlight	Roving Foot Patrol	
<b>Line Haul Facility</b>	3	Communications, PPE, Flashlight	Roving Foot Patrol	Includes SOG
<b>Salina Airport A/DACG Facility</b>	3	Communications, A/DACG PPE, Flashlight	Roving Foot Patrol	Includes SOG
<b>Topeka Airport A/DACG Facility</b>	3	Communications, A/DACG PPE, Flashlight	Roving Foot Patrol	Includes SOG

<b>SAFETY</b>	Guards must remain alert at all times and be aware of all movement at transportation node.
<b>Rail Safety</b>	At no time will guards climb on railcars or equipment. Guards will not cross over trains between cars. Roving foot patrols will not walk across rails at any time.
<b>A/DACG Safety</b>	At no time will guards enter restricted flight line.
<b>EMERGENCY REPORTING</b>	Guards will call 911 to report any incidents that cause or threaten to cause loss of life or limb, or destruction, vandalism or theft of government property.
<b>INCIDENT REPORTING</b>	All incidents will be reported through the guard forces parent unit Staff Duty to the Fort Riley Operations Center who will notify AFSBN-Riley.
<b>PROJECTED ARRIVAL/DEPARTURE</b>	Projected arrival/departure times of equipment are dependent on transportation assets. Guard force requirements start when first piece of equipment arrives and continue until AFSBN-Riley Unit Movement Supervisor or representative verifies all equipment has cleared transportation nodes, node cleaned, and all support equipment removed. AFSBN-Riley Unit Movement Supervisor or representative will notify the unit/activity when the guard force can be released.



## Transportation Nodes.

### 1. Camp Funston



### 2. West Rail Facility



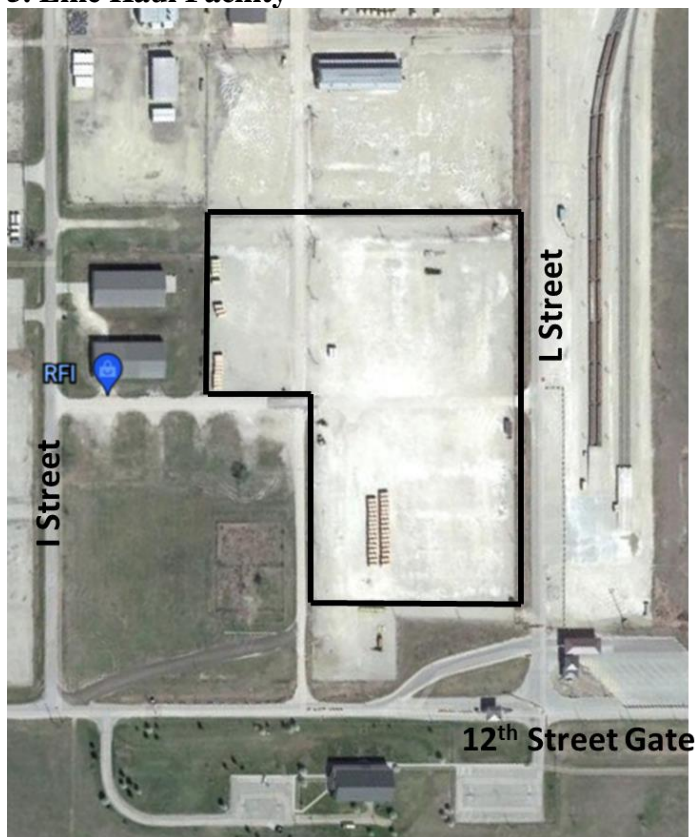
### 3. East Rail Facility



### 4. North Funston Rail Staging Yard



### 5. Line Haul Facility

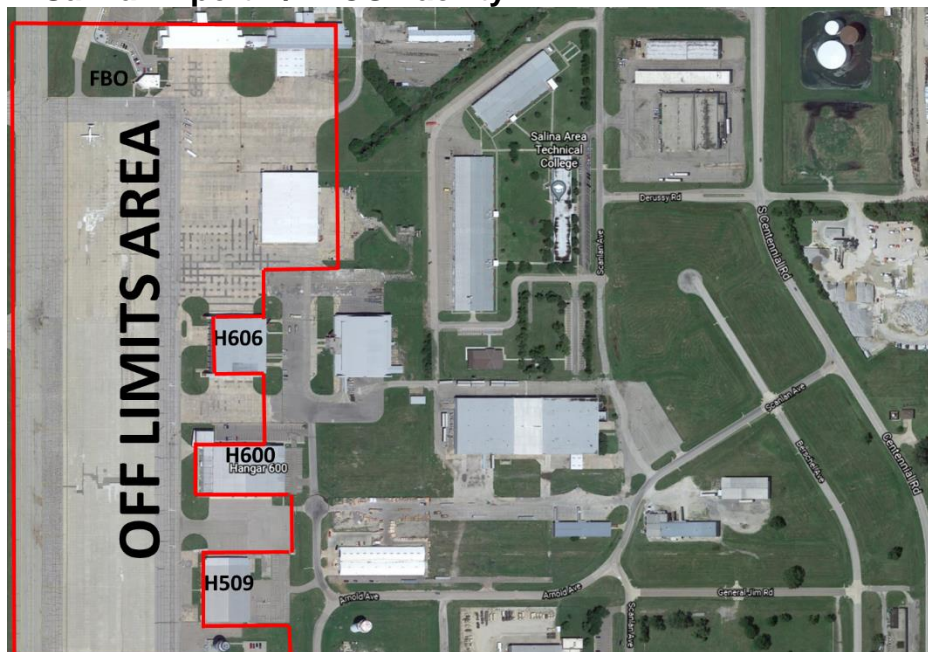




## 6. Salina Airport



## 7. Salina Airport A/DACG Facility





## 8. Topeka Airport



## 9. Topeka Airport A/DACG Facility



## Appendix N Deployment/Mobilization Steps

### Introduction

In addition to ensuring that all personnel are trained and prepared for deployment, the unit commander must ensure that certain key persons and/or elements in the unit are properly trained to carry out their special deployment duties. The following paragraphs list those persons and/or elements that require special training, the key skills they require, and locations where formal training is available.

### Guidance to Commanders

It is in the unit commander's best interest to appoint the right leader to effectively perform UMO, AMCO, HAZMAT, CCO and Load Team duties in support of the unit's readiness and deployment requirements. Additionally, not having enough trained personnel in these categories will degrade the unit's ability to effectively deploy. Furthermore, refresher training conducted at the unit level is highly encouraged to maintain proficiency within the formation.

### The Deployment Movement Plan Steps

An effective movement plan contains sufficient detail to prepare a unit to perform an actual deployment. It defines responsibilities, functions, and details for each part of a unit deployment from MFGI to reception in theater. Dates correspond to the established C- day for the Plan. The unit is phased by relative deployment days into Ready-to- load dates (RLD) at origin (installation for AC and mob station for RC), ALD at the A/SPOE, and into EAD-/LAD at the air/seaport of debarkation (A/SPOD).

#### Step 1: Identify what needs to be moved.

- a. Personnel. For planning contingency/OPLAN movements, units will plan to deploy with assigned personnel.
- b. Equipment. In conducting a unit equipment analysis, the UMO must review the unit's TOE/MTOE, CTA, and the unit property book. The UMO must have a detailed listing of each piece of equipment to be deployed. All outsize, oversize, overweight, or hazardous equipment/cargo must be identified. These pieces of equipment will need special considerations. The UMO will physically verify and validate the equipment's configuration utilizing JECD/TB-55-46-1.
- c. Supplies. Units should plan, to move the basic load of supplies initially required by the unit to sustain operations upon arrival in the theater. Requirements vary from movement to movement. For planning purposes, unit will plan to take the following, class I to IX.
- d. Baggage:
  - (1) Each individual Soldier should have two duffel bags, an "A bag" and a "B bag". The "A bag" should contain personal clothing items (i.e., uniforms, extra boots, civilian clothes, if authorized); the "B bag" should contain CTA-50 items not otherwise carried or worn by the Soldier. The unit may transport "A and B bags" as palletized cargo or with the troops stowed in the baggage compartment of commercial buses or aircraft (see Appendix D for planning weights). Authorized baggage requirements may vary based on the deployment.

- (2) Each Soldier may also have one carry-on bag for toilet articles, MREs, and other personal items which may require frequent access while enroute. The weight of the hand-carried items (to include the "A bag") should not exceed the Soldier's capability to carry them a reasonable distance and load and unload them from buses, trains, or ships. Carry-on items must fit under the seat or in the overhead compartment of commercial transportation assets. Rucksacks are not considered carry-on baggage.

**Step 2: Identify Equipment to Accompany Troops (TAT) and Equipment which does not have to Accompany Troops (NTAT) IAW FM 3-35 Appendix H.**

- a. TAT equipment must accompany troops, be accessible enroute, and/or must be available at the overseas destination before or upon the arrival of the unit. For personnel traveling via commercial air, this is generally only the baggage that would fit under the seat. Units will report TAT on the UDL. Examples of TAT equipment may include:
  - (1) Mechanics toolboxes.
  - (2) Basic load of Class I items.
  - (3) Additional Individual baggage.
  - (4) Individual/crew served weapons.
- b. TAT equipment also includes equipment that must be available at the overseas destination before or upon the arrival of the unit. This equipment may be sensitive cargo that requires special security or handling at the A/SPOE or A/SPOD. Special handling cargo can include priority cargo requiring - being loaded last and offloaded first. This type of TAT must be unitized/palletized and reported on the UDL.

**Step 3: Identify Air Movement Requirements (Advance Parties, Personnel, Baggage, and Some Equipment). The Balance Normally Moves By Sea.**

**Step 4: Identify Hazardous Cargo (also Sensitive and Classified) for Packaging, Labeling, Segregating, and Placarding for Movement.**

**Step 5: Identify bulk cargo that needs to be moved and develop packing lists (DD Form 1750).**

All consolidated cargo (boxed, crated, etc.) loaded in vehicles, containers, and on 463L pallets must display a separate packing list that shows complete content. Upon execution, copies of the packing list will be distributed as follows:

- a. One inside the container.
- b. One on the outside of the container (exception – containers with sensitive items)
- c. Two copies retained by unit representatives at POE.
- d. One with the unit movement plan (BDE)
- e. One provided to UMC/ITO for commercial shipments.
- f. Installations may request additional copies. Packing lists are not required for items that do not need identification (such as empty vehicles, nested cans, or bundled shovels). However, these items must be listed on the load diagram if loaded in a truck or container. A packing list is not required for a container

already having a list of contents affixed to it, such as inventories of tools or parts found in supply bulletins. The packing list will be placed on both the inside and outside of the container. The exception is for sensitive items. Sensitive items will not be listed on a packing list on the outside of the container.

**Step 6: Develop Vehicle Load Plans (FORSCOM Form 285-R or DA Form 5748-R. See Figure 5-2) for Unit Equipment.**

**Step 7: Identify Blocking, Bracing, Packing, Crating, and Tie-down (BBPCT) Requirements.**

**Step 8: Translate What Needs To Be Moved Into Transportation Terms (OEL/UDL) Using TC-AIMS-II.**

**Step 9: Determine how the personnel and equipment will be moved to the POE (See AR 525-93).**

**Step 10: Prepare the unit deployment movement plan.**

- a. Use Appendix H FORSCOM 55-1 to determine the information required. The sample movement plan may be in greater detail than required by the approving installation UMC.
- b. Determine administrative, logistical, and coordinating requirements for the plan. Consider requirements such as POL, return of drivers from SPOE to MFGI, and enroute medical, messing, and maintenance.
- c. Prepare movement plans and send copies to the installation UMC for coordination, validation, and approval. Vehicle load cards and packing lists will not be forwarded unless required by the approving authority. The AC deployment movement plans will be reviewed and approved by their higher HQ and installation UMC annually.

**Step 11: Update UDL as changes occur in OPLAN, CONPLAN, equipment, commander's intent, and upon mission execution (actual vs. planning weights/shipping configurations).**

Significant changes in unit equipment that affect transportation requirements will be reported to the UMC/DMC as they occur. However, in both planning and execution, updated timelines are published and must be adhered to by the units. The importance of UMD cannot be overemphasized. From this data, the unit's equipment manifests, RF/ITV Tags, and military shipment labels are produced. Errors can result in the unit's equipment being frustrated at the POE.

APPENDIX O UDL Unlock Memorandum example.



DEPARTMENT OF THE ARMY  
407<sup>th</sup> ARMY FIELD SUPPORT BATTALION-RILEY  
8100 1<sup>st</sup> DIVISION ROAD  
FORT RILEY KS 66442-7026

ASCW-RIL-T

5 December 2022

MEMORANDUM FOR COMMANDER

SUBJECT: 1 ABCT CST23 UDL Unlock

1. PURPOSE. Why UDL needs to be unlocked.
2. UDL Change

UIC	SUN	LIN #	Nomenclature	Serial #	Bumper #	Action
W6YUAA	D0003	T11111	TRK CGO PLS M1075	10T2P1NH1R1049798	HQ 4	Add
W6YUAA	D0004	T11111	TRK CGO PLS M1075	10T2P1NH1R1654285	HQ 3	Drop

3. Point of contact. General Officer for ULN moves O6 for CTC and training events.

BRIAN E. MCCARTHY  
COL, AR  
Commanding



# APPENDIX P Rail Car Inventory Sheet

Appendix P: Rail Car Inventory Sheet

CAR ID # _____			TRACK # _____		CAR # _____	
ITEM	Model	Bumper #/ Serial #	TCN	Dimensions	Weight	
ITEM 1		BN: SN:				
ITEM 2		BN: SN:				
ITEM 3		BN: SN:				
ITEM 4		BN: SN:				
ITEM 5		BN: SN:				
ITEM 6		BN: SN:				
ITEM 7		BN: SN:				
ITEM 8		BN: SN:				

