FINAL DRAFT

MOBILE ARMORED CORPS
PHANTOM

HEADQUARTERS
III CORPS AND FORT HOOD
FORT HOOD, TEXAS 76544

MOBILE ARMORED CORPS
PHANTOM

FORT HOOD MOBILIZATION/DEPLOYMENT PLANNING SYSTEM (FHMDPS)

Volume V, Part-I

III/FH Regulation 525-10

DEPLOYMENT

20 September 1987

"TRAIL BLAZERS IN MOBILIZATION/DEPLOYMENT!"

FINAL DRAFT

AFZF-PTM-PZ (500-5a)

08 SEP 1990

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change 1 to Fort Hood Regulation 525-10, Deployment

1. References.

a. Fort Hood Regulation 525-10, Deployment, dated 30 September 1987.

b. III Corps OPLAN KHAKI SAVIOR, dated 10 Aug 90, classified SECRET.

2. The Fort Hood Regulation 525-10 was written to reflect deployment policies and procedures under a full mobilization NATO OPLAN 4102 scenario. Therefore, policies and procedures in FH Reg 525-10 are of limited utility in supporting the current DESERT SHIELD deployment.

3. The attached change to FH Reg 525-10 updates policy and procedures for disposition of the personal property. The change covers the complete spectrum of deployment operations from company size units to the total deployment of III Corps and mobilized Army National Guard and United States Army Reserve units.

4. Change 1 updates FH Reg 525-10 by combining the existing Appendix H - Shipment of Personal Property and Transportation of Dependents; Appendix I - Personal Property Remaining In Barracks; and Appendix J - Collection and Disposition of Personal Property into Enclosure 1 (Contingency Deployments) to Appendix H (Shipment of Personal Property and Transportation of Dependents) to Chapter 7 (Deployment Logistics). Appendix W, Disposition of Vehicles, Weapons and Pets is superseded in its' entirety by a new Appendix W.

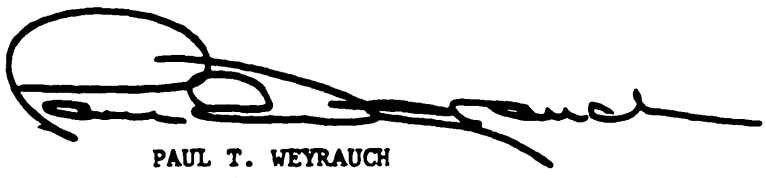
5. This Change is effective immediately. Specific implementation of aspects of this Change will be published as Appendix 4, Annex D, Logistics, to III Corps OPLAN KHAKI SAVIOR.

6. POCs for this action are:

a. G3/PTM, Mobilization/Deployment Plans Division, MAJ Scalard, 287-2091.

b. Transportation Division, Directorate of Logistics, Mr. Toole, 287-2200.

FOR THE COMMANDER:



Encl

PAUL T. WEYRAUCH
Brigadier General, GS
Chief of Staff

DISTRIBUTION: IAW FH Form 1853 - A

DEPARTMENT OF THE ARMY
Headquarters III Corps and Fort Hood
Fort Hood, Texas 76544-5056
30 September 1987

FH Reg 525-10

Military Operations
DEPLOYMENT

SUPPLEMENTATION. Local supplementation of this regulation is prohibited except upon approval of G3, PTM-PZ.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the ACofS, G3/PTM this headquarters. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, III Corps and Fort Hood, ATTN: AFZF-PTM-PZ, Fort Hood, Texas 76544-5056.

TABLE OF CONTENTS

	Paragraph	Page
Chapter 1 GENERAL		
Purpose	1-1	1-1
Applicability	1-2	1-1
Concepts	1-3	1-1
Security of Movement Plans and Data	1-4	1-1
Chapter 2 FUNCTIONS AND RESPONSIBILITIES		
Installation	2-1	2-1
Active Army and Reserve Components	2-2	2-2
Units	2-3	2-2
Inspections	2-4	2-3
Chapter 3 EMERGENCY DEPLOYMENT READINESS EXERCISE (EDRE) PROGRAM		
General	3-1	3-1
Objectives	3-2	3-1
EDRE Evaluation Areas	3-3	3-2
EDRE Standards	3-4	3-2
Conduct of EDRE Evaluations	3-5	3-5
MSC EDRE Reporting Requirements	3-6	3-6
CHAPTER 4 VALIDATION		
General	4-1	4-1
Policies and Procedures	4-2	4-1
MADCC	4-3	4-1
"CALLED-FORWARD UNIT"	4-4	4-1
"READY-TO-DEPLOY"	4-5	4-1
"REQUEST FOR ROUTING"	4-6	4-1
Chapter 5 Unit Movements - SURFACE DEPLOYMENTS		
General	5-1-1	5-1
Required Actions	5-1-2	5-1
Unit Movement Books	5-2-1	5-2
Required Actions	5-2-2	5-3
Reports	5-2-3	5-4
Unit Movement Officer (UMO/NCO) Checklist	5-3-1	5-4
Required Actions	5-3-2	5-5
Reports	5-3-3	5-6
Preparation of Vehicles and Cargo	5-4-1	5-6
Required Actions	5-4-2	5-6
Reports	5-4-3	5-9
Documentation and Marking	5-5-1	5-9

*This regulation supersedes FH Reg 525-10, 2 April 1984.

	Paragraph	Page
Chapter 5 UNIT MOVEMENTS - SURFACE DEPLOYMENT (CONTINUED)		
Required Actions	5-5-2	5-10
Reports	5-5-3	5-11
Convoy Operations	5-6-1	5-12
Required Actions	5-6-2	5-12
Reports	5-6-3	5-13
Commercial Operations/Transportation	5-7-1	5-14
Required Actions	5-7-2	5-14
Other Surface Modes	5-8-1	5-17
Required Actions	5-8-2	5-18
Sea Ports of Embarkation	5-9-1	5-18
Required Actions	5-9-2	5-18
Reports	5-9-3	5-20
Other Surface Movements (e.g. NTC)	5-10-1	5-20
Required Actions	5-10-2	5-21
Reports	5-10-3	5-21
Chapter 6 UNIT MOVEMENTS - AERIAL DEPLOYMENTS		
General Guidance and Procedures	6-1-1	6-1
Concept of Air Movement Operations	6-1-2	6-1
Responsibilities	6-1-3	6-1
Phases of Air Deployment	6-1-4	6-1
The Deployment Model	6-1-5	6-2
Preparation of Equipment and Supplies for Air Movement	6-2-1	6-2
Air Transported Vehicles	6-2-2	6-2
Equipment/Cargo in Air Transported Vehicles	6-2-3	6-3
Fuel In Air Transported Vehicles	6-2-4	6-3
Water Tanks	6-2-5	6-4
General Cargo	6-2-6	6-4
CONEX Containers	6-2-7	6-4
Deviations	6-2-8	6-4
Certification of Hazardous Materials	6-2-9	6-4
Determination of CB	6-3-1	6-4
Cargo Units	6-3-2	6-5
Secondary Loads	6-3-3	6-5
Terms	6-3-4	6-5
Vehicle Measurements	6-3-5	6-5
CB Location	6-3-6	6-5
Passenger Preparation	6-4-1	6-8
Manifesting	6-4-2	6-9
SIDPERS	6-4-3	6-9
UPDATES	6-4-4	6-9
Final Check	6-4-5	6-9
Distribution	6-4-6	6-9
Passenger Briefing	6-4-7	6-9
Planeload Commander	6-4-8	6-9
Passenger Control	6-4-9	6-9
Baggage and Footlockers	6-4-10	6-9
Weapons/Ammunition	6-4-11	6-9
Passenger Identification	6-4-12	6-10
Other Possible Passenger Requirements	6-4-13	6-10
Automated Passenger/Cargo Manifest	6-4-14	6-10
Preparation of Aircraft Loadplans	6-5-1	6-10
Load Planning Guidance	6-5-2	6-10
Load Planning Data	6-5-3	6-10
Passenger/Cargo Forms	6-5-4	6-11
Destribution of MAC Forms	6-5-5	6-11
Airlift (Deployment) Training	6-6-1	6-12
Security of C-5 Aircraft	6-7-1	6-13
Unit Responsibility	6-7-2	6-13
Guard Post	6-7-3	6-13
Arrival/Departure Airfield Control Group (A/DACG)	6-8-1	6-14
General	6-8-2	6-14
Applicability	6-8-3	6-14
Responsibilities	6-8-4	6-14
User Comments	6-8-5	6-14

Chapter 7 DEPLOYMENT LOGISTICS

General	7-1-1	7-1
Responsibilities	7-2-1	7-1
Supply and Services	7-3-1	7-1
Required Actions	7-3-2	7-1
Maintenance	7-4-1	7-3
Required Actions	7-4-2	7-3
Reports	7-4-3	7-4
Transportation	7-5-1	7-4
Required Actions	7-5-2	7-4
Reports	7-5-3	7-4
Transfer of Functions (13th SUPCOM/DOL AND OTHER ACTIVITIES)	7-6-1	7-4
Required Actions	7-6-2	7-4

Chapter 8 ENGINEERING AND HOUSING

General	8-1	8-1
Required Actions	8-2	8-1
Rail Loading Procedure	8-3	8-1
Reports	8-4	8-2
Billeting	8-5	8-2
On-Post Family Housing	8-6	8-2
Exercises and Training	8-7	8-3

Chapter 9 PERSONNEL

General	9-1-1	9-1
Personnel Readiness Folders	9-1-2	9-1
Reporting Procedures	9-1-3	9-1
Crossleveling	9-1-4	9-1
Uniforms	9-1-5	9-1
Emergency Procurement of Identification Cards	9-1-6	9-1
Emergency Procurement of Identification Tags	9-1-7	9-2
Post Clearance	9-1-8	9-2
Transfer of Standard Installation Personnel System Support From Deploying Headquarters to Corps AG	9-1-9	9-2
Replacement Policies and Procedures	9-1-10	9-2
Morale, Recreation and Welfare	9-1-11	9-2
Personal Affairs	9-1-12	9-2
Preparation of PRFs	9-2-1	9-2
Content	9-2-2	9-2
Instructions For Completion Of Forms	9-2-3	9-3
Maintenance of PRF	9-2-4	9-3
Personnel Status Report	9-3-1	9-4
Unit Name and UIC	9-3-2	9-4
Surplus	9-3-3	9-4
Nondeployable	9-3-4	9-4
Required Filler Personnel	9-3-5	9-4
Classify Confidential	9-3-6	9-4
Preparation For Overseas Movement (POM)	9-4-1	9-4
Personnel Records	9-4-2	9-4
Deployment Criteria	9-4-3	9-5
Replacements	9-4-4	9-5
Publications	9-4-5	9-6
Files Disposition Procedures	9-4-6	9-6
Postal	9-4-7	9-7
Unit POM Inspection Increased Deployability	9-4-8	9-8
Legal Considerations, Service and Support	9-5-1	9-8
Scope	9-5-2	9-8
Legal Assistance	9-5-3	9-8
Military Justice	9-5-4	9-9
Claims	9-5-5	9-9
Training and Orientation	9-5-6	9-9
Morale Support	9-6-1	9-9
General	9-6-2	9-9
Hand Receipts	9-6-3	9-9
Chaplin	9-7-1	9-10
Responsibilities	9-7-2	9-10

Chapter 9 PERSONNEL (CONTINUED)

Discipline, Law and Order (DLO)..... 9-8-1 9-11
Assumptions..... 9-8-2 9-11
Responsibilities..... 9-8-3 9-11
Coordination Instructions..... 9-8-4 9-11

Chapter 10 OPERATIONS SECURITY (OPSEC)

General..... 10-1 10-1
Responsibilities for OPSEC..... 10-2 10-1
OPSEC Threat..... 10-3 10-1

Chapter 11 MEDICAL SERVICES

General..... 11-1 11-1
Medical Care..... 11-2 11-1
Medical Deployment Criteria..... 11-3 11-1
AMMED Officer Filler Personnel..... 11-4 11-1
Responsibilities..... 11-5 11-1

Chapter 12 RESOURCE MANAGEMENT

General..... 12-1 12-1
Military Pay Support..... 12-2 12-1

Chapter 13 MANAGEMENT INFORMATION SYSTEMS

General..... 13-1 13-1
Scope..... 13-2 13-1
Concept of Support..... 13-3 13-1
Responsibilities..... 13-4 13-1
Conduct of Operations..... 13-5 13-1

Chapter 14 PUBLIC AFFAIRS

General..... 14-1 14-1
Concept of Operations..... 14-2 14-1
Coordinating Instructions..... 14-3 14-1

Appendix A References..... A-1
Appendix B USAF Tactical Air Control Party (TACP)..... B-1
Appendix C Requisition of Supplies and Equipment..... C-1
Appendix D Supplies To Be Deployed..... D-1
Appendix E Turn-In of Property Not Accompanying Unit..... E-1
Appendix F 15-Day Expendable Supplies..... F-1
Appendix G Material Handling Equipment..... G-1
Appendix H Shipment of Personal Property and Transportation of Dependents..... H-1
Appendix I Personal Property Remaining In Barracks..... I-1
Appendix J Collection and Disposition of Personal Property..... J-1
Appendix K Packing and Crating Materials..... K-1
Appendix L Sample Packing and Crating Material List..... L-1
Appendix M Sample Vehicle Density List..... M-1
Appendix N FH Form-1041 Personnel Readiness Folder Information.. N-1
Appendix O FH Form-1015 Checklist/Questionnaire for Personal Affairs..... O-1
Appendix P FH Form-1368 Financial Arrangement Checklist..... P-1
Appendix Q DA Form-3955 Change of Address and Directory Card.... Q-1
Appendix R DA Form-4986 Personal Property Record..... R-1
Appendix S DA Form-1341 JUMPS-Army Allotment Authorization..... S-1
Appendix T DA Form-3685 JUMPS-Army Pay Elections..... T-1
Appendix U FH Form-2776 Disposition of POV During Owners Absence U-1
Appendix V POM Checklist..... V-1
Appendix W Disposition of Vehicles, Weapons and Pets..... W-1
Appendix X Essential Elements of Friendly Information (EEFI).... X-1
Appendix Y Signal Security..... Y-1
Appendix Z Basic Immunization Requirements..... Z-1
Appendix AA Field Sanitation Teams..... AA-1
Glossary Glossary

Chapter 1
GENERAL

1-1. PURPOSE. This regulation prescribes the policies, procedures, and requirements for unit movements from or through Fort Hood. Unit and staff responsibilities are delineated to conform to the requirements set forth in the appropriate regulations and references. Primary governing regulations and references are AR 10-42 (U.S. Forces Command), AR 220-10 (Preparation of Oversea Movement of Units (POM)), (Army Mobilization Planning System (AMOPS)), the FORSCOM Mobilization and Deployment Planning System (FORMDEPS), and FORSCOM Reg 55-1 (Unit Movement Planning).

1-2. Applicability. This regulation applies to all active Army and federalized Reserve Component force unit movements from or through Fort Hood conducted under peacetime, exercise, emergency, or simulated emergency conditions as follows:

a. Deployment or mobilization for approved operations orders, urgent operational requirements, and directed or coordinated exercises.

b. Temporary Changes of Station (TCS) i.e. foreign disaster relief or National Training Center (NTC).

c. Emergency deployment readiness exercises (EDRE).

d. Other exercises, as appropriate.

1-3. CONCEPTS.

a. Unit movement plans are prepared to execute an actual move. The unit movement plan considers all known operational and logistics requirements. It also includes the prior coordination of as many items as possible. FORSCOM Reg 55-1, chapter 6, describes preparation of unit movement plans.

b. Those modes of transportation required in plans for which the concerned unit is included within the troop list are addressed in the unit movement plan. In addition, a basic POM plan is required for each unit.

c. More than one movement plan may be required per unit. This may include Southeast Asia deployment mission units, early deploying units, direct or modified deploying units, units concerned with prepositioning of material configured to unit sets (POMCUS), as well as units troops listed on more than one operations plans (OPLAN).

d. Prepared unit movement plans define unit movement data (UMD) that is reported to this headquarters ATTN: AFZF-DL-PO-UM. FORSCOM Reg 55-1, chapter 8, describes how to report this data to Fort Hood. UMD is reviewed during the conduct of EDREs to refine plans for meeting the needs of evaluated units.

e. Normally, deploying units are called forward for validation by battalion increment except for separate companies, detachments, or specially designated units. Controlling headquarters such as division and brigade often deploy in front or ahead of their subordinate units as prescribed by specific OPLANS.

1-4. SECURITY OF MOVEMENT PLANS AND DATA.

a. Unit movement plans and related data is classified according to the classification guide prepared for a specific operation. Non-specific movement plans and related data prepared and used for training and planning may be unclassified if they do not indicate a mission or capability of the unit.

b. Force size does not justify classification of unit movement plans and data. These are classified as prescribed in 1-4a. Unclassified movement plans and data cannot be marked FOR OFFICIAL USE ONLY unless information therein meets any of exceptions 2 through 9, chapter 3, AR 340-17. This, and all other military information should be protected from disclosure to unauthorized persons.

Chapter 2
FUNCTIONS AND RESPONSIBILITIES

2-1. INSTALLATION. The installation commander is responsible for the deployment of all active Army and Reserve Component force units from or through Fort Hood. Selected primary responsibilities are:

a. G3/PTM

(1) General. Overall staff responsibility for establishing policies, procedures, and coordination of deployment functions and responsibilities. Responsibilities include the authority to direct and task those activities and missions necessary to ensure the overall success of Fort Hood's deployment program.

(2) EDRE. The establishment and conduct of a corps and installation EDRE program in accordance with (IAW) appropriate DA, FORSCOM and local policy guidance. The EDRE program is a major "command tool" designed to monitor and assess the capabilities and current status of units to deploy from or through Fort Hood as well as to evaluate their ability for short-term sustainment.

(3) Validation Board. The activation and administration of a unit validation board is designed to validate-or-invalidate a called forward unit's capability to deploy from or through Fort Hood and successfully accomplish its' wartime mission. The Fort Hood deployment officer is designated the chairman of the Installation Validation Board i.e., Chief Deployment Branch, Mobilization and Deployment Plans Division, G3/PTM.

(4) Mobilization and Deployment Control Center (MADCC). Activation, direction and coordination of deployment operations designed to manage and control unit movement services necessary during unit movements/deployments and or periods of mobilization. The installation deployment officer is the chief of the MADCC i.e., Chief Deployment Branch, G3/PTM.

b. DIRECTORATE OF LOGISTICS (DOL)

(1) General. Staff responsibility for establishing logistical policies and procedures as well as coordination of related deployment functions and responsibilities IAW FORSCOM Reg 55-1, and FC 55-65 (Strategic Deployment by Surface Transportation), and other applicable directives as appropriate.

(2) Specific. Responsibilities are not limited to the following:

(a) Installation support planning for reception, and clearance of units moving in Fort Hood's area of responsibility.

(b) Port Support Activity (PSA). Responsible for those actions necessary to establish, train, and equip a PSA to support surface movement of forces travelling through assigned sea ports of embarkation (SPOE).

(c) Marshalling Area (MA). Responsible for those actions necessary to establish and operate a SPOE MA to support surface movement of forces travelling through assigned SPOEs.

(d) Arrival/Departure Airfield Control Group (A/DACG). Responsible for those actions necessary to establish and operate an A/DACG to support air movement of forces departing from or travelling through assigned aerial ports of embarkation (APOE).

NOTES (Ref. para 2b-d, above):

1. Individuals assigned supervisory responsibilities for PSA and A/DACG will successfully complete formal training by U.S. Army Transportation School and or through the Military Airlift Command (MAC) Affiliation Program, as appropriate.

2. A Memorandum of Understanding (MOU) is jointly prepared with the Military Traffic Management Command (MTMC) terminal traffic unit (TTU) port commander which specifically identifies the PSA requirements.

3. Internal and external operating procedures are developed, coordinated, and distributed to support the referenced mission assignments. One copy of each procedure is provided to Commander, U.S. Army Forces Command, ATTN: (AFLG-TRUCG), Fort McPherson, GA 30330-6000.

(e) Installation Unit Movement Coordinator (UMC). Designated the installation UMC and assigned those responsibilities defined in FORSCOM Reg 55-1, and other directives, as applicable. This includes staff responsibility for intermediate level unit movement officers (IC-UMOs) and unit movement officers (UMO).

(f) Movement Planning. Direction and supervision of unit movement planning program to include requirements for a unit movement plan, duties, and responsibilities of UMO, and unit movement duty assignments IAW FORSCOM Reg 55-1.

(g) Strategic Deployment By Surface Transportation. Providing guidance for and conducting coordination of Fort Hood unit movement activities as well as for the establishment and dissemination policies and procedures to ensure effective deployment preparations at the unit level.

c. Staff Judge Advocate (SJA):

(1) General. The SJA, III Corps and Fort Hood, or the SJA, Fort Hood, is responsible for providing support and legal services to commanders, soldiers and family members as well as establishing policies and procedures concerning Fort Hood legal activities.

(2) Specific. Specific responsibilities include, but are not limited to:

(a) Assignment of active duty judge advocates (JA) and legal specialists who have not deployed and assignment of individual mobilization augmentees (IMA) and individual ready reserve (IRR) legal personnel.

(b) Recruiting for authorized civilian mobilization positions.

(c) Providing legal advice to the commander and staff and subordin commands of III Corps.

(d) Providing legal advice to the commander and staff, Fort Hood, and successor commands.

(e) Providing continuity of legal support, to include military justice and administrative law functions, to the command.

(f) Providing legal services, to include legal assistance and claims, to active duty soldiers, their family members, and other eligible personnel.

(g) Providing legal support for mobilizing units and soldiers of the reserve components.

(h) Conducting POM/EDRE and REMODNE boards as required.

(i) Participation in the Family Assistance Program.

(j) Participation in the Casualty Coordination Committee.

(k) Providing a legal section to Fort Hood SPOE for convoy claims.

(l) Providing legal support for OPLAN "READY GO" to counter terrorism threats to Fort Hood.

(m) Provide support to the Mobilization and Deployment Coordination Center.

(o) Provide support, as needed, to the State Area Command (STARC).

d. All other staff directorates sections: See separately identified chapter or portions thereof, as appropriate.

2-2. ACTIVE ARMY AND RESERVE COMPONENT (RC) UNITS. Active Army and RC units are responsible for ensuring they meet the deployment/movement requirements of this regulation and all other regulations and or directives specified or referenced herein, as appropriate.

2-3. UNITS.

a. INTERMEDIATE LEVEL UNITS. Commanders of intermediate level units (i.e., corps, division, brigade, support command, battalion, or regiment) stationed at or deploying through Fort Hood :

(1) Appoint, on orders, an officer with one officer or senior noncommissioned officer (NCO) alternate to serve as the IC-UMO and conduct unit movement planning. These individuals are trained, have at least one year retainability in the unit, and hold at least a SECRET security clearance. The IC-UMOs are scheduled to attend the Joint Deployment Officers Course (JDOC) at the III Corps and Fort Hood Troop School as soon as possible after their appointment.

(2) Develop and coordinate unit movement planning and guidance within the command.

(3) Conduct and evaluate unit mobility training for the highest degree of readiness. Evaluation includes developing and testing unit movement plans and verifying unit movement data (UMD).

(4) Develop and train subordinate unit movement personnel in mobility planning and testing.

b. UNITS. Commanders of troops, companies, batteries, and separate detachments:

(1) Appoint on orders an officer or senior NCO, with one alternate, UMD to conduct movement planning. These individuals are trained, have at least 1 year retainability in the unit, and hold at least a SECRET clearance. These individuals are scheduled to attend the JDOC at the Fort Hood Troop School as soon as possible after their appointment.

(2) Develop, report, and keep accurate movement plans and UMD.

(3) Conduct and evaluate unit mobility training for the highest degree of readiness. Evaluation includes developing and testing unit movement plans and verifying UMD.

(4) Develop and coordinate movement requirements.

2-4. INSPECTIONS. Plans, coordination, and reports required in this regulation as well as FORSCOM Regs 55-1 and 525-2 (Emergency Deployment Readiness Exercise) are items of interest during the conduct of EDRE. In this regard, the unit movement plan is complete, up-to-date, simple, coordinated, tested, and approved by the UMC of the next higher headquarters. Unit movement plans are prepared and maintained at the unit level i.e., company, battery, troop, or separate detachment and intervening headquarters may prepare consolidation or summary unit movement plans if desired.

Chapter 3
EMERGENCY DEPLOYMENT READINESS EXERCISE (EDRE) PROGRAM

3-1. GENERAL.

a. Goal. To establish policies and procedures, assign responsibilities, and provide guidance for the EDRE program.

b. Scope. An EDRE program is designed to cover a unit's plans and procedures for their emergency deployment under a time-critical scenario in support of any authorized directive. It is not intended to cover normal deliberately scheduled deployment actions.

c. Concept.

(1) EDRE. An EDRE may either be a no-notice, minimum-notice, or an announced test of a units capability to deploy under emergency conditions and of Fort Hood's capability to support the subject deployment. A minimum-notice EDRE normally includes or is combined with a buildup phase i.e., warning, alert, and execution (phases) orders.

(2) Initiation of EDREs. EDREs are initiated by an emergency action message (EAM) from the corps/installation and or MSC command center down through the chain-of-command to the designated deployable unit.

(3) Applicability. EDREs are tailored as much as possible to fit an actual deployment mission assigned to the unit selected to receive an EDRE test and evaluation.

(4) Susceptability. All table of organization and equipment/modification table of organization and equipment (TOE/MTOE) units assigned contingency missions which require movement or deployment from or through Fort Hood are susceptible to receive an EDRE test and evaluation.

(5) Frequency of EDREs. All FORSCOM units must receive and successfully pass an EDRE test and evaluation once per fiscal year.

d. Explanation of Terms.

(1) Emergency Deployment. An emergency deployment is a strategic deployment conducted under wartime or impending conflict conditions which require rapid response, and therefore; under time-critical constraints imposed upon the deploying unit.

(2) EDRE. An EDRE is an evaluation of a unit's capability to deploy under emergency conditions and of an installation's capability to support an emergency deployment.

(3) Major Unit. Major units are division, separate brigades, or brigade equivalents (e.g., regiments or groups) which deploy as an entity.

(4) Unit. A battalion or smaller-sized formation (e.g., separate company or detachment) which is normally deployed as an entity.

(5) Build Up. A situation build up is a normal part of an EDRE scenario. A typical build-up includes a warning order issued 2 weeks prior to the initiation of an EDRE; followed by an alert order 1 week prior to the EDRE; and an execution order upon the initiation of an EDRE. If desired, the execution order may be preceded by a 48-hour build-up of tensions.

(6) Combat Readiness Inspection Team (CRIT). The CRIT is a maintenance/logistics oriented team designed to provide the deploying unit commander with an assessment of related unit readiness status with regards to:

(a) Snapshot of maintenance readiness posture.

(b) Appraisal of the sustainability of organic logistical support.

(c) Determination of maintenance program adequacy and effectiveness.

(d) Assessment of key leader general maintenance and logistical knowledge.

3-2. OBJECTIVES. The overall program objective is to ensure that units with deployment missions are able to deploy as mission-ready forces under emergency conditions with no-notice or minimum-notice. Selected specific program objectives are:

a. Deployment Plans. Ensure unit deployment plans and procedures are adequate to provide for a successful emergency deployment for each assigned contingency mission.

b. Installation Support. Ensure installation plans and procedures are adequate to support an emergency deployment of tenant units and non-tenant active and RC units scheduled to deploy through Fort Hood.

c. Training. Ensure both unit and installation personnel are aware of and trained to meet their responsibilities for the emergency deployment of forces.

d. Reaction-Times. Test and evaluate deployable units to ensure they are capably of meeting reaction-times required in all their assigned contingency missions.

e. Problem Areas. Provide for a test and evaluation program which identifies all those problem areas beyond a deployable unit's capability to resolve. Those problem areas which cannot be resolved locally are referred to HQs FORSCOM or other DA/DOD agencies as appropriate.

3-3. EDRE EVALUATION AREAS.

a. Major Areas. EDRE tests and evaluations regardless of their duration provide for a minimum assessment of unit deployment capabilities under emergency conditions as follows:

(1) Readiness. A snapshot evaluation of a deployable unit's preparedness to execute its' deployment mission under emergency conditions without the benefit of additional time or other critical support resources.

(2) Operations. An evaluation and assessment of a unit's overall capability to accomplish its assigned wartime deployment mission under emergency conditions. An evaluation of a deployable unit's operational status incorporates credit for all provided or requested outside support. Upon completion of deployment, actual, or simulated, the evaluated unit must meet applicable time-and-mission requirements specified in the evaluated unit's contingency OPLAN/missions.

(3) Maintenance. An assessment of the evaluated unit's organizational maintenance program and of its' capability to support deployment executed under emergency conditions.

(4) Sustainability. An evaluation of the quality and timeliness of assistance provided to an evaluated deployable unit from external resources (i.e., installation or designated support unit) during the conduct of an EDRE.

b. Sub-Areas. There are approximately 90 individual evaluated and rated sub-areas contained within the overall five major evaluation areas which are part of a complete EDRE test and evaluation. Each individual sub-area is checked according to guidance provided in the general EDRE checklists, when available.

3-4. EDRE STANDARDS.

a. Types of EDREs. An EDRE may be conducted as an unannounced (no-notice), (minimum-notice), or an announced test of a unit or installations preparedness to conduct and support a deployment under emergency conditions. However, deployment exercises are not for publication on training schedules. EDRE schedules are for limited distribution only.

b. Scenarios. Scenarios used in the conduct of an EDRE reflects the type of contingency mission(s) and deployment mode(s) actually assigned to the tested and evaluated unit.

c. Unit Integrity. Units should be tested as a whole (e.g., battalion or small-sized separate company or detachment). For EDRE purposes a unit may be fragmented to fix a tailored organization or task force (TF) (e.g., combat support/combat service support (CS/CSS) sub-units as a part of a battalion or brigade sized TF). Fragmented CS/CSS units receive EDRE credit for such participation.

d. Reaction-Times. The reaction-time for commencing a unit deployment is the reaction-time requirement for an approved force-package/OPLAN/mission, or 96 hours, whichever is less. Deploying units are prepared to deploy IAW their assigned Transportation Operating Agency (TOA) deployment flow, (e.g., rail and air) and sustain the available TOA flow until the entire unit has been deployed. Units deploying with all assigned equipment ensure there are enough time-and-personnel available to prepare unit equipment for shipping and still remain within the time-constraints of the TOA flow.

e. Frequency. Minimum EDRE frequency for a unit is once per fiscal year.

f. Multiple EDREs. Multiple EDREs, or simultaneous EDREs, or selected and related units (e.g., battalion TF or brigade sized elements) are encouraged and should be conducted as often as feasible.

g. Related Exercises. EDREs may be scheduled in conjunction with other regularly scheduled exercises. However, preparation for and conduct of these other related exercises must in no-way interfere with or reduce the emergency deployment nature and time-contraints imposed by an EDRE (e.g., any impact of related exercise considerations and requirements on EDRE procedures and requirements must be reduced).

h. Other Exercises. Other types of exercises (e.g., alert recalls, roll-out exercises, command post exercises (CPXs), and military stakes) should not be reported as an EDRE.

i. Minimum EDRE Requirements. Minimum requirements for conducting an EDRE are:

(1) RECALL. EDREs begin with an assembly of the unit/personnel to be tested.

(2) POR. The tested unit undergoes a personnel preparation of replacements for overseas movement (POR) check. One hundred percent of the unit's "battle-rostered personnel is checked for the following minimum items:

(a) TA 50-900 and personal clothing check (grades E4 and below).

(b) Identification card.

(c) Identification tags.

(d) Required immunizations.

(e) Emergency data cards.

(f) Availability of dental records and x-rays.

(3) Packing of Unit Equipment. If the EDRE does not include an actual deployment, a representative sample of equipment is packed for emergency deployment by appropriate selected means of transportation.

(4) Contingency Stocks. Procedures to draw and prepare all "Go-To-War" contingency stocks (ammunition less than 50mm, mid-range estimate (MRE), and nuclear, biological, chemical (NBC) equipment) is effected. "Dummy Loads" may be drawn and prepared instead of the actual items.

(5) Privately Owned Vehicle (POV). A representative sample implements procedures for turn-in and security of POVs.

(6) Personal Equipment. Procedures for the packing, security, and turn-in of individual soldier's personal equipment is effected. Actual packing of a representa- tive sample is done, but an actual turn-in does not have to be done.

(7) Station Property. Procedures for inventory and turn-in of camp, post, and station property is effected. However, actual turn-over does not have to be done.

(8) Load-Up/Out. Units load at least a representative sample of personnel, supplies, and equipment on transportation appropriate to the evaluated unit's primary deployment mode. If an air mode of deployment is selected but actual aircraft are not available the EDRE may be considered complete after movement through the DACG. (NOTE: When available, use of an aircraft mockup facility is encouraged in lieu of actual aircraft).

(9) Other Than Authorized Level of Organization (ALO)-1 Units. Units organized at less than ALO-1 (e.g., ALO-2 or Type-B units) must prepare unit equipment for deployment consistent with capabilities allowed by the unit status. In these instances, the installation commander determines requirements on the basis of unit strength/capabilities and provides the appropriate installation support required to assure a realistic EDRE.

(10) CRIT. All EDREs include an installation CRIT evaluation and assessment of the unit's maintenance and logistical capabilities.

(11) Unit Movement Plans. Unit movement plans are evaluated for compliance with guidance prescribed in FORSCOM Reg 55-1, appendix F and, to the extent possible, for procedural formatting and standardization (Tab-I, Sample Unit Move- ment Plan, appendix F).

j. The above stated minimum EDRE requirements are completed within 96-hours or less (as specified in paragraph d, above) from the start of the EDRE. These referenced items are the minimum imposed for the completion of an EDRE. Commanders may, at their discretion, expand requirements or conduct field training exercises (FTXs) upon completion of an EDRE. If an FTX is used, it must not preclude EDRE emphasis on strategic deployment (e.g., vehicle requirements to prepare for strategic deployment).

(1) MSC Commanders. MSC commanders are delegated the authority to plan for, initiate, and conduct EDRE tests and evaluations. MSC commanders may delegate this authority, if desired: down to brigade level, and no further.

(2) All EDRE tests and evaluations regardless of the level of initiation conform to the policies, procedures, requirements, and standards prescribed by this regulation.

k. EDRE Sequence of Events. EDREs include as a minimum the following typical sequence of events:

(1) In-Brief. The EDRE team-chief provides an in-brief for the commander and staff of the unit to be tested and evaluated. This in-brief includes the purpose of the evaluation and outline the subsequent sequence of events.

(2) Test/Evaluation Requirements. The commander conducting the EDRE test and evaluation ensures, as a minimum, the accomplishment of those EDRE minimum test requirements specified in paragraph 3-4-i (1)-(13), above. Commanders may expand the scope of an EDRE to fit a particular deployment scenario.

(3) Out-Brief. The chief of the EDRE team and his staff conduct a timely and detailed out-brief on the outcome of the completed EDRE for the commander and staff of the tested unit. A written report is provided to the commander concerned at this time or as soon as possible thereafter.

l. EDRE Evaluation Ratings. All evaluated areas during an EDRE are assessed a rating according to an established rating scheme. Units that do not receive either an "A" or "B" rating in any one of the five major evaluation areas receive a re-evaluation within a 90 day period. The established EDRE rating scheme is as follows:

(1) Rating "A" - This rating is assessed when the tested unit's evaluation determines that the unit should "SUSTAIN PRESENT LEVEL OF TRAINING."

(2) Rating "B" - This rating is assessed when the tested unit's evaluation determines that the unit should "INCREASE LEVEL OF TRAINING."

(3) Rating "C" - This rating is assessed when the tested unit's evaluation determines that the unit should "INTENSIFY LEVEL OF TRAINING."

(4) Rating "N/E" - This rating is assessed when the area to be evaluated is non-existent, the evaluator is unavailable to evaluate or, the area must be relegated to a train and assist mode.

m. Simulations.

(1) General. As a general policy, the use of simulations for those minimum EDRE test requirements stated in paragraph 3-4-i. above, is discouraged and is not used except as specifically stated there in. When an EDRE is conducted by this headquarters the EDRE team chief accepts and rules on any specific requests for exemptions submitted by the evaluated unit commander during the EDRE in-brief.

(2) Requests for Waivers. MSC commanders desiring to waive selected established minimum EDRE test requirements submit a request with appropriate justification to this headquarters. Note: The first nine minimum EDRE test requirements in paragraph 3-4-i. above, are FORSCOM imposed and require a specific waiver from that headquarters.

3-5. CONDUCT OF EDRE EVALUATIONS.

a. Goal. The goal of an EDRE evaluation is to assess the following:

(1) Unit deployment readiness.

(2) Installation preparedness to support deployment.

(3) Adequacy of unit and installation deployment plans and procedures.

(4) Accomplishment of reaction requirements in established OPLANS and assigned contingency missions.

(5) Impact of deployment of installation functions.

b. Evaluation Responsibilities.

(1) Command. EDREs are evaluated by the commander initiating the exercise (e.g., corps, division, or brigade). Additionally, an evaluation may be undertaken on a non-interference basis by FORSCOM.

(2) Staff Proponency. The staff section having proponency for the EDRE program has the authority to direct and task for those activities and missions which are necessary to carry-out a successful EDRE test and evaluation effort (i.e., IAW paragraph 2-1-a (1), above).

(3) Staff Responsibilities. Individual staff sections responsible for providing EDRE evaluators for assessment of their particular area of staff expertise as directed by the EDRE team chief are:

(a) AG

(b) G1

(c) G3 Training

(d) G3 OPNS (Operations Security (OPSEC))

(e) G4

(f) Corps Chemical

(g) CRIT Team

(h) DEH

(i) DENTAC

(j) DOL

(k) DSEC

(l) MEDDAC/Corps Surg

(m) PMO

(n) SJA

(o) DOIM

c. Evaluation Method. Commanders and staff sections responsible for conducting EDRE tests and evaluations establish standard evaluation procedures and performance standards which comply with this regulation and other applicable FORSCOM and DA/DOD requirements. These procedures incorporate performance objectives related to applicable standards which form the basis for the conduct of EDRE evaluations.

d. EDRE Nomination Process.

(1) Eligible Nominee. The EDRE nomination process requires MSCs to submit an "eligible nominee" to receive an EDRE on a monthly basis. The submission of this monthly nominee or candidate is submitted to this headquarters so it arrives not later than (NLT) 21 calendar days prior to the first day of the published or announced "EDRE-Window." MSC commanders, or in the case of divisional sized units the CS/G3 approves the nomination of eligible-units.

(2) Training Highlights. A succinct statement covering the nominated unit's verified training highlights for the subject EDRE-window is included in the forwarded nominating correspondence. This statement is NOT intended to be nor will it be construed as a justification for an exemption to or from participation in the EDRE nomination and selection process.

(3) Requests for Exemption. MSC commanders who after a careful review of all assigned deployable unit's scheduled training activities believe there is not one available unit for nomination during a particular announced EDRE-window may submit a request for waiver. This request fully justifies the unavailability of all assigned deployable units for the referenced EDRE-window.

e. EDRE SELECTION PROCESS.

(1) Staff Action. The staff section having proponency for the EDRE program test and evaluation process submits a decision paper to the command group recommending the selection of one of the eligible-nominees from all those submitted by the MSCs. This paper is normally submitted 2 weeks prior to the first day of the EDRE-window.

(2) Command Decision. The commanding general reviews the submitted recommendation for selection of a deployable unit to receive an EDRE, either approving the selected nominee or selecting another unit from the list of submitted eligible-nominees.

3-6. MSC EDRE REPORTING REQUIREMENTS. MSC commanders delegated the authority to conduct and evaluate EDREs submits the following reports:

a. Annual EDRE Schedule. An MSC annual EDRE schedule is submitted to this headquarters NLT 31 August of each calendar year for the subsequent fiscal year (i.e., 31 Aug 86 for FY-87 EDRE Schedule).

b. EDRE Completion Report. Within 24 hours of an EDRE completion, a telephonic report is made to this headquarters followed by a brief written report to be submitted NLT 72 hours after an EDRE completion. Minimum specific EDRE completion report requirements are:

(1) Designation of evaluated unit.

(2) Date time group (DTG) for commencement of EDRE.

(3) DTG for completion of EDRE.

(4) Minimum EDRE test requirements contained in FH Reg 525-10 were/were not done. If minimum test requirements were not accomplished explain.

(5) Lessons learned, if any. If none, so state.

(6) Reinspection requirements, if any. If none, so state.

Chapter 4
VALIDATION

4-1. GENERAL. The validation board is designed to assess a deploying unit's capability to deploy from or through Fort Hood and accomplish its assigned wartime mission.

4-2. POLICIES AND PROCEDURES.

a. Board Composition. The validation board is chaired by the installation deployment officer who has for a counterpart the commander of the deploying or called forward unit. The board's composition is further broken down into a continuing counterpart-relationship between Fort Hood and unit staff offices(ers). Either the chairman of the validation board or the commander of the called-forward unit may invite other staff representatives or specialists as dictated by the particular situation.

b. Basis For Determining Validation. The principal basis or point-of-departure for determining whether or not to validate a unit is the subject unit's current unit readiness status (URS) report. This data in conjunction with other known prescribed mission requirements and considerations is used to make a final determination of validation.

c. Validation Deficiencies/Shortcomings. Those items which are identified during the validation process as deficiencies/shortcomings are resolved to the extent possible at the installation level within installation assets and resources. Those deficiencies/ shortcomings which cannot be resolved locally are referred by the installation staff to an appropriate higher headquarters/agency for resolution.

4-3. THE MOBILIZATION AND DEPLOYMENT CONTROL GROUP (MADCC). The MADCC is an operational facility that is activated to control and monitor the deployment of forces from or through Fort Hood. The "mobilization" aspect of Fort Hood is only activated when RC forces are called-up or "federalized" for movement to or deployment through Fort Hood. The MADDC is presently programmed to operate out of Bldg 4410 (Simulation Center).

4-4. CALLED-FORWARD UNIT. Normally, deploying units are called forward for validation by battalion increments except for separate companies, detachments or specifically designated units.

4-5. READY-TO-DEPLOY. Once a unit has successfully completed the validation process and has been validated the installation must submit a deployment, employment status (DEMSTAT) report (AE Card) to FORSCOM. This card informs FORSCOM the called forward unit has been validated, is capable of performing its' assigned wartime mission and of short-term sustainment, and is ready-to-deploy. The AE Card is initiated by the installation deployment officer/chairman of the validation board.

4-6. REQUEST FOR ROUTING. After a called forward unit has been validated and an AE Card has been submitted, the installation then submits a Request for Routing message to the MTMC requesting routing and port-call instructions to move the unit from Fort Hood. The positive release message is initiated by the installation transportation office (ITO).

Chapter 5
Unit Movements - SURFACE DEPLOYMENT

5-1-1. GENERAL.

a. Task: To establish responsibilities, policies, and procedures for surface deployment of III Corps and Fort Hood units and to further establish the concept for surface movement.

b. Standard: Surface deployments include movements to other designated locations within the Continental United States (CONUS) or to a SPOE for further sea lift movement to an overseas destination. These deployments are by rail movement, organic over-the-road movement, non-organic over-the-road movement, or various combinations of these movement modes. Army aircraft fly to other CONUS destinations or to the SPOE. The type transportation mode selected is governed by the time available and movement distance. The UMO/NCO must know and accomplish the necessary actions to successfully deploy the unit from Fort Hood to the SPOE.

5-1-2. REQUIRED ACTIONS.

a. When notified of an imminent deployment, the MADCC is activated. The MADCC is responsible for all surface movements (rail/motor freight/convoy) of III Corps and Fort Hood units during deployment. If a rail movement is required, the rail operations center (ROC) is established by the ITO and unit movement branch (UMB) near the main railhead (PK163440). If convoy movements are required, the MADCC activates a convoy operations section (COS).

b. ACofS, G3/PTM. Provide aviation support for convoy control/radio relay, as required.

c. DOL.

(1) Provides the officer in charge (OIC) for ROC and Movement Control Center (MCC).

(2) Advises and assists the UMO and supported units in preparation and maintenance or movement plans.

(3) Through MADCC coordinates and procures commercial transportation service, and secures off-post convoy clearances.

d. Director Communications Electronics(DCE)/United States Army Communications Command (USACC).

(1) Establishes a minimum of two Class A telephone hook-ups on a permanent basis to the ROC.

(2) Installs telephone hook-ups upon activation of ROC.

e. Provost Marshal.

(1) Establishes traffic control points (TCP), as required, for convoy movements.

(2) Monitors routes leading to loading sites for traffic congestion or obstacles.

(3) Controls access to loading facilities.

f. Headquarters Command, III Corps. Provides expandable van, M109, for ROC command post.

g. 13th SUPCOM.

(1) Convoy clearances. The 13th SUPCOM MCC is responsible for obtaining or granting convoy clearances on-post and forwarding off-post requests to the MADCC. Upon activation of the MADCC, the responsibility is transferred to the MADCC with 13th SUPCOM providing staffing support as available.

(2) Receive units at point-of-departure (POD).

(3) Redeployment assistance of units.

h. Unit Responsibilities. Using movement plans made IAW paragraph 5-2-1 of this chapter, the following actions should be taken:

(1) Contact the MADCC for movement instructions.

(2) Prepare vehicles/equipment for surface movement IAW this chapter.

(3) Submit DA Form 581 (Request for Issue or Turn-In of Ammunition) one for Fort Hood issue and one for DARCOM issue.

(4) Submit DA Form 4283 (Facilities Engineering Work Request) to Directorate of Engineering and Housing (DEH) to disconnect and technically inspect dining facility.

(5) Submit DA Form 2765 (Request for Issue or Turn-In).

(6) Submit DA Form 2765-1 (Request for Issue or Turn-In) POMCUS unit residual equipment (PURE) turn-in, applicable to DOL.

(7) Submit DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) for turn-in of supplies and equipment.

(8) Submit DA Form 3161 (Request for Issue or Turn-in) for lateral transfer or turn-in of installation property.

(9) Provide the following to meet security requirements for safe guarding military shipments containing critical, classified, or sensitive materiel:

(a) MA Guards.

(b) Railhead guards (to include securing railhead).

(c) Staging area guards.

(d) Train and convoy guards.

i. UMO:

(1) Develop the unit surface movement plan (IAW FORSCOM Reg 55-1).

(2) Coordinate and supervise all unit transportation related functions using the unit movement book to include, but not restricted to the following:

(a) Provide updated automated unit equipment list (AUEL) and FH Form 6 (Request For Transportation of Supplies) (for all equipment requiring commercial transport) to, Materiel Movements Branch, DOL, UMB, and DEH, Operations Division.

(b) Submit DA Form 4283, request for blocking and bracing materiel to DEH.

(c) Submit Request for convoy clearance/special hauling permits, see this chapter, paragraph 5-6.

(d) Ensure equipment (vehicles, trailers, container, etc.) is people prepared identified with correct transportation control number (TCN) from AUEL and LOGMAR labels for OCONUS moves.

(e) Coordinate marshalling and staging area with UMB.

(f) Request spanners and tools from DEH for rail tiedown crews.

(g) Train personnel and maintain unit proficiency in rail movement operations.

(h) Prepare equipment IAW this chapter, paragraph 5-4.1.

5-2-1. UNIT MOVEMENT BOOKS. These books provide unit commanders and UMO with information and guidance for the preparation of UMB/UMP.

a. Unit (CO) Movement Plan. FORSCOM Reg 55-1, appendix f, tab I, contains a Sample unit movement plan. Unit movement plans prepared by units stationed at Fort Hood, or units deploying through and subject to inspection by Fort Hood, ensure their movement plan is configured to the format prescribed in this referenced regulation NLT the beginning of Fiscal Year 88 (i.e., 1 Oct 87).

b. Unit (CO) Movement Book. Unit commanders or UMOs/UMNCOs are required to develop and maintain a unit movement book designed to enable the movement of their unit upon notification for deployment. To successfully accomplish this task these individuals must know which operations plans (OPLANS) and related contingencies are assigned to their unit.

c. Battalion Unit Movement Book. Battalions deploying as a single (separate) unit are required to have a UMB at the battalion level to account for all assigned equipment. Specific forms required to be consolidated at the battalion level are identified in paragraph 5-2-2 B (4), below with an asterisk (*).

d. POM Book. Each unit is required to have a basic POM book. This POM book includes all unit equipment, personnel, and supplies which are essential to the accomplishment of the unit's mission. Although a unit's only specified contingency mission may be a POMCUS move, a POM plan/book is developed for unforeseen contingencies. Unless specified by an OPLAN, a POM is planned for surface shipment of equipment and air deployment of personnel and to accompany troops (TAT).

5-2-2. REQUIRED ACTIONS.

a. Organization of Unit Movement Book.

(1) Administration section:

(a) Five paragraph transportation movement plan (IAW FORSCOM Reg 55-1, appendix F) for movement including notes from previous operations (surface and air).

(b) Appointment by DF of UMO, alternate UMO, hazardous cargo certifiers, rail and air load teams.

(c) Certificate of training (Joint Deployment Officers Course).

(d) List of pertinent references.

(2) Operational Section:

(a) Weight and dimensional data on unit vehicles and equipment.

(b) Planning data required for the movement of personnel or equipment.

b. Content of the unit movement book in sequential order.

(1) OPLAN/five paragraph transportation movement plan that should address the following as a minimum:

(a) Task organization for deployment.

(b) Specify classification and location of the contingency plan and the location of the Time Phased Force Deployment Data or List (TPFDD/TPFDL), i.e., building, room, staff section, phone number, etc.

(c) Recall Plan.

(2) Appointment DFs and certificates of training where applicable (reference FORSCOM Reg 55-1, page 4).

(a) UMO/Assistant (must have secret clearance).

(b) Hazardous Cargo Certifiers. (Two per battalion or separate company/detachment) (TM 38-250, page 1-7).

(c) Air Load Teams (TM 55-450-15, page 17).

(d) Rail Load Teams (FORSCOM Reg 55-1, page 21, paragraph P-4).

(3) Point-of-Contact. List supporting agencies/individuals by type of support position and title, telephone number, and building location (FORSCOM Reg 55-1, chapter 3).

(4) The following documents are required in the unit movement book and must be current and as complete as possible.

DOCUMENT	TITLE	PURPOSE
* COMPASS	(a) Automated Unit Equipment List (AUEL) "D" Data	(a) POM listing of all equipment.
	(b) "A" Data	(b) POMCUS listing of equipment (short fall TAT and NAP Reports).
* DA Form 4283	Work Order Request	Request to DEH for blocking and bracing materiel.
* DD Form 1265	Request for Convoy Clearance with strip maps (Routes) A,B,or C if necessary).	From Fort Hood to SPOE Marshalling Area
* DD Form 1266	Request for Special Handling Permit	For oversize/overweight vehicles convoying to SPOE
* DD Form 1750	Packing List	Description of load in containers, vehicles, or on pallets. On for each piece of equipment with a secondary load; must identify hazardous load and accountable items. This figure must be verified bi-annually or upon major change of load. Must cross match FORSCOM Reg 285-R and AUEL.
FORSCOM Form 285-R	Vehicle Load Card	Shows placement of load in vehicle or trailer. Shows approximate weight of loaded item. Shows deployment type load. This card should be verified bi-annually or upon major change or load and one copy should remain with vehicle. Must cross-match with DD Form 1750 and AUEL.
* MAC 551/552 and/or DD Form 2327	Unit Aircraft Utilization	Identifies types and quantities of aircraft needed to deploy personnel and equipment shown in contingency to be going by air.

* Items identified with an asterisk are the only consolidated forms required at Bn level.

(5) Identification of Movement Organization.

(a) Soldier duties (to include specific responsibilities and authority).

(b) Procedures to be followed at origin, port of embarkation (POE), enroute, port of debarkation (POD), and destination (this should be built using an N+ hour sequence).

5-2-3. REPORT: None.

5-3-1. UMO/NCO CHECKLIST.

a. Task. To provide the UMO/UMNCO a checklist to assure that even in the absence of the UMO/UMNCO the unit would have documents and methods to deploy the unit.

b. Standard. The UMO/UMNCO should be able to follow this checklist and assure his/her movement book is complete and in sufficient enough detail to deploy the unit in a timely manner with a minimum of outside assistance necessary to initiate the movement.

5-3-2. REQUIRED ACTIONS.

a. Surface Movement to SPOE.

(1) When alerted for movement, process through the installation MCC of the MADCC. Submit AUEL with any necessary changers along with a FH form 6 for equipment requiring commercial transportation.

(2) Submit DA Form 4283 for blocking, bracing, packing, crating and tie-down (BBPCT) to DEH.

(3) Request container (CONEX and MILVAN) inspection by serial number (SN) for DOL, UMB.

(4) Begin preparing equipment for movement. Pack and secure equipment IAW FORSCOM 285-R and DD Form 1750, mark equipment with appropriate TCN and Logistical Application of Automated Machine and Reading Symbology (LOGMAR) labels, coordinate with UMB for weighing at post scales, purge necessary equipment and vehicles.

(5) Unit is contacted by the MADCC MCC upon receipt of a port call from MTMC. Port call specifies when unit equipment has to arrive at port.

(6) Coordinate loading and movement times with MADCC MCC.

(7) For rail movements to SPOE:

(a) Request support from DEH.

(b) Assist ITO with the preparation of rail loading plans.

(c) Marshal equipment in designated MA (normally, unit's motor pool). Perform any last minute preparation of equipment and line up equipment in load plan sequence.

(d) Ensure equipment shipped by rail has proper tiedown shackles and are in reduced shipping configuration (IAW dimensions reflected in AUEL and TB 55-46-1).

(e) Turn in final AUEL and DD Forms 1750 to ROC NLT 48 hours prior to rail loading.

(f) Submit list of super cargo personnel (passengers to accompany equipment on ship) to ITO with justification of necessity for super cargo personnel.

(g) Coordinate movement from marshalling to staffing area with ROC. Stage equipment at railhead when directed by the ROC.

(h) Provide load teams and drivers to load railcars.

(8) For convoy movements to SPOE.

(a) After notification of directed movement time by MADCC MCC, submit DD Forms 1265 and 1266 to the convoy operations section (COS) in the MADCC. Specific convoy routes to the SPOE is designated by the COS.

(b) Marshal equipment to be convoyed. Apply appropriate markings (convoy clearance number, flags, convoy signs).

(c) Convoy commander performs convoy briefing, ensures all drivers are given strip maps and have necessary safety equipment.

(d) Notify COS in MADCC if convoy does not depart at appointed time.

b. Surface Movement to CONUS location other than SPOE.

(1) For rail or commercial truck movements.

(a) When alerted for movement develop and submit DA Form 2940-R along with FH Form 6 through division transportation office (DTO) or equivalent to DOL/ITO, DOL/UMB and DEH. Use exercise directive for explicit directions.

(b) Use steps 2a(1) through 2a(4) above (TCN's normally are not used for CONUS movement).

(c) Coordinate loading times with DOL/UMB.

(d) Use steps 2a(5) through 2a(7) above.

(e) Turn in final changes to DA Form 2940-R, copies of FH Form 5104 and DD Form 1750 NLT 48 hours prior to loading.

(2) For convoy movement: Submit DD Forms 1265 and 1266 through DTO or equivalent and 49 MCC to DOL, UMB.

5-3-3. REPORTS: None.

5-4-1. PREPARATION OF VEHICLES AND CARGO.

a. Task. Explain to UMO/UMNCO responsibilities and actions required to prepare vehicles and equipment for surface deployment.

b. Standard. UMO/UMNCO must know that actions are required to prepare vehicles and cargo for shipment.

5-4-2. REQUIRED ACTIONS.

a. Vehicles and General Cargo.

(1) Vehicles are prepared by unit as required by AR 220-10 and special instructions contained in the movement directive.

(a) Equipment installed vehicles, such as generators, bins, and cabinets must be secured in place. Electronic equipment should not be left in vehicles unless shipment is accompanied by guards.

(b) Fuel levels in wheeled and skid-mounted generators trailers cannot exceed 1/2 full.

(c) 5 gallon fuel cans, fuel pods, and fuel tankers are drained and aired out so that no fumes are remaining for a CONUS movement and purged for an overseas move- ment.

(2) Special purpose vehicles, such as shop trucks, repair vans, etc., may be shipped in their original configuration when they cannot be reduced.

(3) All vehicles should be reduced to lowest configuration as shown in TB 55-46-1 when shipment is for overseas movement.

(4) Parts and tools which normally are carried in the vehicle and are binned or boxed are shipped in place. All items must be secured to prevent loss, pilferage, or damage. All such items are listed on shipping documents.

(5) CONEX inserts should be used for packing unitization of cargo.

(6) Large, bulky items may require palletizing, crating, or banding. DEH should be consulted in determining the type of packaging required.

(7) Vehicles are loaded perappropriate FORSCOM Form 285-R (Vehicle Load Card) subject to the following limitations:

(a) Loads should not increase length, width, or height of vehicle with some exceptions. Exceptions are given for items that are most cost effective to ship on vehicle than to remove item from vehicle and ship separately; an example of a load allowed to exceed limits is a vehicle loaded with an electronic communication shelter. If a vehicle is loaded exceeding TB 55-46-1 dimensions, the correct dimensions are reported on the AUEL.

(b) Trailers are given the same restrictions as vehicles and are considered non-self propelled vehicles for purposes of transportation.

(c) Vehicle-rated load capacity is not exceeded.

(d) Equipment and supplies loaded aboard vehicles are not boxed or crated except when needed for protection in transit. When boxing is required, use CONEX inserts. Cargo must be secured to prevent shifting in transit. Open vehicles must be covered with tarpaulins to prevent weather damage to contents.

(8) All vehicles and trailers have proper lifting shackles; tow pintles are not allowed. Fuel tanks are 1/2 to 3/4 full.

(9) All cargo loaded in or on vehicles must be properly secured.

(10) CONEX/MILVAN.

(a) Before cargo is placed in a CONEX/MILVAN, the container is inspected by DOL/UMB representative to determine its transportation worthiness. Only serviceable. containers are used for shipment. Units should contact their container hand receipt holders for inspection criteria. Containers must be separated to all inspection of all sides.

(b) MILVANS must have current convertion for safe container (CSC) inspection.

(c) CONEX containers are prepared as follows:

1. Banding should be used only when there is a doubt as to the strength of the doors and locking mechanism or for security purposes.

2. Horizontal banding may be applied at the discretion of the deploying unit.

3. CONEXES loaded in the beds of vehicles should not be banded.

4. Vertical banding is not required.

5. When used, banding should be one and one quarter inches wide.

6. Particular attention should be given to the maximum weight capacity of the CONEXES. At no time is this capacity exceeded. (900C pounds gross weight).

(d) CONEXES/MILVANS should be used only for moving supplies/equipment which exceed organic cargo vehicle capacity or for protection of sensitive/pilferable items.

b. Weighing of Equipment.

(1) To establish weighting schedule, contact DOL/UMB. Units should schedule their arrival at the scales with 15 minutes of their appointed time. Failure to meet appointment time requires that the appointment be cancelled.

(2) Each loaded vehicle, trailer, CONEX, MILVAN, or pallet must be weighed individually.

(3) Each scale ticket shows:

(a) Unit designation TCN for overseas movement.

(b) Model.

(c) Bumper number.

(d) USA number or SN.

(e) MILVAN scale tickets indicate with or without chassis.

(4) The scale ticket is made in three copies with this disbursement:

(a) Scales office.

(b) Attached to appropriate DD Form 1750, to be given to ROC with final AUEL.

(c) UMO.

(5) All personnel must dismount and stand clear of vehicle.

(6) Weight of each vehicle must be entered in chalk on left side (driver's side) of vehicle. Weight must be stenciled on MILVANs or CONEXs, for a CONUS movement, this can be written in chalk.

(7) Empty vehicles, vehicles with basic issue items (BII) (pioneer tools, etc.) need not be weighed unless axle weight is needed for oversize/overweight vehicles going by convoy. Weight from TB 55-46-1 is used for these vehicles. Weight shown on data plate cannot be used.

(8) Using units clean the scales after use unless released from this responsibility by DOL/UMB.

c. MA.

(1) MAs are the deploying unit motor pool or in close vicinity of the motor pool. This is the MA for either movement to the railhead or for convoy movements. The start point (SP) for convoy movements is the Main Gate, Fort Hood, (Railhead Drive and Hood Road).

(2) Figure 3 below indicates general road priorities for movement to railhead or to the convoy SP. 72d Street is normally used to move equipment to the railhead.

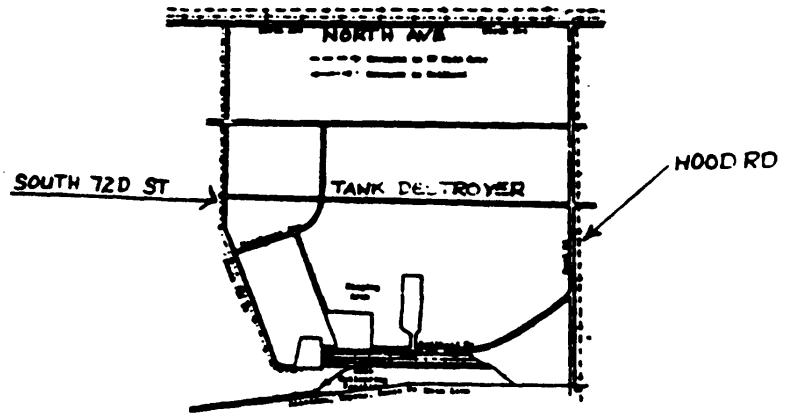


FIGURE 3

d. Dangerous, Sensitive, and/or Classified Material.

(1) UMO follows specific instructions contained in AR 220-10, paragraph 5-5, concerning all dangerous, explosive, or hazardous items.

(2) Classified materials are handled IAW AR 380-5 (Department of the Army Information Security Program) per AR 380-40 (Policy for Safeguarding and Controlling COMSEC).

(3) The unit commander and hazardous cargo certifier identify all items in this category, i.e., identification by description or nomenclature, security, type of containers, etc., and consult the transportation officer for shipment instructions on packing, marking, documentation, and method of shipment.

(4) Field ranges, water heaters, gasoline lanterns, fuel containers, and like articles in which gasoline or other combustibles are customarily used or stored are completely drained and flushed with an approved solvent before being boxed or crated for shipment. A FH Form 143 is attached to each crate containing such articles. Petroleum, oils, and lubricants (POL) tankers must be purged.

(5) All hazardous/sensitive or classified cargo must be clearly identified on the unit AUEL.

(6) Loose ammo/explosives are not left on vehicles or in containers.

(7) Hazardous/dangerous material must be segregated, labeled and documented (e.g., oxygen and acetylene is not loaded in or on the same vehicle or CONEX). All oxygen and acetylene bottles are strapped to separate wooden pallets. Hazardous labeling for container shipments are accomplished IAW code of Federal Regulations, Title 49.

(8) Crew-served weapons are boxed in MILVANS which are secured with an approved device and sealed.

e. Unit Deployment HAZARDOUS Material Regulation Exemptions.

(1) Department of Transportation (DOT) Exemption 7280, dated 9 Feb 82.

(a) Permits surface shipment of vehicles with fuel 3/4 full and battery cables connected provided that cargo holes or compartments are ventilated.

(b) This exemption is valid for peacetime maneuvers.

(2) DOT E, Exemption 3498 dated 16 Aug 83.

(a) The MTMC has obtained a special permit exempting deploying units from certain hazardous materials regulations contained in 49 code of federal regulations. This MTMC initiative improves the capability of units to deploy equipment in a new combat ready condition saving time at the POD.

(b) The exemption applies to combat and tactical vehicles transported via motor, rail, and ocean vessel during a declared national emergency or expedited movement of the rapid deployment force, subject to approval by the DOT, energy and troop support, or the commander, MTMC. Major provisions of the exemption are highlighted as follows:

1 Ammunition may be transported in vehicles if packaged in standard Department of Defense depot packs with fuses (if removable) in separate packages, stowed away from the ammunition. This does not authorize the movement of combat vehicles with individual rounds stored in the vehicle ammunition racks.

2 Additional fuel may be carried in 5 gallon containers meeting, or equivalent to, DOT specification 5L. (NOTE: Standard military 5 gallon fuel cans meet DOT specification 5L). Shipment of 5 gallon containers is permitted only if:

a They are secured in the vehicle in built-in cradles designed for such purpose or;

b They are carried in standard DOD packages. Diesel fuel may be carried in any package meeting DOD specifications.

3 Oxygen and acetylene cylinders and medical apparatus containing hazardous materials may be filled when transported.

4 Fuel tanks of vehicles may be filled to 75 percent capacity.

5 Battery cables need to be disconnected from battery terminals during transits. This applies to vehicles moved on DOD charter vessels including ships not equipped with ventilation systems.

6 A copy of the DOT-E 3490 must be carried aboard each vessel or motor carrying vehicle or attached to rail shipping papers when equipment is moved under the provisions of this exemption.

7 Shipments under DOT-E 3498 must be accompanied by DOD personnel.

5-4-3. REPORTS: None.

5-5-1. DOCUMENTATION AND MARKING.

a. Task. To describe proper documenting and marking procedures necessary to effect prompt and efficient movement of equipment through the Defense Transportation System (DTS).

b. Standard. UMO/UMNCO should know: Where and when to turn in documents required to transport equipment. How to complete those documents properly and how many copies are required. How to correctly mark vehicles and equipment for prompt and efficient transport.

5-5-2. REQUIRED ACTIONS.

a. Documentation. Proper documentation of equipment is the responsibility of the deploying unit.

(1) DD Form 1384 (Transportation Control and Movement Document (TCMD)), is the primary form for documenting each vehicle (track, wheel, self or non-self propelled), CONEX/MILVAN, pallet or any other exterior shipping container entering the Defense Transportation System (DTS). Document also reflect exposed components of vehicles, i.e., radio mounts, gun mounts, antennas and/or antenna mounts, spare tires, gas canes, etc., being shipped including the type on equipment material (OEM) contained in vehicle/tank. DD Form 1750 (Packing list) is prepared and used to document all supplies/commodities packed. The DD Form 1348 is machine generated at port from the AUEL. For exact details of DD Form 1384, refer to DOD Reg 4500.32-R, Vol I.

(2) AUEL. The AUEL is the document that lists each item of unit equipment separately with each piece having a separate shipment unit number. The DD Form 1384 is the feeder for the machine generated TCMD. All information on the AUEL should be checked and updated through the COMPASS coordinator every six months to retain accurate up-to-date information. Major changes can be made between update cycles. The governing regulations are FORSCOM Reg 55-1 and local letter of instructions (LOIs) with updating procedures. Special attention should be paid to the following fields:

(a) Quantity of vehicles.

(b) LIN and index number.

(c) Dimensions of vehicles.

(d) Planned loaded weight (check that loads are deployment loads and cube).

(e) Content of load (is hazardous cargo identified?)

(f) Water commodity codes.

(g) Mode to port (trailers that do not have a prime mover should indicate commercial transportation required, etc.).

(h) Containers and TAT equipment identified.

(i) The following indicates the suspense dates for AUEL updates:

	AC-POM 1st Cycle	AC-POM 2d Cycle
1st Cavalry Division	December 15	May 15
2d Armored Division	September 15	March 15
504th MI Brigade	August 15	February 15
Headquarters Command	August 15	February 15
3d Signal Brigade	August 15	February 15
13th SUPCOM	August 15	February 15
89th MP Brigade	August 15	February 15
6th Cavalry Brigade	August 15	February 15

All required corrections and changes are submitted to DOL, UMB NLT 30 days prior to the above scheduled suspense. Copies of AUELS with annotated changes are not accepted.

(3) Preparation of DD Form 1750. Separate packing lists in five copies are prepared for each loaded vehicle or trailer and six copies for each container. As a minimum, all accountable, hazardous, and sensitive type items are listed on DD Form 1750.

No packing lists need be prepared for empty vehicles contained only BII or on-vehicle materiel (OVM).

(4) Documentation Requirements for Highway Movement of Hazardous Materials.

(a) Provision of this paragraph apply to shipment of materials listed in AR 55-355 (Military Traffic Management Regulation), appendix H.

(b) DD Form 626 (Motor Vehicle Inspection) is required for any shipment of Class A and B explosives and Radioactive III material. This form is also required when transporting 1,000 lbs or more of Class C explosives. (See AR 55-355, chapter 216).

(c) DD Form 836 (Instructions to Driver) is required when DD Form 626 is applicable. (See AR 55-355, chapter 216).

(5) Distribution of DD 1750.

(a) UMO/UMNCO gives two copies to the ROC.

(b) One copy is to be retained by the organization.

(c) For self-propelled vehicles, two copies are placed in a waterproof envelope and securely taped to the steering column.

(d) For other vehicles, two copies are placed in a waterproof envelope and securely taped to the tongue next to the body of the vehicle, or in an easily seen area on the front right side of the body of the vehicle.

(e) For CONEX/MILVAN, one copy is placed in pocket inside the door; two copies are placed in a waterproof envelope and secured to the outside of the door.

(f) For palletized cargo, two copies are placed in a waterproof envelope and securely tied, wired, or taped to the pallet.

(g) For other containers, one copy is placed inside container and one copy placed in a waterproof envelope and securely attached to outside of container.

b. Marking. Each individual vehicle, individual trailer (Whether double-decked or shipped singularly), CONEX/MILVAN, palletized load, or exterior shipping container, must individually have markings as described in this appendix or MIL STD 129th or guidance from an exercise directive. The exercise directive I published is used.

(1) TCN.

(a) The TCN is a number assigned to each vehicle, trailer, CONEX/MILVAN, or separate shipment units.

(b) A separate series of shipment SNs is assigned within each unit, or segment of a unit, that has a separate unit identification code (UIC). Construction of the TCN consists of UIC, AUEL shipment unit number, and five Xs, such as WHOVTODO1001XXXXX.

(c) Nested equipment that can move as a separate piece must be marked with the respective 6 position UIC and 6 position sequence number corresponding to that of the prime mover except that the first digit of the sequence number is an "E" vice "D". Example: WHOVTOE01001XXXXX.

(d) When a single piece of equipment, such as a 20-ton crane, is broken down into several pieces for shipment purposes (i.e., the crane body, the boom, and the shovel may all be separate pieces when shipped), each separate piece is documented and assigned a separate TCN. This should be reflected on the AUEL.

(e) For documentation purposes, a loaded vehicle is treated as one package in the same manner as a CONEX/MILVAN.

(f) The TCN is stenciled in 2-inch tall letters (light on dark or dark on light). The TCN is stenciled on rear and front bumpers of vehicle.

(2) Other markings required. Model, USA and SN for vehicles and trailers serial and model numbers from data plate is chalked on the driver's side of each vehicle.

(3) CONEX and MILVAN containers have the weight stenciled on the container in addition to the TCN.

5-5-3. REPORTS: None.

5-6-1. CONVOY OPERATIONS.

a. Task. To establish procedures used to organically transport wheeled vehicles to the SPOE. Convoy is the primary means of transportation to the SPOE of roadable vehicles.

b. Standard. UMO/UMNCOs must be able to organize and know the procedures used to organically transport wheeled vehicles to the SPOE. UMO/UMNCOs become thoroughly familiar with convoy procedures.

5-6-2. REQUIRED ACTIONS.

a. COS in the MADCC.

(1) On determining that portions of a deploying unit will move by convoy, the COS provides route clearances, logistical support, and other appropriate information to the deploying unit. Determination of convoy movements is specifically keyed to time and distance factors pertaining to the deploying unit. Units within a one day road march to the SPOE plans to convoy all roadable equipment.

(2) In coordination with the installation operation center (IOC), maintain information on the estimated time of departure/actual time of departure (ETD/ATD) from Fort Hood and the estimated time of arrival/actual time of arrival (ETA/ATA) at destination for convoy.

b. Standardized Convoy Deployment Routes.

(1) DOL UMB, in conjunction with G3/PTM, has identified and designated primary convoy routes to the SPOE of Galveston and Houston. All units deploying from Fort Hood plan to use these routes in the event of actual mobilization and deployment. These routes have been approved for use by the MTMC, Transportation Engineering Agency and the Texas State Highway Department.

(2) Three convoy routes have been selected and are designated as Routes A, B, and C. Routes A and B have vertical clearance limit of 14 feet. Route C has a vertical clearance limit of 15 feet. Those vehicles requiring a height clearance between 14 and 15 feet (e.g., a loaded heavy equipment transporter (HET)) use Route C only.

(3) All routes lead to a MA at the Houston Astrodome. All convoys stop at a pre-designated release point (RP) and halt-stop before entering the city of Houston and notify the Fort Hood MA located in the Houston Astrodome. The Port-MA provides movement instructions and convoy escorts to the Astrodome parking area. The Houston Astrodome parking lot has been designated as the MA for all convoys deploying through the ports of Galveston and Houston. Final preparation for overseas shipment (vehicle reduction, refueling, etc.) is done at the MA. During mobilization and deployment, a SPOE support organization is positioned at the MA to receive convoys, to provide maintenance and refueling support, and to control onward movements to the ports.

(4) These convoy routes are used for unit movement planning and incorporated in unit movement books on receipt of this regulation. Each unit which plans to convoy equipment from Fort Hood to Galveston or Houston prepares <u>two</u> DD Forms 1265, for inclusion in the unit movement book. Appropriate DD Forms 1266, are prepared reflecting these routes. One convoy request is marked "Route A" and the other marked "Route B." If necessary, a third request is also made using Route C. Upon execution, the installation MCC, which is operated by DOL UMB, advises units which route must be used.

(5) Although police escorts are planned for convoy movement from the MA to the port, route descriptions are provided for your information.

c. Procedures for deploying unit.

(1) Convoys are normally organized into march units of 20-25 vehicles and serials of 4-5 march units. A convoy claims officer is appointed for each convoy IAW FH Reg 27-3 (Convoy Claims Procedures).

(2) Once a convoy has been approved, units may recon the approved route if time is available.

(3) Unit maintenance support should be in the convoy, and should carry parts, as required.

(4) Units submit DD Form 1265 and DD Form 1266, using Route A, B, or C, to the COS in the MADCC (simulation center) IAW AP 55-29 (Military Convoy Operations in CONUS), FH Reg 210-20, and FM 55-312. Requests for convoy clearances are not submitted until port-call data is received.

(5) Logistical support for convoy moves is coordinated with and arranged by COS. Units plan for maximum internal POL support during convoys. Personnel convoying to SPOE are returned by prearranged transportation.

(6) Convoy claims officer coordinates with the SPOE claims team upon arrival and report any incidents leading to a claim against the United States. Negative reports are required.

5-6-3. REPORTS: Report of Claims Officer IAW FH Reg 27-3.

ROUTE TO PORT

ROUTE A

VERTICAL CLEARANCE LIMIT OF 14 FEET

SP:	Main Gate, Fort Hood
Fort Hood, TX to Temple TX	US190E to IH35 to US190E & State Hwy 36
Temple, TX to Brenham, TX	US190E & St Hwy 36 US290E & St Hwy 6
Brenham, TX to Houston, TX	US290E & St Hwy 6 to Loop 610
RP:	Intersection US 290E and Kermie Road just east of Hockley Livestock Commission.
Route to Halt Stop:	Turn right at RP, cross railroad tracks, turn right on Old Washington Road, travel 1/2 mile to Harris County Precinct #3 Maintenance Service Center on left.
Route to MA	Return to US290E on IL610S to IL610E to Kirby Road Exit, turn left on Kirby Road.
RP:	Intersection Kirby Road and 1610W access road.
Rest/Maint:	Cameron, Brenham.

ROUTE B

VERTICAL CLEARANCE LIMIT OF 14 FEET

SP:	Main Gate, Fort Hood
Fort Hood, TX to Belton, TX	US 190E to IH35S
Belton, TX to Austin, TX	IH35E to US183S to US290E
Austin, TX to Houston, TX	US290E to Loop 610
RP:	Intersection US290E and Kermier Rd just east of Hockley Livestock Commission.
Route to Halt Stop:	Turn right at RP, cross railroad tracks, turn right on Old Washington Road, travel 1/2 mile to Harris County Precinct #3 Maintenance Service Center on left.
Route to MA:	Return to US290E to IL610S to IL610E to Kirby Road Exit, turn left on Kirby Road.
RP:	Intersection Kirby Road and I610W access road.
Rest/Maint:	Round Rock, Paige, Brenham.

ROUTE C

ONLY TO BE USED FOR VEHICLES REQUIRING VERTICAL CLEARANCE BETWEEN 14 & 15 FEET

SP:	Main Gate, Fort Hood
Fort Hood, TX to Temple, TX	US190E to IH35N to SH53E
Temple, TX to Lott, TX	SH53E to SH320N to SH77S
Lott, TX to Giddings, TX	US77S to US290E
Giddings, TX to Houston, TX	US290E to Loop 610
RP:	Intersection US290E and Kermier Rd just east of Hockley Livestock Commission.
Route to Halt Stop:	Turn right at RP, cross railroad tracks, turn right on Old Washington Road, travel 1/2 mile to Harris County Precinct #3 Maintenance Service Center on left.
Route to MA:	Return to US290E and IL610S to IL160E to Kirby Road Exit, turn left on Kirby Road.
RP:	Intersection Kirby Road and I610W Access Road.
Rest/Maint:	Marlin, Rockdale, Brenham.

ROUTES FROM MA TO SPOE

Route to Houston Port (Barbers Cut Terminal, Morgan's Point, LaPorte

SP:	Intersection, Kirby Road and IH610.
RP:	Intersection, SH146 and Barbers Cut Blvd.
Route:	IH610E to SH225E SH225E to SH146S SH146S to Barbers Cut Blvd.

Route to Galveston Port

SP:	Intersection, Kirby Road and IH610.
RP:	Intersection, IH45S and Exit 5, Galveston Causeway Brigade.
Halts:	Await Escort: Frontage Road after Exit 5.
Route:	IH601E to IH45S IH45S to Exit IH45S and Industrial Blvd.

5-7-1. Commercial Operations/Transportation.

a. Task. Familiarize UMO/UMNCO with points of contact (POC) and procedures used to commercially transport non-roadable vehicles and equipment to the SPOE.

b. Standard. UMO/UMNCO must be able to determine whether commercial means of transportation is used for movement of general cargo and vehicles to other than SPOE destinations.

5-7-2. REQUIRED ACTIONS.

a. The ROC is established at the railhead to control the movements of equipment to and from the installation by rail and motor loadouts. The ROC assists the MCC in resolving problems associated with rail and commercial motor movement.

b. The ROC is established to facilitate the deployment and redeployment of units from and to Fort Hood. (For EDRE's, UMB and Material Movement Branch constitutes the ROC).

c. ROC Staff Representation and Responsibilities:

(1) Chief. ITO of designated representative.

(a) Responsible to MADCC.

(b) Establish priority for unit movements from unit MA to staging area (parking lot north of the railhead). Order units to the staging area.

(c) Prepare railcar loading plans in conjunction with the UMO.

(d) Oversee loading and unloading and inspection of vehicles and other equipment prior to loading and unloading.

(e) Perform final inspection of carrier's equipment in coordination with the rail carrier representative prior to rail loading.

(f) Control the materiel handling equipment (MHE) (forklift and cranes) in use at the railhead.

(2) UMO or designated representative. Furnished by deploying unit.

(3) DEH representative. (See chapter 8).

(4) Train commander or designated representative. Furnished by deploying unit.

(5) UMB representatives.

(6) Medic furnished by deploying unit.

d. Deploying Unit Responsibilities.

(1) Coordinate with ROC for the location of ramps to be used, loading times, and loading plans.

(2) Provide AUEL with revisions to MADCC within 12 hours after movement order is received.

(3) Provide trained rail loading teams to the railhead. See chapter 8 for rail load training information.

(4) In conjunction with the Chief, ROC, and DEH representative, supervise loading of equipment and/or vehicles in or on cars including blocking, bracing, and tiedowns as prescribed in American Association of Railroads (AAR) loading rules and AAR approved U.S. Army Material Command drawings.

(5) Assist in preparation of railcar loading plans.

(6) Stage vehicles by railcar load plans.

(7) Ensure vehicles are weighed, markings are correct and equipment is correctly prepared prior to loading.

(8) Appoint train commander who:

(a) Safeguards Government property on the train.

(b) Introduces self and assistants to each railway conductor who takes over the train; advises him of any individual or unit needs such as meals, water, etc.

(c) Visually inspects, at each stop, all government property being transported.

(d) Effects repairs to blocking, bracing, and tiedowns when required.

(e) Arranges guards, if required, for any car set out enroute because of mechanical trouble. When a car is set out, notify the shipping or destination ITO by the most expeditious means, reporting the car initial and number, bill of lading number, nature of trouble, point where set out, whether a guard was posted, and any other pertinent data.

(f) On arrival at destination, deliver bills of lading to the ITO or the carrier's agent. Ensure cars are unloaded, cleared of dunnage, and released to carrier.

(g) Arrange for transportation to parent unit, if applicable.

(9) Provide following documentation to ROC NLT 48 hours prior to scheduled loading time.

(a) Final AUEL (matching documents in (b) and (c) below) signed by UMO.

(b) DD Form 1750 (2 copies).

(c) Scale tickets (attached to appropriate DD Form 1750).

(10) Plans and provide internal security of staging areas.

e. Railcar and Loading Guidance.

(1) Vehicles to be moved by rail are arranged IAW the railcar loading plan. This is done by the unit so as to arrive in the railhead staging area in loading sequence. The railcar loading plan is established by the ROC in conjunction with UMO/UMNCO.

(2) For general planning guidance, track vehicles should be organized by type, such as all tanks first, other track vehicles second, and then wheel vehicles by specific type. This procedure permits most track vehicles to be loaded without using spanders between railcars. The follow-on loading of wheel vehicles, by type, reduces the number of times spanners must be moved. Additionally, the vehicle crew members are securing the same type vehicle for rail movement with the necessary tiedown equipment prepositioned along the railcars.

(3) UMO desiring assistance on loading plans for practice loading should contact Transportation, Materials Movements Branch.

f. Types of Railcars. There are six types of railcars in common use in CONUS rail systems. They are as follows:

(1) Flatcars. Department of Defense Owned Railcar (DODX) or Carrier-owned. Commercial cars come in varying lengths from 50 to 89 feet. Many newer commercial and DODX cars have two down chains which reduce requirements for blocking and bracing.

(2) Multiple-level cars. Bi and tri-level cars are normally used to load 1/4 ton vehicles and trailers and CUCV type vehicles.

(3) Trailer-on Flat Car (TOFC) Cars. These cars are owned by commercial carriers. They are built with organic movable fifth wheels, used only for movement of MILVAN with chassis or semitrailers with fifth-wheel hookups. These cars require no chocking or bracing other than the raising or lowering of the fifth wheel. Fifth wheels are operated in two manners; through the use of special electric wrench, or by the pull of the on-loading/off-loading tractor. An on-site inspection of the type of TOFC is necessary in order to determine the need of the electric wrench. Spanners are organic to these cars.

(4) Container-on-Flat Car (COFC) Cars. These cars are commercially procured. They are used solely for the transport of MILVAN without chassis.

(5) Gondolas. These cars are primarily used for transporting CONEX and otehr modular equipment.

(6) Box Car DF (Damage Free). These are usually 50' in length boxcars which contain sufficient blocking to restrain cargo. Blocking consists of door members, cross members, and plywood.

g. Railcar Loading Procedures.

(1) Both wheeled and tracked vehicles are driven on to the string of flat cars by their assigned crew members. Tiedowns, blocking and bracing materials, which have been prepositioned along the rail sidings, are installed by vehicle crews under the supervision of railcar loading teams.

(2) Loading and securing the vehicles is done concurrently along the string of railcars, and as soon as the lead vehicles arrive at the far end of the string of railcars, blocking and bracing is initiated. Inspection of the loaded, blocked, and braced cars is also done concurrently. When all cars have been inspected by the railroad representative the line haul locomotive makes up the train from the siding and proceeds off the installation. The cycle is repeated as required.

h. Railcar Loading Teams.

(1) The primary purpose of railcar loading teams is the loading, blocking, bracing and tiedown of vehicles/equipment by vehicle crews.

(2) The deploying unit provides railcar teams based on the number of railcars being loaded. The composition of the railcar loading teams for a 2-hour shift is: (a) one NCO ramp supervisor for each ramp in use, (b) one NCO per nine cars, (c) a three-man team for each three cars, (d) in addition, TOFC loading requires a two-man team. If MILVANS with chassis and semi-trailers are being loaded simultaneously, a two-man team is required at each site, (e) one NCO and a minimum of four enlisted personnel for each crane or forklift loading CONEX modular equipment containers.

(3) The specific requirement for railcar loading teams is based on number and types of railcars being loaded.

(4) Vehicle crew members are provided in the following ratio: one crew member per ¼ ton truck through 1¼ ton truck; three crew members for each track vehicle. Vehicle crew members are supervised by the railcar loading team during the blocking, bracing, and tiedown of vehicles on the railcars. After acceptance by the railroad inspector, vehicle crew members may be released.

i. The primary rail loadout location is adjacent to Railhead Drive and 65th Street intersection. The main outloading facility (MOF) is used to maximum capacity. If alternate locations are required the ITO notifies the unit of location for outloading.

(1) The MOF is designed and constructed to facilitate high-volume rail loadout missions. A concrete ramp is provided at the site for each of the four railroad sidings. The four tracks are each approximately ½ mile in length, and crossover tracks permit convenient intertrack operation and ensure system flexibility. During loadout operations, the number of cars on each track should be limited to ensure crossover tracks remain free from congestion. The maximum number of railcars on each track should not exceed the following quantities (based on 54' length cars):

Track A	42 cars
Track B	42 cars
Track C	16 cars
Track D	6 cars
Primary System	106 cars

(2) Lighting is provided on both the north and south sides of the railhead system to ensure sufficient lighting is provided during night-time loadout operations.

(3) The area to the west and north of the railhead has sufficient asphalt pavement to ensure continuous loading during inclement weather. Three paved staging areas provide space for over 250 vehicles.

(4) The four railroad sidings are spaced 40 feet apart, a gap wide enough to permit blocking and bracing operations to be conducted on both sides of each set of tracks. The all-weather graveled surface between the tracks is capable of handling occasional vehicular traffic, and is suitable for supporting constant foot traffic.

(5) Track A has four side-loading ramps for boxcar loading. MILVAN, CONEX containers, trailers or other equipment to be crane or forklift loaded are prepositioned beside railcars on which they are to be loaded. This is done prior to drive-on loading of self-propelled vehicles.

(6) Between Track B and C is an asphalt paved area primarily used to stage CONEX and similar type containers to be loaded in Gondolas.

5-8-1. OTHER SURFACE MODES.

a. Task. To acquaint UMO/UMNCO with methods and types of other surface modes to port.

b. Standard. UMO/UMNCO should be prepared to move people and equipment efficiently in the mode given them by MTMC through DOL/ITO.

5-8-2. REQUIRED ACTIONS.

a. Flatbed/Lowbed Trailer Outloading.

(1) There are three permanent locations capable of loading trailers with tracked or wheeled equipment.

(a) The principal trailer loadout location is adjacent to the MOF. Four concrete loading docks with ramps at each end are located on the north edge of the MOF running parallel to the railroad sidings. Each loading dock is 100 feet long and 20 feet wide. A total of 32 trailers can be positioned simultaneously at the four loading docks. Use is restricted to flatbed trailers.

(b) The other two trailer loadout locations are in the supply storage yards. One is northwest of the 80th Street - Copperas Cove Road intersection, and the other is northwest of 80th Street - Santa Fe Avenue intersection. Each of these locations has a concrete loading ramp providing the capability of loading one flatbed trailer at each site. These locations are also used to load lowbed trailers that are not constructed for self-loading.

(c) There is a portable self-propelled hydraulic loading ramp (20,000 pound capacity) available through DOL, Transportation Division, Material Movement Branch.

(d) For commercial trailers the blocking, bracing, and tie down is done by the carrier.

(e) Documentation of equipment to be shipped is handled in the same way as vehicles being shipped by rail.

b. Personnel Surface Movement.

(1) In most cases, the movement of personnel by surface transportation (e.g. supercargo) is limited to those personnel accompanying vehicle/equipment movement by train or convoy movements. If personnel surface movement is required, the most likely means of transportation is by commercial/military bus. Requests for transportation is turned in to DOL/ITO at the MADCC.

5-9-1. SPOE.

a. Task. To identify planning and execution responsibilities for deployment through the SPOE.

b. Standard. UMO/UMNCO should be aware of unit responsibilities at the port and how to complete these required actions.

5-9-2. REQUIRED ACTIONS.

a. Units using SPOEs of Galveston and Houston, TX:

(1) Provides for security of classified cargo, as tasked by the SPOE support unit.

(2) Coordinates specific unit support requirements during pre-mob planning with DOL, Fort Hood, and during deployment operations with the SPOE support unit, Houston, Texas.

(3) Ensures vehicles shipped through the SPOE are capable of sustained operations before departing Fort Hood.

(4) Release OPCON of deploying unit equipment convoys at designated RPs prior to entering city of Houston to SPOE support unit. Includes administrative and logistical support minus personnel and finance.

(5) Deploying units are responsible for security of unit equipment within the MA with guidance and supervision from the SPOE support unit.

b. Deployment Control Unit (DCU) Teams:

(1) Establishes and maintains liaison with supported ITO.

(2) Updates ITO with current movement policies and procedures.

(3) Provides advice and guidance on submission of documentation to deploying units.

(4) Provides liaison between area command emergency operation center (EOC) and ITO.

(5) Provides liaison between deploying unit servicing ITO and SPOE transportation terminal unit (TTU).

(6) Assists in the preparation and execution of railroad and truck loading plans, as required by ITO.

(7) Advises TTU of cargo and equipment arriving that requires special handling.

(8) Advises TTU of convoy and vehicle changes that affect the terminal staging plan and/or vessel stowage plan.

c. 1191st TTU (Houston) and 1192d TTU (Galveston).

(1) Provides traffic management and monitors commercial contracts for the movement of DOD cargo, including unit equipment, resupply and retrograde shipments, through designated port facilities, as directed by the MTMC.

(2) Provides the terminal commander.

(3) Organizes the PSA and furnishes the PSA chief.

(4) During pre-mobilization planning coordinates PSA requirements with Fort Hood e.g., quantity and qualifications of personnel and quantity and type of equipment.

(5) Assumes operational control of PSA personnel.

(6) Provides required security of cargo not belonging to deploying unit.

(7) Provides administrative and logistical support for PSA and unit personnel accompanying equipment (except where indicated in this plan).

d. Deployment Operations.

(1) Prior to full mobilization, or on order (alert), Fort Hood establishs and operates MA for the SPOEs of Houston and Galveston, and provides personnel and equipment to augment the PSAs. For a large scale deployment, the MA is located in the vicinity of the Houston Astrodome; for small scale deployment, in the vicinity of the port being used.

(a) A SPOE support unit is organized to accomplish these missions. For a small scale deployment, the organization is initially resourced by a active component of a Fort Hood unit. For large scale deployments, this organization is resourced by early arriving/late deploying RC units.

(b) As non-deployable personnel and retirees become available, the mobilization TDA SPOE support unit is resourced. When this organization becomes capable of accepting responsibilities and duties, functions are transferred and the RC units released to complete preparation for their deployment.

(2) A MA is the final enroute location where convoyed unit equipment may be POM prior to arrival at the port staging area. Actions to be taken at the MA are determined mainly by the condition of the equipment.

(a) MA Functions:

1. Receive convoys from deploying installations. In Fort Hoods case, our MA coordinates and controls deploying equipment convoys from Fort Hood to the SPOE (through the MA to the PSA). For other installations deploying through Houston and Galveston Ports, our MA coordinates and controls their deploying equipment convoys from designated RPs located on routes prior to the convoys entering the city of Houston.

2. Performs after operations maintenance.

3. Prepares convoyed equipment for shipping.

4. Performs limited maintenance on vehicles, general organizational maintenance, so that vehicles can be driven on and off ships under their own power. (Major repairs are made on an emergency basis only; usually only those repairs which can be done within 24 hours are made. Radios are not repaired. Non-repairable vehicles may be substituted if a float is available.

5. Refuels vehicles to 3/4s full.

6. Checks internal vehicle loads and adjust as necessary.

7. Reconfigures vehicles to lowest configuration except windshields and exhaust pipes.

8. Provides fire/safety and document inspections.

9. Pre-stages vehicles for handoff to TTUs.

10. Provides security for vehicles and equipment until movement to the PSA (lighting, guards, etc.).

11. Provides limited BBPCT.

12. Provides limited medical treatment.

13. Provides billet and mess personnel/drivers.

14. Provides transportation to return deploying unit personnel to their mobilization stations.

15. Receives convoy clains officer reports.

(3) A PSA is an organization of flexible structure depending on the type of unit and equipment being deployed through the port at any given time. The PSA assures that deploying equipment is ready to load and operate unique unit equipment in conjunction with rail off load and ship loading operations. The PSA operates under the operational control of the PORT/TTU commander.

(4) The SPOE support unit coordinates with the TTU, forecast PSA requirements coordinate shortfalls with Fort Hood and provides and supervises the requested support as required. PSA support functions include, but are not limited to:

(a) Performing maintenance and providing repair parts as required.

(b) Making final correction of POM deficiencies.

(c) Operating unique unit equipment.

(d) Aircraft fly-in to include:

1. Traffic Control.

2. Fire Protection.

3. Defuel.

4. Disassembly.

(e) Providing for security of classified cargo as required.

5-9-3. REPORTS: None

5-10-1. SURFACE MOVEMENTS TO CONUS LOCATIONS OTHER THAN SPOEs (e.g. NTC vs deployment).

a. Task. To relate documents and procedures used for rail movement to CONUS locations when AUELs are not used (e.g. rail loadouts to NTC).

b. Standard. UMO/UMNCO should be able to prepare documents and ensure equipment readiness to deploy to a CONUS location other than SPOE.

5-10-2. REQUIRED ACTIONS.

a. FH Form 6

(1) Total density of all equipment, required delivery date and requested loading dates are listed on this form.

(2) Fund cites are listed in the section for account code.

(3) FH Form 6 is signed by a responsible POC for the unit and a telephone number is listed for the POC.

b. DA Form 2940-R, (Unit Loading Inventory and Checklist (Worksheet)), this substitutes for the AUEL showing quantity of items, description, and dimensional data.

(1) Each vehicle, trailer, or container type, pallet load or other exterior shipping container is listed on the appropriate DA Form 2940-R (see figure 6).

(2) Equipment and cargo that is to be loaded in vehicles is not included on the DA Form 2940-Rs.

(3) DA Form 2940-R is completed as shown in figure 6, and is double spaced. Loaded weights of vehicles and containers are reflected. Dimensions are rounded up to the next highest whole number.

(4) Initial DA Form 2940-R is submitted to the ITO representative NLT 12 hours after movement order is received. Any changes are expeditiously reported to the ITO NLT 5 working days prior to loading.

(5) DA Form 2940-R is prepared in four copies, disbursed as follows:

(a) 1 - ITO
(b) 1 - UMB
(c) 1 - DEH
(d) 1 - UMO

c. DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) or FH Form 5104 (Actual Load List CONUS Unit Move by Rail/Commercial Truck).

(1) These forms are used to identify each individual piece of equipment showing weight and cube of each item.

(2) One form is used to identify each individual piece of equipment showing weight and cube of each item.

(a) Identical empty vehicles.
(b) Identical vehicles with similar loads (same weight).

(3) This form must be completed in three copies:

(a) Two copies to be given to ROC with corresponding DD Form 1750 (if applicable).

(b) One copy to be retained by UMO.

(4) DD Form 1348-1 or FH Form 5104 must identify vehicle by model, bumper number and USA or SN.

(5) DD Form 1348-1 or FH Form 5104 must be signed by responsible individual.

(6) Weight Ticket. Necessary only when exercise directive indicates with the following distribution:

(a) Scale office.
(b) ROC, with DD Form 1348-1, or FH Form 5104 and DD Form 1750.
(c) UMO.

5-10-3. REPORTS: None.

CHAPTER 6

UNIT MOVEMENTS - AERIAL DEPLOYMENT

6-1-1. GENERAL GUIDANCE AND PROCEDURES. This chapter provides general guidance and procedures for units deploying by air for training exercises, contingency operations, and mobilization and deployment.

6-1-2. CONCEPT OF AIR MOVEMENT OPERATIONS.

a. The MADCC exercises overall supervision of airlift operations. Airlift resources are under the control of the Air Force Military Airlift Command, Airlift Control Element (MAC ALCE). The deploying unit is under the control of the unit commander until passed to the departure airfield control group (DACG) in the alert holding area, and to the MAC ALCE at the loading-ready-line. Control of deploying units reverts to the commander on release by the arrival airfield control group (AACG) at the arrival airfield.

b. Information affecting loading/offloading operations are reported to the IOC.

c. MHE for MAC and Civil Reserve Air Fleet (CRAF) is the responsibility of Fort Hood first and shortfalls are provided by MAC.

6-1-3. REQUIREMENTS.

a. AACG/DACG. (See seperately published SOP) - Contact UMB, DOL 287-6698/6.

b. MAC ALCE.

(1) The MAC ALCE is an element of the Air Force command and control system. A MAC ALCE is employed when required at departure, enroute, and arrival airfields. The mission of the MAC ALCE is to control airlift operations for a given base, to survey the facilities of the base, and to control, coordinate, and report airlift operations at that base to HQ MAC.

(2) The MAC ALCE maintains operational control over airlift units and all airlift aircraft participating in an operation while on the ground at the MAC ALCE location, and coordinates all Air Force operational aspects of the airlift mission. The MAC ALCE controls aircraft movement, communications, supervises aircraft loading and off-loading, aeromedical evacuation, aircraft marshaling, and liaisons with all interested agencies to ensure that the operation is proceeding according to plan.

c. III Corps Staff Loadmaster (USAF).

(1) Advises and assists Commander, III Corps and Fort Hood on air deployment operations.

(2) Advises UMOs on preparation and use of MAC Form 551 (Vehicle Density List) and passenger/cargo manifests.

(3) Conducts classes on air load planning and aircraft loading/tiedown operations on a regularly scheduled basis, or as required.

d. UMO

(1) Develops the unit air movement plan (see paragraph 6-5).

(2) Computes logistical requirements for all BBPCT materials, including dunnage for aircraft (see chapter 8), submit to DEH and provide updated requirements as changes occur.

(3) Manages all aspects of the unit air movement program.

(4) Performs the duties indicated in FM 55-12 (Movement Of Units In Air Force Aircraft). Use FM 55-13, TM 55-450-10/1, TM 55-450-1/2).

6-1-4. PHASES OF AIR DEPLOYMENT. Air movement operations are conducted in three phases, the planning, preparation, and execution phases.

a. Planning Phase (normal deployability posture).

(1) MSCs/units plan for air deployment during the course of normal deployment (ND) posture.

(2) Air movement planning includes:

(a) Preparation of the unit air movement plan IAW FM 55-12.

(b) Maintenance of the computerized movement planning status system (COMPASS) report and UMD.

(3) MSCs ensure units maintain proficiency in preparation and certifying hazardous cargo; aircraft loading and tiedown procedures; computation of center of balance (CB) of cargo and equipment; and packing, crating, and palletizing unit property.

b. Preparation Phase (increased deployability (ID) posture).

(1) Preparation for air movement starts with the receipt of a movement directive or notification that deployment is imminent, and continues until execution begins during the marshalled deployability posture (MD).

(2) Deploying units start loading cargo in the vehicle IAW load plans; draw basic loads of various class supplies and packing materials from DEH; determine and mark weight and CB of cargo and vehicles; check and complete manifests; and mark harzardous cargo.

(3) Throughout the preparation phase, MSC representatives keep continous liaison with the DACG and ALCE.

c. Execution Phase.

(1) Execution starts with the MD posture. During this phase, the deploying unit moves through four activity areas. In the first three areas, the staging, the alert holding and the call forward areas, checks are conducted on unit equipment and assistance is provided by the DACG. The fourth and final area is the loading ramp where actual aircraft loading occurs.

(2) The Staging Area. Unit commanders are responsible for all activities in the MA. Staging may occur in the unit area or in the vicinity of Robert Gray Army Airfield (RGAAF). The unit conducts final inspections and preparations; ensures sufficient shoring is on hand; checks the accuracy of manifests and assembles personnel; and segregates vehicles by aircraft load. The unit commander maintains continuous liaison with the DACG.

(3) Alert Holding Area. The alert holding area is a vehicle and passenger control area located near RGAAF and is controlled by the DACG. Deploying units come under the supervision of the DACG. The DACG checks manifests, inspect vehicles and ensures aircraft loads and chalks are completed and properly prepared.

(4) Call Forward Area. The call forward area is divided into a passenger and cargo holding area. It is located in the vicinity of the south ramp at RGAAF. Passengers manifests are checked by the DACG and ALCE and troops briefed. DACG and ALCE inspect cargo and vehicles. Once completed, the unit corrects any deficiencies and adjusts loads as directed by the ALCE. Troops and cargo are then ready to load. Final copy of the manifest is given to the DACG.

(5) Loading Ramp. Individual plane loads move to a designated ready line. Here, the aircraft load comes under the control of the aircraft loadmaster for loading.

6-1-5. THE DEPLOYMENT MODEL. (see figure 1).

6-2-1. PREPARATION OF EQUIPMENT AND SUPPLIES FOR AIR MOVEMENT. This section provides guidance for preparing vehicles and supplies for air deployment.

6-2-2. AIR TRANSPORTED VEHICLES.

a. Vehicles are normally transported at reduced height. Dimensional reductions in width, height, and length should be done, if allowable within tactical and operational considerations.

b. Vehicles scheduled for air transport by C-141 aircraft are reduced to the dimensions specified in TB 55-46-1. Actual maximum height may vary and depends on the overhang and projection for each type vehicle. MAC representatives are consulted on questionable situations.

c. Vehicles, trailers, or equipment to be loaded under the crew rest facility or on the ramp of C-141 aircraft must not exceed 80 inches in height. Height of trailers to be loaded in these areas should be measured with the tongue resting on the ground.

d. M880/M890 series vehicles have special requirements for aircraft loading and tiedown. See HQ FORSCOM Ltr AFLG-TRU, dated 1 Sept 77, Subject: Airlift of Loaded M880/ M890 Series Vehicles.

e. No leaking vehicles are loaded on MAC aircraft. IAW ARF 28-4, p. A1-2-5-3, paragraph 4, "A leak is considered a loss of fluid or fuel at a rate which is readily detected or seen. Five drops per minute from a cooling system, crankcase, or gearcase is considered a leak. Fuel or brake system leaks, no matter how minor, causes the item to be rejected. A damp or discolored seal need not be considered a leak unless the above conditions exist".

6-2-3. EQUIPMENT/CARGO IN AIR TRANSPORTED VEHICLES.

a. Maximum use of available cabin space must be made. The maximum amount of cargo is carried in the bed of cargo trucks/trailers IAW the following:

(1) The maximum rated cross-country load capacity of the vehicle is not exceeded nor is the rated cross-country weight of each axle exceeded.

(2) The cargo is secured in the vehicle cargo bed by either attachment to the vehicle body/chassis or the aircraft floor.

(3) Vehicles are normally backed in the aircraft to facilitate offloading. The equipment can be lashed to the vehicle after loading so as to provide easy, safe access inside the aircraft.

(4) Equipment permanently installed in a vehicle is transported as a vehicle load, regardless of height.

(5) Vehicles are not normally loaded on top of other vehicles.

(6) Vehicles/equipment is prepared so as not to diminish their combat capability. Minimum preparation is all that is required. The use of masking tape and wood on windows is not required.

(7) Each clevis and/or other appropriate items designated for tiedown purposes is attached to vehicles before arrival at the departure airfield.

(8) Vehicle bows are removed and stowed in cargo bed. The canvas cover is spread over the cargo and secured.

(9) Cargo is secured with a minimum ½ inch diameter rope using sections of rope laced laterally and longitudinally to the outside vehicle tiedown points. Ropes must contact the cargo, not just hold the side rack down. Cargo is not loaded any higher than the side racks of the truck.

(10) The restraints (tiedowns) criteria for the cargo is at least the same as for the vehicle itself.

b. The weight of the vehicle including the weight of any cargo on the vehicle is accurately determined. The vehicle and its cargo is considered as one package, and the gross weight is used to determine tiedown requirements. If the cargo truck is to carry any cargo when it is in the aircraft, it is loaded and then weighed before it is loaded aboard the aircraft. The height of any cargo loaded on a vehicle changes the CB of the vehicle. For CB determination, refer to appendix 2, para 6-3.

6-2-4. FUEL IN AIR TRANSPORTED EQUIPMENT.

a. Fuel tanks of self-propelled vehicles must not be more that 3/4 full (1/2 full KC-10). If the vehicle is to be placed on the ramp of the aircraft, fuel tank is not more that 1/2 full.

b. Fuel tanks of rotary and fixed-wing aircraft are IAW instructions, and appropriate TMs, specific to shipping configuration used.

c. When required for immediate use at deployment sites, engines and other equipment with fuel tanks may be transported uncrated and with fuel tanks 1/2 full. When using

trailer-mounted equipment with fuel tanks and trailer tongue on floor (rather than attached to prime mover), fuel tank is not more than 1/4 full.

d. Tankers and refuelers containing fuel are not authorized for air movement. They are emptied, purged, and labeled IAW appropriate technical directives, Code of Federal Regulation (CFR 49), and TM 38-250.

e. Empty collapsible fuel containers may be shipped without being purged, but must be labeled IAW TM 38-250.

6-2-5. WATER TANKS. The M-149A2 water trailer has been certified for airlift.

a. The M-149A2 trailer must be prepared as follows:

(1) Water in tank must not be above the lower rim of the filler hole.

(2) The manhole cover must be closed and secured using three(3) 5000 lb CGU-13 nylon tiedown straps or 10K airdrop dacron tiedowns that wrap over the cover and around the tank.

b. This certification does not include baffled water tanks.

c. The M-149A2 can be loaded aboard all aircraft using standard loading procedures.

d. Certification does not include substances other than water in the tank.

e. The M-149A2 is not routinely airlifted, with water in the tank, on normal channel missions.

6-2-6. GENERAL CARGO. Supplies and equipment not loaded into vehicle cargo compartments are loaded on 40 by 48 inch wooded (also called warehouse) pallets, or packed in CONEX inserts or other approved suitable containers. Do not exceed 1000 pounds per insert nor 2000 pounds per pallet. CONEX inserts without pallets or small boxes should be limited to 200 lbs for ease of handling. Pallets are identified in load plans. Wooden pallets/ inserts may be placed on 463L pallets for ease of loading and tiedown.

6-2-7. CONEX CONTAINERS. CONEX containers are not normally used for air deployment operations and their use must be approved by the forces commander. Requests for approval must show that CONEX provided a distinct advantage or is an operational necessity. Approval is based on an evaluation of the request and availability of MHE at origin and estimation airfields.

6-2-8. DEVIATIONS. It must be recognized that some situations dictate deviations from the described methods, but general adherence to these procedures provide a sound basis for safe air transport. Additional information may be obtained from FM 55-12, or III Corps/Fort Hood DACG/AACG SOP.

6-2-9. CERTIFICATION OF HAZARDOUS MATERIALS.

a. Hazardous materials are defined as any material that is flammable, corrosive, an oxidizing agent, explosive, toxic, radioactive, or unduly magnetic.

b. When hazardous materials are scheduled to be carried by military aircraft, they become subject to compliance with TM 38-250. DD Form 1387-2 (Special Handling Data/Certification) is required for all hazardous materials to be airlifted.

6-3-1. DETERMINATION OF CB. This section explains "why-and-how" the CB of cargo items must be determined in order to accurately compute the weight and balance condition of a loaded aircraft. The agency offering cargo for air shipment is responsible for marking each item of cargo and all vehicle-type cargo with the correct gross weight and a CB point as follows: Any item weighing 300 pounds or more; any item measuring 10 feet or longer; any item having a balance point at other than its center; and, in addition, vehicle-type cargo having a load carrying capability is marked indicating an empty or loaded CB as appropriate. The CB is marked with masking tape and grease pencil (figure 8). Also, if vehicles and towed equipment are to be transported coupled, both a combined CB and separate CB for the vehicle and the towed equipment is computed and marked as appropriate (figures 2 through 6). Items not marked as outlined above are not accepted for airlift, as unknown weight/CB presents an unsafe condition relative to aircraft weight and balance. Items loaded in vehicles or which span one 463L pallet do not require a marked CB.

6-3-2. CARGO UNITS. To correctly plan an airlift and segregate loads for individual aircraft, we must determine weights and CB of cargo units. There are two main divisions vehicles and general cargo.

6-3-3. SECONDARY LOADS. The weight and CB of a vehicle must be determined after all secondary cargo is secured as it is to be airlifted. Secondary loads are items of baggage or cargo transported in truck beds and trailers, and must be included in the total weight of the vehicle. Nothing can be added to or removed from a vehicle that has been weighed and marked unless it is reweighed.

6-3-4. TERMS. The following terms are used to calculate CB of a vehicle (figure 1).

a. FOH - Front Overhand. Distance in inches from front bumper to center of front axle.

b. WB - Wheel Base. Distance in inches from center of front axle to center of rear axle or center of tandem axles.

c. ROH -Rear Overhang. Distance from rear axle or center of tandem axles to rear bumper.

d. FAW - Front Axle Weight (pounds)

e. RAW - Rear Axle Weight (pounds)

f. GW - Gross Weight (pounds)

g. RDL - Reference Datum Line - Pre-determined point from which all measurements are taken.

h. Moment - The product obtained by multiplying the weight by the distance (in inches) from the RDL.

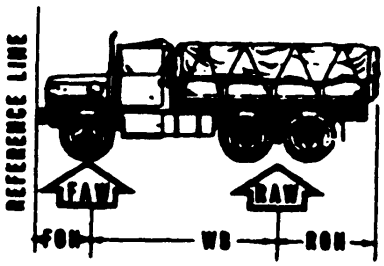


Figure 1. Vehicle Measurement Points

6-3-5. VEHICLE MEASUREMENTS. Vehicle measurements may be found on the manufacturer's data plate on M-Series vehicles, or they can be measured.

a. Data plate weights are not used for airlift purposes.

NOTE: Individual axle weight must be marked above each axle.

b. In the event adequate scales are not available to the unit commander, the method of determining weights is resolved at the joint planning conference.

6-3-6. CB LOCATIONS. Compute the CB location of vehicles using the formula weight, multiplied by distance (in inches) of each axle from the reference line, then divide the total results by the vehicle gross weight. The resulting figure is the number of inches to be measured aft from the reference line to the CB of the vehicle.

a. The vehicle CB is computed to the nearest whole inch. Any answer that has a fraction of .5 or higher is increased to the next higher number. If .4 or less the number is dropped.

b. After computing the CB of a vehicle, mark its location and gross weight on both sides using masking tape and grease pencil/magic marker, forming the letter "T". The horizontal portion of the "T" shows the gross weight, and the verticle shows the letters C/B to indicate the exact position of the vehicle CB. In addition, axle weight must be marked above each axle.

c. When trucks and trailers are to be transported coupled, the combined CB must be determined and marked.

Example 1: (Formula: $\frac{(W1 \times D1) + W2 \times D2) = CB}{\text{Gross Weight}}$

1. Determine axle loads by weighing all axles (W1 and W2).

NOTE: Vehicles must be level when weighed.

2. Determine distances by measuring from front end to front axle (D1) and from front end to rear axle (D2).

3. Enter required information into the formula:

Weight	X	Distance	=	Moment
5,000	X	60	=	300,000
10,000	X	180	=	1,800,000

4. Determine the gross weight (15,000 pounds) and total moment (2,100,000).

5. Divide the total moment by the gross weight. This final result (140 inches) is the CB of the vehicle measured from the front end (reference line).

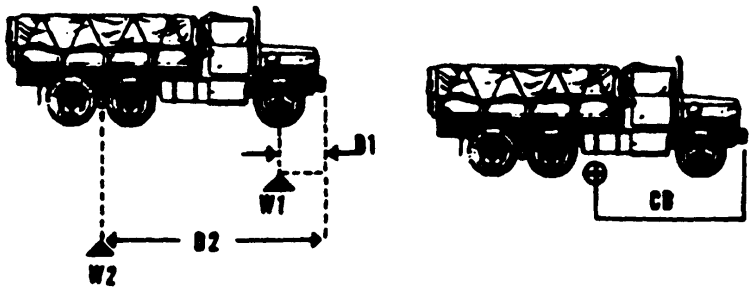


Figure 2. Computing the CB of a Vehicle

Example 2: (Formula: $\frac{(D1 \times W1) \& (D2 \times W2) = CB}{\text{Gross Weight}}$

Determine the CB for the multiaxle vehicle pictured by using the information below and the formula:

STEP 1: W	X	D	=	M
3,000	X	24	=	72,000
5,300	X	104	=	551,200
2,400	X	184	=	441,600

STEP 2: Divide total weight by total moment: 1,064,800 10,700 = 99.5

NOTE: Always round answer to nearest whole inch (99.5 = 100 inches)

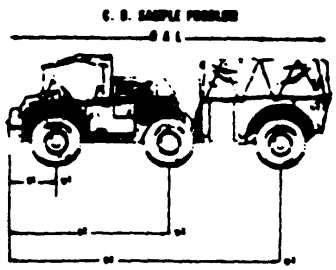


Figure 3. Computing CB of a Multiaxle Vehicle.

Example 3: Using the proceeding formula simplifies the problem:

W	X	D	=	M
150		0	=	0
3,600	X	80	=	2,88,000

$$\frac{288,000}{3,750} = 76.8 \text{ or } 77"$$

The CB is 77 inches measured from the RDL.

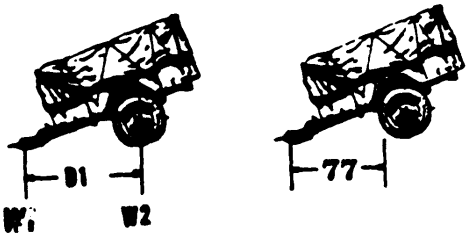
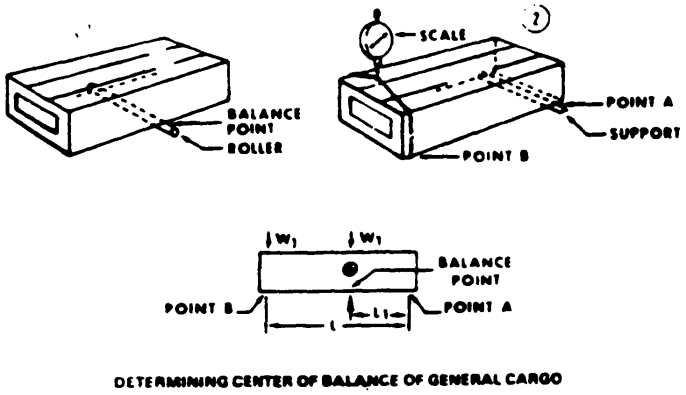


Figure 4. Measuring of CB fron the RDL.

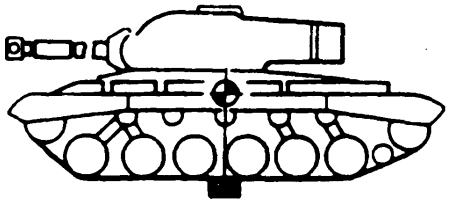


DETERMINING CENTER OF BALANCE OF GENERAL CARGO

Figure 5. Large or Skid-Mounted Cargo

This figure illustrates methods of determining the weight and CB location of typical cargo units. Cargo units include general cargo, large or skid-mounted cargo, track-type vehicles and single and multiple unit vehicles.

The principle for finding the CB in this case is the same as that for the vehicles in the preceding pages. Use the same formula; the CB is a matter of simple substitution into it.



CENTER OF BALANCE LOCATION OF A TRACKED VEHICLE

Figure 6. Track-Type Vehicles.

To Determine Weight:

1. If scales cannot accommodate either full track length or weight of vehicle, run halfway onto scales and weigh.

2. Mark both sides of vehicle at points coinciding with edge of scales. Drive other end of vehicle onto scales to marks on side of vehicle and weigh.

3. Determine unit weight by adding weights of both ends of vehicle.

To determine CB, drive track vehicle onto wooden beam until it balances.

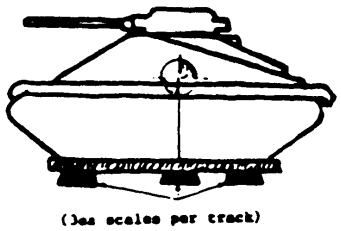


Figure 7. Six Portable Scales (20,000 pounds each)

Portable scales (Figure 7).

1. Position three portable scales with 20,000 pounds capability each in a row in front of each track.

2. Place two each 2" X 12" boards on top of the scales.

3. Drive the track vehicle onto the 2" X 12" boards.

4. The combined weight of the six scales (total readings) is the gross weight of the vehicle.

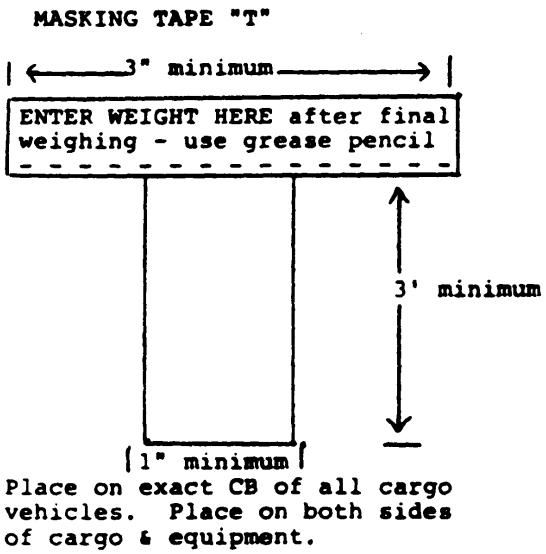


Figure 8. Marking Required for Identifying CB

6-4-1. PASSENGER PREPARATION. This section explains the procedures for preparation of passengers for air movement. All passengers must be authorized to fly in a military

aircraft by appropriate authority before being manifested. If available, copies of this authority (orders, etc.) is attached to passenger manifests.

6-4-2. MANIFESTING. Manifesting is done either in a manual or automated mode; but automated personnel manifests are preferred.

a. Complete manual manifesting on AF Form 96 or DD Forms 2130 (C-5A Passenger/Cargo Manifest) DD Form 2131 (C-130 Passenger/Cargo Manifest), or MAC Forms 559 (C-141 Passenger/Cargo Manifest), MAC Form 749 (C-5A Passenger/Cargo Manifest), or MAC Form 750 (C-130 Passenger /Cargo Manifest).

b. The required automated manifestion format is shown in figure 1. Items 1-10 are entered on header computer cards. Flight information such as actual mission number can be entered manually. Item 17 is used for unit name of individuals that are not from the major deploying unit on the flight. Ensure that the anti-hijacking statement is prepunched.

6-4-3. SIDPERS. Normally passenger manifesting is done by SIDPERS, using automated data processing assets. One punch card is prepared for each deploying individual and distributed by the SIDPERS interface branch to the appropriate unit. Information on the cards conform to the required format.

6-4-4 UPDATES. Commanders verify and update data on the cards quarterly. Errors found are noted and the cards returned to the SIDPERS interface branch (SIB) for repunching. Manifesting cards are maintained in the unit until time for preparation of manifests. A back up card check is kept at the appropriate SIB.

6-4-5. FINAL CHECK. The DACG makes a final passenger manifest check during loading aboard the aircraft and informs the deployment operations center of any changes in writing on deployment of all elements.

6-4-6. DISTRIBUTION. Final distribution of the manifests. Seven copies are required for CONUS movement.

1 - Transportation Operations Center (ALCE)
1 - MA/DACG
1 - Loading Team Chief
1 - Aircraft Loadmaster
1 - Arrival ALCE
1 - Aircraft load commander/troop commander
1 - AACG

An additional eight copies are required for customs and foreign clearances for missions operating outside the CONUS.

6-4-7. PASSENGER BRIEFING. All passengers are briefed in the MA as to the nature of the operation, consistent with security considerations.

6-4-8. PLANELOAD COMMANDER. One person on each plane is designated as "planeload commander". He is usually the senior occupant or so designated by the senior occupant. His responsibilities are:

a. Maintain control/accountability of his planeload's passengers in the alert holding, call forward and ramp areas.

b. Assists DACG/AACG and ALCE/aircraft loadmaster as required in the loading/unloading of his planeload.

c. Performs anti-hijacking inspection in designated area and signs the certificate on the passenger manifest.

d. Performs other duties as indicated in FH Reg 55-12 (Movement Of Track Vehicles By Heavy Equipment Transporter (HET)) or as directed by the unit commander.

6-4-9. PASSENGER CONTROL. All passengers are under the control of A/DACG or ALCE when not in the unit MA, and comply with instructions issued by responsible A/DACG or ALCE personnel while under their control.

6-4-10. BAGGAGE AND FOOTLOCKERS. Baggage and footlockers are prepared and palletized IAW applicable weight restrictions.

6-4-11. WEAPONS/AMMUNITION. Weapons/ammunition are handled and transported IAW guidance issued upon deployment.

6-4-12. PASSENGER IDENTIFICATION. All passengers are required to have the following:

a. ID card.
b. ID tags.
c. Panoramic dental x-ray.

6-4-13. OTHER POSSIBLE PASSENGER REQUIREMENTS.

a. Shot record.
b. Customs check.

6-4-14. AUTOMATED PASSENGER/CARGO MANIFEST. (See appendix 1, paragraph 6-8-1).

6-5-1. PREPARATION OF AIRCRAFT LOADPLANS. This section provides policy and guidance for the preparation of ACL plans.

6-5-2. LOADPLANNING GUIDANCE.

a. Each unit prepares and maintains vehicle load plans (FORSCOM Form 285-R) for unit owned vehicles and equipment. Units with POMCUS prepare two sets of plans, one set with POMCUS and one without.

b. During the ND units are required to prepare and maintain POM movement plans. UMO maintains a properly prepared DD Form 2327 or MAC Form 551 (Unit Aircraft Utilization Plan (for POMCUS and full MTOE move if non-POMCUS unit)). Questions about preparing and maintaining the form should be addressed to major unit tactical airlift liaison officer or III Corps staff loadmaster. Once deployment is announced and the airflow is known, units are responsible for preparing appropriate passenger/cargo manifests.

c. MSCs are responsible for consolidating DD Form 2327 or MAC Form 551 to ensure maximum use of allowable cabin load (ACL) and floor space. Once this has been completed, the MAC Form 551 or DD Form 2327 is forwarded to the DACG/ALCE for review.

d. When CRAF is employed for movement of personnel use MAC Pamphlet 55-41 (Load Air Planning Guide) for guidance.

6-5-3. LOAD PLANNING DATA.

a. This data is for planning purposes only. ACL information is subject to such variables as mission, distance, weather, operational priorities, airfield conditions, individual aircraft characteristics, and aircraft configurations.

LOADPLANNING DATA

Cargo Compartment DATA	C-141B	C-5	C-130
Lenght (inches)	1,120	1,465	492
Width (inches)	123	228	123
Height (inches)	109	162	108
Maximum ACL (pounds)	72,900	205,000 (1)	25,000
Max possible troop seats	208 (2)	73	90 (2)
Optimum Load CG Station	960 + 25	1,300 + 50	520 + 10

NOTES: (1) Normal contingency and maximum wartime ACL. lbs. Maximum peacetime ACL is 100,000 lbs.

(2) Number of troop seats may vary depending on aircraft configuration.

b. Plan to use the C-141 aircraft for all items that are within its fuselage dimensional capabilities and within its ACL as indicated in subparagraph a, above.

c. Plan to use the C-5 aircraft for equipment outsized/overweight to the C-141 adding other equipment and general cargo only to fully use floor space and/or ACL. All load plans are consolidated at the battalion and brigade levels to ensure the maximum use of the aircraft for moving outsized/overweight equipment.

d. Loads are designed to use either all of the aircraft cabin space or all of the ACL. Do not plan on loading more than one (1) axle or vehicles other that Trk, Utility, ¼ ton, M151, on ramps.

e. Include a minimum of one driver and one qualified assistant driver for each prime mover.

f. Compute passenger weight at 245 pounds per individual with weapon, ammunition, and web gear.

g. When possible, determine the actual weight and dimensions for all vehicles and equipment to be loaded. When it is not practical to determine the actual weight of equipment, the weights in TB 55-46-1 or 2 may be used for planning. The unit, however, must determine and mark the vehicle with the actual weight and CB prior to loading aboard any aircraft for movement.

h. Whenever possible, plan to load trailer and semitrailer in the same aircraft as their prime movers.

i. Secondary loads may be carried in the bed of the cargo truck under the following conditions:

(1) The maximum cross-country load capacity of the vehicles is not exceeded.

(2) The cargo can be securely restrained in the vehicle cargo bed by either attachment to the vehicle body or chassis, or the aircraft floor.

(3) The restraint (tie-down) criteria for the cargo is the same as for the vehicle itself.

(4) The cargo loaded in the vehicle bed does not exceed the height of the vehicle side racks.

j. Vehicles are configured for shipment IAW AR 220-10. Vehicles should be reduced to 105 inches or less in height wherever possible and transported in the C141. (See para 3). For C-5A aircraft, loaded vehicle height may not exceed 156 inches. It is desired that vehicle height not exceed 140 inches.

k. All cargo in the aircraft shall be restrained so it does not shift in flight. The minimum restrains used to prevent cargo movement in any direction are called restraints criteria. This is expressed in units of the force of gravity, or load factor, normally referred to as G's. Minimum restraint criteria for all three MAC aircraft (C-5, C-130, and C-141) during a tactical operation/contingency are as follows:

(1)	Fore	3.0 G's
(2)	Aft	1.5 G's
(3)	Vertical	2.0 G's
(4)	Lateral	1.5 G's

NOTE: One "G" is equal to one times the weight of the equipment.

6-5-4. PASSENGER/CARGO FORMS. DD Form 2130, or MAC Form 749, DD Form 2131 or MAC Form 750, DD Form 2132 (C-141 Passenger/Cargo Manifest), or MAC Form 559.

These forms are used for aircraft passenger/cargo manifests. When preparing the manifest the cargo side needs to be prepared first. As soon as the names of the individuals to deploy with a specific load have been determined, the passenger manifest portion of the forms can be completed. Instructions for completing the form are contained in FM 55-12. These forms need only be completed when a deployment has been announced.

6-5-5. DISTRIBUTION OF MAC FORMS 559, 749, and 750/DD Forms 2130, 2131, 2132.

a. Seven copies of all load plans are distributed as follows for CONUS.

1 - Transportation Operation Center (ALCE).
1 - MA DCAG
1 - Loading Team Chief
1 - Aircraft Loadmaster
1 - Arrival ALCE
1 - Aircraft Load Commander/Troop Commander
1 - AACG.

b. An additional eight copies are required for customs and foreign clearances for missions operating outside the CONUS.

6-6-1. AIRLIFT (DEPLOYMENT) TRAINING. The following airlift deployment training is available to units at Fort Hood:

a. Deployment Planning, Phase I of Joint Deployment Officers Course (JDOC).

(1) Conducted by Mobilization/Deployment Plans, DOL, and DEH representatives.

(2) Goal: To train unit representatives (UMO's).

(3) Schedule announced through school channels.

b. Aircraft Load Planning Course, Phase II of JDOC.

(1) Conducted by: ALCE Loadmaster or III Corps Staff Loadmaster.

(2) Goal: Indoctrinate supervisory personnel in preplanning and execution of airlift operations (UMO's).

(3) Objectives: Provide fundamentals of planning, assembling, and preparing vehicles and cargo for air shipment.

(4) Scheduled and coordinated through school channels and III Corps staff loadmaster.

NOTE: (a) Phase I and Phase II of the JDOC/NCO course are normally conducted together as one course. (b) Individuals assigned UMO duties should have successfully completed both phases of JDOC.

c. Joint Airborne/Air Transportability Training (JA/ATT).

(1) Conducted by: MAC aircrews.

(2) Goal: To familiarize unit and DACG load team personnel with flightline safety, load preparation, aircraft loading and load restraint procedures.

(3) Objective: Provide familiarization with aircraft loading and tie down procedures.

(4) Concept: MAC aircrew flying training hours available (no cost to Army) to provide C-5, C-141, and C-130 aircraft for air drop, air assault, and static load training which benefits both aircrews and army personnel.

(5) Scheduled by request through III Corps G3 Air.

d. Equipment Preparation Course.

(1) Conducted by: III Corps Staff Loadmaster or Division TALO.

(2) Goal: To familiarize unit and DACG load team personnel with equipment preparation, procedures for airlift.

(3) Objective: Provide familiarization with cargp preparation and pallet build-up procedures.

(4) Scheduled and coordinated through school channels and III Corps Staff Loadmaster or Division TALO.

e. Universal Load Simulator (ULS).

(1) The ULS located on Clear Creek Road (PK147483) is available to all III Corps and Fort Hood units that have a requirement to practice air movement. It is designed to simulate active US Air Force MAC aircraft. Tiedown points and cargo compartment size markings are color coded to simulate the C-130, C-141, and C-5 cargo aircraft.

(2) Units requesting use of the ULS must take the following actions:

(a) Schedule ULS from III Corps Range Control on FH Form 1177 (Request for Range, Land and Training Facilities). Submit requests a minimum of seven days prior.

(b) Appoint an E7 or above to sign for key and tiedown equipment from range control on day of load training.

(c) Coordinate with division TALO or III Corps Loadmaster for AF instructor assistance (as required).

(3) Units requesting AF assistance prior to arriving at the ULS:

(a) Vehicle Preparation: Comply with DD Form 2133 (Joint Airlift Inspection Record).

1. CB and weight marked on each vehicle IAW FM 55-12.

2. Secondary loads restrained as required and within rated capacity of the vehicle.

3. Fuel levels IAW TM 38-250.

4. DD Form 1387-2 (Special Handling Data/Certification) completed.

5. Equipment to be loaded must be reduced in size/dimensions so that it fits the aircraft for which it was loadplanned.

(b) Prepare aircraft manifest. All equipment to be loaded is manifested using the appropriate DD or Mac Passenger/Cargo manifest Form.

(c) Bring all equipment that has been manifested in para 3b.

(d) Personnel: The maximum number of people that can be effectively trained is 30 per training period (0800-1100 or 1300-1600).

6-7-1. SECURITY OF C-5 AIRCRAFT. This section informs all MSCs of their requirement to provide security for AF assets supporting Fort Hood units.

6-7-2. UNIT RESPONSIBILITY. Security support is a continuous requirement and is not negated by the presence of aircrew or ground support personnel. Security ends only after the aircraft doors are closed and the aircraft departs (wheels up). Security responsibility for AF assest, i.e., C-5 aircraft is the express responsibility of the using unit. If a single unit is the only user and the aircraft malfunctions, that unit has responsibility for security of the aircraft until aircraft departure. In the event of a multiple user exercies, the last using unit has sole responsibility for security until departure. Should the unit feel unduly tasked, coordination is made with the III Corps, G3 Air, 287-5369, for possible relief of responsibility. Tasked units ensure that at no time, is a C-5 aircraft left unguarded, unless the unit is properly relieved or the aircraft departs.

6-7-3. GUARD POST. Guard requirements are as shown:

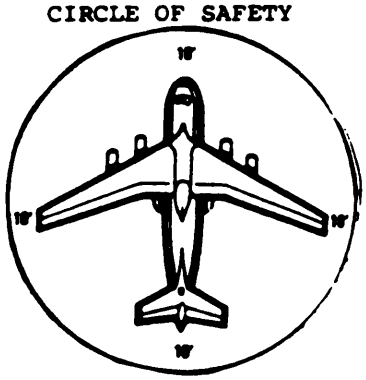
a. Two soldiers per shift, one soldier is a designated entry control point guard. The other is a roving patrol. Guards have radio contact with Robert Gray Security Force using FM radio frequency 55.65 call sign "longhorn base".

b. Guards are armed with assigned weapons and are issued five rounds, weapons are loaded, chamber empty.

c. Deadly force is briefed by the ALCE.

d. Circle of safety (shown below) depicts minimum guard positions for C-5 aircraft.

CIRCLE OF SAFETY



6-8-1. SOP, ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP (A/DACG). This is a seperately published SOP which provides procedures to be used by III Corps and Fort Hood units for operating arrival and departure airfield control groups during deployment.

6-8-2. GENERAL.

a. A/DACG responsibilities are assigned to efficiently use peacetime resources to support wartime requirements.

b. The DOL is responsible for operations of A/DACG activities.

c. MSCs provide augmentation personnel and equipment for A/DACG mission from internal assets as required; however, the Fort Hood goal is to limit MSC participation to preparation for movement only.

6-8-3. APPLICABILITY. This chapter applies to all III Corps and Fort Hood units and to units of other commands that conduct airlift operations at RGAAF and other contingency airfields for both peacetime and during partial or full mobilization.

6-8-4. RESPONSIBILITIES:

A. PTM: Task MSCs and the other staff agencies-activities to provide support as necessary. Support includes participation in coordination meetings with authorized level or orgranization (ALO), ALCE, G3 Exercise Division, MAC, REDCOM, etc., as appropriate or required. Task an active component (AC) and RC late-deploying units to be trained and to perform the A/DACG mission under control of DOL until MOBTDA augmentation is realized.

b. DOL:

(1) Establishs policy and issues planning and training guidance.

(2) Determines, justifies and provides A/DACG facilities and equipment.

(3) Develops plans for A/DACG operations upon mobilization.

(4) Operates A/DACG.

(5) Provides routine installation support.

(6) Issues 463L pallets and nets.

(7) Operates post scales located on main post (Bldg 22010) and at RGAAF (Bldg 90079).

c. DEH: Furnishes dunnage and shoring materials as required to the A/DACG and deploying units.

d. MSCs - AC and RC:

(1) Plan, train, and organize for A/DACG missions IAW FM 55-12.

(2) Identify, train and maintain assets sufficient to operate A/DACG functions on a 24 hour basis.

(3) Perform A/DACG missions if assigned or required for expeditious operations.

e. Unit Responsibilities: See FH A/DACG SOP and FM 65-12.

f. A/DACG Responsibilities During Mobilization: See FM 55-12.

6-8-5. USER COMMENTS. Corrections and recommendations for changes to this Reg are directed to UMB, DOL (Phone 287-3605/6514).

Chapter 7
DEPLOYMENT LOGISTICS

7-1-1. GENERAL. This chapter provides guidance and establishes procedures designed:

a. To assist Fort Hood commanders in preparing and maintaining their units in the prescribed state of readiness.

b. To prescribe requirements for supply, maintenance, and other logistics matters to support all units that deploy from Fort Hood.

7-2-1. RESPONSIBILITIES.

a. DOL/G4. The DOL, in conjunction with G4, III Corps, prescribes responsibilities and logistical procedures to be followed by deploying units and installation logistical support agencies. The DOL in conjunction with G4, is responsible for staff supervision of logistical procedures and provides technical assistance as required.

b. Deploying units. Deploying units follow guidance outlined in this regulation. Conflict between this regulation and any other instructions pertaining to logistical support is immediately brought to the attention of DOL (287-4305/6649) for resolution.

7-3-1. SUPPLY AND SERVICES: This section assists deploying unit commanders in preparing their units for deployment.

7-3-2. REQUIRED ACTIONS: The supporting supply activity, 13th SUPCOM or Installation Supply and Services Division (ISSD) continues to support its normally assigned customers until the 13th SUPCOM is alerted for deployment from Fort Hood. Immediately on notification of deployment alert for the 13th SUPCOM, the ISSD assumes support responsibility for all customers formerly supported by the 13th SUPCOM. In the event of a small scale deployment which does not include the 13th SUPCOM, this plan is modified accordingly.

a. Deploying Units.

(1) Normal support channels are used by the deploying unit until they are no longer available and new support channels are identified. Turn ins of PURE RICC-1 is made to the ISSD

(2) Determine overages and shortages of equipment authorized by TOE, MTOE, CTA, or other authorization documents. Excess equipment or supplies are turned in or transferred as directed.

(3) Establish liaison with supporting supply activity for assistance in resolving supply problems concerning deployment.

(4) Conduct inspections to ensure all personnel possess required clothing and equipment.

(5) Request supporting supply activities to cancel requisitions that have an estimated delivery date after the unit's expected departure date, unless an address change to the Department of Defense Activity Address Directory (DODAAD), by the gaining activity, diverts the material to the new address of the unit. All requisitions containing a signal code other than A or D are canceled unless the Department of Defense Activity Address Code (DODAAC) in the supplementary address has the same address as the unit, and the DODAAC in the supplementary address still supports the unit. If both conditions are met, the material may be diverted. PURE remains at Fort Hood.

(6) Requisition shortages of authorized and required material. (See appendix C).

(7) Arrange with the TISO, PCB, ISSD, Bldg 4219 for necessary subsistence within 24 hours after alert notification.

(8) Arrange with Centralized Ammunition Management Office (CAMO) for required ammunition.

(9) Obtain from central issue facility (CIF) automated listing of organizational clothing and individual equipment (TA-50) issued to all members of the unit.

(10) Supplies to be deployed. (See appendix D).

(11) Turn In of property not accompanying unit. (See appendix E).

(12) 15 days of expendable supplies. (See appendix F).

(13) Units maintain and deploy with the chemical defense equipment (CDE) listed under the "contingency requirement" column, FORSCOM Reg 700-2, figure 6-4. These contingency requirements are based on CURRENT UNIT ALO or ALO-3, whichever is greater. Serviceable filters and hoods are installed on each protective mask.

(14) CDE not stored at unit level is requested and picked up through appropriate supply channels.

(a) For chemical protective overgarments, gloves, and overboots, follow procedures in appendix C, through 13th SUPCOM MMC or DOL in the case of 13th SUPCOMs deployment.

b. 13th SUPCOM.

(1) Transfer the following to ISSD: (See para 7-6-1) Installation support ASL /fringe-type items, warehouses and outside storage facilities, and nondeployable property.

(2) Produce machine listing of available SUPCOM ASL/fringe assets and furnish copy of ISSD (SCSRS Report No. 4).

(3) Produce location listing of available SUPCOM ASL/fringe assets and furnish copy of ISSD (ALS 38).

(4) Produce a backorder reconciliation and furnish ISSD all "AN" backorder validation request cards generated by this reconciliation availability balance file - performance report (ALSMI).

(5) Provide deploying units with Extracted Document History Inquiry Standard Army Intermediate Level Supply Sub-System (SAILS) Job No. ALS15, to check latest status of all open requisitions.

(6) Provide a list of all outstanding job orders and any hand receipts on property loaned out to other activities.

(7) Priorities are established by the DOL should time not permit all of the above.

c. Installation Medical Supply Activity (IMSA).

(1) Units are responsible for determining their medical requirements.

(2) Deploying units establish liaison with appropriate division medical supply office, 47th MEDSOM (1st Med Gp) and the IMSA.

(3) Units must insure that priority requests (DA Form 2765 for medical supplies are properly reviewed and authenticated by the unit commander and hand carried to the 47th MEDSOM, Bldg 4263 or the IMSA, Bldg 36002 as appropriate.

(4) The IMSA requisitions medical supply shortages for all authorized customers.

(5) Items of supply are picked up at Bldg 4263 or the IMSA Medical Warehouse, Bldg 92066, West Fort Hood.

(6) Request for regulated medical items are submitted to the IMSA who forwards the request through command channels to FORSCOM for approval.

d. Services.

(1) Laundry/Dry Cleaning:

(a) Deploying units have priority for 24 hours service.

(b) Unit representative contact the laundry and dry cleaning manager for xpedited service.

(2) Mortuary:

(a) Casualties resulting in death to personnel while preparing for deployment : Fort Hood are reported to the Adjutant Generals (AG) Casualty Section (287-2537).

(b) Casualties resulting in death to personnel while enroute to POE are orted to the AG Casualty Section of the nearest military installation.

(3) The Rear Detachment Commander:

(a) Obtains and retains on file the following documents:

1. The latest sub-hand receipt printouts for subordinate units (copy with the signature of the sub-hand receipt holder) that have been annotated to show TAT and NAP equipment taken with the deploying unit. Annotations include weapon and equipment serial numbers.

2. All outstanding DA Forms 2407 (Maintenance Requests).

3. Current PLL/ASL listings for all subordinate units.

4. Copies of pending AAR, report of survey, statement of charges, Cash Collection Vouchers, issues, and turn-ins that have not been posted to the printout.

5. Copies of temporary hand receipts for items not recovered.

6. Weapons sign-out sheets (to insure the accountability for on-hand versus issued serial number).

7. Files indicated in para 4f(1) and (2) above.

b. Become OPCON to the Garrison Commander on orders.

7-4-1. MAINTENANCE: This section provides guidance and procedures in support of deploying units and assists them in meeting equipment deployability standards.

7-4-2. REQUIRED ACTIONS:

a. Unit Level

(1) The Army Maintenance Management System (TAMMS) procedures are used to ensure that equipment deficiencies and shortcomings are promptly identifed, recorded, and corrected.

(2) Maintenance requirements beyond the owning unit capability are evacuated to the supporting direct support unit (DSU).

(3) Maintenance Cut-Off Time. (Owning organizations no longer turn equipment in to DS maintenance for repairs). Unless otherwise directed, maintenance cut-off time is established at 36 hours prior to equipment readiness time. Maximum effort during the time allowed is made by the alerted unit, parent unit, and post supply agencies to bring the level of supply to an acceptable level.

(4) Once alerted, units should establish immediate liaison with the installation maintenance management office (IMMO), maintenance division, DOL through the supporting DSU.

b. Direct Support Level.

(1) Establishes maintenance priorities, based on deployment schedules to ensure that equipment meets deployment serviceability criteria.

(2) Notifies IMMO, maintenance division, DOL of all outstanding work orders requiring an expedite on deploying equipment.

(3) Repairs unserviceable equipment, if possible, within the time limitations imposed by the deployment schedules.

(4) Provides technical advice and assistance within their capabilities.

(5) Provides contact teams at the alerted units maintenance facility to coordinate for rapid evacuation of unserviceable vehicles and facility to coordinate for rapid evacuation of unserviceable vehicles and equipment to support.

(6) The DSU and the organization is responsible for removing filters, purging, and testing for safe readings of fuelhandling equipment. Proper techniques for purging are provided in TB 43-0143 (Equipment Improvement Report And Maintenance Summary For TARCOM Equipment. Detergent (AEP-5258 or Foremost-621) is available through local purchase. Combustible Gas Indicator Set M6 (LIN E57351, NSN 6665-00-664-4650) is available through normal supply channels.

c. General Support Level:

(1) Establishes maintenance priorities based on deployment schedules to ensure that equipment meets deployment serviceability criteria.

(2) Repairs unservicable equipment, if possible, within the time limitations imposed by the deployment schedules.

(3) Provides technical advice and assistance within their capabilities.

(4) Conducts technical inspections of equipment scheduled for lateral transfer in the motor pool of the losing unit.

d. Installation Maintenance Manager (IMM):

(1) Coordinates workload equipment and monitor maintenance production in support of alerted unit and all TOE and TDA maintenance facilities.

(2) Serves as the installation POC for evacuation of all vehicles and equipment from the DSU to the general support unit (GSU) level.

(3) Coordinates MHE (See appendix G).

7-4-3. REPORTS: None

7-5-1. TRANSPORTATION. This section provides deploying units guidance for procurement of personal property and transportation of dependents.

7-5-2. REQUIRED ACTIONS:

a. Unit Level.

(1) Guidance for unit planning and preparation for air movement is contained in chapter 6.

(2) Units requiring transportation support not specifically covered in this regulation contact the ITO.

(3) The unit commander or the movements officer arranges for group counseling of personnel and dependents, as appropriate, regarding transportation and travel entitlements and procedures, (See appendix H).

(4) See appendix I for guidance and procedures for personnel remaining in barracks.

(5) See appendix J for guidance on making disposition of personal property from barracks/billets.

b. Personnel Level. Based on instructions from the unit level, personnel should report to the ITO in Building 108 for travel and property movement arrangements.

7-5-3. REPORTS. None.

7-6-1. TRANSFER OF FUNCTIONS FROM 13th SUPCOM TO DOL. This section provides procedural guidance and responsibilities for transfer of support missions from the 13th SUPCOM to DOL in the event of 13th SUPCOMs deployment.

7-6-2. REQUIRED ACTIONS:

a. This section pertains to SUPCOM units currently assigned installation missions that revert to DOL upon 13th SUPCOM deployment.

b. Current mission memorandums/DFs/ verbal orders of commanding general (VOCG) requiring MSC to perform installation support functions are recinded by the initiator, ACofS, G3/PTM, or VOCG, when a supporting unit is notified to deploy. The following functions are trans- ferred to the activity listed:

(1) ISSD

(a) Ammunition Accounting and Storage Activity (Class V).
(b) DS/GS Classes II, III J, IV, VII, IX.
(c) GS Class IX Storage Activity.
(d) AIMI Management and Reporting.
(e) Class III Package Storage and Issue Activity.
(f) Class III Bulk Storage and Issue Activity.
(g) Reportable Items MIS transfer.

(2) IMD

(a) Aviation Maintenance Assistance.
(b) Maintenance MIS Transfer.
(c) Management of MWO Program
(d) Production of Installation DA Form 2406 (Material Condition Status Report).

(3) ITD Local Haul (Central Receiving Point Clearance).

(4) DOL, Plans and Operations Division, UMB: movement control.

(5) To Others as Identified: SIDPERS MIS Transfer - To AG COMPACT.

(6) To Installation Medical Supply Activity/MEDDAC:

(a) Class VIII Support to FORSCOM Units.
(b) Bio-Medical Maintenance Repair Support to FORSCOM Units.
(c) Optical Fabrication Support.

c. Lack of time to permit total completion of administrative actions for relief from accountability and/or responsibility does not prevent the deploying unit from departing as scheduled. All equipment and supplies not accompanying the deploying unit is turned over to its rear detachment or an appropriate installation activity. Turn-in document is prepared IAW enclosure 4 to appendix B-1.

d. Time permitting, the following procedures for turn over, (common to all functions) are done in the order listed:

(1) Lateral notification of imminent deployment, thereby permitting unit/activities involved to communicate with one another to schedule the transfer.

(2) Ensure that turn-in paperwork has been prepared properly and in the required quantities IAW appendix E.

(3) Conduct joint inventory, when applicable, and submit adjustment documents.

(4) Turn over, from losing to gaining unit/activity, those administrative files/records required for continuity, suspense files, SOPs, etc.

(5) Prepare any necessary transfer certifications required IAW AR 735-5 (Basic Policies and Procedures For Property Accounting).

(6) Turn over, through the DEH, facilities responsibilities.

(7) The gaining unit/activity submits requirements, to ACofS, G3/PTM, for security personnel as necessary.

CHAPTER 8

DIRECTORATE OF ENGINEERING AND HOUSING (DEH)

8-1. GENERAL: This chapter prescribes procedures, responsibilities, and requirements concerning:

a. BBPCT requirements, include dunnage for air-loading, deployment operations whether actual or for training purposes only and obtaining materials to support BBPCT.

b. Training Assistance. Requesting technical assistance and training from DEH.

c. Facilities and Furnishings. Transferring assigned facilities and furnishings.

8-2. REQUIRED ACTIONS: Commanders, UMOs/NCOs of units alerted for deployment complete, as a minimum, the following required actions:

a. Packing and Crating Requirements. A list of available packing and crating materials for commanders to request to support deployment is attached (appendix K). Units that deploy from Fort Hood during the first 30 days must furnish their total BBPCT material requirements to the DOL, transportation office unit movement coordinator. Commanders of deploying or EDRE'd units provide DEH, ATTN: AFZF-DE-OPN, a listing of all packing and crating requirements (including dunnage for air loading) as well as requirements for "special" crates and boxes to support deployment. There requirements are submitted to DEH on DA Form 4283. (See sample appendix L).

b. Vehicle Density List. Provide DEH, ATTN: AFZF-DE-OPN, an updated copy of DA Form 2940-R, AUEL (see sample, appendix M) or MAC Form-551 or all equipment scheduled for movement by railcar or aircraft, as appropriate. DEH computes all BBPCT requirements for rail movements.

c. Transportation Requirements. Provide soldiers with appropriate transportation to pick up BBPCT materials from DEH at Building 4641.

d. Special Packing Requirements. Provide unit detail soldiers to DEH Fabrication Shop, Building 4216 to construct "special crating" requirements, when necessary. Pack and crate all unit property.

e. Station Property. Appoint a soldier, on orders, to coordinate with DEH, Real Property Branch, Building 4213, the turn-in or turn-over of deployments of thirty-one (31) days or more duration.

f. Accountability. Provide accountability, and relief thereof, for all assigned keys and real property.

g. Rail Loading Teams. Provide rail loading teams as required. Tool kits are provided by DEH for rail loadouts. After completion of loadouts, tools and railcar spanners are accounted for and returned to DEH, Building 4641.

8-3 RAIL LOADING PROCEDURES: The deploying unit commander is responsible for loading the units equipment onto railcars IAW rail loading plans prepared by the ITO. Rail loading procedures include the following:

a. Starting Date/Time. The deploying unit provides the DEH representatives in the Plans and Mobilization Branch, Building 4218 with the date and time loading operations are to start, as soon as this information is available.

b. Pre-Positioning Materials. As soon as possible, but not to exceed twelve(12) hours prior to commencement of railcar loading operations the deploying units rail loading teams should report to the railhead to pre-position BBPCT and railcar spanners. DEH provides the unit with a safety briefing related to precautions to be observed during rail loading operations.

c. Carrier Acceptance Inspections. All rail loading teams and crews involved in rail loading operations should remain at the railhead until the loading and tiedown of each piece of unit equipment has successfully passed the inspection of appropriate railroad representatives.

d. Clean-up. The unit commander or OIC, or in certain special instances the designated host/support unit representative, ensures that all work areas have been properly policed and any unused materials are returned to DEH, Building 4641.

8-4. REPORTS: Reporting actions to be taken on receipt of an alert notification for actual unit deployment or an official evaluated EDRE are:

a. BBPCT Requests. Submit a DA Form 4283 (Workorder Request) to DEH for required BBPCT NLT twelve (12) hours after receiving an alert notification for a unit deployment.

b. Tool/Spanner Request. Initiate a DA Form 2496 (Disposition Form) requesting tools and railcar spanners required for rail loading operations to DEH, Building 4218.

c. AUEL/Vehicle Density List. Submit to DEH, Plans and Mobilization Branch, a DA Form 2496, AUEL, or MAC Form 551 reflecting all unit equipment scheduled for movement by rail or air. AUEL density list is provided NLT 30 September each year.

d. Responsible Officer Appointing Orders. Provide DEH, Real Property Branch, a copy of unit orders appointing a responsible unit officer/soldier for all unit actions and property accountability subsequent to the units deployment.

e. Work Order Cancellations. Initiate a DA Form 2496 cancelling all outstanding work orders. A separate request need not be submitted for each outstanding work order request.

f. Closing Mess Facilities. When unit deployments are of thirty-one (31) days or more duration submit a DA Form 4283 to close down non-consolidated unit mess facilities.

g. Joint Inventory. A joint inventory of unit property on hand receipt is conducted by DEH, real property branch and the deploying unit commander or, if time does not permit, the units designated responsible officer/soldier (see para 8-4d) and DEH (NOTE: in the latter referenced instance the responsible unit officer/soldier will have conducted a prior joint inventory with the departed unit commander). In either of these instances both parties involved sign a DA Form 2496 stating a joint inventory has been taken citing any and all detected discrepancies.

h. Damaged/Missing Property. The unit commander or designated responsible unit officer/soldier, prepares necessary adjustment/relief from accountability documentation for all damaged and or missing property IAW AR 735-11.

i. Off-Post Residents Roster. Deploying unit commanders, or the designated responsible unit officer/soldier, provides to the DEH housing officer rosters of all unit personnel who are residing off-post in the surrounding local communities.

8-5. BILLETING: Occupants of on-post bachelor housing contact the DEH billeting office immediately on their units alert/notification for deployment. Depending on the urgency and length of the deployment as well as the requirements to provide space for other incoming units may:

a. Remain In Place Until Deployed. Personal property may be shipped immediately after receipt of deployment notification or just prior to deployment at the convenience of the soldier.

b. Clear Assigned Billets Prior to Deployment. Prepare personal property for shipment go on pre-deployment leave, if permitted, and or return to their unit for deployment.

c. Be Ordered to Vacate Assigned Billets Prior to Deployment. This course of action would only be undertaken if circumstances so dictated as referred to in para 8-5, above.

8-6. ON-POST FAMILY HOUSING:

a. Continued Occupancy. Dependents of deployed soldiers who occupy government family quarters are permitted to remain in those quarters for, at least, an initial period of time (e.g. 90 days). The policy for continued occupancy or vacating of these quarters is determined by local authorities under the prevailing conditions existing for the deployment period concerned.

b. Voluntarily Vacating. Dependents of deployed sponsors who voluntarily elect to vacate their government quarters upon their sponsors deployment must notify the Family Housing Office and follow established procedures for vacating government quarters. (NOTE: A valid Power-Of-Attorney is required to be in the possession of the responsible family member when requesting the movement of household goods and clearance of family housing in the absence of the sponsor).

8-7. EXERCISES AND TRAINING: Supporting materials required from DEH for EDREs and related training is provided, as required, according to the type of EDRE being conducted as follows:

a. III Corps EDREs.

(1) III Corps EDRE Team Chief alerts DEH Plans and Mobilizations Branch (DEH-PM) seven (7) days in advance of scheduled EDREs.

(2) The exercised unit once notification of an EDRE submit a request for BBPCT material to DEH-PM IAW paragraph 8-2b.

(3) All BBPCT materials must be returned to DEH, Building 4641 on completion of the EDRE or related training.

b. MSC EDREs. Same as paragraph 8-7a above.

c. FORSCOM EDREs. Same as paragraph 8-7a, above.

d. EDRE Support - Other than materials.

(1) Railhead. DEH provides railhead support to requesting units during an EDRE. EDRE support is provided at the main railhead adjacent to Railhead Drive. EDRE support is not provided at the rail car load simulator.

(2) Support Priorities. Only III Corps and SUPCOM directed EDREs take precedent over previously scheduled MSC EDRE related training.

(3) Support Procedures. Requests for and coordination of "other" types of EDRE support is done as stated below:

(a) Railcars. Railcar availability is coordinated by the requesting unit with the DOL, Transportation Services Division, Material Movements Section (287-5614/5617).

(b) List Of Equipment To Be Rail Loaded. Training is provided only on one of each type of vehicle e.g. 5-Ton and 2 1/2 Ton trucks as well as M-113 and M-577 are considered the same type of vehicles.

(c) Approximate Number Of Soldiers To Receive Training. Class size should not be less than ten (10) nor more that fifty (50) soldiers. Requests for exception to this policy must be coordinated in advance.

(d) Submission of Training Requests. All requests for above referenced training is submitted through the requesting units DTO/UMO or MCC, as appropriate. Telephonic coordination with DEH-PM (287-3588) before submission of written requests is encouraged and assists in eliminating delays and re-scheduling.

CHAPTER 9

PERSONNEL

9-1-1. GENERAL. This chapter prescribes personnel and administrative procedures to be done by deploying units.

9-1-2. PRF.

a. A PRF is established for all soldiers assigned to III Corps and subordinate commands as outlined in paragraph 9-2, this chapter, NLT 24 hours after present for duty status.

b. Commanders ensure that soldiers receive an initial personnel affairs orientation covering their responsibility for maintaining their personal affairs in a high state of readiness. FH Form 1015 (Checklist/Questionaire for Personal Affairs) and FH Form 1368 (Financial Arrangement Checklist) are used as a guide in this orientation. Emphasis is placed on current allotment and check to bank as a means of providing financial support. Soldiers are cautioned that standby allotments may take up to 60 days to become effective and may not be the most desirable means of planning support.

c. MSCs may supplement the content of the PRF as appropriate to assist in rapid POR/POM. However, care is taken to ensure the PRFs are not used to duplicate any information available in the military personnel records, medical, or dental records. As an exception to this policy, commanders may require the shot record or an extract thereof to be maintained in the PRF to assist in keeping all required vaccinations current. Dog tags may also be included to preclude emergency procurement during POM processing.

d. PRFs are reviewed at least quarterly to ensure data is current and all actions have been completed. PRFs are evaluated during EDREs for completeness and accuracy.

e. The unit initiates and maintains two FH Forms 258 (Fingerprint Card) only on actual deployment to countries where no permanent U.S. Army units are in place. The units battalion ensures all soldiers of the battalion are fingerprinted IAW AR 612-2, para 2-6b (Preparation of Replacements For Overseas Movement (POR)).

9-1-3. REPORTING PROCEDURES. MSCs submit a personnel status report (para 9-2 of this chapter) to the AG III Corps, NLT 7 hours after alert notification. Updates are provided every eight hours until 100% fill or until deployment rosters are finalized. The AG ensures proper dissemination of soldier strength information to G3, DEH, and DOL. Every effort is made to obtain filler soldiers locally from non-deploying units at each level of command.

Fillers not available locally are requested from higher headquarters and the appropriate unit notified. Non-deployable and surplus soldiers are reassigned as directed by the AG.

9-1-4. CROSSLEVELING.

a. MSCs crosslevel their assets to minimize soldier military occupation specialty (MOS) shortages within their respective commands.

b. Headquarters, III Corps cross-levels soldiers reported surplus by MSC and other soldiers as required to alleviate shortages in deploying units.

9-1-5. UNIFORMS. The uniform for alerted units is specified in the movement order. During the initial inspection conducted by the unit commander shortly after alert, each soldier is checked for complete and serviceable uniform items, identification cards, and identification tags. Aggressive and positive follow-up is done to ensure that every soldier has the required items.

9-1-6. EMERGENCY PROCUREMENT OF IDENTIFICATION CARDS. Missing and unserviceable cards are replaced during POM processing. The servicing personnel section requests appointment of an officer of the unit as issuing and accountable officer for DD Form 2A (Active Duty Military ID Card) for a specified period and purpose. The request is made by DF to the III Corps AG. The issuing and accountable officer may obtain the soldiers from his unit who are attached to the III Corps ID card section for mission tasking to assist in issue of identification cards. The III Corps ID card section also makes available upon request the following equipment and supplies: camera, film, name board, and letters, laminator, lamination and tape for photos. The requesting unit provides typewriters, field tables (four plus one per typist), chairs, cutting board, lined note paper, black ink pens, and paper clips. The requesting officer ensures that the area where the cards are prepared has sufficient electrical outlets to accommodate the laminator and flash guns.

9-1-7. EMERGENCY PROCUREMENT OF IDENTIFICATION TAGS. Unserviceable or missing identification tags are normally replaced during POM processing. Prior to POM processing, commanders may prepare a personnel action request addressed to their respective personnel section, listing the last name, first name, middle initial, SSAN, blood type, and religious preference of soldiers requiring tags, and stating priority is required. The request is hand carried to the personnel section. Requests must be accompanied by sufficient blank identification tags. Get tags through normal supply channels.

9-1-8. POST CLEARANCE. Soldiers of alerted units are cleared from the post IAW the provisions of FH Reg 600-5 (Personnel Security Prc n).

9-1-9. TRANSFER OF STANDARD IN. TALLATION PERSONNE_ .YSTEM SUPPORT FROM DEPLOYING HEADQUARTERS TO CORPS AG. On notification, the supporting SIDPERS activities:

a. Identify non-deploying and late deploying units serviced.

b. Develop proper organization intact unit loss (OIUL) transactions with gaining PERSINS processing activity code (PPA) MK (III Corps and Fort Hood SIB).

c. Output from OIUT (FID I - Transfer Data Record (TDR) from the Authorized Strength File (ASF)), (FID P TDR SIDPERS Personnel File (SPF)), (FID E - TDR from Organization Master File (OMF) TDR) transaction is hand carried to the SIB Chief of III Corps and Fort Hood, along with a C27 (Personnel Strength Zero Balance Report), C07 (Unit Manning Roster (UMR)), and a copy of latest authorization document.

d. Chief SIB, III Corps and Fort Hood ensures processing of TDRs and notifies losing SIDPERS activities when gaining action is completed for a unit processing code (UPC).

e. Losing SIDPERS activity completes transfer action by processing a organization intact unit gain received (OIUG) transaction on notification from Chief SIB, III Corps and Fort Hood that TDRs have been processed.

9-1-10. REPLACEMENT POLICIES AND PROCEDURES.

a. Processing of replacement soldiers is conducted IAW this paragraph and paragraph 3 this chapter.

b. Filler soldiers transferred into any unit are given necessary orientation by the receiving unit.

c. Units designated to provide filler soldiers ensure that they are POM qualified, oriented on personal affairs, properly equipped with required equipment and personal clothing (properly marked) and physically capable of performing MOS required duties.

9-1-11. MORALE, RECREATION AND WELFARE.

a. Pay and allotments, see chapter 12.

b. Emergency Financial Assistance. Assistance for dependents is provided by the Army Emergency Relief (AER) officer and the American Red Cross. Units personal affairs officers coordinate necessary actions.

9-1-12. PERSONAL AFFAIRS. Prior to departure from home station, the unit commander of an alerted unit counsels the unit IAW AR 220-10, (Preparation For Overseas Movement Of Units (POM)), para 3-8.

a. Warning and Instruction: Soldiers in units under orders for foreign service are informed of the terms of UCMJ Articles 85 and 87 and the appropriate interpretation of penalties inferred.

9-2-1. PREPARATION OF PRFS. In general the PRF is designed to assist commanders in preparing for the rapid (short notice) deployment of his unit to an overseas area. The PRF is a supplement to normal POM processing. It is specifically designed to keep current, personal affairs information and actions that require prior planning on the part of the individual. Due to short notice deployment, time may not allow for the completion of these actions at POM.

9-2-2. CONTENT.

a. Each PRF consists of a manila envelope with FH Form 1041 (Personnel Readiness Folder) overprinted. The face of the folder lists those mandatory and optional items to be included in the PRF.

b. Supplemental Items. MSCs may require additional items be placed in the PRF that assist in the rapid deployment of the unit. Supplemental items used are listed in the remarks section.

c. PRF is completed for each soldier within 24 hours of his present for duty status. PRFs should be completed at the time of inprocessing in the unit.

9-2-3. INSTRUCTIONS FOR COMPLETION OF FORMS.

a. FH Form 1041 (PRF). This overprinted form is a 81/2" x 12" envelope and is completed as indicated and shows the exact content of the folder. Optional forms are included as required and are indicated by the soldiers initials in the block provided. The soldier signs and dates the certificate. If all actions are not completed (such as wills or power of attorney), the folder is red-tagged until the action is complete. (Appendix N).

b. FH Form 1015. This form is completed immediately after the initial personal affairs interview is conducted at inprocessing. All items are completed by the soldier. If the soldier indicates he/she has a legal dependent (Item 5) or indicates a yes on Items 10 or 11, the unit makes an appointment with the servicing legal assistance office. When these actions are completed, FH Form 1015 so indicates. It is signed and dated by the SM at the time it is prepared. The SM dates and initials section II at the time of each quarterly review. (Appendix O).

c. FH Form 1368 (Financial Arrangement Checklist). This form is also completed at the time of initial personal affairs interview during inprocessing. Section I is completed by all soldiers with dependents and section II by soldiers without dependents. Soldiers check the appropriate block showing their desires for the various pay options. Soldiers desiring to have standby allotments for submission on deployment complete the appropriate optional form. DO NOT HAVE SOLDIER SIGN ANY FINANCE FORM FOR STANDBY ALLOTMENTS OR PAY CHANGES: THESE FORMS ARE SIGNED DURING POM PROCESSING IN THE EVENT OF ACTUAL DEPLOYMENT. (appendix P).

d. DA Form 3955(Change of Address Card and Directory Card). Soldiers fill in the name, grade, SSN and old mailing address only. The current unit address is shown as the old address. Current quarters/off post address may be included if desired. Prepare DA Form 3955 in four copies. The remaining cards are filled out at POM. DO NOT HAVE SM SIGN THIS FORM. These forms are signed during POM processing in the event of actual deployment. (Appendix Q).

e. DA Form 4986 (Personal Property Record). This form is mandatory for all soldiers living in the barracks and optional for others. It is completed at time of initial assignment and includes all personal property less clothing. It is updated at least quarterly. The inventory is verified (Inventoried by:) by designated person(s) on notification of deployment. (Appendix R).

f. DA Form 1341 (JUMPS Army Allotment Authorization). This is an optional form for standby allotments in the event of deployment. Those soldiers desiring a standby allotment complete Items 1, 3, 4, 7, 8 and, if applicable, 10 and retain in the PRF. Do not complete Items 2, 5, 6, 11, 12 and 13. These items are completed in the event of actual deployment at the POM processing. (Appendix S).

g. DA Form 3685 (JUMPS Army Pay Election). This is an optional form. Those soldiers desiring a standby pay election change complete this form as necessary. Do not have SM sign or date this form. It is signed at POM processing in the event of actual deployment. If used, this form is retained in the PRF. (Appendix T).

h. FH Form 2776 (SJA) (Disposition of POV During Owners Absence). This is an optional form. It is completed by soldiers for POV to be placed in temporary storage at Fort Hood, and for identification of individual authorized to pick up POV since FORSCOM FORM 366-R was discontinued. Complete heading and POV identification (less mileage) only; all other items are completed during processing. Do not have SM sign or date this form. It is signed during processing in the event of actual deployment. Complete the form in three copies. (Appendix U).

9-2-4. MAINTENANCE OF PRF. All PRFs are reviewed with the soldier at least quarterly to ensure it is current. PRF folders are dated and initialed at the time of review and "red flagged" if additional actions are required that can be done during the review. The responsibility for the maintenance of the PRF rests with the soldiers immediate commander; however, the location, i.e., company or battalion PAC, is determined by the MSC.

9-3-1. PERSONNEL STATUS REPORT.

FORMAT

9-3-2. Unit Name and UIC:

9-3-3. Surplus:
(May be attached as Encl)
List in order, officers, WO, enlisted

NAME GRADE SSN PMOS/SMOS UPC

9-3-4 Nondeployable:

(May be attached as Encl)
List in order, officer, WO, enlisted

NAME GRADE SSN PMOS/SMOS UPC RESEASON NONDEPLOYABLE

(Indicate by double asterisk(**) those nondeployables that you desire to retian for use as rear party/deployment support).

9-3-5. Required Filler Personnel:
(May be attached as Encl)
List in order, officers, WO, enlisted

(NDICATE CRITICAL SHORTAGES BY *)

RANK MOS/ASI/SSI 3 REQUIRED UPC SECURITY CLEARANCE REQ

EXAMPLE:

LT	42A	2		SECRET
CPT	12A	1		
CW2	711A	3		
*SFC	11B40	3		
SP4	45G10	2		
*SP4	75B10	3		
SSG	76Y30	2		
1SG	11B5M	1		SECRET
SGT	74D20	4		

*Critical Shortages

-3-6. Classify CONFIDENTIAL when filled in.

4-1. PREPARATION FOR OVERSEAS MOVEMENT (POM). This section establishes procedures for eparation for overseas movement of units.

4-2. PERSONNEL RECORDS (MILITARY PERSONNEL RECORDS JACKET (MPRJ), HEALTH, DENTAL). ldier records must be correct and current with particular attention directed to the llowing:

a. Training requirements and immunization must be posted promptly.

b. Records must reflect soldiers ineligibility for duty in a particular country or geographic location UP AR 614-30 (Oversea Service).

c. A soldier with a permanent or temporary physical profile, which may preclude deployment is scheduled for a physical examination for verfication or update. Temporary profiles are reviewed every three months IAW AR 40-501 (Standards of Medical Fitness).

d. DD Form 93 (Record of Emergency Data) is completed for all deploying soldiers. treme care must be taken to ensure the address of the next of kin (NOK) reflects the act location of NOK while the soldier is deployed. During POM legible, reproduced copies the DD Form 93 are assembled alphabetically by unit for delivery to the theater presentative after arrival in country.

e. DA Form 2 and 2-1 (Personnel Qualification Record Parts 1 and 2). Soldiers are uired to review their personnel qualification records during POM to ensure the record is rect and current. Discrepancies should be annotated by POM personnel and input or ries submitted when MPRJ is returned to the servicing MACOM..

f. VA Form 29-8286 (Servicemens Group Life Insurance (SGLI)). The SGLI form must be reviewed by each soldier for accuracy of the beneficiary.

g. Panographic Dental X-Ray. Two panographic X-rays are completed for each deploying soldier. MILPO or servicing dental clinic check DEERS central panograph storage facility to verify storage facility to verify storage of one panograph, the other is filed in the individuals dental health record jacket.

h. DA Form 5305 (Statement of Understanding and Responsibility). This form, as required by AR 600-20 (Army Command Policy and Procedures), is on file in the unit. On a unit movement, the form is secured by the next higher headquarters at the home station. An additional copy may accompany the soldier at the option of the unit.

i. Human Immune Deficiency Virus (HIV) Test. Medical records are reviewed to ensure that soldiers have been tested for HIV and a negative result received not more than 12 months prior to deployment date (Note: 24 months if period overseas is less than 180 days).

j. Compliance with all POM requirements is certified in writing by the unit commander prior to deployment.

k. POM Checklist. See para 9-4-8 and appendix V.

9-4-3. DEPLOYABILITY CRITERIA. Deployability criteria, as specified in AR 220-1 (Unit Status Reporting), AR 220-10, AR 612-2, and AR 614-30 (Oversea Service Subscription Form) is shown below. It may be modified in a specific operational plan or directive. Consider a soldier in any of the following categories as nondeployable unless otherwise directed.

a. Has less than 14 days until expiration term of service (ETS) on the actual or programmed deployment date. This restriction is waived upon extension or reenlistment. Consider the report date to be deployment date for reporting purposes when not alerted for actual deployment.

b. Has not completed a minimum of 12 weeks basic/advanced military training or equivalent.

c. Is a sole surviving family member requesting noncombat duty or not waiving a request submitted by a parent.

d. Has had a family member killed, 100% disabled, declared missing in action or in a prisoner of war (POW) status as a result of service in a hostile fire area and requests exception.

e. Is under suspension of favorable personnel action under the provision of AR 604-10 (Military Personnel Security); AR 635-200 (Enlisted Personnel); or AR 635-10 (Processing Personnel For Seperation); or AR 135-175 (Seperation Of Officers) provided the request/ recommendation for discharge has been received by the headquarters exercising approval authority.

f. Is awaiting trial or result of trial by court-martial.

g. Is absent without leave (AWOL).

h. Is hospitalized and/or has a permanent or temporary profile precluding satisfactory performance under deployment conditions as determined by appropriate medical authority and approved by the unit commander.

i. Is a pregnant soldier or a soldier with extreme family problems which, in the opinion of the unit commander, are considered to warrant deletion of the soldier from the deployment strength of the unit. An appropriate comment is made in the PSPER portion of?? the remarks indicating separately the number of soldiers deleted for pregnancy and extreme family problems. Except for pregnant soldiers, soldiers may waive nondeployable status and move with the unit.

j. Is confirmed as HIV positive by appropriate medical authority.

9-4-4. REPLACEMENTS.

a. Replacements are gotten from CONUS operating units, STARF units or ARRED units in that order. Key personnel assigned to CONUS operating units or STRAF units are not selected as replacements except when requirements so dictate. The AG, this headquarters, notifies units concerned by telephone as to the number, grade, and MOS of soldiers required

as filler soldiers. This requirement is confirmed by command letter. Unit commanders provide replacements that are POM qualified.

b. The commanders, 1st Cavalry Division, 2d Armored Division, 6th Cavalry Brigade (Air Combat), and the III Corps AG (for all separate units) are responsible to organize and train personnel teams, and establish a personnel processing center capable of POM for qualifying soldiers assigned to their commands.

c. The III Corps AG organizes and plans to operate a personnel processing center for SUPCOM and corps troops. 546th Personnel Services Company screens records of soldiers assigned to units whose records they maintain. The III Corps AG, is responsible for the following additional requirements.

(1) Provides dining and billeting facilities for a minimum of 150 soldiers.

(2) Identifies to the appropriate III Corps and Fort Hood staff sections/areas in which assistance is required; e.g., immunizations, registration of firearms, Army Community Service (ACS), security clearance processing, lateral transfer of reserve personnel, clothing and individual equipment, etc.

(3) Provides a personal affairs team to assist replacements with personal problems that must be resolved prior to departure with an alerted unit. The DPCA, this headquarters coordinates with the III Corps AG, to provide representatives for the personal affairs team from the SJA, Chaplin, American Red Cross, AER, and ACS.

d. Commander 3d Finance Group provides soldiers from the as appropriate, to render necessary financial assistance to soldiers assigned to units whose records they service.

9-4-5. PUBLICATIONS.

a. Units deploy with sufficient blank forms for 30 days of operation.

b. If a shortage of blank forms is discovered following an alert, a special requisition is hand carried to the III Corps AG Publications, Bldg 4254, for issue. Alert orders are cited as justification for special requisition.

c. Forms on hand, other than for alert use, are turned over to support unit/rear detachment for disposition UP of AR 310-2 (Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications).

d. Reference publications are turned in for the recycle program when not needed.

e. Reference material such as AR, TM, FM, SM and other literature which are not required for overseas operations are not requisitioned.

9-4-6. FILES DISPOSITION PROCEDURES. Files are segragated into four segments - those to accompany the organization, to be turned over to the rear detachment commander, to be transferred to the records holding area (RHA), and those to be destroyed. During test exercises, files are retained in the current files area for inspection. In the event of deployment, records are disposed of or accompany the organization as follows:

a. Non-organic company/detachment or equivalent unit. The following records accompany the unit (when moving as a separate unit, include personnel records specified in b below).

(1) Essential reference publications.

(2) Duty rosters (preceding three months only).

(3) Unit financial files related to military pay system.

(4) Property records (including property and equipment lists and current equipment status reports) and equipment maintenance records (TM 38-750).

(5) Essential training literature.

(6) Unit historical files.

(7) Records for the current calendar year or fiscal year that are not eligible for disposal or retirement.

(8) Unit fund to include council record, vouchers of current calendar year, and vouchers dating from last inspection by an IG.

b. Battalion or higher headquarters. In addition to records listed above the current years record set of orders; reference set of current and previous years orders; orders background files for current years orders, essential reference publications accompany the unit.

c. MPRJ. Personnel records (DA Form 201) remains with the servicing personnel service company (PSC). On deployment of the servicing PSC, personnel records are transferred to the installation PSC.

d. The following records are transferred to the RHA of the last permanent station.

(1) Unit Morale Support Fund (UMSF) council record files and UMSF account files for the preceding year to date of last inspection by an IG.

(2) Appropriate record sets of orders, memorandums, circulars and similar documents.

(3) Records for the previous calendar years or fisical years which are not required for future actions and are not eligible for disposal or retirement.

e. SF Form 135 (Records Transmittal and Receipt) and, if necessary the SF 135A (Continuation Sheet) is prepared by TOE units IAW AR 340-2, para 10-12 (Maintenance and Disposition of Records For TOE and Certain Other Units of the Army) and by TD units IAW AR 340-18-1, para 3-16 (The Army Functional Files System) and kept in file 101-07, (Office Record Transmittal Files). The parent unit maintains SF 135 for organic units. These forms, listing records to be transferred to the RHA in the event of deployment, are completed with the following exceptions:

(1) Inclusive dates of the files, and historical data are not entered in item 6f until deployment.

(2) Items 2, 3, and columns 6d, 6e, and 6i are not completed until deployment.

f. Classified files are prepared for transfer IAW AR 340-18-1, chapter 5, or AR 340-2, chapter 9 as applicable, and special instructions issued by ACofS, G2.

g. Unit commanders and section chiefs ensure shipping containers described below are on hand in sufficient quantities at all times to be used for transfer of records. Box, fiberboard, 143/4" x 12" x 91/2", NSN 8115-00-117=8344.

h. All other records are disposed of IAW AR 340-18 or AR 340-2, chapter 10.

i. The advice of the installation records manager (287-4289) is available as needed.

9-4-7. POSTAL.

a. DA Form 3955 (Change of Address and Directory Record) is available in the unit for immediate issue and completion for subsequent notification of correspondents and publishers of change of address. A minimum of two DA Form 3955 per individual is maintained in a reserve status.

b. On notification of deployment, DA Form 3955 is completed by all soldiers as a change of address for all correspondents and publishers. This includes completing the address side of the card. These cards are turned over to the unit mail supervisor who ensures that cards are deposited in the US postal channels on a predetermined date. DA Form 3955 is completed in two sets for each soldier in the unit as a directory record. The sets are arranged alphabetically without regard to rank or status. The cards are checked checked by the unit mail supervisor to ensure that the appropriate "Privacy Act" block is checked and that the cards are signed. One set of the cards are turned in to the installation postal directory/ AG postal locator, one set for theater locator, one set for the DS postal unit and one set for the unit locator.

c. Commanders ensure that unit mail room SOPs establish procedures for accountability of all individual lock-box equipment, to include keys.

d. Commanders ensure that custodians of UMSF notify publishers of change of address regarding all publications they are receiving.

e. Commanders use the second set of postal locator cards for release to the central postal directory of overseas command or CONUS station on arrival as applicable.

f. One day prior to actual departure, the unit mail clerk turns in all registered, insured, and certified mail records with completed SF Form 135 to the installation postal officer for transfer to the RHA.

g. One copy of the unit passenger list is furnished by the unit to the installation postal officer. Any later changes (additions or deletions) are made on a list indicating the organization of assignment or the deletions.

h. Departing unit commanders notify the installation postal officer in writing of the last mail pickup and the units date of departure.

i. If the designated Army Post Office (APO) is classified and/or not available, the DA Form 3955, completed as change of address cards for correspondents, are turned in to the installation postal officer who completes the APO number on the new address block and forward the cards once the APO number is released.

j. Unit commanders make arrangements with the postal officer for the early receipt of paychecks, if feasible, prior to departure.

k. The two division AGs must arrange to acquire from the installation postal officer the CONEX containers which contain postal prepacks for their respective divisions.

9-4-8. UNIT POM INSPECTION, INCREASED DEPLOYABILITY (ID) AND ADVANCED DEPLOYABILITY (AD).

a. Both Divisions, 6th Cavalry Brigade (Air Combat), and the 13th SUPCOM conduct their own inspections of all units assigned, and all units to whom they provide personnel and administrative support. All deploying soldiers must complete POM processing.

b. For the POM inspection, the health and dental records of each soldier assigned to the alerted unit are present and inventoried.

c. When a component force of a division is alerted, a POM inspection team is provided by the division concerned and POM processing is IAW this directive.

d. Those records (less the individual concerned) in which deficiencies were noted during the initial inspection are reinspected to ensure that all requirements have been met. Reinspection is scheduled within 24 hours after the initial inspection and is completed prior to the scheduled departure of the unit.

e. During movement, soldier records are kept in a portable container, or carried by members of the personnel activity or comparable soldiers who are proceeding separately. Entries in soldiers records pertaining to embarkation are made at the discretion of the unit commander, subsequent to embarkation.

9-5-1. LEGAL CONSIDERATIONS, SERVICE AND SUPPORT. This section provides legal affairs guidance and establishes responsibilities.

9-5-2. SCOPE. Total legal services and support is provided by each SJA or JA section for all units and individuals assigned or attached to their respective headquarters unless otherwise stated.

9-5-3. LEGAL ASSISTANCE.

a. Unit commanders ensure that soldiers are periodically counselled on personal affairs. These orientations emphasize that soldiers must not wait unitl they are alerted for deployment before seeking legal assistance in executing wills and powers of attorney. These legal instruments require time to prepare. Delay until the unit is scheduled for deployment may result in an individual not executing a needed instrument.

b. Wills and powers of attorney are not mandatory. Legal advice should be obtained before a decision is made not to execute a will or power of attorney. To ensure that all soldiers are provided an opportunity to obtain legal advice prior to being aler ed for deployment, soldiers who indicate on FH Form 1015 that he/she has a legal dependent (Item 5) or who indicates "yes" on Item 10, 11 or 13 of FH Form 1015 are command referred to t..e servicing SJA office or JA section for consultation with a legal assistance officer.

9-5-4. MILITARY JUSTICE.

a. Disposition of Soldiers Against Whom Charges Have Been Preferred and/or Referred For Trial by Court-martial. In each case, the court-martial convening authority, after consultation with the SJA, determines whether an accused is processed for overseas movement or transferred as nondeployable. Priority is given to the trial of cases involving soldiers pending charges in units with the highest deployability posture. Personnel awaiting trial by general court-martial or by a special court-martial empowered to adjudge a bad conduct discharge are not deployable. Soldiers awaiting trial by any other level of court-martial should accompany their unit, unless they have records which would justify administrative elimination. Soldiers awaiting administrative discharge (board action approved and discharge directed) are not deployable.

b. Disposition of Sentenced Soldiers. The convening authority responsible for taking initial action on a record of trial gives priority to those cases involving units with the highest deployability posture. In each case, the convening authority determines whether to suspend or remit any unexecuted sentence to confinement and return the soldier to his unit or transfer him as nondeployable. Soldiers in post-trial confinement are not deployable.

c. Processing of Records of Trial By Courts-Martial. In the case of all soldiers who are to be transferred from their units as nondeployable, every effort is made to expedite completion of the record of trial and initial action prior to departure of the deploying units from home station. Such records of trial should be marked "URGENT" and hand carried to the office of the appropriate SJA, where they are given priority for review.

9-5-5. CLAIMS.

a. All claims in favor of, or against, the government, incident to deployment, and arising within Fort Hood's geographical area of responsibility, are processed by the Fort Hood claims office.

b. Units directed to achieve AD posture direct unit claims officers to report to the III Corps and Fort Hood SJA for an orientation by the claims JA.

9-5-6. TRAINING AND ORIENTATION.

a. Unit commanders are responsible for insuring that all soldiers have received training in the Geneva/Hague Conventions as required by AR 350-216 (The Geneva Conventions of 1949 and Hague Convention No. IV of 1907), and that completion of this training is reflected on DA Form 2-1, block 19.

b. Instructions in AR 350-216 are presented, as required, by the appropriate SJA or JA section for all units assigned or attached to their respective commands.

c. All soldiers scheduled for deployment are oriented on any Status of Forces Agreement or other international agreement pertinent to the area of operations NLT AD posture. These orientations are presented by the appropriate SJA or JA section.

9-6-1. MORALE SUPPORT. This section prescribes procedures for the turn-in of Morale Support property by units deploying from Fort Hood.

9-6-2. GENERAL.

a. Commanders and supply officers ensure that unit personnel responsible for the preparedness and disposition of athletic clothing and equipment are familiar with the different types of property on hand. The following differences are noted:

(1) CTA 50-909 and CTA 50-970 athletic equipment is issued by the supporting supply activity to the PBO for physical training program.

(2) Morale Support athletic clothing and equipment is issued to battalions or separate units on hand receipt by their supporting gymnasium. The Morale Support PBO provides athletic clothing and equipment to the gymnasiums and, in some instances, nondivisional units.

9-6-3. HAND RECEIPTS.

a. On notification of imminent deployment, hand receipt holders turn-in Morale Support clothing and equipment to the facility which issued the items on hand receipt (i.e., 2d Armd Div Gym, 1st Cav Div Gym, 13th SUPCOM Gym, or Morale Support PBO).

b. If the deploying unit encounters insufficient time to properly turn in Morale Support athletic clothing and equipment, the rear detachment commander appoints an accountable officer/NCO who ensures that the property is safeguarded, turned in and initiates appropriate action to resolve any shortages on the deploying units hand receipt account.

9-7-1. CHAPLAIN. The chaplain establishes procedures for the conduct of religious activities.

9-7-2. RESPONSIBILITIES.

a. The III Corps and Fort Hood Chaplain:

(1) Provides religious coverage for units without assigned chaplains.

(2) Ensures that chaplains of alerted units have SOP for the orderly closeout of chapels and disposition of chaplains fund property not included in overseas shipment.

(3) Designates a chaplain to be a member of the personal affairs team to provide counseling for replacements for alerted units. The team functions in the Personnel Processing Center, United States Army Garrison (USAG).

(4) Establishs procedures for the orderly transfer of functions to the senior USAG chaplain in the event of deployment of III Corps.

(5) Notifies the office of the FORSCOM chaplain and the Chief of Chaplains, DA, of the mobilization TDA and TOE requirements, as appropriate.

b. The senior chaplain of each alerted unit:

(1) Provides religious coverage for personnel of the unit he is assigned to. If there is more than one chaplain assigned, the senior chaplain coordinates and supervises all chaplain activities.

(2) Develops a SOP for overseas movement to include:

(a) Purpose, scope, and conduct of chaplains functions and activities.

(b) A tentative schedule of weekly and Sunday services that can be adjusted to the military situation.

(c) Prepares a comprehensive checklist which ensures an orderly completion of chaplain responsibilities in the preparation for and moverment overseas.

(d) Prepares regular inventories of TOE equipment, repair, maintenance, and the requisitioning of replacement items to ensure all items are complete and serviceable for overseas movement.

(e) Prepares regular inventories and requisitions expendable items to maintain a 90 day supply. Principal expendable items are: Grape juice, wine, hosts (large and small), candles, chapel bulletins, and rosaries.

(f) Maintains adequate religious literature for the three major faiths.

(g) Performs periodic inspection of chaplains fund records to ensure readiness for overseas movement.

(h) Submits procedures for the orderly closeout and transfer of chapels and post chapel property before departure of the unit; provisions for adequate transportation for chaplains in the movement phase.

(i) Provides for free movement of chaplains for the purpose of conducting religious services, visiting medical facilities, and doing other pastoral ministrations.

(j) Continuous liaison between the senior unit chaplains and others as required.

(k) Comprehensive religious are coverage.

(l) In coordination with the public affairs officer (PAO), a briefing on the religions, culture, and customs of the country of destination for presentation en route, if appropriate. The applicability of the code of conduct to the individual soldiers role is included.

c. When the III Corps chaplain is deployed, the USAG senior chaplain:

(1) Assumes duties and responsibilities as Fort Hood staff chaplain.

(2) Assumes technical responsibility for all religious activities on Fort Hood to include professional training.

(3) Assumes responsibility for technical supervision of chaplain activities of incoming units, if any.

(4) Provides distribution of facilities, supplies, and equipment.

(5) Requisitions chaplain personnel to fill TOE and TDA vacancies.

9-8-1. DISCIPLINE, LAW AND ORDER (DLO). This section outlines procedures and responsibilities of units and the installation provost marshal during deployment of forces from Fort Hood.

9-8-2. ASSUMPTIONS.

a. Military Police (MP) assets available to effect DLO during deployment consist of the 256th MP Company and designated RC MP General Support Force (GSF) units as they arrive.

b. A plan to limit access to Fort Hood is implemented on order of the Commander, III Corps and Fort Hood.

c. Called RC units are not to present a problem to the law enforcement effort within the main post cantonment area.

d. The 356th MP Company is brought to full MTOE required strength (FULL mobilization only).

9-8-3. RESPONSIBILITIES.

a. Fort Hood provost marshal.

(1) Supervises MP activities IAW the mission statement and major tasks of the MTOE for the 256th MP Company.

(2) Prepares and maintains a limited access plan to be implemented on the order of the Commander, III Corps and Fort Hood.

(3) Supervises the operation and security of the POV storage area(s) designated by DEH (see appendix W).

b. Commander, 256th MP Company.

(1) Provides personnel to the Fort Hood provost marshal in support of the MP mission, as required/authorized by the current MTOE.

(2) Assists RC MP units mobilizing at Fort Hood with coordination of administrative and logistical support.

c. Commander, RC MP units.

(1) Assists in the accomplishment of the DLO mission by providing personnel and equipment as tasked by the Fort Hood provost marshal.

(2) Prepares for deployment.

d. Deploying unit commanders.

(1) Advises assigned SMs of the established procedures for disposing of POVs, weapons, and pets belonging to unit personnel (appendix J)

(2) Provides physical security for unit's that own vehicles and equipment at APOE, SPOE and/or the Fort Hood Railhead.

9-8-4. COORDINATING INSTRUCTIONS.

a. An engineer estimate for construction materials required for implementation of limited access is maintained with the plan.

b. An assessment of the impact on community relations and the legal limitations of the limited access plan is determined by the ACofS, G5 and the SJA, respectively.

c. DEH has designated the following areas as POV storage areas.

(1) Parking lot near the intersection of East Range Road and Murphy Road (PK 218463).

(2) Undeveloped area south of Highway 190 near Kindergarten (PK 155435).

CHAPTER 10

OPERATIONS SECURITY (OPSEC)

10-1. GENERAL.

a. OPSEC is the security given military operations and activities, including all security measures that allow friendly forces to maintain surprise. This chapter provides guidance for the secure planning and conduct of deployment operations.

10-2. RESPONSIBILITIES FOR OPSEC. The G3 operations staff element has overall staff responsibility for OPSEC. The III Corps OPSEC Officer, designated within the operations staff element, ensures all staff elements; intelligence, communications-electronics, logistics, maintenance, and administration, consider OPSEC in providing maximum protection for information pertaining to III Corps deployment. The intelligence staff element provides advice and assistance for OPSEC upon request of the corps OPSEC officer.

10-3. OPSEC THREAT. Specific classified information on hostile intelligence collection activities directed against U.S. military organizations, activities, and installations is provided at the time of implementation of this plan. The following are continuing security threats to Fort Hood.

a. Both friendly and hostile foreign intelligence services are constantly engaged in the collection of information on U.S. military forces at all levels of command.

b. The unwitting piecemeal disclosure of unclassified information can lead to the compromise of classified information.

c. During any deployment operation intelligence collection activities increase at Fort Hood and all points of departure and arrival.

d. As the amount of intelligence the enemy possesses increases, the survivability time of the U.S. unit decreases.

e. The security of the unit can only be protected by a concentrated effort by all assigned personnel.

f. The technical intelligence collection equipment available to hostile and friendly intelligence services continues to increase in sophistication at a very rapid pace, thus the threat to U.S. forces continues at the same pace.

g. Essential Elements of Friendly Information (EEFI): See appendix X

h. Signal Security: See appendix Y.

CHAPTER 11

MEDICAL SERVICES

11-1. GENERAL. This chapter provides guidance and establishes proceedures:

a. To maintain medical readiness for deployment.

b. To identify medical/technical advice, assistance, and services available to commanders on request or deployment notification.

11-2. MEDICAL CARE.

a. The USA Medical Department Activity (MEDDAC) and the Dental Department Activity (DENTAC), Fort Hood, provide necessary medical and dental support to deploying units at Fort Hood and at rail/air heads in close proximity to Fort Hood.

b. Medical and dental treatment at the POE is provided by the United States Army Health Services Command. (HSC).

c. Medical care enroute is provided by the following:

(1) Army Medical Treatment Facilities (MTF).

(2) MTFs of the Navy or Air Force where Army facilities are not readily available or accessible.

(3) MTFs of federal agencies outside the DOD.

(4) Civilian MTFs, including civilian physicians, where facilities listed in (1), (2), and (3) above, are not available.

d. If a soldier requires medical/dental care or hospitalization in a civilian facility while enroute, the following procedures and policies apply.

(1) Emergency medical care is authorized at the nearest available facility.

(2) Required, but non-emergency medical care, is obtained from civilian sources only when medical care is not available from facilities listed in paragraph c(1), (2), and (3) above.

(3) Those seeking medical care provide the treatment facility with the following information; soldiers name, SSN, unit of assignment, duty status.

(4) Elective civilian medical care is not authorized.

11-3. MEDICAL DEPLOYMENT CRITERIA. DA announces medical fitness (profile) requirements for specific contingencies in the deployment order.

11-4. AMMED OFFICER FILLER PERSONNEL. Personnel are identified by the HSC, IAW FORSCOM Reg 40-3 (AMMED Professional Officer Filler System).

11-5. RESPONSIBILITIES.

a. Unit commanders:

(1) Maintain medical supplies and equipment IAW authorized MTOE, CTA 8-100, and FORSCOM Reg 700-2. Requisitions for medical supplies and equipment are submitted to the 47th MEDSOM or to the installation medical supply officer, USA MEDDAC, IAW AR 40-61 (Medical Logistics Policies and Procedures), as appropriate.

(2) Ensure medical personnel maintain proficiency in their MOS.

(3) Ensure that all personnel receive required immunizations IAW appendix Z.

(4) Maintain and equip field sanitation teams IAW appendix Z.

b. Corps Surgeon Provides:

(1) Technical assistance as requested by unit commanders.

(2) Liaison between FORSCOM units and the USA MEDDAC, Fort Hood.

(3) Coordination among FORSCOM units.

c. Commander, USA MEDDAC, Fort Hood provides:

(1) Medical supply services to FORSCOM units IAW AR 40-61.

(2) Necessary medical and dental support to deploying units at Fort Hood, and at rail/air heads in close proximity to Fort Hood.

CHAPTER 12

DIRECTORATE OF RESOURCE MANAGEMENT (DRM)

12-1. GENERAL.

a. This chapter establishes procedures governing the DRM and finance actions connected with preparing units for deployment.

b. Fort Hood program directors maintain memorandum records of unprogrammed costs in support of units ordered to deploy from Fort Hood. Existing Operations and Maintenance Army (OMA) funds allocated to Fort Hood are used as long as available to provide necessary funding.

c. Purchasing and ordering officers can be appointed by Fort Hood to assist deploying units enroute to and on arrival at SPOE. For assistance, call the Fort Hood F&AO (287-5606) or the contracting officer (287-2711).

12-2. MILITARY PAY SUPPORT.

a. The SUPCOMs responsibility for paying soldiers assigned to Fort Hood garrison reverts to the Fort Hood F&AO if the 27th Finance Company is alerted for deployment. Soldiers attached to the SUPCOM for this garrison payroll function are released back to the control of the Fort Hood F&AO.

b. Commanders include the following actions in tasking financial preparation for deployment. These actions should be taken prior to the receipt of, or as soon as practical after, notification for deployment.

(1) Advise soldiers to indicate or increase allotments to provide continued support of family members. This reduces the chance of error or delay in receipt of financial assistance by family members after departure of soldier from home station. The Fort Hood F&AO assists in paying emergency allotments and providing other financial advice to family members.

(2) Determine whether or not emergency group partial payment is necessary and immediately notify the F&AO so that payments are prepared.

(3) All cash payment options and checks to unit automatically revert to an accrual unless other arrangements are made. Commanders should encourage soldiers to change their pay option to check to bank during the ND posture, or have in their PRF prepared pay changes to initiate the check to bank option, or other changes. This policy does not apply during an RDF-A mission. In all cases of emergency deployment, soldiers have a minimum amount of time to make any changes.

(4) Submit unit roster or personnel (annotated SIDPERS roster may be used) not deploying with unit to supporting finance company. Indicate new unit assignment for nondeploying soldiers.

(5) Appoint Class A agents under the provisions of AR 37-103 (Finance and Accounting For Installations Disbursing Operations), chapter 15 for the purpose of paying soldiers and for making emergency purchases enroute. The appointment orders define the scope and limitations of their authority, such as the supplies or services that may be purchased. Class A agents must report to the F&AO, this headquarters, commercial accounts section, for orientation.

CHAPTER 13

MANAGEMENT INFORMATION SYSTEMS

13-1. GENERAL. This chapter provides guidance and establish procedure for data processing support to deploying units.

13-2. SCOPE. Deployments include EDRE and real world contingencies.

13-3. CONCEPT OF SUPPORT. Class 1 systems, i.e., SAILS, DS4, SIDPERS, have priority. Support for local unique systems are provided on a time available basis.

13-4. RESPONSIBILITIES.

a. Directorate of Information Management (DOIM).

(1) Coordinates the data processing efforts of Fort Hood to provide maximum use of available computer resources.

(2) Directs and coordinates appropriate data processing (DP) support for deploying units.

b. Commander, Division/Support Command Data Center.

(1) Develops and coordinates a support plan that addresses system support required as well as equipment, transport, supplies, special packing and crating requirements.

(2) Identifying deploying and non-deploying ADPE. Plan for expedient, appropriate disposition at time of deployment.

(3) Ensures planning addresses both pre-deployment and actual deployment.

(4) Updates support plan annually and submit to DOIM for approval.

13-5. CONDUCT OF OPERATIONS.

a. Readiness. The DDC's at Fort Hood maintain a deployability posture and readiness necessary to achieve a loaded deployability posture NLT 96 hours after alerted.

b. Mission and function of the DOIM. The DOIM controls and coordinates the phasing of ADP support as required. DOIM also provides ADP operations and deployment status information to the installation operations center (IOC) on a periodic basis.

CHAPTER 14

PUBLIC AFFAIRS

14-1. GENERAL. This chapter provides guidance:

a. To assist in recalling III Corps and Fort Hood units through the use of commercial broadcast media.

b. To handle press inquiries attendant to the recall and possible deployment of III Corps and Fort Hood units.

14-2. CONCEPT OF OPERATIONS.

a. In the event of a requirement for a recall, the corps operations center immediately notifies the PAO on-call officer/NCO.

b. If directed, the PAO on-call officer/NCO notifies area broadcast media to broadcast the following message: ALL MILITARY PERSONNEL ASSIGNED TO FORT HOOD ARE TO REPORT TO THEIR UNITS OR PLACES OF DUTY IMMEDIATELY. (The message is repeated as necessary).

c. To deal with media interest, the PAO establishes a press center at the Fort Hood PAO, Bldg 60, Headquarters Avenue.

d. All media representatives are to be detained at installation access points by the MP or civilian security personnel on duty until a PAO representative can arrive and escort them to Building 60.

14-3. COORDINATING INSTRUCTIONS. This recall plan is to be used only as an augmentation to unit recall plans, and used only at the direction of the Commander, III Corps and Fort Hood.

FOR THE COMMANDER:

WILLIAM A. FITZGERALD, JR.
Brigadier General, USA
Chief of Staff

T. J. LEONARD
COL, AG
DOIM

27 Appendices
A - References
B - USAF Tactical Air Control Party (TACP)
C - Requisition of Supplies and Equipment
D - Supplies To Be Deployed
E - Turn-In of Property Not Accompanying Unit
F - 15-Day Expendable Supplies
G - Material Handling Equipment
H - Shipment of Personal Property and Transportation of Dependents
I - Personal Property Remaining In Barracks
J - Collection and Disposition of Personal Property
K - Packing and Crating Materials
L - Sample Packing and Crating Material List
M - Sample Vehicle Density List
N - FH Form-1041 Personnel Readiness Folder Information
O - FH Form-1015 Checklist/Questionnaire For Personal Affairs
P - FH Form-1368 Financial Arrangement Checklist
Q - DA Form-3955 Change of Address and Directory Card
R - DA Form-4986 Personal Property Record
S - DA Form-1341 JUMPS-Army Allotment Authorization
T - DA Form-3685 JUMPS-Army Pay Elections
U - FH Form-2776 Disposition of POV During Owners Absence
V - POM Checklist
W - Disposition of VEhicles, Weapons and Pets

X - Essential Elements of Friendly Information (EEFI)
Y - Signal Security
Z - Basic Immunization Requirements
AA - Field Sanitation Teams
Glossary

DISTRIBUTION:

IAW FH Form 1853, A
Plus: IM-AO (2)
IM-ARL (1)
IM-Pubs (100)
HQ FORSCOM, CDR, FORSCOM, ATTN: AFOP, FT McPherson, GA 30330 (5)
CDR, HQ USAEUR & 7th Army, ATTN: AEAGCPW, APO NY 09403 (1)
CDR, US Army Training and Doctrine Command ATTN: ATORI, Ft Monroe, VA 23351 (2)
CDR, US Army Health Services Command, Ft Sam Houston, Tx 78234 (1)
CDR, Military Traffic Management Command, Baileys Crossroads, VA 22041 (2)
CDR. USALOGC, Ft Lee, VA 23801 (1)
CDR, First US Army, Ft George G. Meade, MD 20755 (1)
CRD, Fifth US Army, ATTN: AFKB-OP-P, Ft Sam Houston, TX 78234 (3)
CDR, Sixth US Army, Presidio of San Francisco, CA 94129 (1)
CDR, US Army Intelligence & Security Command, Arlington Hall Station, VA 22212 (1)
CDR, US Army Infantry Center and School, Ft Benning, GA 31905 (1)
CDR, US Army Air Defense Center and School, Ft Bliss, TX 79916 (1)
CDR, XVIII Airborne Corps and Ft Bragg, ATTN: AFZP-DPT-PL, Ft Bragg, NC 28307 (2)
CDR, 101st Airborne Div and Ft Campbell, ATTN: DPT-PO, Ft Campbell, KY 42223 (1)
CDR, 4th Infantry Div (Mech) and Ft Carson, Ft Carson, CO 80913 (2)
CDR, Ft Devens, ATTN: DPT-PO, Ft Devens, MA 01433 (1)
CDR, Ft Dix, ATTN: DPT-PO, Ft Dix, NJ 08640 (1)
CDR, US Army Transportation School & Ft Eustis, ATTN: DPT-PO, Ft Eustis, VA 23604 (1)
CDR, US Army Signal Center, ATTN: ATZH-TDR, Ft Gordon, GA 30905 (1)
CDR, US Army Signal School & Ft Gordon, ATTN: ATZH DPT-PO, Ft Gordon, GA 30905 (1)
CDR, US Army Communications Command, ATTN: DPT, Ft Huachuca, AZ 85613 (1)
CDR, National Training Center, ATTN: DPT, Ft Irwin, CA 92310 (1)
CDR, US Army Training Center & Ft Jackson, ATTN: DPT-PO, Ft Jackson, SC 29207 (1)
CDR, US Army Armor Center and School, Ft Knox, KY 40121 (1)
CDR, US Army Quartermaster School & Ft Lee, ATTN: DPT, Ft Lee, VA 23801 (1)
CDR, 1st Corps and Ft Lewis, ATTN: DPT-PO, Ft Lewis, WA 98433 (1)
CDR, US Army Military Police School & Training Center, ATTN: DPT-PO, Ft McClellan, AL 36201 (1)
CDR, Ft McCOY, Sparta, WI 54656 (1)
CDR, 7th Inf Div and Ft Ord, ATTN: DPT-PO, Ft Ord, CA 93941 (1)
CDR, 5th Inf Div & Ft Polk, ATTN: ACofS, G3/DPT-PO, Ft Polk, LA 71459 (1)
CDE, 1st Inf Div & Ft Riley, ATTN: DPT-PO, Ft Riley, KS 66442 (1)
CDR, US Army Aviation School & Ft Rucker, ATTN: DPT-PO, Ft Rucker, AL 36362 (1)
CDR, Presidio of San Francisco, ATTN:DPT-PO, Presidio of San Francisco, CA 94129 (1)
CDR, Ft Sheridan, ATTN: DPT-PO, Ft Sheridan, IL 60037 (1)
CDR, 24th Inf Div & Ft Stewart, ATTN: AFZF-DPT-P, Ft Stewart, GA 31313 (1)
CDR, US Army Artillery Center and School, Ft Sill, OK 73503 (1)
CDR, Ft Drum, ATTNL DPT-PO, Watertown, NY 13601 (1)
CDR, US Army Engineer Training Center and School, Ft Leonard Wood, MO 65473 (1)
CDR, 602d TAIRCWILGX, Bergstrom AFB, TX 78743 (1)
The Adjutant General, State of Alabama, P.O. Box 1311, Montgomery, AL 36102 (1)
The Adjutant General, State of Arkansas, Ft Mcalister P.O. Box 78, North Little Rock, AR 72115 (2)
The Adjutant General, State of Illinois, ATTN: MNIL-POT-MS, 1301 N. McArthur Blvd, Springfield, IL 62702 (1)
The Adjutant General, Commonwealth of Kentucky, Capitol Plaza Tower, Frankfort, KY 40601 (1)
The Adjutant General, State of New Mexico, P.O. Box 4277, Santa Fe, NM 87501 (1)
The Adjutant General State of North Carolina, P.O. Box 26268, Raleigh, NC 27611 (1)
The Adjutant General, State of Oklahoma, 3501 Military Circle NE, Oklahoma City, OK 73111 (1)
The Adjutant General, State of South Carolina, 1225 Bluff Road, Columbia, SC 29201 (1)
The Adjutant General, State of Texas, P.O. Box 5218, Austin, TX 78763 (1)
CDR, 84th Division (Training), USAR Center, 2828 W. Silver Spring Drive, Milwaukee, WI 53218 (5)
CDR, 90th US Army Reserve Command, 2010 Harry Wurzbach Road, San Antonio, TX 78209 (1)
CDR, 102d US Army Reserve Command, 4301 Goodfellow Blvd, St Louis, MO 63120 (1)
CDR, 122d US Army Reserve Command, 801 Camp Robinson Road, North Little Rock, AR 72118 (1)
CDR, 123d US Army Reserve Command, 1616 N. Meridian Street, Indianapolis, IN 46202 (1)
CDR, 5th Armor Brigade (AIT), 200 N. 33d Street, Lincoln, NE 68503 (1)
CDR, 377th Support Brigade, 5010 Leroy Johnson Drive, New Orleans, LA 70140 (1)

CDR, 420th Engineer Brigade, 511 Carson Street, Bryan, TX 77801 (1)
CDR, 807th Medical Brigade, 901 W. Simonds Drive, Seagoville, TX 75159 (1)
CDR, 321st Civil Affairs Group (THRU: CDR, 90th US Army Reserve Command) (1)
CDR, 309th Ordance Group (THRU: CDR, 9oth US Army Reserve Command) (1)
CDR, 493d Engineer Group (THRU: CDR, 420th Engineer Brigade) (1)
CDR, 148th Med Evac Hosp, Little Rock, Arkansas 72201 (1)
CDR, 363d CS Group, San Marcos, TX 78666 (1)
CDR, 34th Engr BN, ATTN: S3, Ft Riley, KS 66442 (1)

APPENDIX A
Required References

AR 40-562	(Immunization Requirements and Procedures).
AR 55-29	(Military Convoy Operations in CONUS).
AR 55-162	(Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States).
AR 59-18	(Management of System 463L Pallets, Nets, and Tie-Down Equipment).
AR 190-11	(Physical Security of Arms, Ammunition & Explosives)
AR 220-10	(Preparation For Overseas Movement of Units).
AR 380-5	(Department of the Army Information Security Program).
AR 380-40	(Policy for Safeguarding and Controlling COMSEC Information).
AR 525-25	(Delineation of Service Responsibilities for Tactical Air Control)
AR 604-10	(Military Personnel Security)
AR 612-2	(Preparation of Replacements For Overseas Movements (POR))
AR 635-200	(Enlisted Personnel)
AR 735-5	(Basic Policy and Procedures For Property Accounting)
AR 735-11	(Accounting For Lost, Damaged and Destroyed Property)
FORSCOM Reg 55-1	(Unit Movement Planning).
FORSCOM Supl 1 to AR 59-18	(Management of System 463L Pallets, Nets, and Tie-Down Equipment)
FORSCOM Reg 525-2	(Emergency Deployment Readiness Exercise)
FORSCOM Reg 700-3	(Logistics: Ammunition Basic Load)
FH Reg 40-2	(FORSCOM AMEDD Personnel Support of Fort Hood MEDDAC).
FH Reg 190-3	(Administration and Management of Physical Security)
FH Reg 210-20	(Convoy Movements and Blackout Driving on the Fort Hood Reservation).
FH Reg 600-5	(Personnel Security Program)
FH Reg 750-18	(Responsibility for Maintenance).
FH Reg 750-20	(Material Handling Equipment).
FM 10-15	(Loading Container Inserts and Cargo Transporters).
FM 55-9	(Unit Air Movement Planning)
FM 55-12	(Movement Units in Air Force Aircraft).
FM 55-15	(Transportation Reference Data).
FM 55-65	(Preparation for Unit Movements Overseas by Surface Transportation).
FM 55-312	(Military Convoy Operations in the Continental United States).
FM 100-27	(US Army-USAF Doctrine For Airborne Operations).
TC 8-3	(Field Sanitation Team Training).
TM 38-236	(Preparation of Freight for Air Shipment).
TM 38-250	(Preparation of Hazardous Materials for Air Shipments).
TM 55-601	(Railcar Loading Procedures).
TM 55-602	(Movement of Special Freight).
TM 55-603	(Movement of Military Impediments by Commercial Carriers).
TB 43-0212	(Purging, Cleaning, and Coating Interior Ferrous and Terne Sheet Vehicle Fuel Tanks).
TB 55-46-1/2	(Standard Characteristics for Transportability of Military Vehicles and Other Outsize/Overweight Equipment/of Military Vehicles and Equipment).
Mil Std 129 H	(Military Standard Marking for Shipment and Storage).

Related References

DOD 4500.32R	(Military Standard Transportation Procedures).
DOD 5030.49R	(Customs Inspection)
DOT E 3498	(Department of Transportation Exemption 3498).
DOT E 7280	(Department of Transportation Exemption 7280).
AR 10-42	(U.S. Forces Command)
AR 37-103	(Finance and Accounting For Installations Disbursing Operations)
AR 40-3	(Medical, Dental and Veterinary Care, w/changes 1 and 2).
AR 40-5	(Preventive Maintenance, w/change 1).
AR 40-50	(Authorized Veterinary Animal Care and Animal Control Program)
AR 40-61	(Medical Logistics Policies and Procedures).
AR 55-71	(Transportation of Personal Property and Related Services).
AR 55-355	(Military Traffic Management Regulation).
AR 135-175	(Seperation of Officers)
AR 190-41	(Customs Law Enforcement)
AR 220-1	(Unit Status Reporting Subscription Form)

APPENDIX A
Related References (continued)

AR 310-2	(Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications)
AR 310-50	(Authorized Abbreviations and Brevity Codes).
AR 340-2	(Maintenance and Disposition of Records for TOE and Certain Other Units of the Army)
AR 340-18	(The Army Functional Files System)
AR 350-216	(The Geneva Conventions of 1949 and Hague Convention No. IV of 1907)
AR 600-20	(Army Command Policy and Procedures Subscription Form)
AR 608-4	(Control and Registration of War Trophies and War Trophy Firearms).
AR 614-30	(Overseas Service Subscription Form)
AR 635-10	(Processing Personnel for Seperation)
FORSCOM Reg 40-3	(AMMED Professional Officer Filler System (APOFS)).
FORSCOM Reg 350-1	(Active Component Training)
FORSCOM Reg 700-2	(Logistics: FORSCOM Standing Logistics Instructions).
DA Pam 738-750	(The Army Maintenance Management System (TAMMS)).
MACP 50-13	(MAC Affiliation Training).
MACP 55-41	(Operations: Civil Reserve Air Fleet, Load Planning Guide).

APPENDIX B, USAF TACTICAL AIR CONTROL PARTY (TACP) (A/DACG TO CHAPTER 6, UNIT MOVEMENTS - AERIAL DEPLOYMENT)

NOTE: The data below also pertains to chapter 5, Unit Movement-Surface Deployment.

TACP. The TACPs at Fort Hood are an integral part of the III Corps and deploy with their host Army unit in order to meet the air land battle needs of III Corps. These pre- cedures comply with guidance contained in AR 525-25 (Delineation of Service Responsibili- ties For Tactical Air Control)/AFR 55-9, FORSCOM/TRADOC/MAC/TAC Agreement, as well as the interservice support agreement between the commander, 602TAITRCW and the commander, III Corps and Fort Hood.

a. Hardcore TACP resources consist of personnel and equipment colocated geographically with its host Army unit. "Softcore" TACP resources consist of personnel and equipment that augment the TACPs upon mobilization of the host unit. Generally, TACPs are fully manned and equipped (hardcore) down to the brigade level. Battalion TACPs normally are at least partially manned and equipped (hardcore), with other resources (softcore) to be provided at the time of deployment.

b. TACP personnel and equipment (hardcore and softcore) is included in Army load/movement plans and in requests for airlift/surface support for deployment during contingencies or exercises as follows:

(1) A TACP deploys with the corps, each division, each brigade, and each maneuver battalion.

(2) The appropriate Army commander is responsible for ensuring that his supporting TACP is included in his unit's load/mobility plans, and consider the TACP an integral part of his unit deployment purposes.

(3) The TACPs deploys with the personnel/equipment listed below. Division/brigade and battalion TACPs are equipped and manned approximately the same. Only one of each is listed. Note: Weights are approximate.

CORPS TACP

ITEM	LENGTH	WIDTH	HEIGHT	CUBE	WEIGHT	QUANTITY
Officers						4
Enlisted Personnel						6
MRC 107 or 108 Comm Cent (M151)	133	64	71	350	3500	4
M416 Trailer	115	62	64	264	1350	4
M880	219	80	74	742	7200	1

Note: For surface moves, the AN-GRM 85 and S530A/G vans can be shipped mounted on the first two M35s shown above if height limitations are not exceeded.

BRIGADE TACP

ITEM	LENGHT	WIDTH	HEIGHT	CUBE	WEIGHT	QUANTITY
Officers						3 (4) Note 1
Enlisted Personnel						3 (5) Note 1
MRC 107 or 108 Comm Cent (M151)	133	64	71	350	3500	3 (4) Note 1
M416 Trailer	115	62	64	264	1350	3 (4) Note 1

BATTALION TACP

ITEM	LENGHT	WIDTH	HEIGHT	CUBE	WEIGHT	QUANTITY
Officers						2 (1) Note 1
Enlisted Personnel						2
MRC 107 or 108 Comm Cent (M151)	113	64	71	350	3500	2
M416 Trailer	115	62	64	264	1350	2

Note: Numbers in parenthesis indicate quantities for 6CBAC TACP.

c. Additional Responsibilities:

(1) The appropriate Army commanders, are responsible for ensuring that their TACPs, as specified above, are provided the following services/supplies during a deployment.

(a) Basic loads of Class I, III, and V for each TAP.

(b) POM processing for personnel.

(c) Storage for personal effects and POVs.

(d) Manifest support for personnel, vehicles, and equipment.

(e) Preparation of documentation/certificate (except DD Form 1750s) for vehicles and equipment.

(f) Packing and crating material, as needed.

(g) MILVANs, CONEXs 463L pallets and shoring, as required for deployment. And transportation of these items to the MA.

(h) CEOI AND TOC passes.

(2) Army commanders coordinate with the ALO mobility officer/NCO to ensure that all TACP deployment requirements are met.

(3) Army commanders provide the ALO a copy of their latest MAC Form 551 showing the inclusion of TACP personnel/equipment on the unit aircraft utilization plan. An updated copy is also provided whenever this form is revised.

(4) The senior ALO is notified of any situation which would require Air Force personnel/equipment to deploy with any Army unit(s).

(5) The ALO is responsible for the following:

(a) Complying with the guidance set forth in this regulation and any other unit supplements.

(b) Coordinating with the 602 TAIRCW for augmentation forces and hardcore shortfalls.

(c) Altering personnel and directing the preparation of Air Force personnel/ equipment deployment.

(d) Maintaining PRF for USAF hardcore personnel. Folders contail items Folders contain items required by USAF regulations and any compatible items listed in this regulation.

(e) Ensuring that the TACPs meet readiness requirements and are properly prepared for deployment within the allotted/prescribed time frame.

(f) Ensuring the completion of DD Form 1750s for all TACP equipment and assist in the preparation of any other required documentation/certification. Note: The responsibility for documentation/certification (except DD Form 1750s) remains with the commanders and is based on unit deployment task organization.

(g) Providing drivers to transport self propelled and towed equipment to the MA.

(h) Participating in EDRE's with hardcore personnel/equipment at the request of the appropriate commander or the G3.

d. Procedures. On notification of partial or full mobilization of units of the III Corps, the senior ALO does the following as needed.

(1) Initiate the detachment alert notification plan for recall of hardcore personnel.

(2) Notify the 602 TAIRCW to coordinate softcore augmentation and reconcile hardcore shortfalls.

(3) Direct the processing of TACP personnel and equipment IAW chapter 6 and appendix B, this regulation and TACP Mobility Plan/ Procedures.

(4) Notify deploying Army units of the arrival/readiness of their hardcore and softcore TACPs and coordinate link-up sequence.

(5) Provide late arriving softcore personnel with appropriate POCs with both Army and Air Force rear detachment commanders.

(6) Coordinate with the host Army staff agencies for any actions that may be required, but not specified, in this plan.

APPENDIX C REQUISITIONING OF SUPPLIES AND EQUIPMENT (SUPPLY AND SERVICES TO CHAPTER 7 DEPLOYMENT LOGISTICS)

1. TEMPORARY DEPLOYMENT (30 days or less). Deploying units submit to their supporting accountable property officer DA Form 2765/2765-1, for shortages of supplies and equipment. Requests are prepared for delivery of all materiel to Fort Hood. All materiel received at Fort Hood during this period is issued to the deployed unit's designated rear detachment representative.

2. TEMPORARY DEPLOYMENT (31 days or more) or permanent change of station (PCS) (one or more units).

a. Deploying units falling in on POMCUS determine shortfalls by comparing POMCUS listings against current MTOE. On-hand serviceable assets are used to fill the shortages.

b. The deploying units supporting accountable property officer provide the deploying unit with the extracted document history inquiry, SAILS Job No. ALS15, showing the latest status of each open requisition for that unit. The deploying unit reviews this listing to determine whether those items which are not available by the required delivery date can be laterally transferred from other units. The deploying unit submits to its supporting activity requests for cancellation of those requisitions which were filled by lateral transfer and those which are not filled before its deployment date.

c. All requisitions are submitted by deploying units/organizations through their normal supply channels, on DA Form 2765/2765-1. All requests not requiring exception data are keypunched, if keypunch capability exists, before submission.

d. If a deploying unit is scheduled to deploy within 10 days, DA Forms 2765/2765-1, is submitted on a "fill" or "kill" basis.

e. If deploying unit is not scheduled to deploy for 11 days or more, DA Forms 2765/2765-1 contain the last three digits of the required delivery date (RDD) in block 21 (cc 62-64), i.e., materiel required on 1 Jan 8X will have a RDD of 001.

f. When it is desired to phase the arrival of equipment, separate requisitions will be submitted using the desired RDD.

g. Requisitions for prescribed load of repair parts are submitted concurrently with requisitions for the applicable major items, provided an equipment make and model is known either from MTOE or national inventory control point (NICP) advice.

h. DA Forms 2765/2765-1 contain the appropriate priority designator based on the assigned force activity designator (FAD) and urgency of need designator A.

i. Requisitions show the applicable project code which is provided by DOL upon receipt from higher headquarters.

j. Requisitions show media and status code K in card column 7 to insure that complete status of the requisition is received at Fort Hood.

k. Requisitions are processed through normal supply channels and hand carried to the property contron branch (PCB), Supply and Service Division.

l. Critical items shortages are reported by the deploying unit to III Corps G4 or DOL if G4 is deploying.

3. CLASS I SUPPLY.

a. Deploying units establish liaison with troop issue subsistence office (TISO), PCB Supply and Services Division, Bldg 4219, within 24 hours after notice of alert.

b. When Class I accompanying supplies are required for the deploying unit, movement orders so specify. The deploying unit commander arranges with the installation food adviser and the TISO, who is assigned to PCB, ISSD, for feeding required during movement.

c. When the number of rations required by the movement order differs from quantity indicated on DA Form 3161 on file in troop issue subsistance activity (TISA), PCB (as in the case of a fragmented unit), the parent unit prepares a correct DA Form 3161 and hand carry it to PCB at the time pickup is desired.

d. The TISO, Supply and Service Division, opens both the TISA accounting unit and dry and cold storage areas within two hours after alert notification.

e. During test exercises, rations are issued only when directed by DOL or the test exercise director.

4. CLASS V SUPPLY.

a. Units compute basic loads IAW FORSCOM Reg 700-3 (Ammunition Basic Load) using FORSCOM prepared automated ammunition basic load authorization (ABLA) and basic load Authorization Recap (BLAR). These are received in three copies; one distributed to units and two to the ammunition supply point (ASP) by the Ammunition Section, 664th Ord Co.

b. After review, corrections, and additions by unit, the copy of the ABLA and BLAR is submitted to the installation ASP through the 664th Ord Co for approval and annotation to identify that portion of the basic load which is stored at the installation and that portion to be stored at DARCOM facilities.

c. The ASP returns the two copies of each ABLA and BLAR to the unit which, upon receipt, submits requisitions on DA Form 581 in six copies for the approved basic load. Separate sets of DA Form 581 are made for Fort Hood and DARCOM stored ammunition.

d. The ASP, on receipt of the requisition, requisitions for storage at DARCOM depots that ammunition which is not stored and maintained at Fort Hood (.50 caliber and over). Five copies of DA Form 581, for DARCOM stored ammunition, and one copy of DA Form 581, for Fort Hood stored ammunition, is returned to unit.

e. The ASP provides requisition numbers to the unit for basic load items stored at Fort Hood. These are entered on units copy of BLAR.

f. Deployment Procedures:

(1) Unit deploys with an approved copy of automated ABLA and BLAR and DA Form 581 for DARCOM stored ammunition.

(2) Unit draws that portion of the basic load (less than .50 caliber) stored on Fort Hood from ASP during AD posture.

(3) ASP places requirement for release of basic load (.50 caliber and over) for shipment to objective area IAW FORSCOM Reg 700-3.

(4) Unit identifies sensitive ammo that must be stored/carried separately when preparing its transportation documentation.

g. Ammunition is properly restrained in approved ammunition containers, trailers, trucks, cargo carriers, ammunition ready racks on tracked vehicles, or is palletized when moving by air.

APPENDIX D SUPPLIES TO BE DEPLOYED (SUPPLY AND SERVICES TO CHAPTER 7 DEPLOYMENT LOGISTICS)

SUPPLY CLASSIFICATION	ME/RR/POMCUS	OTHERS (2)
Class I (1)	3 days	5 days
Class II, IV, VII, & VIII		
1. Authorized clothing & equipment	yes	yes
2. Authorized MTOE & CTA equipment (CTAs 8-100, 50-907, 50-900 and appendix C of 50-909)	TAT not authorized for prepositioning (NAP) & POMCUS shortages	yes
3. Authorized individual protective clothing and equipment (3)	yes	yes
4. Expendable supplies (Including Class VIII IAW Section II, FORSCOM Reg 700-2)	15 days	15 days
Class III package (2 times the historical demand data over the past years)	No (4)	15 days
Class V Basic Load (6)		
Admin Move	for TAT weapons only	Below .50 caliber
Tactical Move	for TAT	yes
Class IX		
PLL	15 days for TAT and NAP equip.	15 days all All equip.
ASL (demand)	15 days (5)	15 days
Bench stock	yes	yes
Shop stock	yes	yes

NOTES:

(1) Does not include rations for consumption during travel to employment area.

(2) Units dual listed must be prepared to deploy with largest quantity.

(3) See FORSCOM Reg 700-2 (FORSCOM Standing Logistical Instructions) for chemical protective equipment.

(4) Per OPLAN 4360.

(5) That portion of ASL prepositioned in POMCUS will not be deployed. As a minimum, ASL for TAT/NAP will be deployed.

(6) Accompanying supply: 120 rounds for TAT rifles; 21 rounds for .45 cal TAT pistols, and 18 rounds for .38 cal TAT revolvers (unless otherwise specified in the execution order or specific contingency plan).

APPENDIX E TURN-IN OF PROPERTY NOT ACCOMPANYING UNIT (SUPPLY AND SERVICES TO CHAPTER 7 DEPLOYMENT LOGISTICS)

1. Deploying unit and/or established rear detachment commander immediately designates responsible individual to turn in supplies and equipment on notification of alert, This is done by providing complete DA Form 1687 to PCB, ISSD.

2. Temporary Deployment (30 days or less) Responsibility for all property remains with the deploying unit. Property is placed in the safekeeping of a designated representative in the unit's rear detachment.

3. Temporary Deployment (31 days or more) or PCS (one or more units). See sections 1,2, and 3.

SECTIONS:

1. Uncovered PURE Support
2. Turn-in Format
3. Turn-in of Installation Property and Facilities
4. Turn-in of Information Mission Equipment
5. Denial Message
6. Diversion Message

SECTION I UNCOVERED POMCUS UNIT RESIDUAL EQUIPMENT (PURE) SUPPORT (SUPPLY AND SERVICES TO APPENDIX E TO CHAPTER 7 DEPLOYMENT LOGISTICS)

1. GENERAL. Units deploying to POMCUS leave an extensive amount of equipment at Fort Hood, in many cases a duplication of that contained at POMCUS sites. Generally, the normal direct support (DS)/ general support (GS) for this equipment also deploys. Quantities of equipment remaining at the installation are determined by analyzing the quarterly FORSCOM prepositioned equipment requirements list (PERL) to identify equipment which is prepositioned, that which is not authorized for prepositioning (NAP) and that which is TAT.

a. Required Actions.

(1) This enclosure identifies the following actions necessary to assume physical custody of this property.

(a) Turn In

(b) Storage

(c) Accountability

(d) Security

(e) Maintenance

(f) Disposition

(2) These actions consider full deployment with possible mobilization. Partial deployment requires modification.

(3) For the purpose of this appendix/section, all organization equipment not deployed is considered as uncovered PURE.

b. Assumption.

(1) Direct deployment of units falling in on POMCUS allows a time for accomplishment of other than direct deployment functions.

(2) Uncovered PURE assets become installation assets available for issue/disposition IAW appropriate regulations. The priority of issue is:

(a) Fill for units deploying in priority sequence

(b) Fill for training base requirement when authorized

(c) Fill for newly-formed units

(3) Assistance to receive PURE is available by non-deployable personnel assigned to the USAG through Director of Plans, Training and Mobilization (DPTM) tasking.

(4) Fund constraints would be lifted.

(5) A rear detachment from the deploying unit(s) would remain on Fort Hood until property and facilities are cleared to protect the vested interest of the deploying unit commander.

(6) Sufficient blocking/bracing and packing/crating material is available to support PURE shipments.

2. PROCEDURES AND RESPONSIBILITIES.

a. DOL

(1) Provides guidance and monitors transfer/turn-in procedures of deploying units.

(2) In coordination with plans, training and mobilization (PTM), establishes the lateral transfer/turn-in procedures of deploying units.

(3) Assumes staff responsibility for the custody and maintenance of PURE.

(4) ISSD

(a) Verifies the predesignated item lists and informs the appropriate national inventory control point (NICP)/material release confirmation (MRC) by denial message (section V, this appendix) of any exceptions, using the project code provided.

(b) Applies the ownership project code for SAILS visibility on the FORSCOM predesignated list of RICC-1 items upon the announcement of a unit being alerted for deployment.

(c) Picks up all residual, other than RICC-IO items, as Fort Hood stock for immediate issue, based on established priorities (para 3, above).

(d) Requests diversion of RICC-1 items (section VI, this appendix) from Army Materiel Command (AMC) to fill critical shortages for an early deploying (D-Day throuch D+30) unit.

(e) Assumes property accountability for PURE turned in by deploying units and assume responsibility from installation PBO for storage facilities vacated by deploying units on the completion of actions outlined herein.

(f) Plans for and supervises the use of general support forces (GSF) units assigned to Fort Hood to assist in accounting for/disposing of the PURE.

(g) Assists deploying unit in making the physical turn-in of residual property. Actions include, but are not limited to, the following:

1. Assisting the unit in the preparation of necessary supply documentation.

2. Dispatching storage and classification personnel to the unit to inspect, inventory, and accept the equipment in place using hand receipt annexes to identify components/accessories. Time permitting, end items are consolidated by type; i.e., tanks, 1/4 ton trucks, etc. Weapons and sensitive items remain in a secure location. Assign equipment serviceability code if it can be determined, or request a technical inspector provide this data.

3. Accepting storage facilities from the deploying unit through the DOL IPBO with DEH.

(h) Prepares shipping documents and submits these to ITO.

(i) Accepts and turns in installation property and ASL/PLL with the appropriate listings.

(j) Prepares to vacate unit motor pool storage areas (PARTIAL or FULL Mobilization). New storage areas are identified as required.

(k) Installation Maintenance Division (IMD).

1. Provides technical inspections and necessary repairs to PURE in preparation for reissue/shipment.

2. Plans for and supervises the use of GSF units assigned to Fort Hood to assist in upgrading the PURE.

(l) ITO

1. Receives transportation requirements from ISSD for shipment of PURE.

2. Requests transportation from MTMC as required.

3. Notifies the necessary authorities of shipments IAW applicable regulations.

b. DEH. Provides necessary quantities of blocking/bracing and packing/crating material to ISSD for the shipment of PURE.

c. DOIM. Provides ADP support to ISSD as required.

d. DPCA and AG. Screen the personal records of non-deployable personnel assigned to USAG for log maint capability, to assist in supervising the turn-in, receiving, inventory, and reporting of equipment.

e. DPT. Task to fill the DOL requirements for assistance in the supply, maintenance, and security areas.

f. Deployable Units. (Normal Deployability Posture)

(1) Prepares and holds on file DA Form 2765-1 for all PURE IAW this appendix.

(2) Prepares and holds on file DA Form 3161 for lateral transfer/turn-in of Fort Hood property belonging to DEH.

g. Deployable Units. (Increased Deployability Posture)

(1) Recovers all property loaned on temporary hand receipt.

(2) Establishes a rear detachment for maintaining accountability for equipment not being deployed and for installation facilities and property until relieved.

(3) The Rear Detachment Commander:

a. Obtains and retains on file the following documents:

1. The latest sub-hand receipt printouts for subordinate units (copy with the signature of the sub-hand receipt holder) that have been annotated to show TAT and NAP equipment taken with the deploying unit. Annotations include weapon and equipment serial numbers.

2. All outstanding DA Forms 2407 (Maintenance Request).

3. Current PLL/ASL listings for all subordinate units.

4. Copies of pending AAR, report of survey, statement of charges, cash collection vouchers, issues, and turn-ins that have not been posted to the printout.

5. Copies of temporary hand receipts for items not recovered.

6. Weapons sign-out sheets (to insure the accountability for on-hand versus issued SN).

7. Files indicated in para 4f(1) and (2) above.

b. Become OPCON to the garrison commander on orders.

SECTION II TURN-IN FORMAT (SUPPLY AND SERVICEs TO APPENDIX E TO CHAPTER 7 DEPLOYMENT LOGISTICS)

BLOCK	CARD/COLUMN	EXPLANATION/INSTRUCTIONS
D	1-3	Enter Docu Ident Code "D6A"
E	4-6	Enter Routing Ident Code "AY2"
4-6	8-22	Stock No. or part no. of item being turned-in.
7	23-24	Unit of issue.
8	25-29	Qty of item being turned-in.
9-12	30-43	Docu No., consisting of DODAAC, Julian date, and Serial No.
14-15	45-50	Supply address of activity making the turn-in
19	57-59	Project Code, if applicable. (Enter Project Code to be furnished for RICC-1 items; otherwise leave blank).
22	65-66	Enter the applicable Return Advice Code.
23	67	Enter Routing Identification Code "AY2".
L	76-80	Account Processing Code (APC) (first four digits) and Asset/Obj Class Code (fifth digit) in Block L for the APC. (see note.)
O		Item Description. If no stock no., enter description, publication, reference, or other data to identify the item and the serial/registration, as applicable. (see note.)
P		Enter whether item turn-in is serviceable (SER) or unserviceable (UNS). (see note.)

NOTE: Entries in blocks L, O, and P of the DA Form 2765, 1 Apr 76, should be made in blocks I, M, and O, respectively, if DA Form 2765, 1 Jan 76, or earlier, is used. DA Form 2765-1 may also be used for turn-ins.

SECTION III TURN-IN OF INSTALLATION PROPERTY AND FACILITIES (SUPPLY & SERVICES TO APPENDIX E TO CHAPTER 7 DEPLOYMENT LOGISTICS)

1. Installation property is turned in as follows:

a. Transfer to Rear Detachment.

(1) On receipt of an alert for deployment, hand receipts fro Fort Hood property are updated. Property is jointly inventoried by the responsible officer of the deploying unit and rear detachment representative.

(2) The deploying units PBO or representative and the rear detachment representative meet and resolve any differences. The rear detachment representative then signs for the property.

(3) An authorized representative of the deploying unit prepares necessary adjustment/relief documents for damaged/missing property IAW AR 735-11 (Accounting For Lost, Damaged or Distroyed Property). Actions that are not done by the deploying unit are completed by the rear detachment.

(4) Disposition Instructions. All Fort Hood property is secured and remains in secure buildings and motor pool areas until disposition instructions are furnished by IPBO or lateral transfer is effected. Disposition instructions (lateral transfer or turn-in) is furnished the rear detachment by the IPBO or DEH.

b. Lateral Transfer or Turn-In. Deploying unit or rear detachment prepares separate DA Forms 3161, for each building. DA Forms 3161 is prepared in the number of copies required and double spaced, showing the building number and listing each item location in the building. The Send To and Request From blocks are left blank until it is determined whether the property and building is laterally transferred to an incoming unit or turned in to DOL.

(1) For lateral transfer to another unit, the procedures are as follows:

(a) The deploying unit/rear detachment prepares DA Forms 3161 in duplicate and conducts a joint inventory with IPBO, DEH, and the gaining units responsible officer. The deploying unit retains the original completed DA Form 3161, prepares necessary adjustment documents, and posts its property book accordingly. The gaining unit assumes responsibility, using one copy of DA Form 3161 as a voucher to its property book.

(b) After the property is transferred, the deploying and the gaining units responsible officer jointly visit the DEH Real property branch and effect transfer of the facilities in which the property is located.

(2) For turn-in to IPBO, the procedures are as follows:

(a) The deploying unit/rear detachment prepares the necessary DA Form 3161 in four copies, schedules a time for joint inventory, using the original completed DA Form 3161, and prepares any necessary adjustment documents, posting its property book accordingly. The DOL IPBO or DEH use the DA Form 3161 to assume responsibility and to enter the property in the DOL property book.

(b) After the property is transferred, the deploying unit and IPBO jointly visit the DEH real property branch and effect the transfer of the facility in which the property is located.

(3) In all cases, an authorized representative of each deploying unit prepares any necessary adjustment/relief documents for damaged/missing property IAW AR 735-11. Actions that are not taken by the deploying unit are completed by the rear detachment.

2. Dining hall equipment is handled in the following way:

a. Transfer to a rear detachment.

(1) The deploying unit/rear detachment laterally transfers all dining facility equipment located in each dining facility using the IPBO automated hand receipt.

(2) After the transfer of property is completed, the units responsible officer visits the DEH real property branch and effects transfer of the dining facility building.

b. Lateral Transfer to another unit.

(1) The deploying unit/rear detachment laterally transfers all dining facility equipment located in each dining facility using the IPBO automated hand receipt.

(2) After transfer of property is completed, the units responsible officer visits the DEH real property branch and effects transfer of the dining facility building.

c. Turn-In. Procedures for turn-in to IPBO are as follows:

(1) Deploying unit/rear detachment hand carries three copies of DA Form 4283 (Facilities Engineers Work Request) to DEH, requesting that dining equipment in a specific building be disconnected and technically inspected for turn-in.

(2) The deploying unit/rear detachment inventories with the IPBO. The DA Form 2404 (Technical Inspection Report) completed by DEH, is furnished to IPBO to clear both the facility and the dining equipment.

(3) The IPBO clears the deploying unit of property turned in, leaves all serviceable equipment in place, and signs for and secures the building tagging the keys by building number and securing them.

(4) The deploying unit/rear detachment prepares the necessary property adjustment documents on equipment that cannot be accounted for or has been damaged through other than fair wear and tear.

3. Housing Property. This category includes all property issued on DA Form 2062 (Hand Receipt), from the DEH housing division PBO. Included are barracks and bachelor officer quarters (BOQ)/bachelor enlisted quarters (BEQ) furniture, such as beds, chests of drawers, wardrobes, lamps, rugs, quarters desks, and similar items.

a. The procedures for transfer to a rear detachment are as follows:

(1) The deploying unit and rear detachment responsible officer conducts a joint inventory of the barracks or BOQ/BEQ, using the deploying units copy of its current DA Form 2062, from the DEH housing division. After the joint inventory is completed, the deploying unit and rear detachment representative visit the DEH housing division PBO to effect the transfer of the hand receipt.

(2) If Fort Hood property is included in the building being transferred, the deploying unit prepares a DA Form 3161 and completes the transfer as set forth in para 1a above.

(3) After the property is transferred, the deploying unit and rear detachment responsible officer jointly visit the DEH real property branch and effect transfer of the building.

b. The procedures for a lateral transfer to another unit are as follows:

(1) The deploying unit/rear detachment and gaining unit responsible officers conduct a joint inventory of barracks or BOQ/BEQ, using the deploying units current DA Form 2062, from the DEH housing division. After the joint inventory is completed, the deploying unit/rear detachment and gaining unit representative visit the DEH housing division PBO to effect the transfer of the hand receipt.

(2) If Fort Hood property is included in the building being transferred, the deploying unit prepares a DA Form 3161 and completes the transfer as set forth in para 1b(1).

(3) After the property has been transferred, the deploying unit/rear detachment and gaining unit responsible officers jointly visit the DEH real property branch and effect the transfer of the building.

c. The procedures for a turn-in to DEH and DOL are as follows:

(1) Deploying units or rear detachments arrange with the DEH housing division PBO and the DOL IPBO (if installation property is involved) for a joint inventory to effect the turn-in to DEH and DOL. Responsible officer of the deploying units notifies DEH of the building ready to be transferred/cleared and advise as to the type property located in each building; i.e., housing or installation property. DEH arranges a schedule for the housing division PBO and the DOL IPBO representatives to meet with the deploying unit/rear detachment representatives to bring their current DA Form 2062, which is used to clear or transfer the housing equipment.

(2) Transfer/clearance of Fort Hood property is done as set forth in para 1b (2), above.

(3) Once property is transferred, the deploying unit/rear detachment and the DOL IPBO or the DEH PBO, if no Fort Hood property is involved, jointly visit the DEH real property branch and effect the transfer of the building.

SECTION IV TURN-IN OF INFORMATION MISSION EQUIPMENT (SUPPLY AND SERVICES TO (APPENDIX E TO CHAPTER 7 DEPLOYMENT LOGISTICS)

1. Telecommunications and automation equipment is turned in as follows:

a. Transfer to Rear Detachment.

(1) On receipt of an alert for deployment, hand receipts for telecommunications and automation property is updated. Property is jointly inventoried by the responsible officer of the deploying unit and a rear detachment representative.

(2) Deploying units hand receipt holder or representative and the rear detachment representative meet and resolve any differences. The rear detachment representative then sign for the property from the USAISC PBO.

(3) An authorized representative of the deploying unit prepares necessary adjustment/relief documents for damaged/missing property IAW AR 735-11. Actions that are not done by the deploying unit are completed by the rear detachment.

(4) Disposition Instructions. All telecommunications and automation property is secured and remains in a secured building until disposition instructions are furnished by the USAISC PBO or redistribution is effected. Disposition instructions are furnished the rear detachment by the USAISC PBO.

SECTION V DENIAL MESSAGE (SUPPLY AND SERVICE TO APPENDIX E TO CHAPTER 7 DEPLOYMENT LOGISTICS

FROM: CDR FT HOOD TX//AFZF-DI//

TO: CDR APPROPRIATE MRC

INFO: CDR AMC ARLINGTON VA//DRCPA-M//

CDR FORSCOM FT MCPHERSON GA//AFLG-POO-RE//

CDR TRADOC FT MONROE VA//ATLG-MB-PS//

CDR USAFIVE FT SAM HOUSTON TX//AFKB-LG//

CDR ARMR VII FT SAM HOUSTON TX// //

(CLASS)

SUBJECT: UNCOVERED PURE (U)

1. THIS IS AN UNCOVERED PURE DENIAL MSG.
2. STOCK NO:
3. QTY:
4. NOMENCLATURE:
5. REDISTRIBUTION DOCUM NO.
6. REASON(S) FOR DENIAL:
   A.
   B.
7. ISTL POC (NAME/PHONE):

(CLASS, AS APROP)

(DECLAS/REV INSTR, AS APROP)

SECTION VI DIVERSION MESSAGE (SUPPLY AND SERVICES TO APPENDIX E TO CHAPTER 7, DEPLOYMENT LOGISTICS

FROM: CDR FT HOOD TX//AFZF-DI//

TO: CDR APPROPRIATE MRC

INFO: CDR AMC ARLINGTON VA//DRCPA-M//

CDR FORSCOM FT MCPHERSON GA//AFLG-POO-RE//

CDR TRADOC FT MONROE VA//ATLOG-MB-PS//

CDR USAFIVE FT SAM HOUSTON TX//AFKB-LG//

CDR ARMR VII FT SAM HOUSTON TX// //

(CLASS)

SUBJECT: DIVERSION OF UNCOVERED PURE (U)

A. FONCON BETWEEN _____ YOUR ACTV AND _____

THIS HQ, _____.

1. THIS MSG CONFIRMS REQ FOR DIVERSION OF SHIPMENT OF RICC-1 UNCOVERED PURE, REF A.

2. NSN:

3. QTY:

4. NOMENCLATURE:

5. REDISTRIBUTION:

6. DIVERSION DOCU NO:

7 REASON(S) FOR DIVERSION REQ:

A.

B.

(CLASS, AS APPROP)

(DECLAS/REV INSTR, AS APPROP)

APPENDIX F 15-DAY EXPENDABLE SUPPLIES (TO SUPPLY AND SERVICES TO CHAPTER 7, DEPLOYMENT LOGISTICS

A 15 day supply of self service supply center (SSSC) items, (CLII) must be on hand, maintained serviceable at all times, and packed securely in box fiberboard 8115-00-753-4691 and banded for shipment. A typed inventory list of contents is listed on DD Form 1750 and signed by the company commander. One copy is placed inside the container and one copy attached to the outside of the container. This inventory list is reviewed at least quarterly for possible deletions and additions.

NOTE: The lists below are examples. They are not checklists. Commanders determine items and quantities.

PER BATTALION HEADQUARTERS

NOUN	NSN	QUANTITY
Stapler, paper	7520-00-281-5895	4 ea
Bag, plastic	8105-00-655-8885	4 bx
Bag, plastic	8105-00-655-8286	2 bx
Book, memo	7530-00-243-9366	20 ea
Candle wax	6260-00-161-4296	2 dz
Card, index 3 x 5	7530-00-247-0318	5 hd
Card, index 5 x 8	7530-00-243-9437	5 hd
Clip, binder spring	7510-00-223-6807	5 bx
Clip, paper	7510-00-161-4291	5 bx
Envelope	7530-00-198-5873	1 hd
Envelope	7530-00-242-1218	1 hd
Fluid, correction	7510-00-687-7867	10 kt
Folder	7530-00-291-0098	2 bx
Folder	7530-00-285-1732	2 bx
Label	7530-00-082-2662	1 bx
Marker, felt tip	7520-00-Various	20 ea
Notebook, Steno	7530-00-223-7939	20 ea
Pad, drawing	7530-00-619-8880	4 ea
Pad, 8 x 10	7530-00-285-3083	4 dz
Paper, bond	7530-00-290-0617	10 rms
Paper, carbon	7530-00-244-4035	2 hd
Paper, mimeo	7530-00-231-7125	10 rms
Paper, type corr	7510-00-991-1816	10 sh
Paper, teletype	7530-00-943-7-76	10 rd
Paper, toilet	8540-00-530-3770	1 cs
Pen, ballpoint	7520-00-935-7135	2 dz
Pencil	7510-00-281-5234	4 dz
Plastic	9330-00-618-7213	4 bx
Protector, doc	7510-00-286-1407	2 bx
Refill, pen	7510-00-543-6792	2 dz
Ribbon, typewriter	various	10 ea
Rope, nylon 1/4"	4020-00-238-7732	500 ft
Rubber band	7510-00-243-3434	2 bx
Sharpener, pencil	7520-00-227-1451	5 ea
Staple	7510-00-272-9662	4 bx
Tape 2" green	7510-00-074-5124	2 roll
Tape, masking	7510-00-283-0612	5 roll
Thumb, tack	5710-00-272-6886	2 hd
Paper, carbon	7530-00-244-4063	1 hd
Candle, illuminating	6260-00-161-4296	1 dz
Paper, bond	7530-00-290-0618	3 rms

PER COMPANY

NOUN	NSN	QUANTITY
Stapler, paper	7520-00-281-5895	1 ea
Bag, plastic	8105-00-655=8885	1 bx
Bag, plastic	8105-00-655-8286	1 bx
Candle wax, white	6260-00-161-4296	1 dz
Card, index 3 x 5	7530-00-247-0318	2 hd
Card, index 5 x 8	7530-00-243-9437	2 hd

PER COMPANY (CONTINUED)

NOUN	NSN	QUANTITY
Clip, binder spring	7510-00-223-6807	2 bx
Clip, paper	7510-00-161-4291	2 bx
Cleaner, hand	8520-00-782-2183	2 gl
Folder, file	7530-00-285-1732	1 hd
Folder, file	7530-00-291-0098	1 hd
Lead china marking, black	7510-00-223-6690	1 pg
Lead china marking, red	7510-00-223-6693	1 pg
Marker, felt tip	7520-00-various	20 ea
Notebook, steno	7530-00-223-7939	10 ea
Pad, writing	7530-00-285-3083	1 dz
Paper, bond	7530-00-233-0617	1 rm
Paper, set manifold	7530-00-205-0511	2 bx
Paper, toilet	8540-00-530-3770	96 rolls
Patch, rubber (air mat)	8565-00-753-6335	20 ea
Pen, ball point black	7520-00-935-7136	1 dz
Pencil, china marker	7510-00-various	3 dif colors
Pencil, lead	7510-00-781-5234	1 dz
Combat acetat	9330-00-618-7213	1 bx
Tracing	7530-00-679-5340	1 ro
Ribbon, typewriter	7510-00-various	1 per mach
Refill, ballpoint	7510-00-543-6792	1 dz
Rubber bands	7510-00-243-3434	1 bx
Stapler, paper	7510-00-272-9662	1 bx
Tape, 2" green	7510-00-074-5124	1 ro
Tape, masking	7510-00-290-2026	1 ro
Thumb tack	7510-00-272-6887	1 hd
Paper, bond	7530-00-290-0618	1 rm

PER FIELD MESS (FOR 100 MAN COMPANY)

NOUN	NSN	QUANTITY
Tape, masking	7510-00-266-6712	1 ro
Bag, plastic dark green	8105-00-232-2047	2 bx
Brush, cleaning pot & pan	7920-00-061-0037	6 ea
Brush, wire 6 1/2"	7920-00-290-5815	2 ea
Compound dishwashing hand	7930-00-281-4731	1 (50 lb bag)
Disinfectant Food Service	6840-00-035-5432	7 (bag)
Napkins towel paper dispenser	8540-00-965-4691	1 (case)
Towels, paper self dispensing	7920-00-721-8884	10 pk
Paper, wrapping 24"	8135-00-160-7757	1 roll
Brush, scrub	7920-00-061-0038	4 ea
Pad, scouring	7920-00-753-5242	4 bx
Brick, scouring	7920-00-291-1237	2 ea
Peeler, Potato	7330-00-238-8316	3 ea

APPENDIX G MATERIAL HANDLING EQUIPMENT (MHE) (TO MAINTENANCE TO CHAPTER 7 DEPLOYMNT LOGISTICS)

1. Goal: To provide guidance to deploying units for MHE.

2. Required Actions:

a. All Fort Hood cranes and forklifts of nondeploying units and activities come under the operational control of the DOL as soon as an actual large scale deployment is initiated (more than 3 Bns).

b. Units requiring MHE for short duration jobs (not to exceed 10 working days) submit a request five working days before requirement. The request should state what type MHE is needed, where it is used and what it is used for.

c. MHE requirements in support of an emergency deployment is coordinated through the installation MHE coordinator, 287-6616. (No advance notice is required).

3. Reports: The borrowing unit provides a written report on the hour use when the MHE is returned to the owning unit.

APPENDIX H SHIPMENT OF PERSONAL PROPERTY AND TRANSPORTATION OF DEPENDENTS (TRANSPORTATION TO CHAPTER 7 DEPLOYMENT LOGISTICS)

1. GENERAL:

a. This appendix provides deploying units guidance on shipment of personal property and transportation of dependents.

b. Entitlements. Soldiers are authorized movement of personal property and dependents at government expense when being deployed overseas. Exact entitlements depend on grade and type of orders, temporary duty (TDY or PCS). If time permits, the unit commander should arrange with Chief, Personal Property Movements Branch, DOL, Transportation (287-2300), for a group orientation and counseling session prior to deployment.

2. REQUIRED ACTIONS:

a. Dependents.

(1) Military personnel deploying to a restricted area are normally entitled to relocate their dependents. Entitlements include movement to designated locations within the continental United States (CONUS) and to territories or possessions of origin, in some cases.

(2) Immediately upon receipt of movement orders or IAW schedule provided in group counseling session, soldiers who desire travel assistance for dependents should report to Building 108. Requests for commercial travel to foreign countries and passport assistance should report to Station 9, Personnel Movements Section. Requests for travel arrangements and tickets to designated locations within CONUS or for travel to a territory or possession should report to Station 8, Passenger Travel Section.

b. Personal Property Movements Branch. Personnel desiring to make arrangements for movement or storage of personal property should report to the Personal Property Movements Branch, Station 10 in Building 108, immediately upon receipt of orders or IAW schedule provided in group counseling session. DD Form 1701 (Inventory of Household Goods) (See appendix 2) is completed at this time. The following are basic entitlements:

(1) Household goods. A member deploying to an overseas area where dependents are not authorized may, within his household goods weight allowance, elect:

(a) To ship household goods to a designated location within CONUS, Alaska, Hawaii, Puerto Rico, or any other territory or possession of the United States, or

(b) To place household goods in storage for the duration of his tour overseas, or

(c) A combination of a and b above.

(2) Mobile Homes. A member deploying to an overseas area where dependents are not authorized, may elect shipment of a mobile home to a designated location at government expense. Mobile homes must be used as a residence for dependents. Members who ship mobile homes at government expense are not entitled to shipment/storage of household goods.

(3) Personal Baggage. All individual baggage desired in overseas area move in the unit TAT. Members who do not ship their full baggage weight authorization may have the remaining amount shipped to their home or placed in non-temporary storage at government expense. If pre-embarkation leaves are granted, personnel who travel by commercial carrier should make maximum use of free checkable baggage allowance for taking items home that are not accompaning them overseas.

c. Dependents of members deploying under emergency conditions. Time may not permit members departing this station on PCS under emergency conditions to arrange for shipment of household goods and movement of dependents prior to departure. Dependents of members in this category may initiate application for movement of household goods and dependents provided they have copies of the sponsors orders and a written authorization (special or general power of attorney).

d. Personnel without dependents. Personnel living in the barracks who cannot arrange for shipment of personal property prior to the deployment follow procedures at appendix H. Personnel residing off post that have no adult dependents should designate a responsible individual or agent to make arrangements for and supervise packing/pickup of personal property. Agent may be designated on FH Form 888 (Authority for Shipment of Household Goods and Personal Baggage) or by power of attorney. Rear detachment personnel should be primarily responsible for this function and can be named designated agent by departing soldiers.

3. REPORTS: None

4. CHECKLIST:

a. Units.

(1) Appoint a representative to coordinate group counseling sessions for military personnel desiring assistance in movement of personal property and dependent travel.

(2) Appoint a representative to coordinate, collect, control and turn-in personal property. Personnel appointed must have FH Form 888. If time does not permit this to be done prior to unit deployment, personnel in rear detachments are appointed.

SECTIONS:

1 - FH Form 888

2 - DD Form 1701

SECTION I FH FORM 888 AUTHORITY FOR SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL BAGGAGE (APPENDIX H SHIPMENT OF PERSONAL PROPERTY AND TRANSPORTATION OF DEPENDENTS TO CHAPTER 7 DEPLOYMENT LOGISTICS)

AUTHORITY FOR SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL BAGGAGE
(Chap 4, para 4003b, DOD Reg 4500.34R & FH Reg 55-11)

PRIVACY ACT STATEMENT

Authority: Title 37, USC 406 & USC 5726. Principal Purposes: For use by member and DOD employees to designate another individual to sign documents and arrange shipment/storage and/or delivery of member's personal property when accompanied by competent orders. Routine Uses: Used in lieu of general or special notarized power-of-attorney to sign documents related to personal property. Disclosure: Disclosure is voluntary. If the SSN is not available, verification of the agent will take longer and could result in nonshipment/delivery of the property.

AGENT DESIGNATION

I designate as my agent the following individual, who is authorized to make any and all arrangements and sign documents pertaining to the shipment of my personal property.

Name of Designated Individual (print)		Relationship
Name, Rank & SSN of Requestor (print)	Signature of Requestor	Date

FH Form 888 (DAO) PREVIOUS EDITIONS ARE OBSOLETE

SAMPLE

INSTRUCTIONS FOR AGENT

Instructions for agent designated to sign documents and arrange shipment/storage and/or delivery of personal property:

1. Agent cannot redesignate this responsibility.
2. Be there to avoid extra cost for attempted pickup/delivery.
3. Check documents for accuracy and completeness before signing.
4. Check condition of property on delivery and record any shortage or damage on carrier's delivery documents for support of claim action.
5. Do not pay charges if shipment is Government sponsored.
6. Do not engage carrier to perform additional services not requested by owner.
7. Problems concerning shipment/delivery of personal property should be brought to attention of Quality Control Office. Personal Property Movements, Transportation Division, phone 287-4011/5888.

SECTION II DD FORM 1701 INVENTORY OF HOUSEHOLD GOODS (APPENDIX H SHIPMENT OF PERSONAL PROPERTY AND TRANSPORTATION OF DEPENDENTS, TO CHAPTER 7, DEPLOYMENT LOGISTICS)

INVENTORY OF HOUSEHOLD GOODS

PROPERTY OF	HOME PHONE NUMBER	DUTY PHONE NUMBER	DATE
FROM	TO (Destination)		

ARTICLE	CU FT PER PC	PACK	CU FT
LIVING ROOM			
Bench, treadle or piano	5		
Bookcase	20		
Bookshelves, sectional	5		
Cabinet	10		
Cartons, books	2		
Chair, arm	10		
Chair, occasional	14		
Chair, overstuffed	25		
Chair, rocker	12		
Chair, straight	5		
Clock, grandfather/grandmother	20		
Credenza	35		
Davenport, 2, 3, 4 cushions	35		
Day bed	30		
Desk, small or Wardrobe	22		
Desk, secretary	35		
Fireplace fixtures, attention			
Hobbyhorse	50		
Lamp, floor, table	3		
Magazine rack	2		
Organ, electric	60		
Piano, baby grand or upright	70		
Parlor grand	80		
Spinet	60		
Radio, table or phonograph	2		
Sectional, 2, 3, 4 piece	50		
Stereo - Hi Fi	10		
Studio couch	50		
Tables, drop leaf or occasional	12		
Tables, coffee, end or nest	5		
Table, library	20		
Telephone stand and chair	5		
Television combination/color	25		
Television, table model/color	10		
DINING ROOM			
Barrel clothes	15		
Buffet	30		
Chair, arm	8		
Chair, straight	5		
China closet	25		
Server	15		
Table, drop leaf	15		
Table, extension	30		
BEDROOM			
Bed, incl. spring and mattress			
Double	60		
Single or Hollywood	40		
Bunk, pair of 2)	70		
King size/Queen size	70		
Cartons, clothes	10		
Chair, boudoir	10		
Chair, straight or rocker	5		
Chaise lounge	25		
Chest, cedar	15		
Dresser, bureau, chest of			
drawers, chiffe or chiffonier	25		
Dresser bench	3		
Dresser, double, triple	50		
Lamps, floor, table	3		
Table, night	5		
Wardrobe, small	20		
Wardrobe, large	40		
Wardrobe, carton	10		
CHILDRENS ROOM			
Bathinette	5		
Bed, youth	30		
Cartons, clothes	10		
Chair, child's	3		
Chair, high	5		
Chair, rocker	3		
Sub total Column 1			

ARTICLE	CU FT PER PC	PACK	CU FT
CHILDRENS ROOM (Con't)			
Chest	12		
Chest, toy	5		
Crib, baby	10		
Play pen	10		
Table, child's	5		
KITCHEN			
Bassot, pots/pans	5		
Cabinet, kitchen	30		
Cabinet, utility	10		
Chairs, breakfast	5		
Ironing board	2		
Rotisserie	5		
Stool	3		
Table	5		
Table, breakfast	10		
Vegetable bin	3		
APPLIANCES (Large)			
Air conditioner, window	20		
Dehumidifier	10		
Dishwasher	50		
Dryer, electric or gas	25		
Freezer, (Cubic capacity)			
10 or less	30		
11 to 15	40		
16 and over	50		
Mangle	12		
Range, electric or gas	80		
Refrigerator, (Cubic cap.)			
6 cu. ft. and less	30		
7 to 10 cu. ft.	45		
11 cu. ft. and over	60		
Vacuum cleaner	7		
Washing machine	25		
Washer/dryer combination	30		
FURNITURE & EQUIPMENT			
Bar	15		
Bar stools	3		
Bird bath	5		
Chair, porch	10		
Chair, lawn	5		
Fireplace equipment	5		
Garden hose	5		
Glider	20		
Grill, barbecue, portable	10		
Gym, outdoor child's	20		
Ladder, extension	10		
Lawn mower (hand)	5		
Mower, power	15		
Picnic table	20		
Picnic bench	5		
Rack, outdoor dryer	5		
Rocker, swing	15		
Sandbox	10		
Settee	20		
Slide, outdoors child's	10		
Swings outdoor porch	30		
Table	10		
TV antenna	5		
Tool chest	10		
Umbrella	5		
Wheelbarrow	8		
PROFESSIONAL ITEMS			
Clothing, specialized			
Instruments			
MARS equipment			
Sub total Column 2			

ARTICLE	CU FT PER PC	PACK	CU FT
PROFESSIONAL ITEMS (Con't)			
Reference material			
Tools			
Books			
Papers			
Equipment			
MISCELLANEOUS			
Ash or trash can	7		
Auto tires	2		
Basket, clothes	5		
Bicycle	5		
Bird cage and stand	5		
Brooms and mops, brush	2		
Cabinet, tilling	20		
Carriage, baby	20		
Carriage, doll's, wagon	5		
Chairs, folding	2		
Clothes hamper	5		
Cot, folding	8		
Golf bag	2		
Golf cart/Go cart	3		
Gun	5		
Hi-fidelity phonograph/stand	10		
Fish tanks	5		
Heater, space electric	5		
Incinerator	10		
Lifters, cartons	5		
Mirrors			
Pictures			
Power tools			
Rollaway bed	20		
Rugs, large roll or pad			
Rugs, small roll or pad			
Sewing cabinet	2		
Sewing machine	10		
Shipsmith			
Stool	2		
Table, card	1		
Tricycle	5		
Trunk, steamer	10		
Trunk, wardrobe	15		
TV trays	2		
Typewriter	2		
OTHER ITEMS			
CONTAINERS PREPACKED BY OWNER, e.g.			
Footlockers or Trunks			
Sub total Column 3			
TOTAL Column 1			
TOTAL Column 2			
TOTAL Column 3			
GRAND TOTAL			
Summary cu. ft. @ 7 lbs. per cu. ft.			lbs.
Estimated Total Weight			lbs.

SAMPLE

DD FORM 1 JUN 74 **1701**

EDITION OF 1 JAN 1969 WILL BE USED UNTIL EXHAUSTED

ENCLOSURE I (CONTINGENCY DEPLOYMENTS) TO APPENDIX H (SHIPMENT OF PERSONAL PROPERTY AND TRANSPORTATION OF DEPENDENTS) TO CHAPTER 7 (DEPLOYMENT LOGISTICS)

1. GENERAL.

a. Guidance contained in this enclosure describes the range of government assistance Fort Hood soldiers may receive in storing personal property and moving personal property and/or dependents in the event of a contingency deployment of indefinite duration. Commanders may authorize the entitlements contained herein, but they may not direct their soldiers to utilize government-provided or contracted services. Such directives would obligate the government to unlimited liability for loss or damage incurred in storage or transportation.

b. Entitlements. Soldiers may be authorized movement and/or storage of personal property at government expense when they are deployed overseas. They may also be authorized to move their dependents at government expense. Exact entitlements depend on grade and type of orders (TDY or PCS). The installation commander will issue specific guidance concerning entitlements to deploying unit commanders during preparation for deployment. The Commanding General may expand the authorized benefits in the event the entitlements change.

c. This enclosure will address three levels of preparation for personal property disposition. The Commanding General will select the appropriate level of preparation based on guidance from FORSCOM and his own estimate of the length of the deployment period. Levels of preparation are:

LEVEL	DESCRIPTION	REMARKS
1	Initial Preparation	Executed at the start of ~~all~~ deployments & EDREs.
2	Preparation for extended operations	Installation billets and facilities prepared for mobilization requirements.
3	Execute Unit PCS	Length of deployment at least 180 days. Must be specifically authorized by FORSCOM.

d. The levels of preparation listed above are not sequential. The Commanding General may chose any level of personal property preparation at any point in the deployment. Additionally, he may authorize entitlements to some categories of soldiers that place them at a higher level of property preparation than other deploying soldiers from the same unit, i.e., he may authorize transportation and permanent storage for off post personnel (Level 3) but only inventory and packing for personnel in the barracks (Level 1). Level 1 preparations, however, are always a prerequisite for Levels 2 or 3. Service member responsibilities and entitlements vary for each level, based on where the individual resides and his/her marital status.

2. PERSONAL PROPERTY DISPOSITION. The following section outlines procedures for the disposition of personal property of soldiers deploying from Fort Hood.

a. Level 1. During Level 1, ~~all~~ soldiers will prepare their personal property in order that it may be shipped or placed into storage in their absence. For some soldiers (i.e. soldiers in the barracks) this will involve actually packing their personal property; for some soldiers (i.e., . personnel authorized to live off post) it will involve preparing the appropriate paperwork to insure that others will be able to move their property in their absence. Individual service members are largely responsible for these early preparations, while Level 2 and 3 responsibilities fall upon the designated agents, unit rear detachment, and the ~~I~~nstallation ~~T~~ransportation ~~O~~fficer (ITO).

(1) Agent Designation. Once a unit is notified of deployment, the commander must ~~e~~nsure that ~~all~~ deploying soldiers (married or single, on or off post) designate agents to arrange for the storage and shipment of their personal property, should such disposition become necessary. Agents may be designated by power of attorney or by FH Form 888 (Authority for Shipment of Household Goods and Personal Baggage)(See Tab A). When a soldier designates an agent to act on his behalf, copies of the ~~authorization document~~ (FH Reg Form 888, Power of Attorney, etc) will be distributed as follows: The soldier will keep a copy, the agent will get a copy, and the unit rear detachment commander will get a copy. Soldiers in the BOQ/BEQ will give a copy to the BOQ/BEQ manager. Agents are selected from the following groups:

(a) Rear Detachment Personnel. The unit commander will normally designate individuals in the non-deploying rear detachment to serve as agents for deploying unit members. These agents are available to any soldier in the unit, but should be primarily concerned with supporting soldiers living in the barracks or BOQ/BEQ.

(b) Spouses. Married soldiers living in government family quarters, Apache leased quarters, or off post may appoint their spouse to act as their agent. If both husband and wife are service members, one of them must be non-deployable to serve as an agent. Spouses must possess ~~an authorization document~~ FH Form 888 (see para 2a(1)) to obtain the service member's entitlements.

(c) Others. Any responsible, trusted adult may serve as a soldier's agent, provided he/she will be available to fulfill the incurred obligation. Thus, a civilian friend or a non-deploying soldier may serve as an agent. In the event that an agent does not fulfill his/her responsibility, the rear detachment commander will contact the ~~Installation Transportation~~ Staff Officer to arrange disposition of the service member's personal property.

(d) Commanders must remember they cannot direct soldiers to use unit-designated agents. However, commanders may require ~~all~~ soldiers to keep a copy of FH Form 888 or Power of Attorney on file at the unit, in order to guarantee each soldier has a disposition plan for his personal property. Soldiers in barracks or government quarters who do not wish to appoint agents may be required to immediately remove their personal property at their own expense upon notification of deployment.

(e) Items that are not authorized for shipment are noted in Tab B. NOTE - Soldiers should be counseled not to pack or ship government owned property (i.e., TA-50, furniture, etc.)

(2) Soldiers living in barracks.

(a) When notified for deployment, the soldier will conduct a joint inventory of his personal property with a Staff Sergeant (E6) or above. Units will provide DD Form 1701 (Inventory of Household Goods)(in POM package or available at Transportation Office) (Tab C to this Enclosure) for this purpose. The soldier will then pack his personal property in boxes provided by the unit. Personal property boxes are available from DOL Supply and Services Division, phone number: 287-6649. Boxes to be issued will include one 17 cu ft box, 39"x19"x40", and one set of three 6.1 cu ft boxes, measuring 25"x25"x16 3/4" each. Boxes will be marked with soldier's name, rank, SSN, and organization. Unit commanders may authorize extra boxes if these are available from DOL.

(b) Each box or separate item of personal property will be tagged with a DD Form 1796 (Tab D, this Enclosure) identifying the property owner and disposition of shipment. One copy of the Form will be kept by the owner and one by the designated agent. The unit commander may require a copy for the rear detachment commander.

(c) In the event the soldier's personal property is shipped or stored, the government will pay up to his/her weight allowance. Property beyond that weight will be moved or stored at the owner's expense. The government will not be liable for any damage caused by owner negligence during packing.

(d) One copy of DD Form 1701 will be sealed and taped in the first box; the soldier will keep a copy; and the soldier's designated agent will get a copy. The unit commander may require a copy for the rear detachment commander.

(e) The deploying unit will secure the soldier's boxes in the barracks under the control of the rear detachment commander. Boxes may be left in the soldiers' rooms or consolidated (i.e., in day rooms, supply rooms, etc). The rear detachment commander will maintain a roster of assigned agents and ~~ensure~~ make sure access to the personal property boxes is tightly controlled.

(3) Soldiers authorized to live off post (single or with dependents). Personnel living off post are not normally authorized any movement or storage entitlements at Level 1. They should, however, designate agents and prepare for movement or storage of personal property in the event that entitlements are granted. Single soldiers who desire to move their personal property into the barracks may do so at their own expense, up to the limit of their weight allowance. Soldiers who are assigned a room in the barracks for personal property storage will lose their BAQ entitlement.

(4) Single soldiers living off post without authorization. These soldiers are authorized to move and store personal property (up to the limit of their weight allowance) in the barracks. This move will be at the individual's expense. The soldier is responsible for the disposition of additional personal property beyond the limit of weight allowance.

(5) Soldiers living in government quarters (family or bachelor quarters). These soldiers are not normally authorized any transportation or storage entitlements at Level 1 because their household goods are considered adequately secured. Personnel living in the BOQ may desire to inventory and box their personal property when alerted for deployment, or they may let their agent supervise these activities if/when transportation entitlements are granted.

(6) Time permitting, unit commanders will schedule group counseling sessions with DOL Transportation, Personal Property Movement Branch (287-5169/4515).

b. Level 2. Preparation for Extended Operations. This level of preparation will be initiated upon order of the Commanding General. Normally it will occur when reserve component units are mobilized at Fort Hood and/or active units are expected to be deployed beyond 30 days. For some categories of soldiers, temporary storage of personal property and household goods at government expense will be authorized. This storage will be for PCS weight allowances for a period of up to 180 days. If the service member is still deployed overseas after this period, DA will normally authorize an extension to the temporary storage or change the status of the shipment to non-temporary storage or PCS move. Property that exceeds the weight allowance will be moved or stored at owner expense. The service member will have 180 days to claim his/her personal property upon redeployment before storage payments convert to his/her expense.

(1) Soldiers living in Barracks. Rear detachment personnel will collect and consolidate the personal property of ~~all~~ deployed soldiers. This property will remain in a secured location in the barracks under the control of the rear detachment commander. If entitlement to temporary storage is granted, DOL will contract the job to commercial movers. This action must be carefully coordinated as follows:

(a) When the personal property is collected, the rear detachment commander will prepare a roster of personnel in the barracks requiring property shipment or storage. Information on the roster should contain the following information: name and SSN of soldier, disposition of each shipment (for storage or for shipment to home or other designated place), name and address of person to receive shipment, name of designated agent (if other than unit representative). An annotated SIDPERS roster may be used for this purpose.

(b) The rear detachment commander will take the property shipment roster to Personal Property Movements Branch, Transportation Division, which will prepare DD Form 1299 (Tab E) for each shipment.

(c) Transportation Division will make arrangements with local carrier/contractors for pick-up of shipments. The pick-up schedule will be coordinated with the rear detachment commander and designated agents other than those under his control. At the scheduled pick-up time(s) the unit rear detachment commander or his representative, designated agents, ITO personnel,

and the packing contractor will meet at the unit property collection point. Shipments are released by the designated agent(s) (may be the same person as the unit representative) to the appropriate carrier/ contractor, as designated by the ITO, for placement into temporary storage.

(d) Required paperwork for each shipment includes DD Form 1701s, orders assigning the unit on temporary duty overseas, and orders assigning each service member to the deployed unit.

(2) Soldiers living in BOQ. In the event the installation commander requires BOQ rooms for mobilizing reserves, he will direct personal property be removed from the BOQ into temporary storage. Such storage will be at government expense. This action must be coordinated between Transportation Division (DOL), the BOQ office, and the appropriate designated agents. The unit rear detachment commander will furnish the appropriate authorization orders (see para 2b(1)(d)).

(3) Soldiers authorized to live off post (single or with dependents). Level 2 authorizations for these soldiers include packing, crating, and placing household goods in temporary storage.

(a) Designated agents must obtain unit movement orders and orders assigning the service member to the unit from the rear detachment commander. They must also obtain a written statement from the rear detachment commander verifying the service member's authorization to live off post. This authorization should be addressed to the ITO and state that the service member was authorized to live off post.

(b) The designated agent will then coordinate with Transportation Division to arrange for temporary storage. Actual movement and storage of personal property and household goods will be performed by a commercial contractor.

(c) Entitlement to temporary storage does not include dependent travel at government expense.

(4) Soldiers living on post in family quarters. Soldiers in this category are not authorized temporary storage at Level 2 because their household goods are considered adequately secured.

c. Level 3. Execute Unit PCS. This measure will take place no earlier than 180 days after a unit deploys and on order from DA. Entitlements authorized to service members permanently deploying overseas include:

(1) Household goods. Within household goods weight allowance, a soldier may elect:

(a) To ship household goods to a designated location within CONUS, Alaska, Hawaii, Puerto Rico, or any other territory or possession of the United States, or

(b) To place household goods in storage for the duration of his tour overseas, or

(c) A combination of a and b above.

(2) Mobile Homes. A member deploying to an overseas area where dependents are not authorized, may elect shipment of a mobile home to a designated location at government expense. Mobile homes must be used as a residence for dependents. Members who ship mobile homes at government expense are not entitled to shipment/storage of household goods.

(3) Soldiers living in the barracks or BOQ/BEQ.

(a) Personal property will be collected and prepared for shipment as per Level 2, except that orders will be for shipment or non-temporary storage, depending on instructions from the DD Form 1796.

(b) If personal property had already been placed in temporary storage (Level 2) the ITO will make the appropriate disposition arrangements based on DD Form 1796 instructions.

(4) Soldiers living in government quarters (Family or BOQ).

(a) Designated agents will obtain unit PCS orders, and orders assigning each service member to the unit, from the rear detachment commander.

(b) Designated agents will take these orders, plus authorization documents (Power of Attorney, FH Form 888, etc) to ITO and arrange for shipment or storage of household goods (IAW para 2c(1) above). The designated agent will also contact the Housing Office or BOQ Office to make arrangements to clear quarters.

(c) In cases where the designated agent is the service member's spouse, the Transportation Office will also assist in making dependent travel arrangements.

(5) Soldiers authorized to live off post (married and single). Designated agents will follow procedures in para 2c(4)(a) and (b), except that there is no need to contact the Housing Office.

d. Actions of Designated Agents.

(1) The levels of preparation listed above are not restrictions upon the authority of designated agents to control disposition of soldier's property. Rather, the levels indicate the various entitlements provided by the government over the course of a deployment operation. Designated agents are therefore free (unless limitations in Powers of Attorney state otherwise) to permanently store or transport soldier's personal property at any point in the deployment process. The government, however, will not pay for or reimburse such disposition unless it occurs after the pertinent entitlements have been granted.

(2) Designated agents must determine the service member's property disposition instructions before the soldier deploys. These instructions need not be in writing. In cases of soldiers residing in the barracks, the designated agent will execute the disposition instructions noted on DD Form 1796 unless he has written authorization from the service member to do otherwise.

(3) Designated agents must obtain copies of unit or individual movement orders, and orders assigning the represented service member to the unit, prior to requesting authorized entitlements.

(4) Designated agents should coordinate ~~all~~ government-expensed storage or transportation with Transportation Division, DOL. The unit rear detachment commander will provide the designated agent with copies of the necessary PCS orders.

(5) Designated agents will be responsible for remaining aware of the current status of the service members entitlements through periodic contact with the rear detachment commander.

3. DEPENDENTS.

a. Normally, soldiers with non-deploying adult dependents will not receive movement or storage entitlements unless the deployed unit is ordered to ~~Permanently Change Station~~ (PCS). Even in this event, DA and the CG may permit families of deployed soldiers to remain in government quarters. When PCS orders are prepared, service members will be entitled to movement and temporary storage of personal property IAW Joint Federal Travel Regulations (JFTR).

b. Family members designated as agents for service members will receive current information on their entitlements from the unit rear detachment commander. If rear detachment personnel are consolidated at installation level, the installation AG will provide current information on the assignment status of deployed soldiers and units (i.e., whether soldiers are TDY, PCS, etc.). Transportation Division, DOL, will provide information on the current status of movement/storage entitlements for deployed soldiers. Upon receiving PCS orders, family member agents are authorized direct coordination with Transportation Division, DOL to arrange for their move.

c. When unit or individual PCS orders are prepared, dependents of deployed ~~service members~~ will be authorized travel, at government expense, to locations noted in para 2c(1). Travel arrangements must be coordinated through the ITO in order to ensure the government bears the cost.

4. POINTS OF CONTACT.

a. Rear Detachment Commander. The rear detachment commander is the first point of contact for designated agents. He/she will be advised of the most current information on the unit status, soldier entitlements, and command authorizations. In the event the rear detachments are consolidated at installation level, installation AG will provide information on the assignment status of deployed personnel and Transportation Division, DOL, will outline authorized entitlements.

b. Directorate of Logistics (DOL), Transportation Division:

(1) Personal Property Movement: 287-2300

(2) Personal Property Outbound: 287-5122

(3) Quality Control: 287-4011

(4) Personnel Movement: 287-7600

(5) Supply and Services Division: 287-6649

c. DEH, Housing Office: 287-4051

d. Staff Judge Advocate (Claims): 287-7122/7722

TAB A (FH FORM 888, AUTHORITY FOR SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL BAGGAGE) TO ENCLOSURE 1 (CONTINGENCY DEPLOYMENTS) TO APPENDIX H (SHIPMENT OF PERSONAL PROPERTY AND TRANSPORTATION OF DEPENDENTS)

AUTHORITY FOR SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL BAGGAGE
(Chap 4, para 4003b, DOD Reg 4500.34R & FH Reg 55-11)

PRIVACY ACT STATEMENT

Authority: Title 37, USC 406 & USC 5726. Principal Purposes: For use by member and DOD employees to designate another individual to sign documents and arrange shipment/storage and/or delivery of member's personal property when accompanied by competent orders. Routine Uses: Used in lieu of general or special notarized power-of-attorney to sign documents related to personal property. Disclosure: Disclosure is voluntary. If the SSN is not available, verification of the agent will take longer and could result in nonshipment/delivery of the property.

AGENT DESIGNATION

I designate as my agent the following individual, who is authorized to make any and all arrangements and sign documents pertaining to the shipment of my personal property.

Name of Designated Individual (print)		Relationship
Name, Rank & SSN of Requestor (print)	Signature of Requestor	Date

FH FORM 888 (810) PREVIOUS EDITIONS ARE OBSOLETE

SAMPLE

INSTRUCTIONS FOR AGENT

Instructions for agent designated to sign documents and arrange shipment/storage and/or delivery of personal property.

1. Agent cannot redesignate this responsibility.

2. Be there to avoid extra cost for attempted pickup/delivery.

3. Check documents for accuracy and completeness before signing.

4. Check condition of property on delivery and record any shortage or damage on carrier's delivery documents for support of claim action.

5. Do not pay charges if shipment is Government sponsored.

6. Do not engage carrier to perform additional services not requested by owner.

7. Problems concerning shipment/delivery of personal property should be brought to attention of Quality Control Office, Personal Property Movements, Transportation Division, phone 287-4011/5888.

TAB B (ITEMS THAT CANNOT BE SHIPPED AS HOUSEHOLD GOODS) TO ENCLOSURE 1 (CONTINGENCY DEPLOYMENTS) TO APPENDIX H (SHIPMENT OF PERSONAL PROPERTY AND TRANSPORTATION OF DEPENDENTS)

ITEMS THAT CANNOT BE SHIPPED AS HOUSEHOLD GOODS:

Live plants
Fresh food or flowers
Boats
Airplanes
Live animals, including birds, fish, and reptiles
Automobiles, trucks, vans, and similar motor vehicles
Mobile homes, campers, trailers, farming vehicles, property for resale
Lighters containing flint and/or fluid
Groceries other than for consumption by member and immediate family
Items determined by carrier to be injurious or contaminating to shipment
Hazardous materials (see below)
Privately owned live ammunition
Cord wood and building materials
Perishable articles

HAZARDOUS MATERIALS

COMBUSTIBLE LIQUIDS:

Alcohols
Anti-Freeze compounds
Camphor oil
Disinfectants
Type cleaners (fluids containing combustible materials, i.e., spot clothing cleaners, office machine liquid cleaners, etc.)

CORROSIVE LIQUIDS:

Acids, photographic, used in film developing
Etching acid
Iron/steel rust preventing compounds
Muriatic acid
Nitric acid
Sulphuric acid

EXPLOSIVES:

Black powder
Cigarette loads
Dynamite, plastic or any similar explosive
Explosive auto alarms
Explosive flash bulbs
Fireworks
Small arms ammunition
Primers
Smokeless powder
Souvenir explosive instruments of war
Spear guns having a charged head
Toy propellant or smoke devices
Trick matches
Trick noise makers

FLAMABLES:

Adhesives (glues, cements, plastic)
Aerosol cans (flammable contents) (hair spray, deodorants, perfumes, colognes)
Ammonia
Charcoal briquettes
Cleaning fluids,
Compound 3 weed killers
Denatured alcohol
Enamel
Gasoline
Hand signal flares
Kerosene
Lacquer

/FLAMMABLES: (CONTINUED)

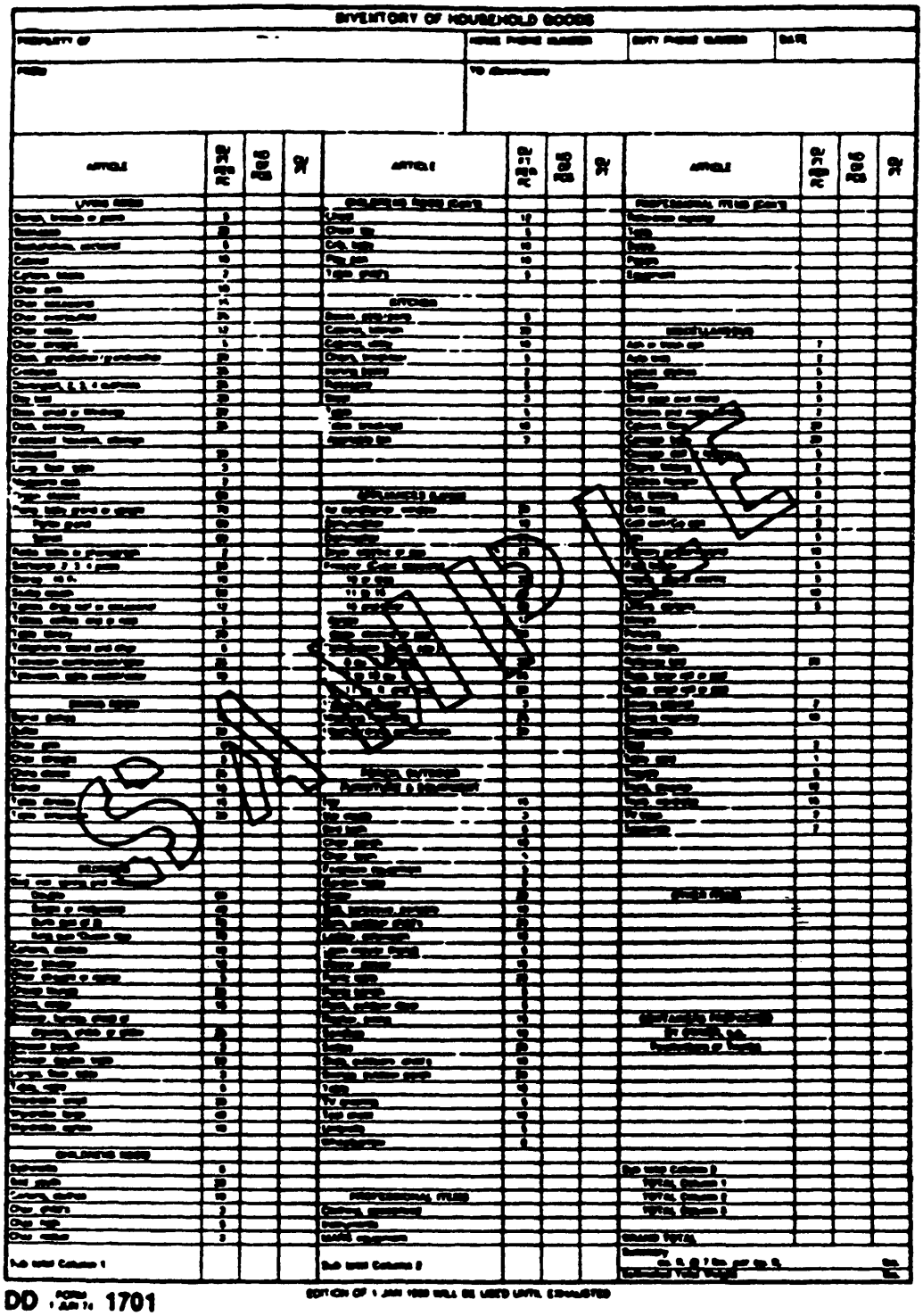
Leather dressing or bleach
Lighter fluids (pocket, charcoal, camp stove, lamp or torch)
Matches
Oil stains for wood
Paint, flammable
Paint, varnish remover
Petroleum products (kerosene, gasoline, oil)
Photographic flashbulbs/lamps
Polishes, liquid (metal, stove, furniture, wood)
Propane tanks (non-purged)
Propane or other gas used for cooking or heating purposes
Shellac
Shoe polish (liquid)
Solvents, plastic
Stains
Turpentine
Varnish
Windshield solvent
Wines
Wood filler

GASES, COMPRESSED:

Engine, starting fluids
Fire extinguishers
Gases used in welding
Scuba diving tanks

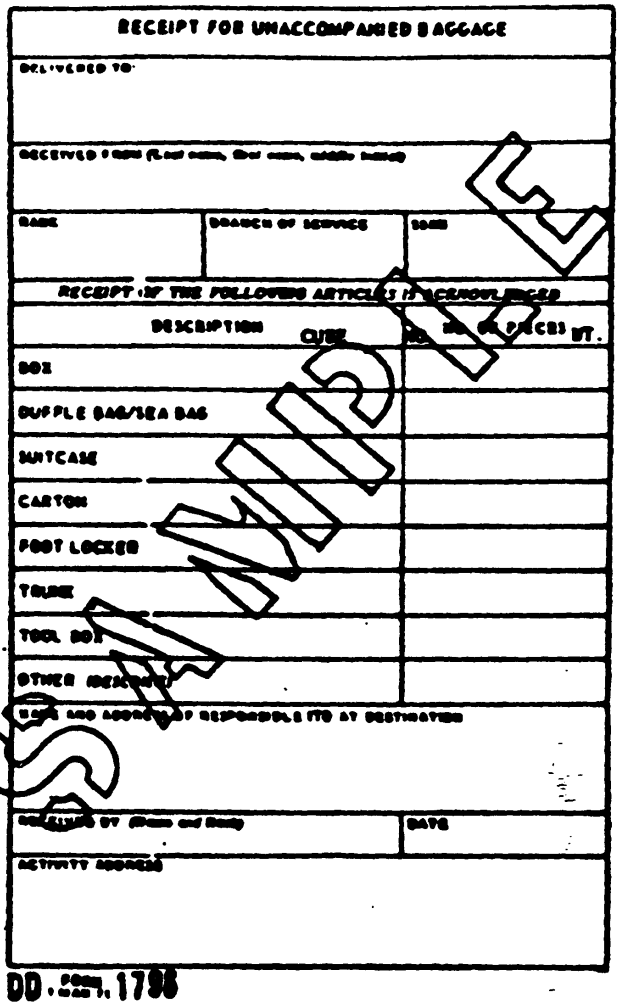
RAGS SOAKED IN CORROSIVE OR FLAMMABLE SUBSTANCES

TAB C (DD FORM 1701 INVENTORY OF HOUSEHOLD GOODS) TO ENCLOSURE 1 (CONTINGENCY DEPLOYMENTS) TO APPENDIX H (SHIPMENT OF PERSONAL PROPERTY AND TRANSPORTATION OF DEPENDENTS)



DD FORM 1701

TAB D (RECEIPT FOR UNACCOMPANIED BAGGAGE) TO ENCLOSURE 1 (CONTINGENCY DEPLOYMENTS) TO APPENDIX H (SHIPMENT OF PERSONAL PROPERTY AND TRANSPORTATION OF DEPENDENTS)



RECEIPT FOR UNACCOMPANIED BAGGAGE

DELIVERED TO:

RECEIVED FROM (Last name, first name, middle initial)

RANK	BRANCH OF SERVICE	NAME

RECEIPT OF THE FOLLOWING ARTICLES IS ACKNOWLEDGED

DESCRIPTION	CUBE	NO. OF PIECES WT.
BOX		
DUFFLE BAG/SEA BAG		
SUITCASE		
CARTON		
FOOT LOCKER		
TRUNK		
TOOL BOX		
OTHER (DESCRIBE)		

NAME AND ADDRESS OF RESPONSIBLE ITO AT DESTINATION

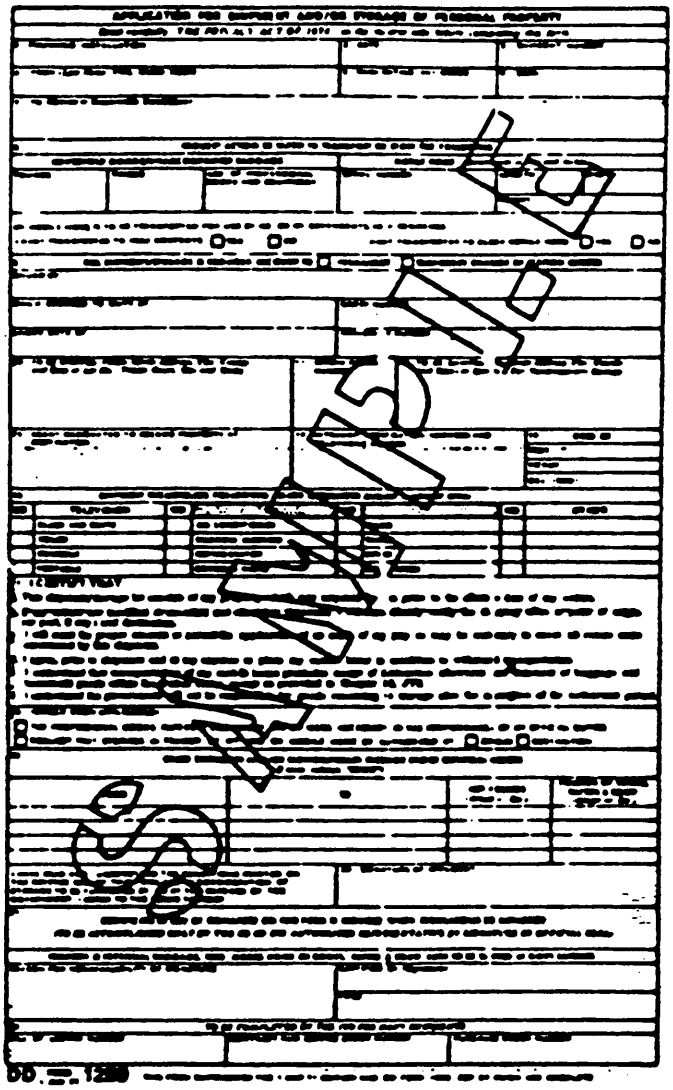
SIGNATURE OF (Name and Rank)	DATE

ACTIVITY ADDRESS

DD FORM 1798

SAMPLE

TAB E (APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY) TO ENCLOSURE 1 (CONTINGENCY DEPLOYMENTS) TO APPENDIX H (SHIPMENT OF PERSONAL PROPERTY AND TRANSPORTATION OF DEPENDENTS)



APPENDIX I PERSONAL PROPERTY REMAINING IN BARRACKS, (TRANSPORTATION TO CHAPTER 7 DEPLOYMENT LOGISTICS)

1. OBJECTIVE: To provide deploying units guidance and procedures for personal property remaining in barracks.

2. REQUIRED ACTIONS:

a. Unit

(1) Once notified of deployment, unit commanders contact DOL, Supply and Services Division, to get boxes for unit soldiers to pack personal property. Items that cannot be packed in boxes are turned in to the collection and holding point. Each box or item is tagged with a DD Form 1796 (see section I, this appendix) identifying the property owner and disposition of shipment. The DD Form 1796 is given to the owner and a copy given to the ITO. The unit assembles all shipments at the unit collection and holding point.

(2) After shipments have been packed and assembled at the collection and holding point, a unit representative takes a copy of the personal property shipment roster to the chief, personal property movements branch.

b. Personal Property Movements Branch.

(1) On receipt of the unit roster (annotated SIDPERS roster may be used), personal property movements branch, transportation division prepares DD Form 1299 (see section II this appendix) and arrangements are made with the local carrier/contractor for pickup of shipments.

(2) The unit representative is contacted and informed of the pickup schedule. At the scheduled pickup time, the unit representative, ITO personnel, and the packing contractor meet at the collection and holding point. Shipments are released by the unit representative to the appropriate carrier/contractor as designated by the ITO.

3. REQUIRED REPORTS: None

SECTIONS::

1 - DD Form 1796
2 - DD Form 1299

SECTION I DD FORM 1796 RECEIPT FOR UNACCOMPANIED BAGGAGE (APPENDIX I, PERSONAL PROPERTY REMAINING IN BARRACKS, TO CHAPTER 7, DEPLOYMENT LOGISITICS)

RECEIPT FOR UNACCOMPANIED BAGGAGE

DELIVERED TO:

RECEIVED FROM (Last name, first name, middle initial)

RANK	BRANCH OF SERVICE	SSAN

RECEIPT OF THE FOLLOWING ARTICLES IS ACKNOWLEDGED

DESCRIPTION	CUBE	NO. OF PIECES	WT.
BOX			
DUFFLE BAG/SEA BAG			
SUITCASE			
CARTON			
FOOT LOCKER			
TRUNK			
TOOL BOX			
OTHER (DESCRIBE)			

NAME AND ADDRESS OF RESPONSIBLE ITO AT DESTINATION

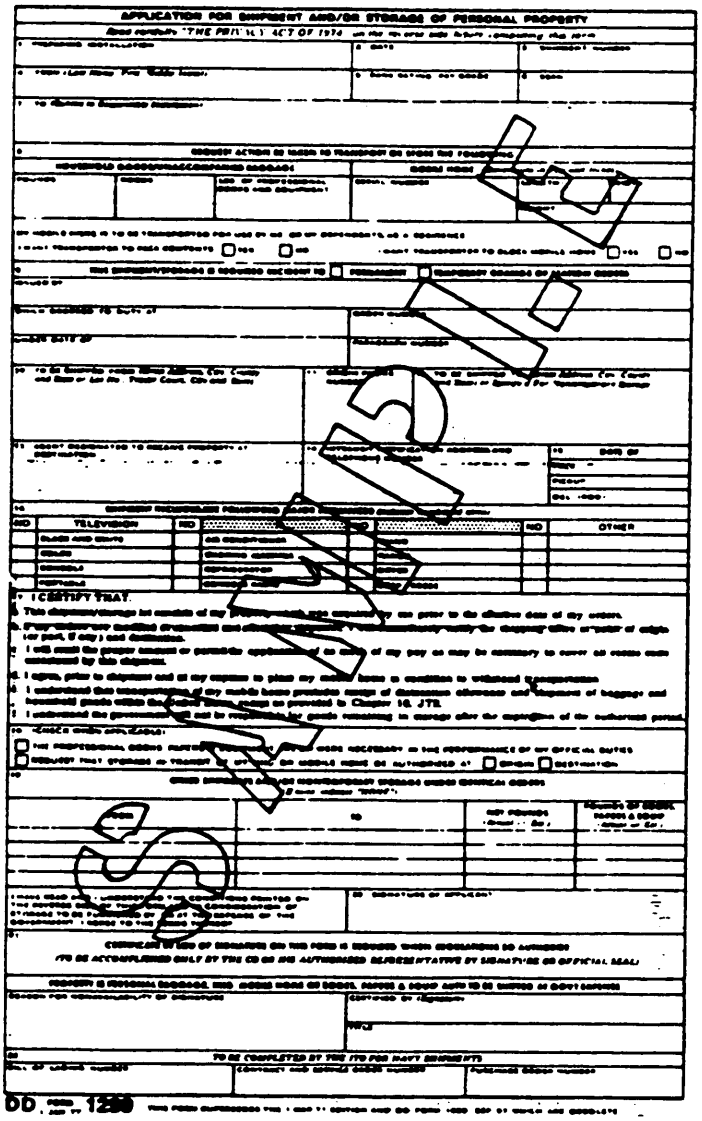
RECEIVED BY (Name and Rank)	DATE

ACTIVITY ADDRESS

DD FORM 1 MAR 71 1796

SAMPLE

SECTION II DD FORM 1299 APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY (TO APPENDIX I PERSONAL PROPERTY REMAINING IN BARRACKS TO CHAPTER 7 DEPLOYMENT LOGISTICS)



APPENDIX J COLLECTION AND DISPOSITION OF PERSONAL PROPERTY (TRANSPORTATION TO CHAPTER 7 DEPLOYMENT LOGISTICS)

1. OBJECTIVE:

a. This appendix provides guidance to deploying units for making disposition of personal property from barracks/billets.

b. Definitions.

(1) Personal Property. Personal property that is not accompaning owner on deployment; it is either:

(a) Stored pending return of owner.

(b) Stored pending shipment.

(c) Designated for shipment to another place in CONUS.

(reusable packing boxes are furnished by DOL, Supply and Services Division):

(section I is a list of items that cannot be included in personal property shipment. This is not an all inclusive list. For further guidance contact DOL, Transportation Quality Control Branch, 287-4011).

(2) TAT. Property which is To Accompany Troops. (Packing boxes for TAT are furnished by DEH).

(3) Items that cannot be packed in boxes are turned in to the unit holding point as is. Each box or item is marked with a DD Form 1796, or tagged identifying property owner and disposition of shipment.

(4) Unit provides a DD Form 1796 to owner and turns in shipment to the unit collection and holding point.

(5) After shipments have been packed and turned in to the unit holding area, unit representatives contact the chief, quality assurance (QA) section, personal property movement, for inspection of shipment and documentation.

(6) On receipt of application forms from unit personnel, DOL, personal property movement branch, determines coordination necessary for further processing of property in a real world situation.

2. REQUIRED ACTIONS:

a. Unit Level. Unit commanders are responsible for:

(1) Contacting DOL Transportation, Personal Property Movements Branch (287-5169/4515) for group counseling and documentation for disposition of personal property when qualified unit personnel are not available.

(2) Appointing representative to be responsible for:

(a) Coordinating collection, control, and turn-in of personal property. Personnel appointed must have authority to release shipments. FH Form 888 may be used for delegation of this authority.

(b) Requisition and pickup from DOL, Supply and Services Division, boxes for packing of personal property.

(c) Issuing boxes to unit soldiers for packing.

(d) Preparing roster of soldiers requiring personal property shipment or storage. Included on the roster should be the following:

1. Name and SSN of soldier.

2. Disposition of each shipment (for storage or for shipment to home or other designated place).

3. Name and address of person to receive shipment.

4. Estimated pieces and weight.

DD Form 1701 is used.

(e) Designating and staffing unit collection and holding point until shipments can be released to ITO or packing contractor.

(f) Returning personal property packing boxes to DOL, Supply and Services Division after deployment is completed.

b. Personal Property Movements Branch. DOL Transportation, Personal Property Movements Branch is responsible for:

(1) Providing group counseling and documentation for disposition of personal property when requested by the unit commander.

(2) Inspecting packed boxes for shipment/storage.

c. DOL, Supply and Services Division. DOL, Supply and Services Division is responsible for:

(1) Issuing boxes to unit representative upon receipt of requisition.

(2) Receiving and storing boxes returned by unit after deployment.

3. REPORTS. None.

4. CHECKLIST: Deploying Units should:

a. Obtain from DOL, Supply and Services Division, boxes for packing personal property and issue to unit soldiers. (Note: Boxes for unit property are obtained from DEH).

b. Designate and staff a unit collection holding point until shipments can be released to the ITO or packing contractor.

SECTIONS:

Section I - Items Not Authorized to be Shipped.

SECTION I ITEMS NOT AUTHORIZED TO BE SHIPPED (TO APPENDIX J COLLECTION AND DISPOSITION OF PERSONAL PROPERTY TO CHAPTER 7, DEPLOYMENT LOGISTICS)

ITEMS THAT CANNOT BE SHIPPED AS HOUSEHOLD GOODS:

Live plants
Fresh food or flowers
Boats
Airplanes
Live animals, including birds, fish, and reptiles
Automobiles, trucks, vans, and similar motor vehicles
Mobile homes, campers, trailers, farming vehicles, property for resale
Lighters containing flint and/or fluid
Groceries other than for consumption by member and immediate family
Items determined by carrier to be injurious or contaminating to shipment
Hazardous materials (see below)
Privately owned live ammunition
Cord wood and building materials
Perishable articles

HAZARDOUS MATERIALS

COMBUSTIBLE LIQUIDS:

Alcohols
Anti-Freeze compounds
Camphor oil
Disinfectants
Type cleaners (fluids containing combustible materials, i.e., spot clothing cleaners, office machine liquid cleaners, etc.)

CORROSIVE LIQUIDS:

Acids, photographic, used in film developing
Etching acid
Iron/steel rust preventing compounds
Muriatic acid
Nitric acid
Sulphuric acid

EXPLOSIVES:

Black powder
Cigarette loads
Dynamite, plastic or any similar explosive
Explosive auto alarms
Explosive flash bulbs
Fireworks
Small arms ammunition
Primers
Smokeless powder
Souvenir explosive instruments of war
Spear guns having a charged head
Toy propellant or smoke devices
Trick matches
Trick noise makers

FLAMABLES:

Adhesives (glues, cements, plastic)
Aerosol cans (flammable contents) (hair spray, deodorants, perfumes, colognes)
Ammonia
Charcoal briquettes
Cleaning fluids
Compound 3 weed killers
Denatured alcohol
Enamel
Gasoline
Hand signal flares
Kerosene
Lacquer

FLAMMABLES: (CONTINUED)

Leather dressing or bleach
Lighter fluids (pocket, charcoal, camp stove, lamp or torch)
Matches
Oil stains for wood
Paint, flammable
Paint, varnish remover
Petroleum products (kerosene, gasoline, oil)
Photographic flashbulbs/lamps
Polishes, liquid (metal, stove, furniture, wood)
Propane tanks (non-purged)
Propane or other gas used for cooking or heating purposes
Shellac
Shoe polish (liquid)
Solvents, plastic
Stains
Turpentine
Varnish
Windshield solvent
Wines
Wood filler

GASES, COMPRESSED:

Engine, starting fluids
Fire extinguishers
Gases used in welding
Scuba diving tanks

RAGS SOAKED IN CORROSIVE OR FLAMMABLE SUBSTANCES

PACKING AND CRATING MATERIALS

1. PURPOSE.

a. To provide a list of packing and crating materials available for unit commanders to request to support deployment.

b. To establish criteria for computing quantities for each type of material.

2. AVAILABLE MATERIALS:

ITEM	DESCRIPTION	USE	UNIT OF ISSUE	COMPUTATION CRITERIA
1. CONEX Inserts 58"x32 7/8" x 28 1/4" 8135-00-752-4671	Heavy cardboard boxes that hold 1,000 lbs. Each insert is approximately 29 cu.ft. 6 inserts can be placed in a standard type II CONEX container.	To pack unit supplies and equipment (i.e. pll, pll, tools, misc. supplies, sensitive items, etc.)	EA	As needed based on unit loading plans.
		Weapons*		
		M16		1 insert/100wpns
		50 Cal MG		1 insert/20 wpns
		M60 MG		1 insert/20 wpns
		Coax MG		1 insert/200 wpns
		Protective Masks		1 insert/300 masks
2. 4" tape 7510-00-074-5174	Green adhesive tape 4" wide 60 yds/roll.	To seal CONEX inserts	Roll	1 rl/9CONEX Inserts
3. TAT Boxes 12"x12"x30" 8115-00-418-4654	Cardboard Box	To pack individual clothing, equipment and TA-50. To supplement individual duffle bag.	EA	2 boxes/individual
4. 2" Tape 7510-00-074-5124	Green adhesive tape 2" wide 60 yds/roll.	To seal TAT boxes	Roll	1 roll/15 TAT boxes
5. Strapping Steel 8135-00-281-4071	Steel banding available in 2,200 ft roll 5/8 wide.	To secure items to pallets, (i.e., c-rations, bulk ammo, gas cans, CONEXES, etc.) and other uses as determined.	Feet**	As needed based on unit loading plan.

ITEM	DESCRIPTION	USE	UNIT OF ISSUE	COMPUTATION CRITERIA
6. Seal, Strapping 5/8" 8135-00-290-1-86	Metal clamps crimped on 5/8" steel banding (5,000/box)	To secure 5/8" steel banding	Box	1 Bx/Bn Size Unit
7. Strapping, Steel 8135-00-283-0671	Steel banding materiel available in 700 ft rools 1-1/4" wide	For banding items to vehicles, trailers, etc sealing CONEXES and other uses as determined.	Linear feet	As needed based on unit loading plans.
8. Seal, Strapping 1-1/4" 8135-00-239-5294	Metal clamps crimped on 1-1/4" steel banding (1,000 box)	To secure 1-1/4" steel banding	Box	1 BX/Bn size unit
9. Cushioning Materiel 8135-00-855-6969	Cellulose type materiel. 1 box contains 24"x3/4" x167' of materiel.	To cushion sensitive items packed in CONEX inserts and other boxes.	Box	5 boxes/CO size unit
10. Paper Corrugated 8135-00-290-3400	Packing materiel in 4 foot wide rolls. Each roll contains 250' of paper.	To fill spaces and cushion loads	Roll	As needed based on unit loading plans
11. Paper, Barrier 8135-00-171-1001	A layered bituminous waterproof paper. Avail in 3',4',5' & 6' rolls. Each roll contains 200 yds of material.	To waterproof items sensitive to moisture.	Roll	As needed based on unit loading plans
12. Random length lumber	Lumber to be cut to lenghts as needed by units - available lumber: 2x4, 2x6, 2x12, 1x4, 1x6.	For dunnage and bracing loads. Also used for treadways in aircraft aor ,pve,emts	Linear Feet**	As needed based on loading plans.
13. Plywood	Layered sheets of wood. Available in 4'x8' sheets in 3/8", 1/2", & 3/4" thickness.	To protect or isolate equipment that could be damaged by other packing mtrls. Improves packing arrangements by making square instead of irregular packing areas.	Sheet	As needed based on unit loading plans
14. Nails 16D 5315-00-010-4663	Nail, Common 16D (50# Box)	To fasten 2x4, 2x6 & 2x12 lumber	Lb	10 lbs/CO size.

	ITEM	DESCRIPTION	USE	UNIT OF ISSUE	COMPUTATION CRITERIA
15.	Nail 8D 5315-00-010-4659	Nail, Common 8d (50# Box)	To fasten 1x4, 1x6 & 2x4 lumber.	Lb	5 lbs/CO size
16.	Pallet, wood	40" x 48" pallet	For handling items such as immersion heaters, stoves, fuel, cans, etc.	Ea	As needed by unit loading plan.
17.	Pallet, CONEX 3990-00-892-4394	57"x32 1/3"x4 5/8" pallet (must be assembled)	To ease the handling of CONEX inserts.	Ea	One (1) per CONEX insert.

NOTE: GUIDELINES. The following information may be used as a guide for computing requirements for strapping.

a. A CONEX container requires 32 feet of 1 1/4 inch wide strapping material and three (3) metal clamps.

b. A 1/4 ton jeep and TR requires 12 feet of 5/8 inch strapping material and four (4) metal clamps.

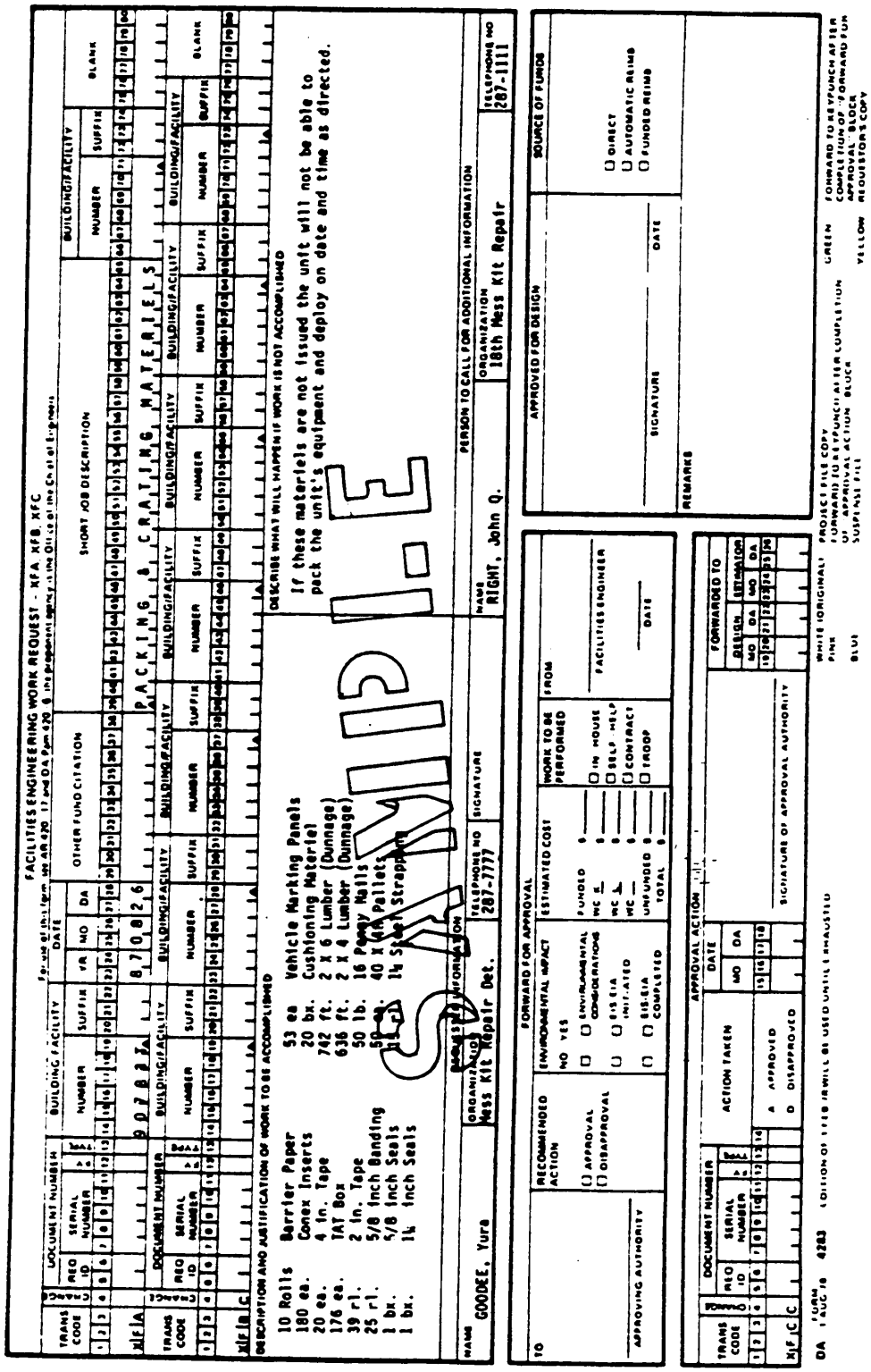
c. A pallet of fuel or water cans require 14 feet of 5/8 inch strapping material and one (1) 5/8 inch metal clamp.

d. A CONEX insert with pallet requires 88 feet of 5/8 inch strapping material and four (4) metal clamps.

* Replaces the special weapon boxes. Inserts are used w/cushion material for proper pack.

** Units order lumber and strapping in linear feet.

APPENDIX L SAMPLE PACKING AND CRATING MATERIAL LIST (TO CHAPTER 8, DIRECTORATE OF ENGINEERING AND HOUSING



APPENDIX M SAMPLE VEHICLE DENSITY LIST (CHAPTER 8 DIRECTORATE OF ENGINEERING AND HOUSING)

UNIT LOADING INVENTORY AND CHECKLIST (WORKSHEET) Page 1 of 1

ORGANIZATION	STATION
Co B, 10th Mess Kit Repair Bn	Fort Hood, Texas 76544
TOE WG2RAT	**DATE** 26 Aug 87

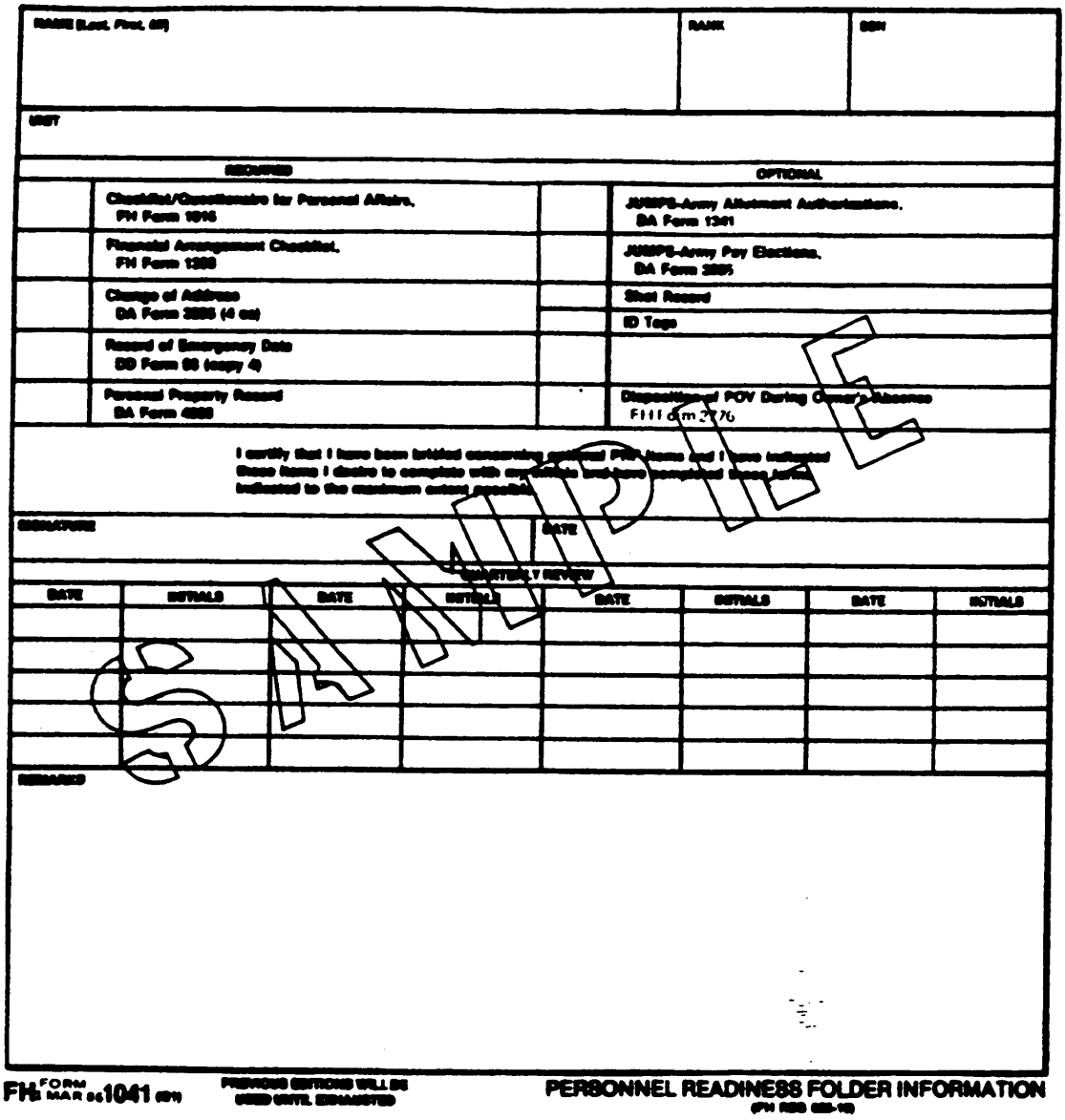
PACKAGE NO.	QUANTITY	DESCRIPTION	DIMENSIONS (L x W x H)	WEIGHT (LB)	CUBE (FEET)	SQUARE* (FEET)
001	1	TRK,CGO 5T M54	320X98X86	21,771	1,560	
002	1	TRK, CGO 2½T M35	265X96X81	13,180	1,193	
003	6	TRLR, CGO 1½T M105A2	166X83X55	16,500	4,692	
004	1	TRLR, Shelter M51	168X85X96	5,360	793	
005	1	GEN SET, TRLR MTD PU-618	176X84X96	3,790	821	
006	1	TRK LIFT FORK: M4K	166X79X78	9,700	592	
007	12	TANK FUEL SERVIVING 600GAL	50X73X58	4,680	1,593	
TOTALS						

*INCLUDE AMOUNT OF LOAD EXTENDING BEYOND VEHICLE DIMENSIONS.

DA FORM 2960-R, 1 Dec 1978 Supersedes DA Form 2960-R, dated 1 Mar 61.

SAMPLE

APPENDIX N FH FORM 1041, PERSONNEL READINESS FOLDER (PRF) (INSTRUCTIONS FOR COMPLETING FORMS, TO CHAPTER 9, PERSONNEL)

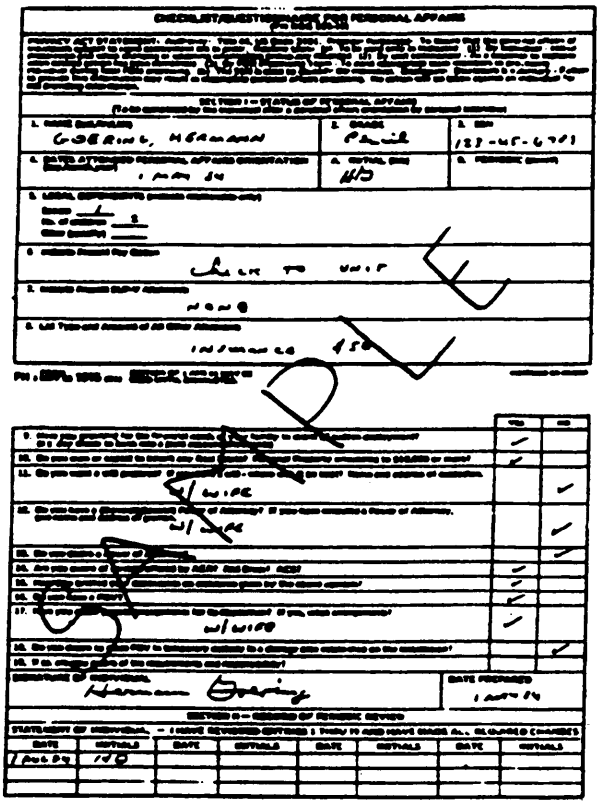


COMMENTS

1. Complete Section I in pencil and Section II in ink.

2. This form is completed immediately after the initial personal affairs interview is conducted at inprocessing. All items on this form are completed by the soldier. If the soldier desires a Will or Power of Attorney, an appointment is made with the servicing SJA. When teses actions are completed, the FH Form 1015 so indicates. This form is signed and dated by the soldier at the time it is prepared. The soldier dates and initials Section II at the time of each quarterly review.

APPENDIX O FH FORM 1015 CHECKLIST/QUESTIONNAIRE FOR PERSONAL AFFAIRS (INSTRUCTIONS FOR COMPLETING FORMS, TO CHAPTER 9, PERSONNEL)

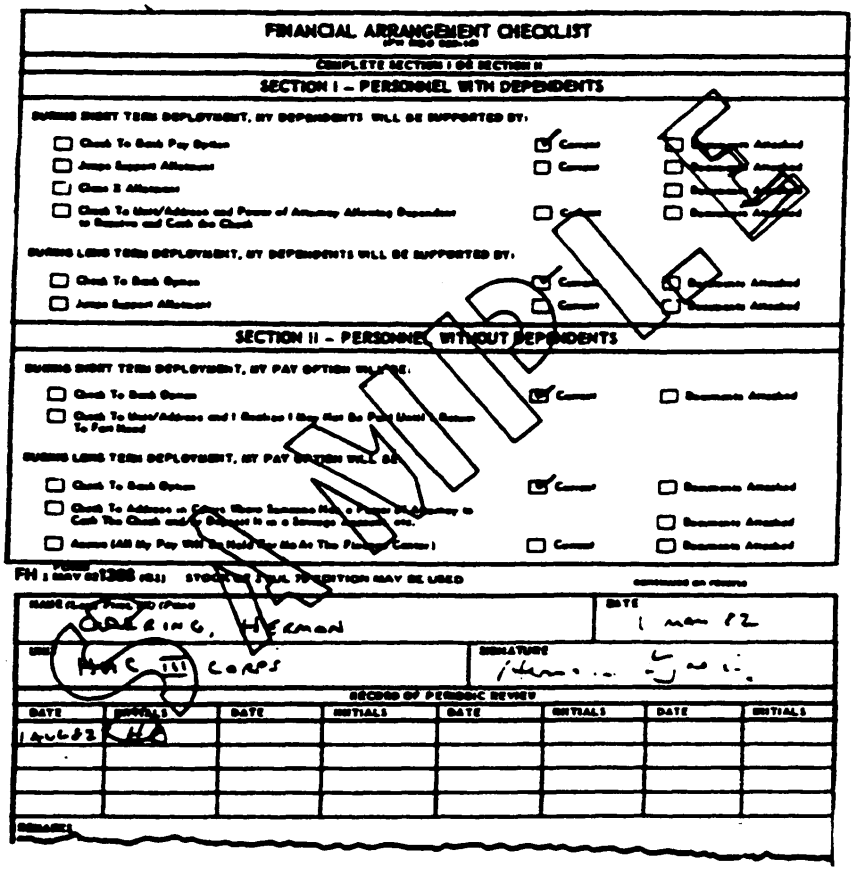


COMMENTS

1. Complete Section I in pencil and Section II in ink.

2. This form is completed immediately after the initial personal affairs interview is conducted at inprocessing. All items on this form are completed by the soldier. If the soldier desires a will or power of attorney, an appointment is made with the servicing SJA. When these actions are completed, the FH Form 1015 so indicates. This form is signed and dated by the soldier at the time it is prepared. The soldier dates and initials section II at the time of each quarterly review.

APPENDIX P FH FORM 1368 FINANCIAL ARRANGEMENT CHECKLIST (INSTRUCTIONS FOR COMPLETION OF FORMS, TO CHAPTER 9, PERSONNEL)



FINANCIAL ARRANGEMENT CHECKLIST

COMPLETE SECTION I OR SECTION II

SECTION I – PERSONNEL WITH DEPENDENTS

DURING SHORT TERM DEPLOYMENT, MY DEPENDENTS WILL BE SUPPORTED BY:

- ☐ Check To Bank Pay Option ☑ Current ☐ Documents Attached
- ☐ Jumps Support Allotment ☐ Current ☐ Documents Attached
- ☐ Class X Allotment ☐ Documents Attached
- ☐ Check To Unit/Address and Power of Attorney Allowing Dependent to Receive and Cash the Check ☐ Current ☐ Documents Attached

DURING LONG TERM DEPLOYMENT, MY DEPENDENTS WILL BE SUPPORTED BY:

- ☐ Check To Bank Option ☑ Current ☐ Documents Attached
- ☐ Jumps Support Allotment ☐ Current ☐ Documents Attached

SECTION II – PERSONNEL WITHOUT DEPENDENTS

DURING SHORT TERM DEPLOYMENT, MY PAY OPTION WILL BE:

- ☐ Check To Bank Option ☑ Current ☐ Documents Attached
- ☐ Check To Unit/Address and I Realize I May Not Be Paid Until I Return To Fort Hood

DURING LONG TERM DEPLOYMENT, MY PAY OPTION WILL BE:

- ☐ Check To Bank Option ☑ Current ☐ Documents Attached
- ☐ Check To Address in Colors Where Someone Has a Power of Attorney to Cash The Check and to Deposit It in a Savings Account, etc. ☐ Documents Attached
- ☐ Assess (All My Pay Will Be Held For Me At The Finance Center) ☐ Current ☐ Documents Attached

FH FORM 1368 (G3) STOCK OF 2 JUL 79 EDITION MAY BE USED

NAME (Last, First, MI) (Print)	DATE
OBERING, HERMAN	1 MAR 82
UNIT: HHC III CORPS	SIGNATURE: [illegible]

RECORD OF PERIODIC REVIEW

DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS
1 AUG 82	[illegible]						

REMARKS:

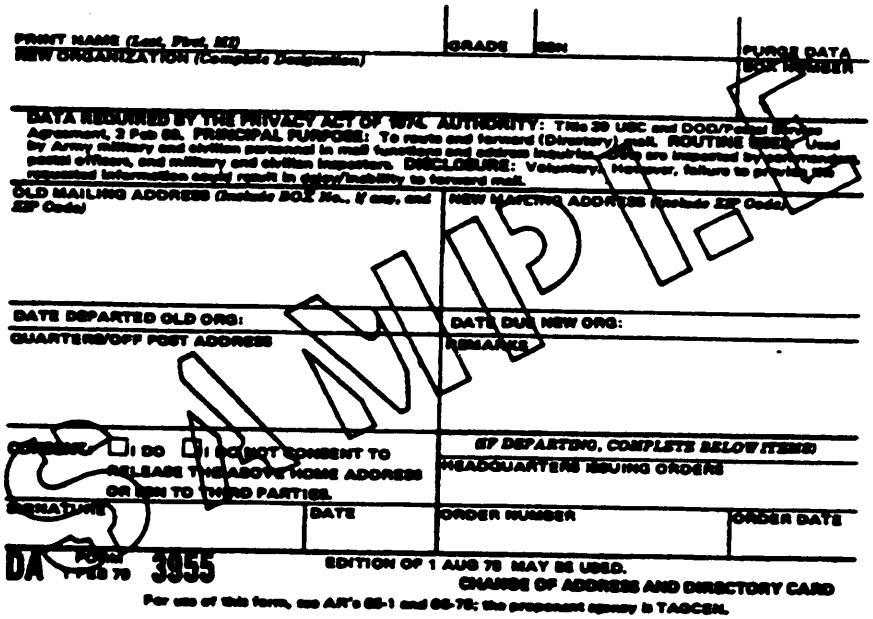
SAMPLE

COMMENTS

1. May be completed in pencil or ink.

2. Section I is completed by all soldiers with dependents and Section II by soldiers without dependents. Soldiers check the appropriate block showing their desires for the various pay options. Soldiers desiring to have standby allotments for submission on deployment complete the appropriate optional form. DO NOT HAVE SM SIGN ANY FINANCE FORM FOR STANDBY ALLOTMENTS OR PAY CHANGES: THESE FORMS ARE SIGNED DURING POM PROCESSING IN THE EVENT OF ACTUAL DEPLOYMENT.

APPENDIX Q DA FORM 3955 CHANGE OF ADDRESS AND DIRECTORY CARD (INSTRUCTIONS FOR COMPLETING FORMS, TO CHAPTER 9, PERSONNEL)

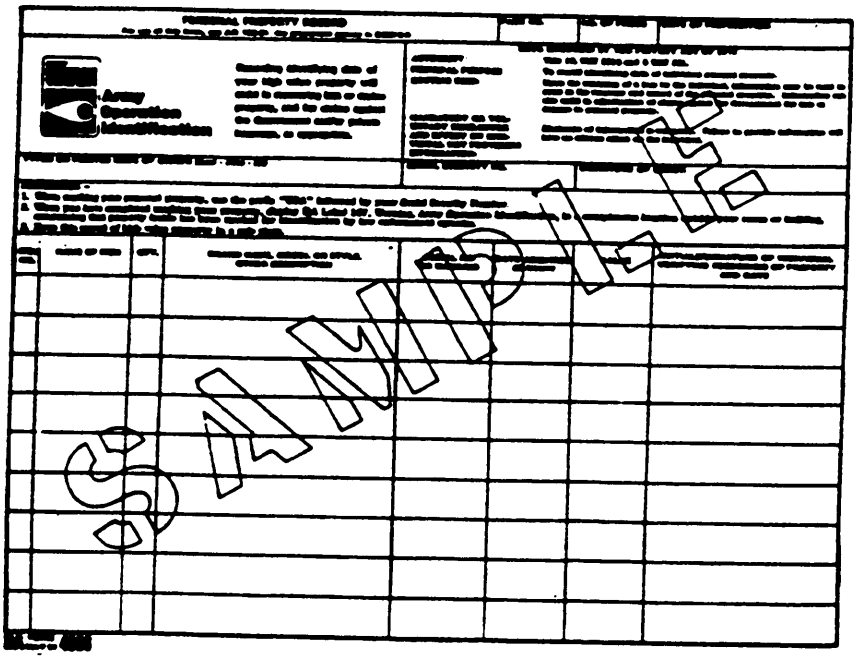


COMMENTS

1. SM fills in the name, grade, SSN, and old mailing address only. The CURRENT QUARTERS/OFF POST address may be included as desired. The remainder of the card is filled in at POM in the event of actual deployment. DO NOT SIGN THIS FORM until actual deployment or PCS from the unit.

2. The form is completed in pencil in two copies.

APPENDIX R DA FORM 4986 PERSONAL PROPERTY RECORD (INSTRUCTIONS FOR COMPLETING FORMS, TO CHAPTER 9, PERSONNEL)



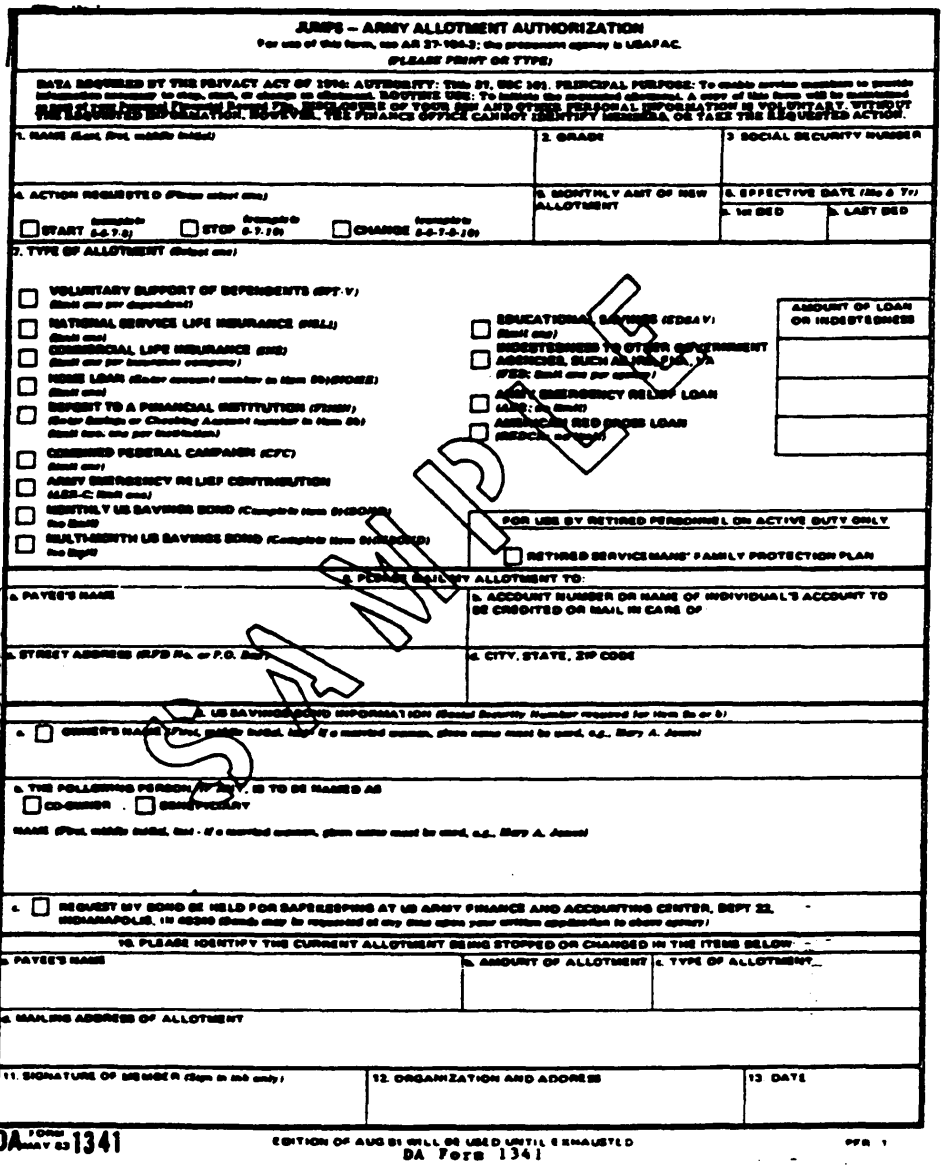
COMMENTS

1. This form is mandatory for all soldiers living in the barracks and is optional for others. This form is completed at time of initial assignment and includes all personal property, to include POV, if none, so state.

2. Complete NAME, SSN, and item information in ink. The INVENTORIED BY: section is completed in pencil at each update and must be completed in ink on final check to deployment.

3. Items deleted are lined out and initialed by SM and the individual that completes the final inventory upon notification of deployment.

APPENDIX S-1 DA FORM 1341 JUMPS-ARMY ALLOTMENT AUTHORIZATION (INSTRUCTIONS FOR COMPLETING FORMS, TO CHAPTER 9, PERSONNEL)



JUMPS – ARMY ALLOTMENT AUTHORIZATION

For use of this form, see AR 37-104-3; the proponent agency is USAFAC.

(PLEASE PRINT OR TYPE)

DATA REQUIRED BY THE PRIVACY ACT OF 1974: AUTHORITY: Title 37, USC 101. PRINCIPAL PURPOSE: To enable service members to provide information necessary to stop, start, or change an allotment. ROUTINE USE: To initiate the requested allotment. A copy of this form will be maintained as part of your Personnel Financial Record File. DISCLOSURE OF YOUR SSN AND OTHER PERSONAL INFORMATION IS VOLUNTARY. WITHOUT THE REQUESTED INFORMATION, HOWEVER, THE FINANCE OFFICE CANNOT IDENTIFY MEMBERS, OR TAKE THE REQUESTED ACTION.

1. NAME (Last, first, middle initial)	2. GRADE	3. SOCIAL SECURITY NUMBER

4. ACTION REQUESTED (Please select one)	5. MONTHLY AMT OF NEW ALLOTMENT	6. EFFECTIVE DATE (Mo & Yr)	
☐ START (complete 5-6-7-8) ☐ STOP (complete 6-7-10) ☐ CHANGE (complete 5-6-7-8-10)		a. 1st DED	b. LAST DED

7. TYPE OF ALLOTMENT (Select one)

- ☐ VOLUNTARY SUPPORT OF DEPENDENTS (SPT-V) (Limit one per dependent)
- ☐ NATIONAL SERVICE LIFE INSURANCE (NSLI) (Limit one)
- ☐ COMMERCIAL LIFE INSURANCE (CLI) (Limit one per insurance company)
- ☐ HOME LOAN (Enter account number in Item 8b)(HOME) (Limit one)
- ☐ DEPOSIT TO A FINANCIAL INSTITUTION (FININ) (Enter Savings or Checking Account number in Item 8b) (Limit two, one per institution)
- ☐ COMBINED FEDERAL CAMPAIGN (CFC) (Limit one)
- ☐ ARMY EMERGENCY RELIEF CONTRIBUTION (AER-C; limit one)
- ☐ MONTHLY US SAVINGS BOND (Complete Item 9)(BOND) (no limit)
- ☐ MULTI-MONTH US SAVINGS BOND (Complete Item 9)(MBOND) (no limit)
- ☐ EDUCATIONAL SAVINGS (EDSAV) (Limit one)
- ☐ INDEBTEDNESS TO OTHER GOVERNMENT AGENCIES, SUCH AS IRS, FHA, VA (FED; limit one per agency)
- ☐ ARMY EMERGENCY RELIEF LOAN (AER; no limit)
- ☐ AMERICAN RED CROSS LOAN (REDCR; no limit)

AMOUNT OF LOAN OR INDEBTEDNESS

FOR USE BY RETIRED PERSONNEL ON ACTIVE DUTY ONLY

☐ RETIRED SERVICEMANS' FAMILY PROTECTION PLAN

8. PLEASE MAIL MY ALLOTMENT TO:

a. PAYEE'S NAME	b. ACCOUNT NUMBER OR NAME OF INDIVIDUAL'S ACCOUNT TO BE CREDITED OR MAIL IN CARE OF
c. STREET ADDRESS (RFD No. or P.O. Box)	d. CITY, STATE, ZIP CODE

9. US SAVINGS BOND INFORMATION (Social Security Number required for Item 9a or b)

a. ☐ OWNER'S NAME (First, middle initial, last - if a married woman, given name must be used, e.g., Mary A. Jones)

b. THE FOLLOWING PERSON, IF ANY, IS TO BE NAMED AS

☐ CO-OWNER ☐ BENEFICIARY

NAME (First, middle initial, last - if a married woman, given name must be used, e.g., Mary A. Jones)

c. ☐ REQUEST MY BOND BE HELD FOR SAFEKEEPING AT US ARMY FINANCE AND ACCOUNTING CENTER, DEPT 22, INDIANAPOLIS, IN 46249 (Bonds may be requested at any time upon your written application to above agency)

10. PLEASE IDENTIFY THE CURRENT ALLOTMENT BEING STOPPED OR CHANGED IN THE ITEMS BELOW

a. PAYEE'S NAME	b. AMOUNT OF ALLOTMENT	c. TYPE OF ALLOTMENT

d. MAILING ADDRESS OF ALLOTMENT

11. SIGNATURE OF MEMBER (Sign in ink only)	12. ORGANIZATION AND ADDRESS	13. DATE

DA FORM MAY 83 1341 EDITION OF AUG 81 WILL BE USED UNTIL EXHAUSTED PFR 1

DA Form 1341

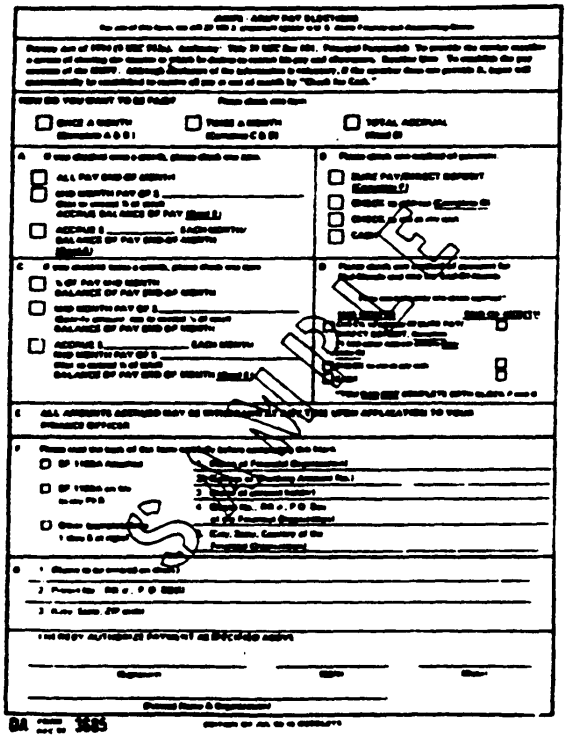
SAMPLE

COMMENTS

1. This form is completed in ink or typed and cannot contain any strikeovers.

2. THIS IS AN OPTIONAL FORM FOR STANDBY ALLOTMENTS IN THE EVENT OF DEPLOYMENT. Those soldiers desiring a standby allotment complete items 1,2,4, and 7-10. Item 5 should be considered at each update. THESE ITEMS ARE COMPLETED AT THE POM PROCESSING IN THE EVENT OF ACTUAL DEPLOYMENT.

APPENDIX T DA FORM 3685 JUMPS-ARMY PAY ELECTIONS (INSTRUCTIONS FOR COMPLETING FORMS TO CHAPTER 9, PERSONNEL)



COMMENTS

1. This form is completed in ink or typed and cannot contain any strikeovers.

2. This is an optional form for standby pay election change in the event of deployment. Those soldiers desiring a standby pay election change complete as follows:

a. Block "How do you want to be paid?" - Place an "X" in the box indicating either once or twice a month.

b. If you check "once a month," complete blocks A and B.

c. If you checked "twice a month," complete blocks C and D. NOTE: Cannot choose check to financial organization and check to address.

d. Block F - Must be completed if check to financial organization was selected.

e. Block G - Must be completed if check to address was selected.

f. Block "I hereby authorize payment as specified above" - complete lines for SSN and printed name (Last, First, MI). Lines for signature, date, and effective date are completed at the POM processing in the event of actual deployment.

APPENDIX U FH FORM 2776 DISPOSITION OF POV DURING OWNERS ABSENCE (INSTRUCTIONS FOR COMPLETING FORMS, TO CHAPTER 9, PERSONNEL)

DISPOSITION OF POV DURING OWNER'S ABSENCE
(AR 210-10)
(See reverse of form for Privacy Act Statement)

Temporary parking is made available, without gratuity, for POV while owner is absent due to military requirements. Valuables will be removed from POV. POV will be picked up within _____ days or it will be treated as if the owner no longer wanted it & will be processed under the laws & regulations relating to abandoned or unclaimed private property on military reservations.

Owner's Name (Printed)	Grade	Organization	SSN

POV WILL BE PICKED UP BY

Name (Printed)	Address

POV IDENTIFICATION

Make, Model, Year, Color	License No and State	Vehicle Ident No. or Manufacturer's Ser No	Post Decal	Speedometer Reading

LIST OF ACCESSORIES REMAINING WITH POV (Check appropriate items)

	Hubcaps		Fender Skirts		Seatbelts		Tire Iron		Built-in Tape Deck		
	Wheel Disks		Luggage Racks		Jack		Spare Tire		Removable Tape Deck		
	Side & Rear Mirrors		Floor Mats		Lug Wrench		Radio				

CONDITION OF POV (Marks exposing metal and/or structural damage)

Signature of Owner	Date	Signature, Grade and Position of Govt Official	Date

The owner of this vehicle understands that this parking & storage arrangement is solely for the benefit of the automobile owner, without charge by & without payment to the Government, & that the Government assumes no liability for any damage to the automobile incurred during the course of this agreement.

POV PICKED UP BY

POV is in the condition stated above ☐ Yes ☐ No (Specify)	Owner's Signature or Signature and Address of Owner's Agent	Date

FH FORM 1 MAY 83 2776 (SJA)

SAMPLE

COMMENTS

1. This form must be completed in ink.

2. Complete heading and POV identification (less mileage) only; all other items are completed during processing. DO NOT HAVE SM SIGN OR DATE THIS FORM. It is signed during processing in the event of actual deployment. Complete this form in three copies (original - PMO impound lot, when established; copy 1 - owner; copy 2 - unit). All three copies should be kept in PRF for inspection purposes.

APPENDIX V POM CHECKLIST (UNIT POM UBSOECTUIBM, TO CHAPTER 9, PERSONNEL)

POM CHECKLIST

DATE:

RANK_____NAME_____UNIT_____

PERSONNEL	YES	NO
1. DA Form 2-1 correct?	____	____
2. DA Form 2 correct?	____	____
3. DD Form 93 current and correct?	____	____
4. VA 29-8286 correct?	____	____
5. ID Cards correct and serviceable?	____	____
6. ID Tags correct?	____	____
7. Is soldier deployable? (If no, circle appropriate reason on the reverse of this checklist)	____	____

MEDICAL		
1. Medical records present?	____	____
2. Physical records present and up to date?	____	____
3. Is PHS-731 Shot Card present and up to date?	____	____
4. Is SF Form 600 present showing HTLV III Test taken and is NEG?	____	____
5. Immunizations current? (If not check ones given).	____	____

( ) Small pox (every 5 yrs)			
( ) Yellow fever (every 5 yrs)			
( ) Cholera (none until deployment)			
( ) Plague #1 (1.0) 3 Months	#2 (.2)		(upon deployment thereafter)
( ) Typhoid #1 (.5) 30 Days	#2 (.5)		(every 3 yrs thereafter)
( ) Tet/Dep #1 (.5) 30 Days	#2 (.5)		one year #3 (.1) (every 10 yrs thereafter)
( ) Polio #1 (2d) 6-8 Weeks			One dose only, good for life
( ) Tine (every year)			
( ) Influenza (every year during flu season, none outside flu season)			

DENTAL		
1. Dental records present?	____	____
2. Is PANOREX present and other appropriate X-Rays present and up to date?	____	____
3. POM Qualified?	____	____

FINANCE		
1. Pay options current?	____	____
2. Allotments current?	____	____
3. Withholding Exemptions current?	____	____

LEGAL		
1. Power of Attorney current?	____	____
2. Will current?	____	____

APPENDIX W DISPOSITION OF VEHICLES, WEAPONS AND PETS (DISCIPLINE, LAW AND ORDER TO CHAPTER 9 PERSONNEL)

1. OBJECTIVE. This appendix outlines the procedures for disposing of POVs, weapons, and pets belonging to soldiers. Procedures are keyed to the five stages of deployability.

2. DISPOSITION OPTIONS. (This is not an all inclusive list but is intended to illustrate possible alternatives).

a. POVs.

(1) Provide limited power of attorney to friend, relative or family member living in the Fort Hood area.

(2) Sell or give to person or commercial agency in the Fort Hood area.

(3) Arrange for storage with a commercial agency at owner's expense.

(4) Prepare FH Form 2776 for temporary storage at Government expense until the agent designated by the owner arrives to assume responsibility for the POV.

(5) Owner must show title to POV prior to acceptance for storage.

(6) Owner is advised to select and contact NOK or other responsible person to pick up vehicle.

(7) All pilferable items (i.e., hubcaps, sound equipment, clothes, tools) should be removed from vehicle prior to processing for storage.

(8) Vehicle owners are reminded that under FH Reg 210-55 (Disposition of Lost, Mislaid, Abandoned or Unclaimed Personal Property Discovered on this Installation) POV's are not left in parking areas not designated as storage areas. Such vehicles are considered abandoned and are impounded.

(9) POVs not picked up within 30 days of redeployment are impounded as abandoned vehicles.

b. Privately Owned Weapons.

(1) Ship with personal property.

(2) Ship in the mail IAW current postal directives.

(3) Sell or give to person or commercial agency in Fort Hood area.

(4) Turn in to DOL IAW FH Reg 210-55.

(5) In the event of a "less than 30 day deployment", a sister unit may assume responsibility for weapons.

c. Privately Owned Pets.

(1) Sell or give pet to a friend, relative or family member in the Fort Hood area.

(2) Ship pet to a designated address at owner's expense.

(3) Turn pet over to the post veterinarian for disposal.

(4) Give to Society for the Prevention of Cruelty to Animals (SPCA).

3. PROCEDURES/RESPONSIBILITIES.

a. Normal Deployability (ND) Posture.

UNIT	PROVOST MARSHAL
(1) Ensure that privately owned weapons and pets are registered IAW AR 190-11 (Physical Security of Arms, Ammunition and Explosives), FH Reg 190-3 (Administration and Management of Physical Security, FH Reg 40-5 (Authorized Veterinary Animal Care and Animal Control Program.	Operate weapon/pet registration section.

UNIT	PROVOST MARSHAL
(2) Advise owners of POVs, weapons, and pets of options available for disposition of property.	None.
(3) Maintain FH Form 2776 (Disposition of POV During Owners Absense) and FH Form 672 (Military Police Checklist for Vehicle Impounding Lot), PRF for those POVs requiring temporary storage.	Assist unit commanders required.
(4) Maintain a storage of 100 FH Forms 2776.	None.
(5) An officer/NCO is designated as the POV receiver.	None
b. ID Posture	
(1) Ensure owners of POVs, weapons, and pets choose an approved disposition option and complete action required.	None.
(2) Provide provost marshal with listing of privately owned weapons and copy of weapon registration form.	Clear POW registration files as required.
(3) Coordinate with provost marshal for turn in of POVs requiring temporary storage.	Set up storage site operations.
(4) Ensure disposition of privately owned weapons per FH Reg 210-55.	None
c. AD Posture.	
(1) Send personnel with POVs requiring storage to storage site.	Execute turn-in procedures. Supervise guard procedures.
(2) Coordinate with TMP when transportation from POV storage site to unit is required.	None.
(3) Request TMP wrecker if POV requiring storage cannot move under its own power.	None.
4. EDRE. The following procedures/responsibilities apply during EDREs.	
a. Identify POVs requiring storage and notify DEH of the number of POVs. (DEH designates the storage facility).	Verify completion of FH Form 2776.
b. Identify private weapons stored in arms room and disposition of those weapons (simulate shipment).	Verify proper procedures.
c. Send representative sample of POVs to storage unit.	Designate representative sample and inspect/ inventory POVs.
d. Provide guards for POV storage site if actual storage is required.	None.
5. EXERCISE DEPLOYMENT. The following procedures/responsibilities apply during deployment for exercises (e.g., REFORGER).	
a. Identify POVs requiring storage.	Verify completion FH Form 2776.
b. Request storage facility from DEH.	None.
c. Senior headquarters that is deploying is responsible for guards at the storage facility. Request support or tasking authority for guard personnel and equipment as required.	None.

UNIT	PROVOST MARSHAL
d. Coordinate with PMO to establish turn-in times.	Conduct turn-in activities as required by units time schedule.
e. Coordinate with TMP for transportation from the storage facility back to unit area.	None.

APPENDIX W (DISPOSITION OF PRIVATELY OWNED VEHICLES AND WEAPONS) TO CHAPTER 9 (PERSONNEL)

1. GENERAL.

a. This Appendix outlines the services provided to assist deploying soldiers with the disposition of privately owned vehicles (POV) and weapons (POW). It also describes soldier responsibilities for the disposition of this type of personal property and the limits of government liability.

b. Commanders should counsel their soldiers to make private arrangements for the disposition of their POVs and POWs if ~~at all~~ possible. These private arrangements may include shipping or storing the vehicle at the owner's expense, selling the vehicle, or having a designated agent pick up the vehicle before or after the soldier deploys. Fort Hood facilities for long-term storage of POVs are outdoors and although meet minimum security requirements, offer no protection from the severe Central Texas weather conditions. Each soldier must understand vehicles will be secured, but not maintained, by rear detachment personnel, until the soldier redeploys or the soldier's designated agent picks up the vehicle. Each soldier must also understand that should his deployment become a ~~permanent change of station~~, his vehicle will remain at Fort Hood. The US government will not pay to ship or store POVs within CONUS.

c. Units are responsible for establishing secure parking areas for soldiers who do not make separate POV disposition arrangements. Commanders may authorize soldiers to utilize this service, but they may not direct soldiers to do so. Such a directive would obligate the government to unlimited liability for loss or damage incurred in storage or transportation of the vehicle.

d. In the event rear detachments are disbanded, Fort Hood Garrison Commander will take necessary actions to assume responsibility for security and accountability.

e. Vehicle owners are reminded that POVs left in parking areas not designated for POV storage will be considered abandoned and subsequently impounded and disposed of IAW FH Reg 210-55 (Disposition of Lost, Mislaid, Abandoned or Unclaimed Personal Property Discovered on this Installation.)

f. POVs not picked up within 30 days of redeployment will be impounded as abandoned vehicles.

g. Each service member is entitled to secure only one POV in the designated unit parking area.

2. POV PROCEDURES. These procedures govern the preparation of POVs for placement in secure unit parking areas. In most cases, units will utilize motor pools for this purpose. ~~Major subordinate commands~~ (MSC) are encouraged to consolidate storage as much as possible.

a. Registration. Commanders will counsel soldiers that vehicles must be registered and insured (at the time of storage), IAW Fort Hood regulations and local laws, before they will be accepted into the secure unit parking area. Soldiers should also understand that the limit of government liability for secured vehicles is $2,000, and therefore it is in each soldier's best interest to continue comprehensive coverage on his insurance.

b. Designated Agent. As with personal property and household goods, (Annex H), each soldier must designate a non-deploying agent who may make arrangements for the disposition of the deployed service member's vehicle. This is done by completing FH Form 2776 (Disposition of POV During Owner's Absence) (TAB A), which is left with the rear detachment commander or his representative. Agents may also be designated by general or special powers of attorney.

c. Vehicle Preparation. Soldiers will remove ~~all~~ pilferable items from the vehicle (i.e., . hubcaps, clothes, etc.). Tools not included with the vehicle upon purchase will not be stored in the vehicle. Sound equipment not bolted in place or secured by a locking device must also be removed.

d. Joint Inspection. Deploying service members will conduct a joint inspection of their POVs with a senior NCO, ~~Staff Sergeant~~ (E-6) or above, and note results on FH Form 672 (Fort Hood Provost Marshal's Office Military Police Checklist for Vehicle Impounding Lot) (TAB B) or DD Form 788 (Private Vehicle Shipping Document for Automobiles)(TAB C). The vehicle age, existing damage, and the odometer reading will be carefully noted. Vehicle registration and insurance, plus lien papers or title will also be inspected at this time. The soldier should deliver these important papers to the designated agent.

e. Vehicle Security.

(1) Service members will lock vehicle doors and windows. Anti-theft devices will not be activated in unit storage areas.

(2) Bicycles, motorbikes and motorcycles must be secured in a building or chained to a fixed object if stored outside. Locking handlebars or locking wheels together is insufficient protection. Motorcycle helmets should be stored in personal property baggage or secured by a wire locking device run through a hole in the helmet.

(3) In the interest of accountability and security the owner is encouraged to surrender ~~all~~ vehicle keys to the rear detachment commander after locking the vehicle. As a minimum, he/she will give the rear detachment commander one complete set of keys.

f. Rear Detachment Commander.

(1) The rear detachment commander will prepare a list of vehicles located in the unit secure parking lot. This list will note vehicle owner, lien holder (if any), vehicle make and model, license plate number, and designated agent.

(2) The rear detachment commander will tag each set of vehicle keys with the name of the owner, vehicle model, color and license number. ~~All~~ unit POV keys will be maintained in a locked, limited access key box.

(3) The rear detachment commander will also maintain copies of ~~all~~ designated agent authorizing documents for POV disposition (FH Form 2776, Power of Attorney, etc.), and FH Forms 672 (or DD Forms 788).

(4) The rear detachment commander will release vehicles from the secured unit parking area to the following personnel:

(a) The vehicle owner.

(b) The agent designated by the owner to dispose of the vehicle.

(c) A repossession agency authorized, in writing, to act on behalf of the lien holder. The rear detachment commander will not release a soldier's vehicle to a repossession agency without first consulting the Judge Advocate General staff.

g. Deployed Vehicle Owners.

(1) Deployed vehicle owners are still required to maintain payments and insurance for vehicles secured in the unit POV parking area. Although liability and collision insurance may not be required during periods of storage, soldiers should consult with insurers and lienholders before discontinuing insurance coverage.

(2) Soldiers will be required to reestablish expired vehicle registrations and insurance upon redeployment.

3. GOVERNMENT LIABILITY FOR POVS.

a. The limit of government liability for POVs secured on post is $2,000. Soldiers with insurance coverage for all or part of a loss must file claims with their insurers before or at the same time they present claims against the United States.

b. Loss or damage to POVs caused by structural failure, mechanical defeat, wear and tear, faulty repairs, or inadequate maintenance is not payable by the government.

c. No compensation will be allowed for the loss of a radar detector.

4. PRIVATELY OWNED WEAPONS. Commanders will counsel soldiers to dispose of privately owned weapons by separate arrangements with friends, family, or a commercial agency. In the event a deploying soldier does not make these separate arrangements for his privately owned weapon(s), units will provide temporary secure storage until a designated agent claims the item(s) or the rear detachment commander receives authorization to ship or commercially store the items.

a. Soldier Disposes of POWs. Solders may make separate arrangements to dispose of ~~privately owned weapons~~. These arrangements may include:

(1) Sell or give away

(2) Mail to a family member or friend. Note: The post office will mail non-automatic rifles, but not hand guns. Authorized commercial agencies, such as pawn shops, are permitted to ship most types of weapons. Commercial shipment or US postal service will be at the service member's expense.

b. Unit Assistance. The unit rear detachment will provide temporary secure storage for the ~~privately owned weapons~~ of deployed service members. Accountability and security requirement. for these weapons are as outlined in FH Reg 190-3 and FH Reg 190-11. The soldier must register his weapon with the Fort Hood Provost Marshal's Office IAW FH Reg 190-11 before it will be accepted for unit temporary storage.

(1) POWs will be maintained in ~~Arms~~, ~~Ammunition~~, and ~~Explosives~~ (AA&E) storage facilities and accounted for on FH Form 550 (Property Issue and Turn-In Log/Register) as per AR 710-2.

(2) Deploying soldiers may designate an agent to pick up weapons from the rear detachment commander. Agents may be designated by use of FH Form 888, Power of Attorney, etc. The agent will sign for the weapon(s) on DA Form 3749 (Equipment Receipt), which will serve as the service member's receipt. These forms will be retained by the rear detachment for the soldier up to a period of 60 days after the service member redeploys.

(3) Normally, shipment or commercial storage of privately owned weapons will be authorized at the same time the deployed soldiers receive entitlement to ship personal property and household goods, i.e., . upon PCS move.

(a) Soldiers wishing to ship or store their weapons at government expense in these circumstances will prepare their weapons for shipment/storage upon notice of deployment. Preparations include: clearing firearms and clearly labeling the shipping box or container with the weapon make, model, and serial number, as well as the address to which it is to be sent (or label "Storage"). The service member's weapons will be sent to the same address as his personal property/household goods shipment.

(b) Small arms ammunition, black powder, primers, and other explosives and propellants may not be shipped. See Tab B (Items That Can Not Be Shipped As Household Goods) to Enclosure 1 (Contingency Deployments) to Change 1, FH Reg 525-10.

(c) If the deployed unit or service member receives PCS orders, or authorization for shipment/storage of personal property, the rear detachment commander will make arrangements with the ~~Installation Transportation Officer~~ to ship ~~Privately Owned Weapons~~ at the same time be arranges to ship personal property.

TAB A (DISPOSITION OF POV DURING OWNER'S ABSENCE) TO APPENDIX W (DISPOSITION OF PRIVATELY OWNED VEHICLES AND WEAPONS) TO CHAPTER 9 (PERSONNEL)

DISPOSITION OF POV DURING OWNER'S ABSENCE

(AR 210-10)
(See reverse of form for Privacy Act Statement)

Temporary parking is made available, without gratuity, for POV while owner is absent due to military requirements. Valuables will be removed from POV. POV will be picked up within _____ days or it will be treated as if the owner no longer wanted it & will be processed under the laws & regulations relating to abandoned or unclaimed private property on military reservations.

Owner's Name (Printed)	Grade	Organization	SSN

POV WILL BE PICKED UP BY

Name (Printed)	Address

POV IDENTIFICATION

Make, Model, Year, Color	License No and State	Veh Ident No or Manufacturer's Ser No	Post Decal	Speedometer Reading

LIST OF ACCESSORIES REMAINING WITH POV (Check appropriate items)

☐	Hubcaps	☐	Fender Skirts	☐	Seatbelts	☐	Tire Iron	☐	Built-in Tape Deck	☐	
☐	Wheel Disks	☐	Luggage Racks	☐	Jack	☐	Spare Tire	☐	Removable Tape Deck	☐	
☐	Side & Rear Mirrors	☐	Floor Mats	☐	Lug Wrench	☐	Radio	☐		☐	

CONDITION OF POV (Marks exposing metal and/or structural damage)

Signature of Owner	Date	Signature, Grade and Position of Govt Official	Date

The owner of this vehicle understands that this parking & storage arrangement is solely for the benefit of the automobile owner, without charge by & without payment to the Government, & that the Government assumes no liability for any damage to the automobile incurred during the course of this agreement.

POV PICKED UP BY

POV is in the condition stated above ☐ Yes ☐ No (Specify)	Owner's Signature or Signature and Address of Owner's Agent	Date

FH FORM 3778 (6-81)

PRIVACY ACT STATEMENT (5 U.S.C. 552a)

AUTHORITY: The authority of requesting SSN is Executive Order 9397 and AR 210-10, Title 5 USC 301, Title 10 3012, Title 44 USC 3101. PRINCIPAL PURPOSE(S): Appoints an agent to pick up an individual's vehicle in storage at the Provost Marshal's parking facility and releases the Government from liability for the vehicle. ROUTINE USES: Identifies vehicle, owner, and person entitled to receive vehicle. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of SSN is voluntary. However, only the owner of the vehicle will have the authority to pick it up if the form is not completed.

TAB B (FH FORM 672, FORT HOOD PROVOST MARSHAL'S OFFICE MILITARY POLICE CHECKLIST FOR VEHICLE IMPOUNDING LOT) TO APPENDIX W (DISPOSITION OF PRIVATELY OWNED VEHICLES AND WEAPONS)

(FH Reg 210-55)

FORT HOOD PROVOST MARSHAL'S OFFICE
MILITARY POLICE CHECKLIST FOR VEHICLE IMPOUNDING LOT

DATE

OWNER | RANK | SSN

MAKE AND YEAR | COLOR AND BODY STYLE | MOTOR NUMBER

SPEEDOMETER READING

LICENSE NUMBER AND STATE

INSTRUCTIONS: Check in OK column if in apparent good order. If not, show in Exception column, using one or more of the following symbols:
D - Dent D - Dented HDC - Heavily dust/mud covered.
BR - Broken R - Rusty defects if any not visible
CH - Chipped F - Flat L - Loose S - Scratched W - Wet
CR - Cracked GC - Glass cracked ST - Stained T - Torn

	ITEM	OK	EXCEPTION		ITEM	OK	EXCEPTION
1	Radio			29	Right rear door glass		
2	Heater			30	Right front door panel		
3	Lighter			31	Right front door glass		
4	Clock			32	Right front wind wing		
5	Glove compartment			33	Right front fender		
6	Upholstery			34	Front bumper		
7	Windshield			35	Headlights		
8	Windshield wiper/s			36	Parking lights		
9	Left front wind wing			37	Fog lights		
10	Left front door panel			38	Grills		
11	Left front door glass			39	Radiator		
12	Left rear door panel			40	Spotlight/s		
13	Left rear door glass			41	Hood		
14	Left rear wind wing			42	Car top		
15	Left side body			43	Left front fender		
16	Left rear fender			44	Tires		
17	Gas [illegible]			45	Hubcaps		
18	Rear glass			46	Rave		
19	Trunk door			47	Tool and accessory carton		
20	Spare tire			48	Antenna		
21	Rear bumper			49			
22	Tail pipe			50			
23	Tail lights			51			
24	Backup lights			52			
[illegible]	Right rear fender			53			
26	Right side body			54			
27	Right rear wind wing			55			
28	Right rear door panel			56			

REMARKS

CONDITIONS GOVERNING VEHICLE IMPOUNDING LOT

1. That this vehicle contains no personal property other than automobile accessories, tools, and/or spare parts
2. That failure of the owner to provide sufficient permanent type anti-freeze to protect the cooling system to −20° F. relieves the government of any liability for damage due to freezing.

Inspected in my presence:

(Signature of owner or agent) (Date)

(Signature of inspecting person) (Date)

ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge receipt of this vehicle in the condition indicated by this document, with tools and accessories as stated.

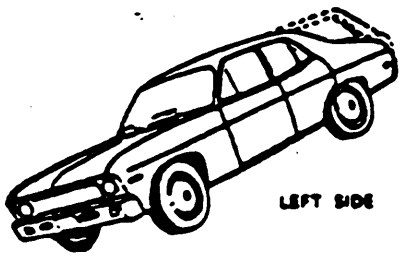
(Signature of owner or agent) (Date)

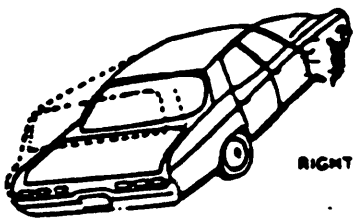
FH FORM 672

TAB C (DD FORM 788, PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE) TO APPENDIX W (DISPOSITION OF PRIVATELY OWNED VEHICLES AND WEAPONS) TO CHAPTER 9 (PERSONNEL)

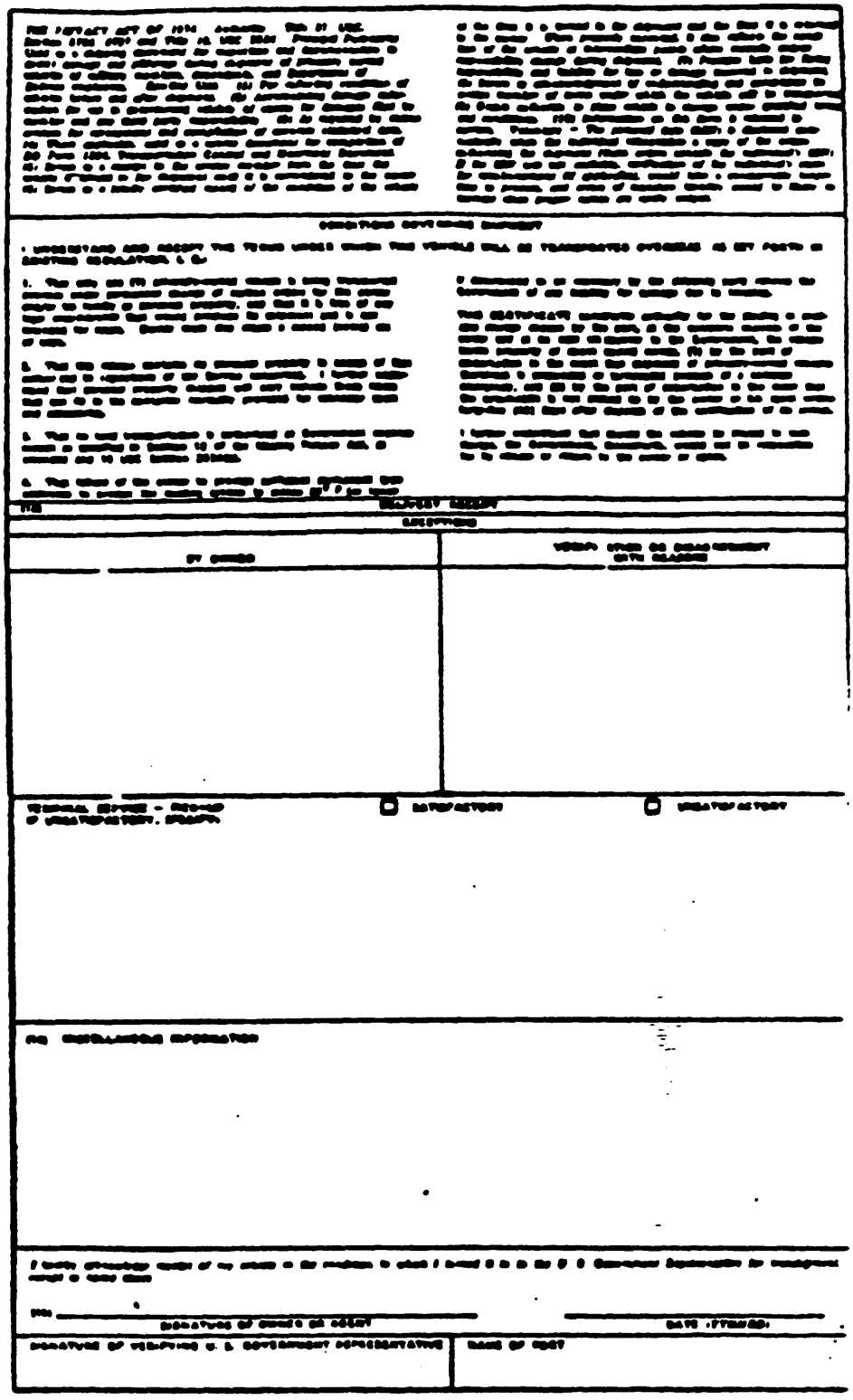
USE BALL POINT PEN AND PRESS FIRMLY

PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE





DD FORM 788



APPENDIX X ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION (EEFI) (CHAPTER 10 OPERATIONS SECURITY)

1. EEFIs are critical indicators of a given operation or activity which, if compromised, would reveal friendly plans or capabilities to the extent that a tactical advantage is or could be lost.

2. The following is a list of areas of information which are, or could be, of interest to hostile intelligence sources.

a. Contingency plans, including the existence of particular plans, as well as content.

b. Training objectives, including any specialized training.

c. Unit/Installation strengths and weaknesses including both personnel and equipment strengths, maintenance, and training status.

d. Types and models of equipment, and identification of units with new models of equipment.

e. Organization of new units and/or reorganization of existing units to include mission changes.

f. Results of unit/equipment testing and evaluation.

g. Information concerning the planning, conduct, or evaluation of training exercises.

h. Requirements for specialized or modified equipment.

i. Increased activity in motor pool/workshop areas (e.g., a concentrated effort to make vehicles operational).

j. Increased activity at transportation terminals to include both incoming and outgoing shipments.

k. Installation expansion and improvements.

l. Presence of unconventional weapons and/or ammunition.

m. Identification of key personnel including those having access to classified information. Also includes personnel susceptible to espionage activities (as indicated by results of personnel security investigations, arrest records, moral weaknesses, and observation).

n. Changes in installation or activity access policies.

o. Changes in leave and pass policies, normal duty hours, increased alert practices or restrictions of personnel.

p. Identification of strengths and organizations of units participating in deployments.

q. Communications policies and procedures.

r. Alert notification procedures and rosters.

3. The above listing includes only a representation of items of information that, in most cases is unclassified, is easily obtainable by any interested party with little or no effort. Note that much information that is considered unclassified in garrison is deemed 'classified' when at the field site. A compilation of the above information portrays an accurate picture of the activities and plans of all III Corps and Fort Hood units.

APPENDIX Y SIGNAL SECURITY (CHAPTER 10, OPERATIONS SECURITY)

1. SITUATION.

a. Enemy Forces. Enemy forces have the following capabilities to exploit communications and non communications emitters used by U.S. Forces.

(1) Interception and analysis of all unsecure communications for the purpose of obtaining tactical and strategic intelligence. All telephone communications including AUTOVON calls are subject to intercept.

(2) Imitative communications deception (ICD) for the purpose of inserting fraudulent information into communications systems.

(3) Communications jamming of a majority of the available communications of U.S. Forces. Jamming may be expected on all frequencies, including secure net operations.

(4) Clandestine agent capability of penetrating and exploiting landline communications.

(5) Interception and analysis of noncommunications emitters, to include all types of radar equipment, for the purpose of obtaining electronic intelligence (ELINT).

b. Friendly Forces. III Corps and Fort Hood units have the capability to provide cations security (COMSEC) protection to all radio, telephone, and landline telecommunications circuits through use of COMSEC aids, equipment, and circuit discipline. Electronic security (ELSEC) protection can be afforded to noncommunications emitters by the use of ELSEC techniques outlined in current DA TBs for each piece of equipment.

2. MISSION. To deny hostile signal intelligence (SIGINT) collection agencies valuable intelligence by providing maximum COMSEC and ELSEC protection to III Corps and Fort Hood communications and noncommunications emitters.

3. EXECUTION.

a. General.

(1) Units practice communications security to the maximum extent possible consistent with all available aids, equipment, and instructions. As a minimum, the following actions and training are required.

(a) Indoctrination of all officers, radio operators, supervisors, and telephone users of the nature of the SIGINT threat, types of information requiring protection, and measurers required to counter the threat.

(b) Adherence to prescribed communications operating, security instructions through use of the CEOI and supplemental instructions.

(c) Employment of secure voice and teletype equipment, or implementing secondary systems to provide security to classified and sensitive information.

(d) Use only National Security Agency authorized non-machine cryptosystems and authentications systems.

(e) Implementation of proper electronic counter-countermeasures in the event of jamming and timely submission of Meaconing Intrusion Jamming Incident (MIJI) reports, IAW current CEOI.

(f) Adherence to circuit discipline principles to ensure brevity of transmissions.

(g) Ensure all plans and operations include adequate COMSEC aids and SIGSEC techniques.

(h) "Simulated Secure" communications are prohibited.

(2) Categories of information requiring EFTO protection are not discussed over non-secure conventional telephone systems or over non-secure radio systems in the clear.

(2) Transmission of classified information in the clear is not authorized except as provided in AR 530-2 (Communications Security), appendix B. Attempts to pass classified information by allusion, double talk, or suggestion to circumvent security restrictions is prohibited.

b. Transmission Security Procedures. Transmission security procedures as prescribed in CP 122 (Communications Instructions - Security); FM 32-6 (SIGSEC Techniques); and ACP 125 (Radio - Telephone Procedures), govern radio operations. Supervisors and radio operators are throughly knowledgeable of current procedures. Necessary training of personnel is done prior to deployment.

c. ELSEC. Commanders ensure that approved ELSEC principles for operating and siting radars are applied during deployment to minimize the electromagnetic radiating vulnerability. Training concerning ELSEC techniques for each radar is conducted prior to deployment.

BASIC IMMUNIZATION REQUIREMENTS

IMMUNIZATION (1)	DOSAGE	ROUTE	REIMMUNIZATION SCHEDULE	COMMENTS
TETANUS/DIPHTHERIA	0.5 ml	IM	0.1 ml every 10 years	Some manufacturers recommend 0.5 ml as the reimmunizing DA policy is 0.1 ml.
INFLUENZA	0.5 ml	IM	yearly	
ALERT FORCES (2)	To be given on assignment to an alert unit to maintain soldier in a deployable status			

IMMUNIZATION (1)	DOSAGE	ROUTE	REIMMUNIZATION SCHEDULE
TYPHOID	0.5 ml	SC	0.5 ml SC every three years while in a deployable status
YELLOW FEVER	0.5 ml	SC/IM	0.5 ml IM every 10 years.
PLAGUE	1.0 ml	IM	0.2 ml IM THREE months after the initial dose. No routine reimmunization required while in CONUS. (3)
CHOLERA	Given only on deployment or travel to an area requiring it as a condition of entry. (3) Dosage is 0.5 ml IM/SC then 1 ml after seven days.		
PASSIVE IMMUNIZATION (1)			Used primarily for the prevention of Hepatitis A.
IMMUNE GLOBULIN	0.2 ml/kg for short duration deployments of LESS THAN THREE MONTHS (CONSULT WITH UNIT SURGEON OR PREVENTIVE MEDICINE BEFORE USE)		
	HIV testing should be done prior to or 30 days after, giving Immune Globulin. 0.06 ml/kg for deployment of THREE MONTHS or GREATER.		

IMMUNIZATION	DOSAGE	ROUTE	REIMMUNIZATION SCHEDULE	COMMENTS
HEPTITIS B VACCINATION		For soldiers PCS'ing to Korea.		This also applys to those soldiers who are TDY more than 90 days to Korea. If more than 60 days between the 1st and 2nd doses. . . . Restart the three doses.
HEPATITIS B VAC. (9)	0.1 ml	ID	on days 0, 30 and 60.	

IMMUNIZATION	DOSAGE	ROUTE	REIMMUNIZATION SCHEDULE	COMMENTS
TUBERCULOSIS				
TINE	N/A	Interdermal	an annual test is recommended.	
PPD	5TU	Interdermal		This is done if tine test is positive (DO NOT give if BCG has been given)
MONOVAC	N/A			Same as TINE (Used interchangeably) Unit screening at times of POM,EDRE, or AGI is encourged. Medical personnel should endeavor to provide the required 72 hour reading.
BASIC SERIES	The following immunizations are administered at time of entry into Active Duty.			

IMMUNIZATION	DOSAGE	ROUTE	REIMMUNIZATION SCHEDULE	COMMENTS
POLIO (trivalent OPV)	2 gtts	ORAL	one dose only; good for life	(4)
RUBELLA	1 ml	SC	" " " " " "	(4) (5) (6)
MEASELS	1 ml	SC	" " " " " "	(4) (5) (6)
ADENOVIRUS	2 pills	ORAL	" " " " " "	(7) Males only, year round
MENINGOCOCCAL	0.5 ml	SC	" " " " " "	(7)
SMALLPOX	Bifurcated Needle in deltoid area.		No routine reimmunization	

ROUTINE USE OF THE ABOVE VACCINES AT FORT HOOD IS NOT INDICATED.

FOOTNOTES:

(1) For all products used, consult manufacturer's package enclosure for instruction for storage and handling. Before administering any vaccine to a pregnant soldier, consult an OB-GYN physician. HIV negative test results are required prior to administering the following vaccines: Smallpox, Measles, Mumps, Rubella, and Adenovirus. Yellow fever and polio vaccines should not be given to known HIV (±) soldiers. If the soldiers HIV status is unknown, Yellow fever and polio vaccines may be given. (HSC MSG 241700Z Dec 86). (2) Alert forces are defined by AR 40-562 as units that are subject to deployment with less than 30 days notice. (3) The need for this vaccine is determined by the Unit Surgeon or Preventive Medicine Officer at the time of deployment. (4) Individuals who have not attended BCT (officers or prior service personnel) should submit documentation of previous immunization before having need of polio, measles, or rubella vaccines noted in their records. These individuals do not need to receive these vaccines unless there is no clear history that a previous vaccine was administered. (5) Administration of LIVE vaccines within six weeks of IMMUNE GLOBULINE may decrease the response to that vaccine causing failure. IG is not known to affect yellow fever or OPV response. SEE DA MSG 261300Z FEB 80 for "Duty to Warn" information. (6) Measles/Rubella vaccines should only be administered to adult females after determination by appropriate testing that the patient is not pregnant. (7) Adenovirus and Meningicoccal vaccines are to be used at TRADOC BCT posts only. These are NOT needed by individuals entering active duty other that through BCT. (8) DA message 111402Z JUN 85 rescinded the routine reimmunization with small pox vaccine at five year intervals. Revaccination of Reserve and National Guard forces during ADT is no longer indicated. (9) For those patients with suspected exposure to Hepatitis B...Treat in accordance with ADULT IMMUNIZATION recommendations of the Immunization Practices Advisory Committee MMWR SUPP Sept 28, 1984/Vol 33No 1s.

APPENDIX AA FIELD SANITATION TEAMS (CHAPTER 11, MEDICAL SERVICES)

1. Each company size unit trains and equips a field sanitation team IAW AR 40-5 and FORSCOM Reg 700-2.

2. Each field sanitation team consists of two soldiers (one NCO and one EM). These soldiers receive training prescribed by TC 8-3. This training is provided by the 224th Medical Detachment.

3. Each unit maintains the following medical supplies and equipment for use by the appointed field sanitation team.

National Stock No. & Description	Unit of Issue	Basis of Issue
3740-00-641-4719 Sprayer, Insecticide, hand, 2 gal (CTS 50-970)	EA	1 per Co size unit
6840-00-242-4217 Insecticide, lindane, Powder Dusting (1% Lindane 3oz can)	BT	1 per individual
6840-00-180-6069 Insecticide, Baygon, Liguid 1 gal	Gal	5 gal/100 individuals
6810-00-155-0471 Calcium Hypochloride (Aerosol), 6 oz	Jar	2 per co size unit
6840-00-753-4963 Insect Repellent, Clothing & Personal Application, 2 oz Polyethylene	BT	3 per individual
6850-00-270-6225 Chlorination Kit, water Purification, Type 1	Kit	1 per 22 indiv or FCT
6840-00-753-4973 Rodenticide, Anti-coagulant Bait, 5 lb	Can	1 per 100 individuals
6840-00-810-6396 Disinfectant, Food Service Packet	EA	25 per Co size unit
3740-00-132-5936 Duster, Manual Type 1	EA	1 per Co size unit
3740-00-276-9186 Swatter, Fly	EA	4 per 100 individuals
3740-00-252-3384 Trap, Mouse, Spring	EA	3 per 100 individuals
3740-00-260-1398 Trap, Rat	EA	3 per 100 individuals

GLOSSARY

A/DACG	arrival/departure airfield control group
AACG	arrival airfield control group
AAR	American Association of Railroads
ABLA	ammunition basic load authorization
AC	active component
ACL	allowable cabin load
ACS	Army Community Services
AD	advanced deployability
ADP	automatic data processing
ADPE	automatic data processing equipment
AER	Army Emergency Relief
AG	adjutant general
ALCE	airlift control element
ALO	authorized level of organization
ALSMI	Availability Balance File Performance Report
AMC	Unitec States Army Material Command
AMEDD	Army medical department
AMOPS	Army Mobilization Planning System
APC	account processing code
APO	Army post office
APOC	aerial port operations center
APOD	aerial port of debarkation
APOE	aerial prot of embarkation
ARNG	Army National Guard
ARRED	Army Readiness
ASF	authorized strength file
ASI	additional skill identifier
ASL	authorized stockage list
ASP	ammunition supply point
ATA	actual time of arrival
ATD	actual time of departure
AUEL	automated unit equipment list
AWOL	absent withou leave
BBPCT	blocking, bracing, packing, crating and tie-down
BCT	basic combat training
BEQ	bachelor enlisted quarters
BII	basic issue item
BLAR	basic load authorization recap
BOQ	bachelor officers quarters
CAMO	centralized ammunition management office
CB	center of balance
CEOI	communications electronics operations instruction
CFR	code of Federal Regulations
CGU	cargo strap (nomenclature for USAF)
CIF	central issue facility
COFC	container on flat car
COMPASS	computerized movement planning status system
COMSEC	communications security
CONEX	container express
CONUS	Continental United States
COS	Convoy operations section
CPX	command post exercise
CRAF	Civilian Reserve Act Fleet
CRIT	combat readiness inspection team
CS/CSS	combat support/combat service support
CSC	converter for safe container
CUCV	combat utility command vehicle
CTA	common table of allowances
DA	Department of the Army
DACG	Departure Airfield Control Group
DCE	Directorate Communications and Electronics
DCU	deployment control unit
DDC	division data center
DEH	Directorate of Engineering and Housing
DEMSTAT	deployment, employment status
DENTAC	dental activity
DF	disposition form
DLO	discipline, law and order

DOD	Department of Defense
DODX	Department of Defense Owned Railcar
DODAAC	Department of Defense Activity Address Code
DODAAD	Department of Defense Activity Address Directory
DOIM	Directorate of Information Management
DOL	Directorate of Logistics
DOT	Department of Transportation
DP	data processing
DPTM	Director of Plans, Training and Mobilization
DRM	Directorate of Resource Management
DS	direct support
DSU	direct support unit
DTG	date time group
DTO	division transportation office
DTS	Defense Transportation System
EAM	emergency action message
EDRE	emergency deployment readiness exercise
EEFI	essential elements of friendly information
EFTO	Encrypted for transmission only
ELINT	Electronic Intelligence
ELSEC	electronic security
EOC	emergency operation center
ETA	estimated time of arrival
ETD	estimated time of departure
ETS	expiration term of service
F&AO	finance and accounting office
FAD	force activity designator
FAW	front axle weight
FC	field circular
FOH	front overhang
FORMDEPS	FORSCOM mobilization and deployment
FTX	field training exercise
GS	general schedule
GSF	General Support Forces
GSU	general support unit
GW	gross weight
HET	heavy equipment transporter
HSC	Health Services Command
IAW	in accordance with
IC	intermediate command
ICD	Imitative Communications Deception
ID	increased deployability
IG	Immune Globulin
IMA	individual mobilization augmentee
IMD	installation maintenance division
IMM	installation maintenance manager
IMMO	installation maintenance management office
IMSA	installation medical supply activity
IOC	installation operations center
IPBO	installation property book officer
IRR	individual ready reserve
ISSD	Installation Supply and Services Division
ITD	installation transportation division
ITO	installation transportation officer
JA	judge advocate
JA/ATT	joint airborne/air transportability training
JDOC	joint deployment officers course
LOGMAR	Logostical Application of Automated Machine and Reading Symbology
LOI	letter of instructions
MA	marshalling area
MAC	military airlift command
MACALCE	military airlift command/air lift control element
MACOM	Major Army Command
MACP	Military Airlift Command Pamphlet
MADCC	Mobilization and Development Control Center
MCC	movement control center
MD	marshaled deployability
MEDDAC	medical department activity
MEDSOM	medical support command
MHE	material handling equipment
MIJI	Meaconing Intrusion Jamming Incident

GLOSSARY

MILVAN	military owned demountable container
MIS	management information systems
MOBTDA	mobilization table of distribution and allowances
MOF	main outloading facility
MOPP	mission oriented protection posture
MOS	military occupational speciality
MOU	memorandum of understanding
MP	military police
MPH	miles per hour
MPRJ	military personnel records jacket
MR	machine records
MRC	Material Release Confirmation
MRE	mid-range estimate
MSC	major subordinate command
MTF	medical treatment facility
MTMC	military traffic management command
MTOE	modification table of organization and equipment
MWO	modification work order
NAP	not authorized for prepositioning
NBC	nuclear, biological, chemical
NCAIC	nuclear, chemical, accident, incident control
NCO	noncommissioned officer
ND	normal deployability
NICP	national inventory control point
NLT	not later than
NOK	next of kin
NSN	national stock number
NTC	national training center
OEM	on equipment material
OIC	officer in charge
OIUG	organization intact unit gain
OIUL	organization intact unit loss
OMA	operations and maintenance Army
OMF	organization master file
OPCON	operational control
OPLAN	operations plan
OPSEC	operations security
OVM	on-vehicle material
PAO	Public Affairs Office
PBO	property book officer
PCB	property control branch
PCS	permanent change of station
PERL	prepositioned equipment requirements list
PLL	prescribed load list
POC	point of contact
POD	point of departure
POE	point of embarkation
POL	petroleum, oils and lubricants
POM	preparation for overseas movement
POMCUS	prepositioning of material configuration sets
POR	preparation of replacement
POV	privately owned vehicle
POW	prisoner of war
PPA	PERSINS processing activity code
PRE	personnel readiness equipment
PRF	personal readiness folder
PSA	port support activity
PTM	plans, training and mobilization
PURE	POMCUS unit residual equipment
QA	quality assurance
RAW	rear axle weight
RC	reserve component
RDD	required delivery date
RDL	reference datum line
REDCOM	Readiness Command
RGAAF	Robert Gray Army Airfield

GLOSSARY

RHA	records holding area
ROC	rail operations center
ROH	rear overhand
RP	release point
SAILS	Standard Army Intermediate Level Supply Sub System
SER	serviceable
SGLI	Servicemen's Group Life Insurance
SIB	SIDPERS Interface Branch
SIDPERS	standard installation division personnel system
SIGINT	signal intelligence
SJA	staff judge advocate
SM	service member
SN	serial number
SOP	standing operating procedure
SP	start point
SPCA	Society for the Prevention of Cruelty to Animals
SPF	SIDPERS Personnel File
SPOE	seaport of embarkation
SSI	speciality skill identifier
SSSC	self service supply center
STARC	State Area Command
STARF	United States Strategic Army Forces
TACP	tactical air control party
TALO	tactical airlift office
TAMMS	The Army Maintenance Management System
TAT	to accompany troops
TCMD	transportation control and movement document
TCN	transportation control number
TCP	traffic control points
TCS	temporary change of station
TD	table of distribution
TDA	table of distribution and allowances
TDR	transfer data record
TDY	temporary duty
TF	task force
TISA	troop issue subsistenance activity
TISO	troop issue subsistenance office
TMP	transportation motor pool
TO	transportation officer
TOA	Transportation Operating Agency
TOC	Tactical Operations Center
TOE	table of organization and equipment
TOFC	trailer-on flat car
TPFDD	time phased force development data
TPFDL	time phased force development list
TTU	transportation terminal unit
UCMJ	uniform code of military justice
UIC	unit identification code
ULS	universal load simulator
UMB	unit movement branch
UMC	unit movement coordinator
UMD	unit movement data
UMO	unit movement officer
UMR	unit manning report
UMSF	unit morale support fund
UNS	unserviceable
UP	under provisions
UPC	unit processing code
URS	unit readiness status
USAR	United States Army Reserve
VOCG	verbal orders of commanding general
WB	wheel base

☆U.S. GOVERNMENT PRINTING OFFICE: 1987 - 761-345-60099