

FINAL APPROVED DRAFT

MOBILE ARMORED CORPS



Headquarters
III Corps and Fort Hood
Fort Hood, Texas 76544

MOBILE ARMORED CORPS



WORLD-WIDE



**JOINT-SERVICE
STRATEGIC DEPLOYMENT TRAINING**

FH Regulation 525-11

**EMERGENCY DEPLOYMENT
READINESS EXERCISE
(EDRE)**

**ACofS, G3/PTM-S
DEPLOYMENT and
EMERGENCY DEPLOYMENT READINESS EXERCISE
(EDRE) BRANCHES**

"TRAIL BLAZERS IN STRATEGIC DEPLOYMENT!"



FINAL APPROVED DRAFT

Military Operations
DEPLOYMENT READINESS EXERCISES

SUGGESTED IMPROVEMENTS: The proponent of this regulation is the G3/PTM Mobilization/Deployment Plans Division. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, Attn: AFZF-PTM-PZ, Fort Hood, Texas 76544-5056.

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This regulation supersedes Chapter 3, FH Reg 525-10, 30 Sep 87.

CHAPTER 1

GENERAL

OVERVIEW

1-1

Purpose

- * Function - To establish policy and procedures and assign responsibilities for the conduct and evaluation of Emergency Deployment Readiness Exercises (EDRE).
- * Scope - This regulation provides the basis for testing plans and procedures for deployment of forces in support of existing operation plans, contingency plans, and unforeseen crisis situations.
- * Objectives - To ensure that unit and installation deployment plans, preparations, and procedures are adequate to execute and support deployments.

1-1a

Applicability

- * This regulation is applicable to active component and mobilized reserve component forces assigned to Fort Hood, TX. 1-1b
- * Required:
 - AR 220-10, Preparation for Overseas Movement of Units (POM)
 - AR 600-8-101, Personnel Processing
 - AR 612-2, Preparation of Replacements for Overseas Movement
 - DA MSG dtd 011100Z, Subj: Preparation of Soldiers for Movement-- Peacetime and Mobilization (200K)
 - FORSCOM Reg 55-1, Transportation and Travel (Unit Movement Planning)
 - FORSCOM Reg 55-2, Unit Movement Data Reporting and System Administration
 - FORSCOM Reg 525-2, Emergency Deployment Readiness Exercise
 - FORSCOM Reg 700-2, Logistics
 - FORSCOM Emergency Action Procedures (EAP), Vol II Alerts and Deployment
 - FORSCOM Mobilization and Deployment Planning System, Vol II, Part 3, Deployment
 - FORSCOM Supplement 1 to AR 220-10
 - Fort Hood Reg 525-10, Deployment
- * Related:
 - AR 530-1, Operations Security (OPSEC)
 - AR 220-1, Unit Status Reporting
 - Fort Hood Reg 10-5, III Corps and Fort Hood Organization and Functions
 - Fort Hood Reg 350-1, Training
 - Fort Hood Mobilization and Deployment Planning System, Vol II, Mobilization
 - Fort Hood Regulation 55-1
 - III Corps OPLAN 4102-90
 - III Corps Tactical SOP

1-1c

Abbreviations and Terms

- * Abbreviations, acronyms, and terms used in this regulation are explained in the glossary (Annex A) 1-1d

CHAPTER 2

POLICY

REQUIREMENTS 2-1

Emergency Deployment Readiness Exercise

- * Minimum of one per deployable unit/installation activity per fiscal year (either Corps or MSC Level I or II).
- * Conducted and reported IAW requirements of this regulation. 2-1a

Semiannual Muster

- * Two required per fiscal year. (EDRE may satisfy one of the muster requirements)
- * Conducted and reported IAW requirements of this regulation. 2-1b

RESPONSIBILITIES 2-2

Corps/Fort Hood Commander

- * Select units for Corps initiated EDRE.
- * Conduct and evaluate Corps initiated EDRE.
- * Monitor all EDRE conducted at Fort Hood.
- * May direct Major Unit EDRE to be conducted.
- * Direct contingencies, scenarios and level for all EDRE.
- * Submit reports and schedules to FORSCOM. 2-2a

Major Subordinate Unit Commanders (MSC)

- * Conduct MSC initiated EDRE and no-notice musters. May not delegate authority to conduct EDRE and musters.
- * Submit reports and schedules to III Corps G3/PTM (ATTN: AFZF-PTM-PZ).
- * Appoint EDRE Trusted Agent. 2-2b

Unit Commanders

- * Execute EDRE as directed by higher headquarters.
 - * Appoint EDRE Trusted Agent. 2-2c
-

III Corps and Fort Hood Staffs and Directorates

GENERAL

- * Train and provide evaluators IAW para 3-8b of this regulation.
- * Prepare evaluation checklists as part of this regulation and establish evaluation procedures and standards.
- * Provide data collection, analysis and evaluation of exercises as directed by the G3/PTM.
- * Support and participate in exercise events as coordinated by the EDRE Team Chief.
- * Designate evaluators, trusted agents and other supporting or coordinating EDRE activities.
- * Review Joint Deployment Officers Course (JDOC) Program of Instruction (POI) and course materials for correct doctrine and compliance with regulatory and administrative procedures.

SPECIFIC

Corps AG

- * Evaluate Soldier Readiness Processing (SRP), Family Care Plans, applicable forms and publications, personnel strength reporting and unit and personnel files disposition.
- * Participate in personnel processing, crossleveling and validation board.
- * Evaluate unit alert notification and master procedures IAW FORSCOM Regulation 525-2
- * Serve as POM coordinator for all non-divisional units.
- * Evaluate Personnel Readiness Folders (PRF).
- * Participate in personnel processing.

Corps G2

- * Prepare intelligence scenarios and intelligence summaries for EDRE.
- * Evaluate intelligence operations.
- * With Engineers, confirm Basic Load Map Stockage.

G3/PTM

- * Task for resources to conduct Corps level exercises and evaluations.

- * Provide EDRE team chief.
- * Manage unit selection process for Corps level EDRE.
- * Prepare required reports for FORSCOM.
- * Establish supported contingency plans, develop scenarios and direct exercise levels for EDRE.
- * Identify Essential Elements of Friendly Information (EEFI).
- * Identify threat to Operations Security (OPSEC), identify OPSEC vulnerabilities and recommend countermeasures.
- * Coordinates and publishes Corps level EDRE annual schedule with all supporting agencies.
- * Prepare and issue Alert and Execution orders IAW FORSCOM EAP, Vol II, Alerts and Deployment.
- * Evaluate operations, OPSEC, C3I and movement plans.
- * Conduct after action reviews and outbriefings and prepare evaluation reports for Corps EDRE.
- * Chair EDRE Validation boards.

Corps G4

- * Evaluate OCIE and supply.
- * Participate in crossleveling, shortage reduction and validation boards.

Corps Chemical

- * Evaluate Chemical Defensive Equipment (CDE) deployment readiness, accountability, distribution and load plans.

DEH

- * Evaluate BBPCT forecast and requests, real property turn-in, and rail loading procedures.
- * Issue BBPCT, spanners, and tools and conduct safety briefing.
- * Participate in real property turnover, dining facility shutdown, and installation level POV turn-in.

DENTAC

- * Evaluate dental records accountability, dental readiness, and panorex.
- * Participate in dental preparation of personnel.

DOL

- * Evaluate rations forecasts and requests, food service operations, unit deployment plans, PURE, containers, installation property turnover, A/DACG, and rail, air, and convoy documentation, preparation, and loading.
- * Participate in ration issue, POMCUS Unit Residual Equipment (PURE) turn-in, rail, air, and convoy operations, scales, property turn-in, validation board, and supplies and equipment issue and crossleveling.

Corps Engineer

- * Evaluate map basic load preparation, distribution plans, and issue requests.

DSEC

- * Evaluate classified disposal and security procedures.
- * Participate in classified disposal, intelligence and threat scenario development.

Corps Surgeon

- * Evaluate medical supplies, equipment, training records, load plans and medical SPR.
- * Evaluate medical preparation of personnel.

PM

- * Evaluate privately owned vehicles, weapons and pets turn-in/disposal.
- * Conduct POV turn-in.

Corps SJA

- * Evaluate personal affairs briefing, disposition of legal actions, claims and legal SRP.
- * Participate in personal affairs briefing, disposition of legal actions and preparation of wills and powers of attorney.

Cdr, 13th COSCOM

- * 1st Medical Group - Evaluate field sanitation supplies and equipment, training records and load plans.

- * 21st Evacuation - Support POM with medical screening/immunization team for all non-divisional units.
- * Requisition, issue, or provide clothing, supplies, equipment, maintenance transportation as coordinated or required by EDRE level IAW OPLAN or contingency exercised.

Cdr, 3rd Finance Group

- * Evaluate financial processing at SRP.
- * Provide financial counseling and allotment and pay election processing.

Corps PAO

- * Evaluate commanders briefing and public affairs information and guidance (PAG).
- * Prepare public affairs information and guidance.

Corps Staff Loadmaster (USAF)

- * Serves as primary Point of Contact (POC) for Air Force Computer Aided Load Manifest System (CALMS).
- * Serves as Air Loading Control Element (ALCE) during Corps EDRE Joint Inspections (JI).
- * Evaluates unit air loading during Corps EDREs.
- * Serves as loadmaster on Universal Load Simulator during Corps EDREs.

2-2d

Trusted Agents

- * Plan, coordinate, support and evaluate EDRE activities as required.
- * Maintain confidentiality of exercise related information.

2-2e

CHAPTER 3

PROCEDURES

GENERAL

3-1

Description. An EDRE will be one of two types, Corps or MSC, and one of two levels, Level I or Level II. The type EDRE is determined by the initiating headquarters, either Corps or MSC. EDRE level is directed by Corps. EDRE levels prescribe minimum activities and events. Minimum requirements may be supplemented by the initiating headquarters or executing unit. MSCs may request additional support and participation from the installation or other MSCs subject to availability of resources. Units are encouraged to conduct EDRE as a precursor to or concurrently with other exercises or training as long as minimum requirements are met. MSCs are responsible that annual EDRE requirements are met. Corps directed or initiated EDREs have precedence. EDREs will be monitored and evaluated by the initiating headquarters. Exercise should be continuous from execution notification to ENDEX and not exceed 96 hours.

3-1a

EDRE SCHEDULING

3-2

All deployable units and unit/installation activities with a mobilization/deployment mission must have an EDRE every Fiscal Year. Corps level EDREs will be scheduled once a month with the EDRE unit(s) receiving an alert order based on its Time Phased Force Deployment List (TPFDL) sequence for the contingency plan being EDRE'd.

3-2a

UNIT SELECTION

3-3

Corps Exercise

* Non-exempted deployable units (those with an "AA" in their UICs) and units/activities with a mobilization/deployment mission, are eligible for EDRE. There are no restrictions on the number or size of units that may be exercised at one time. Units/elements task organized with or attached to the alerted unit under the OPLAN or contingency exercised will normally be alerted and participate in the EDRE. Corps level EDREs will normally consist of one battalion, one separate company and one activity.

* MSCs may request exemptions for any of their subordinate units NLT the 10th of the month or last work day prior to the 10th for the following month. Requests must include reason and time duration. Units will be notified of disapproved exemptions. Submit requests to Commander, III Corps and Fort Hood, ATTN: AFZF-PTM-PZ (EDRE). Units receiving credit for MSC EDRE participation will normally not be selected for a Corps exercise within the same quarter.

3-3a

Major Subordinate Command (MSC) Exercise

* Unit selection will be at the discretion of MSC Commander. Corps may direct a MSC EDRE for specific unit(s).

3-3d

EDRE NOTIFICATION

3-4

EDREs will start with an alert order giving the unit the planning time it would normally have in a real deployment. Multiple units may be given this alert order. The units to actually receive an EDRE will then receive an execution order which will begin their 96 hour sequence. The EDRE'd unit will conduct a recall and assembly (muster) of assigned soldiers present for duty at Fort Hood and report status through command channels. Accountability will be verified by either formation or sign-in roster. If the recall and assembly (muster) are accomplished during nonduty hours, they will satisfy one of the FORSCOM semi-annual muster requirements. Sample orders, contingencies, and scenarios may be requested from III Corps G3/PTM. Alert orders will contain, as a minimum, the following information:

- * OPLAN or Contingency
- * Location and identification of command, control and coordination elements
- * N-hour and C day, L-hour
- * Command Guidance
- * Situation (Friendly, Enemy, Threatcon, Threat Advisory)
- * Mission
- * ROE
- * EDRE level
- * OPSEC and PAO guidance
- * Additional exercise requirements
- * Reporting requirements
- * Administrative requirements

3-4a

EXERCISE REQUIREMENTS

3-5

General

* Soldiers not on formal attachment orders, leave, TDY or in formal military schools will participate in the recall, assembly and SRP/POM. Available soldiers less those on special duty will participate in the remainder of the exercise. Soldiers on formal attachment orders will be EDRE'd with the unit/activity they are attached to. Others may be excused by the senior EDRE evaluator, if justified. Detailed requirements, standards, and checklists are in annexes to this regulation. Applicability of checklist items depends on the type and level of EDRE conducted. Major units are encouraged to expand the scope of their EDRE beyond minimum requirements and to include ARTEP, individual, and collective training events whenever possible. The installation will support EDRE requirements necessary to meet minimum requirements. Corps EDREs will require installation participation in selected deployment events to test installation plans and procedures.

3-5a

MSC Level One EDRE Minimum Requirements

- * Alert Notification/Order transmitted through command channels.
- * Assembly and Muster of personnel with required organization clothing and individual equipment (OCIE) prepared for deployment.
- * All personnel accounted for and reported to next higher HQ by N+4.
- * Briefings: OPLAN/Contingency, Commander's Briefing (Public Affairs), Personnel Property Orientation, OPSEC, SAEDA.
- * Soldier Readiness Processing (SRP) - Items included in the SRP checklist (Annex B) will be checked for deployable soldiers. Whenever possible, this is done by the unit. Soldiers requiring updates or actions to be completed, will be processed or have necessary paperwork submitted and/or appointments made IAW normal procedures. MSCs may arrange for or require complete on-site or same day processing by supporting activities. SRP will be considered completed once updates or necessary actions have been completed or initiated. Individual checklists of the processing will be maintained until the next exercise.
- * Deployment Plans - Movement plans will be validated and approved by the installation Unit Movement Coordinator (UMC) annually. Alterations in the movement plan caused by significant changes in unit equipment will be validated and approved by the UMC/DMC as the changes occur. To receive credit for a level I EDRE, Unit Movement Plans must have been validated and approved IAW DOL UMB requirements within the current Fiscal Year or NLT 30 calendar days after completion of the exercise.
- * Process paperwork for:
 - Rations
 - Ammunition Basic Load
 - Blocking, Bracing, Packing, Crating and Tiedown (BBPCT)
 - Clothing and Special Equipment
 - Supply shortages
- * Inspect 15-day Expendable Supplies IAW FORSCOM Regulation 525-2

3-5b

MSC Level Two EDRE Minimum Requirements

- * MSC Level One minimum requirements.
- * One company or equivalent will process POVs for turn-in.
- * Deployment Plans - To receive credit for a level II EDRE, Unit Deployment Plans must have been validated and approved within the current Fiscal Year and prior to the exercise or be validated and approved during the exercise prior to execution of convoy, rail and air loading preparation. It is not possible to properly plan, prepare and upload vehicles and equipment if deployment plans are incorrect or inadequate.

* One company or equivalent will prepare personnel (manifest), vehicles and equipment (including upload) for movement IAW movement plan exercised. Personnel will be processed at South Terminal, RGAAF. Actual convoying, rail car loading and aircraft loading are optional. The Fort Hood Universal Loading Simulator may be used.

* Submit paperwork requesting transportation for all personnel and equipment for OPLAN/Contingency exercised.

Appoint Rear Detachment Commander, conduct joint inventory and simulate turnover of remaining property.

3-5c

Corps Level I EDRE

- * MSC Level II minimum requirements
- * Unit Administration
- * Family Care Plans
- * Disposition of Legal Actions
- * Draw BBPCT
- * All required equipment prepared for shipment
- * Actual rail and airload, when possible
- * Medical
- * NBC Readiness
- * Field Sanitation Readiness
- * Installation Clearance
- * Unit Operations
- * Briefings and Information Dissemination
- * Public Affairs Information and Guidance (PAG)
- * Validation Board
- * Outbrief to senior III Corps or Fort Hood representative
- * Unit Corrective Action Plan
- * One installation activity EDRE'd

3-5d

Corps Level II EDRE

Corps Level II EDRE is a flexible exercise intended to expand the scope and depth of the EDRE. Emphasis will be on events requiring installation participation in order to evaluate installation plans and procedures. Specific requirements will be explained in alert notifications and coordinated beforehand as necessary. Events may include:

- * Selected Corps Level I activities.
- * Installation Participation
- * Selected follow-on missions or training events.
- * Actual deployment.

3-5e

PERSONNEL

Plans
Assembly/Recall
Strength Accountability/SIDPERS
Dependent Assistance
Installation Clearance
POV/Personal Property Storage
Legal
Public Affairs
SRP/POM
Attachments

UNIT DEPLOYMENT PLANS

Mission Statement
Execution
Service Support
Command and Signal
Supporting Documentation

OPERATIONS

Command and Control
Intelligence
Classified Documents
Personnel Security
COMSEC
SIGSEC
OPSEC
Security Awareness
Information Security
Physical Security
Attachments

INSTALLATION CLEARANCE/PROPERTY TURNOVER

Installation Clearance
Real Property
PURE Turn-in
ERC A Shortage Requisition

LOGISTICS

Unit Supply Operations
TA-50
NBC
Medical Supply Operations
Field Sanitation
Transportation
Movements
 Air
 Sea
 Rail
 Convoy
Containers
Attachments

3-6a

Exercise Reports

* MSCs will report EDREs to the Corps G3, Mob/Depl Plans Division NLT 96 hours before the release of alert notifications to their subordinate units. Reports will include the following information.

- Participating unit(s) (Unit name and UIC)
- DTG of alert notification
- OPLAN or contingency
- EDRE Level
- Exercise duration
- POC
- Installation Support Requirements

* III Corps G3/PTM will report EDREs to FORSCOM, ATTN: FCJ3-OX, by message NLT 72 hours before release of alert notification to unit.

3-7a

Exercise Completion Reports

* MSCs will submit completion reports to G3/PTM, ATTN: AFZF-PTM-PZ (EDRE), NLT 48 hours after ENDEX. The following information will be reported:

- Participating unit(s)
- DTGs of Alert Notification and ENDEX
- Date movement plans were validated and approved by installation UMC
- Statement verifying that 100% of available soldiers were SRP checked
- Significant events (if applicable)
- Deployment problems requiring assistance outside the Major unit

* III Corps G3/PTM will report EDRE completions to Cdr, FORSCOM, ATTN: FCJ3-OX/FCPA-PP, NLT the tenth day of each quarter IAW FC Reg 525-2.

3-7b

Muster Report

* Record of musters meeting FORSCOM requirements will not be reported to III Corps but will be subject to inspection.

* A record of completed musters will be maintained by MSCs and results (accountability and elapsed time) will be maintained by participating units.

3-7c

General

* The headquarters initiating the EDRE is responsible for monitoring and evaluating it. Higher level headquarters including III Corps and FORSCOM may assume evaluation responsibility for any EDRE and may always observe on a noninterference basis.

3-8a

Corps EDRE

* All Corps EDREs will be evaluated, outbriefed and reported through the chain of command. G3/PTM EDRE Team Chief coordinates work efforts of evaluators.

3-8b

MSC EDRE

* MSC EDRE will, as a minimum, be monitored by the initiating headquarters using applicable checklists to ensure that requirements are met. Corrective action will be reported in writing to initiating headquarters and subject to follow-up inspection. Unit outbriefs and written reports other than completion reports are optional.

3-8c

Checklists and Standards

* The enclosed checklists establish the performance requirements for Corps Levels I and II EDRE.

* Staff proponent for evaluation areas are responsible for submitting checklists, evaluation procedures and performance standards to G3/PTM for approval and dissemination to units and installation staff and facilities. Changes will be reported immediately to the G3/PTM.

* These checklists are written to assist the unit in preparing for EDRE and actual deployment.

3-8d

Ratings

* Overall ratings for evaluations will be either SUSTAIN, INCREASE, or INTENSIFY.

3-8e

Outbrief

* A formal outbrief will be held the week following the EDRE at the Corps Headquarters. Units will prepare a remedial/corrective action plan for those areas rated less than SUSTAIN.

3-8f

FOR THE COMMANDER

PAUL T. WEYRAUCH
Brigadier General, GS
Chief of Staff

OSCAR N. WHITE, JR.
LTC, SC
DOIM

7 Annexes

- A - Glossary
- B - Personnel Checklist
- C - Operations Checklist
- D - Logistics Checklist
- E - Deployment Plans Checklist
- F - Installation Clearance, Property
Turn-In and Rear Detachment
- G - Installation and EDRE Team Checklist

DISTRIBUTION:

IAW FH Form 1853, A
Plus: ACS Trans (20)
IM-AO (2)
IM-ARL (1)
IM-Pubs (100)
G-3 Mob. Dep1. (100)

ANNEX A (GLOSSARY)

A/DACG Arrival/Departure Airfield Control Group
ALCE Air Lift Control Element (USAF)
AUEL Automated Unit Equipment List
BBPCT Blocking, Bracing, Packing, Crating, Tiedown
CALMS Computer Aided Load Manifest System
CB Center of Balance
C-DAY Commencement of Deployment Day
CDE Chemical Defense Equipment
CEGE Combat Equipment Group Europe
CHALK One Aircraft Load
COMPASS Computerized Movement Planning Status System
CONEX Container Express
CRAF Civilian Reserve Air Fleet
CTA Common Table of Allowances
DEH Directorate of Engineering and Housing
DEMSTAT Deployment, Employment Status
DOL Directorate of Logistics
DSEC Directorate of Security
DTO Division Transportation Office
EDRE Emergency Deployment Readiness Exercise
FORMDEPS FORSCOM Mobilization and Deployment System
FORSCOM Forces Command
IAW In Accordance With
IR Intelligence Requirement

ITO Installation Transportation Office
 LIN Line Item Number
 JAI Joint Airlift Inspection
 MADCC Mobilization and Deployment Coordination Center
 MAC Military Airlift Command
 MCC Movement Control Center
 METT Mission, Equipment, Troops, Terrain
 MHE Material Handling Equipment
 MILVAN Military Owned Demountable Container
 MOBERS Mobilization Equipment Redistribution System.
 MSC Major Subordinate Command (also Military Sealift Command)
 MTMC Military Traffic Management Command
 MTOE Modified Table Organization and Equipment
 MTON Measured Ton
 NAAK Nerve Agent Antidote Kit
 NAP Not Authorized POMCUS
 NAP-D Not Authorized POMCUS - Deferred
 NAT Not Air Transportable
 PERL POMCUS Equipment Requirements List
 PIN Plan Identification Number
 PIR Priority Intelligence Requirement
 POC Point of Contact
 POD Point of Departure
 POE Point of Embarkation
 POM Preparation for Overseas Movement

POMCUS	Prepositioning Of Material Configured to Unit Sets
PSA	Port Support Activity
PURE	POMCUS Unit Residual Equipment
ROE	Rules Of Engagement
SOR	Specific Orders or Requests
SPOE	Sea Port Of Embarkation
SPOECG	Sea Port of Embarkation Control Group
SRP	Soldier Readiness Processing
STON	Short Ton
SUPER CARGO	Troops accompanying vehicles on the ship in a SPA move
TAT	To Accompany Troops
TAT Red	Must arrive overseas prior to or concurrent with troops
TAT Yellow	Must accompany troops and be accessible during travel
TOA	Transportation Operation Agency
TCN	Transportation Control Number
TPFDD	Time Phased Forces Deployment Data
TPFDL	Time Phased Forces Deployment List
TCACCIS	Transportation Coordinator Automated Cmd and Control Info System
ULLS	Unit Level Logistics System
UIC	Unit Identification Number
UMB	Unit Movement Branch
UMC	Unit Movement Coordinator
UMD	Unit Movement Data
UMO	Unit Movement Officer
WWMCCS	World Wide Military Command and Control System

ANNEX B (PERSONNEL CHECKLIST)

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
1. <u>Plans.</u>			
a. Is written certification of POM/Soldier Readiness Processing (SRP) required prior to unit deployment?	_____	_____	_____
b. Does the unit plan provide for personnel accountability and manifesting after the TACCS is packed for deployment?	_____	_____	_____
2. <u>Assembly.</u>			
a. Has unit developed an alert procedure as required by plans?	_____	_____	_____
b. Does/did unit SDO instructions provide detailed information concerning receipt, authentication and dissemination of alert notification during non-duty hours?	_____	_____	_____
c. Was alert notification system implemented IAW unit SOP?	_____	_____	_____
d. Did the unit have a system for reception and control of assembling personnel?	_____	_____	_____
3. <u>Strength Accountability and Reconciliation.</u>			
a. Are required SIDPERS publications on hand?	_____	_____	_____
b. Are the following SIDPERS actions being accomplished?			
(1) Is each unit's "End of Month" Personnel Strength Zero Balance Report (AAC-27) reconciled and certified within the time frame established in DA Pam 600-8?	_____	_____	_____
(2) Is each unit's AAC-27 and related documents/reports processed IAW DA Pam 600-8 and the III Corps and Fort Hood SIDPERS/TACCS memorandum of Instruction?	_____	_____	_____
(3) Is each unit's Unit Personnel Accountability Notices (AAC-40) and related documents/reports properly processed IAW DA Pam 600-8? (Note: Significant delays or errors in (2) and (3) should be considered grounds for a rating of less than sustain).	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
c. Had written guidance been prepared as to appropriate action/disposition of soldiers currently:			
(1) In service schools?	_____	_____	_____
(2) Hospitalized?	_____	_____	_____
(3) On convalescent leave?	_____	_____	_____
(4) On leave?	_____	_____	_____
(5) In confinement (military/civilian)?	_____	_____	_____
(6) Flagged?	_____	_____	_____
(7) Processing for compassionate transfer?	_____	_____	_____
(8) Pending hardship or dependency discharge?	_____	_____	_____
(9) TDY?	_____	_____	_____
d. Was a record of deployable/nondeployable personnel maintained and systematically updated?	_____	_____	_____
e. Were S-1 personnel familiar with criteria contained in Table 3-1, AR 614-30, for nondeployable personnel?	_____	_____	_____
f. Were there adequate plans for personnel determined to be nondeployable?	_____	_____	_____
g. Were S-1 personnel familiar with PERSTAT reporting procedures?	_____	_____	_____
h. Where TACCS is available, are procedures prepared to appropriately utilize the Command and Control Strength Reporting System (C2SRS) as it applies to Strength Accountability and Reconciliation?	_____	_____	_____
4. <u>Family Members Assistance.</u>			
a. Was there a plan/SOP?	_____	_____	_____
b. Was it IAW AR 600-20, Army Command Policy and Procedures?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
c. Were family care plans made for all soldiers requiring one?	_____	_____	_____
d. Were families provided with FH Pam 608-3?	_____	_____	_____
e. Were family care plans adequate to ensure welfare of family members upon mobilization.	_____	_____	_____
5. <u>Installation Clearance.</u>			
a. Were plans, supplies and postal personnel from the installation postal activity available to assist soldiers on the proper preparation of two copies of DA Form 3955 (Change of Address and Directory Cards) for each member of the unit in case of actual deployment?	_____	_____	_____
b. Did unit have plan for disposition, disposal and retention of unit records and files?	_____	_____	_____
6. <u>Installation Support Elements.</u>			
a. Did the Validation Board review the unit's personnel strength status to include critical MOS shortages of deploying unit?	_____	_____	_____
b. Were units provided with the required guidance by their next higher headquarters as to what actions had to be initiated to obtain disposition instructions for personnel awaiting board action, in confinement, hospitalized, AWOL or otherwise unable to deploy IAW AR 614-30?	_____	_____	_____
c. Did the unit prescreen their soldiers or have them screened as required by personnel from AG, Medical, Dental, Finance, Army Community Service, and SJA to facilitate rapid deployment processing?	_____	_____	_____
For exercises, units request medical support (100 % screening of medical and dental records yellow shot record, and a computer printout of HIV and dental data) through appropriate support channels in order to conduct pre-POM/SRP screening. A roster of results will be submitted to the unit and the EDRE Corps Surgeon representative.			
d. Did the AG/Personnel Service Center/ Company (PSC) SRP personnel have available the necessary supplies and equipment to prepare and issue missing and incorrect ID tags and cards?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
e. Did a personnel representative screen each soldier's DD Form 93 (Record of Emergency Data) and VA Form 29-8286 (Servicemen's Group Life Insurance) for accuracy and was a new one prepared when discrepancies were noted?	_____	_____	_____
f. Did the unit have medical and dental records on all assigned personnel?	_____	_____	_____
g. Did dental records contain, a panoramic X-ray, a SF 603 with Section II completed, and proof that the soldier is enrolled in the Central Panograph Storage Facility (CPSF)?	_____	_____	_____
h. Did the number of soldiers in dental class 3 exceed 5%?	_____	_____	_____
i. Did the number of soldiers in dental class 4 exceed 10%?	_____	_____	_____
j. Were medical records reviewed for required immunizations, identified physical profiles and HIV screening?	_____	_____	_____
k. Were individual shot records maintained on each soldier in the soldier's PRF?	_____	_____	_____
l. Did unit take action to identify single parents and dual military married couples and to ensure that DA Form 5305-R (Statement of Understanding and Responsibility) is on file at the unit?	_____	_____	_____
7. <u>SRP/POM</u> - Commanders of deploying units must certify that 100% of the deploying soldiers are SRP/POM qualified for deployment. Normally the full SRP/POM will only be for those soldiers that need to go to have things fixed. During deployments of division size or larger units, (real or simulated), units will screen their records in conjunction with their supporting agencies and send only those soldiers that need to fix something beyond the units ability to fix, to the SRP/POM. At levels short of division deployments the commander has the option to request a full 100% SRP/POM.			
a. Personnel Service Center			
(1) 201 file is present (if no circle reason): Soldier's 201 file is missing for: PCS/ETS, inprocessing, promotions, flagged, unknown.	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
(2) DA Form 2-1 is correct?	_____	_____	_____
(3) DA Form 2 correct?	_____	_____	_____
(4) DD Form 93 correct and current?	_____	_____	_____
(5) VA 29-8286 correct?	_____	_____	_____
(6) ID Card correct, current and not damaged?	_____	_____	_____
(7) ID Tags correct?	_____	_____	_____
(8) Is soldier a sole parent?	_____	_____	_____
(9) Does soldier have valid passport if needed?	_____	_____	_____
(10) Is soldier a joint domicile?	_____	_____	_____
(11) Is soldier deployable? If no circle appropriate reason below.	_____	_____	_____
(a) Soldier has not completed basic training.	_____	_____	_____
(b) Soldier is within 14 days of ETS.	_____	_____	_____
(c) Soldier has been a POW.	_____	_____	_____
(d) Soldier is a sole surviving son or daughter.	_____	_____	_____
(e) If soldier has not been awarded an MOS because of P3 profile is it entered in his 201 File.	_____	_____	_____
(12) Are soldier's family members enrolled in DEERS?	_____	_____	_____
b. Finance			
(1) Is current pay option check to bank?	_____	_____	_____
(2) Soldier have primary or secondary family members?	_____	_____	_____
(3) If soldier has check to bank option and family members, is it a joint account?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
(4) Soldier has support allotment for family members?	_____	_____	_____
c. Legal			
(1) After consultation with an attorney does a soldier require a will?	_____	_____	_____
(2) If the soldier requires a will does he/she have one?	_____	_____	_____
(3) After consultation with an attorney does the soldier need a Power Of Attorney (POA)?	_____	_____	_____
(4) If the soldier requires a POA, then does he/she have one?	_____	_____	_____
d. Unit.			
(1) Soldier has been HIV tested in the last two years and was negative. (One year if deploying overseas for over 180 days).	_____	_____	_____
(2) Soldier has current PANOGRAPH in dental records, is dental readiness class 1 or 2, and thus dentally deployable?	_____	_____	_____
e. Medical.			
(1) Medical Records present?	_____	_____	_____
(2) Shot Records present?	_____	_____	_____
(3) Physical current?	_____	_____	_____
(4) 2 pr Glasses present if required?	_____	_____	_____
(5) Mask inserts present if required?	_____	_____	_____
(6) Hearing Aid (if necessary)?	_____	_____	_____
(7) Warning Tags (if necessary)?	_____	_____	_____
(8) Immunizations current? (If no check immunization(s) required) Preventative Medicine Service, MEDDAC publishes an annual extract from AR 40-562 that is the standard for immunizations. This is available and distributed by the Corps Surgeon's Office.	_____	_____	_____

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	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
b. Did the unit coordinate with SJA on the disposition of pending unit disciplinary matters?	-----	-----	-----
c. Did the unit coordinate with SJA on the actions taken for disposition of personnel in confinement?	-----	-----	-----
d. Were personnel instructed on possible legal consequences of missing a troop movement?	-----	-----	-----
e. Have plans for the creation of a rear detachment commander to administer discipline been coordinated with the SJA?	-----	-----	-----
11. <u>Unit.</u>			
a. Did unit chain of command inspect soldiers for two ID tags with chain?	-----	-----	-----
b. Did unit chain of command inspect soldiers for valid ID cards?	-----	-----	-----
12. <u>Public Affairs-Unit Level.</u>			
a. Did the unit EDRE plan contain public affairs guidance?	-----	-----	-----
b. Was public affairs information pertaining to the EDRE received from the initiating headquarters with enough lead time to provide useful information to internal and external audiences?	-----	-----	-----
c. Was commander's briefing given within the allotted time (N + 8)?	-----	-----	-----
d. If EDRE was called in conjunction with an exercise directive referenced for public affairs guidance in EDRE order?	-----	-----	-----
e. Are local public affairs initiatives consistent with the security considerations of the EDRE?	-----	-----	-----
f. Has higher headquarters been informed about local public affairs initiatives regarding the EDRE?	-----	-----	-----
g. Have approved Q's and A's been prepared about the EDRE?	-----	-----	-----
h. If not in violation of security considerations, have news releases explaining the EDRE been prepared for local media?	-----	-----	-----
i. Are command information initiatives in place to provide information to family members of soldiers/civilians participating in the EDRE (FH Pam 608-3)?	-----	-----	-----

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
(1) USARRED drug set on hand and properly maintained (IAW FORSCOM 700-2).	_____	_____	_____
(2) Medical Equipment Set (battalion aid station) per MTOE properly maintain (i.e. quality control, document register, supply bulletins, USAMMA messages, calibration records, loading plans for vehicles, packing list on equipment sets and serviceability of all equipment).	_____	_____	_____
(3) Maintenance Documentation on equipment requiring it.	_____	_____	_____
<u>9. POV/Personal Property Storage and Movement Control.</u>			
a. Has a plan been established concerning the disposition and security of POVs and personal property (FORSCOM Reg 190-31)?	_____	_____	_____
b. Have courtesy crime prevention and physical security inspections of assigned buildings been conducted?	_____	_____	_____
<u>10. Legal.</u>			
a. Was legal counselling provided to accomplish wills and powers of attorney?	_____	_____	_____
b. Did the unit coordinate with SJA on the disposition of pending unit disciplinary matters?	_____	_____	_____
c. Did the unit coordinate with SJA on the actions taken for disposition of personnel in confinement?	_____	_____	_____
d. Were personnel instructed on possible legal consequences of missing a troop movement?	_____	_____	_____
e. Have plans for the creation of a rear detachment commander to administer discipline been coordinated with the SJA?	_____	_____	_____
<u>11. Unit.</u>			
a. Did unit chain of command inspect soldiers for two ID Tags with chain?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
b. Did unit chain of command inspect soldiers for valid ID Cards?	_____	_____	_____
<u>12. Public Affairs-Unit Level.</u>			
a. Did the unit EDRE plan contain public affairs guidance?	_____	_____	_____
b. Was public affairs information pertaining to the EDRE received from the initiating headquarters with enough lead time to provide useful information to internal and external audiences?	_____	_____	_____
c. Was Commander's briefing given within the allotted time (N+8)?	_____	_____	_____
d. If EDRE was called in conjunction with an exercise/deployment, was exercise directive referenced for public affairs guidance in EDRE order?	_____	_____	_____
e. Are local public affairs initiatives consistent with the security considerations of the EDRE?	_____	_____	_____
f. Has higher headquarters been informed about local public affairs initiatives regarding the EDRE?	_____	_____	_____
g. Have approved Q's and A's been prepared about the EDRE?	_____	_____	_____
h. If not in violation of security considerations, have news releases explaining the EDRE been prepared for local media?	_____	_____	_____
i. Are Command Information initiatives in place to provide information to family members of soldiers/civilians participating in the EDRE (FH Pam 608-3)?	_____	_____	_____
<u>11. Corps/Installation Public Affairs Support.</u>			
a. Was public affairs staff available throughout the EDRE to respond to external and/or internal queries?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
b. Did the public affairs representative have guidance/information on what the unit N-hour sequence of events was?	_____	_____	_____
12. <u>Attachments</u>			
a. Does the unit have a plan/SOP for inprocessing attachments if alerted for a contingency that requires the unit to deploy with them?	_____	_____	_____
b. Were the attachments provided with a checklist of records and forms to bring with them to go through SRP/POM with the deploying unit?	_____	_____	_____
c. Were the attachments provided a POC from the unit upon notification of deployment/alert.	_____	_____	_____
d. Were the attachments given copies of appropriate unit SOP's.	_____	_____	_____
e. Were the attachments linked up with a specific company/staff within the deploying unit for support?	_____	_____	_____

ANNEX C (OPERATIONS CHECKLIST)

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
1. <u>Command and Control.</u>			
a. Was the unit movement plan part of a higher movement plan?	_____	_____	_____
b. Did the unit have an N Hour sequence?	_____	_____	_____
c. Did the unit follow the N Hour sequence within the constraints provided?	_____	_____	_____
d. Was the unit's N Hour sequence part of the higher headquarters N Hour sequence?	_____	_____	_____
e. Was sufficient time allotted for the chain of command to plan and issue orders?	_____	_____	_____
(1) Was battalion order issues on time?	_____	_____	_____
(2) Were company, platoon, squad orders prepared and issued?	_____	_____	_____
f. Was all required/available equipment prepared for movement?	_____	_____	_____
(1) Did unit issue required equipment list based on AUDEL A & D data?	_____	_____	_____
(2) Were proper number/type vehicles prepared for deployment?	_____	_____	_____
(3) Were all required key weapons systems and communications equipment prepared for deployment?	_____	_____	_____
g. Does the chain of command understand the mission and concept of operations?	_____	_____	_____
(1) Do they know of all contingencies that their unit is committed to?	_____	_____	_____
(2) Do they understand their sequence of deployment in the TPFDL for each contingency?	_____	_____	_____
h. Do soldiers understand the basic mission and general concept of operations?	_____	_____	_____
i. Do the soldiers understand Rules of Engagement (ROE)?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
(1) Have simple, understandable ROE been developed and issued?	_____	_____	_____
(2) Do soldiers understand the specific rules provided?	_____	_____	_____
j. Has the chain of command checked soldiers for:			
(1) Personal equipment?	_____	_____	_____
(2) Organizational equipment?	_____	_____	_____
(3) Rations?	_____	_____	_____
(4) Ammunition?	_____	_____	_____
(5) ID/Dog tags?	_____	_____	_____
(6) Were vehicles and drivers checked for:			
(a) Proper loads?	_____	_____	_____
(b) Drivers Licenses	_____	_____	_____
k. Do the platoon leaders/squad leaders/fire team leaders have a basic understanding of the N-hour sequence and associated actions?	_____	_____	_____
(1) Did junior leaders have a copy of N-hour sequence and understand it?	_____	_____	_____
(2) Did soldiers have a general understanding of N-hour activities?	_____	_____	_____
l. Operational plans/orders.			
(1) Were soldiers briefed on actions to be taken if aircraft diverts/crashes on deployment?	_____	_____	_____
(2) Were soldiers briefed on actions to be taken if separated during deployment?	_____	_____	_____
(3) Do soldiers know amount/type of ammunition to draw?	_____	_____	_____
(4) Do soldiers know how many meals of rations to draw?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
4. <u>Intelligence Operations.</u>			
(1) Based on the EDRE scenario, has the S-2 requested information on the enemy situation, capabilities, terrain, and weather and their effect on mission accomplishment in the deployment area?	_____	_____	_____
(2) Did the S-2 recommend protective countermeasures to the Commander?	_____	_____	_____
(3) Is the Intelligence Annex/Intelligence portion of the OORDER/Deployment plan accurate?	_____	_____	_____
(4) Has the S-2 coordinated with any MI augmentation assigned to his unit?	_____	_____	_____
(5) Does the S-2 maintain information to support operations and contingency plans?	_____	_____	_____
(6) Does the S-2 obtain and disseminate weather reports?	_____	_____	_____
(7) Were signs-countersigns and instructions for their use disseminated to unit personnel?	_____	_____	_____
(8) Map Basic Load			
(a) Has the S-2 prepared a map distribution plan giving initial/replenishment allowances for HQ, and subordinate units and normal support slices?	_____	_____	_____
(b) Does the Map Distribution system give each plane load a set of Maps?	_____	_____	_____
(c) Have planning/operational maps, beyond those already on hand been requested?	_____	_____	_____
(d) Is the Map Basic Load included in the unit load plans?	_____	_____	_____
(9) Have clearance rosters been prepared for the advance party and main body?	_____	_____	_____
b. Security Standing Operating Procedures.			
(1) Does the unit have a published security SOP that delineates intelligence and security actions to support deployment?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
(2) Does the SOP identify when, where, and by whom each action would be accomplished?	_____	_____	_____
c. Classified Documents.			
(1) Has unit prepared a draft list of classified documents to accompany unit?	_____	_____	_____
(2) Have plans been made to transfer nondeploying classified documents to the rear detachment commander?	_____	_____	_____
(3) If applicable, is there a prepared draft plan for security enroute and emergency destruction of classified documents?	_____	_____	_____
(4) Have provisions been made to safeguard classified material that accompanies the deploying unit?	_____	_____	_____
(5) Has the next higher security manager been provided the following information:			
(a) List of all designated couriers?	_____	_____	_____
(b) Highest classification of materials being carried by each courier?	_____	_____	_____
(c) Location of a complete inventory of all couriered documents?	_____	_____	_____
(6) Does copy of courier orders accompany each appropriate flight manifest?	_____	_____	_____
d. Personnel Security.			
(1) Is every soldier cleared who needs a clearance to perform his mission and have provisions been made to grant clearances under emergency conditions?	_____	_____	_____
(2) Are personnel requiring SI clearances read on, and has the S-2 conducted established procedures necessary to get key individuals read on?	_____	_____	_____
(3) Did the unit forward to the next higher headquarters a roster of personnel with travel restrictions for determination of deployability status?	_____	_____	_____
e. Counterintelligence.			

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
(1) Has additional CI advice and assistance been requested?	_____	_____	_____
(2) Did the S-2 request assistance for inspecting his areas after deployment?	_____	_____	_____
f. OPSEC			
(1) Is the OPSEC Officer in grade E6/GS-7 or above, IAW para 2-14c(6), AR 530-1?	_____	_____	_____
(2) Is the OPSEC Officer appointed in writing?	_____	_____	_____
(3) Is the OPSEC Officer an assigned member of the operations staff element, IAW para 3-1b(1), AR 530-1 and FH Suppl 1?	_____	_____	_____
(4) Is the OPSEC Officer familiar with the governing regulations?	_____	_____	_____
(5) Has a Unit Profile been developed, IAW para 3-1b(2), FORSCOM Suppl 1 to AR 530-1 and FH Suppl 1?	_____	_____	_____
(6) Is the profile in the format established by III Corps?	_____	_____	_____
(7) Is the profile reviewed and updated as the situation or mission changes, or at least semiannually?	_____	_____	_____
(8) Has the unit conducted an OPSEC survey, IAW para 3-10, AR 530-1?	_____	_____	_____
(9) Has the unit prepared an OPSEC Annex for their Tactical SOP and Operations Orders/Plans?	_____	_____	_____
(10) Has the unit determined their Standing EEFI and incorporated the Standing EEFI into the OPSEC Annex of their TAC SOP IAW para 3-3, AR 530-1?	_____	_____	_____
(11) Has the unit identified critical mission/operations EEFI in their OPSEC Annex to their operations orders/plans.	_____	_____	_____
(12) Have OPSEC measures been developed to protect the critical mission/operation EEFI? IAW App G-1 b (4), AR 530-1.	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
(13) Are soldiers provided an OPSEC orientation within 90 days of arrival in the command? IAW G-1(b) (1) AR 530-1.	_____	_____	_____
(14) Is OPSEC training conducted at least annually for all soldiers in the command? IAW G-1 (b)(2), AR 530-1.	_____	_____	_____
(15) Were the soldiers provided an OPSEC briefing during the EDRE recall or shortly thereafter, IAW G-1(b)(2), AR 530-1?	_____	_____	_____
g. COMSEC.			
(1) Have internal procedures for deployment of COMSEC holding been established?	_____	_____	_____
(2) Has an inventory report (SF153) been prepared for submission to ACCOR which includes all COMSEC material to be deployed?	_____	_____	_____
(3) Have COMSEC items and related files been prepared for deployment?	_____	_____	_____
(4) Has a request for disposition instructions been prepared for submission to the controlling authority for any unneeded material?	_____	_____	_____
(5) Has the COMSEC custodian identified equipment shortages and requested fill at the deployment location?	_____	_____	_____
(6) Have personnel responsible for safeguarding COMSEC material in transit received a security briefing?	_____	_____	_____
(7) Have provisions been made for the transfer of inoperable equipment to the rear detachment commander?	_____	_____	_____
(8) Are provisions made for resupply of COMSEC material at deployment location?	_____	_____	_____
(9) Are emergency destruction procedures included in COMSEC SOP?	_____	_____	_____
h. SIGSEC.			
(1) Is access to Class A and commercial telephones controlled to prevent disclosure of deployment information?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
(2) Are FM communications either secured with COMSEC devices or authorized code systems?	_____	_____	_____
(3) Are deploying elements compatibly crypto-netted?	_____	_____	_____
(4) Does the deploying unit have sufficient CEOI's, codes, authentication tables and keys to enable the unit to communicate with attached, higher, or adjacent units at the deployment location?	_____	_____	_____
(5) Have essential telephones been designated and a memorandum submitted to the next higher headquarters senior communications-electronics officer identifying those lines?	_____	_____	_____
(6) Are logs established for essential telephone lines?	_____	_____	_____
(7) Is a list of the Units EEFI available to essential telephone line users?	_____	_____	_____
i. Security Awareness.			
(1) Did the soldiers receive a SAEDA briefing?	_____	_____	_____
(2) Are soldiers instructed to refer requests for information or interviews to the public affairs office?	_____	_____	_____
(3) Are soldiers instructed not to confirm or deny any news stories appearing in newspapers or periodicals concerning deployment exercises or unit operations?	_____	_____	_____
(4) Are soldiers aware of actions to be taken if they observe unauthorized personnel taking pictures or notes in unit areas?	_____	_____	_____
(5) Are soldiers briefed concerning current EEFI?	_____	_____	_____
(6) Are soldiers familiar with procedures for reporting suspected espionage, sabotage, and terrorist activities?	_____	_____	_____
j. Information Security.			

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
(1) Are documents related to deployment properly classified and/or controlled to include:			
(a) OPLANS/OPORDS?	_____	_____	_____
(b) Request for personnel?	_____	_____	_____
(c) Maps and overlays?	_____	_____	_____
(d) Requests for logistics?	_____	_____	_____
(e) Transportation requirements?	_____	_____	_____
(2) Is information about the deployment kept on a "need to know" basis?	_____	_____	_____
k. Physical Security.			
(1) Are measures taken (or available) such as rosters, sign-countersigns, use of barrier material, etc., to deny unauthorized access to:			
(a) Battalion/TF HQ (Garrison)?	_____	_____	_____
(b) Tactical Operations Center (TOC)?	_____	_____	_____
(c) Classified Info/Sensitive Areas?	_____	_____	_____
(d) Company areas:			
<u>1</u> Orderly Room?	_____	_____	_____
<u>2</u> Arms Room?	_____	_____	_____
<u>3</u> Barracks?	_____	_____	_____
<u>4</u> Motor Pool?	_____	_____	_____
<u>5</u> NBC Room?	_____	_____	_____
(e) Marshalling area/call forward area?	_____	_____	_____
(f) Departure airfield/railhead/ports?	_____	_____	_____
(g) Heavy Equipment Rigging Site?	_____	_____	_____
(h) Personnel/vehicle holding area?	_____	_____	_____

ANNEX D (LOGISTICS CHECKLIST)

<u>Supply</u>	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
1. <u>Unit Supply Operations.</u>			
a. Does unit plan to deploy with current publications, plans, SOPs, or prepositioned documents?	_____	_____	_____
(1) Supply regulations/publications.	_____	_____	_____
(2) Maintenance/technical manuals for unit equipment.	_____	_____	_____
(3) Does unit have sufficient, up-to-date publications to execute its supply operations in support of deployment and sustainment operations?	_____	_____	_____
(4) Class IX (PLL Listing)?	_____	_____	_____
b. Ammunition Requirements.			
(1) Ammunition Basic Load Listing?	_____	_____	_____
(2) Prepositioned DA Forms 581 for requesting ammunition?	_____	_____	_____
(3) Unit SOP for distribution of small arms ammunition and pyrotechnics, and non TAT ammo?	_____	_____	_____
(4) Location and issue SOP of the ASP in Europe that has the unit UBL? (Divisional units only)	_____	_____	_____
(5) A by bunker breakout of the UBL in Europe? (Divisional units only)	_____	_____	_____
c. Prepositioned supply request (DA Form 3161) for rations enroute?	_____	_____	_____
d. Basic, Prescribed, and Operating Loads for Classes I, II, III, IV, V, and IX?			
(1) Are computed stockage levels adequate to support the unit?	_____	_____	_____
(2) Have significant shortages been identified to higher headquarters and supply support activities, for fill upon deployment?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
(3) On hand basic loads, serviceable/ deployable?	_____	_____	_____
(4) If required by OPLAN, are unit commander/supply personnel aware of requirements for contingency stocks (i. e., cold/hot weather clothing) and equipment, availability, necessary quantities, and points of storage and pickup?	_____	_____	_____
e. Did unit have plan for messing of soldiers until deployment (must not depend of MREs)?	_____	_____	_____
f. Did unit go through the procedures for closing out their Dining Facility and providing alternate mess facilities for their soldiers?	_____	_____	_____
g. Unit SOP or other standing guidance includes procedures for:			
(1) Predeployment operations:			
(a) Organization and training of specialized teams such as load teams, interim property book officer for rear detachment, etc.	_____	_____	_____
(b) Delineation of deployment preparation responsibilities to unit members, i.e., designation of person responsible for load planning, supply requirements, etc.	_____	_____	_____
(2) Supply Actions for Deployment.			
<u>1</u> Submission of prepositioned supply requests (packing and crating materials; Class I, V, VII; contingency items).	_____	_____	_____
<u>2</u> Reporting MTOE and CTA equipment shortages to higher HQ for assistance in obtaining same.	_____	_____	_____
<u>3</u> Reporting equipment requiring maintenance assistance to deploy.	_____	_____	_____
h. CTA 50-900			
(1) Were unit A and B Bags packed according to unit SOP?	_____	_____	_____
(2) Did each soldier have required CTA 50-900 items in a serviceable condition?	_____	_____	_____
(3) Did unit take necessary steps to ensure all soldiers had the opportunity to draw CIF items not previously issued?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
1. NBC			
(1) Did unit have a written plan that showed distribution of NBC equipment down to soldier level?	_____	_____	_____
(2) Were equipment shortages identified and requisitioned?	_____	_____	_____
(3) Was the NBC hand receipt accurate in terms of authorized MTO&E and CTA items?	_____	_____	_____
(4) Are there records of valid document numbers for CDE shortages on requisition?	_____	_____	_____
(5) Did the unit have DA Form 2765-1's prepared and prepositioned for CDE contingency items.	_____	_____	_____
(6) Does the unit have anyone on the signature card to pick up the Nerve Agent Antidote Kit (NAAK) and Nerve Agent Pretreatment (NAP)?	_____	_____	_____
(7) Does the unit have a packing and loading deployment plan for CDE?	_____	_____	_____
(8) Does the unit have a resupply and distribution plan for CDE?	_____	_____	_____
(9) (When directed for the exercise) Did the unit draw and/or load the proper amount of CDE?	_____	_____	_____
2. <u>Medical Supply Operations.</u> Medical supply (Class VIII), on hand, properly stored, available and on deployment plans/SOPs.	_____	_____	_____
a. Are medical supplies/equipment authorized by medical kits, sets, and outfits on hand, or on valid requisition (medical basic load)?	_____	_____	_____
b. Plans made to turn in excess medical supplies and equipment?	_____	_____	_____
c. Packing lists made for SKOs with disposition made?	_____	_____	_____
d. Controlled items on hand or valid requisition, and are on hand items secured for shipment?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
e. Coordination made with supporting medical supply office to fill medical requisitions when notified unit is preparing to deploy?	_____	_____	_____
f. Does supporting medical supply office have sufficient medical supplies to support deployment of support units?	_____	_____	_____
3. <u>Field Sanitation</u>			
a. Are at least two soldiers, to include one NCO appointed on orders to the unit field sanitation team (AR 40-5, para 14-3b(2) (a)?	_____	_____	_____
b. Are field sanitation team members familiar with TC 8-3 and have they received formal field sanitation team training (AR 40-5 para 14-3(2) (b))?	_____	_____	_____
c. Do the individuals appointed to the team have at least 6 months retainability from the date of appointment?	_____	_____	_____
d. Are the water trailers supporting the unit deployable, properly cleaned and sanitized, and the fixtures working properly?	_____	_____	_____
e. Does the unit have on hand or valid requisition the required supplies and equipment listed in Table 14-1, AR 40-5?	_____	_____	_____
f. Is a current inventory and upload plan available for field sanitation team supplies and equipment?	_____	_____	_____
g. Are field sanitation supplies properly stored (separate storage of medical supplies, pesticides, water purification supplies based on toxicity and potential cross contamination) (AR 420-76)?	_____	_____	_____
h. Does a functional field sanitation SOP (or component of field SOP) exist which addresses the following areas (AR 40-5, para 14-3a(2), and FC 8-6)?			
(1) Specific responsibilities of the field sanitation team in the unit.	_____	_____	_____
(2) Procedures for the rotation, issuance, resupply, and disposal of expendable field sanitation supplies.	_____	_____	_____

(3) Written unit inspection logs for food service, field water supply, unit waste disposal, and other sanitary inspections which may be required by the commander.

GO

NO GO

REMARKS

(4) Countermeasures plan for the prevention of climactic injury.

(5) Provisions for periodic unit level training in field sanitation countermeasures and practices by the field sanitation team (AR 40-5, para 14-3b(2)?

(6) Are AR 40-5, FM 21-10, FC 8-6, TIM 9-2330-267-14P, TB MED 530, and AR 420-76 on hand?

Convoy Movements

1. Documentation.

a. Did unit prepare DD 1265 and 1266 IAW FM 55-312?

b. Were the drivers properly licensed to drive the vehicles IAW AR 600-55?

c. Were DD Form 1970's properly prepared?

d. Was each driver given an SF 91 in his log book in case of an accident IAW AR 385-55?

e. Were convoys organized IAW FM 55-312, vehicles equipped with appropriate safety devices, convoy markings, and convoy briefing given to drivers?

f. If class A or B ammo was part of a secondary load was the following properly filled out/displayed?

(1) DD Form 636.

(2) DD Form 836.

(3) Placards (4 per vehicle).

(4) Operator had current medical evaluation IAW AR 600-55?

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
g. Did the vehicles have the DD Form 1750 (packing list) filled out and attached to all vehicles that had a secondary load IAW FH 525-10?	_____	_____	_____
2. Equipment Preparation for Convoy			
a. Were the vehicles properly prepared for deployment IAW FH 525-10?	_____	_____	_____
(1) Fuel Level (full).	_____	_____	_____
(2) Secondary load secured.	_____	_____	_____
(3) Shackles present/mounted.	_____	_____	_____
(4) Shipping configuration.	_____	_____	_____
b. Did the unit meet purging requirements IAW AR 220-10, TM and TB 43-0201? (For EDRE vehicles are only purged when directed).	_____	_____	_____
c. Was convoy clearance number and TCN physically displayed on the appropriate vehicles IAW FM 55-312?	_____	_____	_____
d. Were the vehicles loaded IAW the FORSCOM 285-R Vehicle Load Card?	_____	_____	_____
e. Were vehicles with secondary loads weighed and did unit meet appointed scales time?	_____	_____	_____
f. Did unit or its next higher headquarters have portable scales and personnel trained to use them such as the MD 400 Scale NSN 6670-00-300-9007 cost \$675 per, minimum is two, preferred is four?	_____	_____	_____

Air Movements

1. Documentation.

a. Unit turned in required documentation to the DACG prior to deployment or IAW TPFDL sequence as follows:

(1) 15 copies of each aircraft load plan. (24 hours prior)

(2) 3 copies of DD Form 1387-2 per hazard per vehicle per aircraft load. (24 Hours prior)

_____	_____	_____
_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
(3) 15 copies of each aircraft PAX manifest. (24 Hours prior)	_____	_____	_____
(4) DD 2327 or CALMS generated load plan(96 hours prior). (CALMS is preferred)	_____	_____	_____
2. Joint Airlift Inspection (DD Form 2133).	_____	_____	_____
3. Organize DACG.			
a. Are Major Areas Covered?	_____	_____	_____
(1) Command Element.	_____	_____	_____
(2) Operations Element.	_____	_____	_____
(3) Support Element.	_____	_____	_____
4. Planning.			
a. Was necessary training accomplished to qualify DACG personnel to perform mission?	_____	_____	_____
b. Did DACG Commander have a coordination meeting with deploying unit commander or unit movement officer?	_____	_____	_____
c. Did DACG validate the number of personnel, type and quantity of cargo and equipment to be moved?	_____	_____	_____
d. Was adequate organization structure and staffing developed including special personnel skills, i.e., Hazardous Cargo Certifier and load teams?	_____	_____	_____
e. Is the unit movement officer/NCO trained on the Computer Aided Load Manifest System (CALMS)?	_____	_____	_____
f. Were user support equipment requirements determined i.e., inspection area, weighing devices, and pusher vehicles?	_____	_____	_____
g. Are Air Load plans adjusted to fit mission requirements?	_____	_____	_____
h. Are load cards(FORSCOM 285-R) adjusted to the actual loads?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
i. Are requirements for 463L pallets w/nets and shoring identified and requests forwarded to the appropriate agency?	_____	_____	_____
j. Are chalk commanders knowledgeable of their responsibilities? Do they have manifests, load plans and DD Forms 1387-2 as required for their chalk?	_____	_____	_____
5. Execution.			
a. Did DACG receive, inventory, and control aircraft loads as they arrived at the alert holding area?	_____	_____	_____
b. Did DACG assist in the conduct of the Joint Inspection of aircraft loads and manifests?	_____	_____	_____
c. Is the DACG/ALCE coordinating all movements and changes through the Military Airlift Command Liaison Officer (MACLO) to the COC/IOC?	_____	_____	_____
6. Vehicle Preparation.			
a. Were vehicle and equipment fuel tanks filled to not more than 1/2 full IAW TM 38-250?	_____	_____	_____
b. Were 5-gallon cans filled to capacity, marked, and securely attached to self-propelled vehicles IAW TM 38-250?	_____	_____	_____
c. Is equipment reduced, loaded, and marked by chalk number?	_____	_____	_____
d. Is unit equipment clean and serviceable with proper fuel level on arrival at alert holding area?	_____	_____	_____
e. Were other containers filled to:			
(1) 55-gal drums to 53 gal?	_____	_____	_____
(2) 500-gal bladder or rolling liquid transporter to full IAW TIM 38-250?	_____	_____	_____
f. Were fuel containers readied for shipment and marked IAW TM 38-250?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
g. Were vehicle weights and CB properly marked IAW FM 55-12, Appendix I and K?	_____	_____	_____
h. Were packing lists (DD 1750) prepared and affixed IAW AR 220-10?	_____	_____	_____
i. When preparing vehicles for air movement was the following understood:			
(1) The vehicle will be reduced to its minimum shipping dimensions IAW TB 55-46-1?	_____	_____	_____
(2) Equipment installed in vehicles such as weapons mounts, electronic and generator equipment, bins, and cabinets will be left in place and fastened and/or packed with protective material to prevent damage during shipment?	_____	_____	_____
(3) Parts and tools which are normally carried in the vehicle will either be secured in vehicle storage compartments or boxed for shipment? NOTE: When parts/tools are secured in storage compartments on the vehicle, the driver will have the key for the lock readily available.	_____	_____	_____
(4) Lifting shackles (not tow pintles) in place?	_____	_____	_____
7. Air Loading.			
a. Has unit provided a designated load team for each upload?	_____	_____	_____
b. Was load team readily available?	_____	_____	_____
c. Has Load Team Chief been designated?	_____	_____	_____
d. Was flight line safety briefing given or obtained by the load team chief?	_____	_____	_____
e. Does each load team member have gloves, ear and eye protection?	_____	_____	_____
f. Does load team chief exercise positive control over team members?	_____	_____	_____
g. Did load team chief identify himself to the aircraft loadmaster?	_____	_____	_____
h. Did load team chief supervises load team activities assigned by the aircraft loadmaster?	_____	_____	_____

	<u>GO</u>	<u>NO GO</u>	<u>REMARKS</u>
i. Did load team chief enforces flight line safety rules?	_____	_____	_____
j. Did load team chief obtain release from the aircraft loadmaster prior to departing the aircraft upon load completion?	_____	_____	_____
k. Did the load team ensure that all load items to include pallets, are marked with unit mission number and destination?	_____	_____	_____
8. Unit Air Load Support- Did unit:			
a. Ensure the vehicles and loads arrive at the airfield with adequate shoring and dunnage.	_____	_____	_____
b. Secure unit equipment and loads on the airfield prior to aircraft loading.	_____	_____	_____
c. Ensure drivers remain with their vehicles and assist as required during inspection and loading.	_____	_____	_____
d. Provide a pallet building team at the pallet inspection site.	_____	_____	_____
<u>Rail Movements</u>			
1. Documentation			
a. Did unit identify equipment to be moved by rail to DTO/IT0?	_____	_____	_____
(1) Did the equipment list from the unit match the AUDEL or approved substitution IAW FH 525-10?	_____	_____	_____
(2) Did unit identify hazardous, sensitive cargo and document IAW FH 525-10?	_____	_____	_____
(3) Were copies of weight tickets for loaded vehicles/trailers turned in IAW FH 525-10?	_____	_____	_____
(4) Were copies of DD Form 1750 turned in and affixed to loaded vehicles/trailers and containers IAW FH 525-10?	_____	_____	_____
b. Did unit request blocking, bracing, and tiedown materials required from installation?	_____	_____	_____