

551-88N-3011
Manage Terminal Operations
Status: Approved

Security Classification: U - Unclassified

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Lee, VA foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: In an operational environment, you are a Movements Supervisor tasked with managing safety procedures, staging methods, and coordination for rail, water, and Arrival/Departure Airfield Control Group (A/DACG) operations. Given cargo, equipment, rail, air, and vessel load plans, risk assessments, Unit SOP, ATP 4-13, ATP 4-16, and TC 4-13.17. Some iterations of this task should be performed in MOPP 4.

Standards: Manage the loading and unloading modes of transport, marshalling, manifesting, stow planning loads, and documenting movement through the terminals without any documentation errors or casualties IAW Unit SOP, ATP 4-13, ATP 4-16, TC 4-13.17, and using the go / no-go checklist

Special Conditions: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You are a Movements Supervisor tasked with managing safety procedures, staging methods, and coordination for rail, water, and Arrival/Departure Airfield Control Group (A/DACG) operations.

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Manage Rail Operations

- a. Brief safety procedures for rail operations.
- b. Verify personnel are performing proper safety procedures.
- c. Check vehicles arriving at the ramp are in the proper sequence IAW load plan.
- d. Check spanners are secured in place.
- e. Check vehicles are loaded from their assigned places.
- f. Verify vehicles are positioned in their allocated spaces on the railcar IAW the load plan.
- g. Check that all loads on the railcars are within clearance limits.

2. Manage Water Operations

- a. Review the staging plan.
- b. Determine staging area square footage.
- c. Define staging methods.
- d. Evaluate cargo reception.
- e. Verify tally of cargo is being conducted using DD Form 1907.

SIGNATURE AND TALLY RECORD (See DoD 4500.9-R for guidance) (Use of equivalent carrier-furnished signature and tally record is acceptable.)		OMB No. 0702-0027 OMB approval expires Jun 30, 2012		
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DISTRIBUTION INSTRUCTIONS				
<p>(1) The SHIPPER will print two copies, retain one copy and give one to the Origin Carrier. (2) The ORIGIN CARRIER will deliver one copy with original signatures to the Destination Carrier. (3) The DESTINATION CARRIER will attach one copy (reflecting all original signatures) and Standard Form 1113, Public Voucher for Transportation Charges, to the original Commercial Bill of Lading and forward for payment. Reproduced completed copy of DD Form 1907 will be delivered to the Consignee and one will be retained. (4) The CONSIGNEE will ensure Destination Carrier surrenders a reproduced copy of completed form with all signatures.</p>				
SECTION I - TO BE COMPLETED BY THE SHIPPER				
1a. SHIPPER NAME CHIEF AMMUNITION BRANCH		b. ORIGIN ATTN: ATZC-ISL-SA BLDG 9903 W81HL0		
2. PROTECTIVE SERVICE REQUESTED DDP DUAL DRIVER SNS SATELLITE MONITORING		3. COMMERCIAL BILL OF LADING NUMBER W45QQ900152		
4a. CONSIGNEE NAME AMMO SUPPLY POINT		b. DESTINATION BLDG 920 CAISSON HILL FORT RILEY, KS66442 (W86NU9)		
5. PERMIT NUMBER (if any)		6. TRANSPORTATION CONTROL NUMBER W81YWB00111921CXX		
7. ROUTING SLT EXPRESS WAY		8. WEIGHT 26090.0 LB	9. CUBE 704.0	
10. SPECIAL INSTRUCTIONS			11. DATE SHIPMENT TENDERED TO CARRIER (YYYYMMDD) 20100216	
12. NAME OF CARRIER SLTW			13. NUMBER OF PIECES 13	
14. TYPE OF PACKAGE(S) (For unsealed loads only) OR CONVEYANCE IDENTIFICATION AND SEAL NUMBERS (For sealed loads only) SLTW-1			15. FREIGHT CLASSIFICATION DESCRIPTION AMMO EXPL/FWKS/CHEM MUN NOTBN/NOICLASS-I, DIV 1.1, OR 1.2	
SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT				
16. CUSTODY RECORD				
PRINT NAME OF PERSON AND COMPANY REPRESENTED a.	STATION INTERCHANGE POINT DESTINATION b.	SIGNATURE OF PERSON ACCEPTING CUSTODY c.	TIME ACCEPTED d.	DATE ACCEPTED (YYYYMMDD) e.
SAMPLE				

DD FORM 1907, OCT 2010

PREVIOUS EDITION IS OBSOLETE.

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CARGO MANIFEST																	
AIR	AIRCRAFT DATA				DEST CODE	REF	DESTINATION	MISSION DATA			ALW WT	ALW CU	MANIFEST ID				PAGE NO
	CARRIER	AC NO	AC MODEL					NO	SU	DATE			STA	FF	TY	NO	
SURFACE	IGC	DATE SALED	VOYAGE DOCUMENT NO	PGD	REF	VESEL NAME	STATUS	SUBST	TRUCK NO	REMARKS					PAGE NO		
DOC ID	VEHICLE TRAILER OR CONTNR NUMBER	TR	MARK	COM CODE	CAR- GO EXC	VOYAGE DOC NO	PORT OF DISCH	TYPE PACK	TRANSPORTATION CONTROL NUMBER	CONSIGNEE	PR	OR	OR	OR	OR		
		ONTR NUMBER	COMMODITY DESCRIP													NAME	AMMO LOT NO ACNOMEN
TXJ	MATRS	714	Z8	1369	JF1	P	AW5600441521012XXXX	AW5604	S1/LA P9A0	21	5,000.00	240					
ITEMS HAVE BEEN LOADED:							ITEMS HAVE BEEN RECEIVED EXCEPT AS CIRCLED NOTED ON REVERSE SIDE							TOTALS	21	5,000.00	240.00
DATE	SIGNATURE OF LOADING AGENT				DATE	SIGNATURE OF UNLOADING AGENT				DATE	SIGNATURE OF RECEIVING AGENT						
10MAR10																	

SAMPLE

DD FORM 1385, NOV 78

REPLACES EDITION OF 1 APR 66 WHICH MAY BE USED

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Reset

<input checked="" type="checkbox"/> RECAPITULATION (Line a applicable)		<input type="checkbox"/> SUMMARY (Line b applicable)		OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY				<input checked="" type="checkbox"/> ORIGINAL		<input type="checkbox"/> REVISED				
1. VESSEL NAME USS NEVERSAIL		2. STATUS 11	3. VOY DOC NO. P1575	4. DATE (YYYYMMDD) 20100920	5. LOADING PORT CHARLESTON, SC	6. HEAVY LIFTS 1	7. OUTSIDE DIMENSION 8	8. PAGE NO. 1	9. NO. OF PAGES 1					
8. DESCRIPTION AND LOCATION OF HEAVY LIFTS AND OTHER SPECIAL DATA						9. TOTAL CARGO LOADED								
a.	(1) DESTINATION PORT	(2) DESCRIPTION	(3) LENGTH-WIDTH-HEIGHT	(4) SELF SUS	(5) NON S.S.	(6) YES	(7) COO	(8) STOW LOCATION	(9) LONG TONS	(1) DESTINATION PORT	(2) SVC	(3) LONG TONS	(4) MEASUREMENT TONS	(5) SQUARE FEET
b.	(1) DESTINATION PORT	(2) COMMODITY CATEGORY	(3) FOR MSC USE				(4) TRANS-PORTATION ACT CODE	(5) ON DECK	(1) NO. OF UNITS POVSMAL OR OTHER					
	1P2 Charleston, SC	Crane	420L, 120W, 120H	X		X	30DP	16	PN4 Ash Shmybah	N	\$10			
10. I HEREBY CERTIFY THAT THE ARTICLES LISTED HEREON HAVE BEEN PLACED ABOARD IN APPARENT GOOD ORDER AND CONDITION.						11. I HEREBY ACKNOWLEDGE having received the cargo manifested hereon in apparent good order and condition for delivery as indicated, except as otherwise specifically noted.								
a. SIGNATURE		b. GRADE OR RANK	c. TITLE		MASTER OF VESSEL (Signature)									
12. NAME AND MAILING ADDRESS OF PREPARING ACTIVITY														

DD FORM 1386, APR 2006

PREVIOUS EDITION IS OBSOLETE

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3. Manage an Arrival/Departure Airfield Control Group (A/DACG) Operations

a. Establish coordination for -

- (1) Life Support.
- (2) MHE support.
- (3) Marshalling area support.
- (4) Communications support.

b. Coordinate with tanker airlift control element (TALCE).

- (1) Joint inspection requirements.
- (2) Call forward area responsibilities.
- (3) Loading ramp area responsibilities.
- (4) Loading and tiedown support.

- (5) Technical assistance.
 - (6) HAZMAT holding area and procedures.
 - (7) Customs clearance.
- c. Establish departure and arrival marshalling areas for -
- (1) Fueling/defueling.
 - (2) Proximity.
 - (3) Adequate space.
 - (4) Road net.
 - (5) Communications.
 - (6) Maintenance area.
- d. Coordinate movement from the APOD.
- (1) Passenger and cargo manifests.
 - (2) Departure time.
 - (3) Unit identification.
 - (4) Convoy clearance.
 - (5) Bus/rail transportation (as required).
 - (6) Route and route deviations.
- e. Verify customs and agricultural inspections are completed.
- f. Verify all vehicles, equipment, and passengers are properly prepared for air movement.
- (1) Ensure all vehicles and equipment were properly weighed/marked.
 - (2) Documentation.
 - (3) Bulk cargo.
 - (4) HAZMAT.
 - (5) 463L pallets and nets.
 - (6) Briefing.
- g. Validate aircraft load plan.
- h. Inspect pallets for air shipment.
- i. Review flight manifest for accuracy.
- j. Verify pre-flight briefing is conducted.
- k. Report departure to movement control element.

(1) Personnel and equipment that departed.

(2) Automated ITV interface (when capability exists).

4. Manage the coordination of movement of retrograde cargo.

a. Ensure that containers be used for retrograde cargo if the cargo can be containerized.

b. Inform querying customers to have retrograde cargo that requires movement or receive transportation requests from customers.

Note: As the movement supervisor, you will coordinate with transportation agencies and plan the retrograde use of containers. Containers should be used for retrograde cargo if the cargo can be containerized and is on hand for movement and if it does not interfere with the reception and onward movement of containers.

c. Determine if the cargo is container compatible and if it is at or near the final destination of the inbound container.

d. Manage the forward container retrograde requests HQ to the port. The port will forward approve shipping dates and an export traffic release (ETR) to the origin MCT.

e. Coordinate with the Surface Deployment and Distribution Command (SDDC) port manager for redeployment/retrograde of containerized cargo.

f. Coordinate movement of empty containers to a consolidated container collection point if the approved method of retrograde is to line haul retrograde cargo to consolidation points.

g. Coordinate for container handling equipment as needed.

h. Manage loading and stuffing of containers when required.

i. Ensure that the Soldier tasks the appropriate mode operator to transport containers.

j. Monitor movement of retrograde cargo.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a GO if all performance measures are correctly completed/pass (P). Score the Soldier a NO-GO if any of the performance measures are missed or incorrectly performed/fail (F).

Evaluation Preparation: Test this task in with applicable training material. Ensure Soldier understands why this task is important to support the overall training objective.

Setup: Test this task in in accordance with prescribed references or Technical Manual (TM).

Brief Soldier: Tell the Soldiers adhere to all Safety precautions when performing the task listed.

Note: Ensure that all required equipment to perform this task is available.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Managed rail operations.			
2. Managed water operations.			
3. Managed an arrival/departure airfield control group (A/DACG) operations.			
4. Managed the coordination of movement of retrograde cargo.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	ATP 4-13	ARMY EXPEDITIONARY INTERMODAL OPERATIONS http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp4_13.pdf	Yes	Yes	
	ATP 4-16	MOVEMENT CONTROL	Yes	No	
	FM 3-0	Operations (This item is published w/Basic incl change 1)	Yes	No	
	FM 4-0	Sustainment Operations	Yes	No	
	FM 4-01	Army Transportation Operations http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm4_01.pdf	Yes	No	
	TC 4-13.17	Cargo Specialist's Handbook	Yes	No	
	UNIT SOP	Unit / Unit's Standard Operating Procedure SOP	Yes	No	

TADSS : None

Equipment Items (LIN): None

Material Items (NSN) :

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. It is the responsibility of all Soldiers and DA civilians to protect the environment from damage. AR 200-1 delineates TRADOC responsibilities to integrate environmental requirements across Doctrine, Organization, Training, Materiel, Leadership and Education, Personnel and Facilities (DOTMLPF) and ensure all training procedures; materials and doctrine include sound environmental practices and considerations.

The Army's environmental vision is to be a national leader in an environmental and natural resource stewardship for present and future generations as an integral part of all Army missions. This Training Support Package meets this standard.

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Safety: In a training environment, leaders must perform a risk assessment in accordance with current Risk Management Doctrine. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW current CBRN doctrine. In a training environment, leaders must perform risk management in accordance with ATP 5-19, Risk Management. Leaders will complete a DD Form 2977 DELIBERATE RISK ASSESSMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC), as well as any other variables.

All operations will be performed to protect and preserve Army personnel and property against accidental loss. Procedures will provide for public safety incidental to Army operations and activities and safe and healthful workplaces, procedures, and equipment. Observe all safety and/or environment precautions regarding electricity, cable, and lines. Provide ventilation for exhaust fumes during equipment operation and use hearing protection when required IAW AR 385-10, the Clean Air Act (CAA) and the CAA amendments, and the OSHA Hazard Communication standard.

Accidents are an unacceptable impediment to Army missions, readiness, morale, and resources. Decision makers at every level will employ risk management approaches to effectively preclude unacceptable risk to the safety of personnel and property affiliated with this task. (a) Take personal responsibility. (b) Practice safe operations. (c) Recognize unsafe acts and conditions. (d) Take action to prevent accidents. (e) Report unsafe acts and conditions.

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of electrical

storm, you will be instructed to power down equipment.

Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW ATP 3-11.32, NBC Protection, ATP 3-11.32, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
K-551-H-0132	Knowledge of terminal operations
K-551-H-0083	Knowledge of Air Terminal Operations and Safety Measures
K-551-H-0302	Knowledge of marine terminal operations procedures
K-551-P-0140	Knowledge of terminals

Skills :

Skill ID	Skill Name
S-551-H-0216	Ability to monitor marine terminal operations
S-551-P-0200	Ability to inspect terminals

ICTL Data : None