

Summary Report for Individual Task
551-88N-1103
Prepare Labels for Shipment
Status: Approved

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

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the Fort Lee, VA foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: In an operational environment, prepare a MSL DD 1387 (Military Shipment Label) and DD Form 1387-2 (Special Handling Data/Certification) for shipments transiting the Defense Transportation System (DTS), given shipment cargo information, a blank MSL DD Form 1387, a blank DD Form 1387-2, MIL-STD-129, ATP 4-16, and DTR 4500.9-R. **Special Condition:** All military shipments, including vehicles and equipment, are marked with a military shipping label. Previously, labels were prepared manually but are now done through an information management system. While the manually prepared version of the label looks slightly different from those prepared with an information management system, the information is displayed in the same numbered blocks. Most transportation information management systems can produce a bar-coded MSL, special printers are used to print labels, however, Deployment and Sustainment Support Tool (DS2T) can also print labels on any card stock with most laser jet printers.

Standard: Prepare a manual DD Form 1387 and DD Form 1387-2 with MIL-STD-129, ATP 4-16, and DTR 4500.9-R.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Create a MSL (DD Form 1387).

Note: Human readable unit of measure will be provided in US standard terms (e.g., pieces, inches, feet, pounds for measured items) and the data values will be rounded up to the nearest whole number with leading zeros suppressed.

a. Block 1 Title: TCN Data: 17 characters (Code 39 standard characters A to Z, 0 to 9, and \$) and Code 39 bar code. Do not use the extended Code 39 character set, i.e., full ASCII.

Note: Referred to DoD 4500.9-R, Part II, for instructions for non-hazardous, classified/protected material.

b. Block 2 Title: TAC Data: Four characters leave blank if neither apply.

(1) TAC is applicable to shipments moving by the DTS.

(2) For metered mail, attach the stick-on metered postage to or near this block.

(3) For permit mail, enter the Service/Agency mail authorization, for example First Class Mail Postage and Fees Paid Defense Logistics Agency Permit No G-53

c. Block 3 Title: From Data: Three lines of 35 characters the consignor DODAAC/CAGE and in-the-clear address. For mail, include the ZIP code.

d. Block 4 Title: Type Service Data: Clear text not limited but may be coded as no more than 10 characters in the 2D symbol. In-the-clear text (e.g., Frt LTL, Air Express, Express Mail, TGBL UB, DPM HHG). Will be blank for Unit Move.

e. Block 5 Title: Ship To/POE Data: Three characters and/or five lines of 35 characters Ship To in-the-clear address or the three-digit air/water POE code and its in-the-clear address. For mail, include the ZIP code. For overseas mail, include the Postal Concentration Center code.

f. Block 6 Title: Trans Priority Data: One digit bold text 3/4 inches tall. Will be blank for Unit Move.

g. Block 7 Title: POD Data: Three characters, three-digit air/water POD code or blank. Blank for classified Unit Move. In-the-clear location name may be included.

h. Block 8 Title: Project Data: Three characters, the three-character project code or blank.

i. Block 9 Title: Ultimate Consignee/Mark For Data: Code 39 bar code and five lines of 35 characters. The ultimate consignee or mark for consignee in-the-clear address and DODAAC or MAPAC (see Appendix E) linear bar code using 1/2-inch high Code 39 format. Blank for classified Unit Move.

j. Block 10 Title: Weight Data: Digits not limited as clear text but may be coded as no more than five characters plus an optional two character unit of measure suffix in the 2D symbol.

Note: Actual gross weight (numeric value of this piece) with unit of measure. Round to next whole digit and do not zero fill.

k. Block 11 Title: RDD Data: Three characters; three-digit code or blank for classified Unit Move.

l. Block 12 Title: Cube Data: Digits not limited as clear text but may be coded as no more than four characters plus an optional two-character unit of measure suffix in the 2D symbol.

Note: Cube (numeric value of this piece) with unit of measure. Round to next whole digit and do not zero fill.

m. Block 13 Title: Charges Data: Blank

n. Block 14 Title: Date Shipped Data: Clear text not limited but must be coded as four characters (YDDD) in the 2D symbol.

Note: In-the-clear date (for example YDDD, YYYYDDD, or DD-MMM-YYYY). Will be Blank for Unit Move. Do not use the Date Shipped Code from Appendix RR.

o. Block 15 Title: FMS Case Number Data: Three characters extracted from supply/shipping documents or blank.

p. Block 16 Title: Piece Number Data: Code 39 bar code and digits not limited as clear text but may be coded as no more than four characters in the 2D symbol.

Note: Piece number (numeric value assigned to this piece) of the cargo documented by the TCN for this shipment unit or partial shipment unit and a linear bar code using 1/2-inch high Code 39 format. Do not zero fill. A split shipment will not be renumbered. Piece Number may be expressed as "Piece Number of Total Pieces" to save space on the label only the Piece Number has a Code 39 bar code; the word "of" and the total number of pieces are not shown in the Code 39 bar code.

q. Block 17 Title: Total Pieces Data: Digits not limited as clear text but may be coded as no more than four characters in the 2D symbol.

Note: Total number (numeric value) of pieces documented by the TCN for this shipment unit or partial shipment unit. Do not zero fill. A split shipment will not be renumbered. Total Pieces may be expressed as "Piece Number of Total Pieces" to save space on the label the Total Pieces value is not shown in the Piece Number Code 39 bar code.

1 TRANSPORTATION CONTROL NUMBER  W26DDJ54320111XXX		2 POSTAGE DATA	
3 FROM W45QFS FT STOCKTON ATTN: ANGL-TR-SH ATTN: ANGL-R-SH FT STOCKTON TX 76789-5000		4 TYPE SERVICE	
5. SHIP TO / POE FT EUSTIS ATTN: ATZF-NT FT EUSTIS NEWPORT NEWS VA 23604-5300		6 TRANSP PRIORITY	
7 POD		8 PROJECT KMK	
9 ULTIMATE CONSIGNEE OR MARK FOR  W26DDJ FT EUSTIS ATTN: ATZF-NT FT EUSTIS NEWPORT NEWS VA 23604-5300		10 WT THIS PC 10	11 RDD 12/19/98
		12 CU THIS PC 8	13 CHARGES 784.99
		14 DATE 12/19/98	15 FMS CASE
		16 PIECE NO.  9	
		17 TOTAL PIECES of 10	

FORM APPROVED OMB NO 0704-0188

DD Form 1387 (Military Shipment Label)

2. Prepare a DD Form 1387-2, Special Hauling Data/Certification.

a. Block 1 Title: Item Nomenclature: Enter item nomenclature.

b. Block 2 Title: Net Quantity per Package: Enter the gross weight of the package.

c. Block 3 Title: Transportation Control Number: TCN this package.

d. Block 4 Title: Consignment Gross Weight: Total gross weight of each pallet/package shipped under the same TCN.

e. Block 5 Title: Destination: Address of consignee, in-the-clear.

f. Block 6 Title: Supplemental Information: For sensitive and other cargo requiring transportation protective service or other special services while in-transit, enter appropriate requirements.

g. Block 7 Title: DTR Reference: Cite DTR Chapter 205, Para I.2.

h. Block 8 Title: Handling Instructions: Enter any special handling instructions.

i. Block 9 Title: Address of Shipper: Complete in-the-clear address of shipping activity.

j. Block 10 Title: Typed Name, Signature, and Date.

SPECIAL HANDLING DATA/CERTIFICATION		
1. ITEM NOMENCLATURE Motor Vehicle Flammable Liquid Label None Cargo Aircraft Only	2. NET QUANTITY PER PACKAGE 12 Gal 4. CONSIGNMENT GROSS WEIGHT 3,600	3. TRANSPORTATION CONTROL NO. WK888740730001XXX 5. DESTINATION Fort Carson, CO
6. SUPPLEMENTAL INFORMATION Fuel in tank--gasoline w/truck Battery, wet, filled with acid, corrosive material, 2 qt		
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A U.S. DEPARTMENT OF DEFENSE SHIPMENT! (Complete applicable blocks below)		
7. DTR REFERENCE		
8. HANDLING INSTRUCTIONS		
9. ADDRESS OF SHIPPER Charleston, AFB, South Carolina		10. TYPED NAME, SIGNATURE AND DATE SFC Billy Bob Brown, 1 April 2010 <i>Billy Bob Brown</i>

DD FORM 1387-2, NOV 2004 PREVIOUS EDITION IS OBSOLETE. U.S. Form Approved GHS No. 0704-0188 Adobe Professional 7.0

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

3. Attach label(s) to the cargo.

a. 463L Pallets: Place labels on two adjacent sides of the shipment unit. Under net or in protective sleeve, attached to net.

b. Containers/Seavans/Conexxes: Place one label on the right door as seen from the outside opening and the other label on the adjacent side or in another location where it can be readily seen from the ground.

c. Vehicles/Trailers/Helos: Place one label on the front of the vehicle, either on the left side of the bumper or corresponding location for vehicles without bumpers. Place the other label on the left side door or comparable location.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance steps are passed. Score the Soldier NO-GO if any performance steps are failed. In case of a NO-GO, brief the Soldier on the deficiency, retrain the Soldier to perform the

step correctly, and reevaluate the task.

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared a DD Form 1387 MSL			
2. Prepared a DD Form 1387-2 Special Hauling Data/Certification			
3. Attached label(s) to the cargo.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-16	MOVEMENT CONTROL	Yes	No
	DD FORM 1387	MILITARY SHIPPING LABEL (AVAILABLE ON DOD WEB SITE)	Yes	No
	DD FORM 1387-2	Special Handling Data/Certification	Yes	No
	DTR 4500.9-R-II	Cargo Movement	Yes	No
	MIL-STD-129	Military Standard Marking for Shipment and Storage Commercial Carrier Guides.	Yes	No

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 FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. All operations must conform to the Army Environmental Program, TC 3-34.489 (The Soldier and the Environment), FM 3-100.4 (Environmental Considerations in Military Operations), AR 200-1 (Environmental Protection and Enhancement), local, state, and federal environmental policies, The Clean Air Act (CAA), CAA amendments, National Ambient Air-Quality Standards (NAAQS), as well as OSHA Hazard Communication Standard for Industry, 29 CFR, part 1910. "It is the instructor's responsibility to conduct a risk assessment prior to instruction using FM 100-14 as guidance. A copy of the risk management work sheet must be present at time of instruction."

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. 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 FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. 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.
- (f) Work as a team.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
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55-5-1410	Provide Cargo Documentation for Cargo Being Loaded, Discharged, and Transshipped	55 - Transportation (Collective)	Approved
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ICTL Data :

ICTL Title	Personnel Type	MOS Data
Transportation Management Coordinator 88N MOS ICTL	Enlisted	MOS: 88N
MOS 88N - Transportation Management Coordinator SL2	Enlisted	MOS: 88N, Skill Level: SL2
MOS 88N - Transportation Management Coordinator SL3	Enlisted	MOS: 88N, Skill Level: SL3
MOS 88N - Transportation Management Coordinator SL 4	Enlisted	MOS: 88N, Skill Level: SL1
MOS 88N - Transportation Management Coordinator SL 1	Enlisted	MOS: 88N, Skill Level: SL1