

**Report Date:** 25 Mar 2014

**Summary Report for Individual Task  
551-88H-3509  
Review Ocean Cargo Documentation for Loading or Discharge  
Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** Assigned as a Load Planner in an operational environment at a terminal or an outport, during day or night, in normal weather conditions, given an operation order/plan, a completed risk assessment, DD Form 1386 (Ocean Cargo Manifest Recapitulation or Summary), stowage plan, tally sheet, dunnage, TC 4-13.17, FM 55-60, and ATP 4-12. This task should not be trained in MOPP 4.

**Standard:** Review ocean cargo documentation for loading or discharge without injury to personnel or damage to equipment.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

|                        |
|------------------------|
| <b>Task Statements</b> |
|------------------------|

**Cue:** You are assigned as a Load Planner tasked with reviewing the Cargo Documentation for the loading or discharge of a vessel.

## DANGER

Adhere to all DANGER statements listed in the technical manuals and field manuals applicable to this procedure. Failure to comply may result in injury to personnel or damage to the equipment.

## WARNING

Adhere to all WARNING statements listed in the technical manuals and field manuals applicable to this procedure. Failure to comply may result in injury to personnel or damage to the equipment.

## CAUTION

Adhere to all CAUTION statements listed in the technical manuals and field manuals applicable to this procedure. Failure to comply may result in injury to personnel or damage to the equipment.

**Remarks:** None

**Notes:** None

### Performance Steps

1. Read the manifest and stowage plan for outsize or special handling cargo.

a. Locate port code to determine cargo of outsize dimensions.

b. Locate port code to determine cargo that would because of weight or configuration require heavy lift or special handling.

| <input checked="" type="checkbox"/> RECAPITULATION<br><small>(Use as applicable)</small>                           |                      | <input type="checkbox"/> SUMMARY<br><small>(Use as applicable)</small> |                                | OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY |  |         |                              | <input checked="" type="checkbox"/> ORIGINAL  |               | <input type="checkbox"/> REVISED                               |                          |                                  |                                   |                 |
|--|----------------------|--|--------------------------------|--|--|---------|------------------------------|---|---------------|--|--------------------------|----------------------------------|-----------------------------------|-----------------|
| 1. VESSEL NAME<br><b>USS Fort LEE</b>  |                      | 2. STATUS<br><b>13</b>   | 3. VOY DOC NO.<br><b>P1109</b> | 4. DATE<br>(YYYYMMDD)<br><b>20070528</b>       | 5. LOADING PORT<br><b>571MJ, Norfolk</b>         |         | 6. HEAVY LIFTS<br><b>1</b>   | 7. OUTSIZE DIMENSION<br><b>8</b>  |               | PAGE NO.<br><b>1</b>   | NO. OF PAGES<br><b>1</b> |                                  |                                   |                 |
| 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) VES | (7) CGO                      | (8) STOW LOCATION   | (9) LONG TONS | (1) DESTINATION PORT   | (2) SVC                  | (3) LONG TONS                    | (4) MEASURE: TONS                 | (5) SQUARE FEET |
| b.   | (1) DESTINATION PORT | (2) COMMODITY CATEGORY   | (3) FOR MSC USE                |  |  |         | (4) TRANSPORTATION ACCT CODE | (5) ON DECK   |               | (1) NO. OF UNITS POW'S/MALL OR OTHER                           |                          |                                  |                                   |                 |
|  | Kuwait               | Crane  | 420L 120W 120H                 |  | X  |         | X                            | 30DP  | S             | BRI Bahrain<br>KLF Arab Emirates<br>PN3 Kuwait<br><b>Total</b> | N<br>A<br>N              | 810<br>175<br>110<br><b>1095</b> | 1650<br>610<br>310<br><b>2570</b> |                 |
| 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 manifestd hereon in apparent good order and condition for delivery as indicated, except as otherwise specifically noted. |               |  |                          |                                  |                                   |                 |
| a. SIGNATURE<br><i>Claude Williams</i>   |                      | b. GRADE OR RANK<br>GS-12  | c. TITLE<br>DOC SUPV           |  | MASTER OF VESSEL (Signature)<br><i>Tom O'Day</i> |         |                              |   |               |  |                          |                                  |                                   |                 |
| 12. NAME AND MAILING ADDRESS OF PREPARING ACTIVITY<br>Military Ocean Terminal, Little Creek, Norfolk, VA 23564     |                      |  |                                |  |  |         |                              |   |               |  |                          |                                  |                                   |                 |

SAMPLE

DD FORM 1386, APR 2006

PREVIOUS EDITION IS OBSOLETE

Adobe Professional 7.0

Figure 3-152

Sample of DD Form 1386 (Ocean Manifest Recapitulation or Summary)

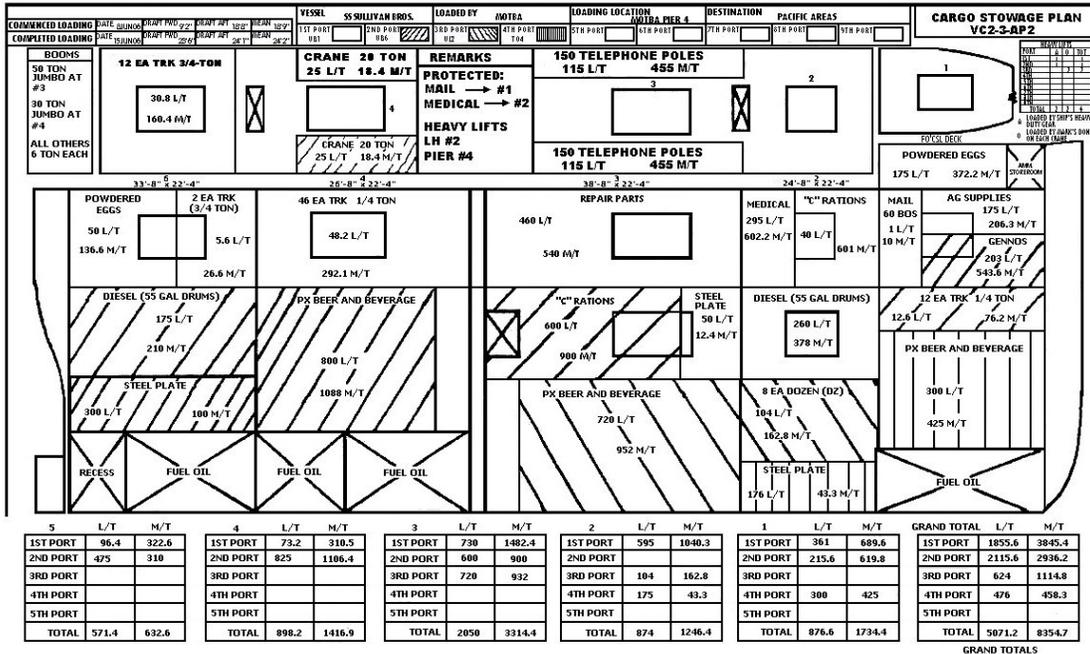


Figure 3-153  
Stowage Plan

2. Read the manifest and stowage plan for remarks on special cargo items.
  - a. Locate quantity and location of mail.
  - b. Locate quantity and location of cargo of unusual value.
  - c. Locate quantity and location of protected, controlled, pilferable, and sensitive cargo.
3. Determine capacity and location of ship's booms.
  - a. Determine if the ship is self-sustaining or non-self-sustaining.
  - b. Locate the capacity of the ship's boom.
  - c. Determine location of the booms.
4. Prepare for rigging of cargo boom for loading different types of cargo and heavy lifts.
5. Coordinate for temporary storage areas, as needed, to segregate cargo (outside/special) before onward movement.
6. Locate cargo designated to be deck stowed.
7. Prepare to lay dunnage or build special construction.
8. Determine areas for stowage of hazardous cargo.
9. Prepare for construction of magazine if required.
10. Determine requirement for material handling equipment (MHE), container-handling equipment, and cargo-handling gear.

11. Coordinate requirements for transport modes for terminal clearance.
  - a. Determine the transport mode to be used.
  - b. Determine if rail, truck, air, or inland barge is to be used.
  - c. Expedite cargo from terminal as quickly as possible by loading cargo directly onto trailers and railway equipment.
12. Prepare for cargo documentation (hatch tallies), identifying personnel to tally the cargo.
13. Determine the number of hatch gangs needed (based on storage area available and terminal clearance capability).
14. Plan to discharge priority cargo and expedite its clearance.
  - a. Ensure all priority cargo is unloaded first.
  - b. Expedite the shipment by unloading it directly on the waiting mode of transportation.
15. Determine the need for lighterage to:
  - a. Permit simultaneous discharge on both sides of the vessel.
  - b. Prevent handling of cargo designated for clearance by inland waterway.
  - c. Receive heavy lifts discharged by floating cranes.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance steps are passed (P). Score the Soldier NO-GO if any performance step is failed (F). If the Soldier fails any step, show what was done wrong and how to do it correctly.

**Evaluation Preparation:** Test this task in conjunction with the Cargo Specialist assessment. Ensure Soldier understands why this task is important to the overall safety during Cargo Handling operations. Ensure that all materials required to perform the task are available. Tell the Soldier that he/she will be evaluated on reviewing ocean cargo documentation for loading or discharge.

| PERFORMANCE MEASURES   | GO | NO-GO | N/A |
|--|----|-------|-----|
| 1. Read the manifest and stowage plan for outsize or special handling cargo.   |    |       |     |
| 2. Read the manifest and stowage plan for remarks on special cargo items.  |    |       |     |
| 3. Determined capacity and location of ship's booms.   |    |       |     |
| 4. Prepared for rigging of cargo boom for loading different types of cargo and heavy lifts.                              |    |       |     |
| 5. Coordinated for temporary storage areas, as needed, to segregate cargo (outsize/special) before onward movement.      |    |       |     |
| 6. Located cargo designated to be deck stowed.   |    |       |     |
| 7. Prepared to lay dunnage or build special construction.  |    |       |     |
| 8. Determined areas for stowage of hazardous cargo.  |    |       |     |
| 9. Prepared for construction of magazine (if required).  |    |       |     |
| 10. Determined requirement for material handling equipment (MHE), container-handling equipment, and cargo-handling gear. |    |       |     |
| 11. Coordinated requirements for transport modes for terminal clearance.   |    |       |     |
| 12. Prepared for cargo documentation (hatch tallies), identifying personnel to tally the cargo.                          |    |       |     |
| 13. Determined the number of hatch gangs needed (based on storage area available and terminal clearance capability).     |    |       |     |
| 14. Planned to discharge priority cargo and expedite its clearance.  |    |       |     |
| 15. Determined the need for lighterage.  |    |       |     |

**Supporting Reference(s):**

| Step Number | Reference ID          | Reference Name                                 | Required | Primary |
|-------------|-----------------------|--|----------|---------|
|             | ATP 4-12 (Change 001) | ARMY CONTAINER OPERATIONS                      | Yes      | No      |
|             | DD FORM 1386          | OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY | Yes      | No      |
|             | FM 55-60              | ARMY TERMINAL OPERATIONS                       | Yes      | No      |
|             | TC 4-13.17            | Cargo Specialist's Handbook                    | 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.

AR 200-1 delineates TRADOC responsibilities to integrate environmental requirements across DOTMLPF and ensures all training procedures, training manuals, and training doctrine includes sound environmental practices and considerations. The Army's environmental vision is to be a national leader in environmental and natural resource stewardship for present and future generations as an integral part of all Army missions. Environmental protection is never completed. Continuously be alert to ways to protect our environment and reduce waste.

Leaders must ensure that their unit has an active and strong environmental program. They must understand the laws and know what actions to take. Leaders bring focus, direction, and commitment to environmental protection. Commanding officers should ensure the following environmental programs are in place and are being maintained:

- Hazardous materials program.
- Hazardous waste program.
- Hazardous communications program.
- Pollution prevention and hazardous waste minimization recycling program.
- Spill prevention and response plan program.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT 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). 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.

All soldiers and leaders must maintain a proactive posture towards safety in day-to-day operations. The need for total commitment to safety should be evident to commanders, senior soldiers, and their subordinates. Safety awareness is most effective at three levels: command, leader, and individual. Observe all Warnings and Cautions and remain aware of the following:

- Hearing protection requirements.
- Wearing of safety clothing.

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.
- (f) Work as a team.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

| Task Number  | Title   | Proponent                         | Status             |
|--------------|---|-----------------------------------|--------------------|
| 551-88H-2525 | Review Cargo Markings to Facilitate Handling                  | 551 - Transportation (Individual) | Approved           |
| 551-88H-1516 | Tally Cargo   | 551 - Transportation (Individual) | Analysis Completed |
| 551-DEL-2524 | Locate Cargo Designated for Discharge                         | 551 - Transportation (Individual) | Analysis           |
| 551-88H-2503 | Determine Material Handling Equipment Required for Operations | 551 - Transportation (Individual) | Analysis Completed |

**Supported Individual Tasks :**

| Task Number  | Title                              | Proponent                         | Status   |
|--------------|------------------------------------|-----------------------------------|----------|
| 551-88H-3530 | Interpret Data on Manifest         | 551 - Transportation (Individual) | Analysis |
| 551-88H-4508 | Monitor Marine Terminal Operations | 551 - Transportation (Individual) | Analysis |
| 551-88H-4504 | Review Pre-stowage Plan            | 551 - Transportation (Individual) | Analysis |

**Supported Collective Tasks :**

| Task Number | Title   | Proponent                        | Status   |
|-------------|---|----------------------------------|----------|
| 55-5-0032   | Provide Cargo Documentation Support for the Import of Unit Equipment and Supplies | 55 - Transportation (Collective) | Approved |
| 55-5-0033   | Provide Cargo Documentation Support for the Export of Unit Equipment and Supplies | 55 - Transportation (Collective) | Approved |
| 55-5-1410   | Provide Cargo Documentation for Cargo Being Loaded, Discharged, and Transshipped  | 55 - Transportation (Collective) | Approved |
| 55-2-4819   | Perform Sea Port of Embarkation Activities for Redeployment                       | 55 - Transportation (Collective) | Approved |
| 55-2-4809   | Perform Sea Port of Embarkation Activities for Deployment                         | 55 - Transportation (Collective) | Approved |
| 55-2-1508   | Conduct Vessel Operations   | 55 - Transportation (Collective) | Approved |