

**Summary Report for Individual Task**  
**551-88H-2527**  
**Supervise Loading of Cargo In and Out of Containers**  
**Status: Approved**

---

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

DESTRUCTION NOTICE: None

**Condition:** Assigned as a Cargo Checker in an operational environment, during day or night, in normal weather conditions, given a completed risk assessment, a safety briefing, an operation order/plan, DD Form 1384 (Transportation Control and Movement Document), cargo to be loaded, cargo handling personnel, container, a low mast forklift, an operator, safety clothing, TC 4-13.17 and ATP 4-12. This task should not be trained in MOPP 4.

**Standard:** Manage operations to inspect containers and load cargo into containers and unload cargo out of containers without injury to personnel or damage to equipment.

**Special Condition:** None

**Safety Level:** Medium

**MOPP:** Never

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

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
Port cargo can be easily damaged en route if the required documentation is incomplete or inaccurate and is not forwarded or received by the WCA in a timely manner. Since the TCMD is the source document permitting accurate and timely receipt/lift data and ocean manifesting, it's importance cannot be overemphasized.

**Remarks:** None

**Notes:** None

## Performance Steps

1. Inspect container for serviceability.

Note: Performance Steps 1 through 12 pertain to the loading of containers.

2. Check that the container selected is suited to the type of cargo being loaded.

3. Direct personnel to load like cargo together to make maximum use of container space.

4. Direct personnel that heavy items and wet commodities are placed on the floor of the container and light and dry commodities are placed on top.

5. Check that the weight of the cargo is distributed evenly throughout the container.

6. Check that the cargo is stowed tightly to keep it from shifting.

7. Oversee cargo checking procedures as cargo is being loaded into a container.

8. Direct personnel that discrepancies noted in cargo checking or handling procedures are to be corrected immediately and cargo shortages, overages, and damages are to be noted on DD Form 1384.

9. Check that cargo is blocked and braced when loading is complete.

10. Check that doors have been closed securely and are watertight after cargo has been loaded and properly blocked and braced.

Note: Direct cargo handlers to prepare a packing list to be placed inside a waterproof envelope and attached to the interior and exterior portion of the door.

Note 2: Ensure that hazardous material (HAZMAT) warning labels DD Form 1387-2 (Special Handling Data/Certification) are attached (if required).

11. Check that the seal is applied to doors and that the seal number is annotated on DD Form 1384.

12. Direct the hatch foreman to make on-the-spot corrections as required during operations.

13. Inspect the container for exterior damage, such as holes, dents, cuts, or distortions and annotate any discrepancies on the tally sheet or DD Form 1384.

Note: Performance Steps 13 through 18 pertain to the unloading of containers.

14. Check the container seal number against the seal number listed on DD Form 1384, block 43 (Remarks line), to see if they match. Annotate any discrepancies on DD Form 1384 or tally sheet.

15. Open the container and check for damage to cargo and for securing measures, noting the discrepancies on DD Form 1384.

16. Oversee cargo checking procedures as cargo is being removed from a container.

17. Inspect the interior of the container for damage and ensure that all dunnage, nails, bolts, and other shoring, blocking, and bracing materials are removed. Annotate any discrepancies on DD Form 1384 or tally sheet.

18. Check that discrepancies noted in the cargo checking or handling procedures are corrected immediately.

19. Report any damage or shortages to the noncommissioned officer in charge (NCOIC).

(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:** Ensure that all materials required to perform the task are available. Tell the Soldier that he/she will be evaluated on supervising loading of cargo in and out of containers.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Inspected container for serviceability.			
2. Checked that the container selected was suited to the type of cargo being loaded.			
3. Directed personnel to load like cargo together to make maximum use of container space.			
4. Directed personnel that heavy items and wet commodities were to be placed on the floor of the container and light and dry commodities were to be placed on top.			
5. Checked that the weight of the cargo was distributed evenly throughout the container.			
6. Checked that the cargo was stowed tightly to keep it from shifting.			
7. Oversaw cargo checking procedures as cargo was being loaded into a container.			
8. Directed personnel that discrepancies noted in cargo checking or handling procedures had to be corrected immediately and shortages, overages, and damages had to be noted on DD Form 1384.			
9. Checked that cargo was blocked and braced when loading was completed.			
10. Checked that doors were closed securely and were watertight after cargo had been loaded and properly blocked and braced.			
11. Checked that the seal was applied to doors and that the seal number was annotated on DD Form 1384.			
12. Directed the hatch foreman to make on-the-spot corrections as required during operations.			
13. Inspected the container for exterior damage, such as holes, dents, cuts, or distortions and annotated any discrepancies on the tally sheet or DD Form 1384.			
14. Checked the container seal number against the seal number listed on DD Form 1384, block 43 (Remarks line), to see if they matched. Annotated any discrepancies on DD Form 1384 or tally sheet.			
15. Opened the container and checked for damages to cargo and for securing measures, noted the discrepancies on DD Form 1384.			
16. Oversaw cargo checking procedures as cargo was being removed from a container.			
17. Inspected the interior of a container for damage and ensured that all dunnage, nails, bolts, and other shoring, blocking, and bracing materials were removed. Annotated any discrepancies on DD Form 1384 or tally sheet.			
18. Checked that discrepancies noted in the cargo checking or handling procedures were corrected immediately.			
19. Reported any damage or shortages to the NCOIC.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-12 (Change 001)	ARMY CONTAINER OPERATIONS	Yes	No
	DD FORM 1384	Transportation Control and Movement Document	Yes	No
	DD FORM 1387-2	Special Handling Data/Certification	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. The importance of safety is intensified for personnel conducting Container Loading and Unloading operations. 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.
- Danger of suspended loads.
- Equipment operator awareness of support personnel location.

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-1516	Tally Cargo	551 - Transportation (Individual)	Analysis Completed
551-88H-1512	Load Cargo Into Containers	551 - Transportation (Individual)	Analysis Completed

**Supported Individual Tasks :** None

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
55-1-0001	Manage Container Operations	55 - Transportation (Collective)	Approved

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
MOS 88H - CARGO SPECIALIST SL2	Enlisted	MOS: 88H, Skill Level: SL2, Duty Pos: ABW