

Summary Report for Individual Task
551-88N-1105
Process a Convoy Clearance
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, given a completed DD Form 1265 (Request for Convoy Clearance) for an Organization's convoy using FORSCOM Reg 55-1, AR 55-162, ATP 4-16, and ATP 4-11

Standard: Process a convoy clearance by reviewing a completed DD Form 1265. Submit the request through the appropriate channels for approval IAW regulatory guidance and local policy, and return to submitting organization upon approval/disapproval.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: Feedback: Score the Soldier GO if all steps are passed. Score the Soldier No-GO if any step is failed. If the Soldier fails any step, show what was done wrong and how to do it correctly.

NOTE: Convoy movement requests and special hauling permits may be created using TC-AIMS II. TC-AIMS II provides the unit the capability to prepare convoy and special hauling requests and generate calculations based on parameters provided by the unit. In CONUS, DD Form 1265 serves as a movement bid while in NATO, Standardization Agreements (STANAG 2154 and 2155) govern movement bids.

Performance Steps

1. Review DD Form 1265 for:
 - a. Block 1 Title: Convoy Number : Provided by Installation UMC or State DMC.
 - b. Block 2 Title: UIC: Organization requesting the convoy clearance Unit Identification Code (UIC).
 - c. Block 3 Title: Date: Date form is prepared (YYYYMMDD).
 - d. Block 4 Title: Organization: Organization's home unit.
 - e. Block 5 Title: Station: Organization's Station, include City and State.
 - f. Block 6 Title: Convoy Commander: Name and rank of the convoy commander of the requesting unit.
 - g. Block 7 Title: Personnel Strength: sub-block 7a: Officer: Total number of officers to accompany the convoy sub-block 7b: Total number of enlisted to accompany the convoy.
 - h. Block 8 Title: Point Of Origin: departure of convoy.
 - i. Block 9 Title: Destination: final arrival point of convoy.
 - j. Block 10 Title: Date and Time:
 - (1) a: Date and time of departure.
 - (2) b: Date and item of arrival.
 - k. Block 11 Title: Rate of March: Estimated miles to be covered per hour.
 - l. Block 12 Title: Number of each type of vehicle and description: Total number of vehicles, including towed equipment, which exceed the maximum height, width, length, or weight restrictions as established by laws in states through which the convoy will move and description of vehicles.
 - m. Block 13 Title: Total Number of Vehicles: Number of vehicles in the convoy to include oversize, overweight and escorting vehicles.
 - n. Block 14 Title: Number of Oversize/ Overweight vehicles: Number of vehicles including towed equipment, which exceed the maximum height, width, length, or weight restrictions as established by laws in states through which the convoy will travel.
 - o. Block 15a Title: No. of Serials: Number of serials in the convoy or N/A, for Not Applicable.
 - p. Block 15b Title: Time Interval: Time interval between serials or N/A for Not Applicable.
 - q. Block 16a Title: No. of March Units: Number of march units in the convoy, a march unit consist of not more than 20 vehicles.
 - r. Block 17 Title: Proposed Routing: A list of all interstates, US highways, state roads, and streets to be traversed during convoy movement, including routes utilized to and from rest area, fuel, stops, and remain overnight (RON) sites. Entries must be made in chronological order of the convoy route.

s. Block 18 Title: ETA and ETD at choke points: Programmed convoy routes through possible congested areas (detailed accuracy required). All estimated times of departure are times at which the last vehicle in the convoy will pass the specified location. All estimated times of arrival (ETA) are times at which the first vehicle in the convoy will arrive at the specified location. The first entry is the ETD from the origin; no ETA is required. The last entry is the destination with both ETA of the first vehicle and ETD of the last vehicle. All times are expressed in local time unless the convoy will cross a time zone, in which case the time zone is also indicated for each time (CST, MST, CST).

(1) Block a. Location: Specific locations of state lines, road junctions, bridges, tunnels, and halt sites.

(2) Block b. ETA: Estimate time of arrival at location.

(3) Block c. Date: Date of arrival (YYYYMMDD).

(4) Block d. ETD: Time of departure from location.

(5) Block e. Date: Enter date of departure (YYYYMMDD).

t. Block 19 Title: Brief General Description of Cargo: Enter the type of cargo being transported. Use generic description for security cargo.

u. Block 20 Title: Are Explosive to be Transported: Appropriate Block is checked.

(1) If Block 20 is checked yes, enter corresponding information in blocks 20.a, 20.b, 20.c, 20.d, information can be obtained from Hazmat Certification documents.

(2) If Block 20 is Checked No, enter N/A in blocks 20.a, 20.b, 20.c, 20.d.

v. Block 21 Title: Statement why explosive cannot be transported commercially: If block 20 is checked YES, justification must be entered to comply with all applicable regulation or directives why military transportation is required.

w. Block 22 Title : Logistical Support Required at Overnight Halt Sites, check the appropriate block:

(1) If block 22 is checked yes enter corresponding information in blocks 22.a, 22.b, 22.c, 22.d, 22.e, 22.f., 22.g information can be obtained from Convoy Commander or Organization Truck Master

(2) If block 22 is Checked No, enter N/A in blocks 22.a, 22.b, 22.c, 22.d, 22.e, 22.f., 22.g

x. Block 23 Title: Remarks: Information as requested by local command

y. Block 24 Title: Requesting Agency: Requesting Agency, spell out any abbreviations

z. Block 25 Title: Blank

aa. Block 26 Title: Requested By: Enter requesting individual's information for blocks 26.a, 26.b, 26.c, 26.d, 26.e

ab. Block 27 Title: Approved by: Blank

REQUEST FOR CONVOY CLEARANCE		1. CONVOY NUMBER	2. UIC	3. DATE (YYYYMMDD)	
			WFSPAA	2001/08/18	
SECTION I - GENERAL					
4. ORGANIZATION 316th Trans Co (Lt/Mdm Trk)		5. STATION Bldg 1234, Fort Story, VA 23459		6. CONVOY COMMANDER John J. Jones 2LT	
7. PERSONNEL STRENGTH		8. POINT OF ORIGIN		9. DESTINATION	
a. OFFICER 1	b. ENLISTED 47	Fort Story, VA		Port of Charleston, SC	
10. DATE AND TIME		a. DEPARTURE 08/28/01 0700	b. ARRIVAL 08/28/01 1641	11. RATE OF MARCH 45 MPH, 50 max catch-up	
SECTION II - CONVOY COMPOSITION					
12. NUMBER OF EACH TYPE OF VEHICLE AND DESCRIPTION (Include towed equipment)					
19 ea M923 Trk Cgo D/S 5 Ton					
2 ea M998 Trk Util Cgo/Tpr Carr					
1 ea M96A2 Truck Tractor 6x6 towing 1 ea M870A1 Stlr Low Bed 40 Ton					
13. TOTAL NUMBER OF VEHICLES	14. NUMBER OF OVERSIZE/OVERWEIGHT VEHICLES	15a. NO. OF SERIALS	b. TIME INTERVAL	16a. NO. OF MARCH UNITS	b. TIME INTERVAL
22	1	NA	NA	3	10
SECTION III - ROUTE DATA					
17. PROPOSED ROUTING (Indicate US Routes, State Routes, etc.)					
Ft Story to I 264 W, US 58 W, I 95 S, I 26 E, US 17 S to Port of Charleston					
18. ETA AND ETD AT STATE LINES, MAJOR ROAD JUNCTIONS, MAJOR BRIDGES AND TUNNELS, METROPOLITAN AREAS AND OVERNIGHT HALT SITES (Continue on a separate sheet if additional space is required)					
a. LOCATION	b. ETA	c. DATE (YYYYMMDD)	d. ETD	e. DATE (YYYYMMDD)	
SP (I 264 W / US 58 W) [Fort Story]	0700	2001/08/28	0723	2001/08/28	
CP1 (US 58 W / I 95 S [Emporia, VA])	0800		0828		
CP2 (I 95 S / VA - NC State Line)	1015		1038		
CP3 (I 95 S / US 421 [Dunn, NC])	1215		1338		
CP4 (I 95 S / NC - SC State Line)	1400		1423		
CP5 (I 95 S / I 26 E [Manning SC])	1600		1623		
RP (I 26 E / US 17 S [Charleston SC])	1618		1641		
SECTION IV - LOGISTICAL DATA					
19. BRIEF GENERAL DESCRIPTION OF CARGO (Brief general description; i.e., organizational impediments, etc.) (Within security limitations)					
List general description of cargo.					
Examples:					
• Troops with or without weapons		• Any sensitive documents			
• Tanker filled or empty		• Hazardous Cargo			

DD FORM 1265, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WND/DIOR, Sep 98

DD Form 1265, Request for Convoy Clearance, Front

20. ARE EXPLOSIVES TO BE TRANSPORTED?		<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO (If YES, describe below)	
a. CLASS	b. AMOUNT	c. DESCRIPTION		d. VEHICLES TO BE USED	
1.3C	60 lbs	Cartridges, for small arms, blank		(1) NO. 1	(2) TYPE 1 1/2 ton Trk
21. STATEMENT WHY EXPLOSIVES CANNOT BE TRANSPORTED COMMERCIALY (Movements involving explosives and/or other dangerous articles are required to comply with all applicable regulations or directives)					
Time constraints do not allow commercial shipping					
22. LOGISTICAL SUPPORT REQUIRED AT OVERNIGHT HALT SITES? <input type="checkbox"/> YES <input type="checkbox"/> NO					
(If YES, complete the following (Use separate sheet if additional space is required))					
a. DATE (YYYYMMDD)	b. INSTALLATION	c. GAS (gals)	d. OIL (gals)	e. RATIONS	f. BILLETTS
Block 22: Logistical Support Required at Overnight Halt Sites? Yes or No					
If yes, complete the following: a: DATE (YYYYMMDD) b: Installation c: Gas (gals) d: Oil (gals) e: Rations f: Billetts g: Other					
23. REMARKS					
This block is to be used to inform the chain of command of any unique convoy requirements.					
- Planned location of fuel and meal halts.					
- Types of radios					
- Specific support requirements.					
- List each oversized/over weight vehicle (truck or truck trailer combinations) with load description.					
Note: Enter name, rank, telephone and fax number of convoy point of contact (POC) during normal duty hours.					
24. REQUESTING AGENCY			25. APPROVING AGENCY		
316th Trans Co					
26. REQUESTED BY			27. APPROVED BY		
a. NAME (Last, First, Middle Initial) Chestnut Charles C.			a. NAME (Last, First, Middle Initial)		
b. GRADE ILT	c. TITLE Unit Movement Officer		b. GRADE	c. TITLE	
d. SIGNATURE Charles C. Chestnut	e. DATE (YYYYMMDD) 2001/08/18	d. SIGNATURE			
INSTRUCTIONS: In cases where bona-fide emergencies exist, the information contained on DD Form 1265 and DD Form 1266 may be transmitted to the appropriate headquarters by telephone or electronic transmission. In this event, reference will be made to item numbers in the sequence in which they appear on the form. Items which do not apply will be so indicated.					

DD FORM 1265 (BACK), SEP 1998

DD Form 1265, Request for Convoy Clearance, Back

2. Submit DD Form 1265 to Approving Agency
3. Return Approved/Disapproved DD Form 1265 to organization requesting clearance.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier a 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. Reviewed DD 1265 Request For Convoy Clearance for correct information			
2. Submitted Completed DD 1265 to the proper approving agency			
3. Completed the process by returning DD 1265 to Organization requesting approval.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 55-162	PERMITS FOR OVERSIZE, OVERWEIGHT, OR OTHER SPECIAL MILITARY MOVEMENTS	Yes	No
	ATP 4-11	ARMY MOTOR TRANSPORT OPERATIONS	Yes	No
	ATP 4-16	MOVEMENT CONTROL	Yes	No
	DD FORM 1265	REQUEST FOR CONVOY CLEARANCE	Yes	No
	FORSCOM REG 55-1	Unit Movement Planning	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 :

Task Number	Title	Proponent	Status
551-882-2116	Manage Transportation Coordinators Automated Information for Movements System II (TCAIMS II) data to support movement operations.	551 - Transportation (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
55-2-4807	Prepare Unit for Nontactical Convoy (Deployment/Redeployment)	55 - Transportation (Collective)	Approved
55-1-9017(Step: 5.)	Plan Tactical Convoy	55 - Transportation (Collective)	Approved

55-1-0040(Step: 2.)	Process Road Clearance Requests	55 - Transportation (Collective)	Approved
55-2-4002	Prepare Unit for Tactical Convoy	55 - Transportation (Collective)	Approved
55-1-0040	Process Road Clearance Requests	55 - Transportation (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Transportation Management Coordinator 88N MOS ICTL	Enlisted	MOS: 88N
MOS 88N - Transportation Management Coordinator SL 1	Enlisted	MOS: 88N, Skill Level: SL1
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: SL4