

551-88M-2008
Perform Dispatcher Duties
Status: Approved

Security Classification: U - Unclassified

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Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Gregg-Adams, 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 preparing for an upcoming mission and have been tasked to perform dispatcher duties. The operators currently have performed vehicle maintenance (completed DA Form 5988-E or DA Form 2404) and successfully completed maintenance's Quality Assurance Quality Control (QAQC) procedures. Under the supervision of the truckmaster, you have been given a request for a vehicle or equipment to be dispatched, DA Form 2401 (Organization Control Record for Equipment) or DA Form 5982-E (Dispatch Control Log), DD Form 1970 (Motor Equipment Utilization Record) or DA Form 5987-E (Motor Equipment Dispatch), pencil, GCSS-Army, a list of drivers and their qualifications, vehicle status board, and a copy of the unit standing operating procedure (SOP). Some iterations of this task should be performed in MOPP 4.

Standards: Perform dispatcher duties by completing information on DA Form 2401, DD Form 1970, or DA Form 5982-E (GCSS-Army). Confirm Driver Qualification and Endorsements. Select Driver(s) and vehicle(s) for mission based on guidance from platoon sergeants. Log all mileage, load, and time data for vehicles and drivers. Notify maintenance of any discrepancy of vehicle status and report discrepancies on vehicle's trip report to truckmaster with 100% accuracy IAW ATP 4-11 and unit SOP while utilizing Go/No-Go criteria.

Special Conditions: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You are preparing for an upcoming mission and have been tasked to perform dispatcher duties.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Process transportation requests.

a. Acquire vehicle(s) and driver(s) availability information from platoon sergeant(s) to be used for mission. Complete initial dispatcher entries on forms.

b. Compile all appropriate forms in the equipment record folder. The following forms are required at a minimum.

(1) DD Form 1970, Complete dispatcher entries.

(2) DD Form 518.

(3) SF Form 91.

(4) DA Form 5987-E (GCSS-Army), Complete dispatcher entries.

(5) DA Form 5823 (Equipment Identification Card). This form goes on outside of record folder. Dispatcher must verify vehicle status information before dispatch of vehicle.

2. Manually dispatch unit vehicle(s) for regular dispatch (units without GCSS-Army).

a. For dispatch out:

(1) Verify driver's license and qualifications of driver with vehicle and load selected for dispatch.

(2) Make dispatcher entries on DD Form 1970.

(a) Date form is started.

(b) Serial number.

(c) Bumper number.

(d) Organization.

(e) Miles or Kilometers.

(f) Hours (as applicable).

(g) Dispatcher signature.

(h) Print "report to" name.

(i) Noun nomenclature of vehicle.

(j) Print name of operator(s).

(3) Ensure operator makes the following entries on DD Form 1970.

(a) Signature.

(b) Time.

(c) Miles and hours.

(4) Logs vehicle out on DA Form 2401.

b. Upon return of vehicle from dispatch (dispatch in), the dispatcher verifies the following entries on DD Form 1970.

(1) Miles and hours.

- (2) Time in and total time.
 - (3) "Release by" signature.
 - (4) Fuel and oil, if required locally.
 - c. Collect dispatch equipment record folder from operator.
 - d. Log vehicle in from dispatch on DA Form 2401.
 - e. Annotate type cargo and tons moved, as applicable.
 - f. Report change in vehicle status to maintenance personnel as applicable.
 - g. Report discrepancies in trip records to truckmaster.
 - h. File trip records in accordance with local directives.
3. Dispatch unit vehicle(s) for regular dispatch (units supported by GCSS-Army).
- a. For dispatch out (departing on dispatch).
 - (1) Verify that operator is registered through GCSS-Army as a licensed, qualified operator. If not registered in GCSS-Army, check operator OF Form 346 (U.S. Government Motor Vehicle Operator's Identification Card).
 - (2) Issue dispatch equipment record folder to operator. Folder should contain:
 - (a) DA Form 5988-E (Equipment Inspection Maintenance Worksheet) (automated).
 - (b) DA Form 5987-E, dispatch printout.
 - (c) DD Form 518 (Accident-Identification Card) and SF Form 91 (Motor Vehicle Accident Report), vehicle accident forms.
 - (3) Ensure operator makes required entries and signs dispatch printout.
 - (4) Dispatcher and operator check for services due.
 - (5) Dispatcher verifies through operator that before-operational maintenance checks have been completed and vehicle is ready for dispatch.
 - b. For dispatch in (return from dispatch):
 - (1) Collect dispatch equipment record folder from operator.
 - (2) Verify the following entries on DA Form 5982-E within GCSS-Army with the following information.
 - (a) Fuel and oil added.
 - (b) Date and time of return.
 - (c) "Released by" signature.
 - (d) Miles and hours.
 - c. Check remarks section of dispatch for operator entries requiring maintenance support. Report information to maintenance section.
 - d. Log vehicle in from dispatch through GCSS-Army on DA Form 5982-E.
 - e. Report discrepancies in trip records to truckmaster.

f. Annotate type cargo and tons moved, as applicable.

g. File trip records in accordance with local directives.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance tasks are passed. Score the Soldier NO-GO if any performance measure is failed. If the Soldier receive a No-Go, tell the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Brief Soldier on task Specifications. Provide a vehicle and supporting equipment with before-operation maintenance performed, an area large enough to accommodate the operation, Personal Protective Equipment (PPE) IAW unit/organizational SOP in use during operations/training, seasonal uniform, and work gloves in 100% adherence with ATP 4-11 and unit SOP.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Processed transportation requests.			
2. Manually dispatched unit vehicle(s) for regular dispatch (units without GCSS-Army).			
3. Dispatched unit vehicle(s) for regular dispatch (units supported by GCSS-Army).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary	Source Information
	ATP 4-11	ARMY MOTOR TRANSPORT OPERATIONS	Yes	Yes	
	DA FORM 2401	ORGANIZATION CONTROL RECORD FOR EQUIPMENT	Yes	No	
	DA FORM 5823	EQUIPMENT IDENTIFICATION CARD	Yes	No	
	DA FORM 5982-E	DISPATCH CONTROL LOG (EGA)	Yes	No	
	DA FORM 5987-E	MOTOR EQUIPMENT DISPATCH (EGA)	Yes	No	
	DA FORM 5988-E	EQUIPMENT MAINTENANCE AND INSPECTION WORKSHEET (EGA)	Yes	No	
	DD FORM 1970	MOTOR EQUIPMENT UTILIZATION RECORD (AVAILABLE ON DOD WEB SITE)	Yes	No	
	OF FORM 346	US Government Motor Vehicle Operator's Identification Card.	Yes	No	
	PAM 750-8	The Army Maintenance Management System (TAMMS) Users Manual.	Yes	No	
	SF FORM 91	MULTI-SERVICE TACTICS, TECHNIQUES, AND PROCEDURES FOR CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR PASSIVE DEFENSE	Yes	No	
	UNIT SOP	Unit / Unit's Standard Operating Procedure SOP	Yes	No	
1.	UNIT SOP	Unit / Unit's Standard Operating Procedure SOP	Yes	No	
2.	UNIT SOP	Unit / Unit's Standard Operating Procedure SOP	Yes	No	
3.	UNIT SOP	Unit / Unit's Standard Operating Procedure SOP	Yes	No	

TADSS : None

Equipment Items (LIN): None

Materiel 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.

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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

Knowledges :

Knowledge ID	Knowledge Name
101-K-GCSS-1001	Knowledge of GCSS-Army portal
551-K-0086	How to read and interpret maintenance forms and records
K378	Knowledge of GCSS-Army - Equipment Dispatches
101-K-GCSS-1021	Knowledge of GCSS-Army print process
K23550	Know how to process GCSS-Army transactions
101-K-GCSS-1011	Knowledge of GCSS-Army transaction codes

Skills :

Skill ID	Skill Name
S3864	Navigate GCSS-Army
551-S-0022	Ability to read and interpret maintenance forms and records
101-S-GCSS-1025	Ability to connect a printer to GCSS-Army.

ICTL Data :

ICTL Title	Personnel Type	MOS Data
88M - Motor Transport Operator SL2	Enlisted	MOS: 88M, Skill Level: SL2, Duty Pos: ABW
88M - Motor Transport Operator SL3	Enlisted	MOS: 88M, Skill Level: SL3, Duty Pos: ABY
88M - Motor Transport Operator SL4	Enlisted	MOS: 88M, Skill Level: SL4, Duty Pos: AAU