

Summary Report for Individual Task  
551-88N-3103  
Plan a Unit Move  
Status: Approved

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**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 DA Form 5748-R, Shipment Unit Packing List and Load Diagram, DD Form 1750, Packing List, Units Deployment List, unit's deployment SOP, guidance from your Company Commander, Battalion Unit Movement Coordinator, ATP 4-16, and FORSCOM Reg 55-1.

**Standard:** Prepare the unit's move for possible deployment to support a unit contingency with guidance from your Company Commander, Battalion Unit Movement Coordinator, IAW ATP 4-16 and FORSCOM Reg 55-1, and currently used load plans. Address all aspects of unit movement in the plan without error. The Company Commander must approve the proposed plan.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:**

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Review existing unit load plans.
  - a. Any updates or changes in unit TOE (such as personnel, vehicles, or equipment).
  - b. Changes in unit task organization.
  - c. Confer with all Platoon Leaders in the company for changes and/or updates to their existing platoon vehicle load plans.
2. Identify what needs to be moved.
  - a. Identify personnel to be moved either as passengers or as vehicle operators or supporting/attached personnel.
  - b. Equipment to be moved, to include:
    - (1) Oversized/overweight/outsized or hazardous cargo/equipment.
    - (2) Any equipment/cargo/ammunition that must be drawn prior to movement.
    - (3) Any equipment/cargo/ammunition that must be cross-leveled within the company prior to movement.
    - (4) Containers or containerized cargo.
    - (5) Equipment to accompany troops (TAT).
    - (6) Any equipment classified as "due-in" that will be received prior to movement.
3. Set the following cargo categories with guidance from the BN Unit Movement Coordinator.

Note: This is to assist unit movement planning personnel in consolidating items for movement and develop loading plans for individual vehicles.

  - a. Classified, hazardous, or sensitive items which require special security and handling or movement procedures.
  - b. Organizational equipment to be loaded in cargo carrying organic vehicles.
  - c. Organizational equipment to move by rail or commercial truck modes.
  - d. Organizational equipment to move by command controlled or borrowed assets.
  - e. Movement flow of advance, main body, and rear elements.
4. Integrate into the unit load plans, a plan to maximize cargo space of organic cargo vehicles.
  - a. Vehicle rated load capacity will not be exceeded. On vehicles with highway and cross-country ratings use only cross-country ratings. The highway rating is no longer valid.
  - b. Vehicle loads will not extend above or beyond the vehicle's normal operational limitations. The loading teams will properly stow and secure cargo for movement.
  - c. Vehicles for rail or highway commercial movement will be loaded as follows:

- (1) Secondary cargo will be loaded and secured only in cargo carrying or van-type vehicles.
- (2) Cargo will be blocked and braced to prevent movement.
- (3) The unit must check with DMC/ITO to see if vehicle reductions in route clearance is required.
- (4) Basic Issue Items (BII) for vehicles should be boxed and shipped or secured inside vehicles.

Note: The shipping unit or activity is responsible for loading and tiedown of supplies and equipment on to their vehicles. Units will request aid through appropriate command channels.

5. Document the unit load plans using the DD Form 1750 (Packing List).

PACKING LIST		PACKED BY Joe Smart	1. NO. BOXES 1	2a. REQUISITION NO. HQ1		
				2b. ORDER NO. Shipment Unit Number from DEL.		
3. END ITEM PERSONNEL ITEMS: DUFFLE BAGS AND FOOT LOCKERS			4. DATE			
			5. PAGE _____ OF _____ PAGES			
BOX NO (a)	CONTENTS - STOCK NUMBER AND NOMENCLATURE (b)	UNIT OF ISSUE (c)	QUANTITIES REQUIRED			
			INITIAL OPERATION (d)	RUNNING SPARES (e)	TOTAL (f)	
1	FOOT LOCKER	EA		50	50	
2	FOOT LOCKER	EA		50	50	
3	FOOT LOCKER	EA		50	50	
4	FOOT LOCKER	EA		50	50	
5	COPIER MACHINE	EA		70	70	
6	RADIO	EA		30	30	
7	FAX MACHINE	EA		55	55	
8	FIRE EXTINGUISHER	EA		5	5	
9	DUFFLE BAGS (4 x 200)	EA		800	800	
10	RUCK SACK (4 X 140)	EA		560	560	
	TOTAL WEIGHT _____			1650	1650	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
6. THIS CERTIFIES THAT THE ITEMS LISTED HEREON ARE WITHIN THE SPECIFIED BOXES						
TYPED NAME AND TITLE JOE SMART, UNIT MOVEMENT NCO		SIGNATURE <i>Joe Smart</i>				

DD Form 1750 (Packing List)

6. Ensure all vehicle-loading plans are physically tested. Coordinate with all platoon leaders to ensure the vehicles are actually loaded and the test verified on the load card. If load changes, the test must be repeated and the load card revalidated.

7. Submit proposed unit load plans to the company commander for approval.

- a. Once all vehicle load plans have been validated by BN Unit Movement Coordinator.

b. Submit the validated unit load plan to company commander for approval.

(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. Reviewed existing unit load plans.			
2. Identified what needed to be moved.			
3. Set the following cargo categories with guidance from the Bn Unit Movement Coordinator and Company Commander.			
4. Integrated into the unit load plans, a plan to maximize cargo space of organic cargo vehicles.			
5. Documented the unit load plans.			
6. Ensured all vehicle-loading plans are physically tested. Coordinated with all platoon leaders to ensure the vehicles are actually loaded and the test verified on the load card. If load changes, the test must be repeated and the load card revalidated.			
7. Submitted proposed unit load plans to BN Unit Movement Coordinator and Company Commander for approval.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-16	MOVEMENT CONTROL	Yes	No
	DD FORM 1750	PACKING LIST	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. 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.

**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. In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite 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, NBC Protection, FM 3-11.5, CRBN Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :**

<b>Task Number</b>	<b>Title</b>	<b>Proponent</b>	<b>Status</b>
55-9-0002	Develop Movement Program	55 - Transportation (Collective)	Approved
55-9-4866	Validate Units Redeployment Movement Plan/Order (Battalion-Echelons Above Corps)	55 - Transportation (Collective)	Approved

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
EOD Team Leader Certification	Enlisted	MOS: 89D, Skill Level: SL3, Duty Pos: ABW
Transportation Management Coordinator 88N MOS ICTL	Enlisted	MOS: 88N
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