

Summary Report for Individual Task  
551-88N-3116  
Supervise Terminal Operations  
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 cargo, equipment,rail, air and vessel load plans,risk assessments, Unit SOP, ATP 4-16,FM 55-60, and TC 4-13.17.

**Standard:** Supervise the loading and unloading modes of transport, marshalling, manifesting, stow planning loads, and documenting movement through the terminals without any documentation errors or casualties IAWUnit SOP,ATP 4-16,FM 55-60 and TC 4-13.17

**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. Supervise Rail Operations

- a. Brief safety procedures for rail operations.
- b. Verify personnel are performing proper safety procedures.
- c. Check vehicles arriving at the ramp are in the proper sequence IAW load plan.
- d. Check spanners are secured in place.
- e. Check vehicles are loaded from their assigned places.
- f. Verify vehicles are positioned in their allocated spaces on the railcar IAW the load plan.
- g. Check that all loads on the railcars are within clearance limits.

### 2. Supervise Water Operations

- a. Review the staging plan.
- b. Determine staging area square footage.
- c. Define staging methods.
- d. Evaluate cargo reception.
- e. Verify tally of cargo is being conducted using DD Form 1907.

SIGNATURE AND TALLY RECORD (See DoD 4500.9-R for guidance) (Use of equivalent carrier-furnished signature and tally record is acceptable.)		OMB No. 0702-0027 OMB approval expires Jun 30, 2012		
<p>The public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0702-0027). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE DISTRIBUTION INSTRUCTIONS BELOW.</b></p>				
<b>DISTRIBUTION INSTRUCTIONS</b>				
<p>(1) The SHIPPER will print two copies, retain one copy and give one to the Origin Carrier.            (2) The ORIGIN CARRIER will deliver one copy with original signatures to the Destination Carrier.            (3) The DESTINATION CARRIER will attach one copy (reflecting all original signatures) and Standard Form 1113, Public Voucher for Transportation Charges, to the original Commercial Bill of Lading and forward for payment. Reproduced completed copy of DD Form 1907 will be delivered to the Consignee and one will be retained.            (4) The CONSIGNEE will ensure Destination Carrier surrenders a reproduced copy of completed form with all signatures.</p>				
<b>SECTION I - TO BE COMPLETED BY THE SHIPPER</b>				
1a. SHIPPER NAME CHIEF AMMUNITION BRANCH		b. ORIGIN ATTN: ATZC-ISL-SA BLDG 9903 W81HL0		
2. PROTECTIVE SERVICE REQUESTED DDP DUAL DRIVER SNS SATELLITE MONITORING		3. COMMERCIAL BILL OF LADING NUMBER W45QQ900152		
4a. CONSIGNEE NAME AMMO SUPPLY POINT		b. DESTINATION BLDG 920 CAISSON HILL FORT RILEY, KS66442 (W86NU9)		
5. PERMIT NUMBER (if any)		6. TRANSPORTATION CONTROL NUMBER W81YWB00111921CXX		
7. ROUTING SLT EXPRESS WAY		8. WEIGHT 26090.0 LB	9. CUBE 704.0	
10. SPECIAL INSTRUCTIONS			11. DATE SHIPMENT TENDERED TO CARRIER (YYYYMMDD) 20100216	
12. NAME OF CARRIER SLTW		13. NUMBER OF PIECES 13		
14. TYPE OF PACKAGE(S) (For unsealed loads only) OR CONVEYANCE IDENTIFICATION AND SEAL NUMBERS (For sealed loads only) SLTW-1		15. FREIGHT CLASSIFICATION DESCRIPTION AMMO EXPL/FWKS/CHEM MUN NOTBN/NOICLASS-I, DIV 1.1, OR 1.2		
<b>SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT</b>				
<b>16. CUSTODY RECORD</b>				
PRINT NAME OF PERSON AND COMPANY REPRESENTED a.	STATION INTERCHANGE POINT DESTINATION b.	SIGNATURE OF PERSON ACCEPTING CUSTODY c.	TIME ACCEPTED d.	DATE ACCEPTED (YYYYMMDD) e.
<b>SAMPLE</b>				

DD FORM 1907, OCT 2010

PREVIOUS EDITION IS OBSOLETE.

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CARGO MANIFEST																					
AIR	AIRCRAFT DATA				DEST CODE	REF	DESTINATION	MISSION DATA			ALW WT	ALW CU	MANIFEST ID				PAGE NO				
	CARRIER	AC NO	AC MODEL					NO	SU	DATE			STA	FF	TY	NO					
SURFACE	ICG	DATE SALED	VOYAGE DOCUMENT NO	POD	REF	VESSEL NAME	STATUS	SUBST	TRUCK NO	REMARKS							PAGE NO				
DOC ID	VEHICLE TRAILER OR CONTNR NUMBER	TR	MARK	COM CODE	CAR- GO EXC	VOYAGE DOC NO	PORT OF DISCH	TYPE PACK	TRANSPORTATION CONTROL NUMBER	CONSIGNEE	PR	OR	IG	R	S	E	R	V			
		CONTNR NUMBER	COMMODITY DESCRIP																NAME	AMMO LOT NO ACNOMEN	IDENTIFICATION NO. OR REMARKS
TXJ	MATRS	714	Z8	1369	JF1	1BX	AW5600441521012XXXX	AW5604	S1/LA P9A0	21	5,000.00	240									
ITEMS HAVE BEEN LOADED:									ITEMS HAVE BEEN RECEIVED EXCEPT AS CIRCLED NOTED ON REVERSE SIDE									TOTALS	21	5,000.00	240.00
DATE	SIGNATURE OF LOADING AGENT				DATE	SIGNATURE OF UNLOADING AGENT				DATE	SIGNATURE OF RECEIVING AGENT										
10MAR10																					

SAMPLE

DD FORM 1385, NOV 78

REPLACES EDITION OF 1 APR 66 WHICH MAY BE USED

Adobe Professional 7.0

Reset

<input checked="" type="checkbox"/> RECAPITULATION (Line 1 applicable)		<input type="checkbox"/> SUMMARY (Line 2 applicable)		OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY				<input checked="" type="checkbox"/> ORIGINAL		<input type="checkbox"/> REVISED				
1. VESSEL NAME USS NEVERSAIL		2. STATUS 11	3. VOY DOC NO. P1575	4. DATE (YYYYMMDD) 20100920	5. LOADING PORT CHARLESTON, SC		6. HEAVY LIFTS 1		7. OUTSIDE DIMENSION 8	8. PAGE NO. 1	9. NO. OF PAGES 1			
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) YES	(7) COG	(8) STOW LOCATION	(9) LONG TONS	(1) DESTINATION PORT	(2) SVC	(3) LONG TONS	(4) MEASUREMENT TONS	(5) SQUARE FEET
b.	(1) DESTINATION PORT	(2) COMMODITY CATEGORY	(3) FOR MSC USE				(4) TRANS-PORTATION ACT CODE	(5) ON DECK	(1) NO. OF UNITS POVSMAL OR OTHER					
	1P2 Charleston, SC	Crane	420L, 120W, 120H	X			X	30DP	16	PN4 Ash Shmybah	X	\$10		
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 manifested hereon in apparent good order and condition for delivery as indicated, except as otherwise specifically noted.							
a. SIGNATURE		b. GRADE OR RANK	c. TITLE		MASTER OF VESSEL (Signature)									
12. NAME AND MAILING ADDRESS OF PREPARING ACTIVITY														

DD FORM 1386, APR 2006

PREVIOUS EDITION IS OBSOLETE

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### 3. Supervise an Arrival/Departure Airfield Control Group (A/DACG) Operations

#### a. Establish coordination for -

- (1) Life Support.
- (2) MHE support.
- (3) Marshalling area support.
- (4) Communications support.

#### b. Coordinate with tanker airlift control element (TALCE).

- (1) Joint inspection requirements.
- (2) Call forward area responsibilities.
- (3) Loading ramp area responsibilities.

- (4) Loading and tiedown support.
- (5) Technical assistance.
- (6) HAZMAT holding area and procedures.
- (7) Customs clearance.

c. Establish departure and arrival marshalling areas for -

- (1) Fueling/defueling.
- (2) Proximity.
- (3) Adequate space.
- (4) Road net.
- (5) Communications.
- (6) Maintenance area.

d. Coordinate movement from the APOD.

- (1) Passenger and cargo manifests.
- (2) Departure time.
- (3) Unit identification.
- (4) Convoy clearance.
- (5) Bus/rail transportation (as required).
- (6) Route and route deviations.

e. Verify customs and agricultural inspections are completed.

f. Verify all vehicles, equipment, and passengers are properly prepared for air movement.

- (1) Ensure all vehicles and equipment were properly weighed/marked.
- (2) Documentation.
- (3) Bulk cargo.
- (4) HAZMAT.
- (5) 463L pallets and nets.

(6) Briefing.

- g. Validate aircraft load plan.
- h. Inspect pallets for air shipment.
- i. Review flight manifest for accuracy.
- j. Verify pre-flight briefing is conducted.
- k. Report departure to movement control element.

(1) Personnel and equipment that departed.

(2) Automated ITV interface (when capability exists).

4. Supervise the coordination of movement of retrograde cargo.

a. Ensure that containers be used for retrograde cargo if the cargo can be containerized.

b. Inform querying customers to have retrograde cargo that requires movement or receive transportation requests from customers.

Note: Containers should be used for retrograde cargo if the cargo can be containerized and is on hand for movement and if it does not interfere with the reception and onward movement of containers. As the movement supervisor of the MCB, you will coordinate with subordinate movement control teams (MCTs) and plan the retrograde use fo containers.

c. Determine if the cargo is container compatible and if it is at or near the final destination of the inbound container.

d. Supervise the forward container retrograde requests HQ to the port. The port will forward approve shipping dates and an export traffic release (ETR) to the origin MCT.

e. Coordinate with the Surface Deployment and Distribution Command (SDDC) port manager for redeployment/retrograde of containerized cargo.

f. Coordinate movement of empty containers to a consolidated container collection point if the approved method of retrograde is to line haul retrograde cargo to consolidation points.

g. Coordinate for container handling equipment as needed.

h. Supervise loading and stuffing of containers when required.

i. Ensure that the Soldier tasks the appropriate mode operator to transport containers.

j. Monitor movement of retrograde cargo.

(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. Supervised rail operations.			
2. Supervised water operations.			
3. Supervised an arrival/departure airfield control group (A/DACG) operations.			
4. Supervised the coordination of movement of retrograde cargo.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-13	ARMY EXPEDITIONARY INTERMODAL OPERATIONS <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp4_13.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp4_13.pdf</a>	Yes	No
	ATP 4-16	MOVEMENT CONTROL	Yes	No
	FM 4-01	Army Transportation Operations <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm4_01.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm4_01.pdf</a>	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. 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. 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 :**

Task Number	Title	Proponent	Status
55-1-7002	Coordinate Terminal Service and Port Activities Support	55 - Transportation (Collective)	Approved
55-2-0071	Receive Commitments from Battalion Headquarters	55 - Transportation (Collective)	Approved
55-9-0009	Manage Terminal Operations in Support of Theater Opening	55 - Transportation (Collective)	Approved

55-1-1100	Plan Terminal Operations.	55 - Transportation (Collective)	Approved
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**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
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