

Summary Report for Individual Task
551-88N-1112
Prepare Manifest for Selected Mode of Transport
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Lee, VA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: In an operational environment, you are to prepare a cargo manifest for cargo being shipped through the Defense Transportation System. Given cargo of various description, a blank DD Form 1385 or automated record, and Defense Transportation Regulation (DTR) 4500.9-R, Part II, you will perform the task under supervision. Special Conditions: You may be required to work at a sea-port or an aerial port. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Prepare manifest for selected mode of transport for all cargo being shipped with the proper documentation. Ensure that all hazardous, oversized, or overweight cargo is clearly identified, labeled, and processed correctly for shipping in accordance with the Defense Transportation Regulation (DTR) 4500.9-R, Part II.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

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| Task Statements |
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Cue: None

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| DANGER |
| None |

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| WARNING |
| None |

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| CAUTION |
| None |

Remarks: None

Notes: None

Performance Steps

1. Enter the following information on the Air Header:

- a. DOC ID block: TAA
- b. CARRIER block: Carrier abbreviation
- c. A/C NO. block: Aircraft tail number
- d. A/C MODEL block: Aircraft model and series number for example, 41B 005B (for a C%) and 0080 (for DC 8)
- e. DEST CODE block: Aerial Port of Debarkation (APOD) identification code
- f. REF block: Manifest reference code
- g. DESTINATION block: Name of destination arrival port
- h. MISSION DATA block: Mission number assigned by aircraft controlling agency
- i. MANIFEST ID STA block: Aerial Port of Embarkation (APOE) identification code
- j. MANIFEST ID FY block: Last digit of fiscal year of movement
- k. MANIFEST ID TY block: Type of manifest, for example, M for Mail or C for Cargo
- l. MANIFEST ID NO block: Manifest number

2. Enter the following information on the Shipment Unit Prime Data:

- a. DCO ID block: T-A or T-D
- b. VEHICLE TRAILER OR CNTNR NUMBER block: Pallet number on which shipment is loaded
- c. CMMDTY DESCRIP block: Registry number for non-palletized mail or the consignor DODAAC for all other shipments
- d. COM CODE block: GMT hour/day code shipment leaves APOE.
- e. CARGO EXc block: Air commodity and special handling codes
- f. AIR DM block: Air dimension code
- g. TRNS PT block: APOE code
- h. PORT OF DISCH block: APOD code
- i. TYPE PACK block: Mode/method
- j. TYPE PACK block: Manifest reference code from TAA card
- k. TRANSPORTATION CONTROL NUMBER (TCN) block:

Evaluation Preparation: None

| PERFORMANCE MEASURES | GO | NO-GO | N/A |
|--|-----------|--------------|------------|
| 1. Entered the following information on the Air Header: | | | |
| a. DOC ID block: TAA | | | |
| b. CARRIER block: Carrier abbreviation | | | |
| c. A/C NO. block: Aircraft tail number | | | |
| d. A/C MODEL block: Aircraft model and series number for example, 41B 005B (for a C%) and 0080 (for DC 8) | | | |
| e. DEST CODE block: Aerial Port of Debarkation (APOD) identification code | | | |
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| f. AIR DM block: Air dimension code | | | |
| g. TRNS PT block: APOE code | | | |
| h. PORT OF DISCH block: APOD code | | | |
| i. TYPE PACK block: Mode/method | | | |
| j. TYPE PACK block: Manifest reference code from TAA card | | | |
| k. TRANSPORTATION CONTROL NUMBER (TCN) block: | | | |
| l. ACTIVITY ADDRESS block: DODAAC of ultimate consignee | | | |
| m. PRIORITY block: Transportation priority | | | |
| n. RDD block: Required Delivery Date | | | |
| o. PROJ block: Project code, if any | | | |
| p. STOW LOC block: Hour/day code shipment arrived at APOE | | | |
| q. TAC block: Transportation Account Code | | | |
| r. PIECES block: Number of pieces in shipment unit | | | |
| s. WEIGHT block: Weight of shipment unit | | | |
| t. CUBE block: Cube of shipment unit | | | |
| 3. Distributed or transmitted copies of air cargo manifest. | | | |

Supporting Reference(s):

| Step Number | Reference ID | Reference Name | Required | Primary |
|--------------------|-------------------------|--|-----------------|----------------|
| | DD FORM 1385 | Cargo Manifest | Yes | No |
| | DTR 4500.9-R PART II | Defense Transportation Regulation, Part II (Cargo Movement) | Yes | No |
| | MIL-STD-129P | Defense Marking for Shipment and Storage | 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 : None

Supported Individual Tasks : None

Supported Collective Tasks :

| Task Number | Title | Proponent | Status |
|---------------------|---|----------------------------------|----------|
| 55-5-0001 | Determine Transportation Mode and Quantity of Assets Needed to Meet Movement Requirements | 55 - Transportation (Collective) | Approved |
| 55-2-4820(Step: 2.) | Perform Aerial Port of Embarkation Activities for Redeployment | 55 - Transportation (Collective) | Approved |

ICTL Data :

| ICTL Title | Personnel Type | MOS Data |
|--|----------------|----------------------------|
| MOS 88N - Transportation Management Coordinator SL2 | Enlisted | MOS: 88N, Skill Level: SL2 |
| MOS 88N - Transportation Management Coordinator SL 4 | Enlisted | MOS: 88N, Skill Level: SL4 |
| MOS 88N - Transportation Management Coordinator SL3 | Enlisted | MOS: 88N, Skill Level: SL3 |
| MOS 88N - Transportation Management Coordinator SL 1 | Enlisted | MOS: 88N, Skill Level: SL1 |