

Summary Report for Individual Task
551-88H-1516
Tally Cargo
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 Transportation School, Fort Lee, VA 23801 foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

Condition: Assigned as a Cargo Checker/Handler given a requirement to tally cargo in an operational environment, during day or night, in normal weather conditions, a completed risk assessment, safety briefing, cargo, tally sheets, pen or pencil, clipboard, DD Form 1384 (Transportation Control Movement Document), DTR 4500.9-R, Part II, and TC 4-13.17. This task should not be trained in MOPP 4.

Standard: Tally cargo, inspect cargo for damage, and ensure accurate and legible entries were made on DD Form 1384 without injury to personnel or damage to equipment.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are assigned as a Cargo Checker/Handler tasked to tally cargo.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Tally individually numbered pieces of cargo, using the Package Method (see Figure 3-38).

Note: Checking cargo involves two general functions: inspecting cargo for quantity, condition, and identifying marks, and making observations a matter of record.

The Package Method is used to tally individual pieces of cargo. The cargo checker lists each piece number on the tally sheet. As the numbered piece is discharged, the checker crosses out the corresponding number on the tally sheet. The piece number and total number of pieces are shown at the bottom of the address label. If a piece is missing or damaged, the checker draws a circle around the appropriate piece number and identifies it as short or damaged.

When a discrepancy of the type described is detected; the checker should circle blocks 22, 23, and 24 of DD Form 1384, if it is being used as a tally sheet and boldly draw circles around these three blocks in order to alert documentation personnel that a discrepancy exists. The cargo checker, using information on the shipping label, computes the weight and volume of cargo on hand and places this information in blocks 44a, b, and c.

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT																PAGE NO.						
1. DOC ID <i>TX1</i>		2. TRLR CTR		3. CONSIGNOR <i>A26TBE</i>			4. COMMODITY SPECIAL HANDLING <i>72229</i>			5. AIR DIM		6. POE <i>IMJ</i>		7. POD <i>ZGI</i>								
8. MODE <i>S</i>		9. PACK <i>PC</i>		10. TRANSPORTATION CONTROL NO. <i>AKA22410700031XXX</i>			11. CONSIGNEE <i>AK4224</i>			12. PRI <i>3</i>	13. RDD <i>130</i>	14. PROJ <i>077</i>	15. DATE SHPD		16. ETA <i>4205</i>	17. TR ACCT						
18. CARRIER				19. FLIGHT-TRUCK-VOY. DOC NO.			20. REF		21. REMARKS				22. PIECES <i>5</i>		23. WEIGHT <i>1432</i>	24. CUBE <i>461</i>						
a. Tranship Point			b. Date Rec		c. Bay Whse	d. Date Shpd		e. Mode Carrier		f. Flight-Truck-Voy Doc No.			g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks					
<i>IMJ</i>			<i>078</i>		<i>C-23</i>			<i>Truck</i>		<i>GBLG788760</i>							<i>Jeff Bond</i>					
25.			26.		27.																	
28. CONSIGNEE				29. DATE RECEIVED/OFFERED (Sign)			30. CONDITION		31. REMARKS													
32. DOC ID	33. TRAILER CON-TAINER	34. CONSIGNOR COMM ABBR OTHER	35. COMMODITY SPECIAL HANDLING	36. VOY NO	37. POD	38. M O D E	39. TYPE PACK	40. TRANSPORTATION CONTROL NUMBER			41. CONSIGNEE	42. P R I	43. REMARKS AND/OR				44. ADDITIONAL REMARKS OR					
													RDD a.	Proj b.	Shpd c.	Stow Loc d.	ETA e.	Tac f.	Pieces a.	Weight b.	Cube c.	
	<i>Damaged</i>		<i>Short</i>	<i>Over</i>																		
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>3</i>																

Figure 3-38

Tallying General Cargo Using Package Method

2. Tally items with serial numbers (trucks, MILVANS, and so on), using the Unit Method (see Figure 3-39).

Note: The Unit Method is used to tally equipment such as trucks, MILVANS, SEAVANS, and other large serial numbered items that are handled separately. The lower portion of the DD Form 1384 contains trailer data to describe the vehicle, including its serial number.

The cargo checker compares the serial number stenciled on the vehicle with the serial number recorded in the trailer data line entry. If they correspond a check mark is placed on the tally to indicate the vehicle has been received. Under certain circumstances, the description of the item may not be included as a trailer data line entry. In this case, the cargo checker enters such identifying information on the tally. This type of information is entered on the bottom of the DD Form 1384.

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT																	PAGE NO.		
1. DOC ID <i>TYO</i>	2. TRLR CTR	3. CONSIGNOR <i>A25TBB</i>			4. COMMODITY SPECIAL HANDLING <i>8672Z</i>			5. AIR DIM	6. POE <i>IGC</i>			7. POD <i>JF1</i>							
8. MODE <i>D</i>	9. PACK <i>YD</i>	10. TRANSPORTATION CONTROL NO. <i>AK43359209001XXX</i>			11. CONSIGNEE <i>AK4334</i>			12. PRI <i>3</i>	13. RDD <i>253</i>	14. PROJ	15. DATE SHPD <i>221</i>	16. ETA <i>2</i>	17. TR ACCT <i>4205</i>						
18. CARRIER		19. FLIGHT-TRUCK-VOY-DOC NO.			20. REF			21. REMARKS			22. PIECES <i>7</i>	23. WEIGHT <i>12880</i>	24. CUBE <i>1690</i>						
a. Tranship Point		b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc-No.			g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks						
<i>S.S. Minnon</i>		<i>260</i>											<i>J.B. Hale</i>						
<i>JF1</i>		<i>261</i>	<i>Yard</i>										<i>P.U. Denver</i>						
25.		26.		27.		28. CONSIGNEE		29. DATE RECEIVED/OFFERED (Sign)		30. CONDITION		31. REMARKS							
32. DOC ID	33. TRAILER-CON-TAINER	34. CONSIGOR COMM ABBR OTHER	35. COMMODITY SPECIAL HANDLING	36. VOY NO Air Dim a. POE b.	37. POD	38. M O D E	39. TYPE PACK	40. TRANSPORTATION CONTROL NUMBER		41. CONSIGNEE	42. P R I	43. REMARKS AND/OR				44. ADDITIONAL REMARKS OR			
<i>TY3</i>		<i>M35</i>	<i>86727</i>	<i>IGD</i>	<i>JF1</i>	<i>3</i>	<i>LD</i>	<i>NK43317201001XXX</i>		<i>AK4331</i>	<i>3</i>	RDD a.	Proj b.	Stow Loc c.	ETA d.	Tac e.	Pieces a.	Weight b.	Cube c.
NOTE: <i>Left side of windshield broken</i>																			
<i>Left headlight broken</i>																			
<i>Hood dented - P.U. Denver</i>																			

Figure 3-39
Tallying General Cargo Using Unit Method

3. Tally uniform drafts consisting of equal numbers of pieces on each pallet or in each draft, using the Block Method (see Figure 3-40).

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT																	PAGE NO.		
1. DOC ID <i>TXD</i>	2. TRLR CTR	3. CONSIGNOR <i>A33HRV</i>			4. COMMODITY SPECIAL HANDLING <i>51A29</i>			5. AIR DIM	6. POE <i>IMJ</i>			7. POD <i>FG1</i>							
8. MODE <i>A</i>	9. PACK <i>CS</i>	10. TRANSPORTATION CONTROL NO. <i>AT88874004002XXX</i>			11. CONSIGNEE <i>AT8887</i>			12. PRI	13. RDD <i>057</i>	14. PROJ	15. DATE SHPD <i>020</i>	16. ETA <i>3</i>	17. TR ACCT <i>A205</i>						
18. CARRIER		19. FLIGHT-TRUCK-VOY-DOC NO.			20. REF			21. REMARKS			22. PIECES <i>382</i>	23. WEIGHT <i>21,392</i>	24. CUBE <i>573</i>						
a. Tranship Point		b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc-No.			g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks						
<i>IMJ</i>		<i>023</i>	<i>C-42</i>										<i>H.B. Dolk</i>						
25.		26.		27.		28. CONSIGNEE		29. DATE RECEIVED/OFFERED (Sign)		30. CONDITION		31. REMARKS							
32. DOC ID	33. TRAILER-CON-TAINER	34. CONSIGOR COMM ABBR OTHER	35. COMMODITY SPECIAL HANDLING	36. VOY NO Air Dim a. POE b.	37. POD	38. M O D E	39. TYPE PACK	40. TRANSPORTATION CONTROL NUMBER		41. CONSIGNEE	42. P R I	43. REMARKS AND/OR				44. ADDITIONAL REMARKS OR			
<i>(48)</i>	<i>LH1</i>	<i>11 * 46 =</i>	<i>382</i>									RDD a.	Proj b.	Stow Loc c.	ETA d.	Tac e.	Pieces a.	Weight b.	Cube c.

Figure 3-40
Tallying General Cargo Using Block Method

4. Tally general cargo with different amounts in each draft, using the Straight Method (see Figure 3-41).

Note: When cargo with different amounts in each draft is involved, the checker cannot use the other three methods, therefore he employs the straight method. This method requires the checker to make an individual count of each piece in each draft and enter the count on the tally sheet as each draft is transferred.

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT																	PAGE NO.
1. DOC ID <i>TX1</i>	2. TRLR CTR	3. CONSIGNOR <i>A33HRV</i>			4. COMMODITY SPECIAL HANDLING <i>733229</i>			5. AIR DIM	6. POE <i>2DC</i>			7. POD <i>KF1</i>					
8. MODE <i>8</i>	9. PACK <i>CS</i>	10. TRANSPORTATION CONTROL NO. <i>AK73212024003XXX</i>			11. CONSIGNEE <i>AK9321</i>			12. PRI	13. RBD <i>071</i>	14. PROJ	15. DATE SHPD <i>030</i>	16. ETA <i>3</i>	17. TR ACCT <i>A205</i>				
18. CARRIER		19. FLIGHT-TRUCK-VOY-DOC NO.			20. REF		21. REMARKS			22. PIECES <i>81</i>	23. WEIGHT <i>9,372</i>		24. CUBE <i>1,281</i>				
a. Tranship Point		b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc-No.			g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks <i>B. Carville</i>				
25. <i>2DC</i>		<i>033</i>	<i>A-19</i>														
26.																	
27.																	
28. CONSIGNEE			29. DATE RECEIVED/OFFERED (Sign)			30. CONDITION			31. REMARKS								
32. DOC ID	33. TRAILER-CON-TAINER	34. CONSIGNOR COMM ABBR OTHER	35. COMMODITY SPECIAL HANDLING	36. VOY NO Air Dim a. POE b.		37. POD	38. M O D I E	39. TYPE PACK	40. TRANSPORTATION CONTROL NUMBER		41. CONSIGNEE	42. P R I	43. REMARKS AND/OR Stow Loc RDD a. Proj b. Shpd c. ETA d. Tac e.			44. ADDITIONAL REMARKS OR Pieces a. Weight b. Cube c.	
	<i>24</i>	<i>30</i>	<i>27</i>	<i>= 81</i>													

Figure 3-41

Tallying General Cargo Using Straight Method

5. Check DD Form 1384 for completeness

- a. Check the consignee's address on the tally sheet against the address marking on the cargo (individual pieces), ensuring that both are the same.
- b. Check cargo, while it is being tallied, for damages, shortages, and overages.
- c. Record all discrepancies, damages, overages, and shortages on the tally sheet or DD Form 1384.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance steps are passed (P). Score the Soldier NO-GO if any performance step is failed (F). If the Soldier fails any step, show what was done wrong and how to do it correctly.

Evaluation Preparation: Ensure that all materials required to perform the task are available. Tell the Soldier that he/she will be evaluated on tallying cargo.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Tallied individually numbered pieces of cargo, using the Package Method.			
2. Tallied items with serial numbers (trucks, MILVANS, and so on), using the Unit Method.			
3. Tallied uniform drafts consisting of equal numbers of pieces on each pallet or in each draft, using the Block Method.			
4. Tallied general cargo with different amounts in each draft, using the Straight Method.			
5. Checked DD Form 1384 for completeness.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DD FORM 1384	Transportation Control and Movement Document	Yes	No
	DTR 4500.9-R PART II	Defense Transportation Regulation, Part II (Cargo Movement)	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.

AR 200-1 delineates TRADOC responsibilities to integrate environmental requirements across DOTMLPF and ensures all training procedures, training manuals, and training doctrine includes sound environmental practices and considerations. The Army's environmental vision is to be a national leader in environmental and natural resource stewardship for present and future generations as an integral part of all Army missions. Environmental protection is never completed. Continuously be alert to ways to protect our environment and reduce waste.

Leaders must ensure that their unit has an active and strong environmental program. They must understand the laws and know what actions to take. Leaders bring focus, direction, and commitment to environmental protection. Commanding officers should ensure the following environmental programs are in place and are being maintained:

- Hazardous materials program.
- Hazardous waste program.
- Hazardous communications program.
- Pollution prevention and hazardous waste minimization recycling program.
- Spill prevention and response plan program.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, 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, 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.

All soldiers and leaders must maintain a proactive posture towards safety in day-to-day operations. The need for total commitment to safety should be evident to commanders, senior soldiers, and their subordinates. The importance of safety is intensified for personnel tallying cargo. Safety awareness is most effective at three levels: command, leader, and individual. Observe all Warnings and Cautions and remain aware of unstable cargo and loads.

All operations will be performed to protect and preserve Army personnel and property against accidental loss. Procedures will provide for public safety incidental to Army operations and activities and safe and healthful workplaces, procedures, and equipment. Observe all safety and/or environment precautions regarding electricity, cable, and lines. Provide ventilation for exhaust fumes during equipment operation and use hearing protection when required IAW AR 385-10, the Clean Air Act (CAA) and the CAA amendments, and the OSHA Hazard Communication standard.

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
551-88H-1507	Check Cargo into In-Transit Storage Area	551 - Transportation (Individual)	Approved
551-88H-1510	Record Onward Movement of Cargo on DD Form 1384	551 - Transportation (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
551-88H-2527	Supervise Loading of Cargo In and Out of Containers	551 - Transportation (Individual)	Approved

551-88H-3509	Review Ocean Cargo Documentation for Loading or Discharge	551 - Transportation (Individual)	Approved
551-88H-3506	Inspect Cargo Checker's Tally for Correctness	551 - Transportation (Individual)	Approved
551-88H-1510	Record Onward Movement of Cargo on DD Form 1384	551 - Transportation (Individual)	Approved

Supported Collective Tasks :

Task Number	Title	Proponent	Status
55-5-0037	Provide In-Transit Visibility	55 - Transportation (Collective)	Approved
55-5-0033	Provide Cargo Documentation Support for the Export of Unit Equipment and Supplies	55 - Transportation (Collective)	Approved
55-5-0032	Provide Cargo Documentation Support for the Import of Unit Equipment and Supplies	55 - Transportation (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
MOS 88H - CARGO SPECIALIST SL4	Enlisted	MOS: 88H, Skill Level: SL4, Duty Pos: TGI
MOS 88H - CARGO SPECIALIST SL1	Enlisted	MOS: 88H, Skill Level: SL1, Duty Pos: TAZ
MOS 88H - CARGO SPECIALIST SL2	Enlisted	MOS: 88H, Skill Level: SL2, Duty Pos: ABW
MOS 88H - CARGO SPECIALIST SL3	Enlisted	MOS: 88H, Skill Level: SL3, Duty Pos: TBA