

**Summary Report for Individual Task
551-88H-3530
Interpret Data on Manifest
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: Assigned as a Section Chief in an operational environment, during day or night, in normal weather conditions, cargo, a manifest, and DTR 4500.39-R Part II. This task should not be trained in MOPP 4.

Standard: Interpret Data on Manifest in accordance with DTR 4500.39-R, Part II.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: You are assigned as a Section Chief tasked with interpreting data on a manifest.

DANGER

Adhere to all DANGER statements listed in the equipment technical operator's manual applicable to this procedure. Failure to comply may result in injury to personnel or damage to the equipment.

WARNING

Adhere to all WARNING statements listed in the equipment technical operator's manual applicable to this procedure. Failure to comply may result in injury to personnel or damage to the equipment.

CAUTION

Adhere to all CAUTION statements listed in the equipment technical operator's manual applicable to this procedure. Failure to comply may result in injury to personnel or damage to the equipment.

Remarks: None

Notes: None

Performance Steps

1. Locate POE and POD codes to find the loading port and decide whether cargo is scheduled for discharge.
2. Locate date the vessel sailed and voyage number to record on the situation report.
3. Locate vessel status code to determine the terms of shipping and responsibility for loading and discharge.
4. Locate vessel name to determine data and requirements for berthing space.
5. Locate vessel sustaining codes to determine if vessel is self-sustaining.
6. Determine type of MHE and transport equipment needed to discharge the vessel.
7. Coordinate requirements for equipment based on the cargo.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the soldier a GO if all performance measures are correctly completed/pass (P). Score the Soldier a NO-GO if any of the performance measures are missed or incorrectly performed/fail (F).

Evaluation Preparation: Test this task in conjunction with the Cargo Specialist assessment. Ensure Soldier understands why this task is important to the overall safety during Cargo Handling operations.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Located POE and POD codes to find the loading port and decided whether cargo was scheduled for discharge.			
2. Located date the vessel sailed and voyage number to record on the situation report.			
3. Located vessel status code to determine the terms of shipping and responsibility for loading and discharge.			
4. Located vessel name to determine data and requirements for berthing space.			
5. Located vessel sustaining codes to determine if vessel was self-sustaining.			
6. Determined type of MHE and transport equipment needed to discharge the vessel.			
7. Coordinated requirements for equipment based on the cargo.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DTR 4500.9-R PART II	Defense Transportation Regulation, Part II (Cargo Movement)	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. 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 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.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
551-88H-3508	Direct Cargo Operations (RO/RO)	551 - Transportation (Individual)	Approved
551-88H-3509	Review Ocean Cargo Documentation for Loading or Discharge	551 - Transportation (Individual)	Approved
551-88H-3510	Supervise Material Handling Equipment (MHE) Operations	551 - Transportation (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None