

# Fort Sill Installation Deployment Support Plan (IDSP)



Directorate of Plans, Training, Mobilization and Security  
External Unit Training/Deployment Branch  
Fort Sill, Oklahoma  
2 MAR 2022

# Military Operations Fort Sill Installation Deployment Support Plan

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Headquarters  
US Army Garrison  
Fort Sill, Oklahoma  
2 March 2022

## Military Operations

## Fort Sill Installation Deployment Support Plan

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 FORTHE COMMANDER:

 Official:  
 James A Miller  
 Director, Human Resources

**History.** This publication is a major revision.

**Summary.** This publication provides information on policies, responsibilities, and requirements for mobilizing and deploying U.S. Army Forces through Fort Sill.

**Applicability.** This publication applies to all Active Army units stationed on Fort Sill to mobilized units of the Reserve components and to Fort Sill installation staff organizations and agencies.

**Proponent and exception authority.** The proponent of this publication is the Directorate of Plans, Training, Mobilization, and Security (DPTMS). The proponent has the authority to approve exceptions or waivers to this publication that are consistent with controlling law and regulations.

**Supplementation.**

Supplementation of this publication is prohibited without prior approval from the Director DPTMS Building 455 Suite 210c, Fort Sill, Oklahoma 73503.

**Army management control process.**

This publication contains management control provisions, but does not identify key management controls that must be evaluated.

**Suggested Improvements.**

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Director DPTMS Building 455 Suite 210c, Fort Sill, Oklahoma 73503.

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1. References. Required and related publications and prescribed and referenced forms are listed in Appendix 1.

2. Situation.

a. Intelligence. Omitted.

b. Friendly Forces. Omitted.

3. Assumptions.

a. This publication provides information on policies, responsibilities, and requirements for mobilizing and deploying U.S. Army Forces through Fort Sill.

b. U.S. Army Installation Management Command (IMCOM) approves sufficient augmentation from Support Based Services (SBS) contracts to support the mobilization and deployment missions. The SBS contract will provide the majority of the garrison augmentation.

c. Simultaneous deployment of AC and RC will exhaust Ft. Sill installation resources without augmentation.

d. Minimal equipment maintenance will need to be accomplished upon alert notification.

e. Percentage of unit personnel considered non-deployable are +/- 7%.

f. The procedures outlined by each installation staff agency generally apply to all types of deployments and national/state support plans. Specific differences will be identified and addressed in each implementing operations plan.

g. Non-deploying or late deploying units will be available to support deployment operations. These units will be tasked as direct support Unit(s).

h. Activation of emergency national/state support plans will occur with no or limited notification of intent to activate due to the nature of support required.

i. Emergency deployments will occur with some build-up of international tension prior to alert but there will be no formal advance notice prior to N-hour.

j. The actual ports and times for embarkation for emergency deployments will be IAW the Global Command and Control System (GCCS) and Global Transportation Network (GTN).

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k. Aerial embarkation will use U.S. Air Force and Commercial resources, which may include Civil Reserve Aircraft Fleet (CRAF) sourced by U.S. Transportation Command (TRANSCOM). This means that most, if not all, passengers will deploy on commercial passenger flights; therefore, To Accompany Troops (TAT) items will be hand-carried or belly loaded and not palletized.

l. Air Mobility Command (AMC) will be able to support sustained deployment from the Aerial Port of Embarkation (APOE). The limiting factor will be ground time requirements; anticipate 5 hours for CRAF, 2.25 hours for C17, and 3.25 hours for C5. Ramp space will allow three (3) aircraft on the ground at any given time at Tinker Air force Base.

m. Rail cars and switch engines will be available to support rail deployment from railhead. Fort Sill will execute pre-coordinated agreements with the designated rail company for switch engines. Military Surface Deployment and Distribution Command (SDDC) are aware of rail car requirements. Some are spotted at Fort Sill in peacetime; the remainder will arrive in time for deployment.

n. Sufficient installation personnel and resources will be available to out-process all deploying units and in-process mobilizing units.

4. Mission. Fort Sill maintains a high state of readiness of 93% to support emergency / non-emergency deployments; national/state support plans; and, on order, will assist deploying units from Fort Sill within the timeframe required by current contingency OPLANs (classified and unclassified).

### 5. Execution.

a. Concept of Operations. In order to successfully deploy from Fort Sill, active component and federalized reserve component units must maintain detailed unit deployment plans and train to meet established standards. Installation staff activities will develop SOPs, staff war books, and train their employees in order to meet the demands of units deploying from Fort Sill. The procedures developed for inclusion into the plans should be applicable to known deployment and national/state support requirements. Emergency Deployment Readiness Exercises (EDRE) civil disturbance support, and unit non-emergency peacetime deployments (e.g., NTC, JRTC, postal support, firefighting) are opportunities to train units and installation staff activities on established plans and SOPs and serve to identify areas of deployment that require command attention. Emergency deployments and national/state emergency support plans are complex tasks that cannot be executed successfully without planning and training.

#### (1) Alert.

(a) Emergency deployment and emergency national/state support plans will be initiated by an alert message issued by the Fort Sill Operations Center

(FSOC), which establishes N-hour. The FSOC operates 24 hours a day and is linked into FORSCOM, who directs actual deployment requirements (units to deploy, deployment dates, ports of embarkation, special instructions).

(b) Non-emergency deployments and national/state support plans will be initiated through advance notice through message traffic from higher headquarters. Non-emergency deployments are defined as any off-post movement of troops including NTC, JRTC, and missions supporting firefighting, postal support, etc.

(2) Assembly.

(a) When alerted by an alert message, units must execute their recall plan and begin N-hour activities. Alerted units have two (2) hours to assemble 80% and 4 hours to 100% of their deployable personnel. This includes Special Duty (SD) Soldiers, regardless of where they are attached (upon alert, all SD Soldiers revert to their unit of assignment). Units must also direct Soldiers on leave and TDY to return immediately. Soldiers on leave and TDY are not counted against a unit's strength for achieving recall standards.

(b) Assembly for non-emergency deployment and national/state support plans will be published in the implementing plan.

(3) OPSEC. Upon alert, units will immediately increase OPSEC measures. This includes OPSEC briefings (Code of Conduct, SAEDA, security briefings) and increased security of the unit area (unit headquarters, motor pool, billets).

- (a) Employed efficiently, OPSEC will protect mission critical information and indicators without adversely affecting operations. Exercise care in the sharing of sensitive information with others.
- (b) Scan and validate unit web pages and family support group newsletters for specific information.
- (c) Educate soldiers on the impacts of OPSEC on social media platforms.
- (d) OPSEC will be observed at all times. Prioritize the protection of classified information and protect ongoing or future operations.
- (e) If classified or sensitive information is inadvertently released, do not confiscate the reporter's notes or recording devices. Report the incident by the quickest means possible to the respective unit commander or public affairs officer.

(4) Lock-in Policy for Alerted Soldiers. Once Soldiers are recalled for an emergency deployment, they will not be released. Unit commanders will enforce this policy. Exceptions will be published by the FSOC based on the Installation

Commander's guidance. Lock-in minimizes the OPSEC risk, decreases the time needed by a unit to react to schedule changes, and eliminates the possibility of a Soldier missing movement. When Soldiers report, they must have all their gear with them, as they will not be allowed to return to their residence except under unit control. Situations will arise where Soldiers must return to their homes to retrieve TA-50 or go to civilian laundries to retrieve uniforms or equipment. These trips will be coordinated and controlled by the unit. Lock-in also means that unit mess, latrine, showers, and billets will be stressed beyond normal capacity. Units must develop plans to accommodate this increased usage.

(5) N+2 Brief. Upon alert, unit commanders will be briefed at one time and location. This will occur at alert plus 2 hours (N+2) in the Fort Sill Operations Center (FSOC), Bldg. 455.

(6) Fort Sill Operations Center (FSOC), Bldg. 455. Upon alert, the FSOC will be operational as soon as possible but NLT N+2. The FSOC is manned by key installation staff personnel and is responsible for allocating resources, developing draw and turn-in schedules, receiving reports, assisting units, publishing synchronization matrixes, monitoring deployment, and keeping the command group informed. Exact procedures are contained in the FSOC SOP maintained in the FSOC.

(7) Levels of Emergency Deployment. In order to provide the earliest notification, allow the most preparation time, and to manage the deployment preparation activity, control measures for preparation and timelines for the three basic unit deployment types have been developed. Generic timelines have been developed for the three basic types of deployments for a unit (Fly away, Draw Army Prepositioned Stock (APS) equipment, and Rail away). Units will expand the timelines to incorporate all known deployment events. Combinations of the three basic types are possible. Levels of deployment preparation provide a measure of control to the FSOC (although the execution of most tasks is decentralized) and allow units to develop detailed supporting plans.

(a) Readiness Condition (REDCON) status. REDCON status is utilized to upgrade the unit's deployability posture.

(b) Unit Alert Procedures. The unit alert message is the formal notification to deploy.

(c) X- Hour Sequence. Given an increased buildup in worldwide tensions and some indication that Fort Sill units may be alerted to deploy. Fort Sill initiates an X-hour sequence to heighten the readiness posture of possible units to deploy and the supporting elements of Fort Sill to include the Division and Installation staff. Fort Sill may increase our readiness in any number of ways, such as conducting mission analysis and formulating a task organized deployment plan, to shortening a unit's recall time, to loading the deploying unit's tracks on railcars. Fort Sill may also take preparatory actions without ever calling an X-hour. This is likely to occur when the

need for OPSEC is paramount. In this scenario, key planners and commanders would conduct planning in anticipation of a formal deployment order.

(d) N-Hour Sequence. Unit deployments comprise three basic categories for installation support of deployments. Each category follows a unique timeline; however, all units must be prepared to deploy within the timeframe required by current aligned/applicable contingency OPLANs, within alert response standards per FORSCOM, III Corps, and 32<sup>nd</sup> AAMDC regulations, and IAW directed timelines per FORSCOM, III Corps, and 32<sup>nd</sup> AAMDC deployment orders.

(8) Personnel Requirements. Upon alert, Active Component units must rapidly determine personnel shortages and submit a personnel requisition to their higher HQ informing DHR. A determination of non-deployable must be made to include females claiming pregnancy, Soldiers being chaptered and personnel on leave or TDY who cannot be recalled. MOS shortages will be forwarded G1/AG to III Corps and 32<sup>nd</sup> AAMDC G1s for possible backfill. Installation activities, which are drawn down, may be backfilled by reservists or retirees if mobilization is directed. FORSCOM considers the unit deployable if it is C3 for personnel (USR standards) and mission capable, unless the implementing order or deployment order issued by higher states otherwise.

(9) Equipment Requirements. Equipment cross leveling for emergency deployments may begin during the X-hour sequence based upon cross leveling plans developed in peacetime. Units that have a higher rate of fill in peacetime due to artificial constraints (NTC, etc.) will transfer equipment to units with a lower level of fill. This will be managed at the major command level. Equipment must be transferred prior to rail load or movement of cargo to the APOE.

(10) Draw of Contingency Stocks. Most contingency stocks are not prepositioned in units or on the installation in peacetime due to storage constraints, regulations, security or maintenance requirements. Contingency stocks to be drawn by units include Chemical Defense Equipment (CDE), Class VIII medical items (NAAK, PB pretreatment), drugs and narcotics, bulk draw of Central Issue Facility (CIF) items, communications security (COMSEC) items, laundry, Meals Ready to Eat (MRE), batteries and blocking, bracing, packing, crating, tie down and shoring (BBPCT&S) materials.

(11) Personal Property. Single Soldiers (in the barracks, Bachelor Enlisted Quarters (BEQ), Bachelor Officers Quarters (BOQ) and off-post) must arrange for disposition of personal property prior to deploying. Upon alert or notification of deployment, Soldiers will update their DA Form 4986 (Personal Property Record) which lists all personally owned property (minus privately owned vehicles (POV) including privately owned weapons (POW) in the unit arms room, and provide disposition instructions. The Soldier may direct the government to store his property until he returns or ship it to another location.



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(12) POVs. Soldiers with POVs have two options for storage. The Soldier can take advantage of a POV storage site provided on Fort Sill if applicable (brigade or larger sized deployment) or he/she can make alternate arrangements to have a friend or family member secure his POV. If alternate arrangements are elected, the government is relieved of all liability. POV storage procedures are discussed in Annex I (Personal Property and POV Storage).

(13) Residual Property. Upon emergency deployment, units may leave a great deal of government owned property behind. This property must be accounted for, secured, and maintained by the unit rear detachment. Residual property includes MTOE not deployed, CTA, installation, real, and bachelor housing property. Units are required to maintain accurate residual property books which identify what is left behind and where it is stored in the event of a deployment; mark all keys for residual equipment, rooms, gates and buildings; and hand receipt all assets to the rear detachment. Residual property disposition is explained in Annex H (Property Accountability).

(14) Pack and Weigh Equipment Container. Upon alert, units will draw their BBPCT&S materials from Directorate of Public Works (DPW) and prepare equipment for deployment in the unit area. Equipment to be packed and weighed includes secondary loaded vehicles, cargo pallets (463L) and containers. Equipment to deploy by air must be weighed and the center of balance (CB) marked prior to movement to the APOE. A Departure Airfield Control Group (DACG) Rear weigh team, using portable scales during a scheduled visit to the unit area will do this. Tracked vehicles deploying by air will be weighed and have CB marked using the rollover log at the Fort Sill platform scales enroute to the APOE. A platform scale is also available on Fort Sill railhead. Vehicles to deploy by sea with secondary loads will be weighed in the unit area using portable scales prior to movement to the Fort Sill railhead.

(15) Drain. Unless otherwise directed, drain all fuel carriers prior to deploying. This applies to tank and pump units (TPUs) fuel pods, HEMTTs, and 5000-gallon tankers, which contain MOGAS or JP8, scheduled to deploy by air or rail. Units will initiate draining in accordance with X-hour and N-hour sequence using non-deploying tanker. Drain tankers prior to weighing and marking of CB for air movement and prior to movement to the Fort Sill railhead for rail load. Units that need additional storage to complete draining will contact the FSOC.

(16) Purge. In addition to draining, air-deploying tankers that contain MOGAS or JP8 must be purged. All vehicle purging will be done at the fuel point, Bldg. 2245.

(17) Air Load. Equipment to be air loaded will be moved by the unit to the APOE and staged there. If required, a convoy clearance will be requested by the deploying unit headquarters through G4/LRC to the State Department of Transportation. The unit will move all of its air deployed equipment in one convoy, regardless of chalk configuration. Requests for non-organic transportation assistance in the unit movement plan will be updated and provided to the FSOC, G4/LRC representative during the N-

hour sequence. Unit air load teams will accompany the equipment to the Aerial Port of Embarkation (APOE), participate in joint inspection, load the equipment under the direction of the Tanker Airlift Control Element (TALCE)/Air Force loadmaster, manifest, and deploy with the flight. The unit air load planner will be present at the DACG during air load operations. Air load is addressed in Annex O (Airlift Operations).

(18) Rail Load. Equipment to be deployed by rail will be moved by the unit to Fort Sill at a scheduled time. Each unit will provide its own escort and recovery. Requests for non-organic transportation assistance in the unit movement plan will be updated and provided to the FSOC, G4/LRC representative during the N-hour sequence. The unit will provide a trained load team to load its vehicles under the supervision of the Rail Operation Center (ROC). G4/LRC is responsible for maintaining a rail operation SOP. Rail load is explained in Annex M (Rail Operations).

(19) Soldier Readiness Program (SRP). Commanders will continuously ensure that Soldiers are prepared in peacetime to preclude massive deficiencies upon alert. However, personnel turnover coupled with Soldiers' changing requirements dictate that Soldier readiness be checked upon alert and all deficiencies be corrected. The unit will conduct a 100% readiness check during X-hour sequence (if applicable) and N-hour sequence and identify all deficiencies. During N-hour sequence, at a scheduled time, the unit will send readiness deficient Soldiers to the staff SRP site at a preselected location, with their SRP packet and annotated deficiencies. SRP should include review by Judge Advocates or Legal Specialists (Military Occupational Skill - 27D). The staff SRP site will correct identification cards, identification tags, immunizations, emergency data cards (DD Form 93), HIV tests, Wills, and Powers of Attorney or Limited Powers of Attorney. The SRP is discussed in Annex G (Soldier Readiness Processing).

(20) Manifest. Units are responsible for preparing passenger manifests. Advance party and main body increments can expect to deploy on commercial passenger aircraft. The exact type of aircraft will not always be known until arrival at the APOE. Therefore, units will manifest advance party Soldiers on a single manifest with cover sheet and all main body Soldiers on a second single manifest with cover sheet. The advance party manifest will be separated into draw team increments and the main body manifest into platoon increments. At the APOE, the A/DACG will break or combine manifests to configure to military or civilian type aircraft but will not break draw team or platoon integrity designated by the unit on the manifest. The A/DACG will ensure that all passengers have the same destination (Aerial Port of Debarkation (APOD)) prior to combining manifests. This procedure maximizes flexibility at the APOE, maintains unit integrity down to platoon/team level, and places the burden of making additional manifests on the A/DACG and not on the unit commander.

(21) Customs. Customs is a peacetime function and is not applicable for emergency deployments. If customs processing is required, procedures will be addressed in the implementing operations plan for that deployment.

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(22) A/DACG. Arrival/Departure Airfield Control Group (A/DACG) is responsible for cargo and passenger support for air movement. This requires an element at the APOE (A/DACG Forward), Fort Sill (A/DACG Rear), a control element (DACG HQ), and a liaison cell in the FSOC. LRC is the proponent for A/DACG and will maintain an A/DACG SOP, which defines the A/DACG organization and responsibilities.

(a) Weapon Qualification and Confidence. A Soldier deploying OCONUS from Fort Sill will have confidence in his or her personally assigned weapon, whether the Soldier deploys with that weapon or not. Commanders will ensure Soldiers are 100% qualified with their assigned weapons.

(b) Protective Mask Confidence Training.

1. Pre-deployment Training. All Fort Sill military personnel will participate at least annually in a mask confidence exercise with CS gas in the installation CS chamber or in an approved substitute area. The unit status figures will continue to be submitted as part of the Quarterly Training Brief (QTB). Routine mask confidence training in the CS chamber can be scheduled with the DPTMS Range Operations.

2. Deployment to an area with no CBRNE hazard. In all such cases, changing of filters is not required. All deploying Soldiers will take part in a mask confidence exercise. If the deployment timeline is short, units/individuals who have undergone a mask confidence exercise within the last 12 months with the mask they are deploying with are not required to repeat the mask confidence exercise.

3. Deployment to a combat area where the use of CBRNE weapons is possible. All units must replace all filter elements/canisters on the protective masks of all deploying Soldiers using the contingency filters maintained in the unit area. After this is done, they must conduct fit and function checks using banana oil or camphor. All deploying Soldiers will take part in a mask confidence exercise after changing to their combat filters regardless of how recently they or their unit has conducted a mask confidence exercise. This training will further bolster the deploying Soldier's confidence in the ability of his mask to protect him in a hazardous environment.

(c) Driver Training. Units deploying OCONUS may require special driver is training on local traffic regulations or driving conditions. Special requirements will be published in the deployment order issued by G3/DPTMS.

(23) Deployment Briefings. Includes, but not limited to: Code of Conduct, Threat, Force Protection, COMSEC, Customs/Courtesies, Law of Land Warfare, Preventative Medicine, Rules of Engagement, Status of Forces Agreement, Use of Force, TARP, and OPSEC. Specifics will be detailed in the deployment order issued by G3/DPTMS.

(24) Reporting of Incidents and Events: Request units and tenant organizations must become aware of reportable incidents or events and report all available facts

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through command channels to the Fort Sill Operations Center/Emergency Operations Center (FSOC/EOC). Reportable events may be related to specific Essential Elements of Friendly Information (EEFI), protest activity, espionage, sabotage, or any other information that might affect the command or unit mission.

(a) Submit reports in a timely manner. Submit follow-up reports as situation develops. Transmit reports by the most expeditious means consistent with security requirements and the urgency of the situation.

(b) General Intelligence received from those reports may be the basis for major tactical and/or strategic decisions; therefore, it is imperative the most accurate and current information be reported.

(c) Units report information immediately, even though it may be incomplete or not verified. When such information is reported, a statement as to the lack of confirmation should be included.

### b. Tasks and Responsibilities.

(1) Directorate of Families, Morale Welfare and Recreation (DFMWR). Provide support as required. In coordination with DPTMS, develop plans to execute support requirements IAW Annexes A, B, C D, E and F.

(a) Activate the Family Assistance Center (FAC) to provide information and referral assistance to commanders, units, Soldiers, civilians, families, and unit Family Readiness Groups.

(b) Assist the unit Family Readiness Support Assistants (FRSAs) with Family Deployment Briefs.

(c) Be prepared to provide the unit with pre-deployment support to include briefings, deployment fair, and family separation counseling.

(d) Operate a station at the Soldier Readiness Center (SRC) during Soldier Readiness Processing (SRP) to assist in determining family needs and advising single Soldiers on planning for handling personal affairs while mobilized/deployed.

(e) Be prepared to train Rear Detachment Officers IAW U.S. Army Forces Command (FORSCOM) and First Army guidance.

(f) Provide representation to unit status and/or synchronization meetings, as required.

(2) Directorate of Plans, Training, Mobilization, and Security (DPTMS). Provide support as required. Develop plans to execute support requirements IAW Annexes A, B, C, D, E, F, G, L, and M.

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- (a) Initiate and coordinate operation of the Fort Sill Operation Center (FSOC).
- (b) Maintain status of deployments through telephone contact with the Arrival/Departure Airfield Control Group (A/DACG) and Railhead Operation Center (ROC).
- (c) Provide support in the area of chemical, biological, radiological, nuclear and explosives (CBRNE).
- (d) Task non-deploying/late deploying units for equipment and personnel as required.
- (e) Coordinate fixed wing and/or rotary wing aircraft support between Fort Sill and the departure airfield.
- (f) Synchronize all pertinent Garrison Staff agencies' efforts prior to and during deployment operations; chair synchronization or unit status meetings as required.
- (g) Coordinate with IMCOM, the First Army Mobilization Assistance Team, Reynold Army Health Clinic (RAHC), garrison staff, and tenant organizations for deployment requirements.
- (h) Attend deployment meetings with the Garrison and installation staff representatives to coordinate installation support.
- (i) Participate in In-Progress Reviews (IPRs) and Rehearsal of Concept (ROC) Drills with mobilizing and deploying units.
- (j) Monitor deployment mission status and track current operations.
- (k) Coordinate all Time-Phased Force Deployment Data (TPFDD) data for deploying units as well as submit changes or modifications as required.
- (l) Coordinate activation, deactivation, and derivative Unit Identification Code (UIC) actions.
- (m) Prepare and submit mobilization related reports (i.e. SITREPs, Unit Arrival Reports, and Readiness Charts) IAW FORSCOM, IMCOM, and First Army guidance.
- (n) Coordinate required reporting procedures to include type reports and contents with Fort Sill Operations Center/Emergency Operations Center (FSOC/EOC).
- (o) Activate/Establish Fort Sill Operations Center/Emergency Operations Center (FSOC/EOC) to enable mission command for Garrison Commander, as required.

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- (p) Provide training support to deploying units to include, but not limited to, training ammunition, ranges, maneuver areas, simulation and training devices.
- (q) Provide Unit Status Reports (USRs) to Fort Sill agencies as required.
- (r) Direct appropriate garrison staff elements participation in support of deploying units.
- (s) If required, participate in the unit validations; maintain validation records for a minimum of five years.
- (t) Process request for Foreign Area Clearances associated with Temporary Duty (TDY) (OCONUS) and TCS of mobilized units.
- (u) Provide Operations Security (OPSEC) support to mobilizing unit, as required.
- (v) Develop/maintain master events schedule for deploying units through Fort Sill; coordinate all required support and activities with appropriate staff agencies.
- (w) Report execution of all critical events/suspense to FSCO/EOC.
- (x) Provide Information Security (INFOSEC) support to deploying units.
- (aa) Provide Industrial Security (INSEC) support to mobilizing units, as required.
- (3) Logistics Readiness Center (LRC).
  - (a) In coordination with DPTMS, assist in developing plans to execute support requirements IAW Annexes A, B, C D, E, F, H, I, J, M, N, O and P.
  - (b) Monitor unit movement planning data to ensure that it is current and accurate.
  - (c) Exercise staff responsibility for A/DACG and Railhead operations.
  - (d) Request additional resources through DPTMS, FSOC/EOC representative to perform functions as required.
  - (e) Coordinate convoy clearance with the appropriate agencies.
  - (f) Fort Sill manpower, both government and contractors, are authorized at levels only to meet garrison Baseline Support (BLS) operations. Current manpower does not provide sufficient resources that will enable assumption of a major deployment support. Any additional workload above current BLS tasks will require external augmentation or overall assumption of deployment related support missions by an external support unit.



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- (g) Provide logistics management, supply, maintenance, and transportation support to mobilizing and deploying units.
- (h) Provide management support for all classes of supply (except Class VIII), inspection and classification for excess or used parts.
- (i) Participate in Validation Meetings; validate mobilizing unit Modification Table of Organization and Equipment (MTOE) equipment readiness and on hand status.
- (j) Provide representation to unit status/ synchronizations meeting in order to monitor progress of unit in the mobilization process.
- (k) Provide information/updates for SITREPS and other reporting requirements as necessary.
- (l) Manage the requisition and delivery of critical supply items to ensure prompt delivery to deploying units.
- (m) Change the unit's DOD Activity Address Code (DODAAC) Transportation Accounting Code (TAC) addresses IAW FORSCOM Regulation 500-3-1 (Forces Command Mobilization Plan) and DA PPG guidance.
- (n) As the Installation Property Book Officer, work with subordinate hand receipt holders to clear their hand receipts and account for all installation property prior to unit deployment.
- (o) Inspect, classify, and dispose of equipment turned in as excess.
- (p) Receive unused hazardous materials and equipment repair parts and components to installation level inventories for proper management reissue.
- (q) Receive, in-process, and issue newly fielded equipment for deploying units.
- (r) Receive, store, and inventory Individual Protective Equipment (IPE) stocks and issue as required to mobilizing and deploying units.
- (s) Provide and issue Common Table of Allowances (CTA) 50-900 Organization Clothing and Individual Equipment (OCIE) necessary to equip mobilizing and deploying Soldiers for the area to which they are deploying.
- (t) Provide bulk rations to deploying units based on deployment requirements.
- (u) Assist in the refinement of the unit's Unit Deployment List (UDL) or Organizational Equipment List (OEL).

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(v) ICW unit movement officer, ensure unit Organizational Equipment Lists (OEL) are prepared IAW FORSCOM Regulation 55-2 (Unit Movement Data Reporting) and forwarded to FORSCOM for validation to meet scheduled timelines.

(w) Establish transportation schedules for marshalling, uploading, departure and arrivals for rail and air deployments.

(x) Coordinate all shipping requirements for deploying units to include passengers, equipment, and containers. This includes assisting the unit with checking the proper packing for overseas movement, supporting documentation, requirements for the transportation of Hazardous Material (HAZMAT), carrier arrangements, and coordination between the unit and carrier.

(y) If required, notify rail and line-haul agencies of transportation requirements.

(aa) Coordinate, lease, and/or reserve the use of any Material Handling Equipment (MHE) needed to fulfill the requirements of the unit move.

(ab) Ensure all containers have Radio Frequency Identification (RFID) or Container Intrusion Detection Device (CIDD) tags so they can be tracked until they arrive in theater. ICW unit S4, track all containers from Fort Lee to their destination to ensure all are accounted for throughout the shipping process.

(ac) Coordinate for all required airlift, rail, truck, and bus transportation from Fort Sill to the Port of Embarkation (POE).

(ad) Provide additional training to unit personnel in rail and air load operations.

(ae) Assist units in the preparation of air and surface movement plans. Review, refine and validate unit load plans as required.

(af) Coordinate deploying convoy and troop movements.

(ag) Provide Direct Support (DS) maintenance to units mobilized or stationed on Fort Sill. Parts are paid for by the unit, First U.S. Army, or FORSCOM.

(ah) Develop transportation plans to support on and off post transportation requirements for deploying units.

(ai) Development and coordinate an installation-feeding plan for deploying units.

(aj) Assist unit in coordinating with Army Materiel Command (AMC) Test, Measurement & Diagnostic Equipment (TMDE) shop for calibration and/or repair of all diagnostic equipment.

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(ak) Arrange with a commercial transportation service to provide packing, crating, unpacking, uncrating, and drayage necessary to place household goods (HHG) into or remove them from a storage facility. This applies to Soldiers being deployed in support of contingency or operational plans, provided the period of deployment is 90 days or more, or for an indefinite period when no PCS is involved.

(al) Conduct personal property storage briefings to deploying unit.

(am) Monitor storage status; extend, divert, or cancel storage as required.

(an) Provide representation to unit status and/or synchronization meeting

(4) Directorate of Public Works (DPW). In coordination with DPTMS, develop plans to execute support requirements IAW Annexes A, B, C, D, E, F, I, and J.

(a) ICW deploying and rear detachment commanders identify rear detachment facilities.

(b) Schedule facility and furnishings turn-ins with Rear Detachment Commander.

(c) Develop a plan to house rear detachment Soldiers IAW FORSCOM policy on providing access to facilities for follow-on forces in mobilization, deployment or redeployment situations.

(d) Provide pre and post facility clearance inspections identifying required corrective actions to both losing and gaining units prior to facility turnover.

(e) Develop an assets list delineating available barracks in order to billet mobilizing or demobilizing personnel. Coordinate with contracting for assistance with acquisition of any required short-term off-post billeting as required.

(f) Monitor update of all real property hand receipts.

(g) POV storage is a unit responsibility for units stationed at Fort Sill. Rear Detachment will monitor POV storage area.

(h) Provide environmental protection deployment training to deploying units.

(i) Provide a representative, as required, to address unit life support requirements.

(j) Provide representation to unit status and synchronization meetings to address billeting, and engineer support issues.

(k) Provide design and construction management support for any project required to support deployment.

(l) Provide DD1391s for any MILCON Project required to support mobilization.

(m) Serve as proponent for the procurement of bulk lumber required for blocking and bracing.

(5) Directorate of Emergency Services (DES). In coordination with DPTMS, develop plans to execute support requirements IAW Annexes A, B, C, D, E, F, K, L and Q.

(6) Staff Judge Advocate (SJA). In coordination with DPTMS, develop plans to execute support requirements IAW Annexes A, B, C, D, E, F, G, L and Q.

(a) Develop a plan to provide legal support to include the exercise of General Court-Martial Convening Authority (GCMCA), Special Court-Martial Convening Authority (SPCMCA), and Summary Court Martial Convening Authority (SCMCA) to deploying units if warranted.

(b) Provide support to the legal section of SRP operations, ensuring all deploying Soldiers are given the opportunity to develop Wills and Powers of Attorneys (POA) and have no outstanding legal issues.

(c) The deploying unit will coordinate with the Chief of Legal Assistance to schedule a block time for Soldiers from that unit to receive Wills, Powers of Attorney, and advice on other estate planning issues.

(d) The Chief of Legal Assistance will determine if the deploying unit must provide its assigned attorney and paralegal for support in preparing Wills and Powers of Attorney during the scheduled block time.

(e) The Office of the Staff Judge Advocate will conduct Law of War and Code of Conduct training for deploying units.

(f) The Office of the Staff Judge Advocate will attend unit status and/or synchronization meetings as required.

(7) Commander, Reynolds Army Health Clinic (RAHC). In coordination with DPTMS, develop plans to execute support requirements IAW Annexes A, B, C, D, E, F, G, L and Q.

(a) Provide medical processing support to SRP site.

(b) Increase hours of operation at the SRP site, Troop Medical Clinics (TMC), and RAHC, as required.

(c) Provide a brief on medical threat, including endemic diseases, environment hazards, proper sanitation and hygiene, personal responsibility and preventive measures to deploying Soldiers.

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(d) All units must establish both a DMLSS and DCAM account as part of their pre- deployment activities.

(e) Deploying units must utilize DCAM to identify and order all required CL VIII supplies. The MEDDAC will notify the unit when the supplies are available for pickup.

(f) Re-evaluate personnel with profiles (temporary or permanent), with a numerical designator of "3" or "4" in any of the Physical capacity/stamina, Upper extremities, Lower extremities, Hearing/ear, Eyes, Psychiatric (PULHES) factors.

(g) Provide representation to unit status and/or synchronization meetings, as required.

(8) Commander, DENTAC. In coordination with DPTMS, develop plans to execute support requirements IAW Annexes A, B, C, D, E, F, G, L and Q.

(9) G6/Directorate of Network Enterprise Center (NEC). In coordination with DPTMS, develop plans to execute support requirements IAW attached Annexes A, B, C, D, E, F, K and Q.

(a) Be prepared to provide deploying units with automation and communication support.

(b) Provide Secure Internet Protocol Router Network (SIPRNet) tokens, as requested.

(c) Create and Suspend Non-Secure Internet Router Network (NIPRNet) and SIPRNet email accounts of deploying Soldiers, as required.

(d) Ensure Rear Detachment personnel remaining on the installation have access to NIPRNet/SIPRNet capabilities.

(e) Provide Frequency/Spectrum management to deploying units on the installation as required.

(f) Provide advice/assistance in cybersecurity.

(g) Provide a representative to unit status and/or synchronization meetings, as required.

(10) Public Affairs Officer (PAO). In coordination with DPTMS, develop plans to execute support requirements IAW Annexes A, B, C, D, E, and F.

(a) Provide command information, public information, and community relations support during all deployments.

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- (b) Provide information liaison and photographic support as required.
  - (c) Coordinate approval of all statements released to news media representative.
  - (d) The Fort Sill Garrison Public Affairs Office (PAO) is the authority for release of official information to the public – including civilian news media and members of the off-post community. All requests for public information will be referred to PAO.
  - (e) PAO will coordinate releases of information with DPTMS Security, the Garrison OPSEC Manager, SJA and other public affairs organizations as needed and appropriate to ensure protection of sensitive information.
  - (f) The following are restrictions on the release of information:
    - 1. Statements concerning the unit's mission will not be made, except through properly cleared announcements, to members of the news media or personnel outside military channels.
    - 2. Soldiers will not discuss or release any information regarding the purpose, time, route, or destination of the unit being deployed to their friends, family, or any other person not assigned to the unit.
    - 3. Soldiers will not discuss deployment information over the telephone, cellular devices, texts, social media outlets or other non-secured communication device. The unit will use courier and messenger whenever possible.
    - 4. Visitors will not be allowed access to staging areas.
  - (g) A PAO escort is required for news media at all locations on Fort Sill due to security, safety and mission requirements, as determined by the Garrison Commander.
- (11) Resource Management Officer (RMO)/G8.
- (a) In coordination with DPTMS, develop plans to execute support requirements IAW attached Annexes A, B, C, D, E, and F.
  - (b) Provide guidance for funding, financial services and reporting costs incident to the administration and logistical support of this plan.
  - (c) Record and report all costs incidental to all exercises per instructions in implementing OPLAN.
  - (d) Submit consolidated budget and final cost report as required by the headquarters or FORSCOM.
  - (e) Be prepared to provide finance functions to mobilized units and individuals for all levels of mobilization.



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(f) Provide Finance entitlement and travel briefing to mobilizing Soldiers.

1. Ensure deploying Soldiers have initiated joint checking accounts or support allotments to support deployments.

2. Verify Service members' Group Life Insurance (SGLI) premium agrees with personnel records, and that Soldiers' Personnel Action Code Identification Number reflects assigned or attached unit.

(g) Provide a finance Noncommissioned Officer (NCO) or DA Civilian to brief financial issues at unit Family Readiness Group meetings.

(h) Provide representation to unit status and/or synchronization meetings, as required.

(12) Directorate of Human Resources (DHR)/G1/Adjutant General. In coordination with DPTMS, develop plans to execute support requirements IAW attached Annexes A, B, C, D, E, F, G, L and Q.

(a) Use the Soldier Readiness Processing Support Center as an SRP site to process Soldiers for deployment.

(b). Participate in validation meetings; prepare and submit required reports.

(c) Publish all individual Temporary Change of Station (TCS) orders needed for personnel movements to final duty location IAW guidance contained in Department of Army (DA) G1 Personnel Policy Guidance (PPG).

(d) When mobilizations extensions are approved for RC Soldiers, amend TCS orders and process the extension in eMILPO.

(e) Publish Permanent Change of Station (PCS) orders when necessary IAW DA Policy and the PPG.

(f) Process official mail changes as required.

(g) Provide representation to unit status and/or synchronization meetings.

(h) Provide information/updates for SITREPS and other reporting requirements as necessary.

(i) Army Substance Abuse Program will maintain plans for, and be prepared to implement, an expanded drug-testing program.

(j) Ensure Contingency Operation – Active Duty Operations Support (CO-ADOS) packets have been submitted for Soldiers who have insufficient remaining mobilization time to complete the mission.

(k) Track Deployment & Reconstitution Tracking Software (DARTS) status.

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(l) Oversee manifest operations; coordinate for the proper amount of staff and equipment to conduct manifest procedures IAW flight schedules.

### (13) Mission and Installation Contracting Command (MICC).

(a) Maintain contracting operations to include installation-contracting support for deploying units.

(b) Utilize the Support Base Services Contract (SBS), when practicable, in order to allow for a reduction of procurement timelines needed to fill contracting requirements in support of deployment operations.

(c) Ensure deployment requirements, if applicable, have been identified in current and future Fort Sill contracts.

(d) Train and appoint Government Purchase Card (GPC) holders in accordance with Army Federal Acquisition Regulation 5113.303 – Blanket Purchase Agreements, and the MICC Standing Operating Procedures for the GPC Program.

(e) Provide written guidance or refresher training on the use of the GPC when determined appropriate by the MICC, or requested by the deploying unit.

### (14) Unit Commanders (75<sup>th</sup> FA BDE, 31<sup>st</sup> ADA BDE).

(a) Responsible for the preparation and execution of all unit deployment plans.

(b) Coordinate with Installation Transportation Office (ITO) to generate load plans. ITO will submit load plans to Transportation Command (TRANSCOM) and FORSCOM as required.

(c) Develop a unit movement plan ICW LRC to deploy the unit to the POE.

(d) Coordinate with DPW to turn in unit buildings.

(e) Coordinate with the Directorate of Emergency Services Physical Security Branch NLT 45 days prior to deployment to close off arms rooms and deactivate Integrated Commercial Intrusion Detection System (ICIDS).

(f) Schedule SRP no earlier than 90 days and no later than (NLT) 60 days prior to Latest Arrival Date (LAD).

(g) Provide a current deployment personnel roster to Director, DHR NLT 14 working days prior to each flight for SRP validation.

(h) Coordinate manifest requirements with DPTMS.

(i) Contact Personal Property Shipping Office (PPSO) NLT 45 days prior

to deployment to coordinate for storage of household goods.

(j) Commanders of non-deploying or late deploying units. Provide equipment and personnel support as tasked by this OPLAN and the DPTMS representative in the FSOC/EOC.

(15) Coordinating Instructions.

(1) All directorates with a deployment support function responsibility will:

(a) Develop and maintain internal alert notification procedures and SOPs to implement this plan.

(b) If required, assign an individual knowledgeable of the directorate/agency operations and capabilities to serve on a Deployment Planning Working Group.

(c) Be prepared to; expand operations to ensure accomplishment of the deployment mission. Continuous 24-hour operations may be required.

(d) Ensure all personnel, equipment, and facility requirements to accomplish deployment tasks are documented in order to “rebuild” a deployment/mobilization TDA.

(e) Be prepared to handle initial mobilization surge requirements through augmentation and/or implementation of Support Base Services contracts.

(f) Identify any post-mobilization or deployment-related contracting requirements.

(2) All directorates/activities should be prepared to adapt to changes in needs and priorities arising from changing requirements in the theater of operations and the decisions of higher authorities.

(3) Reporting requirements in addition to those outlined in this document may be established during the conduct of an operation. All directorates/activities need to be prepared to respond to new reporting requirements as they occur.

(4) All requests for assistance, information, support, etc., will be directed to the appropriate representative in the FSOC/EOC.

(5) Reports and requests submitted to the FSOC/EOC should be legible, handwritten or typed, to expedite their processing.

6. Service Support.

a. See Annexes

7. Command and Signal.

a. Command.

(1) The Fort Sill Operations Center, Building 455, will be operational 24 hours daily for emergency deployments NLT N+2. DPTMS, Operations personnel will provide command and control until other activities arrive and assume their duties.

(2) Annex S - Command, Control and Communication and Annex F - Tracking and Reporting are base reference documents.

(3) Request units and tenant organizations becoming aware of reportable incidents or events and report all available facts through command channels to the FSOC/EOC. Reportable events may be related to specific Essential Elements of Friendly Information (EEFI), protest activity, espionage, sabotage, or any other information that might affect the command or unit mission.

(4) Submit reports in a timely manner. Submit follow-up reports as situation develops. Transmit reports by the most expeditious means consistent with security requirements and the urgency of the situation.

(5) General Intelligence received from those reports may be the basis for major tactical and/or strategic decisions, therefore, it is imperative the most accurate and current information be reported.

(6) Units report information immediately, even though it may be incomplete or not verified. When such information is reported, a statement as to the lack of confirmation should be included.

b. Signal.

(1) Primary means of communication is NIPR email.

(2) Secondary means of communications are LMR, FM, electronic mail, fax and courier.

(3) Major subordinate commands and separate battalions will dispatch Liaison Officers (LNO) to the FSOC if telephone communications fail.

(4) Installation Property Book Office will maintain operational floats of STU-IIIs.



**OFFICIAL:**

Taylor  
Colonel

STAFF  
G3/5/7

Section I: Required Publications

Transportation Corps Deployers Tool Box at the inserted link:  
[https://transportation.army.mil/deployers\\_toolbox/.](https://transportation.army.mil/deployers_toolbox/)

AR 525-93  
Army Deployment and Redeployment, April 2022

ATP 3-35  
Army Deployment and Redeployment (Appendix F), (Change 2), March 2015

DA PPG  
Personnel Policy Guidance

DTR 4500.9-R  
Defense Transportation Regulation

FORSCOM Regulation 55-1  
Unit Movement Planning

FORSCOM Regulation 55-2  
Unit Movement Data Reporting

FORSCOM Regulation 500-3-1 Forces  
Command Mobilization Plan

FORSCOM Regulation 500-3-2 Forces  
Command Deployment Guide

Section II: Related Publications

AFJMAN 24-204  
Preparing Hazardous Materials for Military Air Shipment

ALARACT 15/2010  
Basic Allowance for Subsistence (BAS) Collections

AFARS 5101.602-2-90  
Appointment of Ordering  
Officers AFARS 13.303  
Blanket Purchase Agreements

AR 5-9  
Area Support Responsibilities

AR 27-20  
Claims

AR 40-501  
Standards of Medical Fitness

AR 40-562  
Immunizations and Chemoprophylaxis

AR 56-3  
Management of Army Rail Equipment

AR 56-4  
Distribution of Material and Distribution Platform Management

AR 190-45  
Law Enforcement Reporting

AR 360-1  
The Army Public Affairs Program (CH 5, 9 and 12)

AR 380-5  
Department of the Army Information Security Program

AR 525.13  
Antiterrorism

AR 600-8-1  
Army Casualty Program

AR 600-8-101  
Personnel Readiness Processing (CH 4 and 5), (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

AR 600-20  
Army Command Policy

AR 608-1  
Army Community Service (CH 4)

AR 690-11  
Use and Management of Civilian Personnel in Support of Military Contingency Operations



AR 710-2  
Supply Policy Below the National Level

AR 735-5  
Policies and Procedures for Property Accountability

Army Directive 2019-17, 01 Apr 2019  
Change to the Soldier and Family Readiness Group Program

Army Financial Management Guidance ISO Contingency Operations (28 JUN 2012)

CFR 46  
Code of Federal Regulations - Shipping

CFR 49  
Code of Federal Regulations – Transportation

CTA 50-900  
Clothing and Individual Equipment

ADP 7-0  
Training

ATP 3-35  
Army Deployment and Redeployment (Appendix F)

ATP 3-90.20  
Regional Support Group

ATP 4-02.5  
Casualty Care

ATP 4-93  
Sustainment Brigade

Code of Federal Regulation 49  
Transportation (Parts 200-299)

DA PAM 27-162  
Claims Procedures

DA PAM 40-501  
Army Hearing Program

DA PAM 600-8-101

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Personnel Readiness Procedures (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

DA PAM 690-47  
DA Civilian Employee Deployment Guide

DA PAM 710-2-1  
Using Unit Supply System (Manual Procedures)

DOD 4525.6-M  
Department of Defense Postal Manual

DOD 7000.14-R  
Financial Management Regulation

FM4-02  
Army Health System

FM6-0  
Commander and Staff Organization and Operations

FORSCOM / ARNG Regulation 55-1  
Unit Movement Planning

FORSCOM Regulation 700-2  
FORSCOM Standing Logistics Instructions

FORSCOM Regulation 700-3  
Ammunition Basic Load

FORSCOM Command Deployment Discipline Program Policy Letter (dated 4 MAR 13)

FORSCOM Memorandum  
Subject: Forces Command (FORSCOM) Policy on Reuse of Installation Facilities during Force Deployments

FS Regulations 40-501  
Fort Sill Army Hearing Program

HQDA EXORD 178-11  
Mobilization Command Support Relationships and Requirements Based Demobilization Process

TM 38-250  
Preparing Hazardous Materials for Military Air Shipments

Section III: Prescribed Forms

DA Form 2765-1  
Request for Issue or Turn-In

DA Form 3955  
Change of Address and Directory Card

DA Form 4036  
Medical and Dental Preparation for Overseas Movement

DA Form 5305  
Family Care Plan

DA Form 5748-R  
Shipment Unit Packing List and Load Diagram (LRA)

DA Form 7425  
Readiness and Deployment Checklist

DD Form 93  
Record of Emergency Data

DD Form 1172  
Application for Uniformed Services Identification Card – DEERS Enrollment

DD Form 1173  
Uniformed Services Identification and Privilege Card

DD Form 1299  
Application for Shipment and/or Storage of Personal Property

DD Form 1610  
Request and Authorization for TDY Travel for DOD Personnel

DD Form 1750  
Packing List

DD Form 1796  
Receipt for Unaccompanied Baggage

DD Form 1797  
Personal Property Counseling Checklist

DD Form 1833  
Isolated Personnel Report (ISOPREP)

DD Form 2365  
DOD Civilian Employee Overseas Emergency Essential Position Agreement

DD Form 2766  
Adult Preventive and Chronic Care Flowsheet

DD Form 2781  
Container Packing Certificate or Vehicle Packing Declaration

DD Form 2890  
DOD Multimodal Dangerous Goods Declaration

Defense Transportation Regulation 4500.9-R-Part  
II Cargo Movement (CH 208-1)

Defense Transportation Regulation–Part III  
Mobility Appendix L: Arrival/Departure Airfield Control Group (A/DACG) Checklist

DoDI 1332.45  
Retention Determinations for Non-Deployable Service Members (30JUL18)

DoDI 1342.22  
Military Family Readiness (03 JUL 2012, incorporating change 2, 11 APR 2017)

DoDI 6490.03  
Deployment Health (11 AUG 06)

DoDI 6490.12  
Mental Health Assessments for Service Members Deployed in Connection with a  
Contingency Operation

DTRA DoD  
Mission Assurance Assessment Guidelines 2018

DTRA DoD IMCOM  
Modified Mission Assurance Assessment Guidelines FY18

PS Form 3801  
Standing Delivery Order

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SF 52  
Request for Personnel Action

SF 1190  
Foreign Allowances Application, Grant and Report

Command Emphasis on Hearing Conservation and Letter of Memorandum

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## Annex A: Pre-deployment

1. This annex describes Pre-Deployment Activities: These are activities all units will engage in prior to being alerted for deployment, as well as enduring requirements a unit has to remain at a state of readiness. Some of these pre-deployment activities are enduring and are the responsibility of the unit commander to maintain. Other pre-deployment activities occur only upon receipt or formal notification of an impending mission.

2. Operations: Directorate of Plans, Training, Mobilization and Security (DPTMS) has oversight of the installation support for deployment missions, to include providing status of training and coordinating unit resources'.

a. Phase 1-Pre-Deployment Activities (Enduring Requirements)

- (1) Movement Planning (books)
- (2) Movement Support Positions
- (3) Maintaining Deployment Readiness
- (4) Logistics (Cargo)
- (5) Personnel

b. Unit must be trained and personnel must be nearly 100 percent SRP compliant. This level of readiness and training requires school-trained, long-term unit movement officers (UMO), hazardous cargo (HAZMAT) certifiers, TC-AIMS II operators, Container Control Officers, and air load planners (as required) to support movement operations. Additionally, readiness and training includes unit-trained air/rail load teams. Units must have an understanding of the Joint Operation Planning and Execution System (JOPES) to enable smooth, seamless deployment operations. The rapid transmission of accurate deployment data into the Defense Transportation System (DTS) is critical to the success of a unit's movement.

c. Organizational Equipment Lists (OEL) and Unit Deployment Lists (UDL) must be accurately maintained and updated annually in the Transportation Coordinators Automated Information for Movement System II (TC-AIMS II) database.

d. Where possible, all required deployment and movement documentation will be prepared in advance and inspected during deployment preparation. This will ensure a proper level of preparedness of the unit is maintained, as well as the overall feasibility of its movement plan.

3. Deployment Movement Plans: Deployment movement plans define responsibilities, functions, and details for each part of a unit deployment from origin to reception in theater. There may be more than one deployment plan required depending on the

## Annex A: Pre-deployment

number of contingencies/operations plans (OPLAN) the unit must be prepared to support.

a. Deployment related information is contained in the Combatant Commanders (CCDR) database and is accessible through CCDR ad hoc queries or via JOPES. The Army Service Component Command (ASCC) assigns Unit Line Numbers (ULN) to units. It is essential that deploying units use the correct ULN for equipment scheduled for movement at the right time, by the correct mode.

b. Using the correct ULN is one of the keys to the JOPES database validation process. An incorrect ULN could overstate or understate requirements and delay passenger and cargo movements.

c. ULNs available on JOPES OPLAN reports divide the unit by transportation mode, ports of embarkation/debarkation, and dates. Dates correspond to the established C-day for the designated plan Time Phased Force Deployment Data (TPFDD). The unit movement is phased by the following dates relative to C-day:

(1) Ready-to-load date (RLD). The RLD date in the TFPDD is when the unit will be prepared to depart its origin.

(2) Available-to-load date (ALD). The TPFDD specified date when the unit will be ready to load on an aircraft at the Aerial Port of Embarkation (APOE) or ship at the Sea Port of Embarkation (SPOE).

(3) Earliest arrival date (EAD). A date specified by the supported combatant commander that is the earliest date when a unit, a resupply shipment, or replacement personnel can be accepted at a POD during a deployment. It is used with the latest arrival date to define a delivery window for transportation planning.

(4) Latest arrival date (LAD). A date specified by the supported combatant commander that is the latest date when a unit, sustainment, or replacement personnel can be accepted at a POD and support the concept of operations. It is used with the earliest arrival date to define a delivery window for transportation planning.

(5) Required delivery date (RDD). A date when a unit must arrive at its destination and complete off-loading to properly support the concept of operation.

4. Developing a Deployment Movement Plan: (See FM 3-35 for detailed information about developing movement plans.) The essential components in a movement plan:

- a. Identify what needs to be moved.
- b. Identify equipment to accompany troops (TAT).



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- c. Identify what needs to move by air. Identify hazardous, sensitive and classified cargo (SI/CCI) for packaging, labeling, segregation, and placarding for movement.
  - d. Develop vehicle load plans for unit equipment.
  - e. Identify Blocking, Bracing, Packing, Crating, and Tie-down (BBPCT) requirements.
  - f. Translate what needs to be moved into transportation terms.
  - g. Determine how the personnel and equipment will move to the Point of Embarkation (POEs).
  - h. Prepare the unit deployment plan.
  - i. Maintain the movement plan.
5. Unit Movement Books: Units will maintain unit movement books that contain the unit deployment movement plan, appointment orders, training certificates, recall rosters, a current OEL, and copies of load cards (DA FM 5748-R) and container packing lists (DD FM 1750). Units will also maintain prepared copies of transportation requests, convoy movement requests and special handling permits, and BBPCT requirements. Additionally, units will ensure all HAZMAT is identified with appropriate documentation on-hand, in preparation for movement. Suggested items to be included in movement binders. See ATP 3-35 (FM, Appendix D, Duties, D-3).  
[https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/atp3\\_35.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/atp3_35.pdf)
6. Deployment Support Positions: All deployable Fort Sill units are required to have an appropriate number of personnel trained to perform special deployment duties. These duties include unit movement officer (in the rank of SSG or above), an alternate unit movement officer (SGT or above), unit rail and air loading teams, HAZMAT certifying officials, budget officer, DTS clerk, Integrated Computerized Deployment System (ICODES) load planners, Container Control Officers, and TC- AIMS II operators. Fort Sill has specific policies for appointing and training personnel to assume these positions, and this is a synopsis of the more important ones.
- a. Unit Movement Officer (UMO): The UMO is the commander has designated representative for the execution of a unit's movement. The UMO should be a graduate of the Unit Movement Officer Planning Course, appointed on unit orders, have a SECRET security clearance, and have at least twelve months retention in the unit. (See AR 525-93, Appendix C- Command Deployment Discipline Program Evaluation Tasks, C-1. Levels responsibilities and tasks).  
[https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/r525\\_93.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/r525_93.pdf)

## Annex A: Pre-deployment

Figure 1: Commanders UMO Checklist

COMMANDER'S UMO CHECKLIST			
	YES	NO	NA
Have a UMO and alternate been appointed?			
Does the unit have the required publications to support unit movement planning?			
Does the unit have an approved exercise, mobilization (RC only), and deployment (AC/RC) movement plan? (USAR MSC/STARC/installation approved)			
Has the unit movement plan been prepared?			
Has the UMO reviewed unit plans to ensure that they conform to directives of higher headquarters?			
Does the unit have established procedures for the following:			
- Identifying, loading, certifying, and transporting hazardous cargo?			
- Marking of vehicles for convoy movement?			
- Loading and unloading of vehicles?			
- En route maintenance during convoy movement?			
Have SOPs been reviewed and staffed to ensure conformity to regulations?			
Does the unit movement plan address the following:			
- Movement of the advance detachment to the POE, if required?			
- Movement of the main body?			
- Movement of MTOE/CTA equipment from point of origin?			
Does the unit have the most current OEL report data?			
For units with organic vehicles, have load plans been completed for each loaded vehicle and trailer?			
For units with equipment that cannot be transported organically, has a request for commercial transportation been submitted?			
Has BBPCT material been considered, requirements identified, sources identified, and coordination made?			
Have unit load teams been identified and trained?			
For unit convoys, have convoy requirements been identified, appropriate coordination accomplished, and forms completed?			
Has the unit identified, properly loaded, and certified hazardous cargo for movement?			
Has the unit properly marked vehicles for convoy movement?			
	YES	NO	NA

b. Hazardous Cargo Certifiers (HAZMAT): Each unit (battery and above) is required to have a minimum of primary and one alternate to certify hazardous cargo. Hazardous cargo certifiers must be trained at a Department of Defense (DOD) approved school on applicable regulations for all transport modes and be recertified every 2 years. On Fort Sill, the Logistics Readiness Center (LRC) is the proponent for coordinating the HAZMAT course. The LRC point of contact is The Unit Movement Office, BLDG 2276, 6075 Hirsch Road, Fort Sill, (580) 442-2830. Fort Sill conducts three HAZMAT courses per year.

c. Integrated Computerized Deployment System (ICODES) and The Airlift Contingency Load Planner (ACLP) course: LRC is the proponent for coordinating the ICODES and ACLP courses. The LRC point of contact (POC) is The Unit Movement Office, BLDG 2276, 6075 Hirsch Road, Fort Sill, (580) 442-2830. Fort Sill conducts two

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ICODES courses per FY. Upon course completion, the individual is authorized to sign load plans. However, an Air Force, Rail Line, or Ship loadmaster must approve them. The ACLP course concentrates only on the planning of a movement of cargo by air.

d. Brigade Budget Officer: Budget Officers plan financial obligations for deployment and deployment related events. Brigade Budget Officers should be trained on General Fund Enterprise Business System (GFEBS), DTS, Government Credit Cards, Wide Area Workflow (WAWF) and be generally proficient with accounting.

e. Primary Unit Movement References: The table below provides the unit movement team a list of references to support the development of a unit movement plan, as well as supporting the overall unit movement.

(1) See ATP 3-35 (FM, Appendix D, and Table D-1).  
[https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/atp3\\_35.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/atp3_35.pdf) Additional references, not mentioned below, include:

(2) SDDCTEA PAMPHLET 55-21 – Military Surface Deployment and (Lifting and Tie down for Helicopters).  
<https://www.yumpu.com/en/document/view/8915996/sddctea-pamphlet-55-21-military-surface-deployment-and->

(3) SDDCTEA PAMPHLET 55-22 (Lashing):  
[https://www.sddc.army.mil/sites/TEA/Functions/Deployability/TransportabilityEngineering/Transportability%20Engineering%20Publications/Pam\\_55-22\\_lift\\_35.pdf](https://www.sddc.army.mil/sites/TEA/Functions/Deployability/TransportabilityEngineering/Transportability%20Engineering%20Publications/Pam_55-22_lift_35.pdf)

f. Unit Movement Teams: LRC is the proponent for coordinating. The LRC POC is The Unit Movement Office, BLDG 2276, 6075 Hirsch Road, Fort Sill, (580) 442-2830.

g. Unit Pallet Build Training: Instructors will assist unit UMOs in conducting pallet building training upon request and availability. Equipment must be provided and coordinated by the unit. LRC is the proponent for coordinating. The LRC POC is The Unit Movement Office, BLDG 2276, 6075 Hirsch Road, Fort Sill, (580) 442- 2775.

h. Unit Rail Load Training: Instructors will assist unit UMOs in conducting Unit Rail Load Training upon request and availability. Vehicles and equipment must be provided and coordinated by the unit. The LRC POC is The Unit Movement Office, BLDG 2276, 6075 Hirsch Road, Fort Sill, (580) 442-2775.

i. Unit Movement Officer (UMO) Course: The UMO Course is a two-week resident course, taught at the Army Logistics University, Ft. Lee, VA. Class schedule and enrollment can be found in ATRRS. This course instruction provides orientation on rail, barge, and vehicle convoy requirements and techniques. The UMO course provides familiarization of TC-AIMS II to configure the automated organizational equipment list OEL and unit deployment list UDL; students completing this class are qualified in all

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ground movement. \*NOTE: The UMO course does not include instruction on transporting hazardous materials.

j. Mobilization/Deployment Planning Course: Mobilization/Deployment Planning Course is a two-week resident course, taught at the Army Logistics University, Ft. Lee, VA. This course is offered twice a year. Class schedule and enrollment can be found in ATRRS. This course addresses the mobilization and deployment processes at various levels of command within the Army. Focus of the course is on legal authorities, mobilization concepts, plans, policies, procedures, and the responsibilities for mobilization and deployment at DOD, HQ DA, MACOM, CONUSA, JFHQ, USARC, and installation levels.

7. Deployment Support Positions (Company and Brigade-Level): The Mobility Officer provides the brigade with embedded expertise in the planning and execution of deployment and redeployment operations. The mobility officer typically works in the S-4 section, but routinely coordinates with the S-3. Mobility Officer Duties (Brigade-level) include:

- a. Advising commanders and staffs on deployment and distribution processes, procedures, and issues.
- b. Planning and coordinating deployments and redeployments.
- c. Assisting in the preparation of deployment/redeployment plans, orders, and SOPs.
- d. Developing, coordinating, and monitoring deployment training for unit movement officers, TCAIMS II operators, air load planners, hazardous materials certifiers, and unit load teams.
- e. Review company and battalion input into TC-AIMS II.
- f. Providing accurate unit movement data to the Joint Planning and Execution Community (JPEC) to influence the TPFDD.
- g. Coordinating with installation activities for deployment support.
- h. Assisting commanders in planning and conducting operational maneuver.

8. Installation Transportation Office (ITO): The Installation Transportation Officer is a pivotal participant in the force projection process providing links to FORSCOM and USTRANSCOM services, commercial integration, power projection platform operational expertise, and planning support. The Unit Movement Coordinator (UMC) is appointed by the ITO to:

- a. Assist and monitor unit movement plans, data, and documentation.

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- b. Coordinate transportation requirements with the supporting commands for movement from home station to POEs.
- c. Request strategic lift from USTRANSCOM.
- d. Source unit deployment information and data using TC-AIMS II.
  - 1. Overseeing the use of deployment automation systems such as TC-AIMS II (often the system administrator) and ensuring the systems are operating on the correct software version and only authorized personnel are permitted access.
  - 2. Review and monitor both company and battalion inputs into TC-AIMS.
- e. Provide technical assistance and monitor deployment training.
- f. Coordinate requests for convoy clearances and special hauling permits with state highway authority and the defense movement coordinator.
- g. Arrange for and monitors the status of commercial and military shipping containers and 463L pallets.
- h. Report movement of units as directed.
- i. Advise unit commanders/organizations on identifying and obtaining equipment in support of unit deployments, to include BBPCT materials.
- j. Planning and supervising deployment and distribution options.
- k. Coordinating movement requests with military and commercial agencies.
- l. Translating and submitting unit movement request in DTS Training unit personnel in unit movement processes and on tasks associated with unit movement requests in the DTS.
- m. Advising& assisting commanders and staffs with unit movement operations.
- n. Coordinating with installation activities for deployment support.
- o. Conducting transportation feasibility analysis.
- p. Providing accurate unit movement data to JPEC to influence the TPFDD.
- q. Providing continuity in planning and monitoring division deployment and distribution operations.

## Annex A: Pre-deployment

9. Creating and Maintaining the OEL: The unit OEL (Organization Equipment List) provides the baseline for any UDL. The OEL must be updated as unit equipment changes, and the CO, BN, and BDE Unit Movement Officers and the DST must validate it every six months. Maintaining accuracy in the OEL is paramount to successful movement operations. The OEL must reflect accurate information about unit equipment, i.e. Model designation, serial numbers, bumper numbers. This equipment data can be verified by the UMO through numerous documents and multiple means.

a. Initially, the UMO should scrub the commander's property book, to ensure all unit equipment is captured in the OEL. The unit property book will contain all appropriate information required for input into the OEL. Additionally, the UMO can validate information through the Global Combat Support Systems-Army (GCCS-A) system in the unit motor pool. All equipment data is also input into the GCCS-A for maintenance tracking purposes. Finally, a UMO can confirm equipment data by visually inspecting each piece of unit equipment. This is a tedious process, but may be required to ensure 100 percent accuracy of the OEL. (This visual inspection could easily occur during a unit's maintenance day in the motor pool.)

b. Another key aspect of the OEL is for the UMO to simply plan for no secondary loads in vehicles or trailers. Planning for no secondary loads serves two major purposes: it will create a 'worst-case' scenario for unit movement- the one that requires the most assets to support the movement of the unit; it also defines a unit requirement for containers. This planning aspect enables the UMO the most leeway to refine the unit UDL, based upon the mission requirements or commander's intent. Another planning consideration for the OEL is to assume that all equipment and cargo will be reduced to the lowest level. This assumption will also provide a better planning factor for required unit containers for movement, as well as creating the most time-intensive preparation period.

c. Unit container requirements are extremely important to supporting unit movements. Most unit containers on Fort Sill are non-deployable, meaning they do not meet transportability requirements for ground or sea shipment. This also means units will need to request additional, deployable containers to support their movement. UMOs must first know their container requirements, prior to coordinating for deployable containers. UMOs must also know the timeline and request process for these containers, which is contained in Appendix E of this publication. In addition, UMOs can simply request one deployable container for each unit-owned non-deployable container, with a good rule of thumb as one container per platoon and two containers per company headquarters.

d. UMOs must also be familiar with the -10 Technical Manuals for each equipment type on their respective OEL. The TM will provide the requirements for transport, if any, for each mode of transport, for that piece of equipment. The TM will also provide instructions on reducing vehicles and equipment to their lowest levels, key during the equipment preparation phase.

10. TC-AIMS: When creating an Organization Equipment Listing (OEL), always use the 'search' feature instead of simply typing in the model number. Additionally, select items containing the 'reduced for sealift operational' configuration when available. In the 'Preferred Mode to Port' box, select rail unless going by airlift aircraft. If original mode was 'rail', but the preferred mode changed to 'airlift', ensure that you change 'Preferred



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Mode to Port to 'airlift' and the 'Lin Index' to 'operational'. This is necessary to reflect accurate data on 'COMPASS' reports and other automated transportation data systems.

- a. During OEL and Unit Deployment Listing (UDL) development, ensure that all required fields are completed. Do not rely on the 'auto populate' feature. Update Unit Movement data during times of little or no pre-deployment activities rather than attempting to do so all at one time during deployment preparation.
- b. When performing the 'assign/associate function in situations where two or more Unit Identification Codes (UICs) 'combine' their equipment, they must remain 'autonomous'. For example, 'Alpha' company has six "quadcons" to ship [Four quadcons = one transportation equivalent unit (TEU)]. This is the 'preferred method' of shipment. Bravo Company also has six quadcons to ship. In order for units to move their equipment, they are required to configure for TEU. Both Alpha and Bravo Company UMOs decide to create a 'shared' TEU. In order to maintain in-transit visibility (ITV), both Alpha and Bravo companies will be required to create Military Shipping Labels (MSLs) for their respective quadcons regardless of TEU composition.
- c. When assigning/associating unit equipment, ensure that 'Company A's' cargo/equipment is placed in Company A's container. UMOs need to obtain clear guidance to include 'Commander's intent' when identifying UDLs.

## 11. Unit Deployment Listing UDL Procedures:

- a. Ensure OEL is complete and up-to-date. Submit NLT 60 days prior to ALD.
- b. Match all trailers to appropriate prime movers, whenever possible.
- c. Ensure accurate dimensions and weights are reflected for each item, as it will be shipped. This will require you to measure the item. Remember to account for any secondary loads. This should be done at the earliest so once the equipment is marked for UDL the data is correct already. Extra attention is required to select the correct LIN/INDEX for each piece on the UDL. The Index affects the configuration of the cargo by mode to be shipped.
- d. All containers and pallets must reflect a load inside. Accurate weights for these items must be entered on the UDL after they are weighed and before the MSL is printed and attached. UDL's are otherwise locked in 59 days prior to ALD.
- e. Only include in your UDL those items that will be loaded separately and take up their own space on the conveyance. Secondary loaded items should be shown as such.
- f. Check to be sure the appropriate Unit Line Number (ULN) and Mode to Port of Embarkation (MPOE) is entered for each item.
- g. Do not mark any item on the OEL as hazardous. HAZMAT will be documented



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separately on a 2890. Identify all HAZMAT on the UDL, once the HAZMAT requirement has been identified and the unit KNOWS which piece of cargo the HAZMAT will travel in. A copy of all HAZMAT documentation will be turned into the ITO/Unit Movements Section. HAZMAT identification is crucial data that must be forecast and pushed to the ITO as soon as possible. This data will enable the ITO to properly forecast special needs and will facilitate accurate submissions for transportation support request.

- h. UDL Mode codes are:
  - 1 = CONVOY
  - 9 = MIL LINE HAUL
  - A = COMMLINE HAUL
  - F = AMC AIRLIFT
  - K = RAIL
  - O = ORGANIC MIL AIR
  - W = WATER, BARGE

12. Maintaining Deployment Readiness (Deployment Preparations): Deployment preparations can be categorized into two primary focus areas: LOGISTICS (Cargo) and PERSONNEL. The deployment preparation of these two areas will be paramount to the overall success of a unit's movement to support its deployment.

a. Logistics (Cargo) Planning, Ordering, and Requisition: The two key components of the Logistics category for deployments are Equipment and Supplies. Specific preparation and planning is required for each of these, which will be described in detail in the following paragraphs. The requisition of supplies and the identification of deploying equipment should be done with ample lead-time, to ensure the necessary supplies are on-hand and equipment is ready for movement at the designated time. Logistics can be further defined in transportation terms as Cargo.

b. Equipment: Deploying units must be equipped at 90-100% mission requirement or as directed. If detailed mission analysis indicates that, a unit needs equipment LINs or quantities not authorized on the MTOE, Operational Needs Statement (ONS) procedures will be used to acquire the additional equipment. Units will report their equipment on status in the daily LOGSTAT to the supported command.

(1) When conducting mission planning, units must be prepared to operate in an austere environment in facility with restricted usage. All forces must plan accordingly, to ensure minimal impact to operations. Based on mission requirements, units must be prepared to deploy with authorized classes of supply at levels directed in the EXORD and be self-sufficient. Soldiers will deploy with authorized levels of individual protective equipment as required.

(2) Sub-commands bear initial funding and report all incremental mission costs (costs incurred over and above normal operations) for services performed under immediate response.

(3) Units/installation should establish and maintain habitual relationships with all deployment support organizations: the Contingency Response Group (CRG) / AMC, Arrival/Departure Airfield Control Group (A/DACG), and Joint Inspection (JI) teams at Aerial Ports of Embarkation (APOE) and the Surface Deployment and Distribution Command (SDDC) battalions at Sea Ports of Embarkation (SPOE).

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c. Unit Identification Codes (UIC): Partially deployed units (Rear Detachment DUICs) require a Derivative UIC (DUIC) prior to requesting a Department of Defense Activity Address Code (DODAAC) alignment. The Installation Readiness Officer, Anthony Hunter, Readiness Office at (580) 442-6555, manages UIC actions NLT 90 days prior to PAX Available-to-Load Date (ALD). Fully deployed units (majority of unit deploys) will deploy with current UIC and obtain a new DODAAC and Derivative Unit Identification Code (DUIC). The current DODAAC will be used by the rear element.

d. Department of Defense Activity Address Code (DODAAC): Each unit must establish deployment DODAACs for authorized Standard Army Management System (STAMIS). Units will have a DODAAC for each system, i.e. PBUSE and GCSS-A, with which they are deploying. Units will request DODAAC's by submitting a DODDAC request form through their property book office NLT 60 days prior to PAX ALD. The Fort Sill Installation DODAAC Coordinator POC: LRC Supply and Services Division, (580) 442-3885. Procedures for establishing DODAACs are provided below:

(1) Brigade Property Book Officer (PBO) will ensure the UIC is registered in the Army Status of Resources and Training System (ASORTS). The Installation Readiness Officer, Anthony Hunter, (580) 442-6555, manages UIC actions. The Brigade PBO will submit a DODAAC request form with the location, camp name, UICs, home station and deployment DODAACs for realignment to the Fort Sill Installation DODAAC Coordinator, LRC Supply and Services Division, (580) 442-3885. The address of the DODAAC must synchronize with the location of the UIC.

(2) Units will generally request a DODAAC for GCCS-A.

(3) TAC 1 and 2 addresses will be changed NLT flight – 2 days prior to departing for contingency location. Only the gaining command can change the TAC3 (billing address). Changes to the TAC3 will be completed upon arrival to the contingency location. Proper coordination facilitates better logistical support for the contingency unit. New DODAACs cannot be used until unit has arrived in theater of operation.

(4) Thirty (30) days prior to re-deployment, the customer unit will submit a memorandum signed by the Commander or S4 to the supporting Supply Support Activity (SSA) requesting that their account be closed.

d. Calibration: Units will identify the requisite amount of Test, Measurement and Diagnostic Equipment (TMDE) to support the deployed mission. This TMDE will be calibrated and within tolerance between the unit's Ready to Load Equipment (RLDE) and Relief in Place (RIP), approximately 90 days. Units will ensure the online master data files (Instrument Master Record File - IMRF) clearly identify what has deployed and what TMDE remains with the Rear Detachment (RDET).

e. Army Oil Analysis Program (AOAP): Units must pull all oil samples at home station for those systems that still require AOAP for all items scheduled between the unit's Ready Load Date Equipment (RLDE) and its Time of Arrival (TOA), (about 75 days) of anticipated arrival in theater. Units deploying equipment that require AOAP

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tracking will notify their servicing laboratory concerning deployment schedules. Units are responsible for providing complete oil analysis records to the new servicing lab IAW DA PAM 750-8, or DA PAM 738-751.

f. Batteries: Units will deploy with 15 Days of Supply (DOS) of primary throwaway C- E batteries and a full complement of rechargeable batteries, battery chargers, and ancillary gear.

g. RollingStock: Only MWOs that have published MWO Fielding Plans (MWOFP) will be applied. Units must ensure that all vehicles are at TM XX-10/20 (Based on – 10 in addition –20 Technical Manuals (TMs)) standards for deployment.

## h. Communications and Automation Systems

(1) Software: Deploying units will bring the latest software and software documentation (e.g., MS DOS, WIN NT, and WIN 2K, device drivers for printers, CD Rom drives, video cards, and tape backup units and STAMIS manuals). Units will ensure that they have a complete system and data backup completed and stored IAW their Continuity of Operation Plan (COOP).

(2) Power: All computers and printers without dual voltage capability will require transformers if operated in 220V environment. Commercially procured transformers range in size from 75 watt to 2000 watt. All units will deploy with Uninterrupted Power Supplies (UPS), surge protectors, an initial supply of printer cartridges/ribbons, CDs- RW, DVD+RW, tapes, printer cables, compressed air, power strips, electrical extension cords, foreign power adapters, transformers, and dust cover protectors.

i. Contingency Communications: Units will prepare to deploy with fully mission capable tactical and non-tactical communications.

13. Supplies: Units should plan to maintain at least a 30-day supply of known expendable items required to support the unit's mission. The following paragraphs provide supply details, broken down by the classes of supply.

## a. CLASS I.

(1) Soldiers will deploy with no more than one (1) DOS of MRE. When traveling on commercial aircraft, commanders have the flexibility to deploy with more than one (1) DOS if necessary. Units must coordinate draw of supplies from Installation Food Service/LRC TISA (580-442-6738/6739).

(2) Class I (Water): Soldiers will deploy with no more than one (1) DOS of water. When traveling on commercial aircraft, commanders have the flexibility to deploy with more than one (1) DOS if necessary. Planning factor for enroute consumption is 1.5 gal/man/day. Units must coordinate draw of supplies from Installation Food Service/LRC TISA (580 442-6738/6739).

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b. CLASS II: Program Executive Officer (PEO) Soldier and Rapid Fielding Initiative (RFI) will field/issue Organizational Clothing and Individual Equipment (OCIE IAW the EXORD). The POC is LRC/CIF (580) 442-5291. Unit S-4s or Supply SGT's should contact CIF with 72 hours' notice to set up an issue appointment for Soldiers missing OCIE items or who have not been issued OCIE. Supply SGTs must submit by-name listings Soldiers should bring deployment TCS orders for final release of Central Issue Facility (CIF) stocks. Class II Expendable. Units will deploy with 15 DOS of Class II expendables (office supplies, etc.) required for the mission, or as directed by the EXORD.

c. CLASS III: Units deploying with equipment requiring Class III (P) (packaged POL) will deploy with 15 DOS of Class III (P) that can reasonably be expected to be consumed in the event of mechanical failures or emergencies enroute. Unit Basic Load (UBL) will be picked up seven working days prior to container shipping date to theater. The planning factor for vehicle fuel requirements is 3/4 tank when deploying by air or sea.

d. Class IV: In a mature theater, many base camps have sufficient force protection and barrier material in place or available. Deployment of Class IV stocks in support of CEF or REF deployments can be requisitioned through SARSS in quantities IAW the EXORD. A deliberate deployment will not require the deployment of Class IV items with the unit.

e. CLASS V.

(1) Units will not deploy with ammunition, unless directed in the EXORD. Units will coordinate all training ammunition requirements with G3 for in-country training NLT D-90.

(2) If authorized in the EXORD to deploy with Ammunition Basic Load (ABL), deploying units will compute ABL requirements using the Ammunition Basic Load Computation.

(3) Deploying units will use property book accountability for Ammunition Basic Load (ABL) IAW DA PAM 710-2-1. In the event units are directed to bring ammunition into theater, all such shipments will be containerized and shipped IAW 49 Code of Federal Regulations (CFR). Units will not deploy vehicles with Class V items uploaded.

(4) Units BDEs will submit their sustainment training ammo requirements to their Commands Ammunition Manager Division G3 training by Latest Arrival Date (LAD) - 120, to include basis of calculation.

f. CLASS VII: Units will deploy with MTOE equipment IAW the EXORD. If units determine additional, non-MTOE equipment is required, an Operational Needs Statements (ONS) will be prepared and forwarded thru appropriate channels.

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SINCGARS radios and any other vehicle/TOC installation kits must be deployed from home station. For additional information on Theater Provided Equipment (TPE), Left Behind Equipment (LBE) and Operational Needs Statement (ONS) refer to the EXORD or contact the ACofS, G4. BDE PBOs are responsible for overseeing the property book split and reporting completion to G4 PBO. The property book split includes all types of property (MTOE, Installation, training devices, etc.).

g. CLASS VIII: Units will deploy with Class VIII only if directed by the EXORD. Individual Soldiers will deploy with the IFAK (Improved First Aid Kit) fully stocked with current supplies (nothing past expiration date). Combat Medics, MOS 68W, will also deploy with fully stocked and current Aid Bags, as per individual unit SOP. Units will deploy with fully stocked Warrior Aid and Litter Kits (WALK) and Combat Life Saver (CLS) bags, to ensure immediate medical care supplies are available throughout the deployment process NLT D-90.

h. CLASS IX: During the leaders' recon for a deliberate deployment, BDEs typically confirm disposition of ASL and LIS of the unit they are replacing. BDEs will also coordinate ASL changeover and the stockage of unit specific requirements before RIP/TOA. Deploying organizations will fall in on the existing theater supply support structure and will not deploy with organic SSA hardware or ASL, unless otherwise directed by Coalition Forces Land Component Command (CFLCC). Exceptions to this will also be coordinated with and approved by CFLCC C4.

i. Blocking, Bracing, Packing, Crating, and Tie-downs (BBPCT).

(1) Units are responsible for ordering their own material for blocking, bracing, packing, crating, and tie-downs. Contact Unit S-4, DPW, or Division Transportation Officer (DTO) for ordering information, as some items are available through the standard Army Supply System.

(2) Plan for dunnage to secure all trailers, towed generators, howitzers, and similar equipment deploying by any mode regardless if they have a prime mover or not.

(3) Units should 'accumulate' a stockpile of deployment supplies and materials to include; quadcon/tricon knuckles, HAZMAT placards and labels, banding materials, chains, binders, tools (saws, hammers, etc.)

14. Personnel: Units must prepare their Soldiers for deployment by three main categories. These categories are Soldier Readiness, Family Preparedness and Training. These areas are crucial to a unit's overall deployment readiness.

a. Soldier Readiness:

(1) Units are required to conduct a level 2 SRP prior to mission assumption. New unit members will SRP upon in-processing Fort Sill to ensure that they meet requirements and are prepared for deployment.

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(2) Orders. Soldiers deploying will be in a Temporary Change of Station (TCS) status. The OPORD/DEPORD will provide specific guidance.

(3) Military Personnel Record Jacket. Medical, Dental, and Finance records will remain at home station during deployment.

(4) Soldier Readiness (SRP) Packets. All Soldiers will be validated against Soldier Readiness Standards IAW AR 600-8-101.

(5) Soldier Readiness Program (SRP): The Soldier Readiness Program is covered under AR 600-8-101, with its purpose being to maximize Soldier readiness by identifying and correcting non-deployable/limiting conditions. See Annex G of this publication

b. Family Preparedness: Numerous organizations on-post also exist to support our Soldiers' Families while Soldiers are here and especially while they are deployed. Please consult your unit Family Readiness Liaison (580) 442-0359 or unit FRG leader for additional information and/or requirements to further prepare Families for deployments. Units will coordinate and conduct a pre-deployment briefing, tailored for Soldiers' Families and dependents. This briefing will provide information about the following areas:

(1) Advise Families about Wills, Financial and Medical Powers of Attorney (POAs), Advance Directives for Health Care (Living Wills), and other letters of authorization.

(2) Advise families about their entitlements, as well as those of their Soldier.

(3) Advise families of the services available to them, while their Soldier is deployed (ACS, AER, Red Cross, legal services, etc.).

(4) Provide an information center for dissemination of unit information.

c. Training: If an operation plan (OPLAN) is activated, FORSCOM will publish an EXORD outlining specific requirements to support the OPLAN. Deploying Unit (DU) individuals and leaders will complete mandatory training, common individual tasks, leader tasks, and perform all medical prerequisites, as required. Additional tasks may be performed as required prior to force deployment.

(1) Weapons qualification.

(2) Media awareness / Public Affairs.

(3) Public Affairs.



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(4) Guidance will be provided for each mission and is to be updated as the situation changes.

(5) Standing Rules for the Use of Force (SRUF). Units will adhere to the SRUF for U.S. forces, as modified by any SECDEF approved supplemental SRUF.

(6) Posse Comitatus. This briefing and the understanding of its content will only be provided if a Fort Sill unit provides response to a Defense Support of Civil Authority (DSCA) mission.

(7) Theater Specific Individual Readiness Training (TSIRT) can be found at: [https://www.bliss.army.mil/CRC/documents/A\\_Company\\_TSIRT%20CBT\\_Checklist22AUG18.pdf](https://www.bliss.army.mil/CRC/documents/A_Company_TSIRT%20CBT_Checklist22AUG18.pdf)

15. Antiterrorism and Force Protection. The U.S. Army antiterrorism policy is covered under AR 525.13, with its purpose being to maximize Soldier readiness by identifying lessons learned from recent threat incidents and appropriate training programs for Antiterrorism. Force Protection condition measures under *Army Standard 22*, the DOD FPCON system is an effects-based progressive level of protection security measures implemented in response to terrorist threats. Antiterrorism and Force Protection guidance can be found at:

<https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf>

a. U.S. Army antiterrorism policy page 12. e. Commanders will ensure inclusion of appropriate AT training and awareness requirements in all contracts requiring an AT/OPSEC cover sheet, as specified in paragraph 5–25. Army officials responsible for developing and negotiating contracts with contractor operators of Government facilities will ensure that appropriate language for completing AT Level I Awareness training requirements is included in all operating contracts. Commanders will provide a means to ensure all assigned contractors complete the requirements for AT Level I awareness training as specified by the terms of the contract. Contractors are required to comply with the terms of the contract. Commanders are required to offer AT training to contractors under the terms specified in the contract. Contractors working within a U.S. military facility or in proximity of U.S. Forces will receive incidental benefit from measures undertaken to protect U.S. Forces.

b. Standard 6. Terrorism Vulnerability Assessment page 17. (d) Deploying units, whether the deployment is for an exercise or operational mission/support. Pre-deployment terrorism vulnerability assessments will include assessment of sea and air ports of embarkation and debarkation; movement routes (sea, air, ground, and rail); assembly, staging, and reception areas; base camps, support structures (contract and HN), and local operating communities. Terrorism vulnerability assessments will be part of leader's reconnaissance in conjunction with deployments. Follow-on terrorism vulnerability assessments will be conducted for all deployments as determined by the commander or directed by higher headquarters.



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c. Standard 23. Antiterrorism training exercises page 25 and 59. *a. Army standard* 23. AT training will be afforded the same emphasis as combat task training and executed with the intent to identify shortfalls affecting the protection of personnel and assets against terrorist attack and subsequent terrorism consequence management efforts. *b. Implementing guidance.* Commanders will—

(1) Ensure AT training is included in mission rehearsals and pre-deployment training for all units (platoon level or above) prior to deployment. Multi-echelon individual training using vignettes and AT scenarios is required.

(2) Ensure units, which are deploying to or moving through or to HIGH threat areas, conduct pre-deployment training that is supported by measurable standards, including SROE/SRUF, AOR-specific threat orientation, deterrence-specific SOP TTP/exercises, lessons learned, and the operation and use of security equipment.

(4) Do units, which are deploying to or moving through HIGH threat areas, conduct pre-deployment training that includes SROE/SRUF, AOR-specific threat orientation, defensive TTPs/exercises, and the operation and use of security equipment?

d. Standard 31. Comprehensive Program Review page 61. *(a)* Is a comprehensive AT Program review conducted in conjunction with pre-deployment vulnerability assessments (see Standard 6)?

## Annex B: Deployment Operations (Movement Operations)

1. Purpose: This Annex outlines the procedures necessary for Units to deploy from Fort Sill. Movement phase of a deployment is broken down into two sub-phases: Fort to Port and Port to Port, as described in Chapter 1 (1-7) in ATP 3-35, this document will further divide the movement phase into six sub-phases. The purpose of the additional sub-division is to describe the operational and unit requirements, as well as the local processes involved to support the movement/deployment of units from Fort Sill. These sub-phases articulate unit requirements for each phase and define primacy for each particular sub-phase, as responsibility for unit equipment is transferred throughout the movement process to other entities and finally back to the unit. Additionally, this sub-division will ensure units maintain a "Fort thru Port to FOB" mindset when preparing and shipping their equipment and personnel. This mindset is crucial for units to successfully prepare their equipment for transport and refine their movement plan(s). This will also make certain unit planners are addressing and predicting 'far-side' requirements for the readiness of unit personnel and equipment for its ultimate employment in support of deployed operations.

a. Six sub-phases of MOVEMENT are:

- (1) Unit Preparation for Transport
- (2) Unit Transport to Fort activities
- (3) Fort to Port
- (4) Port to Port
- (5) Port to Unit (part of RSOI)
- (6) Personnel Movement (PAX)

Note: Sub-Phases 1 through 5 are CARGO focused.

2. Movement to the Port of Embarkation (POE): Movement to POE activities normally begins with receipt of an EXORD or notification. The order, along with any additional guidance is forwarded to the appropriate subordinate commands, deploying units, and installation support activities.

a. Surface Deployment and Distribution Command (SDDC) issues a port call message that identifies the date the unit must have their equipment at the POE to meet available-to-load date. The port call message or the operations order for sealift will also normally include details for vehicle preparation HAZMAT restrictions, and reducing their cubic dimensions. AMC enters the APOE and airflow scheduling information into Global Transportation Network (GTN). Scheduling information is also available in the JOPES.

b. Based on port call messages and air schedules, the organization backwards plans movements to the POEs.

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### c. Unit preparation for transport.

#### d. Equipment Preparation.

(1) It is the unit's responsibility to prepare their cargo for deployment.

(2) The unit should use the TFAA Checklist to ensure all aspects of cargo preparation are met.

(3) Units conduct Pre-TFAA in their respective unit areas and correct all deficient cargo issues; they should line the vehicles up and await call forward Commercial Line Haul (CLH) ramps, or the Joint Inspection (JI) Line, depending on the mode of travel.

(4) Unit is called forward; LRC Unit Movement Office or personnel will marshal the cargo for loading.

(5) It is recommended that units have equipment prepared and inspected at least five days prior to their RLD (Ready to Load Date) or call forward date.

(6) This will allow the unit ample time to internally inspect, correct deficiencies, and repair any vehicle maintenance issues without impeding the unit load out timeline.

(7) The intent is to have all cargo on the UDL identified and prepared in advance of the Call Forward.

#### e. Containers

(1) Containers should be consolidated in a BDE area to afford /ADACG Material Handling Equipment (MHE) support; access, maneuverability, and safety.

(2) MHE is a limiting factor in this process and its utilization must be planned to ensure that the ITO office can support unit movement operations.

(3) Additional coordination or requests for MHE support can also be made with The Unit Movement Office

(4) The only exception to this requirement is for SI containers. Coordination will need to be made with the /ADACG for placement/movement of these containers.

(5) Once the unit packs SI containers, they will need to provide a 24/7 guard force IOT maintain security until the CLH arrives at the unit to load them.

(6) Containers should be prepared IAW LRC SOP.

#### f. Cargo Types.

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(1) General cargo is considered units rolling stock, trailers, and containers that do not contain "Sensitive Items" (SI) or "Commanders Critical Items (CCI).

(2) Specific cargo should include SI (Sensitive Items), CCI (Commanders Critical Items), or any Priority (cargo the unit needs first) once they arrive into AOR.

(3) This cargo is addressed in the OPORD and depends on the mode, availability, and specific deployment/mission directives, which will determine how the cargo will move from to its final destination.

### g. Vehicle Preparations.

(1) Units should identify deploying cargo in sufficient time as to afford organic maintenance personnel the time to correct or repair, if needed.

(2) Consideration and prior planning should be made to prepare equipment in sufficient time to meet the, depending on the type of maintenance required, parts needing to be ordered, and the time it takes to repair cargo.

(3) All vehicles must be free of trash; must be clean and free of debris. All vehicles and trailers must meet -10 / 20 standards. Each vehicle should have a PMCS conducted and be inspected by unit Maintenance personnel to ensure equipment is fully mission capable for all modes of transport.

(4) Units need to maximize the use of secondary loads on all vehicles.

(5) If cargo is secondary loaded, the load should be secured to the bed of the truck or trailer to prevent shifting during transport. See TEA Pam 55-20 for securing secondary loads for truck movements. Also, need to ensure they are properly document on the UDL and in TC-AIMS.

(a) Secondary loaded cargo weight cannot exceed equipment data plate weights for cross-country limitations.

(b) Failure to adhere to this requirement could cause damage to personnel, transportation assets, or the vehicle.

(c) The unit offering the cargo will be held accountable for this damage, so strict adherence to maximum weights is paramount.

(6) Rolling stock (vehicles/trailers), each piece of cargo has a Technical Manual. In the manual, there is a chapter on "Preparing vehicle for Transport". This gives loading requirements, weight limits, and special considerations, which are specific to that piece of cargo. Each piece is different and should be prepared IAW the applicable TM.

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(7) Vehicles/Trailers should be staged, packed, loaded, prepared, inspected and placed in chalk order at the unit area (i.e. Motor pool, parking lot, etc.).

(8) The Commander and the UMO account for the cargo and ensure Pre- TFAA checks have been completed.

h. Radio Frequency Identification (RFID) Tags.

(1) Prior to departing, units must copy radio frequency identification (RFID) devices and attach them to vehicles and equipment.

(2) UMOs will record these RFID Tag numbers for all deploying cargo after creation of the UDL and assigning an RF Tag.

(3) This information enables UMO's to track their cargo online with any NIPR computer by logging onto the National RFITV Server located at <https://national.rfitv.army.mil>

i. Deployment Checklist: The following checklist is tailored specifically for the IMO. This checklist is the IMO checklist for overseas shipments of vehicles and containers.

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Figure 1: Overseas Documentation Requirements

OVERSEAS MOVEMENTS	VEHICLES	CONTAINERS
Warning Placards/Labels (when applicable)(for HAZMAT)	x	x
Signature and Tally Record (DD Form 1907)(when applicable) (for sensitive item accountability)	x	x
UIC stenciled	x	x
Military Shipping Label (MSL)(DD Form 1387)	x	x
Packing List (DD Form 1750)		x
DA 4758 (Container Packing List)		x
Security seal VU Bolt	x	x
Military Customs Inspection Label (Redeployment ONLY)	x	x
Vehicle Load Card (FORSCOM Form 285-R)(when applicable)	x	
Shipping Paper and emergency Response Information for Hazardous Materials Transported by Government Vehicles (DD Form 836) DD 2890 OCONUS	x	x
Shippers Declaration of Dangerous Goods (Air MVMT only)	x	x
SEA	VEHICLES	CONTAINERS
Container Packing Certificate/Vehicle Packing Declaration	x	x
CONVOY	VEHICLES	CONTAINERS
Convoy Clearance Request (DD Form 1265)	x	
Special Hauling Permit (DD Form 1266)(when applicable)	x	

## 3. Unit Transport to Fort Activities

## a. Unit Deployment Processing Sites

(1) Once subordinate units have packed and configured their vehicles and equipment for shipment and prepared all necessary movement documentation.

(2) Units will then move their equipment to designated locations for final inspections by their higher headquarters. This provides an additional inspection and check on all items, to ensure that load-out operations at installation facilities are streamlined and expedited to prevent missing deadlines or wasting Soldiers time.

## b. Unit Consolidated Container Yard

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(1) Units will establish a consolidated container yard for all General Cargo containers.

(2) This container yard enables the unit to consolidate all unit containers for final inspection, while also maximizing the use of limited MHE assets in one designated area.

(3) For smaller units, or minimal container shipments, units must coordinate separately for container inspection and pick-up, per UMO, direction.

(4) The organization of the consolidated container yard is dependent upon the unit; however, below is a recommended composition of necessary teams to manage the yard.

(a) Container Check-In. Station controls and logs all movement of containers into and out of the container yard. This helps ensure the unit maintains visibility on the status of its general cargo containers.

(b) Container Inspection. This station conducts final inspections of all unit containers. They will inspect all shipping documentation, to include HAZMAT, and will ensure the container is properly marked, sealed, and ready for shipment.

(5) Upon arrival of containers in the unit's yard, a unit point of contact is required to guide supporting MHE personnel to the drop/pick-up location.

(6) It is recommended that the unit conduct prior coordination with LRC Unit Movement Office for RTCH and MHE support.

c. Unit SI / CCI Container Team.

(1) SI / CCI containers are handled separately from general cargo containers. These containers typically remain in the unit areas, once packed, and are guarded by the unit until ready for movement.

(2) Once ready, the UMO will coordinate for pick-up of these items and will conduct the transfer of paperwork to establish the chain of custody for the SI container.

(3) SI containers will travel by commercial line haul to the port.

(4) These items are inspected in the unit areas by the BN UMO, prior to final loading for movement.

d. Unit Marshalling Area (UMA).

(1) Units will establish and maintain a UMA, typically in an area within the unit AO.



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(2) The UMA allows the unit to collect, process and inspect all of its deploying vehicles and equipment, prior to it being called forward to the AHA at APoE.

(3) The organization and management of the UMA is dependent upon the unit and its plan; however below is a recommended composition of the UMA and its stations.

(a) Vehicle Check-In. This station controls vehicle flow into the UMA, maintains a log of all vehicles entering the UMA, and maintains security at the gate to the UMA. This station supervises the arrival of all unit vehicles in order to maintain accountability. This station typically provides each vehicle the appropriate checklist, for its mode of conveyance (rail or air).

(b) Communications Inspection (as needed). This station conducts communications inspections for vehicles to ensure proper preparation for air movement, or as designated by the unit.

(c) HAZMAT / Load Inspection. Inspects HAZMAT and secondary loads of all vehicles to ensure they are prepared properly. HAZMAT certifiers and UMOs from typically run this station throughout the unit.

(d) Scales and Measurement. Determines vehicle weight and measures all vehicles to ensure they are properly prepared for shipment.

(e) Unit Maintenance Inspection. Conducts a joint inspection with vehicle operators to ensure that vehicles are in good working condition and meet all requirements for shipment. They will also check vehicles for cleanliness and mechanical condition. This station will NOT correct vehicle deficiencies, as these will typically be redirected to a unit motor pool or a designated unit contact team site.

(f) Vehicle Release Point. This station controls all vehicle flow out of the UMA and provides guidance to vehicle operators, upon completion of UMA activities. They will direct vehicles back to unit motor pools for repairs, if needed. If vehicles have passed all inspections, they will ensure the checklist is completed and certified. From here, vehicles are ready to proceed to their appropriate shipment node.

6. Unit C2 and Support Requirements to Deployment Sites: Upon completion of all final unit checks, the equipment is now ready to proceed to the designated deployment processing site for shipment to the port. However, the unit continues to have a responsibility for the movement of their equipment on Fort Sill to the designated location for shipment. The unit must move its equipment to its designated shipment node: The LRC railhead for rail, the designated APOE for air, or the load ramps for line haul.

### a. LRC Railhead Facility and C2 Node.

(1) During the actual preparation for shipment of ALL unit equipment, it is highly recommended that the unit set up its Command and Control node at the railhead to

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monitor the progress of the movement.

(2) Unit UMOs and HAZMAT personnel should be part of this node or readily available, to address and expedite any last minute requirements or changes while. Recommend the BDE Mobilization Warrant, SPO, and UMO are part of this node as well.

(3) The Unit C2 Node should conduct a Daily Unit Movement meeting to track the overall progress of the unit's movement, address any issues, and adjust movement timelines and suspense's for its subordinate elements. This meeting should not occur until all unit equipment has departed enroute to the port.

(4) Units should also coordinate for buses from LRC/TMP and provide the appropriate number of buses to support the movement of their vehicle operators and crews from the staging area back to the unit area.

(5) Soldiers will support LRC-ITD personnel by conducting inspections of the UMA checklist.

(6) LRC-ITD will conduct the final check and will approve and accept the equipment, if it passes this check. It is recommended to have a UMO and HAZMAT certifier on-hand during the conduct of the final check, to address any last minute issues.

(a) It is recommended to have a UMO and HAZMAT certifier on-hand during the conduct of the final check, to address any last minute issues.

(b) Units should be prepared to provide a maintenance contact team, in order to address severe mechanical issues that would prevent a vehicle from being accepted for shipment.

(c) Units should plan to have available personnel to address any issues with frustrated vehicles or equipment. It is recommended that Company UMOs and HAZMAT certifiers be on-hand to comprise this team.

(7) Units should have sufficient amount of 1 and 1/4 inch banding material, clamps, and tension devices to tighten or band any cargo not properly banded prior to arriving at the port.

(8) Units will provide appropriate personnel to conduct tie-down of vehicles and equipment to rail cars.

(a) LRC will provide overall supervision of this team. This team must attend Rail Load training prior to being assigned this duty.

(b) This team must have the following safety equipment: ACH Helmet, Reflective

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Belt, Leather Gloves, and a water source (i.e. Camelback).

b. Railhead.

- (1) Units will provide to conduct the final UMA inspection of all unit equipment.
- (2) LRC/ITO will conduct the final check and will approve and accept the equipment, coordinate the joint inspection (JI) of the equipment with Railroad personnel if it passes this check.
- (3) A UMO and HAZMAT certifier will be on-hand during the conduct of the final check, to address any last minute issues.
- (4) Units will provide a maintenance contact team with appropriate tools, in order to address severe minor mechanical issues that would prevent a vehicle from being accepted for shipment. Any equipment that is deadline will not be loaded.

c. Load Ramps (Line haul).

- (1) Units will designate a load ramp LNO team to monitor and supervise the upload of unit equipment onto commercial trucks for line haul operations.
- (2) This team will only be needed if the unit has general cargo containers or vehicles that will be traveling by line haul to the port.

NOTE: If a RTCH is required, prior coordination must be done well in advance.

7. Fort to Port

- a. The installation deployment-processing sites are centralized locations where deploying units process and assemble their equipment for movement to the POE.
- b. Deploying units begin preparing their equipment for deployment in the Task Force Assembly Area (TFAA) or unit marshaling areas and motor pools.
- c. Deploying equipment will move from the unit marshaling areas and called forward to a central staging area depending on method of travel for further processing.
- d. The rail staging area will be in proximity of the Alert Holding Area (AHA)
- e. Units are sequenced by chucks or equipment type upon arrival at the deployment-processing site.
- f. Any item failing to meet the standard is held in the frustrated vehicle/cargo holding area until the deficiencies are corrected or a replacement is provided.

## Annex B: Deployment Operations (Movement Operations)

g. When the established preparation standards are met, the equipment is sequenced for loading or convoy.

h. Prior to leaving the deployment-processing site, the UMO will update their UDI with corrections to equipment weights, dimensions, and loads.

i. Accuracy is paramount as the UDL is the document deployment planners use to apply the limited strategic lift resources against deployment requirements.

j. Unit Commanders and BDE MOB Warrants, provide specific load-out instructions, all based off the Unit Commander's intent, to support the safe, expeditious movement of unit equipment to its appropriate node for onward movement.

### 8. Port to Port:

a. The combination of strategic airlift (STRAT Air) and sealift provides the capability to rapidly move equipment and personnel. Each of these methods has its own unique advantages and disadvantages.

(1) In general, airlift transports light, high priority forces, equipment, or supplies to the final destination.

(2) Typically used for critical items or personnel, due to the size and availability limitations of strategic aircraft.

(3) Strategic airlift support is a critical deployment enabler, so units must prioritize it accordingly. In most cases, sealift delivers the majority of the total cargo required to support the deploying unit.

b. Sealift is the principal means for delivering equipment and logistic support.

(1) Unit support is very minimal:

(a) Unit Movement Representative (Officer or NCO).

(b) Hazmat certified NCO or Officer.

(c) Supercargoes, provided by units, may be required to escort unit equipment on ships. (Only USN Vessels). Supercargoes are covered in detail in Appendix C of this publication.

(d) Aside from this potential requirement, this phase of the operation requires accurate tracking of unit equipment and personnel, to maintain visibility while in-transit and overall equipment situational awareness at the unit's final destination.

(e) Units may send a Port Support Team to the forward ports, to assist and

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expedite the tracking, reception, and staging of unit equipment.

1. Some foreign ports may not allow Support teams.

2. The composition of this team is mission and command dependent; however, BCT/CAB/BDE Mobility Warrants are key components to this team.

c. Activities at the Port(s) of Embarkation (POEs)

(1) Sea Port of Embarkation (SPOE) There are essential activities that occur at the SPOE during deployment operations as units prepare for shipment by strategic sealift. A number of DOD and Army units perform the tasks.

(2) The following is a list of unit-required support during seaport upload operations of unit equipment. Sea Port Operations Cell requirements-

(a). MSC Ports OIC/NCOIC (1) – attends meetings, compiles data for daily report, communicates with port operations C2 personnel, and corrects issues pertaining to unit cargo with the port operations team.

(b). Unit Mobility Officer/Warrant/ HAZMAT (1-3) – One person must be HAZMAT certified, corrects any issues with equipment concerning documentation for transport, resolves any HAZMAT issues, and validates equipment data with ITO C2 Operations Lead.

(3) Sea Port Operations Cell requirements- Commercial Liner Service

(a) Unit Mobility Officer/Warrant/ HAZMAT (2-4) – One person must be HAZMAT certified, corrects any issues with cargo /equipment discrepancies prior to SDDC accepting the cargo.

(b) Resolve HAZMAT issues, ensure correctness of the DD 1907 Sensitive Items custody document, and validates equipment arrival data with ITO.

(c) Assist the ITO and SDDC ensuring cargo is accounted for and documented, i.e. Re-stuffing of 40' HC and Flat Racking of cargo ensuring they have correct serial numbers for tracking.

Note: Prior to port operations, the unit must ensure they have an accurate UDL with all cargo deploying. Any changes made at Fort Sill must be briefed to the ITO C2 cell at the port. This will allow the ITO to advise the ship stow planner of changes to the stow plan.

(4) Sea Port Operations Cell requirements- Aviation Units Only

(a) Operations Lead (1) – attends meetings, compiles daily report,

## Annex B: Deployment Operations (Movement Operations)

communicates with port operations personnel, and maintains accountability of equipment and personnel arriving via self-deployment. This is usually MAJ or LTC from the deploying AVN BDE.

(b) Unit Mobility Officer/ Warrant/ HAZMAT (1-3) – One person must be HAZMAT Certified, corrects any issues with equipment concerning documentation for transport, resolves any HAZMAT issues, and validates equipment data with Operations Lead. Airfield Manager (1) – operates receiving airfield, works with local airfield operations to ensure all issues are resolved to support operation, controls dispatchers, and reports any issues to the ITO C2 Operations.

(c) Dispatchers (2) – provides aircraft dispatch services at airfield and port operations, reports any issue to APOE airfield manager.

d. Aerial Port of Embarkation (APOE)

The APOE is the transition point for Army units deploying by air. Normally, there will be Air Force and Army personnel working together to process, inspect, document, and load personnel and equipment.

e. Activities at the Port(s) of Debarkation (PODs)

(1) This is technically part of Phase 3-RSOI, however, units must be aware of their requirements to maintain visibility on their cargo and personnel as it completes its travel leg to the Port(s) of Debarkation. Typical unit requirements at PODs are LNO cells and movement teams to track the progress of the unit's movement at the far side and limited provide a capability to move, repair, and stage the unit's equipment for preparation and onward movement.

(2) In-transit visibility preparation begins during pre-deployment and continues through the load out of vehicles and equipment. Ensuring the automated information technology (AIT) storage devices are accurate, properly attached, and readable facilitates in-transit visibility throughout the transportation pipeline. AIT readers and interrogators report the movement to automated information systems, allowing deployment managers to track and control the flow of equipment.

(3) In-Transit Visibility (ITV) assets: ensure visibility of deploying and redeploying personnel, cargo and equipment; capture, process and transmit movement information for passengers, cargo, and equipment in electronic format; and maximize electronic capture of movement data via automated information systems feeding the Global Transportation Network (GTN) and scheduling and movements (S and M). The GTN internet address is [www.gtn.transcom.mil](http://www.gtn.transcom.mil). The arrival and departure of unit personnel and equipment at all nodes from origin to destination will be visible on GTN, scheduling, and movements within one hour of the movement event.

9. Port to Unit (Down-range)

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a. Even though this sub-phase is also part of Phase 3-RSOL, it is important for units to be cognizant of this final phase of movement. This sub-phase captures the return of equipment to the unit, following its journey from home station to its final deployed location (FOB/COP, etc.). This publication will not cover this in detail, as different theaters and different commands have their own requirements and means by which final movements are conducted. As a reminder, if unit equipment was broken when it departed Fort, it will likely remain in that shape through its movement and subsequent return to unit control.

b. The supported COCOM (i.e. CENTCOM), utilizing SDDC, is responsible to ensure unit cargo is discharged, accounted for, and manifested from the SPOD for follow on movement to the FOB/COP. UMO's need to ensure they have an accurate UDL, reflecting any changes, which may have occurred at the APOE or SPOE. This will facilitate Transportation Discrepancy Reporting (TDR) to SDDC of missing, pilfered, damaged or other discrepancies of unit cargo.

c. Personnel Movement (PAX)

(1) Personnel movement from Fort is typically conducted via air movements (strategic or commercial flights). These flights usually depart from and deliver personnel to an APOD in the unit's deployed theater/area of operations.

(2) Airlift Operations are covered in detail in Appendix D of this publication.

(3) It is important to note that personnel movements are typically the last portion of the Fort to Port movement process and are typically well after all cargo movement has taken place.

(4) In support of a contingency or no-notice deployment, cargo and personnel movements may occur simultaneously, so units must follow the detailed instructions included in their respective OPORDs.

(5) The EOC, Installation support, and Units will synchronize each flight approximately one week prior to deployment, after being resourced by AMC and TRANSCOM.

(6) PAX airflow synchronization meetings will coordinate all resources required to support the flight, while also determining that flight's sequence of events and unit/Soldier requirements to support it.

d. Unit Passenger Marshalling Area (PMA)

See Annex O Airlift Operations

e. Movement to Personnel Processing Center (PPC), See Annex O Airlift



## Annex B: Deployment Operations (Movement Operations)

Operations.

f. PPC Operations, See Annex O Airlift Operations and Annex Q Manifest Operations.

g. Pax Movement Forward

(1) At the deployed location, forward Unit LNO's will assist with booking personnel flights to their final destination.

(2) LNO's need to ensure accuracy of all manifests and report any personnel changes which may have occurred at the APOE to both the Rear Detachment and the Forward deployed HQ's.

(3) Composition of forward-deployed Unit LNO teams is at the unit commander's discretion.

(4) If no Unit LNOs are present, it is the responsibility of the unit or flight C2 to ensure personnel movements are completed to their final deployed location.

10. Reception, Staging, Onward Integration (RSOI): Upon closure at the Port(s) of Debarkation, units will begin the RSOI process to prepare for their mission. Further information regarding RSOI can be found in FM 3-35 and is typically directed in the unit's EXORD/OPORD that brought them to their deployed location. Additionally, the deployed unit will now fall under the command and control of a COCOM they deployed to support. This COCOM, or its designated subordinate command, will provide the necessary guidance, supplies and resources the unit needs to complete its RSOI tasks this final phase of the overall deployed operation.

11. Movement Lessons Learned: Supporting units are responsible to compile lessons learned and provide copies to the EUT/Deployment Branch Chief. These lessons learned will be shared across Fort Sill and will help improve deployment procedures and activities, as well as this publication.



## Annex C: Deploying Under a Standard Deployment Order

1. Introduction: This annex provides a general outline and sequence of events for units to use when planning and preparing to deploy under a standard deployment order. This annex does not and will not supersede an official Deployment Order (DEPORD) issued by a unit's higher headquarters. Below is a deployment blueprint that covers many of the major tasks for a unit deploying in support of a planned mission. This list may not be all-inclusive.

2. Operational Tasks: Typically, FORSCOM G3 will publish a PLANORD or DEPORD for each operation, prior to assumption of responsibilities. If an operation plan (OPLAN) is activated, FORSCOM will publish an EXORD outlining specific requirements to support the OPLAN. Units are responsible to conduct and report training requirements for each mission prior to mission assumption, as prescribed in their EXORD. The tasks below are a planning standard and exceptions for a specific theater will be addressed in the DEPORD published by the Division to the DU. Specified tasks to subordinate units:

- a. NLT LAD-210 submit ETP (Exception to Policy) requests to the ITO.
- b. NLT LAD-90-180 conduct a PDSS to the AOR. CENTCOM authorizes each deploying Brigade to make one leader recon (5 pax), one staff embed (2 pax) and one PDSS (15 pax) to the AOR. Units are directed to conduct Phase III PDSS NLT LAD - 180. Units are required to send their Property Book Officer (PBO) in the Phase III PDSS. IAW USCENTCOM policy all official travel must be submitted a minimum of 45 days prior to arrival in CENTCOM AOR. All travel under TDY orders will require a country clearance request, which must be submitted 45 days prior to requested travel date. Use annex L – Country Clearance Request for specifics for submission. Requests that are outside the current CENTCOM guidance must include an exception to policy request and address necessity of the requested exception. Cross-month travel into USCENTCOM operational environment is not authorized without approval by USCENTCOM theater clearance.
- c. NLT LAD-180 submit a detailed container request, initial Unit Deployment List (UDL) and identify any outsized equipment for shipment to the LRC. This request must justify container requirements with the intent that the DU maximizes container space.
- d. NLT LAD-120 submit final UDL to Fort Sill ITO. This provides the JOPES Data (Level IV) for strategic lift validation by FORSCOM, USTRANSCOM and the receiving Combatant Command.
- e. NLT LAD-120 conduct OCP RFI fielding and retouch events as coordinated with G4 for the DU's deployment. Unit will complete all tasks listed IAW respective DEPORD.
- f. NLT LAD – 90 days appoint a Rear Detachment Commander and NCOIC and establish a Rear Det UIC.

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g. NLT LAD-45 designate for the DU a Privately Owned Vehicle Storage POC. Provide name, rank, telephone number and email address to the Unit. To enable Soldiers to have their POVs as long as possible before the deployment and prevent delays during processing it is important that the DU POC brief deploying units on POV storage options and procedures to determine the number of Soldiers that will use the on-post storage.

h. Submit consolidated UIC listings to MSS G1. Listings will include parent and derivative (home detachment and deploying derivative) UICs.

i. NLT LAD – 45-90 days prior to the culminating training event brief the Senior Commander on the status of pre-deployment training.

j. Establish official mail programs IAW AR 25-51 (Official Mail and Distribution Management). Ensure mail handlers are trained to support Rear Detachment mail operations. Ensure deploying Soldiers are trained to handle official and personal mail in theater. Contact deployed higher headquarters for the deployed APO address.

k. Unit provide the Emergency Operations Center (EOC) liaison officer (LNO) to the EOC. LNOS will attend a bi-weekly Combined Deployment Redeployment briefing (Thursdays at 1330 in the EOC Conference Room in the basement of BLDG. 455).

l. On order, provide an OIC, a NCOIC, a minimum of two UMOs and two HAZMAT personnel, one load planner, maintenance team, and Soldier detail for pallet building and airload operations at the LRC for strategic air movement of the DU sensitive items. This operation will last approximately five days.

m. On order, provide an OIC, NCOIC, a minimum of two UMOs, two HAZMAT personnel, a maintenance team, and a Soldier detail for rail load operations at the LRC and/or line-haul operations. This operation will last approximately five days.

n. On order, provide an OIC, NCOIC, one UMO, one HAZMAT and maintenance and aircrew personnel for strategic sealift vessel load of equipment at the Seaport of Embarkation (SPOE). This operation will last approximately seven days.

o. On, order provide one OIC, two UMOs and two HAZMAT personnel to receive all general cargo at the SPOE. This operation consists of receiving, accounting for, and supervising the stuffing of general cargo (tricons and quadcons) into 40' high-cube containers and placement of rolling stock onto flat-racks. This operation will take place at a CONUS commercial terminal and will last approximately 7-10 days.

p. On order, provide an OIC/NCOIC, a minimum of two UMOs and two HAZMAT personnel, one air load planner for air load operations the APOD (Aerial Port of Debarkation) to ensure the download and transloading of the DU's CCI; and the onward movement, via intra-theater airlift, of the DU's CCI to the final destination. This operation will last approximately 60 days.

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- q. BPT conduct a Pre-deployment Brief to the Senior Commander at LAD-45 days.
  - r. Conduct Advance Situational Awareness Training (ASAT). ASAT is a Maneuver Center of Excellence derived course that trains capabilities used to combat Insider Threat.
  - s. Conduct Cross-Domain Violation (CDV) and Discharge of Classified Information (DCI) training.
  - t. Establish and submit derivative unit identification codes (DUIC) to the Installation Readiness Office, 580-442-6555 for review and activation.
  - u. LRC ITO will:
    - (1) NLT LAD-170 submit ETP to FORSCOM for authorization to deploy equipment on the HQDA Do Not Deploy list for the given COCOM or theater.
    - (2) NLT LAD-106 submit the UDL to ITO for ordering of rail cars and line haul trucks and for the SDDC/SPOE ship-load planning.
    - (3) NLT LAD-90 coordinate for LRC Unit Movement Office inspection teams to inspect containers.
    - (4) Plan the DU deployment and coordinate movement of unit equipment to the SPOE with the unit and the ITO.
    - (5) Provide one ITO representative to oversee all deployment PAX flights departing the APOE and ensure the onward movement via strategic airlift of units to the required AOR per the RDD.
3. Required Training: Deploying Units (DUs) will complete regulatory briefing requirements as required for each operation. Additional tasks may be performed as required prior to force deployment.
- a. Weapons qualification.
  - b. Media awareness / Public Affairs.
  - c. Standing Rules for the Use of Force.
  - d. Posse Comitatus.
  - e. Antiterrorism and Force Protection.
  - f. DU individuals and leaders will complete mandatory training, common individual

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tasks, leader tasks, and perform all medical prerequisites, as required for each operation, prior to deployment. This is often referred to as Pre-Deployment Training. These training requirements are mandated by the supported COCOM or regional command.

g. If key unit leaders (Brigade, Battalion, and Company) are replaced, the replacement leaders will perform required keyleader training and tasks as a part of their assumption of command while their unit is under mission assumption.

(1) The Staff Judge Advocate NLT LAD-90 will coordinate with the unit's rear detachment to provide legal support, including processing of Administrative Separations and UCMJ actions, in the event that the rear detachment does not have sufficient organic legal personnel.

(2) Standing Rules for the Use of Force (SRUF). Units will adhere to the SRUF for U.S. Forces, as modified by any SECDEF approved supplemental RUF. All units in support of (ISO) a deployed mission will receive SRUF training prior to deployment. SRUF cards or mission-specific RUF cards should be issued to all personnel receiving this training.

(3) Posse Comitatus. Unless specifically authorized by law, no DOD personnel in a Title 10, United States Code (USC), status will become involved in direct civilian law enforcement activities, including, but not limited to: search, seizure, arrest, apprehension, stop and frisk, surveillance, pursuit, interrogation, investigation, evidence collection, security functions, traffic or crowd control, or similar activities, except in cases and under circumstances expressly authorized by the President, Constitution, or an act of Congress. This briefing and the understanding of its content will only be provided if a Fort Sill unit provides response to a DSCA mission.

(4) Public Affairs. Public Affairs guidance will be provided for each mission and is to be updated as the situation changes. The supported Combatant Command will provide overall Public Affairs guidance and is typically addressed in the EXORD, as well as during RSOI.

(5) Anti-Terrorism / Force Protection (AT-FP). Units will complete pre-deployment training, as appropriate, including terrorist awareness training upon arrival and, as required, throughout the period of deployment in the designated Area of Responsibility (AOR). Antiterrorism and Force Protection guidance can be found at: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>

h. Security. Special security concerns are on a mission case-by-case basis. General security concerns are contained in OPSEC and physical security. Security concerns and intelligence for each specific mission will be obtained and disseminated to the deploying unit by unit S2 and will be specifically address in the unit EXORD/DEPORD.

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(1) In-Transit security. Commanders will ensure appropriate in-transit security measures are developed and implemented prior to deployment. Commanders will develop formal in-transit security plans as an annex to the overall movement order. Planning will be based on both a threat assessment and vulnerability assessment of the route of travel. More detailed information on in-transit security can be located in the FORSCOM Force Protection OPOD located in the "Security" section on the FORSCOM Portal Homepage.

(2) Physical Security. Commanders and leaders at all levels will ensure that they maintain positive control of all resources in their care. It is imperative that sensitive or critical items are afforded the appropriate level of safeguards they require. Please refer Appendix H of this publication for further details on physical security.

(3) Operational Security (OPSEC). Deploying forces will adhere to all OPSEC measures, and vigilance is directed at all times. During operations, commanders will review their critical information list and comply with the most recent OPSEC, COMSEC, and public affairs guidance. Apply OPSEC measures to support Force Protections efforts and reduce the probability of unauthorized information disclosure. Emphasize the use of secure communications (SIPR, STU, STE, Red Switch, etc....) as a practical measure and reiterate the importance of not discussing sensitive matters near open, non-secure lines or in the presence of people without the appropriate need to know.

(4) Information Security. Leaders and individuals at all levels will ensure that information is safeguarded to avoid a potential leak to deny unauthorized persons of classified or critical mission information. Communications security includes cryptographic security, transmission security, emission security, traffic-flow security, and physical security / control of equipment.

(5) Pre-Deployment Individual Training List. The following is a general listing of typical pre-deployment required training for all individuals. This training list will help units plan and prepare to conduct this training, as part of their pre-deployment preparations, and represents a minimum level of training required, to be considered capable of deploying.

(a) Legal

1. Army Values
2. Rules of Engagement (ROE)
3. Supervise the Application of the ROE
4. CFLCC Rules for the use of Force Escalation of Force
5. Law of War
6. Comply with and Enforce Law of War-Geneva/Hague
7. General Orders
8. Awareness Training- Trafficking in Persons
9. "UCMJ" and "Code of Conduct"

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### (b) Medical

- 1. Suicide Awareness and Prevention
  - 2. Combat Stress
  - 3. Battlemind: Mild Traumatic Brain Injury, PTSD Awareness and Response
- Training
- 4. First Responder
  - 5. Field Sanitation/Preventive Medicine

### (c) General Topics

- 1. AOR/COIN
- 2. Basic Language/ Translation Device Training
- 3. Media Awareness Training
- 4. Use of Interpreter
- 5. Perform Risk Management ISO Mission
- 6. Mortuary Affairs
- 7. Principles of War
- 8. EO/POSH

### (d) Intelligence

- 1. CIAR B (counter intelligence awareness reporting)
- 2. Every Soldier a Sensor (ES2) / Utilize HUMINT
- 3. Anti-Terrorism / Force Protection Level 1
- 4. Detainee Operations at Point of Capture
- 5. Supervise the handling of Enemy Pax and Equipment at the SQD Level
- 6. Biometrics

### (e) Weapons-Weapons Zero/ Qual (Individual) [M4 / M16 / M9]

### (f) Individual/Crew Training

- 1. MET/HEAT (Roll-Over Training)
- 2. Map Reading
- 3. Land Navigation
- 4. Driving Techniques
- 5. EOF applications
- 6. Counter-IED
- 7. Mine Awareness
- 8. 5/25/200 TRNG
- 9. Prepare for IED threats prior to Movement/CREW

## 4. Sustainment Tasks

### a. Personnel

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(1) Orders. Soldiers deploying will be in a Temporary Change of Station (TCS) The OPOD/DEPOD will provide specific guidance. Upon receipt of the DEPOD units will prepare orders IAW guidance for the specific AOR. POC for TCS orders is MPD, (580) 442-3007.

(2) Units must identify shortfall MOS Soldiers and their backup plan, BPT have backup Soldiers identified within the deploying unit and from their higher unit if a particular Soldier is not available during the deployment process.

(3) Ensure personnel rosters are updated with DHR if unit personnel change.

(4) Stop Movement. SM will only be emplaced if unit was approved IAW MILPER Message 18-160, Active Army Stop Movement Program Procedures dated 01 JAN 2019 and ALARACT Message 223/2010 Active Army Unit Stop Loss/Stop Movement Policy for Units Scheduled to Deploy OCONUS for OIF/OND/OEF dated 23 JUL 2010."

(5) BDEs are responsible for ensuring assigned subordinate units are manned to appropriate strength for purposes of the deployed mission IAW HQDA EXORD 093-18 dated 23 FEB 2018 ISO FY18-19 Active Component Manning Guidance. If the tasked subordinate unit is manned under strength, the BDE will align the appropriate personnel to ensure the tasked unit is manned according to requirements.

(6) Awards and Decorations will be in accordance with AR 600-8-22. It is recommended that units prepare this documentation well in advance, as to prevent any negligence or late awards.

(7) Soldier Readiness. It is an inherent responsibility of unit commanders to maintain their Soldiers at a high state of readiness. Personnel readiness is often one of the biggest challenges a unit faces, while preparing for a deployment. Soldiers pending separation, MMRBs, MEBs, and other evaluations must be processed and all measures expedited in order to maintain the highest percentage of deployable personnel throughout the unit formation. Units are required to conduct a level 2 SRP prior to mission assumption. All Soldiers will be validated against Soldier Readiness Standards. SRP packets will be prepared for all deploying Soldiers and Civilians, further guidance on these packets is provided in Annex G-SRP.

(8) Casualty Operations. Unit will report casualties through deployed higher headquarters agency to supporting task force J-1.

(9) Personnel documents.

(a) Military Personnel Record Jackets, Medical, Finance and Dental records will remain at Fort Sill during deployment.



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(b) Validate all military personnel against Soldier readiness standard IAW AR 600-8-1. Prepare deployment packets for all deploying Soldiers and civilians. At a minimum the deployment packet for military will consist of the following:

1. DA Form 7425, Readiness and Deployment Checklist.
2. TCS Orders.
3. DD Form 93, Emergency Data Record.
4. SGLV 8286, Service Members' Group Life Insurance Election and Certificate and 8286a, family coverage election, if applicable.
5. Enlisted Record Brief (ERB)/Officer Record Brief (ORB).
6. Identification tags.
7. DD Form 2766, Adult Preventative and Chronic Care Flow Sheet.
8. SF-601 or PHS Form 731, Health Record Immunization Record.
9. EDAS promotion information for Soldiers on the promotion list for E5/6 and DA Form 4591-R, reenlistment data worksheet.

(10) Personnel accountability reporting procedures. Upon actual deployment, deploying Soldiers will be reported in EMILPO (coded as "DP" TCS/Deployed Other Mission). No hard copy PERSTAT will be required. Unit will submit final deploying manifest to EOC.

b. Religious Support.

(1) Organic Unit Ministry Teams (UMT) deploy with assigned MOSQ 56A Chaplain and 56M Chaplain Assistant IOT to provide religious support (RS) to the command. Commanders without organic UMT coordinate with gaining higher command for RS coverage plan.

(2) Commands will coordinate RS requirements for deploying personnel and their families throughout the duration of their deployment.

(3) Coordinate rear detachment RS requirements for the duration of the deployment.

(4) All chaplains and chaplain assistants will deploy with a minimum interim secret clearance.

(5) Upon arrival at the APOD, all chaplains and chaplain assistants will sign in with the theater command chaplain.

c. Medical Guidance: Upon receipt of a DEPOD, commanders and medical personnel must access medical guidance specific to the destination AO. This information can be accessed from the National Center for Medical Intelligence (formerly AFMIC) at <http://www.dia.smil.mil>. Personal protective measures against insect and arthropod diseases, to include use of insect repellent and proper wear of the uniform are required throughout the CENTCOM AOR and must be given the highest priority.

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Malaria requirements vary throughout the AOR. Requirements will be assessed by the senior medical officer of the deploying unit with the current assessment of Malaria by the National Center for Medical intelligence on the NCMI unclassified website at <https://www.intelink.gov/NCMI/index.php>. Inform personnel that missing one dose of medication and not using the DOD insect repellent system will place them at increased risk for Malaria. The below information is optimized for the CENTCOM AOR, specific changes to this guidance will be addressed in the actual DEPOD.

- (1) Ensure the following immunizations are current prior to deployment.
  - (a) Hepatitis B vaccine series (series complete or one dose prior to departure).
  - (b) Tetanus-Diphtheria.
  - (c) Hepatitis A vaccine series (series complete or one dose prior to departure).
  - (d) Influenza vaccine (current annual vaccine)
  - (e) Typhoid vaccine (injection or oral) current per package insert within two years for injection or five years for oral.
  - (f) Polio and Measles-Mumps-Rubella vaccine. For travelers to Syria or Pakistan vaccinate with one dose of inactivated poliovirus vaccine (IPV) between 4 weeks and 12 months of anticipated arrival in country. For travelers to Afghanistan or Iraq ensure a onetime adult polio booster was received after the age of 18.
  - (g) Varicella (Chickenpox)
  - (h) Anthrax/Smallpox. At a minimum, personnel should have the first two of the five dose anthrax vaccine series prior to arrival in theater.
  - (i) Tracking of unit immunizations will be recorded in MEDPROS.
- (2) Medical Testing. The following testing is required:
  - (a) HIV testing and pre-deployment serum specimens. Results will be within the previous six months prior to deployment for CENTCOM or AFRICOM requirement is 120 days prior.
  - (b) DNA sample. Only one in a lifetime sample is required.
  - (c) TB test is no longer required. Soldiers will have their risk for exposure to TB assessed annually at their PHA.
  - (d) G6PD test: only once in a lifetime test is required.

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(e) Pregnancy testing. Negative test within 48 hours prior to the start of the deployment.

(3) Vision readiness. The vision readiness of each Soldier will be assessed within 12 months prior to the start of the deployment. Two sets of glasses, inserts for the BLPS/SPECS and protective mask inserts are required for each soldier who requires them.

(4) Hearing Readiness. Deploying Soldiers are required to have a current DD Form 2215 reference baseline audiogram or DD Form 2216 periodic audiogram in their medical record within 12 months prior to start of the deployment.

(5) Women's readiness. All deploying female Soldiers are required to perform the following tests:

(a) PAP smear must be completed within one year of redeployment unless Soldier is 30 years or older, has no past history of dysplasia, and has had three consecutive normal PAP smears. Soldiers meeting this criteria must have a PAP smear every three years. Soldiers that have had a hysterectomy for reasons other than dysplasia or cancer are not required to have a PAP smear.

(b) Pregnancy test required within 48 hours of deployment.

(c) Female Soldiers over the age of 40 are required to have a mammogram within 24 months prior to the start of the deployment.

(6) Dental readiness. Deploying Soldiers must have a dental examination within 12 months prior to AFD/LAD, whichever is earlier. All Soldiers must be in dental Class 1 or 2 in order to deploy without restriction.

(7) Ensure Soldiers deploy with the following:

(a) Vector control items.

(b) Deployed personnel must strictly adhere to the concurrent use of all three components of the DOD insect repellent system which are: permethrin treated uniforms, DEET on exposed skin and properly worn uniform.

(c) The Army Combat Uniform (ACU or OCP) factory treated with permethrin is a key component of this system. Wearing this uniform properly will decrease the Soldier's chance of contracting an insect borne disease. This uniform does not require further treatment and it can be distinguished from non-treated uniforms by a label inside the uniform. Do not retreat factory treated uniforms.

(d) Insect repellent, clothing (application IDA kit) NSN 6840-01-345-0237, 1 kit per uniform can be used on non-treated uniforms. The regular ACU/OCP uniforms can

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and should be treated with the IDA kit.

(e) Insect repellent, clothing application aerosol, permethrin arthropod repellent, 6 oz. cans NSN 6840-01-278-1336 is suitable for use if the IDA kit is not available. Retreat uniforms after 6 weeks or six washings.

(f) Ultrathon Insect/Arthropod Lotion NSN 6840-01-284-3982, Ultra 30 Insect Repellent Lotion NSN 6840-01-584-8393, Insect Repellent, personal application 23% DEET (Cutter Backwoods DEET Insect Repellent), Insect Repellent, personal application 20% Picardin NSN 6840-01-619-4795.

(g) Bed net, pop up, self-supporting low profile bed net (SSLPB), treated with permethrin repellent, green camouflage NSN 3740-01-516-4415 or coyote brown NSN 3740-01-518-7310. If the pop up bed nets are not readily available, obtain any other military or commercially available bed net. These are critical to protecting Soldiers.

- i. A minimum 180 day supply of all current medications.
- ii. DD Form 2766 (adult preventative and chronic care flowsheet)
- iii. Sunscreen SPF 15 or greater and lip balm NSN 6508-01-265-0079.
- iv. Combat arms earplugs NSN 6515-01-466-2710
- v. Water purification tablets iodine NSN 6850-00-985-7166.
- vi. Waterless hand sanitizer NSN 8520-01-490-7358.
- vii. Individual First Aid Kit (IFAK) complete NSN 6545-01-530-0929.
- viii. Medical Equipment.

aa. Permitted equipment. Personnel who require medical equipment (corrective eyewear, hearing aids, orthodontic equipment) must deploy with all required items in their possession. This includes two pairs of eyeglasses, one of which may be of civilian design, except for aviators, who are required to have metal framed glasses and sunglasses, protective mask eyeglass inserts and hearing aid batteries.

bb. Contact Lenses. Soldiers who must wear contact lenses to achieve vision standards and who cannot satisfactorily perform their MOS with the best spectacle correction or fall below vision retention standards with their best spectacle prescription should not deploy. Contact lens wear is not authorized in field environments or while deployed.

cc. Deploy with occupational/operation specific PPE.

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dd. Personal durable medical equipment (cpap, tents, etc.) is permitted only if medical maintenance, logistical support, and infection control protocols for personal medical equipment is available, and electricity is reliable.

(8) All deploying personnel should be briefed by Preventative Medicine or other medical personnel on the medical threat.

(9) Medical deployment standards are IAW AR 40-501, Standards of medical Fitness and as directed in the DEPORD.

(10) Ensure that all redeploying Soldiers are assessed by unit leadership in theater NET 90 days and NLT 15 days prior to redeployment. Ensure that input is forwarded to medical personnel at home station NLT 7 days prior to return from deployment to assist in the identification of those who may be at high risk for behavioral issues.

(11) All deploying personnel (military and DOD civilian) will deploy with a deployable medical record (DD Form 2766) updated with blood type, medication/allergies, special duty qualifications, immunization record, pre-deployment health assessment form, and summary sheet of past medical problems. Units will not deploy with health and dental records. Upon return from this deployment, DA Form 2766 will be reintegrated into the Soldier's medical records.

(12) Food and water sources.

(a) All water (including ice) is considered non-potable until tested and approved by properly trained medical personnel.

(b) No food sources will be utilized unless inspected and approved by US Military Preventative Medicine or Veterinary personnel.

(c) Continual verification of quality and periodic inspection of storage facilities for food and water are required.

d. Logistics Tasks.

(1) Class I. Units will deploy with MREs and water IAW the EXORD/DEPORD. Travel rations will be ordered in accordance with DA PAM 30-22. Units will use the appropriate/designated mission/project code when submitting requisitions. Units must coordinate draw of supplies from Installation Food Service/SSMO (580) 442-6738/6739.

(a) Class I (Water): Soldiers will deploy with no more than one DOS of water. When traveling on commercial aircraft, commanders have the flexibility to deploy with more than one DOS if necessary. Planning factor for enroute consumption is 1.5 gal/man/day. Units must coordinate draw of supplies from Installation Food Service/SSMO (580) 442-6739/6739.

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(b) DFAC Transition/Closure: Units that operate DFACs should coordinate with LRC/SSD Food Service (580) 442-6038 NLT LAD-180 to begin working the plan to transition operation to DOL for continued operation or closure. Units that do not operate a DFAC should contact LRC NLT LAD-180 to coordinate continued support prior to deployment.

## (2) Class II

(a) PEO Soldier and RFI will field/issue OCIE IAW the EXORD/DEPORD. The POC is LRC/CIF (580) 442-5291.

(b) Uniform, Organizational Clothing, Individual Equipment (OCIE) and personal items. Uniform for this mission is the Army Combat Uniform in the Universal Camouflage Pattern or the New Operational Camouflage Pattern. Units and Soldiers will deploy with issued RFI items to include all assigned individual sets of uniforms, two pairs of hot weather boots plus one pair of cold weather boots, two items of headgear provided that the existing laundry cycle exceeds four days, ACH, IOTV and IPE/JSLIST. Equipment guidance for military and civilian personnel who deploy ISO contingency operations can be found at [www.armyG1.army.mil/militarypersonnel/PPG/PPG08-Ayg-2013.pdf#page=156](http://www.armyG1.army.mil/militarypersonnel/PPG/PPG08-Ayg-2013.pdf#page=156) (chapter 10 equipment).

(c) Unit Commanders will ensure Soldiers have the correct sized OCIE items and that all OCIE is fully serviceable for the duration of the deployment, barring unusual circumstances. Soldiers and units may deploy with the primary, first listed, OCIE item, or the alternate, second listed, OCIE item.

(d) Unit S-4s or Supply SGT's should contact CIF at (580) 442-5291 with 72 hours' notice to set up an issue appointment for Soldiers missing OCIE items or who have not been issued OCIE. Supply SGTs must submit by-name listings including the item nomenclature and NSN to request partial or full OCIE issues. Soldiers should bring deployment TCS orders for final release of CIF stocks.

(e) Units will fund any duffel bag requirements above four. This is the total minimum quantity of duffel bags that individuals will have when they deploy. This is two above their clothing bag issue.

(f) All ESAPI issued to Soldiers must be scanned. Scanned plates will have a non-destructive test equipment (NDTE) inspection sticker on with the date inspected. IOTV remains to accompany troops (TAT) for redeployment and are no longer TPE. Units will redeploy with IOTVs TAT and will immediately turn in any OCP IOTVs to CIF upon redeployment prior to block leave. All plate carrier systems will be turned in prior to redeployment.

(g) Units are required to have sufficient serviceable ballistic laser protective spectacles (BLPS/SPECS) for all Soldiers when they depart home station. These items are issued at CIF and are also available in the wholesale system. Filling this

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requirement is an OPTEMPO expense.

(h) Army Direct Ordering (ADO) Program: Units will coordinate and establish their ADO accounts by going to <https://army.kyloc.com>

(i) Affected unit S4s will check with LRC upon receipt of an order to schedule RFI issue for their deployment or if e-order is acceptable.

(j) Class II Expendable. Units will deploy with 15 DOS of Class II expendables (office supplies, etc.) required for the mission, or as directed by the EXORD/DEPORD.

(k) Units will deploy will all authorized/assigned MTOE CBRN Defense Equipment and ensure the equipment is assigned to a trained operator. The IPE battle load will either travel on the Soldier's person or with the Soldier as aircraft belly cargo. Only the assigned protective mask is required for travel in the passenger cabin. Palletize and store the JSLIST/IPE in a controlled environment. DO NOT use items for training purposes. Units will be required to recoup funds for any damaged, used, or missing items. Unit allocations:

1. M256A1 Chemical Detector Kit – 1 roll per 8 Soldier squad.
2. M9 Chemical Detector Paper – 1 roll per 5 Soldiers
3. M8 Chemical Detector Paper – 1 book per Soldier.
4. M295 Decon Kit – 1 kit per Soldier.
5. C2A1 Filters – 1 per Soldier.
6. Chemical Protective Helmet Cover – 1 per Soldier.
7. Protective Chemical Suits – 1 each JSLIST suits per Soldier.
8. CP Gloves and Overshoes – 1 each per Soldier.
9. Second Skin.

(3) Class III. Units deploying with equipment requiring Class III (P) will deploy with 15 DOS of Class III (P) that can reasonably be expected to be consumed in the event of mechanical failures or emergencies enroute. Unit Basic Load (UBL) will be picked up seven working days prior to container shipping date to theater. The planning factor for vehicle fuel requirements is 3/4 tank when deploying by air or sea.

(4) Class IV. In a mature theater many base camps have sufficient force protection and barrier material in place or available. Deployment of Class IV stocks in support of CEF or REF deployments can be requisitioned through GCSS-A in quantities



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IAW the EXORD/DEPORD. A deliberate deployment will not require the deployment of Class IV items with the unit.

### (5) Class V.

(a) Units will not deploy with ammunition, unless directed in the EXORD/DEPORD. Deploying units will compute ammunition combat load requirements using the Total Ammunition Management Information System (TAMIS). Units will coordinate all training ammunition requirements with G3 for in-country training NLT LAD-90.

(b) If authorized in the EXORD/DEPORD to deploy with ammunition basic load (ABL) or TAT, deploying units will compute ABL requirements using the Ammunition Basic Load Computation System (ABLCS). Ammunition is typically pre-positioned in theater to support deploying units training and basic load requirements.

(c) BDEs will submit their sustainment training ammo requirements to Division G3 training by LAD -120, to include basis of calculation. This ammunition will enable units to conduct final training, qualification and preparation for their deployed training requirements.

(d) Deploying units will use property book accountability for Ammunition Basic Load (ABL) IAW DA PAM 710-2-1.

(e) In the event units are directed to bring ammunition into theater, all such shipments will be containerized and shipped IAW 49 CFR. Units will not deploy vehicles with Class V items uploaded.

(f) Coordinate all requirements through your BDE G3 Land and Ammo Manager.

(6) Class VI: Units will deploy with health and comfort packs only if directed in the EXORD/DEPORD. Units are advised to bring at least 30 days of personal hygiene items and sundry items to support their activities NLT D-90. Personal hygiene and sundry items can be obtained at the supporting SSA. Supply personnel will submit proper documentation for receiving these packets.

### (7) Class VII.

(a) Unit will determine equipment requirement IAW latest guidance using MTOE plus formula or HQDA validated Equipping Document. Units will deploy with MTOE equipment IAW the EXORD/DEPORD. If units determine additional, non-MTOE equipment is required, an Operational Needs Statements (ONS) will be prepared and forwarded thru appropriate channels. BDEs should plan on deploying with the appropriate amount of life support and C2 tents, and camouflage, in the event of limited notice missions in austere locations, while deployed.

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(b) SINCGARS radios and any other vehicle/TOC installation kits must be deployed. For additional information on Theater Provided Equipment (TPE), Left Behind Equipment (LBE) and Operational Needs Statement (ONS) refer to the EXORD. Additional LBE and Stay Behind Equipment (SBE) procedures are outlined in Annex J Unit Maintained Equipment.

(c) Units will ensure Property Books are properly split, inventoried and documented and signed for prior to deployment. BDE PBOs are responsible for overseeing the property book split and reporting completion to G4 PBO. The property book split includes all types of property (MTOE, Installation, training devices, etc.). It is imperative that Unit Commanders and other property book hand receipt holders exercise strict property accountability during property book split process. Failure to maintain accountability will result in a Financial Liability Investigation of Property Loss (FLIPL).

## (8) Class VIII.

(a) Units will deploy with Class VIII only if directed by the EXORD. In a mature theater, Class VIII Supply Support Activities (SSAs) will leave stocks in theater as TPE. Level III medical units rotating into AOR will fall in on all Class VIII. All OFS/OIR and OSS level 1 and 2 medical units will deploy with Medical Equipment Sets at 100%. Units should expect to fall in on potency and dated items, within six months of expiration date, left behind by the redeploying units. Immunizations will typically be administered through the SRP site. However; units may conduct immunizations at the commander's discretion, pending Class VIII availability.

(b) Individual Soldiers will deploy with the IFAK (Improved First Aid Kit) fully stocked with current supplies (nothing past expiration date). Combat Medics, MOS 68W, will also deploy with fully stocked and current Aid Bags, as per individual unit SOP. Units will deploy with fully stocked WALK (Warrior Aid and Litter Kits) and CLS (Combat Life Saver) bags, to ensure immediate medical care supplies are available throughout the deployment process NLT LAD-90.

(c) Units must coordinate for Medical Chemical Defense Materials (MCDM). MCDM is a controlled item and will be required for a deployment to the CENTCOM AOR. Units must coordinate to have MCDM issued NLT two weeks prior to deployment.

## (9) Class IX.

(a) CEF or REF units deploying with organizational equipment will deploy with 30 DOS of supporting Bench/Shop Stocks or as directed in the EXORD/DEPORD. Unless otherwise directed units deploying with SSAs will no longer bring ASL into theater.

(b) If deploying to an established AOR, Coalition Forces Land Component

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Command (CFLCC) has designated permanent end-state Supply Support Activities (SSAs) consisting of echelons above Brigade (EAB) enduring SSA and divisional/separate brigade rollover SSA. Authorized Stockage lists (ASL), DODAACs/RICS and SSA supporting LIS, to include Very Small Aperture Terminal (VSAT) equipment, terminals and supporting network connectivity hardware, belonging to or allocated to support these CFLCC designated SSAs, will remain in theater or as directed by CFLCC. This also applies to CFLCC designated SAS and in-theater issued GCSS-A. CFLCC has the authority to designate specifically identified unit Modified Table of Organization and Equipment (MTO&E) Standard Army Supply.

(c) During the leaders' recon for a deliberate deployment, BDEs typically confirm disposition of ASL and LIS of the unit they are replacing. BDEs will also coordinate ASL changeover and the stockage of unit specific requirements before RIP/TOA. Deploying organizations will fall in on the existing theater supply support structure and will not deploy with organic SSA hardware or ASL, unless otherwise directed by CFLCC.

(d) Units with designated TPE will transfer the portion of bench and shop stock that supports TPE to the relieving unit. Organizations that are deployed with organic LIS and are directed to leave the equipment in theater will provide copies of transfer documentation to their respective MACOM headquarters. The MACOM will then coordinate with the appropriate LIS Program Manager for replacement.

(e) Redeploying organizations that are required to reconstitute any or all of their ASL, bench, or shop stock at home station as a result of this policy will use their pre-deployment levels as a baseline and will use a designated JCS project code. ASL, bench, and shop stock replenishment forecasts should be provided to USAMC and DLA to ensure that national level stocks are available to meet these demands.

(10) Logistics Automation. Units involved in CEF or REF deployments are required to deploy with their MTOE LIS systems (GCSS-A) and organic SASMO personnel. All LIS will deploy as TAT. GCSS-A may be available as TPE for DEF units and will be verified during the unit's PDSS. Coordination between losing and gaining commands is imperative to ensure the required LIS TPE is available.

(11) Communications and Automation Systems.

(a) Software: Deploying units will bring the latest software and software documentation (e.g., MS DOS, WIN NT, WIN 2K, device drivers for printers, CD Rom drives, video cards, tape backup units and STAMIS manuals). Units will ensure that all information systems are in accordance with the latest Information Assurance Vulnerability Assessments (IAVA). Units will ensure that they have a complete system and data backup completed and stored IAW their Continuity of Operation Plan (COOP).

(b) Power: The most common electrical power requirement for unit equipment is 110-120V/60Hz. All computers and printers without dual voltage capability will require transformers if operated in 220V environment. Commercially procured transformers

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range in size from 75 watt to 2000 watt. Size of transformers is based on the wattage load placed on the transformer. It is recommended that each computer have an 110v surge protector. This is especially important when a power transformer is in use. All units will deploy with Uninterrupted Power Supplies (UPS), surge protectors, an initial supply of printer cartridges/ribbons, CDs-RW, DVD+RW, tapes, printer cables, compressed air, power strips, electrical extension cords, foreign power adapters, transformers, and dust cover protectors.

(12) Property Accountability. Property accountability will be conducted IAW AR 710-2, 735-5 and all applicable supply accountability regulations. All property acquired by the Army from whatever source, whether paid for or not, must be accounted for as proscribed by applicable regulations. The accounting will be continuous from time of acquisition until the ultimate consumption or disposal of the property occurs. Audit readiness is required. Supporting documentation will be maintained. Commanders at every level have a command responsibility to ensure that all government property within their command is properly used, cared for and proper custody and safekeeping are provided. Individuals have the same responsibility for equipment and property issued for their immediate use.

(13) Maintenance. Maintenance management and repair procedures will be fully implemented as the operational situation permits. Recovery and evacuation will be conducted using organic equipment by properly trained personnel. Battle Damage Assessment and Repair (BDAR) or non-standard repairs must be annotated on DD Form 1577 and retained until proper repairs are made on the equipment.

(a) Calibration. Units will identify the requisite amount of Test, Measurement and Diagnostic Equipment (TMDE) to support the deployed mission. This TMDE will be calibrated and within tolerance between the unit's Ready to Load Equipment (RLDE) and Relief in Place (RIP), approximately 90 days. Units will ensure the online master data files (Instrument Master Record File - IMRF) clearly identify what has deployed and what TMDE remains with the Rear Detachment (RDET). A deployed Area TMDE support team (ATST) will normally provide calibration/repair support at the deployed location. Units will ensure that test equipment is calibrated prior to deployment and that all rolling stock is prepared for the deployed environment based on mission analysis.

(b) Rolling Stock.

1. Chemical agent resistant coating (CARC) is approved for all combat, combat support, and combat service support equipment. Units will deploy vehicles and equipment with current colors. Repainting for the sole purpose of achieving uniformity or for cosmetic purposes will not be supported.

2. Units will ensure that rolling stock meets seasonal preparation requirements for the AOR. Units will ensure that all vehicles are equipped with basic issue items, warning triangles, and any additional authorized items the vehicle may require.

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3. Modification Work Order (MWO) applications for deploying equipment is limited to urgent MWOs that enhance safety or combat capability. Also, only MWOs that have published MWO Fielding Plans (MWOFP) will be applied.

4. Units must ensure that all vehicles are at TM 10/20 standards for deployment. This will serve to keep the unit capable and combat effective, while minimizing the time required to repair equipment prior to shipment.

(c) HAZMAT. During deployment and movement, units should adhere to existing regulations governing the transport and storage of hazardous material, unless waived by higher command. References include AR 200-1, Environmental Protection and Enhancement; FORSCOM Regulation 55-1, Unit Movement Planning; DOD 4500.9-R, Part II-Cargo and Part III - Mobility. POC is Installation Transportation Division (ITD). HAZMAT movement is authorized under AFJMAN 24-204 Ch. 3.

(d) Army Oil Analysis Program (AOAP). Units must pull all oil samples at home station for those systems that still require AOAP for all items scheduled between the unit's RLDE and its TOA (about 75 days) of anticipated arrival in theater. Units deploying equipment that require AOAP tracking will notify their servicing laboratory concerning deployment schedules. Units are responsible for providing complete oil analysis records to the new servicing lab IAW DA PAM 750-8, or DA PAM 738-751.

(e) Batteries.

i. Communications-Electronics (C-E) Batteries. Units will deploy with 15 DOS of primary throwaway C-E batteries and a full complement of rechargeable batteries, battery chargers, and ancillary gear. Units should use rechargeable batteries in base camps to ensure primary throwaway batteries are available for missions. For additional information refer to [www.monmouth.army.mil/cecom/lrc/lrchg/power/rechargebat.html](http://www.monmouth.army.mil/cecom/lrc/lrchg/power/rechargebat.html)

ii. Units will use VRLA batteries during the deployment. Mixing the types is prohibited.

(14) Contingency Communications. Units will prepare to deploy with fully mission capable tactical and non-tactical communications. Deploying units may receive additional instructions and equipment and must integrate the additional communications equipment plan into the overall deployment plan. Emergency management and incident response activities rely on communications and information systems that provide a common operating picture to all command and coordination sites.

(15) Supplies. Maintaining certain stocks of supplies is crucial to a deploying unit's preparedness. However, there are limitations to what units can store and maintain. Contingency stocks are not authorized without specific instructions to develop such stocks. As a rule of thumb, units should plan to maintain at least a 30-day supply of known expendable items required to support the unit's mission. The following

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paragraphs provide supply details, broken down by the classes of supply.

(16) Funding. Tasked units will provide incremental mission funding requirements.

### 5. Coordinating Instructions.

a. Leave all unassigned personal weapons (e.g. M4, M9, etc.) with your Rear Detachment IOT facilitate training and equipping follow on and late deployers.

b. Develop a weapons distribution plan to support IRT and follow on Soldiers supporting combat operations.

c. Ensure personnel deploy with CBRN protective mask, JSLIST and all related Individual Protective Equipment (IPE).

d. Inform your Family Readiness Group of the upcoming unit deployment when the DEPOD is published. Another important responsibility of unit commanders is the preparation of the Families that support deploying Soldiers. As part of Soldier Readiness, certain areas of family preparation are addressed (SGLI, DD93, Family Care plans, etc.). However, the Family Readiness Group exists to provide information tailored for families before, during, and after deployments, especially in the absence of unit commanders.

(1) Numerous organizations on-post also exist to support our Soldiers' families while Soldiers are here and especially while they are deployed. Please consult your unit Family Readiness Support Advisor (FRSA) or unit FRG leader for additional information and/or requirements to further prepare families for deployments. The Family Readiness Center is an additional resource for families to use, as it is a repository for Soldier and family-related information.

(2) Units will coordinate and conduct a pre-deployment briefing, tailored for Soldiers' families and dependents. This briefing will provide information about the following areas:

(a) Advise families about Wills, Financial and Medical Powers of Attorney (POAs), Advance Directives for Health Care (Living Wills), and other letters of authorization.

(b) Advise families about their entitlements, as well as those of their Soldier.

(c) Advise families of the services available to them, while their Soldier is deployed (ACS, AER, Red Cross, legal services, etc.)

(d) Provide an information center for dissemination of unit information.



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e. The COCOM might conduct a Force Flow Conference during the deployment process. Unit will provide one movement warrant officer or action officer to attend this conference. It is vital that the movement officer understands the commander's intent for conducting the RSOI and RIP process. This will enable the movement warrant officer in conjunction with the Division JOPES, ITO and MSS reps to build a cohesive deployment plan. Unit reps will attend briefings on various deployment node activities and will provide any draft ETP requests to COCOM equipping reps at this conference. Unit reps will normally conduct an out brief to higher headquarters and FORSCOM prior to release from this conference. SDDC will provide a Deployment Distribution Support Team (DDST) to assist the DU in preparation of movement to SPOE/APOE. Unit HAZMAT and UMO paperwork and responsibilities will be the main areas of emphasis. ITO will be the lead and sponsor the SDDC DDST involvement.

f. The Logistic Readiness Center (LRC) will provide mission command at the CROF and CAAF deployment nodes on Fort Sill.

g. USTRANSCOM and the COCOM will provide mission command at the deployment nodes enroute to the AOR.

h. Hero Photo. Ensure two hero photos are made of every deploying Soldier in the event of death. One will be taken forward and one photo will remain with Rear Detachment. ISOPREP photos will not be used as hero photos.



## Annex D: Inactive Ready Reserve and Retiree Recall Support

1. Purpose: This annex provides guidance to the Fires Center of Excellence (FCoE) and USAG Sill to resource, assess, rehearse, exercise, and execute Training Base Expansion (TBE) to meet Inactive Ready Reserve (IRR) and Retiree Recall (RR) mobilization requirements and increase Initial Entry Training (IET)/Initial Military Training. This annex focuses on the responsibilities of garrison directorates and tenant agencies as required to receive IRR Soldiers and Retiree Recalls, and assess them to Active Duty IOT prepare Forces for deployment. FCoE and USAG Sill are prepared to conduct WTBD and MOS refresher training for all IRR Soldiers and or/Retiree Recalls.

### 2. Key Tasks:

a. (U) Upon declaration of IRR and RR mobilization and Training Base Expansion, the FCoE, CG confirms the decision to execute COA 2 or BPT to scale back to Branch I or base concept of operations (See Appendix D.2).

b. The Fort Sill Fires Center of Excellence (FCoE) will submit a Request for Forces (RFF), and Operational Needs Statement (ONS) to TRADOC for Reserve components for cadre augmentation to Fort Sill.

\*NOTE: Operations: Directorate of Plans, Training, Mobilization and Security (DPTMS) and U.S. Army Training and Doctrine Command (TRADOC) has oversight of the installation support and training on Fort Sill, respectively for IRR Soldiers recalled to active duty, to include providing status of training and coordinating resources to support United States Forces Command's (FORSCOM) demand for Soldiers for the lead up and during contingency operations.

### 3. References:

- a. Joint Publication 4-05 (Joint Mobilization Planning), 23 October 2018.
- b. Army Regulation 252-29 (Force Generation – Sustainable Readiness), 10 September 2018.
- c. Army Regulation 500-5 (Army Mobilization), 16 April 2015.
- d. Army Regulation 525-93 (Army Deployment and Redeployment), 23 Oct 2019.
- e. Army Regulation 601-10 (Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations), 13 March 2009.
- f. Army Regulation 600-8-101 (Personnel Readiness Processing), 6 March 2018.
- g. Army Directive 2019-31 (Integration or Refresher Training for Prior Service Personnel), 03 October 2019.

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- h. HQDA EXORD 088-19 ISO Army Mobilization Plan 032142ZJUN19.
- i. DA PAM 40-501 (Army Hearing Program), 8 January 2015.
- j. Fort Sill Regulation 40-501 (Fort Sill Army Hearing Program), 11 October 2021.
- k. TRADOC Regulation 350-70 (Army Learning Policy and Systems), 10 July 2017.
- l. TRADOC Regulation 350-28 (United States Army Reserve (USAR) support to the Generating Force) 30 November 2015.
- m. TRAODC Pamphlet 350-70-9 (Budgeting and Resourcing), 12 October 2012.
- n. TRADOC Mobilization Operations Planning and Execution System (TMOPES) 2008.
- o. TRADOC Mobilization CAT Plan (TBP).
- p. Command Emphasis Letter for Fort Sill, 26 October 2021.

4. Responsibilities:

a. 108<sup>th</sup> Training Command:

BPT receive, conduct med/admin screening, WTBD, (IAW current MOB POI's) and upon completion, ship IRR Soldiers and or/Retiree Recalls, and any other units not organic to Fort Sill as well as members of other services to their units.

(1) The 108<sup>th</sup> TC Training Command will support IRR/RR Training Base Expansion (TBE) by augmenting the Training BDE's with Cadre Sergeants by supporting Warrior Tasks and Battle Drill (WTBD) training requirements and by providing Reception Battalion (RECBN) support.

(2) BPT prioritize support based on Latest Arrival Date (LAD) requirements.

(3) BPT provide 1 x OIC & 1 x NCOIC to serve as LNO to 108th Training Command to facilitate communications between FCoE & Sill organizations supporting USARC MOB BDE to ensure mutual understanding and unity of purpose.

(4) ICW 108<sup>th</sup> TC Activate Reception Battalions for the in-processing / reception of IRR Soldiers.

(5) Coordinate with contracting for assistance with acquisition of any required short-term off-post billeting as required, Bldg. 1803, (580) 442-6561.

(6) BPT support any emerging requirements associated with all phases of the

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Installation Deployment Support Plan (IDSP).

b. The Directorate of Plans, Training, Mobilization and Security (DPTMS) / Plans and Operations Division (POD) Fort Sill:

(1) Serve as the primary USAG Staff Directorate for the CG, FCoE in support of Army and TRADOC mobilization planning, operations, and policy.

(2) Synchronize with FCoE G-3, G-5, and all pertinent Garrison Staff Agencies' efforts prior to and during TBE to meet IRR MOB requirements and increase initial entry training mobilization and deployment operations; chair synchronization, In-Progress Reviews (IPRs), or unit status meetings as required.

(3) Coordinate with Higher Headquarters' Mobilization Assistance Team, DHR, Garrison Staff, and Tenant Organizations for processing and training requirements.

(4) Coordinate with FCoE, 108<sup>th</sup> TC, Higher Headquarters' Mobilization Assistance Team, Reynolds Army Health Clinic (RAHC), Garrison Staff, and Tenant Organizations for IRR requirements, prior to and during IRR mobilization and TBE operations.

(5) In coordination with FCoE G-3, conduct mobilization exercise planning, execution, data analysis to support Field Artillery and Air Defense Artillery Schools, and update and validate manpower and equipment requirements required to mobilize IRR Soldiers and or/Retiree Recalls and submit to TRADOC, IMCOM & Higher Headquarters TBE activities ICW FCoE G-8.

(6) In coordination with FCoE G-3, review synchronization and reorganization of mission training resource requirements based on operational mission and specific training support demands.

(7) Coordinate with FCoE G-1, TRADOC G-1 and HRC to plan, coordinate, and distribute IRR mobilization estimates over time.

(8) Report capabilities, resources, and refresher training shortfalls, which may affect overall mission.

(9) Participate in the TRADOC All Things Mobilization (TATM)-VTCs, to identify problems and provide recommended courses of action ICW FCoE G-3 to the IMCOM POC.

(10) BPT support any emerging requirement associated with all phases of the Installation Deployment Support Plan (IDSP).

(11) Responsibilities: 95th AG Military Financial Support for (DHR/MPD DFAS for Fort

(12) Sill. Detachment Sergeant, E7 MOS 36B40.(1)

(13) Sr. Disbursing Analyst, E6 MOS 36B30.(1)

(14) Financial MGMT Analyst, E5 MOS 36B20.(1)

(15) Disbursing Tech / E4 MOS 36B10. (3)

(16) Disbursing Clerk/ E3 (4) MOS 36B10.(4)

Annex D: Inactive Ready Reserve and Retiree Recall Support

c. The Directorate of Human Resources (DHR), Fort Sill:

- (1) Provide Human Resources (HR) representation at the SRP site Bldg. 4700.
- (2) Publish all individual Temporary Change of Station (TCS) orders IAW DA Policy and the PPG.
- (3) Maintain plans for, and BPT implement an expanded drug-testing program under the Army Substance Abuse Program (ASAP).
- (4) Coordinate with the FCoE to track orders and validate MOSs of IRR Soldiers.
- (5) BPT support any emerging requirement associated with all phases of the Installation Deployment Support Plan (IDSP).

d. Mission and Installation Contracting Command (MICC):

- (1) Maintain contracting operations to include installation-contracting support for mobilizing IRR Soldiers and TBE.
- (2) Utilize the Support Base Services Contract (SBS), when practical, in order to allow for a reduction of procurement timelines needed to fill contracting requirements ISO IRR mobilization operations.
- (3) Ensure IRR mobilization and Recalled Retiree requirements, if applicable; have been identified in current and future Fort Sill Contracts.
- (4) BPT to provide any necessary off-post lodging support. Lodging available for use:

Lawton	-	400 rooms
OKC	-	40 rooms
Norman	-	40 rooms
Anadarko	-	40 rooms

- (5) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).

e. Reynolds Army Health Clinic (RAHC):

- (1) Provide administration and medical screening / SRP processing support to the SRP Site. Immunizations, Pregnancy Test, Audiology, ANAM.
- (2) BPT increase hours of operation at the administration and medical screening / SRP Site, Troop Medical Clinics (TMC), and at Reynolds Army Health Clinic (RAHC) as required.

Annex D: Inactive Ready Reserve and Retiree Recall Support

(3) BPT provide a brief on medical threat, including epidemic diseases, environmental hazards, proper sanitation and hygiene, personal responsibility, and preventive measures to mobilizing IRR Soldiers.

(4) Re-evaluate personnel with profiles (temporary or permanent), with a numerical designator of "3" or "4" in any of the Physical capacity/stamina, Upper extremities, Lower extremities, Hearing/ear, Eyes, Psychiatric (PULHES) factors.

(5) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).

f. DENTAC will:

(1) Provide dental processing support to the administration and medical screening / SRP Site and Allen DC (Bldg. 6337).

(2) Track dental categories of all mobilizing IRR Soldiers and brief status at all IPRs.

(a) Exams for Class IV and Class III treatment are priority.

(b) Class II treatment depends on availability.

(c) Future projections will be based upon using the last bay in Allen DC (consist of 10 chairs, 6 intraoral x-rays unit for the MOB/DEMOB Power Projection Platform mission).

(3) BPT increase hours of operation at dental clinics as necessary.

(4) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).

g. Audiology:

(1) All Soldiers, regardless of potential noise exposure, must receive reference, pre-/post-deployment, annual and termination audiograms, and obtain follow up test within 90 days after STS on periodic test IAW DA PAM 40-501. Audiograms are required every 12 months.

(2) In order to be deployable, Soldiers must maintain a Hearing Readiness Classification (HRC) of Class 1 or Class 2. Appendix G provides the four basic HRC categories with definitions. To meet hearing readiness requirements, HCOs may schedule unit Soldiers for their DOEHRS-certified hearing tests.

(3) The Medical Protection System (MEDPROS) HR module is used to track and monitor individual and unit level HR. D2215 and 2216 audiograms are stored in the DOEHRS-DR and are used to calculate the HR status for MEDPROS. The DOEHRS-DR feeds the MEDPROS system on a weekly basis. HPOs can obtain unit Hearing Readiness (HR) reports through the MEDPROS Hearing Readiness Reporting Options

Annex D: Inactive Ready Reserve and Retiree Recall Support

function. Soldiers and HPOs can obtain copies of test results through the MEDPROS Web Data Entry portal. In summary, hearing readiness classification disposition:

- (a) Soldiers with an HRC of Class 1 or 2 are deployable.
- (b) Soldiers with an HRC of Class 3A-C are non-deployable and require a referral to an audiologist for the completion of a diagnostic evaluation, profile and/or MAR2 (required for H3 profiles).
- (c) Soldiers with an HRC of Class 3D-E are non-deployable and require either a hearing aid fitting and/or a six-month supply of batteries for issued hearing aid(s).
- (d) Soldiers with an HRC of Class 4A require an annual DD2215/16 hearing evaluation.
- (e) Soldiers with an HRC 4B designation are not recommended for deployment and require a follow-up audiogram due to STS detected on the annual or periodic audiogram. The follow-up audiogram must be completed within 90 days of the annual or periodic audiogram.
- (f) Soldiers with HRC 4B or 4C designation are not recommended for deployment until all required follow-up hearing tests are complete.

(4) By regulation, deploying unit are to supply their own Soldiers with ear pro.

h. Logistics Readiness Center (LRC):

- (1) Multi-functional logistics, which includes supply & services, maintenance, and transportation, support to IRR MOB.
- (2) Provide information/updates for SITREPS and other reporting requirements as necessary.
- (3) Manage the requisition and delivery of critical supply items to ensure prompt delivery.
- (4) Receive and process requisitions ISO IRR mobilization.
- (5) Provide management support for all classes of supply (except Class VIII), inspection and classification for excess or used parts.
- (6) Receive, store, and inventory Individual Protective Equipment (IPE) stocks and issue as required in support of mobilizing IRR Soldiers.
- (7) BPT provide and issue Common Table of Allowances (CTA) 50-900 Organization Clothing and Individual Equipment (OCIE) necessary to equip mobilizing and deploying Soldiers for the area to which they are deploying.
- (8) Monitor IRR movement planning data to ensure that it is current and accurate.

Annex D: Inactive Ready Reserve and Retiree Recall Support

(09) Transportation schedules for marshalling, uploading, departure, and arrivals for IRR Soldiers per Time Phased Force and Deployment Data (TPFDD) deployments.

(10) Provide maintenance support to units on Fort Sill. Ensure the unit, or their respective Higher Headquarters pay for parts.

(11) Coordinate an expanded laundry/dry cleaning support plan IOT commensurate with the increased Soldier population. Soldiers residing in billeting with washers and dryers will not receive laundry support.

i. Directorate of Public Works (DPW):

(1) Develop an assets list delineating available barracks IOT billet IRR and augmented Soldiers.

(2) Monitor and update all real property hand receipts.

(3) Provide representation to unit status and synchronization meetings to address billeting, and engineer support issues.

(4) Provide design and construction management support for any project required to support IRR mobilization and TBE.

(5) Provide DD1391s for any MILCON Project required to support mobilization.

(6) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).

j. 428 Field Artillery (FA) BDE:

(1) As required, train IRR Soldiers, retirees, and other services IAW IRR POIs. BPT to train IRR Soldiers and identify resource shortages that may impede efficient training of mobilized IRR Soldiers.

(2) BPT provide Mobile Training Teams (MTTs) to meet requesting CDR's requirements.

(3) BPT work with the Logistics Readiness Center (LRC) Enterprise partners to determine logistics support for mission increase (personnel, equipment, facilities, and budget).

(4) Update refresher-training POIs to reflect the IRR plan.

(5) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).



Annex D: Inactive Ready Reserve and Retiree Recall Support

k. 434 Field Artillery (FA) BDE:

(1) BPT assist the 108<sup>th</sup> Training Command G-3, G-5, DHR, and RAHC with planning the reception and medical screening of IRR Soldiers and Retirees, to include TBE.

(2) BPT support any emerging requirements associated with all phases of the Inactive Ready Reserve (IRR) and Retiree Recalls Support Annex.

l. 30th Air Defense Artillery (ADA) BDE:

(1) As required, train IRR Soldiers, retirees, and other services IAW IRR POIs. BPT to train IRR Soldiers and identify resource shortages that may impede efficient training of mobilized IRR Soldiers.

(2) BPT provide Mobile Training Teams (MTTs) to meet requesting CDR's requirements.

(3) BPT assist G4 and local Army Material Command (AMC) Enterprise partners to determine logistics support for mission increase (personnel, equipment, facilities, and budget).

(4) BPT support any emerging requirements associated with all phases of the Inactive Ready Reserve (IRR) and Retiree Recalls Support Annex.

(5) Support the G-3/5/7 to update and validate functional area specifics required for the Fort Sill Inactive Ready Reserve (IRR) and Recalled Retirees (RR) Support Plan (Fort Sill TRADOC, FCoE, and Proponent Schools).

(6) Disseminate guidance and assist subordinate unit leadership with intelligence and security matters relative to the Fort Sill Inactive Ready Reserve (IRR) Support Plan

(7) Support the DCS G-3/5/7 in mobilization exercise planning, execution, and data analysis to support subordinate units.

(8) Update refresher-training POIs to reflect IRR plan.

(9) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).

m. Directorate of Training and Doctrine (DOTD):

(1) Provide requirements for refresher Training Programs of Instructions (POIs) and Updates as needed

(2) BPT support any emerging requirements associated with all phases of the

Annex D: Inactive Ready Reserve and Retiree Recall Support  
Installation Deployment Support Plan (IDSP).

n. FCoE G-1 Personnel:

(1) Support the FCoE G-3 and USAG DPTMS in mobilization exercise planning, execution, data analysis to Field Artillery and Air Defense Artillery Schools, and update and validate manpower requirements required to mobilize IRR Soldiers and or/Retiree Recalls and TBE activities ICW FCoE G-8.

(2) Coordinate changes in manpower requirements ISO TBE with supporting units.

(3) Track and report personnel status through the mobilization process.

(4) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).

o. FCoE G-32:

(1) Support the FCoE G-3 and USAG DPTMS in mobilization exercise planning, execution, data analysis to Field Artillery and Air Defense Artillery Schools, and update and validate manpower requirements required to mobilize IRR Soldiers and or/Retiree Recalls and TBE activities ICW FCoE G-8.

(2) Assist in coordination of security clearance requirements for all IRR Soldiers and or/Retiree Recalls utilizing the JPAS, and DISS.

(3) Disseminate guidance to and assist MOB BDE with intelligence and security matters and provide Sensitive Compartmented Information (SCI) support as needed.

(4) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).

p. FCoE G-3:

(1) Support USAG DPTMS in mobilization exercise planning, execution, data analysis to Field Artillery and Air Defense Artillery Schools, and update and validate manpower requirements required to mobilize IRR Soldiers and or/Retiree Recalls and TBE activities ICW FCoE G-8.

(2) In coordination with USAG DPTMS, review synchronization and reorganization of mission training resource requirements based on operational mission and specific training support demands.

(3) Coordinate with FCoE G-1, TRADOC G-1 and HRC to plan, coordinate, and distribute IRR mobilization estimates over time.

Annex D: Inactive Ready Reserve and Retiree Recall Support

(4) Report capabilities, resources, and refresher training shortfalls that may affect overall mission.

(5) Participate in the TRADOC All Things Mobilization (TATM)-VTCs, to identify problems and provide recommended courses of action ICW USAG DPTMS to the TRADOC POC.

(6) Update the FCoE & USAG Sill Mobilization Common Operating Picture (MOBCOP) with direct input from the FCoE Staff, USAG Staff, FCoE Units, and FCoE Directorates This will include training capability and resource shortfalls IOT determine impact on costs of operating the training base. Serve as the proponent for the FCoE & USAG Sill MOBCOP and its applications. Update the IRR Mobilization Planning Tool (IMPT) when FCoE G-1 provides updated requirements.

(7) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).

q. FCoE G-1/4:

(1) Support the FCoE G-3 and USAG DPTMS in mobilization exercise planning, execution, data analysis to Field Artillery and Air Defense Artillery Schools, and update and validate manpower requirements required to mobilize IRR Soldiers and or/Retiree Recalls.

(2) Coordinate changes in equipment requirements ISO TBE with supporting units and disseminate guidance on logistics matters relative to mobilization.

(3) Ensure all USAG Sill, Logistics Readiness Center (LRC), and Fleet Management Expansion (FMX) requirements are directly submitted through appropriate AMC channels for validation and determination of mitigation strategies.

(4) Track and report equipment status through the mobilization process.

(5) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).

r. FCoE G-5:

(1) Support the FCoE G-3 and USAG DPTMS in mobilization exercise planning, execution, data analysis to the Field Artillery and Air Defense Artillery Schools, update and validate manpower requirements required to mobilize IRR Soldiers and or/Retiree Recalls and TBE.

(2) Consolidate information; synchronize efforts for enterprise partners to determine support mission increases (personnel, equipment, facilities, and budget).

(3) Respond to all organizational RFIs to support planning efforts.

Annex D: Inactive Ready Reserve and Retiree Recall Support

(4) Provide assessments IOT identify capabilities, capacities, and additional resources needed ISO IRR /RR mobilization.

s. FCoE G-6:

(1) Support the FCoE G-3 and USAG DPTMS in mobilization exercise planning, execution, data analysis to Field Artillery and Air Defense Artillery Schools, and update and validate manpower requirements required to mobilize IRR Soldiers and or/Retiree Recalls and TBE activities ICW FCoE G-8.

(2) Disseminate guidance and support signal and communication matters to the MOB BDE as needed.

(3) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).

t. FCoE G-8:

(1) BPT to assist enterprise partners in budget and program requirements that support the mobilization of IRR Soldiers and TBE activities.

(2) Budget and program requirements that support the mobilization of IRR Soldiers and TBE activities.

(3) Update and validate manpower requirements that support the mobilization of IRR Soldiers and TBE activities.

(4) Support ATC's and Proponent Schools in identifying potential contracts required concerning personnel and logistics.

(5) Follow the finance and accounting guidance and procedures contained in HQDA publications, Army Regulations, and DFAS Mobilization SOP.

(6) BPT support any emerging requirements associated with all phases of the Installation Deployment Support Plan (IDSP).

Annex D: Inactive Ready Reserve and Retiree Recall Support

**Appendices:**

**Appendix R.1 - WTBD / Refresher Training and Installation Support Force  
Structure**

**Appendix R.2 - TRADOC Planning Assumptions & FSOK Concept of Operation,  
COA I & II)**

**Appendix R.3 - IRR / RR Barracks B1602/B1603 (1,200 Beds Available)**

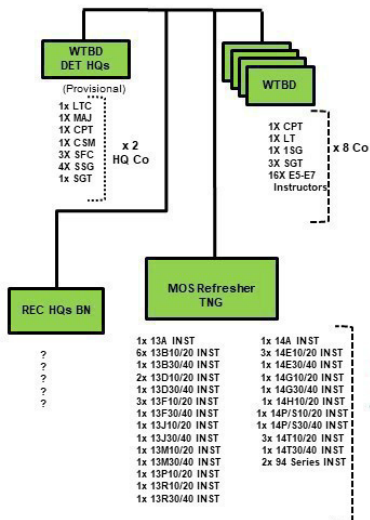
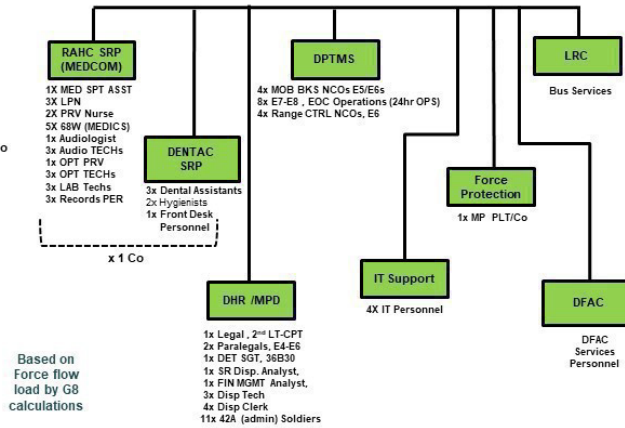
**Appendix R.4 - Garcia Dining Facility / 3400 Area**

**Appendix R.5 - REQUEST FOR FORCES (RFF) MEMO**

**Appendix R.6 - Training Augmentation & Installation Support Force Structure**

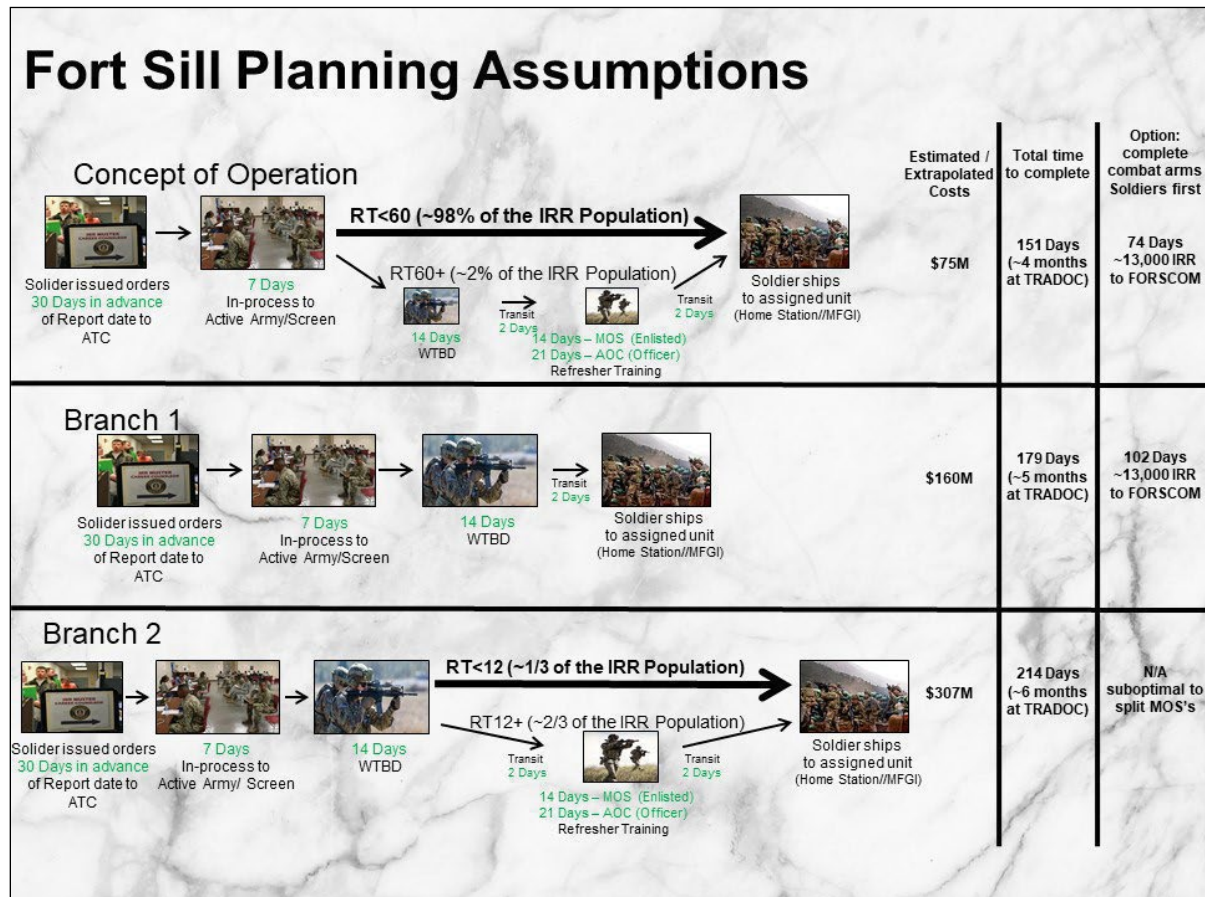
## Annex D: Inactive Ready Reserve and Retiree Recall Support

## Appendix R.1 - WTBD / Refresher Training and Installation Support Force Structure

Fort Sill  
WTBD/ Refresher TNG Support StructureFort Sill  
Installation Support Force Structure

## Annex D: Inactive Ready Reserve and Retiree Recall Support

## Appendix R.2 - TRADOC Planning Assumptions (FSOK Concept of Operation, COA I &amp; II)





Annex D: Inactive Ready Reserve and Retiree Recall Support

**Appendix R.3 - IRR / RR Barracks B1602/B1603 (1,200 Beds Available)**



Annex D: Inactive Ready Reserve and Retiree Recall Support  
Appendix R.4 - Garcia Dining Facility/ 3400 Area





Annex D: Inactive Ready Reserve and Retiree Recall Support  
**Appendix R.5 - REQUEST FOR FORCES (RFF) MEMO**



REF ID: A788155

DEPARTMENT OF THE ARMY  
 US ARMY INSTALLATION MANAGEMENT COMMAND  
 2405 GUN SHED ROAD  
 JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TX 78234-1223

IMOP-R

16 May 2018

MEMORANDUM THRU Deputy Chief of Staff, G3/5/7, Operations and Readiness Directorate, Mobilization Branch (AFOP-OR-FM), U.S. Army Forces Command, 4700 Knox St, Fort Bragg, NC 28310-5000

FOR Deputy Chief of Staff, G3/5/7, Mobilization Division (DAMO-ODM), 400 Army Pentagon, Washington, DC 20310-0400

SUBJECT: Request for Support for CONUS Based Requirements Supporting Overseas Contingency Operations

1. Request HQDA provide two Regional Support Groups (RSGs) (-) consisting of a total of 102 Soldiers effective 2 Apr 2018 to sustain ongoing mobilization operations at Fort Hood (39 Soldiers) and Fort Bliss, TX (63 Soldiers).

84 Soldiers

Type Unit		Mobilization Station	Number of Soldiers
a.	Regional Support Group	Fort Hood, TX	39
	POSITION TITLE	PMOS	GRADE
1	Commander	01A00	O6
2	Deputy Commander	01A00	O5
3	Command Sergeant Major	00L80	E9
4	Chaplain	56A00	O4
5	Chaplain Assistant	56M30	E6
6	Human Resource Officer (S1)	42H00	O4
7	Strength Manager	42B00	O3
8	Senior Human Resource Sergeant	42A40	E7
9	Human Resource Sergeant	42A20	E5
10	Human Resource Sergeant	42A20	E5
11	Operations Officer (S3)	01A00	O5
12	Senior Operations Sergeant Major	00D60	E9
13	Knowledge Management NCO	25B20	E5
14	Current Operations OIC	01A00	O4
15	Operations Sergeant	00G50	E8
16	GSO	01A00	O3
17	GSO	01A00	O3
18	GSO	01A00	O3
19	GSO	00G50	E8
20	GSO	00G40	E7
21	GSO	00G40	E7
22	Future Operations OIC	01A00	O4

84 Soldiers



## Annex E: Physical Security

1. Background: The Directorate of Emergency Services, (DES), and Physical Security Division will support each deploying unit with general physical security support requirements during each phase of the Sustainable Readiness Model (SRM). For assistance contact DES at (580) 558-6029/6028/6533 and (580) 442-5915.
2. Unit Arms Room Security: All security requirements per AR 190-11 and FS Reg 190-1 will be met.
3. Pre-Deployment Joint Inventories:
  - a. Commanders are responsible to ensure that 100% Property Book inventories are conducted prior to movement of equipment. This inventory must also include privately owned weapons, operational ammunition, spare barrels and bayonets. IAW FS Reg 190-1.
  - b. Commanders are responsible to ensure that 100% Property Book inventories are conducted prior to movement of equipment. This inventory must also include privately owned weapons, operational ammunition, spare barrels and bayonets. IAW FS Reg 190-1.
  - c. The unit will conduct a 100% serial number inventory of all arms, ammunition, and other sensitive items prior to deploying unit's departure from home station.
  - d. After the unit is uploaded, a responsible officer or Noncommissioned Officer (NCO) of the deploying unit and a responsible officer or NCO of the rear detachment will conduct a joint serial number inventory of all items remaining in the arms room. The results of this joint inventory will be recorded on DA Form 2062 (Unit Arms Room Weapons/ Ammunition / Equipment Inventory Register). The unit's PBO Hand receipt inventory form can be used in lieu of the DA Form 2062. If PBO Hand Receipt is used the Unit must include weapons and equipment which may not be posted on the most current PBO Hand Receipt.
  - e. The Weapons/Sensitive Items Register DA Form 3749 which the Deploying Unit signs their weapons and sensitive items out for deployment on the DA Form 3749. This document must be retained on file in the unit arms room. Upon the units return from deployment the unit will sign their weapons/sensitive items in on the same DA Form 3749.
  - f. A copy of the joint inventory will be given to the Rear Detachment Commander (RDC), and an additional copy will be left inside the deploying unit's arms room. Both of the Deploying and Rear Detachment inventorying officers are required to print, sign and date this inventory. These inventories will be retained until the FWD-deployed unit returns and both PBO hand receipts (Forward and Rear) have merged and the next month's inventory reflects the merge.
  - g. Arms, Ammunition or Explosives (AA&E) keys and locks (primary and alternate set of keys) will be transferred to the Rear Detachment AA&E Key Custodian via DA Form 5513, the AA&E Custodian will then re-issue keys/locks to the Rear Detachment armorer.

## Annex E: Physical Security

Spare set/alternate keys will be maintained in a sealed envelope or container and issued to Rear Detachment S-2 via DA Form 5513. If the vault door is secured with a combination lock, the combination must be maintained using SF 700. Ensure Rear Detachment S-2 has knowledge of the location the SF 700s are stored and have access to the safe where the SF 700s are maintained.

4. Arms Room Closeout: Deploying units closing out arms rooms must provide a memorandum of record signed by the commander, stating that the arms room contains no AA&E. Additionally the building number, room number and zone number will be documented and sent to the Physical Security Division, Integrated Commercial Intrusion Detection System (ICIDS) Administrator, building 2025, (580) 442-6517. Once the memorandum is distributed, the unit will then place the ICIDS alarm in the access mode IAW FS REG 190-1. If the door is equipped with a combination lock, the lock combination will be changed to the factory default of 50-25-50.

5. Arms Room Consolidation: Units will consolidate rear detachment arms rooms to the greatest extent possible. A Memorandum of Understanding (MOU) that identifies both the host and tenant unit responsibilities must be signed between the participating unit commanders. The host unit will submit a single unaccompanied access roster to the ICIDS Administrator at Building 1694. Weapons and sensitive items in consolidated arms rooms must remain segregated by units and each unit within the consolidated arms room must maintain separate DA Form 5513 to account for their equipment. Each unit will maintain a SF 702 to record their opening and closing activities within the arms room.

6. Arms Room Access:

a. Rear Detachment Commanders must appoint personnel to operate the arms rooms. Armorers and arms room key/lock custodians must have a completed DA Form 7281 (Background Check) on file prior being appointed or performing duties. An Arms Room Officer (ARO) (commissioned, warrant, or non-commissioned E-6 or above) must be appointed to oversee the arms room operations, conduct initial and quarterly assessments, and ensuring all regulatory requirements are met. The ARO cannot be the key custodian or armorer. During Rear Detachments operations, the ARO can be waived to an E-5. Additionally, these personnel must attend the DES Arms Room Operational Procedures training which is conducted the first Thursday of each month. Coordinate training through the Installation Physical Security Office (PSO) (580) 558-6029/6028/6533 and 442-5915.

b. If a situation arises where access is required but the unit armorer is not available, the Commander can access the arms room in cases of emergency. The access must be documented on a Memorandum for Record; contact DES-PSO (580) 442-2101/2102/2103 for a sample memorandum. The Commander will call the alarm monitoring point at 558-6029/6028/6533 and 442-5915 and request that an MP patrol be dispatched to validate identity. Once identification is verified, the Commander will request that the alarm monitoring point place the alarm in access, upon completion the Commander will call the

## Annex E: Physical Security

alarm monitoring point again to have the alarm set to secure mode. The Commander must ensure that the two personnel entering the arms room conducts a 100% visual count of all AA&E and combat optics and other sensitive items stored in the arms room. Both opening and closing inventories must be recorded on DA Form 2062 and any transactions must also be recorded on DA Form 2062. Supporting documents must be such as Equipment Receipt Cards and Hand Receipts will be used when conducting transactions and retained on file with the DA Form 2062 until the item(s) is returned to the arms room.

c. ICIDS Alarm System. To receive an ICIDS security code, Soldiers must present an unaccompanied access roster signed by the unit commander and a copy of a completed Command Oriented AA&E Security Screening and Evaluation Record (DA Form 7281) to the Alarm Administrator's office building 1694 (580) 442-2101/2102/2103. A sample copy of the memorandum can be found in FS Reg 190-1.

## 7. Privately Owned Weapons (POW):

a. Units will complete FS Form 562 (Registration of Personal Weapons) to document the registration of all privately owned weapons.

b. All privately owned weapons and their ammunition will be stored in the unit arms room for the duration of the deployment.

c. The unit will provide the Soldier a receipt this will be either a DA Form 2062 or DA Form 3749.

d. The unit rear detachment commander will closely monitor privately owned weapons stored in the unit arms room and the transfer of firearms, if an arms room is consolidated with a second arms room. Strict accountability of privately owned weapons must be maintained.

e. If a Soldier desires to ship their firearm(s) to a relative or second party outside of the Fort Sill area, they must coordinate with a licensed Federal Firearms Dealer for the movement.

f. POWs that are stored in the arms room must be inventoried daily (when accessed) on a DA Form 2062 and monthly by serial number in conjunction with the 100% PBO sensitive items inventory.

## 8. Administrative Keys:

a. All keys to administrative areas must be transferred to the Rear Detachment. IAW AR 190-51.

b. A joint inventory between the deploying Key/Lock Custodian and the Rear Detachment Key/Lock Custodian must occur and be documented on the DA Form 5513.



Annex E: Physical Security

c. The Rear Detachment will maintain accountability of all keys.

d. The deploying unit will ensure that personnel are properly trained and appointed for the below listed additional duties:

(1) Key/Lock Custodians for Arms Room and Administrative keys

(2) Armorer

(3) Arms Room Officer

(4) Crime Prevention Officer/NCO

(5) Physical Security Officer/NCO

e. The deploying unit must ensure that the combination of each safe is recorded on a SF 700 and the envelope is stored in their Battalion (BN)/Brigade (BDE) S-2s safe. Rear Detachments must have access to the safe where the combinations and alternate set of Arms room Keys are stored. Safes not in use must have the combination set to 50-25-50.

f. Barracks and Personal Property Procedures. Units will follow barracks and personal property procedures as per SOP.

9. Redeployment / Return: Upon return / redeployment, The POC for this is April Cook, 580-558-6029. [April.I.cook8.civ@mail.mil](mailto:April.I.cook8.civ@mail.mil).

## ANNEX F: Tracking and Reporting

## 1. General:

a. This annex describes the formats and timelines for all required reports submitted by units and support agencies. Appendix 1 to Annex F are the Tracking and Reporting located in one Excel with TABs A-K. In addition, the reports submitted to higher headquarters by the Fort Sill Installation Operations Center (FSOC). Additionally, it provides an overview of the methods and products used to track Fort Sill units as they deploy and redeploy.

b. The Installation Operations Center (IOC) assists the Senior Commander (SC) in overseeing the estimating, planning, and coordinating all matters pertaining to current Deployment Expeditionary Force (DEF) and Contingency Expeditionary Force (CEF) operations. The IOC provides a command and control platform capable of operating 24/7/365 in support of the SC's mission providing trained and ready forces to Forces Command (FORSCOM). The IOC is the Commanders and installation information hub and information management is a major focus. The IOC collects, process, displays, stores, and disseminates the information for situational awareness. Additionally the IOC will shares all of the data both vertically and horizontally, throughout the hierarchy of commands. In order to maintain a Common Operating Picture (COP) and ensure the SC maintains situational awareness, the IOC relies on Deployment Reports to track the deployment activities of its units, Modular Tenant Units, DA Civilians, and Contractors.

c. All reports once completed by the responsible party will be sent electronically by NIPR or SIPR e-mail to [usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil](mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil) (NIPR) or [usarmy.sill.imcom-hq.mbx.usarmy-ft-sill-imcom-id-training-mailbo@mail.smil.mil](mailto:usarmy.sill.imcom-hq.mbx.usarmy-ft-sill-imcom-id-training-mailbo@mail.smil.mil) (SIPR) reported to the IOC (24/7/365) Operations Desk (580) 442-3290/40/41 or DSN 639-3239/40/41.

## 2. Deployment Defined:

a. Continental United States (CONUS) deployment: Movement of any battalion, brigade or FORSCOM tenant unit/element of 10 or more personnel departing from Fort Sill to a CONUS location. Units will also, report CONUS movements of smaller units/elements within CONUS, which have command interest (e.g. Battalion Commanders and Command Sergeant Major's, Combat Training Centers (CTC).

b. Other than Continental United States (OCONUS) deployment: Movement of one or more personnel departing from Fort Sill to an OCONUS location for a 24-hour period or longer (e.g., Leaders Recon, contingency deployment reconnaissance, ADVONs, main body deployments, or Ready to Fly (RTF)).

c. Worldwide Individual Augmentee System (WIAS) Individual Tasker: Movement of one individual departing from Fort Sill to either a CONUS or OCONUS location for a 24 period or longer (e.g. 6, 12, 18 month deployment).

## ANNEX F: Tracking and Reporting

### 3. Responsibilities:

#### a. Brigades / Units / Rear Detachments:

(1) Submit a Departure Report to the IOC within two hours of aircraft Departure by NIPR e-mail.

(2) Attend all PAX Synchronization and the bi-weekly Deployment Working Group meetings.

#### b. Logistics Readiness Center (LRC):

(1) Ensure Airfield Arrival/Departure Control Group (AADCG) Operations submit Wheels up Report immediately following the departure of each airframe.

(2) Provide commodity area status reports for the bi-weekly Deployment Working Group Meeting. Additionally be prepared to address any issues with processing of Privately Owned Vehicles (POV's) and household goods.

(3) Installation Transportation Officer (ITO). Provides Command and Control, monitors in-transit visibility on all modes of transportation and reports the status of Port Operations, rail operations, commercial Line haul, and ADACG Deployment and Redeployment Operations.

(4) Manifest each chalk and submit electronic manifest for each deploying aircraft within one hour of departure by NIPR e-mail.

(5) Attend the bi-weekly Deployment Working Group meeting.

#### c. Directorate of Human Resources (DHR):

(1) Conduct by exception/readiness processing for all chalks.

(2) Attend the bi-weekly Deployment Working Group meeting.

(3) Provide commodity area status reports for the bi-weekly Deployment Working Group meeting.

(4) Attend the weekly Deployment Working Group meeting and be prepared to address any issues with processing of deploying Soldiers or units.

#### d. Installation Operations Center (IOC):

(1) The IOC receives all information, reports pertaining to deployments, and maintains communication with all deployment Command and Control (C2) Nodes. The IOC submits required reports, distributes deployment data to units and Installation

## ANNEX F: Tracking and Reporting

support cells, and keeps the Command Group informed of deployment status. A summary will be reported daily with the distribution of the daily deployment dashboard.

(2) Inform and update Unit command groups and Installation agencies on the deployment of Units/Personnel.

(3) Receive Closure and Departure reports from Rear Detachments. Send to G3 for input to the OPSUM per SOP.

(4) Receive Wheels up report from ADAGG per SOP.

(5) Maintain a master deployment manifest.

(6) Track and post outbound flights on the Airflow tracker.

(7) Receive and post Sea Port of Embarkation Situational Report (SPOE SITREP) to Daily Deployment Dashboard Deployments are monitored and reported by four primary deployment C2 nodes. Each Node is responsible to submit the following reports:

a. Wheels Up Report (TAB A) this report is submitted immediately following departure of the aircraft and allows timely notification and visibility of aircraft departure from the Aerial Port of Embarkation I (APOE).

b. Unit Departure Report (TAB B) This report is submitted immediately following departure of the unit

c. Sea Port of Embarkation (SPOE) (TAB C) SPOE Report This report is submitted by the unit at the SPOE following the loading and departure of any seagoing vessel carrying Fort Sill unit equipment.

d. Rail Operations Report (ROR) (TAB D) This report is submitted by the unit at the Rail Operations Location following the loading and departure of any train carrying Fort Sill unit equipment

e. Equipment Report (TAB E) This report is used to track the Units equipment milestones by Latest Arrival Dates (LAD).

## ANNEX F: Tracking and Reporting

## 4. Deployment Reports:

Figure 1. Deployment Report

Report	From	To	When	Remarks
Departure Report (TAB B)	Unit	FSOC/EOC	Within 2 hours of departure from Fort Sill	Movements are posted on the Daily Operations WebEOC
Closure Report	Unit	FSOC/EOC	Within 2 hours of completion of movement	Movements are posted on the Daily Operations WebEOC
Wheel Up/Wheels Down Report (TAB A)	A/DACG	FSOC/EOC	Immediately following wheels up/wheels down report	Email
	FSOC/EOC	FORSCOM	1 hour proceeding wheels up/down	Email
SPOE Report (TAB C)	ITO	FSOC/EOC	Daily 1500	Email
Railhead Report (TAB D)	ITO	FSOC/EOC	Daily end of operations	Email
Line Haul Report	ITO	FSOC/EOC	Daily end of operations	Email
Manifest	DHR	EOC	Immediately following wheels up	
	FSOC/EOC	LNO	Upon receipt	Unit must provide a reliable ADVON POC in the theater of operations

All reports will be sent electronically by e-mail to [usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil](mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil) or reported to the IOC (24/7/365) Operations Desk (580) 442-3290/40/41 or DSN 639-3239/40/41.

## 5. Deployment/Redeployment Tracking (TAB G)

a. The Fort Sill IOC is the single source agency for deployment and redeployment flight information. The IOC will continue to track the mission for any and all changes and inform the Command, unit staffs and installation support agencies, as required.

b. In addition the IOC uses unit submitted reports for input into the following products IOT maintain situational awareness and report the Deployment status to the Commander. All products are distributed and maintained by the IOC.

6. Daily Deployment/Redeployment Dashboard (TAB F) Daily Deployment Dashboard is an unclassified encrypted operational summary that covers Deployment/Redeployment information 30-60-90 days out. It is delivered via NIPR e-mail daily, 7 days per week. The IOC submits the report to the Senior Commander, Command Group, Unit staff, elements of the Installation staff and Brigade S3's. The situational dashboard report is intended to provide a brief summary of Deployment/Redeployment information, Issues and Concerns, Mission Data, and last 24 / next 24 hours.







## ANNEX F: Tracking and Reporting

Figure 4. TAB C: SPOE Report

TAB C: SPOE Report										
SPOE Report As Of: DTG										
Personnel	PAX	MODE	Remarks		Current Situation					
Government										
Contractor										
Military										
Total										
Rail Status										
Train	Unit	Upload (DTG)	ETD	ETA	Rolling Stock	Containers	Outsized	Total Pieces	Downloading Remarks	
Support Coordination		LNOR Report		Safety Briefing/Upload			Drivers Pool		Container Yard	
Line Haul Status										
Line Haul	Unit	Sensitive Items Y/N		ETD	ETA	Rolling Stock	Containers	General Cargo	Total Pieces	Download DTG
Ship Status										
Ship Name	Unit	SPOE	ETD	SPOD	ETA	A/C	Rolling Stock	Containers	Total Pieces	Super Cargos
Upload		Rail Cars				Line Haul				
<i>All reports will be sent electronically by e-mail to <a href="mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil">usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil</a> or reported to the IOC (24/7/365) Operations Desk (580) 442-3290/40/41 or DSN 639-3239/40/41.</i>										

Figure 5. TAB D: Fort Sill Rail Operations Report

TAB D: Fort Sill Rail Operations Report									
LINE 1:	Operation Start:					Completion Time:			
LINE 2:	Destination:								
Unit	Train	# of Cars	Rolling Stock	Containers Loaded	Total PCS	Total Pieces Frustrated	ETD	ATD	ATA
LINE 3:	Explanation of Frustrated Cargo: (Indicate Any Re-Occurring Causes):								
LINE 4:	Injuries at ROF:								
LINE 5:	Issues Causing Delay:								
LINE 6:	Additional Information:								
LINE 7:	Name of Person Submitting Report With Phone Number/E-Mail:								
<i>All reports will be sent electronically by e-mail to <a href="mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil">usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil</a> or reported to the IOC (24/7/365) Operations Desk (580) 442-3290/40/41 or DSN 639-3239/40/41.</i>									

## ANNEX F: Tracking and Reporting

Figure 6. TAB E: Deployment/Redeployment Report

TAB E: Deployment/Redeployment			
Deployment:			
Non-Operational:	(Last 24 Hours) Departure Report		
Unit	PAX	DTG	Location and Purpose
Operational:	(Last 24 Hours) Departure Report		
Unit	PAX	DTG	Location and Purpose
Redeployment:			
Non-Operational:	(Last 24 Hours) Departure Report		
Unit	PAX	DTG	Location and Purpose
Operational:	(Last 24 Hours) Departure Report		
Unit	PAX	DTG	Location and Purpose
<p><i>All reports will be sent electronically by e-mail to  usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil or reported to the IOC  (24/7/365) Operations Desk (580) 442-3290/40/41 or DSN 639-  3239/40/41.</i></p>			

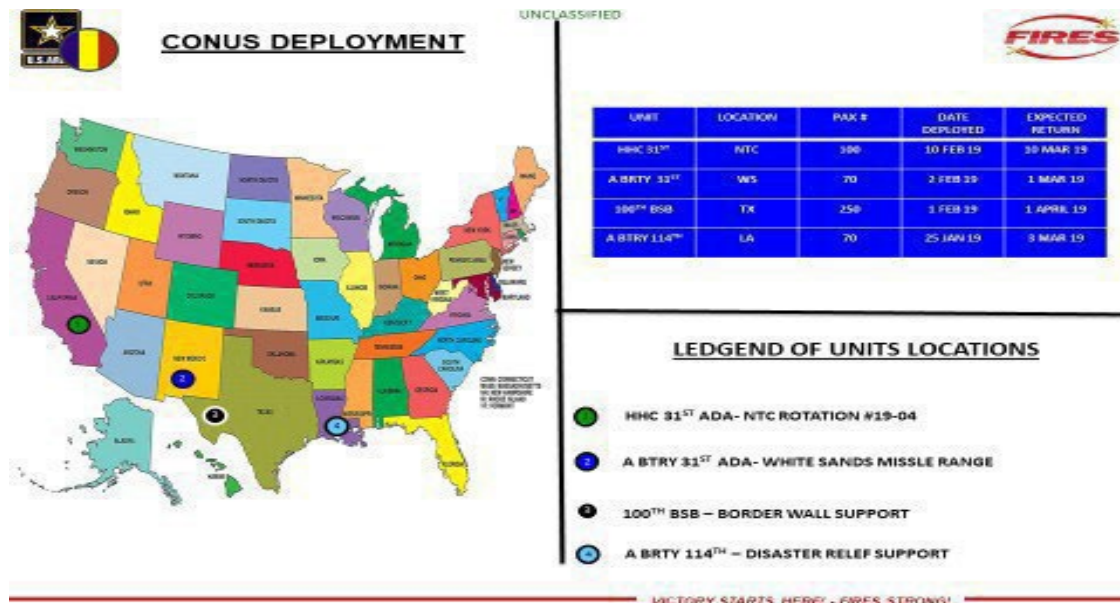
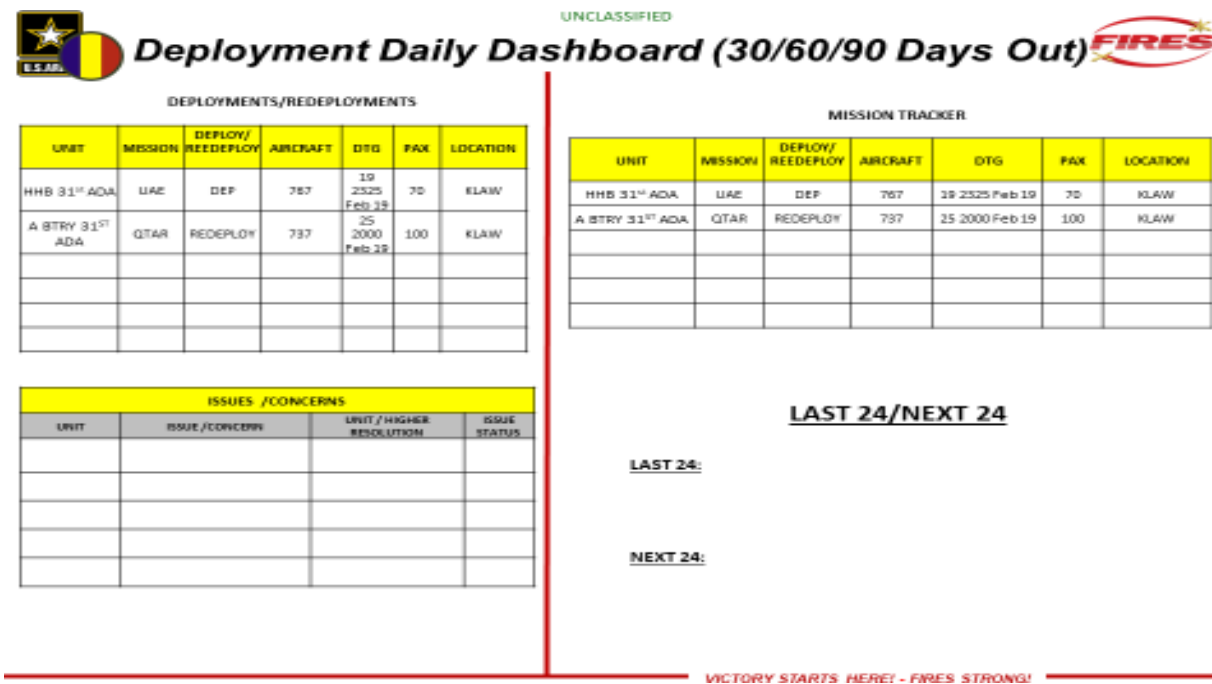
## ANNEX F: Tracking and Reporting

Figure 7. TAB F: Equipment Event Checklist

Dates	Equipment Event	Unit/Organization	Proponent
LAD-230	Submit Initial Unit Deployment List (UDL)	BDE/MCT/ITO	ITO
LAD-190	Pre-Deployment Site Survey (PDSS)	Select Personnel	ITO
LAD-150	Identify support requirements	BDE/MCT/ITO	ITO
LAD-150	Identify oversized equipment	BDE/ITO	ITO
LAD-140	Submit container requests	BDE/ITO	ITO
LAD-106	Submit unit level IV UDL to ITO	BDE	ITO
LAD-105	Submit commercial Line Haul (L/H) request to ITO (30 days from L/H departure)	BDE	ITO
LAD-96	Submit commercial airload plans/DD2890s/Shipper Dec/DIP Req	BDE	ITO
LAD-96	UDL submission to FORSCOM (ALD-26) for all records		
LAD-94	Conduct pre TFAA in unit areas	BDE/ITO	ITO
LAD-90	Rail/TFAA upload begins (ALD-20)	BDE/ITO	ITO
LAD-80	Train departs (ALD-10)	ITO	ITO
LAD-75	Military line haul departs	BDE/ITO	ITO
LAD-73	Train download begins	BDE/ITO	ITO
LAD-70	ALD of ship 43 days transit time from gulf	BDE/ITO/SDDC	ITO
LAD-33	Earliest arrival of ship at SPOD		
LAD-25	TORCH (Mainbody -20) (Range of 15-25 days)		ITO
LAD-15	ADVON (Mainbody -10) (Range of 5-15 days)		

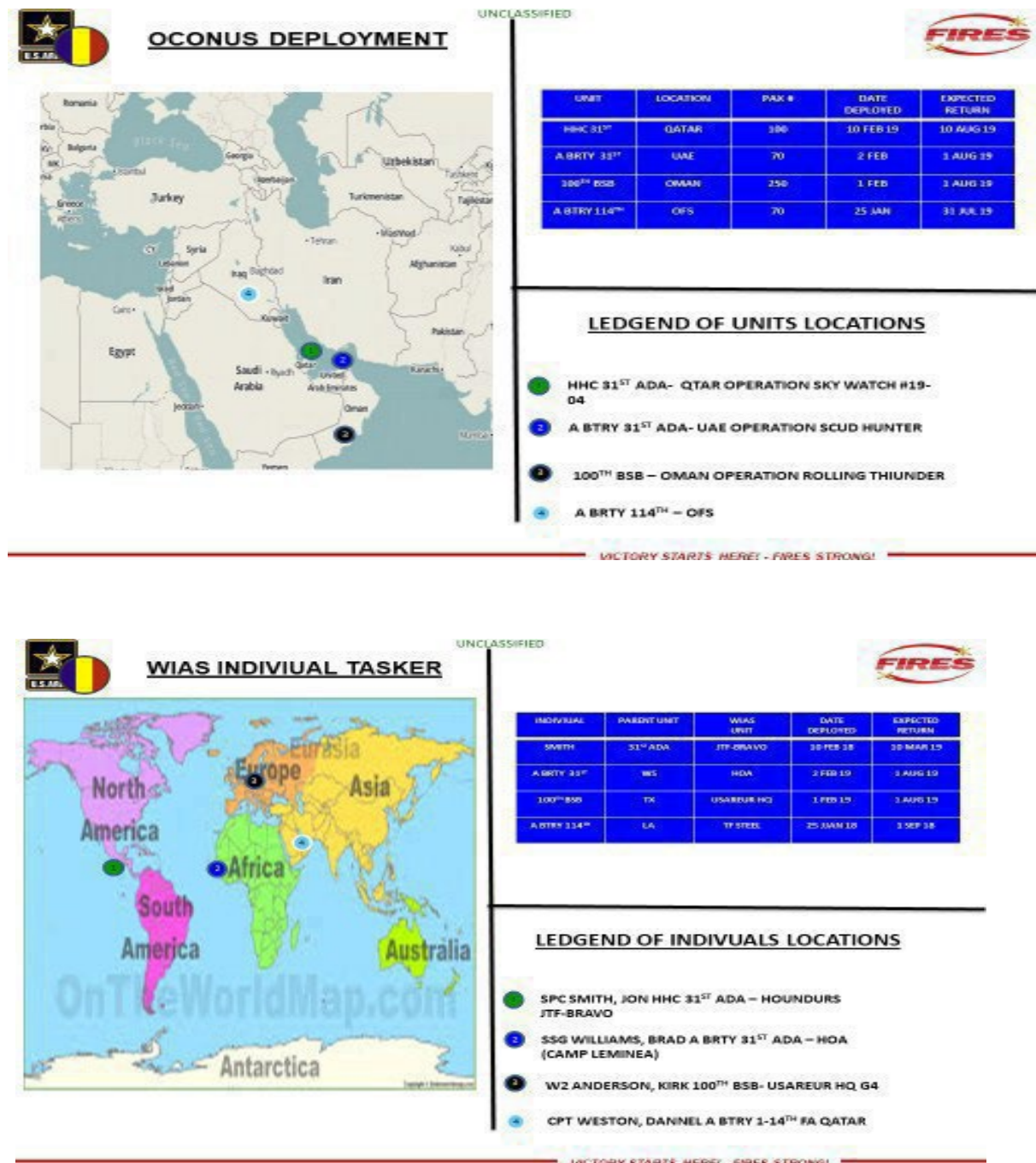
## ANNEX F: Tracking and Reporting

Figure 8. TAB G - Examples of Deployment Daily Dash Board I



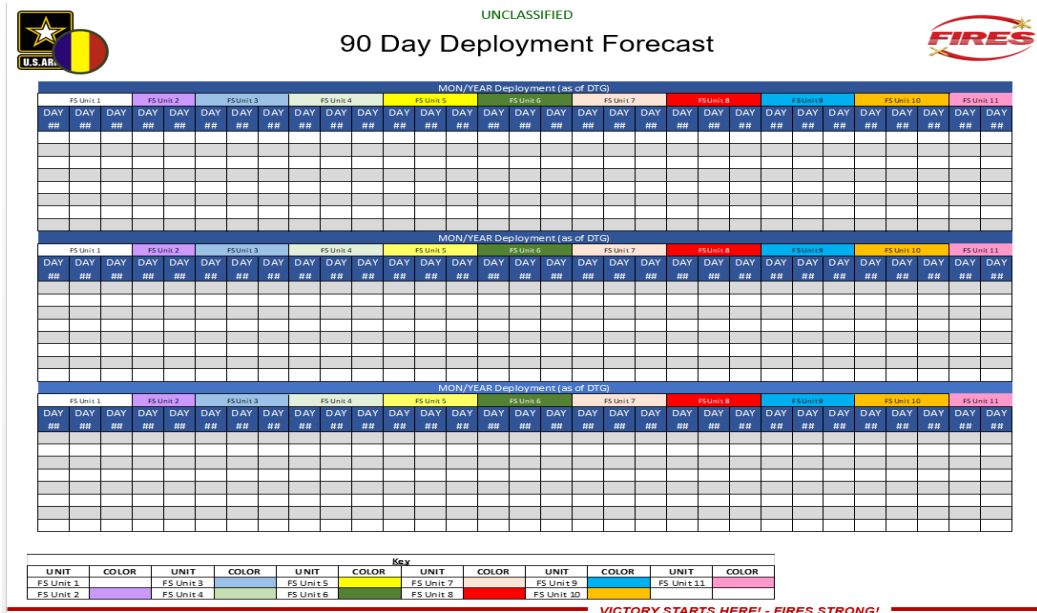
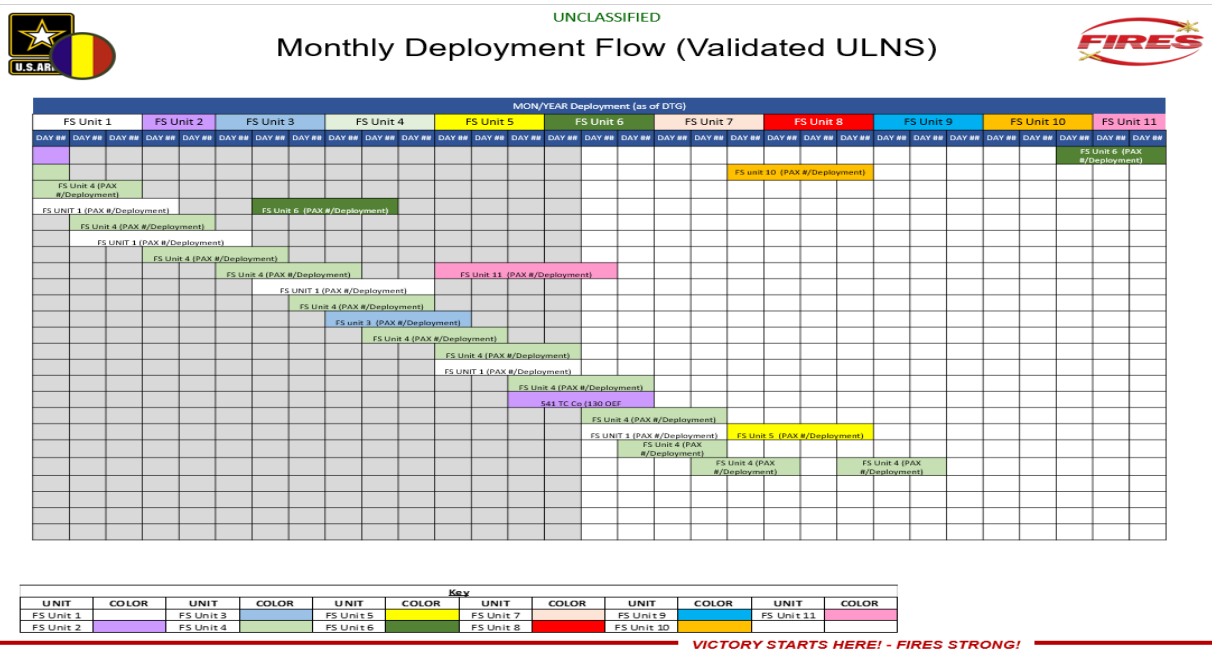
## ANNEX F: Tracking and Reporting

Figure 9. TAB H - Examples of Deployment Daily Dash Board II



## ANNEX F: Tracking and Reporting

Figure 10. TAB I – Monthly Deployment Flow &amp; 90 Day Deployment Forecast









## ANNEX F: Tracking and Reporting

Figure 12. TAB K – Resourced Deployment Flights &amp; Equipment Redeployment

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## Resourced Redeployment Flights




OPERATION NAME Recoursed Re-Deployment AIRFRAMES									
DTG/TIME									
Chg's last 12 hours		MSN Sync		Additions last 12 hours		ALL TIMES LOCAL			
MSN	OPERATION	SYNC MTG	UNIT	PAX	WHEELS DOWN	WELCOME HOME CEREMONY	GUEST SPEAKER	REINTEGRATION START	
					<b>NSTR</b>				
0				0					

VICTORY STARTS HERE! - FIRES STRONG!

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## Equipment Redeployment



OPERATION NAME											
Equipment Deployment SITREP & SUPPORT SYNCHRONIZATION MATRIX AS OF											
DTG/TIME											
PORT OPS											
Personnel	Charleston	Portsmouth	REMARKS	Current Situation							
Government											
Contractor											
Military											
Total											
SHIP STATUS											
Ship Name	Unit	SPOE	ETD	SPOO	ETA	HELOS	ROLLING STOCK	CTNRS	TOTAL PCS	SUPER CARGOS	
1	REMARKS:										
2	REMARKS:										
TRANS	Unit	UPLOAD DTG	ETD	ETA	Rolling Stock	CTNRS	OUTSIZED	TOTAL PCS	DOWNLOAD DTG	REMARKS	
1	1	LNO Report		Safety Brief			Drivers POOL			CONTAINER YARD	
2	2										
LINE HAUL STATUS											
LINE HALL	UNIT	Sensitive Items	ETD	ETA	Rolling Stock	CTNRS	GENERAL CARGO	TOTAL PCS	UPLOAD DTG	REMARKS	
STRAT AIR											
STRAT AIR	UNIT	ETD	ETA	Rolling Stock	CTNRS	HELO	Total PCS	UPLOAD DTG	REMARKS		

VICTORY STARTS HERE! - FIRES STRONG!

Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

1. Purpose: This annex outlines the procedures necessary for Unit Commanders to schedule and conduct the Soldier Readiness Process (SRP) used in preparing Soldiers, DoD Civilians and US Government Contractors for deployment.

\*NOTE: Soldier Readiness is a Command Responsibility and requires constant command emphasis to ensure Soldiers are maintained at a high state of readiness. This readiness is the responsibility of the unit; however, the installation provides processing sites in B4700 in room G31 and B4301, Health and Readiness Center to assist Units in maintaining Readiness.

2. References:

- a. DA Pam 600-8-101
- b. AR 600-8-101
- c. Personnel Policy Guidance (PPG)

3. Responsibilities:

- a. The Directorate of Human Resources (DHR), Fort Sill will:

- (1) Ensure active component Soldiers on permanent change of station (PCS) orders to Fort Sill receive an SRP simultaneously during their in-processing to identify deployable and non-deployable Soldiers prior to reporting to their gaining command.

- (2) Assist unit commanders with maintaining their Soldiers in a state of deployment readiness at all times.

- (3) Schedule deploying units for a pre-deployment SRP prior to deployment date to assess unit readiness.

- (4) Units and individual Soldiers deploying from Fort Sill are properly validated through the Pre-deployment SRP process by the installation staff prior to their scheduled departure date.

- (5) Review/Assist with processing, and scheduling Units for Annual, Readiness and/or Pre-Deployment SRPs. Ensure all personnel have a SRP packet/folder in hand when completing the process.

- (6) Operate the SRP site with support from other on-post agencies.

- b. Unit Commanders:

- (1) Ensure Soldiers meet deployment standards IAW AR 600-8-101 and DA Pam 600-8-101, Personal Policy Guidance (PPG), and comply with the deployability policy. Ensure that all necessary actions for non-deployable Soldiers are initiated and processed

## Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

(MEB, MOS Administrative Retention Review (MAR2), Chapters, etc.). The units are responsible for maintaining a master copy of all current SRP processing documents. Documents will be consolidated into a master SRP packet/folder that will be provided to the Soldier prior to SRP. The units will provide an SRP packet to Soldiers processing as individuals.

(2) Develop and maintain an SRP audit program that validates Soldiers deployable status on a routine basis. Do not rely solely on annual or pre-deployment SRPs as a means to sustain this requirement. Establish, at a minimum, a birth month audit, or something similar, using an internal unit checklist to account for all items that need review. All personnel conducting a SRP must have a SRP packet/folder in hand.

(3) Ensure first line leaders are actively involved in identifying discrepancies, ensuring corrective actions are taken, and deployment-related documents are up to date. Leaders should verify their Soldier's deployment-related documents on a periodic basis. Leaders at all levels can obtain read/write access to Medical Protection System (MEDPROS) for monitoring the medical status of their Soldiers. Access can be obtained at <https://www.mods.army.mil>. In addition, each Soldier's AKO homepage (<https://us.army.mil>) and combat readiness subjects can be found at <https://www.ako2.us.army.mil/content/armyako/en.html> has been developed as a tool for monitoring deployment-related items that need to be updated on a routine basis.

(4) Ensure non-deployable issues are corrected immediately. Division of Human Resources will assist commanders in resolving issues, as required.

(5) Schedule SRPs and RSRPs through DPTMS, Fort Sill.

(6) Monitor Soldiers' status in Deployment and Reconstitution Tracking Software (DARTS) after conducting the SRP/RSRP.

(7) If you cannot make your appointment date, please cancel SRPs at least five (5) duty days prior to scheduled date.

(8) Provide two Battalions S-1 NCOs to serve as an SRP liaison for coordinating unit level SRP tasks with the DHR and oversee unit operations at the SRP site.

(9) Provide clean up detail upon completion of unit SRP/RSRP processing.

(10) Provide personnel for final review station while conducting SRP or RSRP to ensure each Soldier completes the process and packets are accounted for.

#### 4. Soldier Readiness Processing (SRP) Guidelines:

a. Units will participate in a series of three Soldier Readiness Processing Programs Levels in preparation for deployment.

b. Level 1 (Unit Readiness SRC) will be conducted by the unit with organic assets prior to

Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

the unit Mission Rehearsal Exercise (MRE/MRX).

c. Level 2 (Installation Readiness SRC) will be NET D-180 and NLT D-120 days prior to the unit departure date utilizing installation medical assets with augmentation from unit medical assets.

d. Level 3 (Installation Pre-Deployment SRP) will be conducted NET 90 days and NLT D- 60 days prior to the unit departure date utilizing installation medical assets with augmentation from unit medical assets.

5. Guidelines for conducting the SRP:

a. Unit Personnel/Medical Officers will make direct coordination with the Medical SRP OIC NLT 14 days prior to their scheduled SRP date to ensure all medical SRP prerequisites have been fulfilled.

b. Unit will provide medical support staffing of required 68W Medics and all unit medical providers TACON to BACH/SRP Site while the unit is conducting SRP. Medics will require MEDPROS web data entry access prior to working at the SRP site.

c. All data for the Post Deployment Health Assessment (PDHA), visual and hearing readiness will be entered into MEDPROS at the point of service.

d. Ensure Soldiers are immunized IAW the updated Combative Commander (COCOM) guidance prior to deploying.

e. All Soldiers requiring additional treatment will have the necessary referrals scheduled prior to leaving the SRP site.

f. Units will coordinate with Reynolds Army Health Clinic (RAHC) for scheduling of annual hearing exam.

g. Specific medical disqualifiers for deployment include unresolved health problems mandating significantly limited duty or requiring a permanent category III or IV profile unless the service member has a Military Occupation Specialty (MOS) Administrative Retention Review (MAR2) or Medical Evaluation Board (MEB) clearing them for world wide deployment. Soldiers that are pregnant, HIV positive, or have a dental readiness category of III or IV are non-deployable. These issues will be covered during the pre-health assessment interview.

6. Soldier Readiness Processing (SRP):

a. Fort Sill has dedicated SRP personnel dedicated to this mission All resources used to support SRP activities have a direct impact on daily installation support missions and funding provided by Installation Command (IMCOM), Medical Command (MEDCOM) and Dental Command (DENCOM).

## Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

b. There are four types of SRPs conducted at Fort Sill: In-Processing, Annual, Readiness, and Pre-deployment:

(1) In-Processing: In-Processing SRP will be used to validate a Soldier's deployment status before reporting to the gaining unit.

(2) Annual: Annual SRC will be used to assess the deployability status of unit personnel to ensure Soldiers meet SRP Level 1 criteria IAW AR 600-8-101. The SRC will be conducted.

(3) Readiness: Readiness SRC will be used for to identify deployable Soldiers and non-deployable issues in advance, so they can be resolved prior to the pre-deployment SRP. Units scheduled for deployment will conduct a Readiness SRP no earlier than 180 days and no later than 90 days prior to actual deployment date. Individual Soldiers on Transition Team tasking will conduct a Readiness SRP no more than 60 days and no less than 45 days.

(4) Pre-Deployment: Pre-Deployment SRP is the official validation tool used for deployment to ensure all Soldiers meet SRP Level 2 criteria IAW AR 600-8-101. Active component units scheduled for deployment will conduct a Pre-Deployment SRP no more than 90 days and no less than 60 days prior to actual deployment date.

### 7. Maintaining Soldiers in a Deployable Status:

a. The SRP is an effective tool used to verify the deployability status of Soldiers and validate units or individuals for deployment. It should not be used as a means to identify non-deployable issues that should have been corrected by the unit leadership on a daily basis.

b. Maintaining Soldiers in a deployable status requires constant command emphasis. On a routine basis, commanders review their Soldiers' deployability status and deployment documents. At a minimum, the following should be reviewed:

(1) Casualty documents (Emergency Data Record, DD Form 93, Service members' Group Life Insurance (SGLV) Form 8286, (SGLI), and SGLV Form 8286A, (Family Coverage Election): All Soldiers are responsible for ensuring their casualty documents are current. These forms should be updated immediately when changes occur (i.e., legal name change, marital status change, adding a dependent, etc.) Soldiers getting married or divorced and changing their last name need to go to the Records section, DHR, Bldg. No. 4700 to ensure their name change has processed. If all paperwork is complete, the Soldier will be directed to the ID Card Section to update dependent data in DEERS, receive a new ID card and ID tags. The Soldier will then be directed back to the Records Section to update their casualty documents.

(2) Identification Tags. Ensure each Soldier has two sets (one on person and one in SRC packet) and verify the accuracy of each tag. Request replacement tags as necessary. Additionally Soldiers can go through the ID card section, DHR, Bldg. 4700 with a referral from their S-1.

Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

(3) Common Access Card (CAC), DD Form 2, and Defense Enrollment Eligibility Reporting System (DEERS). Verify the expiration date on the ID card as well as serviceability. Update immediately if there is a change in marital status or change of dependents. Soldiers should report to the ID Card Section, DHR, in Bldg. 4700, to update dependent data in DEERS and receive a new ID card.

(4) Permanent Physical Profile 3 or 4. If a P3 or P4 is listed under Physical capacity/stamina, Upper extremities, Lower extremities, Hearing/ear, Eyes, Psychiatric (PULHES), Soldiers will report to Medical Protection System (MEDPROS) to confirm status. If the PULHES needs to be changed, Medical and Dental Activity. MEDDAC will make final determination and input data.

(5) Approved Family Care Plan. The unit commander is responsible for ensuring that Family Care Plans are completed on Soldiers required IAW paragraph 5-5, AR 600-20. The commander will prepare a memorandum for record (MFR) if it is determined a qualified Soldier does not require a Family Care Plan. For dual military, each Soldier must have an approved DA Form 5304-R and 5305-R signed by their current commander. Supporting documents contained in both plans may be the same.

(6) Wills. Identify Soldiers that require updates based on changes in Family status or desire to have a new will established. Schedule an appointment for the Soldier with their Unit Legal Assistance Office or the Installation Legal Assistance Office.

(7) Power of Attorney. Identify Soldiers that need existing powers of attorneys updated or desire to have a power of attorney established. Schedule an appointment for the Soldier with their Brigade Legal Assistance Office or the Installation Legal Assistance Office.

(8) Security Clearance. Verify the security clearance status of all key personnel in the unit. Initiate or update security clearances for individuals in need through their unit (S2) and or security manager.

(9) Immunizations. Review immunization records in MEDPROS to ensure data is current. Coordinate with the supporting military treatment facility (MTF) for required immunizations.

(10) HIV Test. Review HIV status in MEDPROS to ensure it is current. Coordinate with the supporting MTF for required test.

(11) Exceptional Family Member. Soldiers identified with exceptional Family members must have them enrolled in the Exceptional Family Member Program (EFMP) through their Primary Care Manager.

(12) Medical Warning Tags. If required, ensure each Soldier has two sets (one on person and one in SRP packet) and verify the accuracy of each tag. Request new warning tags through Patient Administration and Disposition Section at RAHC.

(13) Valid DD Form 2215. All Soldiers are required to have a valid DD Form 2215,

## Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

Reference Audiogram, or DD Form 2216, Periodic Audiogram, in their medical record dated within the last 12 months. Qualified personnel using the Defense Occupational Environmental Health Readiness System for Hearing Conservation (DOEHRS-HC) audiometer will conduct an audiogram. This can be scheduled by the supporting MTF. An updated DD Form 2215 or DD Form 2216 be placed in the Soldier's medical records.

(14) Female Papanicolaou test (pap smear) Pap smear must be completed within 1 year of redeployment unless Soldier is 30 years or older, has no past history of dysplasia, and has had three consecutive normal PAP smears. Soldiers meeting this criteria must have a Pap smear every 3 years. Soldiers that have had a hysterectomy for reasons other than dysplasia or cancer are not required to have a Pap smear

(15) Periodic Health Assessment (PHA). Soldiers are required to maintain a current PHA in AKO under My Medical Readiness.

(16) Vision Readiness Classification. Soldiers must be a Class 1 or 2. Ensure Soldiers that require glasses have a current eye exam. Verify that Soldiers maintain all issued military eyewear, including two sets of military issue glasses, protective mask inserts, and UV inserts, if required.

(17) Dental Classification. Soldiers must be a Class I or Class II. Ensure Soldiers receive annual dental exams and return for follow-up appointments to maintain a minimum Class 2 status.

## 8. Unit SRP:

a. The Unit must schedule an SRC with the DHR when units or groups of Soldiers exceed twenty (20) PAX. Each SRP support staff agency will be required to provide enough staff to support the size of unit to be processed.

b. Listed below are facilities utilized to support SRP for units or groups of Soldiers exceeding twenty and agencies providing support. Bldg. 4700 SRP Processing Facility: Military Personnel Division (MPD), Legal, ID Cards/Tags, Medical, Dental, Defense Military Pay Office (DMPO), Soldier For Life Transition Assistance Program (SFL-TAP) and Chaplain.

c. In addition to the above facilities, units are responsible for coordinating a briefing location for all mandatory pre-deployment briefings.

d. Maximum throughput for scheduled pre-deployment SRP is 200 Soldiers per day.

(1) Units will process through the facilities on their scheduled date.

(2) Battalion-size elements for Pre-Deployment SRP will process through the facilities in the number of consecutive duty days needed using a maximum of 200 Soldiers per day, divided by the number of Soldiers in the battalion.

(3) Battalion-size elements for Readiness SRP will process through the facilities using



## Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

a maximum of 200 Soldiers per day. Soldiers will be processed during normal duty hours on scheduled duty days.

(4) Battalion-size elements for annual SRP will process through the facilities using a maximum of 200 Soldiers per day. Soldiers will be processed during normal duty hours on scheduled duty days.

### e. Processing sequence.

(1) Soldiers will enter through the main SRC entryway and report to the check-in station first to start SRC.

(2) The medical representative will brief Soldiers on procedures and direct them to their first station (Admin processing or Medical processing) based on Soldier flow. Soldiers will process through all remaining stations upon completion of their first station.

(3) Upon completion of processing, Soldiers will report to the final check-out station. Soldiers will exit the SRP site through the double doors at final check out.

## 9. Individual SRC

a. The External Training and Deployment Section from the Directorate of Plans Training Mobilization and Security (DPTMS) will work with the individual(s) and identify them to the SRP personnel at Bldg. 4700. Once it is confirmed that the SPR personnel can support the Deployment/ Mobilization team will prepare with appropriate paperwork and then send them over to Bldg. 4700.

b. Soldiers processing as individuals are required to process through the following agencies:

(1) Bldg. 1490 External Training and Deployment

(2) Bldg. 4700 SRC Processing Facility:

a. Medical Dental Personnel

b. ID Cards/Tags / DPMO

(3) Legal (Installation Legal assistance)

(4) Security (Unit S-2)

### c. Timeline for Individual SRP.

(1) Readiness SRP. No more than 180 days and no less than 90 days prior to actual deployment date.

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(2) Transition Team Tasking. No more than 60 days and no less than 45 days from the Soldier's report date.

(3) Pre-Deployment SRP as Unit Filler Personnel. No more than 60 days and no less than 30 days prior to scheduled deployment date.

(4) Individual Tasking. No more than 60 days and no less than 30 days from their scheduled deployment date.

d. Individual Soldiers will report to the SRP site to start the process. Soldiers will report to the SRP site with their SRP packet in hand. Medical representative will brief them on the process. Soldiers must bring their DD form 2766 (Adult Preventive and Chronic Care Flow sheet), ID card, ID tags, current LES, copy of the Family Care Plan, copy of MOS Administrative Retention Review (MAR2) board proceedings, and all military issued eyewear.

e. Soldiers must complete the Pre-deployment Health Assessment (PDHA) and PHA in AKO prior to medical processing.

f. Soldiers scheduled to deploy through the CONUS Replacement Center (CRC) are required to complete CRC specific training that must be certified by the first COL in the chain of command. Information on CRC can be found at:  
<https://www.bliss.army.mil/CRC/>.

g. Individual SRP Soldiers will be validated by the personnel at the SRP site.

10. Annual SRC

a. Units will process through an annual SRC once every 12 months.

b. Unit commanders will submit a request for annual SRC support to The External Training and Deployment Section at least six weeks prior to their desired processing date. The External Training and Deployment Section will review the request and send a confirmation e-mail to the unit commander outlining the processing timeline and expectations. Units scheduled for deployment within nine months of the requested date will not receive an annual SRC and will use the Readiness SRP process to assess their personnel.

c. Throughput for units conducting an annual SRP is listed below. Annual SRP will only be conducted during normal duty hours on scheduled duty days. If possible, units will be combined to maximum throughput capabilities and limit installation staff support requirements. Readiness and Pre-Deployment SRPs will have priority when scheduled.

d. Annual SRP will involve the following installation staff agencies: Military Personnel Service Division, Finance, Staff Judge Advocate (SJA), Medical and Dental facilities

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(MEDDAC) and Dental Activity (DENTAC). The Annual SRP is only for review and update, if necessary. In addition, Legal Services will provide support in scheduling Soldiers for appointments to complete Wills, Financial and Medical Powers of Attorney (POAs), Advance Directives for Health Care (Living Wills), and other letters of authorization.

e. The facility used for annual SRC is Bldg. 4700 Room G31.

f. Annual SRCs for a battalion-size element will be conducted by processing 200 Soldiers per day as scheduled.

g. Soldier flow for unit level annual SRP. Soldiers will complete Annual SRP as scheduled. Flow will be groups of not more than 100 Soldiers. The timeline below depicts the report times for each group to start processing. All Soldiers are required to check in 15 minutes prior to scheduled SRP time. Late arrivals will not be processed until the next start time, if unit processing numbers are not exceeded.

## TIME GROUP

0830 Group 1 Arrival (50 Soldiers)

0930 Group 2 Arrival (50 Soldiers)

1030 Group 3 Arrival (50 Soldiers)

1300 Group 4 Arrival (50 Soldiers)

h. Commanders must ensure Soldiers are present for duty during their scheduled processing dates.

i. Each unit will be responsible for manning the final review station at the SRP processing facility. This station will be used to verify each Soldier has completed the SRP and collect SRP packets from Soldiers, make a copy of the NO-GO list and provide it to the unit commander.

j. Additional unit level processing stations may be requested by the unit to conduct other administrative unit level task during the SRP, provided the task does not delay processing Soldiers through the required stations.

k. Unit commanders will ensure Soldiers have the following on day one of processing:

(1) Copy of PHA from AKO.

(2) An ID card and two sets of ID tags with medical warning tag, if required.

(3) All issued military eyewear and protective mask inserts (Contact lenses will not be worn).

(4) Approved MOS Administrative Retention Review (MAR2) board proceedings, if required.

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(5) Complete Family Care Plan, if required.

11. Annual SRP Task List. For planning and coordination purposes, the annual SRP Task List, provides critical tasks that must be completed before and during an Annual SRP. SRP support agencies and the unit commander must ensure each task is completed on time to enable the unit to complete their Annual SRP immediately.

12. Readiness SRP

a. Readiness SRP is used for units to identify deployable and non-deployable issue in advance so they can be resolved prior to pre-Deployment SRP. Units scheduled for deployment will conduct a Readiness SRP no more than 180 days and no less than 90 days prior to the actual deployment date. The Unit Commanders will submit a request for Readiness SRP support to Logistical Readiness Center

b. Throughput for units conducting readiness SRP is the same as Annual SRP, Readiness will only be conducted during normal duty hours on scheduled duty days. Units will be combined to increase the throughput to the maximum of 200 Soldiers per day. Extended duty hours will be necessary to considered more than 200 Soldiers per day.

c. Readiness SRP will involve the following installation staff agencies, The External Training and Deployment Section, Finance, SJA, MEDDAC, and DENTAC. The Readiness SRP will review and update, if necessary, line items on the DA Form 7425, Readiness and Deployment Checklist, for the following areas: Personnel, Finance, Medical, Dental Classification, and Vision Classification. In addition, Legal Services will provide support in scheduling Soldiers for appointments to complete Wills, Financial and Medical Powers of Attorney (POAs), Advance Directives for Health Care (Living Wills), and other letters of authorization.

d. DHR maintains a SRC site at Bldg. 4700 in Room G-31.

e. Commanders must ensure all Soldiers are present for duty during their scheduled processing dates. Soldiers that miss Pre-deployment SRP will be rescheduled either as individuals or as a group based on mission requirement.

f. Each unit will be responsible for manning the final review station at the SRP processing facility. This station will be used to verify each Soldier has completed the SRP and collect the deployment packets from Soldiers, make a copy of the NO-GO list and provide it to the unit commander.

g. Additional unit level processing stations may be requested by the unit to conduct other administrative unit level task during the SRP provided the task does not delay processing Soldiers through the required stations.

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h. Soldiers must complete a PHA in AKO prior to medical processing.

i. Unit commanders will ensure Soldiers have in their possession the following prior to starting the SRP process:

(1) The SRP packet/folder (of the Personnel Policy Guidance, PPG), ref Also DA Form 7425.

(2) PHA completed.

(3) An ID card and two sets of ID tags (one in SRP packet and one on person) with medical warning tag, if required.

(4) All issued military eyewear and protective mask insert (Contact lenses will not be Worn).

(5) Approved MOS Administrative Retention Review (MAR2) board proceedings (if required).

(6) Complete Family Care Plan (if required).

13. Pre-Deployment SRP

a. Pre-deployment SRP is the official validation tool used for deployment. Units scheduled for deployment will conduct a pre-deployment SRP no more than 90 days and no less than 60 days prior to scheduled deployment date. Unit commanders will ensure block leave does not interfere with deployment SRP processing and validation, as planned by the External Training and Deployment Section. If block leave is scheduled after pre-deployment SRP, only Soldiers validated as deployable will be authorized leave. Leave granted to deploying Soldiers must end NLT 72 hours prior to scheduled manifest.

b. Soldiers scheduled for deployment on individual taskings or deploying as filler personnel for already deployed units will conduct a pre-deployment SRP no more than 60 days and no less than 25 days from their scheduled deployment date. These Soldiers will complete SRP as individuals. Soldiers must plan leave as not to interfere with SRP.

c. Throughput for units conducting Pre-Deployment SRP is 200 per day.

d. Pre-deployment SRP will involve the following installation staff agencies: Military Personnel Service Division, DPMO, SJA, ACAP, DOL Transportation, MEDDAC, and DENTAC. Security Branch and DOL Logistics will support Pre-Deployment SRP operations but are not required to process individual Soldiers at the SRP site.

e. Directorate of Human Resources will designate a location used for Pre-Deployment SRP conducted at Bldg. 4700. Process will start with medical

## Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

representative briefing on procedures.

f. The DHR will develop a specific processing plan to complete Pre-Deployment SRP for battalion-size elements best utilizing installation assets within the time constraints for the mission.

g. Soldier flow for unit level Pre-Deployment SRP will be groups of not more than 35 Soldiers per hour. All Soldiers are required to check in 15 minutes prior to scheduled start time. Soldier flow for battalion-level Pre-Deployment SRP will be provided in the final processing plan developed by the External Training and Deployment Section.

## TIME GROUP

Morning Rotation (0800) Maximum # of Soldiers (100)

Afternoon Rotation (1300) Maximum # of Soldiers (100)

h. Commanders ensure all Soldiers are present for duty during their scheduled processing dates. Soldiers that miss Pre-Deployment SRP will be rescheduled either as individuals or as a group based on mission requirement.

i. Parking at the SRP site is limited.

j. Units may need to plan lunch meals for their Soldiers during processing.

k. Each unit will be responsible for manning the final review station at the SRP processing facility. A non-processing Soldier will man this station. This station will verify each Soldier has completed the SRP and collect the deployment packets from Soldiers, make a copy of the NO-GO list and provide it to the unit commander.

l. Additional unit level processing stations are available for use by the unit to conduct any other administrative unit level task during the SRP provided the task does not delay processing Soldiers through the required stations.

m. Soldiers must complete the PDHA and PHA prior to medical processing.

n. Unit commanders will ensure Soldiers have the following:

(1) SRP packet/folder

(2) Complete PHA

(3) An ID card and two sets of ID tags with medical warning tag, if required.

(4) All issued military eyewear and protective mask insert (Contact lenses will not be worn).

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(5) Soldiers with prescriptions must bring all current prescription containers (i.e., bottle, inhalers).

(6) Approved MOS Administrative Retention Review (MAR2) proceedings (if required).

(7) Complete Family Care Plan (if required).

14. Pre-Deployment (SRP) Packets

a. The units are responsible for maintaining a master copy of all current SRP processing documents. Documents will be consolidated into a master SRP packet/folder that will be provided to the Soldier prior to SRP. The units will provide an SRP packet to Soldiers processing as individuals.

b. Units are responsible for providing the SRP packet to each Soldier prior to Readiness SRP or Pre-Deployment SRP.

c. The following documents are required to be filled out, signed and placed in a SRP packet prior to Pre-deployment SRP.

(1) Readiness and Deployment Checklist (DA Form 7425). All documents required for DA Form 7425 must be included with Military Packet.

(2) DA Form 2-1, Personnel Qualification Record-Part II for RC officers and RC enlisted Soldiers ordered to active duty in support of a military operation and active Army enlisted Soldiers.

(3) PCN AAA-348, Updated Officer Record Brief, for active Army commissioned and warrant officers (includes TOPMIS version of ORB, DA Form 4037).

(4) SF-601 or PHS Form 731, Shot Record.

(5) DD Form 2795, Pre-Deployment Health Assessment Questionnaire.

(6) MAR2/MDRB determination or documentation of waiver approval by MMRBCA for Permanent 3 or 4 physical profiles.

(7) DA Form 4591-R, Completed Reenlistment Data Worksheet.

(8) Memorandum from the losing unit security manager indicating security clearance and DA Form 3955, Change of Address Card.

(9) SF 76A, Registration and Absentee Ballot Request - Federal Post Card Application.

(10) Updated Retirement Points Statement, and if applicable, copy of 20-year



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letter. These documents are required in the event of an unfit finding by the Physical Disability Evaluation System.

d. Documents verified during the Pre-deployment SRP will be placed in the SRP packet. Upon completion of Pre-deployment SRP the unit will maintain all SRP packets. All documents previously completed during the Readiness SRP will be verified and only updated if necessary. The unit will create new SRP packets if a Soldier did not complete Readiness SRP.

e. Upon completion of Pre-deployment SRP, the Soldier will turn in the SRP packet to the unit. The unit is responsible for verifying accountability of all required documents and constructing a deployment packet.

15. Validation: Deployment SRP is only valid for 90 days from SRP date. If a unit has projected deployment date changes after the start of Deployment SRP, moving the unit have scheduled departure date outside the 90-day window, the unit must complete the SRP process again. NOTE: Under no circumstance will a request for waiver be submitted to start a Deployment SRP more than 60 days prior to a known deployment date.

16. Civilian Personnel - SRP

a. Army civilians assigned or attached to a deploying unit will complete Readiness and Pre-Deployment SRP with their deploying unit. Army civilians will be processed and validated for deployment in the same manner as a Soldier, with the exception of Soldier related training.

b. All Army civilians not assigned or attached to a deploying unit, contractors, AAFES employees, and Red Cross workers will complete Pre-deployment SRP to the fullest extent possible with final deployment processing through the CRC.

c. Contractor employees must be documented as fit for the performance of their duties by a medical and dental evaluation prior to deployment, provided at the cost of the contractor or the individual.

d. The Civilian Personnel Advisory Center (CPAC) is responsible for input of deployment information into the CIVTRACKS and completion of the DD Form 2365, Emergency Essential Mobility Agreement, for all Army civilians.

e. Deployment packets for civilians will be prepared by the supporting unit and will include the following:

- (1) DA Form 7425, Readiness and Deployment Checklist
- (2) DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel (or other applicable movement orders)
- (3) DD Form 93, Record of Emergency Data

## Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

(4) DD Form 2365, Declared Emergency Essential (EE). DA Civilians occupying emergency essential positions will bring a copy of their signed agreement to the deployment site

(5) DD Form 2766, Adult Preventive and Chronic Care Flow Sheet

(6) Medical Pre-deployment Questionnaire

(7) Automated Employee Master Record (EMR)/printout

(8) SF 76A, Registration and Absentee Ballot Request - Federal Post Card Application.

Figure 1: Soldier Readiness Task Reference

TASK	RESPONSIBLE AGENCY	REMARKS	WHEN
Complete SRP schedule and distribute to installation staff	Military Personnel Service Division	Complete final plan and publish SRP schedule. Distribute schedule to installation staff and unit commander.	NLT 5 days prior to processing date
Request DARTS user accounts (Read Only)	Unit CDR	Submit AKO user names Military Personnel Service Division for all individuals requiring access to DARTS.	NLT 30 days prior to processing date
Identify all Soldiers requiring Family Care Plans	Unit CDR	Soldiers required to have Family Care Plans, must ensure the plans are up to date and valid.	NLT 5 days prior to SRP date
Identify Soldiers with Permanent "3" or "4" profiles	Unit CDR	Review ERB/ORB for all Soldiers. If a Soldier is identified having a P3 or P4 profile, verify MAR2 has been completed and determines if the Soldier can deploy.	NLT 5 days prior to SRP date
Obtain DD Form 2766 for SRP	Unit CDR	Sign out DD Form 2766 for Soldiers expected to process through the SRP and provide to the medical SRP facility. Upon completion of SRP processing, unit will ensure DD Form 2766 is returned to the medical facility.	NLT 2 days after SRP
Complete PHA in AKO	Unit CDR	Verify with the MEDDAC staff that each Soldier has completed a PHA in AKO.	NLT 2 days prior to SRP

## Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

Figure 1: DA Form 7425, Feb

<b>READINESS AND DEPLOYMENT CHECKLIST</b> For use of this form, see AR 600-8-101; the proponent agency is DCS, G-1.									
DATA REQUIRED BY THE PRIVACY ACT OF 1974									
<b>AUTHORITY:</b> 10 USC 7013, Secretary of the Army; Army Regulation 600-8-101, Personnel Readiness Processing. <b>PURPOSE:</b> To provide a standardized means to evaluate readiness posture and validate military and nonmilitary personnel for deployment. For additional information see the System of Records Notice A0600-8-104 AHRC <a href="https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A0600-8-104-AHRC.pdf">https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A0600-8-104-AHRC.pdf</a> <b>ROUTINE USES:</b> To the Department of the Army to verify personnel readiness and to ensure the identification of certain legal conditions, if present, during the Soldier Readiness Program, are identified that could preclude a Soldiers from deployment/mobilization. Forms will not be disclosed outside Department of Defense (DoD) and DoD sponsored agencies. <b>DISCLOSURE:</b> Voluntary; however, failure to update and confirm information is correct may impede processing time and DCS status of individual.									
1. NAME (Last, First, Middle)		2. RANK/GRADE		3. UNIT NAME, PHONE NUMBER			4. UIC		
5. DOB (YYYYMMDD)		8. COMPONENT		9. DEPLOYMENT SRP		10. DEPLOYMENT COUNTRY		11. DEPLOYMENT TYPE	
6. MOS		7. ASI		Yes <input type="checkbox"/> No <input type="checkbox"/>		Unit <input type="checkbox"/>		Individual <input type="checkbox"/>	
AC <input type="checkbox"/>		USAR <input type="checkbox"/>		ARNG <input type="checkbox"/>		12. SOLDIER'S E-MAIL		13. DATE (YYYYMMDD)	
SECTION 1 (UNIT)						Status		Certified By	
PERSONNEL						DEPLOYMENT VALIDATION			
1. DD Form 93, Record of Emergency Data - Review and update.						<input type="checkbox"/>		<input type="checkbox"/>	
2. SGLV Form 8286, SGLV Form 8286A, and FSGLI - Review and update.						<input type="checkbox"/>		<input type="checkbox"/>	
3. ID tags (two tag sets with chains) on hand.						<input type="checkbox"/>		<input type="checkbox"/>	
4. Medical warning tags on hand as required.						<input type="checkbox"/>		<input type="checkbox"/>	
5. Common access card on hand.						<input type="checkbox"/>		<input type="checkbox"/>	
6. Expiration of term of service/expiration of service agreement date pending within deployment period.						<input type="checkbox"/>		<input type="checkbox"/>	
7. Verify Soldier's MRC code(s); MAR2 complete for permanent physical profiles 3 or 4 as required.						<input type="checkbox"/>		<input type="checkbox"/>	
8. Conscientious objector status: pending = ready, approved = duty restriction.						<input type="checkbox"/>		<input type="checkbox"/>	
9. BT/AIT or equivalent training completed (includes BOLC, WOBC).						<input type="checkbox"/>		<input type="checkbox"/>	
10. Digital photograph on file (must be a head shot, 4 mega pixel or higher).						<input type="checkbox"/>		<input type="checkbox"/>	
11. Sole surviving son or daughter (waiverable).						<input type="checkbox"/>		<input type="checkbox"/>	
12. Turkish or German citizenship deploying through/to that country.						<input type="checkbox"/>		<input type="checkbox"/>	
13. Former Peace Corps member (for deployment country only).						<input type="checkbox"/>		<input type="checkbox"/>	
14. Former hostage/POW in deployment area (waiverable).						<input type="checkbox"/>		<input type="checkbox"/>	
15. Mother of newborn, single parent, or dual military in adoption process waiver approved (first 6 months).						<input type="checkbox"/>		<input type="checkbox"/>	
16. DA Form 5305, Family Care Plan - Approved, if required.						<input type="checkbox"/>		<input type="checkbox"/>	
17. Soldier for Life - Transition Assistance required? YES/NO. If yes, is Soldier's Individual Transition Plan (DD Form 2648 & DD Form 2648-1) complete? YES/NO.						<input type="checkbox"/>		<input type="checkbox"/>	
18. PERSTEMPO days and input into PERSTEMPO website for all deployment.						<input type="checkbox"/>		<input type="checkbox"/>	
19. Age 18 standard for participation in combat.						<input type="checkbox"/>		<input type="checkbox"/>	
20. Passport or Visa in possession, if required.						<input type="checkbox"/>		<input type="checkbox"/>	
21. DD Form 2780, Qualification to Possess Firearms or Ammunitions - Lautenberg Amendment.						<input type="checkbox"/>		<input type="checkbox"/>	
22. Domestic violence investigation pending (weapon prohibition).						<input type="checkbox"/>		<input type="checkbox"/>	
23. Provost Marshall records check.						<input type="checkbox"/>		<input type="checkbox"/>	
U.S. Army Reserve/Army National Guard Only						DEPLOYMENT VALIDATION			
24. All previous discharge certificates (DD Form 214s or DD Form 220s), if applicable.						<input type="checkbox"/>		<input type="checkbox"/>	
25. Mobilization orders.						<input type="checkbox"/>		<input type="checkbox"/>	

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PREVIOUS EDITION IS OBSOLETE.

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## Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

Figure 2: DA Form 7425, Feb

14. NAME (Last, First, Middle)	15. RANK/GRADE	16. UNIT NAME, PHONE NUMBER	17. UIC
<b>SECTION 1 (UNIT) Continued</b>		<b>Status</b>	<b>Certified By</b>
		<b>DATE (YYYYMMDD)</b>	
<b>LOGISTICS AND SUPPLY</b>		<b>DEPLOYMENT VALIDATION</b>	
1. Personal military clothing, basic issue, or like quantities on hand.		<input type="checkbox"/>	
2. Organizational clothing and equipment issued for duty MOS.		<input type="checkbox"/>	
3. DD Form 2506, Vehicle Impoundment Report - Government provided storage of personal items.		<input type="checkbox"/>	
4. Weapon issued - if applicable, serial number:		<input type="checkbox"/>	
5. Theater specific clothing issued.		<input type="checkbox"/>	
6. Theater specific equipment issued.		<input type="checkbox"/>	
7. Protective mask inserts on hand, as required.		<input type="checkbox"/>	
8. Single or triple flange ear plugs on hand.		<input type="checkbox"/>	
<b>TRAINING</b>		<b>DEPLOYMENT VALIDATION</b>	
1. Weapon qualification, if applicable.		<input type="checkbox"/>	
2. OF 346, U.S. Government Motor Vehicle Operator's Identification Card - Military Drivers License, issued, if applicable.		<input type="checkbox"/>	
3. Force protection training administered.		<input type="checkbox"/>	
4. TARP briefing.		<input type="checkbox"/>	
5. Personnel recovery training.		<input type="checkbox"/>	
6. Warrior tasks completed, as required.		<input type="checkbox"/>	
7. Deployment briefing to Family members (only upon alert).		<input type="checkbox"/>	
8. Local laws for deployment country briefing.		<input type="checkbox"/>	
9. Media awareness training.		<input type="checkbox"/>	
10. Theater specific training requirements completed.		<input type="checkbox"/>	
11. UCMJ briefing.		<input type="checkbox"/>	
12. Terrorist briefing.		<input type="checkbox"/>	
13. Geneva Convention briefing.		<input type="checkbox"/>	
14. Safety and Law of Land Warfare briefing.		<input type="checkbox"/>	
15. Service Members Civil Relief Act briefing.		<input type="checkbox"/>	
16. Reemployment Rights briefing.		<input type="checkbox"/>	
17. Employer Support of the Guard and Reserve briefing (USAR/ARNG only).		<input type="checkbox"/>	
<b>LEGAL</b>		<b>DEPLOYMENT VALIDATION</b>	
1. Will (counseling or education).		<input type="checkbox"/>	
2. Power of Attorney (counseling or education).		<input type="checkbox"/>	
<b>SECURITY</b>		<b>DEPLOYMENT VALIDATION</b>	
1. Security clearance meets requirement for duty position and deployment mission.		<input type="checkbox"/>	
<b>CHAPLAIN</b>		<b>DEPLOYMENT VALIDATION</b>	
1. Chaplain: Appointment or Visit - if requested.		<input type="checkbox"/>	

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## Annex G: Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC)

Figure 3: DA Form 7425, Feb

18. NAME (Last, First, Middle)		19. RANK/GRADE	20. UNIT NAME, PHONE NUMBER		21. UIC
SECTION 2 (INSTALLATION)			Status	Certified By	DATE (YYYYMMDD)
FINANCE			DEPLOYMENT VALIDATION		
1. Perform pay account verification with each Soldier.				DEER NAME	
2. Eagle cash card issued.				DEER NAME	
MEDICAL			DEPLOYMENT VALIDATION		
1. Soldier screened by credentialed provider for all psycho-social risk behaviors. (Behavioral, health, medical, alcohol/substance abuse).				DEER NAME	
2. Immunizations current.				DEER NAME	
3. Human immunodeficiency virus (HIV) antibody test current.				DEER NAME	
4. DNA tissue sample on file AFIP - SF 600, Chronological Record of Medical Care.				DEER NAME	
5. Verify exceptional Family member status updated, as required.				DEER NAME	
6. Medical record review.				DEER NAME	
7. Hearings (HRC status: 1/2= Ready, 3/4=Not Ready).				DEER NAME	
8. Temporary or permanent profile that restricts deployment (Yes = Not Ready). Deployment only.				DEER NAME	
9. DD Form 2795, Pre-Deployment Health Assessment, DD Form 2796, Post Deployment Health Assessment (PDHA), and DD Form 2900, Post Deployment Health Re-Assessment (PDHRA) completed. Deployment only.				DEER NAME	
10. Theater specific immunizations required for deployment area.				DEER NAME	
11. Prescriptions, sufficient supply; minimum 180 days if OCONUS.				DEER NAME	
12. Periodic health assessment completed, as required.				DEER NAME	
13. G-6 PD Test. Deployment only.				DEER NAME	
14. Neurocognitive assessment (NCA) screening (ANAM, ImPACT, or both). Deployment only.				DEER NAME	
15. Pregnancy test within 30 days of deployment. Deployment only.				DEER NAME	
DENTAL			DEPLOYMENT VALIDATION		
1. Dental classification (1 or 2 = Ready; 3 or 4 = Not Ready) and date.				DEER NAME	
VISION			DEPLOYMENT VALIDATION		
1. Vision readiness classification (1 or 2 = Ready; 3 or 4 = Not Ready).				DEER NAME	
ARMY COMMUNITY SERVICE			DEPLOYMENT VALIDATION		
1. Army Community Service: Family Readiness Group or AGS information provided.				DEER NAME	
INSTALLATION ADJUTANT GENERAL			DEPLOYMENT VALIDATION		
1. DD Form 1172-2, Application for Identification Card/DEER Enrollment - issued/DEERS updated.				DEER NAME	
ACCURACY STATEMENT: I understand I am certified for deployment and to the best of my knowledge all information contained in the document is correct and current.					
22. SOLDIER'S NAME (Last, First, Middle)		23. TITLE		24. UNIT	
25. PHONE		26. SIGNATURE		27. DATE (YYYYMMDD)	
UNIT COMMANDER VALIDATION					
28. COMMANDER'S NAME AND RANK (Last, First, Middle)		29. TITLE		30. UNIT NAME, PHONE NUMBER	
31. EMAIL		32. SIGNATURE		33. DATE (YYYYMMDD)	
INSTALLATION ADJUTANT GENERAL VALIDATION					
34. INSTALLATION/VALIDATION POC (Last, First, Middle)		35. TITLE		36. UNIT	
37. PHONE		38. SIGNATURE		39. DATE (YYYYMMDD)	

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## Annex H: Property

1. General: This ANNEX provides Property Accountability Guidance for deploying units. Army EXORD 259-10 established a campaign to account for all Army property, recover and reintegrate excess equipment back into the Army Supply system for disposition or redistribution. As Fort Sill units continue to rotate through the AFORGEN process, Commanders must achieve and maintain accurate accountability and visibility of all Army property in their unit areas of responsibility. Commanders will ensure Army equipment and supplies are accurately accounted for and recorded in the appropriate stock record accounts or unit/activity Property Books.

## 2. Execution:

a. Commanders will ensure that accountability is maintained for all assigned property IAW AR 710-2, AR 735-5, and DA PAM 710-2-1. Commanders will insure that all keys are turned in to the rear detachment Officer and accounted for and that no keys associated with Real Property are deployed with the unit.

b. Commanders at all levels have a command responsibility to ensure that all government property within his/her command is properly used; cared for, and proper custody and safekeeping is provided. Individuals have the same responsibility for all government property under their control.

c. Each Unit Property Book Officer (PBO) will establish Derivative Unit Identification Codes (DUIC) for all deploying units. The DUIC will be used for Rear Detachment (RDET) Unit Maintained Equipment (UME). These DUICs are used to provide property accountability, asset visibility, and to perform all readiness and reporting requirements. Units will ensure the final character on the RDET DUIC is a "D". This will allow easy identification of RDET equipment in Standard Army Management Information System (STAMIS). PBOs will not load any UIC in GCSS-A without approval from LOGSA to include "FF" level UICs. Request UICs from Logistical Readiness Center (LRC) at (580) 442-3304/5561.

d. Units will deploy with sterile Department of Defense Activity Address Codes (DODAAC). The PBO must request the deployment DODAACs through the Supply and Services Division of the Logistics Resources Center at (580) 442-3885. Home station DODAACs will not be used to deploy. Once the DODAACs are in the Department of Defense Activity Address File (DODAAF) in LOGSA the unit can load them in the GCSS-A. Ensure LOGSA reassigns the non-deploying DODAACs to the Rear Detachment UICs.

e. Property issued to a military entity will be issued on prescribed forms and signed for by the recipient. His/her signature denotes that they have received the quantities indicated on the applicable form. Adjustments are made when items are turned in or accounted for by relief documents, approved by the commander or staff agency. Property accountability will be maintained at all times.

f. Once a unit is identified to deploy, Commanders will determine which equipment on their primary hand receipt is needed for their deployed mission. The unit should direct sub-hand receipt holders to conduct pre-inventories and the Supply Sergeant to reconcile hand receipts with the sub-hand receipt holder and the PBO. The Supply Sergeant will process



## Annex H: Property

all property adjustment documents through the PBO at the time of the reconciliation.

g. The deploying Supply Sergeant will prepare a Department of the Army (DA) Form 3161, Request for Issue and Turn-In, to laterally transfer the left behind equipment to the derivative UIC; the parent UIC will go forward with the unit. This requirement cannot be waived.

h. Units will download their E-TDA in FMSWeb if applicable. FMSWeb can be accessed at <https://fmsweb.army.mil>. The E-TDA will provide the unit with a list of equipment that the deploying unit will receive in theater. This will assist Commanders with identifying equipment to deploy and equipment to leave in RDET. Units should coordinate with the unit they are replacing for further in theater equipping guidance.

i. Equipment Common Operating Picture (ECOP) is a "Start to Finish" web-page system to submit Operational Needs Statements (ONS), validation, and resourcing of the request; if needed. The unit will generate the ONS. ECOP can be accessed via SIPR at the following address: <http://www.armyc2apps.hqda.army.smil.mil/ECOP/login.aspx>.

j. Rear Detachment Commanders will be appointed in writing. The PBO receives copies of the Rear Detachment Commander's orders and DA Form 1687, Delegation of Authority Card. The Rear Detachment Commander/primary hand receipt holder will not leave his/her unit without properly relinquishing direct responsibility.

k. The GS-09 working in the PBO team will be appointed as the Rear-Detachment PBO. Units that do not have a GS working in the PBO team will appoint an Officer to act as the Rear- Detachment PBO. The Deploying PBO WILL NOT act as the Rear- Detachment PBO. NCOs will not be appointed as PBOs unless MACOM approval is received in writing. Contractors will not be appointed as PBOs. No exceptions or waivers are allowed for contractors. They must always work under an appointed PBO.

l. Rear Detachment equipment is all non-deploying equipment. This equipment will be considered UME.

m. Rear Detachment Commanders will be appointed and conduct a Change of Command Inventory for all equipment remaining on the Rear Detachment property books. This inventory will include Installation, Organizational, TDA, FMO and Real Property. Commanders will have 30 days to complete the inventory. The next higher Commander may grant two 15-day extensions. All Basic Issue Items (BII) and Components of End Item (COEI) must be inventoried using the current Technical Manual (TM). Ensure all shortages are documented on a shortage annex and initial by the outgoing Commander. All Non-Expendable shortage Annexes must be initialed by the PBO. Check the Document register and ensure all BII/COEI shortages are on valid requisition or relief from financial responsibility document IAW AR 735-5. A Supply Constraints memorandum approved by the Division must be on file for any items not on order due to lack of funds. This memorandum should be as of the last inventory not the current Change of Command inventory. Financial liability IAW AR 735-5 must be assessed for all other BII/COEI shortages. Place the FLIPL/Statement of Charges number on the shortage annex for reference during



## Annex H: Property

the next inventory.

- n. The deploying/outgoing Commander is responsible to ensure all discrepancies found during the inventory are corrected before the Rear Detachment Commander signs the Rear Detachment property book. Units will prepare and submit a FLIPL for all discrepancies they are unable to resolve prior to the deploying/outgoing Commanders departure.
- o. Rear Detachment Commanders will sign the Rear Detachment property books after all discrepancies are corrected.
- p. Deploying/Outgoing Commanders will inventory 100% of their deploying property book. They will also sign a new Property Book after completion of the 100% inventory and Rear Detachment Commander signing the Rear Detachment property book. This completes the property book split and each Commander has assumed responsibility for their equipment. Commanders will ensure all equipment is Sub-Hand Receipted. Deploying commanders will ensure DD Form 1750s clearly document all Property Book equipment. The LIN, NSN, Serial Number, and Nomenclature listed on the DD Form 1750 must match the Property Books exactly.
- q. Rear Detachments will operate IAW Army regulations, policies, and procedures.
- r. Submit new signature cards and assumption of command orders to all servicing agencies.
- s. Ensure monthly reconciliations are conducted for all home station DODAACs (PBO and Unit Level).
- t. Rear Detachment Property Book officers will prepared a new Cyclic Inventory schedule for the duration of the deployment.
- u. Commanders will ensure all Cyclic Inventories, Sensitive Item Inventories, and monthly hand receipt updates are completed and turned in to the PBO IAW published schedule. Reports will not be turned in with discrepancies. All discrepancies must be accounted for IAW AR 735-5 prior to turn in to the PBO. Memorandums of Record do not fulfill this requirement or delay the processing of adjustment actions.
- v. Execute all lateral transfers received within the suspense date outlined in the published lateral transfer directive. Units will ensure the equipment meets the standard outlined in the directive prior to transfer or shipment from Fort Sill. All losses will be accounted for IAW AR 735-5.
- w. Coordinate pick up of all items received in the CL VII yard within 14 days of arrival to the CL VII yard.
- x. Monitor all new equipment fielding has and ensure supply personnel are available to sign for new equipment.

Annex H: Property

y. Ensure all equipment received at servicing SSA is picked up within 48 hours of receipt at the SSA.

z. Property Book Officers will continuously conduct property book maintenance and identify excess and obsolete items for turn in. Disposition instructions must be requested from the Division G4 for all serviceable CL II and VII items.

## Annex I: Personal Property and POV

## 1. General:

a. Storage of household goods at government expense during the deployment is authorized for single Soldiers who are deploying and dual military Soldiers who are either both deploying or stationed at two different duty stations regardless of where they live (e.g., barracks, on post housing or off post housing etc.)

b. All authorized deploying Soldiers are required to attend a Personal Property brief to ensure entitlement awareness, including Soldiers who intend to waive their entitlement. Soldiers attending Individual Readiness Training (IRT) will receive this briefing as a part of the IRT training schedule. If an IRT Soldier misses this briefing during IRT, it is the responsibility of that Soldier's chain of command to schedule another personal property brief prior to that Soldier's expected departure date. Soldiers waiving their entitlement to storage at government expense must complete a waiver form provided by the Installation Transportation Officer (ITO) and indicate where their personal property will be stored. Authorized Soldiers may store household goods at their own expense and be reimbursed upon return from deployment; however, they must attend a Personal Property brief and complete a waiver. The reimbursement will be for actual cost paid not to exceed the Government's Constructed Cost (GCC) for the actual weight stored.

c. Household goods will remain in storage for the duration of the Soldier's deployment. The timeline for packing/storing will be determined by the deployment schedule.

d. Soldiers married to civilians who choose to vacate their current quarters (on-post or off-post) during the deployment will incur the expense of moving and storing their personal property. Soldiers married to civilians are not entitled to government storage regardless of where their property/spouse resides.

e. Incoming Soldiers, married to civilians, who ship property to Fort Sill but elect not to take delivery and leave property in storage, will incur all storage costs past 180 days from the date the shipment goes into storage. Authorization for government paid storage beyond 180 days is not authorized for temporary or non-temporary storage.

f. Authorized deploying Soldiers who ship property to Fort Sill and elect not to take possession prior to deployment must attend a Personal Property brief to coordinate with the ITO to have their property converted to non-temporary storage or they may/will incur storage charges after 180 days. All authorized Soldiers attending IRT will receive this briefing as part of the IRT training schedule.

g. In the event of an emergency/rapid deployment, when the duration of the deployment is unknown, units must have a plan for Soldier's personal property. Authorized Soldiers are entitled to storage for all deployments that exceed 90 days and TCS orders are issued. Until a decision is made and TCS orders are issued the unit is responsible to have a plan to ensure the security of Soldier's personal property, whether they live in the barracks or reside off-post. A BDE POC should be designated to coordinate subordinate unit storage with the LRC Installation Transportation Officer. Procedures for security and storage of personal property are in paragraph 3, below.

## Annex I: Personal Property and POV

h. Paragraphs 2 and 3 of this document represent two different scenarios that units must have a plan for storage of personal property. In either scenario, the Personal Property POC should contact the LRC Installation Transportation Officer within five business days of receiving the notification that the deployment will exceed D+90. The POC will need to have a Special Power of Attorney (SPoA) or signed letter of authorization from the Soldier to fill out an application for the personal property picked up for storage. POC will provide all pertinent information and orders to the Personal Property Office (e.g., in transit address and phone number-usually next of kin, pickup address, etc.). The POC must be available for the date of pickup. In case of multiple pickups, the POC should have BDE representatives (SFC or higher) designated as releasing agents. Each Soldier's property will be packed and stored separately.

## 2. Deliberate Deployment – House Hold Goods (HHG)

a. Deploying BDE will provide 1x SFC/1LT or civilian equivalent to attend a Leader's Personal Property Briefing NLT D-120 and to be the single point of contact for the scheduling of personal property briefings and pack and pick up dates for unit Soldiers. POC should have access to unit movement information and influence within the unit. POC should not be an individual who is deploying. Deploying BDE will provide 1 x S1 personnel to attend a Leader's Personal Property Briefing NLT D-120 and to be the single point of contact for TCS orders and marital manifest.

b. NLT D-120 provide the name, rank, telephone number and email address of UNIT POC and S1 POC to the LRC Installation Transportation Officer.

c. The BDE POC will coordinate all briefing dates, times and venues with the LRC Personal Property POC NLT D-90. Schedule briefing dates starting NLT D-60 and ending NLT D-30. IRT Soldiers will be briefed as part of the IRT training schedule. If an IRT Soldier misses this briefing during IRT, it is the responsibility of that Soldier's unit to schedule another personal property brief prior to that Soldier's expected departure date.

d. The deploying unit will request deployment orders NLT D-90. BDE S1 provides marital manifests indicating rank, full name, last four and marital status to the Personal Property POC NLT D-90. If a Soldier is single, but has dependents the marital manifest must reflect "with dependents". If Soldier is dual military the marital manifest should reflect "dual". POC will ensure each Soldier provides the Personal Property office two hard copies of their orders at their designated briefing. Should orders not be available at the time of the briefing, the POC will provide two hard copies of orders for all Soldiers requesting storage to the Personal Property office as soon as possible. BDE's S1 or mobility officer must provide TCS orders and marital manifest to the LRC Installation Transportation Officer for all late deployers (e.g., Soldiers attending IRT after the UNIT main body has departed and/or all Soldiers on RTF flights).

e. All BDE POCs attend each Personal Property briefing and be prepared to brief on barracks and residence pack and pick up date procedures. BDE POC is not required to attend briefings held for IRT Soldiers, but it is highly encouraged that they ensure each of their Soldiers has completed this briefing.

## Annex I: Personal Property and POV

f. The BDE POC will provide barracks pick up dates in writing to the LRC Installation Transportation Officer NLT D-60. BDE POC provides pick up dates for Soldiers attending IRT prior to BDE's main body departure. BDE POC does not provide dates after main body departs as these dates will be worked on a case-by-case basis.

g. Barracks Soldiers must be present for scheduled pack and pick up dates on the date determined by the BDE POC. Ensure Soldiers have no other duty assigned on pack and pick up dates. Soldiers not available may be subject to an "attempted pickup" charge and must be rescheduled.

h. LRC Installation Transportation Officer should be notified of early return dates for all Soldiers redeploying prior to their unit's scheduled redeployment, to include Wounded Warriors, to ensure 90 days of storage entitlement is not exceeded.

i. Units will provide names and social security numbers of all Wounded and Fallen Warriors to the LRC Installation Transportation Officer once next of kin have been notified, in order to determine location of Soldiers property and to ensure its proper disposition. The BDE POC or BDE S1 will provide current hospitalization orders to the LRC Installation Transportation Officer.

j. Shipment of personal property is authorized for all Fallen Warriors. The Summary Court Marshall Officer (SCMO) or the Casualty Assistance Officer (CAO) should report to the LRC Installation Transportation Officer with their SCMO or CAO letter and DD Form 1300. The SCMO or CAO will identify themselves as such to the front counter personnel. If the Fallen Warrior has property stored under deployment orders with the government, the property will be delivered out to the UNIT for inspection prior to shipping to the designated representative. This applies to single Soldiers only. Government owned items and items that may be considered inappropriate for the family should be removed prior to scheduling shipment. The SCMO or CAO will make application for shipment of personal property to the designated recipient at the same time request is made for the delivery to the unit/brigade. The shipment of personal property must be within five (5) working days of delivery to the unit/brigade. If possible, application for shipment should wait until the Fallen Warriors personal effects from theater have arrived back. If the Fallen Warrior did not have property stored with the government under deployment orders, the SCMO or CAO will make application for shipment of personal property to the designated recipient.

k. The dependent has three (3) years, beginning on the Fallen Warrior's date of death, to choose a Home of Selection (HOS) for the purpose of travel and transportation allowances. If the decedent's estate becomes the subject of litigation during the authorized time limit, the personal property may be transported within one (1) year from the final court decree date.

l. Ensure all timelines are met according to the above requirements.

## 3. Rapid Deployment - HHG

## Annex I: Personal Property and POV

a. In the event of a rapid deployment the BDE Commander will provide guidance/decision on the handling of personal property based on mission analysis and whether the mission will entitle Soldier has to store personal property. Paragraphs (1) and (2) below, are options available for safeguarding property:

(1) Unit representative (SFC or above) conducts a joint inventory with the Soldier (both are required to sign the inventory); bands and seals property in wall locker or room; obtains a power of attorney authorizing storage of property. If storage is required unit reports storage requirements to the BDE POC.

(2) Soldier inventories and secures property in room; provides power of attorney to a designated unit representative for storage of property, if required. If storage is required the rear detachment conducts two-man rule inventory (one must be SFC or above) and both sign the inventory, and reports storage requirements to the BDE POC.

b. Each BDE will provide a BDE POC (SFC or higher) to coordinate storage for rapid deployments. Authorized Soldiers are entitled to storage for all deployments that exceed 90 days and TCS orders are issued. If the mission entitles the Soldier to store personal property, the BDE POC will coordinate requirements with LRC Personal Property Branch a Power of Attorney and TCS orders will be required. All documentation will be maintained in the Soldier's unit records.

c. The BDE POC should contact the LRC Installation Transportation Officer within five business days of receiving the notification that the deployment will exceed D+90. The POC will need to have a SPoA or signed letter of authorization from the Soldier to fill out an application for the personal property picked up for storage. POC will provide all pertinent information and orders to the Personal Property Office. (e.g, in transit address and phone number (usually next of kin), pickup address, etc.). POC must be available for the date of pickup. In case of multiple pickups, the POC should have BDE representative's (SFC or higher) to designate as releasing agents.

#### 4. Redeployment - HHG

a. All Soldiers who stored property with the government are allowed 90 days of storage upon return. Stored personal property must be delivered out within 90 days of each Soldiers return. Day one of the 90 days begins with day one of reintegration.

b. Redeploying BDE will provide 1 x SFC/1LT or civilian equivalent to attend a Leader's Personal Property Briefing NLT R-30 and to be the single point of contact for the scheduling of personal property deliveries. POC should have access to BDE movement information.

c. Provide name, rank, telephone number and email address of BDE POC to the LRC Personal Property POC, 798-7151 NLT R-30.

d. LRC Installation Transportation Officer should be notified of return dates for all non-wounded Soldiers who redeployed ahead of their unit to ensure 90 days of storage entitlement is not exceeded.

## Annex I: Personal Property and POV

e. Soldiers will be briefed on their responsibilities during day one of the seven-day reintegration period.

f. BDE POC will set up all barracks delivery dates. POC utilizes log provided by the LRC Installation Transportation Officer to schedule barracks deliveries. LRC Installation Transportation Officer will provide BDE POC with confirmed delivery date log. BDE POC ensures all Soldiers sign confirmed delivery date log within 24 hours of receipt in order to document Soldiers knowledge of the correct delivery date. If signatures are not received within that time period deliveries are not confirmed. Soldiers not living in the barracks will schedule their own dates directly with the LRC Personal Property office.

g. BDE POC ensures Soldiers with scheduled deliveries have no other duty assigned on the day of their delivery. Soldiers not available may be subject to an "attempted delivery" charge and must be rescheduled.

h. BDE POC ensures the delivery of all storage lots (barracks and non-barracks) is completed NLT R+90 for each Soldier who stored property. The LRC Installation Transportation Officer will provide BDE POC with a log to track each Soldiers expiration date.

i. Ensure all timelines are met according to the above requirements.

j. Entitlement References: Personnel Policy Guidance

k. The LRC Installation Transportation Officer will:

(1) Serve as Installation POC for Personal Property Storage.

(2) Coordinate with BDE POCs to schedule Personal Property Group Counseling.

(3) Coordinate with BDE POCs to determine packing/storage schedule.

l. The Installation point of contact is the LRC Installation Transportation Officer

## 5. Privately Owned Vehicle (POV) Storage:

a. Inventory, inspect and store POV's in a holding area designated by the unit commander or responsible authority.

b. Make POV storage available to all deploying personnel. Store all POV's (e.g., motorcycles, recreational vehicles, boats, and mopeds etc.) in the designated holding lot.

c. Unit will inspect and complete DD Form 788 (POV Shipping Document) or a similar electronically generated form for documenting the condition of the vehicle. Contact the PMO for guidance on non-operational registration procedures and canceling of insurance for security checks of holding areas.



Annex I: Personal Property and POV

d. Unit will brief all personnel securing their POV's in the holding area on processing requirements.

(1) Conduct a joint inventory/inspection with the owner and an NCO in the chain of command using DD Form 788. Verify the DD Form 788 upon processing the holding area.

(2) Prepare an envelope with the owner's name, grade, unit, and SSN. The RDC will maintain on file all forms, supporting paperwork and keys.

(3) Personnel will remove all pilfer able items from the vehicle and secure these items with their personnel property. Tire changing tools and jack will remain in the vehicle.

e. Processing POV is into the holding area.

(1) RDC will designate and NCO, not deploying to assist processing POV's with the owner and parking vehicles in the designated area.

(2) The NCO is responsible for conducting final joint inspections of the POV with the owner and parking vehicles in the designated area.

(3) Deploying personnel will drive their POV's to the holding lot with a copy of the vehicle registration and all items completed during the initial processing located in the prepared envelope.

(4) The owner and the processing NCO will verify the prepared DD Form 788. Make any changes or additions at this time and complete DD Form 788.

(5) Disconnect all batteries.

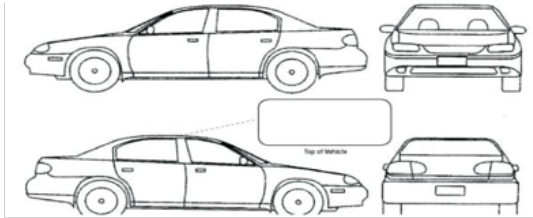
(6) The processing NCO will collect all documentation to include vehicle registration and vehicle keys. Place these inside the individual's envelope.

(7) The RDC will retain all sealed envelopes. Store envelopes in a locked container to which access is controlled. The RDC will determine personnel allowed access to these envelopes.

(8) Prepare a roster of vehicles stored in the holding area listing the owner, unit make, model, tag number, registration number, insurance company and insurance policy number. Update this roster upon any change.

## Annex I: Personal Property and POV

Figure 1: FT SILL POV STORAGE LOT INSPECTION FORM



**CODES:**  
 BE-BENT  
 CR-CRACKED  
 LO-LOOSE RU-RUBBED  
 TO-TORN BR-BROKEN  
 DE-DENT  
 SC-SCATCHED  
 MS-MISSING  
 PF-FADED CH-CHIPPED

LAST NAME	FIRST NAME	M.I.	RANK
UNIT OF ASSIGNMENT	LAST 4 SSN	E-MAIL ADDRESS	PHONE NUMBER
EMERGENCY POC	EMAIL ADDRESS	PHONE NUMBER	ALT PHONE NUMBER
VEHICLE INFO	MODEL	COLOR	VIN
LICENSE PLATE #	STATE REGISTERED	EXPIRES	ODOMETER READING

**FORT SILL  
POV STORAGE LOT  
INSPECTION FORM**

I acknowledge that the personnel data above is correct the inventory/inspection of my POV was conducted and conditions listed is accurate _____	I acknowledge that I have been briefed on the importance of maintaining full coverage private insurance on my POV and that the government has limited liability on loss and damage_____
---	---

\_\_\_\_\_  
Owner/Agent Signature and Date

\_\_\_\_\_  
Inspectors printed name

## Annex J: Unit Maintained Equipment

### 1. References:

- a. AR 220-1, Army Unit Status Reporting and Force Registration
- b. AR 570-4, Manpower Management
- c. AR 700-138, Army Logistics Readiness and Sustainability
- d. AR 710-2, Supply Policy Below National Level
- e. AR 735-5, Policies and Procedures for Accountability
- f. AR 750-1, Army Materiel Maintenance Policy
- g. DA PAM 750-8, The Army Maintenance Management System
- h. Headquarters, Department of the Army (HQDA) All Army Activities (ALARACT) 344-2011 Unit Maintained Equipment (UME) Sustainment Procedures for Deploying Units
- i. Headquarters Forces Command (FORSCOM) Interim Guidance for Left Behind Equipment (LBE) and Transition to Unit Maintained Equipment (UME) for Fiscal Year 2011 and 2012
- j. Memorandum, Department of the Army (DA), Assistant Secretary of the Army (ASA) Financial Management and Comptroller (FM&C), Subject: Army Financial Management in Support of Contingency Operations.

### 2. Concept of the Operation:

- a. Prior to deployment (NLT D-180), maneuver units, other combat/combat support units and Brigade Staff will coordinate the development of logistical plans to support the execution of UME. This will include the identification of Contractor Logistical Support (CLS) requirements. This effort is inclusive of both supply and maintenance processes.
- b. Equipment retained by Rear Detachments (RDET) that is not already enrolled in a unit Low Usage Program (LUP), will be repaired, placed in LUP, and maintained within the Brigade/Unit area.
- c. The LRC provides support for Unit Maintained Equipment, the Rear Det provides workload and manages equipment.

### 3. Deploying Unit Tasks:

- a. Commanders will maintain equipment not being utilized during their intensive training phase in a unit LUP. RDET Commanders will structure and provide teams of personnel to

## Annex J: Unit Maintained Equipment

## Annex J: Unit Maintained Equipment

perform PMCS on UME. PMCS teams will function as equipment operators and are not required to possess a maintenance background. They will perform only Technical Manual (TM) XX-10 level checks of UME.

b. Vehicles in a LUP will have PMCS with a five mile road test/exercise (to include all auxiliary equipment) performed semi-annually. Generators, air compressors, support equipment, pumps and power driven NBC equipment are operated for 30 minutes under load or one hour with no load semi- annually. Specific criteria for all types equipment are IAW the applicable TM and as stated in DA PAM 750-8, AR 750-1 and HQDA ALARACT 344-2011.

c. Senior Commanders are authorized to consolidate maintenance support for each unit to maximize the use of RDET maintenance personnel and to minimize augmentation required In Support Of (ISO) UME.

d. If a company/detachment sized element is deploying, equipment can be transferred internal to the unit's higher HQ if internal to the installation or command and will not be considered UME.

e. The Senior Commander may task and organize deploying Units under the LRC or other non-deploying units for additional support/oversight.

f. Augmentation requirements (maintenance and supply) will be submitted to the, LRC NLT D- 180 for staffing and FORSCOM approval. Units are not required to construct a scope of work for contract augmentation.

g. NLT D-120, units will provide an estimate and coordinate with G-8 for funding to support the maintenance of UME (CL II, III (P), and IX).

h. RDETs will maintain equipment to TM XX -10/20 and maintain equipment in a LUP. Services will be recorded in SAMS-1E (v1) / GCSS-A as well as a hard copy service packet kept on file until the next major service is completed. Service schedules will be maintained.

i. The deploying Commander identifies and provides the correct skill set for UME NLT D-120 (915A/E, 91 Series, 92A, RDET S4). Commanders will ensure UME maintenance personnel primary duties are maintenance operations and they are exempt from all other duties. These personnel are to be exempt from all other duties NLT D-30.

j. NLT D-90 prior to equipment transfer date, begin planning for the split of the unit property book. Begin transfer of property to the RDET NLT 60 days prior to ALD. Establish one Derivative Unit Identification Code (DUIC) with the appropriate PBIC and TAC for the RDET property book.

k. Coordinate timing and inventory in support of Supply Support Activity (SSA) augmentation if required. Support period would be no earlier than D-60 and end no later than R+60.

Annex J: Unit Maintained Equipment

- l. The deploying Commander provides UME mission support brief to the SC NLT D-60.

Annex J: Unit Maintained Equipment

m. Units will ensure sensitive items are separated from other property and secured in appropriate storage, IAW AR 735-5.

- n. Units will conduct PMCS prior to the transfer of equipment to the RDET.

- o. Employ CLS augmentation no earlier than D-60 and no later than R+60.

p. NLT D-60, units will identify a location(s) within the BDE/unit area to support a consolidated maintenance and storage operation.

q. NLT D-60, identify tools (includes special tools) to be retained and used by RDET maintenance personnel.

- r. NLT D-60, units will identify the systems to be retained (GCSS-A).

s. Readiness reporting Army Materiel Status System (AMSS) of UME will occur monthly. AMSS reporting will require a DUIC for each Battalion (BN) to include the Headquarter and Headquarters Company (HHC BDE). If DUICs have not been established, the unit Property Book Officer (PBO) will submit a request through SBDE Standard Army Retail Supply System (SARSS-2A) managers to the Unit Identification Code Information Officer (UIC IO) Fort Sill. This action is accomplished NLT D-60.

t. D-30 Coordinate and complete new Signature Cards at Special Supply Activity (SSA) for the RDET NLT D-30.

u. NLT D-30, units will identify Test, Measure, and Diagnostic Equipment (TMDE) to be retained in support of UME. A RDET TMDE Coordinator will be appointed in writing. RDET TMDE account will be updated at the TMDE Service Center (TSC).

v. NLT D-30, units will ensure that technical publications are on hand and that an account has been established to support the RDET.

w. Each DUIC will be loaded into its own Global Combat Support System Army (GCSS-A) box to include HHC BDE. Additionally, the BDE will have at least one system as a float. AMSS for each BN DUIC will be sent to a BDE automatically submitted if conversion to GCSS-A is complete. VSAT or secure enclave will be used to transmit data. Accomplish these tasks NLT D-30.

x. NLT D-30, units will ensure validation of serial and registration numbers with the property book prior to the transfer of data into GCSS-A.

y. NLT D-30, units will electronically transfer (SBET) all GCSS-A data (including DCR) for UME into GCSS-A using their unique DUICs and home station Department of Defense

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Activity Address Code (DODAACs). Screen Document Control Registers prior to the transfer.

- z. Units will conduct weekly maintenance meetings and attend their designated Support

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Operations Officer's (SPO) meetings. RDETs will submit monthly LCR data to support fleet data, supply and maintenance indicators.

- aa. Units will pick up parts daily and meet all CL IX suspense's.
- ab. Units must continue to turn in unmatched reparable items to avoid decrements against home station OPTEMPO accounts.
- ac. RDETs will report man hours in GCSS-A for both soldiers and contractors in support of the maintenance/repair of equipment. These actions will be accomplished IAW AISM-25-L21/L26-SSM, GCSS-A EUM.
- ad. Units at the ORG level (GCSS) will send the Man-hour Accounting "Send to Higher" AHN4GD file to the GCSS-A on a monthly basis. This data file is sent on the first day of the month. This process purges all current man hour accounting information and begins collecting new data until the process is repeated. Units DO NOT send this file to the GCSS-A box as data will be lost. Always send this information directly to the SAMS2E.
- ae. GCSS-A will process and maintain man hour data for each UIC received. Each Brigade GCSS-A will create the Manpower Utilization AHO-044 Report on a monthly basis and ensure that the report captures the entire month.
- af. Reports are transmitted to LRC NLT the 2<sup>nd</sup> day of each month.
- ag. TMDE calibration schedules and Army Oil Analysis Program (AOAP) testing (if required) will be maintained for equipment in UME under the RDET UIC.
- ah. RDET will appoint MMIS account holders to track and implement all related guidance from TACOM or AMC.

4. Coordinating Instructions:

- a. The Unit and LRC develops and provides FORSCOM with RDET UIC structure for readiness reporting.
- b. The LRC establishes a plan providing a phased timeline of augmentation support for RDET maintainers throughout the deployment cycle and the fiscal year. Incorporate organic capabilities and throughput capacity.
- c. The LRC establishes a priority workload for UME. Monitors UME services and

## Annex J: Unit Maintained Equipment

provides oversight to ensure the execution of services as well as maintenance management and AMSS reporting.

d. The LRC provides FORSCOM an estimate for CL IX (repair parts) and III (P) to support the maintenance of UME as part of the Installation Support Plan.

e. The LRC provides a monthly report, by unit, to FORSCOM, the report will include the

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density of reportable equipment (IAW current MMDF), number of services due and services executed, and CL IX costs specific to reportable equipment.

f. The LRC will communicate funding requirements ISO UME to FORSCOM G-8 for CL IX and III  
(P) NLT D-120.

g. Commanders that elect to maintain equipment in a LUP can locate detailed criteria for low usage equipment contained in DA PAM 750-8, Chapter 3, and Section 3-9.

h. The deploying unit will BPT provided a certified Contracting Officer Representative (COR) to oversee CLS maintenance augmentation efforts.

i. RDETs will electronically transfer GCSS-A data daily, weekly, and monthly for retained equipment.

j. Units will ensure that Basic Issue Items (BII), Components of End Items (COEI) and individual system special tools are inventoried and accountability (with Shortage Annexes as appropriate) is transferred to the RDET prior to deployment. Units will initiate inventory discrepancy actions IAW AR 735-5 prior to deployment.

k. Back-up SAS support is provided by the LRC.

l. The Commanders Exception Report consists of three details (Parts I, II, III) and will be run daily and reviewed prior to File Transfer Protocol (FTP). This also includes negative reports on days where there are no supply transactions. These reports will be maintained on file for two years. Report details are as follows:

1. Part I – Exception Transactions. This report depicts both high dollar and high priority supply transactions.

2. Part II – Fund Constrained Replenishments. Lists those requisitions constrained by budgets (lack of funding). This is normally associated with Prescribed Load Lists (PLL) and Bench Stocks.

3. Part III – Commander's Financial Transaction Listing. This report provides a detailed listing of all supply transactions and their cost.



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p. The Supply Activities Requirements Report (AHN-013) is printed upon successful completion of a FTP. It will be retained on file for the duration of equipment enrollment in UME. The document will also be used as a cross reference for previous requisitions by DOC NO, Fund Code (FC), Project Code (PRJ) and total cost.

q. All RDETs with UME will submit the following reports within the stated timelines listed in TAB A.

r. Brigades and other combat support units will provide required data to the LRC monthly. Minimum required data will include the density of reportable equipment (IAW current MMDF and the property book), number of services due, services completed and CL IX costs specific to reportable equipment.

s. Reporting commences for units entering UME NLT R-30. This data is provided by the Unit by input in the UME database.

t. Man hour accounting reports are transmitted to the LRC NLT the third day of each month.

u. Execution oversight will take place in weekly maintenance meetings and the Logistics Readiness Center (LRC).

## Annex J: Unit Maintained Equipment

Figure 1: Pre-Deployment Timeline TAB A

Pre-Deployment	
UME Critical Tasks	NLT Time
Supply and Maintenance augmentation requirements to the LRC	D-180
Provide an estimate and coordinate funding with G8	D-120
Identification of UME RDET personnel (915 A/E, 91 Series, 92A, RDET S4)	D-120
Planning for the split of Property Books	D-90
SSA inventory	D-90
SSA augmentation	D-90
Deploying Commander UME mission support brief to SC	D-60
Transfer of property to RDET	D-60
ID of locations to support UME operations	D-60
Maintenance augmentation	D-60
ID of special and general purpose tools to support UME	D-60
ID of LIS to support UME operations	D-60
Obtain derivative UIC (DUIC) to support RDET operations	D-60
Signature Cards with assumption of RDET CDR orders completed for TMDE, HAZMAT Pharmacy, SSA and LRC	D-30
DUIC(s) loaded in LIS	D-30
Validation of serial and registration numbers with property book prior to transfer of data into RDET LIS	D-30
Verify RDET technical publication support for UME with established account	D-30
Electronically transfer all LIS data for UME into LIS by DUIC and home station DODAAC	D-30
Inventory of UME BII & COEI prior to transfer to RDET	D-30
LIS data transmission	Daily/Weekly/ Monthly
AMSS Reporting	Monthly
FORSCOM UME Reports (data and submission)	TBD

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Figure 1: UME Memorandum of Agreement

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 407TH ARMY FIELD SUPPORT BRIGADE LOGISTICS READINESS CENTER  
2258 RANDOLPH ROAD FORT SILL, OKLAHOMA 73503



**MEMORANDUM OF AGREEMENT (MOA) BETWEEN  
LOGISTICS READINESS CENTER FORT SILL, OK AND  
XXXXXXX**

**SUBJECT:** Unit Maintained Equipment (UME) Support MOA between Logistics Readiness Center- Sill (LRC) and XXXXXXX.

1. **PURPOSE:** The purpose of this MOA is to prescribe policy, responsibilities, procedures, and authority for supporting Unit Maintained Equipment (UME) during the XXXXXXX Deployment for equipment maintained by the Rear Detachment (RD).

2. **BACKGROUND:** During mission, the XXXXXXX relies upon the LRC to provide sustainment support for equipment remaining at home-station. At the time of deployment it will be determined if the equipment will be enrolled in the UME program or not.

3. **SCOPE:**

a. This MOA applies to equipment left behind by XXXXXXX as outlined in the Technical Exhibit (TE) provided by XXXXXXX (Attached). No other equipment can be supported without additional resources.

b. The LRC UME support provides the deployed organization with full maintenance operations support including Scheduled Maintenance, Unscheduled Maintenance, Equipment Repair Parts Supplies (ERPS) and Unit Supply Room Support for equipment remaining at home station, up to the number of man-hours funded by the unit.

4. **ROLES, RESPONSIBILITIES:**

a. LRC is the supporting command.

1) The LRC will provide only contracting support from a Contracting Officers Representative (COR).

2) The LRC will act as the COR.

a) Will act as the primary Point Of Contact to the Contracting Officer.

## Annex J: Unit Maintained Equipment

SUBJECT: Unit Maintained Equipment (UME) Support MOA between Logistics Readiness Center (LRC) and XXXXXXXX.

b) LRC COR will field and answer all complaints from the unit regarding the contractor or the quality of their work, within 3 business days.

c) Will provide all guidance to the contractor with regard to the UME effort.

3) The LRC will utilize workspace, tools, and storage space required to maintain and store equipment identified on the TE to the contractor, in the Motor Pool.

4) The LRC government personnel will provide support and assistance, as requested by the XXXXXXXX in contract requirements development and contract oversight.

5) The LRC, through its EAGLE contract, will provide maintenance and supply operations support:

### Maintenance:

- a) Request that the XXXXXXXX services schedule be reset should it be out of balance and seek XXXXXXXX approval of this action.
- b) Perform the highest-level service on all equipment, Load Tests, NCOMP 60 day exercise PMCS, and/or Low Usage Quarterly PMCS as required up to the number of man-hours funded by the unit.
  - i. Perform all service tasks as identified in the appropriate TM.
  - ii. Bring equipment to 10/20 standard as defined by the appropriate TM.
  - iii. Process all work orders for XXXXXXXX and order all parts using XXXXXXXX class II and IX DODAACs.
  - iv. Provide management (receipt/turn in) of all recoverable items ordered and received for the effort.
- c) Provide administrative support necessary for specific maintenance functions IAW the XXXXXXXX maintenance SOP.

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SUBJECT: Unit Maintained Equipment (UME) Support MOA between Logistics Readiness Center (LRC) and XXXXXXXX.

- d) Perform GCSS-Army maintenance and supply processes (WO's, Dispatching, Inventory, etc.).
- e) Attend all XXXXXXXX maintenance-briefing requirements for status updates, completion dates and work priorities.
- f) Any other equipment provided for maintenance not on the TE will be charged to the regular XXXXXXXX reimbursable CLIN.
- g) Utilize and manage the unit existing shop stock / bench stock parts. Inventory and update IAW applicable regulations.
- h) Provide property accountability for any support equipment, tools, or test sets, (MSD's, Special Tools, etc.) that are provided by the unit.
- i) Provide unit with a contract funding burn rate report IOT manage monies associated with the effort. Additionally, a 75% spent letter will be provided when the unit provided funding has reached that level of expenditure.

### Supply:

- a) Assist organization with In-Processing/Out-Processing CIF records management.
- b) Property accountability and processing in GCSS-Army IAW AR 735-5 and AR 710-2:
  - i. Primary Hand Receipt (PHR) and Sub Hand Receipt maintenance generated by GCSS-Army.
  - ii. Shortage annex requisitioning and processing.
  - iii. Property Inventories – Annual, Cyclic, Sensitive Items and Change of Command

## Annex J: Unit Maintained Equipment

SUBJECT: Unit Maintained Equipment (UME) Support MOA between Logistics Readiness Center (LRC) and XXXXXXX.

- processing.
  - iv. Proper disposition of Serviceable excess, Unserviceable and Found on Installation (FOI) property IAW the SOP and PBO.
  - v. Process all Lateral Transfer directives within given suspense timeline if needed.
  - vi. Assist in preparing all property adjustment records with the unit and PBO (FLIPLs, AARs, Damage Statements, OCIE adjustments, etc.).
- c) Request, Receive, Store and Issue Supplies.
  - i. Class I – Assist Field Feeding Team (FFT) in requests 35 days prior to need. Assist in receiving ice and water.
  - ii. Class II - Supply Tech will order, process, inventory and account for all Class II supply requisitions. Weekly reconcile all order through GCSS-Army VL06i.
  - iii. Class III (B)(P) – DA form 2765 Fuel Request preparation and sent to S4. Assist maintenance personnel for Class III (P) requests needed.
  - iv. Class IV – Order requirements through GCSS-Army and should be stored in a container or supply area where it cannot be degraded by inclement weather.
  - v. Class V – Assist unit and Ammo Officer with ammunition requests through TAMIS NLT 90 days prior to date required.
- ci) Attend all supply/S4 meetings. Maintain all records IAW AR 25-400-2 Army Records Information Management System (ARIMS).
- cii) Budgeting and Expenditure Reporting. Report monthly expenditures for training and supplies to the BN S4.

## Annex J: Unit Maintained Equipment

SUBJECT: Unit Maintained Equipment (UME) Support MOA between Logistics Readiness Center (LRC) and XXXXXXX.

f) Assist unit in preparation for the following programs:

- i. Supply Excellence Award Program (SEA).
- ii. Digital Training Management System (DTMS).
- iii. Amnesty Program.
- iv. Item Unique Identification (IUID) and Automatic Information Technology (AIT).

b. XXXXXXX is the Supported Command.

1) XXXXXXX will provide a TE including all equipment they wish maintained for the unit NLT 120 days prior to deployment. They will also provide a memorandum that outlines the sum total of the requirement to include level of maintenance and any other tasks that they would like performed (e.g. property book, and supply room support).

2) XXXXXXX will provide all financial resources required to complete the requested effort as estimated in the Independent Government Cost Estimate (IGCE) and the final cost negotiated, by the Contracting Officer, with the Contractor should that differ from the IGCE.

3) XXXXXXX will provide all financial resources required for CL IX repair parts, CL II requirements, and CL III (P), for the repair effort. If XXXXXXX has CL IX repair parts, CL II requirements, or CL III(P) on hand that would support this effort it will be turned over to the LRC and documented by bumper number.

4) XXXXXXX will provide an Assistant Contracting Officers Representative (ACOR) to oversee the quality assurance effort.

- a) The ACOR will collect and consolidate evaluations of the contractor and final government acceptance inspections.
- b) The ACOR will write and submit a monthly report to the LRC EAGLE COR NLT the 6<sup>th</sup> day of the month post performance. This report will be based on, and include all final government acceptance inspections.
- c) The ACOR will contact the LRC COR with any contract issues or prioritization for the contractor.



## Annex J: Unit Maintained Equipment

SUBJECT: Unit Maintained Equipment (UME) Support MOA between Logistics Readiness Center (LRC) and XXXXXXX.

- d) The ACOR will identify Quality Assurance Quality Control (QAQC) representatives to accept all completed work orders.
- 5) The XXXXXXX will, NLT 15 days after receiving the proposed service schedule reset, approve or object to the said schedule and make the agreed upon changes using the approved LIS.
- 6) The XXXXXXX will assign not less than 2 Quality Assurance Evaluators (QAE) to this effort.
  - a) Responsible for In-process Inspections.
    - i. Responsible for final acceptance inspections.
  - b) Responsible for production of and submittal of QAE reports to the ACOR.
- 7) The XXXXXXX will place all equipment in low usage status.
  - a) XXXXXXX rear detachment commander will provide DA Form 1687 signature cards IAW XXXXXXX SOP for all personnel authorized to open/close work orders.
- 8) The XXXXXXX retains all the daily responsibilities for the Motor Pool operations and equipment management including but not limited to the following:
  - a) Facility Safety/Environmental/Hazmat compliance
  - b) Army Oil Analysis Program (AOAP)
  - c) MMIS (MWO/SOUM) management/compliance
  - d) Test Measurement and Diagnostic Equipment TMDE
  - e) Motor Pool Security
  - f) Equipment Readiness Reporting to higher
  - g) GCSS Army Man-hour accounting and reporting
  - h) Warranty Management

### 5. JOINT RESPONSIBILITIES:

- a. XXXXXXX and LRC will coordinate and conduct a Joint Technical Inspection of entire equipment density / technical exhibit (TE) 90-120 days prior to deployment.

## Annex J: Unit Maintained Equipment

SUBJECT: Unit Maintained Equipment (UME) Support MOA between Logistics Readiness Center (LRC) and XXXXXXXX.

b. XXXXXXXX and LRC will conduct a facilities walk through to ensure adequate work/office space, validate safety/environmental compliance and finalize handover requirements 60 days prior to deployment.

c. Equipment induction and Motor Pool occupation, approximately 30 days prior to Deployment.

- 1) The equipment joint technical inspections are validated by a team of senior mechanics and the LRC Lead.
- 2) Final inspection and handover of motor pool facilities. Tools (Special Tools, safety equipment, and HAZMAT containers), Office space with computer access to GCSS- Army and any additional ancillary equipment is assigned to the LRC lead. The LRC will not occupy if all identified violations (safety, hazmat, etc.) have not been corrected IAW local policies and SOPs.
- 3) All DA Form 1687 Signature Cards are prepared for all LRC personnel (maintenance and supply) and submitted to the appropriate agencies for support.
- 4) XXXXXXXX GCSS-Army Access Administrators (Maintenance & Supply) will onboard all LRC contracted maintenance personnel into their appropriate user position in GCSS-Army "ZAMW" to manage all maintenance and supply activities for the supported unit.
- 5) Both the LRC and XXXXXXXX will have master drivers that will be responsible for the licensing of their own employees and soldiers.
- 6) Phased Timeline:
  - a) Phase 1: D-120 - Joint resource preparations completed.
  - b) Phase 2: D-90 - Joint TI and Inventory of Technical Exhibit.
  - c) Phase 3: D-60 – Facilities walkthrough.
  - d) Phase 4: D-30 – LRC contractor motorpool occupation.
  - e) Phase 5: D-15 - LRC and XXXXXXXX Rear Detachment steady state operations.

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SUBJECT: Unit Maintained Equipment (UME) Support MOA between Logistics Readiness Center (LRC) and XXXXXXXX.

- f) Phase 6: Re-Deployment D+60: Return equipment to XXXXXXXX.

**6. POINTS OF CONTACT (POC):**

- a. LRC primary maintenance POC: Mr. Mark Malone, email, [mark.t.malone2.civ@usa.army.mil](mailto:mark.t.malone2.civ@usa.army.mil), or office phone, (580) 442-3041.
- b. LRC primary contracting POC, and EAGLE COR: email, or office phone, (580) 442-XXXX.
- c. XXXXXXXX primary maintenance POC: XXXXXXXX Primary contracting POC, and ACOR: email, or office phone (580) 442- XXXX.

## Annex K: Contingency Mission Support

### 1. Contingency Missions

a. Contingency missions are made up of modular or task organized units prepared or preparing to execute a contingency operation plan (CONPLAN).

b. These units exist in the Ready: Early Deployment Phase (RE). Units within this SRM level maintain the capability to deploy world-wide within 30 days or less.  
Reference

c. RFP/OFP OPLANs and mission specifics are classified SECRET and cannot be published in this document. The sheer nature of a contingency mission is to be able to respond rapidly to a crisis, either locally or in another region of the world. RFP/OFP PLANORDs and OPORDs will provide units with the specific information they need to accomplish a contingency mission.

d. The following are examples of contingency missions:

- (1) Wild Land Firefighting
- (2) Severe Weather Support
- (3) Defense CBRNE Response Force
- (4) Global Response Force

### 2. Pre-Assumption Tasks

a. Units will use the following checklist as a guide to prepare to meet the specific requirements of their assigned contingency mission. All tasks listed may not apply to all missions. Additional tasks may be required.

b. For the purposes of this checklist, "X" is defined as the day a unit assumes responsibility for a contingency mission.

c. Units assuming a Prepare to Deploy Order (PTDO) mission such as Global Reaction Force (GRF) or Defense CBRNE (Chemical, Radiological, Biological, Nuclear, and Explosive) Response Force (DCRF), will conduct an Assumption Brief to the Senior Commander, NLT X-35 days from assumption. See Pre-Assumption Checklist at the hyperlink below: [Pre-Assumption Checklist](#)

## Annex K: Contingency Mission Support

Figure 1. Pre-Assumption Checklist

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Pre-Assumption Checklist			
Item #	X-days	Action Agencies	Event
1	X-180	Unit	Request initial & follow-on ULNs through MSE G3/5 through JOPE S
2		Unit	Develop maintenance and service plan for all deploying equipment and cargo
3		MSE G3/5	Initial planning and synchronization briefing to all PTDO units, deployment teams, and staff
4		Unit	Inventory 100% of all deployment containers. Coordinate the return of all 20' containers back to installation container yard. Inspect all unit containers for serviceability and current/valid inspection sticker. Repair unserviceable organizational containers through FSC or BSB.
5		Unit/MSE G1	Conduct unit-level pre-SRP; correct deficiencies; 100% of Soldiers at Level 1 (Concentrate on Medical/Dental/Hearing) SRP ready. Unit identifies administrative non-deployable.
6		Unit/MOE	UMO updates OEL and air load plans, submits to the Brigade Mobility Warrant who verifies changes and updates in TC-AIMS.
7	X-150	Unit	Job order damaged containers for repair to organic FSC (organic FSC-> BSB-> 584th SMC-> LRC)
8		Unit/MSE G3/5	MSE G5 and UMOs confirm JOPE S PID and ULN(s) were created for all UICs
9	X-120	Unit/MSE G3/4	Unit conducts Load Exercise (LOAD EX) of all equipment identified for movement to include container stuffing and documenting loads. G3 & G4 DTO monitors LOAD EX; inspects and validates unit movement book and documentation. UMO updates Level 5 & 6 data.
10		Unit/MSE G6	Coordinate for special frequency requirements.
11		Unit	UMO finalizes Unit Deployment List (UDL) with level 4, 5 & 6 data. Works with HAZMAT certifier identifies & documents HAZMAT items for shipment. Identifies wheel, container and pallet cargo for Convoy/Line Haul/Rail and STRATAIR movements. UMO provides A/DACG, LH, & rail a copy of the UDL. Provides PAX count per UIC.
12		Unit & A/DACG	If STRATAIR is required - UMO coordinates for all instructional Joint Inspection (JI) training with A/DACG IOT demonstrate basic inspection process and critical items/steps in the process on a sample vehicle.
13		Unit/G3/G4/LRC	Coordination meeting with G3/G4/LRC to establish deployment timelines and installation support requirements. (UDL level 4, 5, & 6 data; Arrival/Departure Airfield Control Group (A/DACG))
14		Unit	Additional Blocking, Bracing, Packing, Crating and Tie-down (BBPCT) requests submitted and purchased.
15		Unit/G8	Appoint pay Agent, notify the G8
16		Unit/G1/DHR	Conduct internal, unit-level Pre-Soldier Readiness Processing, correct deficiencies, 100% of Soldiers at Level 1 (Concentrate on <u>Personnel Finance/Legal</u> ) SRP ready. Validate that all identified medical/dental deficiencies were corrected. Validate non-deployables.
17		Unit/G1, 2, 3, 4, & 8	Develop Rear-Deployment Plan: ID CMD/Staff, UMO, HAZMAT Certifier, CCO, CSC Team, trained load teams, S2 requirements, armorer, ID courier requirements, ICW MSC develop Non-deploying property accountability and Unit Maintenance Equipment Plan.
18		Unit	Develop Rear-Deployment Plan: Develop Supply Requirements for all classes of supply (I-X including water requirements); and submit through appropriate agencies for approval.
19		Unit	Unit available for LEVEL IDRE evaluation

## Annex K: Contingency Mission Support

Figure 2. Pre-Assumption Checklist

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20	X-90	Unit/LRC	Develop POV and personal property storage plans.
21		Unit	Unit submits requests for additional containers through BDE MOB required per LOADEX.
22		Unit/BACH	Submit Medical Chemical Defense materials (MCDM) request.
23		Unit/LRC	Submit Class II TA-50 shortage to LRC. Request unit equipment draw wCIF.
24		Unit/DIVCHEMLR C	Submit JSLIST/IPE request. Request unit equipment draw date NLT X-30 in order to palletize and store in secure unit area.
25	X-60	Unit/LRC	Identify intra-post transportation requirements (TMRMHE/HE T/PLS support).
26		Unit/DHR	Conduct installation level Soldier Readiness Checks. Unit corrects deficiencies as noted by SRP staff 100% of Soldiers at Level 2 SRP ready.
27		Unit	Finalize Rear-Detachment Plan.
28		Unit/G4	Submit CLV Ammunition requirement as required by CONPLAN.
29	X-45	Unit/Outload Support	Designate outload support team members. Train and validate (include ROC drill/terrain walk) all outload support requirements.
30		Unit/TISA/G8	If authorized per EXORD/OPORD, prepare request for bottle water and provides to TISA for purchase.
31		Unit/TISA	Submit CL I request for pre-positioned MRE and supplements.
32		Unit/LRC/G4/G8	Submit CL III(P), HAMAT, Battery request.
33		Unit	Submit CL IV request.
34		Unit/DIVSURG/BACH/G8	Submit CL VIII request.
35		Unit	ID Soldier POVs requiring storage; pre-arrange all documentation; update monthly during PTD O cycle.
36		Unit/LRC	Final transportation coordination meeting. Input refined Level IV and UDL; submit to FORSCOM for validation.
37	X-30	Unit/Outload Support/MSE G3	Finalize outload support requirements, coordinate with higher HQ for outload unit support.
38		Unit/Outload Support/LRC	BDE MOB submits standing bus requests to TMP and Transportation Movement Requests (TMR) with N+ hours requirements.
39		Unit	Based on mission analysis, the unit will conduct 100% technical inspections (TI) and complete any out of tolerance services on the required equipment identified to support the mission.
40	X-20	Unit	Unit completes Pre-TFAA operations at Alert Holding Area.
41	X-10	Unit/A/DACG/DTO	TFAA Operations.
42		Unit	Pre-position Class I, II, III, & III(p), IV, VIII(-MCDM) supply requirements as per OPLAN timeline.
43		Unit/A/DACG/DTO	Baggage and TAT drop sites identified by unit. Location provided to MSE G3 OPS and A/DACG.
44		Unit/A/DACG/DTO	STRATAIR available cargo is pre-positioned as required per OPLAN timeline. If requested, A/DACG conducts Joint inspection (JI) of available wheel/cargo going STRATAIR, SMO and HAZMAT certifiers present at A/DACG.
45		Unit/A/DACG/DTO	BDE MOB: Certify HAZDECs with A/DACG.
46		Unit/G4/ Outload Support	If required as per OPLAN, receive CL V; contact A/DACG to coordinate 463L pallet build support @ unit bunker to pre-position unit Call Forward is issued.

## Annex K: Contingency Mission Support

Figure 3. Pre-Assumption Checklist

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47	X-5	Unit/A/DACG/DTO/ Outload Support	Unit builds 463L pallets (available baggage/TAT/MREs) and stages them as per OPLAN requirements.
48		Unit	BDE MOB finalizes/refines UDL data and validates against air load plans. RFID Tags & MSLs are printed. Resolve any "frustrated cargo" issues.
49	X-4	Unit/Outload Support	Attaches RF-ITV tags and Military Shipping Labels (MSL)s to pre-staged 463L pallets/STRATAIR cargo.
50		Unit/G1, 2, 3, 4 & 8	Rear Detachment Operations ready to stand up. Rear Det. Plan completed (Non-deploying property accountability and Unit Maintenance Equipment Plan). Unit movement team school trained and on orders; courier orders completed.
51	NLT X-1	Unit	Unit completes required briefings (Posse Comitatus, SRUF, OPSEC, Public Affairs, ATPP)
52	X	Unit	Unit assumes responsibility for assigned contingency mission.

d. Units will deploy IAW time standards assigned by the respective OPORDs. These times vary by mission.

e. N-Hour is defined as the time/date at which deployment of designated forces is directed by the designated Commander and begins the deployment sequence. It is for planning purposes only.


(1) N-hour sequences can be extended, to accommodate the requirements of a particular mission; however, the following example provides major tasks that should be accomplished during the N-hour sequence, regardless of its duration. This chart demonstrates a 24-hour sequence.

(2) N-Hour sequence will be planned IAW and approved by the ACoS G3 prior to mission assumption. See "N" Hour sequence Checklist example: [Annex K "N" Hour Sequence Checklist](#)




## Annex K: Contingency Mission Support

Figure 4. N-Hour Sequence Part I



EXERCISE

AS OF: 011300FE B22



N+HOUR SEQUENCE, INSTALLATION DEPLOYMENT SUPPORT PLAN (Alert, Deploy)

LEGEND:	Condition Set	Deployment Plan	NOTE: N-HOUR SEQUENCE LISTS KEY CONDITION SETTINGS, DP's & SEQUENCING; NOT AN EVENT MATRIX W ALL TASK LISTED			
Templated Time	Actual Time	Responsible/Unit	Event/Task	Decision Maker/ Action Officer	Status: L-Late A-In Progress C-Complete D-Cancelled	Comments
N-HOUR>>		EOC	Mission Receipt & Notification	EOC		
N+5mins		EOC/G33	Alert Deploying Units/BDE Staff & Key OST Personnel	DIV/Installation Staff		
		Units	Accountability Report	Unit		
N+2		Units	Secure Unit Areas, Enforce OP SEC	Unit		
		Units	Select Staff & CDRs Report to Duty	Unit		
		G33	Mission Analyst Established N-Hour Sequence			
N+3		EOC/G1/G4	Initial PERSTAT/LOGSTAT Submitted	EOC		
		EOC	BDE Key & Essential Leaders Assembled	Unit		
		Units	REAR-D Operational, 100% Accountability	Unit		
N+4		Units	Submit SRP Status & Coordinate for SRP/BE	Unit		
		EOC/G33	Initial Briefing to CMD GRP & DIV Staff	CMD GRP, DIV Staff		
		EOC/G33	Deployment SYNC Meeting	DIV/Installation Units		
		Units	Submit Internal Trans Request	DOL		
		Units	Unit Provides LNO to EOC	EOC		
		Units/A/DAC G	Pallitize Baggage and/or Required Classes of Supply Items	Unit		
		Units	BDE TOCs Operational (24-HR Ops Until Load-Out Complete)	Unit		
N+8		Units	Unit S6 Reports to EOC to Sign for LMR Radios	EOC		
		Units	DIV Outload Net is Open & Units Can Enter the DIV Load Net (PRI: G3 OPS LMR/Motorola XTS Series, ALT: DIV CMD Net [TBP])	G6/EOC		
		OST/Unit	OST C2 Fully Operational	EOC		
		Units	Unit Executes SRP	DHR		Report
		Units	Provide Deploying Personnel Roster	EOC		
		Units/SSMO	Order/Verify CLASS I	IMSA Warehouse		
		Units	Order/Verify HAZMAT/CLASS III	HAZMAT PHARMACY		
		Units/CIF	Submit CLASS IV/OCIE Shortages	LRC/S4		
		Units/S-4	Validate RFI Requirements & Issue	S4		
		Units	Order/Verify CLASS V	S4		
N+12		Units/IMSA	Order/Verify CLASS VIII & MCDM	MCDM Warehouse		
		Units	Order/Verify JSLIST/IPE	DIV CHEM/DOL		

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Figure 5. N-Hour Sequence Part II

		Units	Report Contingency Supply Shortage List	LRC/S4		
		Units	Appoint Pay Agent and FOO	G8		
		Units	UMOS Refine UDL Build into Chalk Order	G4/DTO/ITO		
		Units	Request Additional FCKY Assets to Fill Possible Shortfalls	EOC/G1/G4		
		Units	Verify Dunnage & Shoring Stock Requirements	LRC/S4		
N+18		Units/EOC	Initial PERSTAT Request Fills for Shortages based on DEPOD	G1/EOC/BDE		
		Units/EOC	Initial LOGSTAT Request Fills for Shortages based on DEPOD	G4/EOC		
		Units	Provide Weapons Density	G4/DTO		
		Units	Report Contingency Supply Shortage List	DOL/G4		
		Units	Receive SS & ASL Shortage Lists	DOL		
		CMD GRP	Battle Update Brief	DIV/Installation Units		
		OST/Unit	UMA & Pre-TFAA Operations	Unit/AHA		
		Unit/A/DACG	Update UDL Submitted & TPFDD Verification, UMOS Initiated RFID TAG Bum & Printing of Shipping Labels	ITO/DTO/EOC		
		Unit/A/DACG	Verify Airtow with GD SS/FAAC	DTO		
		Unit/A/DACG	Initiate Personal Property & POV Storage	ADACG/DOL		
N+24		Units	Generate Deployment Orders			
		Units	Draw Contingency Stocks, RFI, CLASS I-VIII, JSLIST/IPE	DOL/G4/BACH		On Location
		Units	Submit Consolidated % SRP Validation Report	EOC		
		Units	Submit Updated PERSTAT/LOGSTAT	EOC		
		G33	Deployment SYNC Meeting	DIV/Installation Units		
N+36		Units	PSA Operational, (Units & A/DACG Prior Coordinate to Move All Containers & Pallets to PSA)	LRC/S4		
		A/DACG	AHA/JI Operational	Unit/AHA		
N+45		Units	Submit Updated PERSTAT	EOC/G1		
		Units	Submit Updated LOGSTAT	EOC/G4		
N+48		CMD GRP	Battle Update Brief	EOC		
N+56		G33	Deployment SYNC Meeting	DIV/Installation Units		
N+69		Units	Submit Updated PERSTAT	EOC/G1		
		Units	Submit Updated LOGSTAT	EOC/G4		
		BACH	Receive MCDM	BACH		
		OST/Unit	Hotspot Operational	HOTSPOT		
N+72		Unit	As Required, Units Draw CL-V & Move to HOTSPOT, Configure CL-V Loads	G4/ASP/DES		
		CMD GRP	Battle Update Brief	EOC		
N+80		G33	Deployment SYNC Meeting	DIV/Installation Units		
		OST/Unit/PPC	Load Non-Palletized Baggage & Move to PHA	ADACG		
N+90		OST/Unit/PPC	Push-Pull Teams Report to ADACG	ADACG		

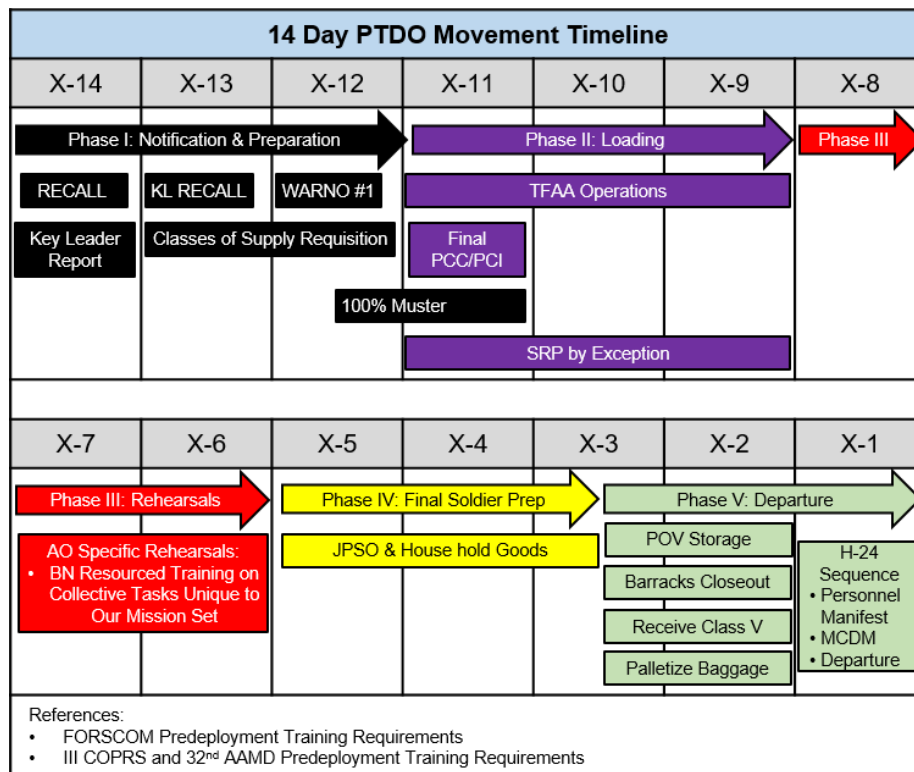
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Figure 6. N-Hour Sequence Part III

		Units	JI Complete	PPC		
N+92		Units	Buses Staged at Unit Marshalling Area	UMA		
		Units	Report % of Units Accounted for & Assembled	EOC		
		Units	Deploying Personnel Arrive at PHA (PPC)	PPC		
		Units	Final SRP, Manifest	PPC		
		Units	Issue MCDM (Medications)	PPC		
		Units	Spins Brief & Blood Chits Issued (If Available)	PPC		
		Units	Receive Legal, PAO, Intel, Medical Threat, Chaplain & Farewell Brief	DIV SJA		
N+93		Units	Final Air Movement Coordination Brief	PPC		
		Unit	Provide Final Deploying Personnel Roster & PERSTAT to G1	G1/EOC/BCT		
		EOC	Submit Final Manifest	DHR		
		OST/Units	Receive CLASS VTAT (If Applicable)	TBD		
		Units	Rampside Intelligence Brief to CDRs & Staff	G2		Aircraft
N+96		Units	Units Load Aircraft	EOC		Aircraft
		Units	Departure Report	EOC & FORSCOM		Aircraft
All reports to usarmy.campbell.incom-atlantic.mbx.camp-101-loc@army.mil						
EOC 24 Hour Desk is (270) 798-6160 or DSN 635-6160						

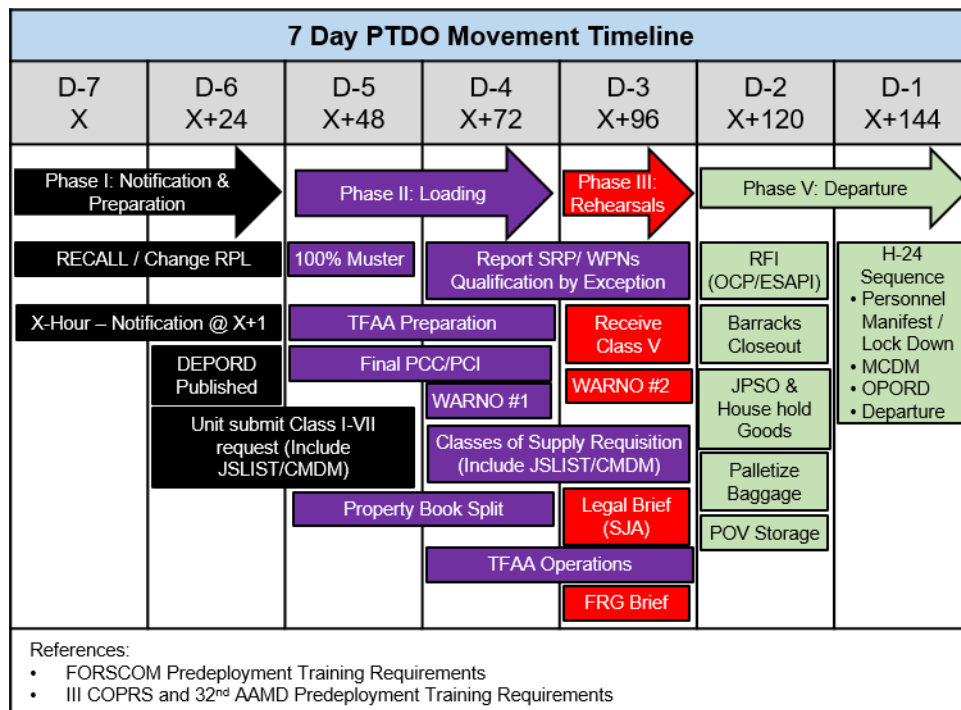
(3) On the following page is an example N-Hour sequence for designated units to use IOT build their required N-Hour sequence for 7 day and 14 day GRF. N-Hour sequence will be planned IAW and approved by the ACoS G3 prior to mission assumption.

Figure 7. 7 Day PTDO Movement Timeline



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Figure 8. 14 Day PTDO Movement Timeline



f. Initial notification and warning order activities. The Chairman of the Joint Chiefs of Staff (CJCS) publishes a formal warning order (WARNO) to prepare for possible military response to a crisis situation. The force provider/Army Command then alerts the deploying units and installations with a WARNO. Following receipt of the order, the unit determines its deployment readiness status and begins updating personnel and equipment status and deployment documentation, plans, and procedures. The installation adjusts their plans and procedures to support the anticipated deployment and notifies the elements (personnel, supply, maintenance, transportation, and training) that are required to support the deploying unit. Based upon Military Surface Deployment and Distribution Command (SDDC) port call message or an AMC airflow message, the installation publishes schedules for movement to POE.

g. Alert order activities. FORSCOM passes a detailed alert order to the BDEs. If not already provided, FORSCOM receives the project code that allows units to commit resources toward the deployment. To improve its readiness posture, the deploying unit cross-levels equipment and submits requisitions for unit basic load (UBL) and other needed supply classes. The filling and receipt of supplies is dependent upon the deployment timeline and availability of stocks. The unit also requests supplies to support movement operations (BBPCT, dunnage, containers, and 463L pallets). The unit verifies that assigned ULNs are consistent with the unit's movement increments (for example, main body, and advance party) for deployment. The unit also verifies equipment status compared to the UDL and updates load plans, equipment dimensions and weight, and shipper's declaration of dangerous goods. Once corrections are made, the unit prints and applies MSLs (DD Form 1387, Military Shipping Label) and attaches

## Annex K: Contingency Mission Support

RF tags. Additionally, the unit identifies equipment as yellow TAT (must be accessible enroute), red TAT (must be available at destination or upon arrival), or equipment that does not have to accompany troops (NTAT).

h. Out Load Support. The responsibility to provide out load support begins with the parent unit of the deploying unit. In the event that the parent unit cannot meet all of the out load requirements, they will then coordinate with the next higher HQs for support. This process will be repeated until all out load requirements are met.

## 3. Operations.

a. Directorate of Plans, Training, Mobilization, and Security (DPTMS), Fort Sill has oversight of the installations support for contingency missions, to include coordinating unit resources.

b. Units will report any manning or equipping issues resulting in a non-mission ready status. Due to the classification sensitivity of this subject, please refer to the most recent FORSCOM EXORD or BDE OPORD pertaining to the applicable mission for further manning and equipping guidance.

c. Alert and notification. Upon occurrence, FORSCOM will notify the BDEs and Fort Sill EOC via official message to initiate alert and notification procedures ISO a contingency mission.

d. Unit readiness reporting requirements are outlined in the applicable FORSCOM EXORD and Division OPORD.

e. Allocated units are not authorized to rotate without prior approval. Forward requests to rotate units through BDE's G3 Operations to FORSCOM plans NLT 90 days prior to requested rotation date.

f. In-Transit Visibility (ITV). To ensure the ITV of deploying and redeploying personnel, cargo, and equipment, capture, process and transmit movement information for passengers, cargo, and equipment in electronic format to maximize electronic capture of movement data via automated information systems feeding the Global Transportation Network (GTN) and scheduling and movements (S and M). The GTN internet address is [www.gtn.transcom.mil](http://www.gtn.transcom.mil). The arrival and departure of unit personnel and equipment at all nodes from origin to destination will be visible on GTN and scheduling and movements within one (1) hour of the movement event.

## g. Format for Departure/Closure Report:

## (1) Departure Report:

Line 1: DTG for report and unit.  
Line 2: Mode of transportation.  
Line 3: Total personnel strength.

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Line 4: Personnel breakdown by type (OFF, WO, ENL, DA CIV, CONTR).  
Line 5: Deploying Equipment accountability.  
Line 6: Departure DTG.  
Line 7: Expected Date of Return.  
Line 8: Destination.  
Line 9: Purpose.  
Line 10: Reporting person's POC information.

(2) Closure Report:

Line 1: DTG for report and unit.  
Line 2: Mode of transportation.  
Line 3: Total personnel strength.  
Line 4: Personnel breakdown by type (OFF, WO, ENL, DA CIV, CONTR).  
Line 5: Arrival DTG. Line 6: Redeployment from.  
Line 6: 100% Sensitive items accountability.  
Line 7: Safety briefing.  
Line 8: Baggage and equipment accountability.  
Line 9: Unit Commander's approval and reporting person's POC information.

4. COMMUNICATIONS. Tasked units will prepare to deploy with fully mission capable tactical and non-tactical communications. Be prepared to receive additional instructions and equipment and integrate the communications plan into the overall response plan. Emergency management and incident response activities rely on communications and information systems that provide a common operating picture to all command and coordination sites.

5. TDO MISSION ASSUMPTION TIMELINE.

- a. 90 days prior – BDEs identify Co assuming PTDO mission.
- b. 90-60 days prior – BDEs identify personnel and equipment requirements for assigned mission.
- c. 60 days prior – Assuming unit contacted by outgoing unit and provided products and lessons learned.
- d. NLT 60 days prior – Review Fort Sill Deployment Plan.
- e. 60-30 days prior – Unit reviews outgoing unit lessons learned and best practices and incorporates into readiness planning.
- f. NLT 45 days prior – Unit schedules mission specific and required movement control (UMO, HAZMAT certifier, Air Load Planner) training.
- g. NLT 45 days prior – Brief unit leaders on mission requirements.

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- h. 30 days prior - Establish PTDO alert roster.
- i. NLT 14 days prior - Exercise and verify alert roster.
- j. Complete NLT 7 days prior – Train special skills personnel (UMO, HAZMAT, Air Load Planner).
- k. NLT 7 days prior – Conduct RIP VTC/phone call.
- l. NLT 3 days prior – Conduct Mission Assumption briefing.
- m. BDE conduct TDY for face to face coordination with outgoing unit.
- n. Conduct Deployment SRP prior to mission assumption.
- o. DCRF PTDO units will conduct an SRP Level 1 annually and an SRP Level 2 NLT 30 days before mission assumption.

### 6. PTDO MISSION RELINQUISHMENT TIMELINE

- a. 70 days prior - Consolidate necessary products.
- b. NLT 60 days prior - ID incoming unit BDE POC.
- c. 60 days prior - Coordinate with and provide products to incoming unit POC.
- d. NLT 45 days prior - Outgoing unit commander makes direct contact with incoming unit commander to discuss mission requirements.
- e. 60 days prior, 30 days prior and at RIP VTC – Consolidate and submit unit products, POC lists and lessons learned to incoming unit.
- f. 30 days prior - Schedule the RIP VTC/phone call.
- g. NLT 7 days prior - Conduct RIP VTC/phone call.

### 7. N+Hour Sequence Sync Matrix

- a. On the following page are examples of an N+Hour Sequence Sync Matrix for designated units to use IOT build their required Sync Matrix for 10 day GRF. N+Hour sequence will be planned IAW and approved by the ACofS G3 prior to mission assumption.



## Annex K: Contingency Mission Support

Figure 12. N+HR Sequence Sync Matrix, Notification

	A	B	C	D	E	F	G	H	I	J	K		
1													
2			Notification Day										
3	Lines of Operation	Lines of Effort >	N+2	N+3	N+4	N+6	N+8	N+10	N+12	N+23	End State		
4		UNIT/ IIIC/FCoE	CUOPS Cell IOC/FOC			JLIST require- ments sent to FT Sill	Railcar request submitted upon completion of material touchpoint	Derivative UIC populated			1) Rail Cars Ordered 2) Supported Request submitted		
			FS 103 Submitted for N+5 container		N+4 Brief occurs via SVTC							Public Affairs Guidance (PAG) issued to	Containers delivered to PTDO footprint
					SRP Delta sent to FCoE/IIIC	Material Touchpoint							
					Media ROE Cards distributed to PTDO		Add'l 90 DOS of religious supply						
5		PTDO Organization	BN is 100% Assembled	SRP Delta complete		CLS VIII DCAM Order Submitted		Updated UDL submitted to BDE MOB			1) PTDO Organizati on initiates personnel actions 2) UDL submitted		
			PTDO Org goes to River City	180-Day Prescriptio n Order submitted through									
			OPSEC Brief										
6		Lines of Operation	OSBn	OSBn IOC									1) OSBn designated and prepared
7													
8	*N+HR SEQUENCE					UNIT/BN					to conduct		
9	was provided by 75th FA BDE					FCoE					supporting		
10	*Modified by DPTMS					IIIC					operations		
11						TRAINING							
12					PERSONNEL								
					MATERIA L/MOB								

## Annex K: Contingency Mission Support

Figure 13. N+HR Sequence Sync Matrix, Notification Day

	A	B
1	Notification Day	
2	Focus: Material Touchpoint	Critical Effort: Rail Car Request      Supporting Effort: Containers Delivered
3	<b>Tasked By Unit:</b>	<b>Planning Effort-</b>
4	<u>Unit BDE HQ:</u>	BN Staff Elements conduct MDMP and begin setting conditions for deployment. Material touchpoint is the focus and is the final UDL scrub with the BN before ULACC operations
5	•LRC notified for container delivery	
6	•FS 103 submitted for D+6 container move	<b>PTDO Organization Effort-</b>
7	•SRP delta sent to FCoE/IIIC	Conduct OPSEC briefs and initiate request for medical supplies and individual solder prescriptions.
8	•CUOPS cell IOC/FOC	
9	•N+4 Brief occurs via SVTC	<b>Mobility Effort-</b>
10	•Media ROE cards distributed to Battalion	Rail cars ordered IOT ensure a NLT D+4 rail spot. Key CDDP personnel (UMO, TCAIMS, HAZMAT, CCO, rail/air-load teams) facilitate the deployment container delivery.
11	•JLIST requirements sent to Ft Sill LRC	
12	•Additional 90 DOS of religious supply is ordered	<b>Supporting Effort-</b>
13	•Public Affairs Guidance [PAG] issued to BN	Operational Support Bn established and prepared to execute tasks.
14	•Material touchpoint	
15	•Railcar request submitted upon completion of material touchpoint	
16		
17	<b>PTDO Organization:</b>	
18	•Battalion is 100% assembled	
19	•Battalion goes River City	
20	•180 day prescription order submitted through AHLTA	
21	•CLS VIII DCAM order submitted	
22		
23	<b>Supporting Organizations:</b>	
24	•OSBn IOC	
25	•OSBn FOC	
26	•LRC/OSBn: Containers delivered to BN footprint	
27		

## Annex K: Contingency Mission Support

Figure 11. N+HR Sequence Sync Matrix, Day+1

L	M	N	O	P	Q	R	S	T	U
D+1									
0700-0900	0900-1100	1100-1300	1300-1500	1500-1700	1700-1900	1900-2100	2100-Completion	End State	Lines of Effort >
IFAK Inspection								Flight and TAT request submitted	UNIT/ IIIC/ FCoE
Flight Request Submitted	Class I								
TAT Request Submitted for D+4	JLIST is Delivered to BN								
Medic Bag & IFAK inspected and filled		OCIE Inspection Shortages Submitted to CIF	Pro-mask Canisters issued		Barracks Pre-inspection			(1) OCIE inspection complete and shortages submitted to CIF (2) Deployable IFAK issued to soldiers	PTDO Organization
P.I.C. Request sent to Installation Physical Security									
ULACC RXL W/ Key Personnel				ULACC CONOP W/ PTDO Leadership				ULACC CONOP finalized	OSBn

## Annex K: Contingency Mission Support

Figure 12. N+HR Sequence Sync Matrix, Day+1

	A	B
1	D+1	
2	Focus: Container inspection	Critical Effort: Container Pack out      Supporting Effort: ULACC established
3	<b>Tasked By Unit:</b>	<b>Planning Effort-</b>
4	<u>Unit BDE HQ:</u>	BN Staff maintains Battle Rhythm, provides updates to higher echelons, tracks submitted RFIs, submits support requests as needed.
5	•UMT's L/U with USO and community organizations	
6		<b>PTDO Organization Effort-</b>
7	<u>PTDO Organization:</u>	Deployable equipment is issued (body armor, IFAK, medic bag, JLIST). OCIE inspection and shortages submitted to CIF. Individual soldier considerations executed throughout D+1.
8	•IFAK inspection	
9	•Medic-bag inspection	<b>Mobility Effort-</b>
10	•TAT request submitted for D+9 flight	MOB initiates PAX movement request.
11	•Class I delivery	
12	•P.I.C request sent to Installation Physical Security	<b>Supporting Effort-</b>
13	•Barracks pre-inspection	Operational Support Bn established, rehearses ULACC CONOP, presents plan to the PTDO Organization.
14		
15	<u>Supporting Organizations:</u>	
16	•LRC: JLIST is delivered to BN	
17	•OSBn: ULACC established	
18		
19		



## Annex K: Contingency Mission Support

Figure 14. N+HR Sequence Sync Matrix, Day+2

	A	B
1	D+2	
2	Focus: OCIE Inspections      Critical Effort: IFAK, Medic bag, and CLS bag inspections      Supporting Effort: ULACC Estab.	
3	<b>Tasked By Unit:</b>	<b><u>Planning Effort-</u></b>
4	<b>Unit BDE HQ:</b>	No change.
5	•KGV 72 walk-thru	
6	•SI container walk-thru	<b><u>PTDO Organization Effort-</u></b>
7	•HAZMAT Walk Thru	Container pack out.
8		
9	<b><u>PTDO Organization:</u></b>	<b><u>Mobility Effort-</u></b>
10	•Containers packed, inspected, sealed CIF Draw	Container pack out. Mobility de-conflicts with LRC for inspections.
11		
12	<b><u>Supporting Organizations:</u></b>	<b><u>Supporting Effort-</u></b>
13	•Containers moved to LRC	Assist with container pack/movement, additional tasks as required.
14		
15		





## Annex K: Contingency Mission Support

Figure 19. N+HR Sequence Sync Matrix, Day+3

	A	B
1	D+3	
2	Focus: UDL locked in TCAIMS	Critical Effort: Unit staged at LRC      Supporting Effort: ULACC operations
3	<b>Tasked By Unit:</b>	<b>Planning Effort-</b>
4	<b>Unit BDE HQ:</b>	No change.
5	•UDL submitted to FORSCOM STRAT MVM	
6	•ALPS finalized w/ TRANSCOM for Dip. Clearance	<b>PTDO Organization Effort-</b>
7		ULACC operations executed. End state: PTDO organization staged at LRC and postured for rail operations, UDL locked.
8	<b>PTDO Organization:</b>	
9	•BN Rear-D is solidified	<b>Mobility Effort-</b>
10	•P.I.C received from Installation Physical Security •Rear-D C.A.M is designated •BN Rear-D IOC •DCAMS order is received •BN UDL locked in TCAIMS •SM's receive 180 DOS of personal prescription •Unit vehicles spot at rail yard	Mobility submits verified UDL to FORSCOM IOT initiate movement. Diplomatic clearance requested for HAZMAT shipments. Decision point 3 determines if PTDO organization or OSBn takes responsibility for rail loading operations.
11		
12	<b>Supporting Organizations:</b>	<b>Supporting Effort-</b>
13	•Conducts ULACC operations	Operational Support Bn hosts ULACC operations and assists with the staging of equipment at LRC.
14		
15		

## Annex K: Contingency Mission Support

Figure 20. N+HR Sequence Sync Matrix,

AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX
D+4										
Lines of Effort >	0700-0900	0900-1100	1100-1300	1300-1500	1500-1700	1700-1900	1900-2100	2100-Completion	End State	0700-0900
UNIT/ IIIC/ FCoE	Railcars Arrive FSOK						Railcars Departs FSOK		Rail Operations Complete	TCS Orders Issued to BN
										OCO Courier Orders Produced & Issued to BN
PTDO Organ- ization	Rail Operations								Rail Operations Complete & Unit Loaded for Departure	
	Rear-D FOC									Legal Brief/Will/ POA
										HERO Photos
OSBn	Rail Operations								Rail Operations Complete	
										UNIT/BN
										FCoE
										IIIC
										TRAINING
										PERSONNEL
										MATERIA L/MOB

## Annex K: Contingency Mission Support

Figure 18. N+HR Sequence Matrix, Day+4

	A	B
1	D+4	
2	Focus: SM's Clear Barracks	Critical Effort: Railcars Loading      Supporting Effort: Rail Spot
3	<b>Tasked By Unit:</b>	<b>Planning Effort-</b>
4	<u>Unit BDE HQ:</u>	No change.
5	•NSTR	
6		<b>PTDO Organization Effort-</b>
7	<u>PTDO Organization:</u>	Ensure rail cars are loaded.
8	•Rear-D FOC	
9	•Loading railcars starts	<b>Mobility Effort-</b>
10	•Rail loading complete	Rail cars loaded.
11		
12	<u>Supporting Organizations:</u>	<b>Supporting Effort-</b>
13	•LRC: Railcars arrive FSOK	NSTR
14	•Rail departs FSOK	
15		
16		

## Annex K: Contingency Mission Support

Figure 19. N+HR Sequence Matrix, Day+5

AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG
	D+5									
End State	0700-0900	0900-1100	1100-1300	1300-1500	1500-1700	1700-1900	1900-2100	2100-Completion	End State	Lines of Effort >
Rail Operations Complete	TCS Orders Issued to BN	LOAC/ROE Briefs to CDR's							TCS/Applicable Orders Generated	UNIT/IIIC/FCoE
	OCO Courier Orders Produced & Issued to BN									
Rail Operations Complete & Unit Loaded for Departure	Property Book "Split"								1) Property Book Split 2) POV Inspection & POV moved to Storage Lot	PTDO Organization
	Legal Brief/Will/POA	ESAPI Plate Inspection/Replacement	CIF Draw	POV Inspection	POV Moved to Storage Lot	LOAC/ROE Briefs from CDR's to SM's				
	HERO Photos									
Rail Operations Complete										OSBn
	UNIT/BN									
	FCoE									
	IIIC									
	TRAINING									
	PERSONNEL									
	MATERIA L/MOB									

## Annex K: Contingency Mission Support

Figure 20. N+HR Sequence Matrix, Day+5

	A	B
1	D+5	
2	Focus: RFI Draw	Critical Effort: ESAPI plate issue      Supporting Effort: NSTR
3	<b>Tasked By Unit:</b>	<b>Planning Effort-</b>
4	<b>Unit BDE HQ:</b>	No change.
5	•TCS orders issued to BN	
6	•OCO courier orders produced and issued to BN	<b>PTDO Organization Effort-</b>
7	•LOAC/ROE briefs to CDR's	Deployable equipment is issued (RFI).
8		
9	<b>PTDO Organization:</b>	<b>Mobility Effort-</b>
10	•CIF Draw	Ensure TCS orders are submitted IOT ensure D+9 flights
11	•ESAPI plate issue	
12	•POV inspection/ paperwork filed	<b>Supporting Effort-</b>
13	•POV moved to storage lot	Tasks as required.
14	•LOAC/ROE briefs from CDR's to SM's	
15	•SHR 'split' complete	
16		
17		
18	<b>Supporting Organizations:</b>	
19	•NSTR	
20		
21		



## Annex K: Contingency Mission Support

Figure 25. N+HR Sequence Matrix, Day+6

	A	B
1	D+6	
2	Focus: Theater Specific inoculations issued	Critical Effort: Alibi ranges and SRP
3	Supporting Effort: Alibi ranges and SRP	
4	<b>Tasked By Unit:</b>	<b>Planning Effort-</b>
5	<b>Unit BDE HQ:</b>	No change.
6	•NSTR	
7	<b>PTDO Organization:</b>	<b>PTDO Organization Effort-</b>
8	•SRP delta complete	All medical requirements met. Weapons qualifications complete. MRC and SRP alibis completed.
9	•Theater specific inoculations	
10		<b>Mobility Effort-</b>
11	<b>Supporting Organizations:</b>	Tasks as required.
12	•RAHC: Theater specific medications issued	<b>Supporting Effort-</b>
13	•OSBn: Roll-on/Roll-off static M4, M249, and CS ranges	Operational Support Bn hosts weapons range to capture any alibi qualification.
14		
15		





## Annex K: Contingency Mission Support

Figure 27. N+HR Sequence Matrix, Day+7

	A	B
1	D+7	
2	Focus: Alibi ranges and SRP	Critical Effort: Alibi ranges and SRP      Supporting Effort: Alibi ranges and SRP
3	<b>Tasked By Unit:</b>	<b>Planning Effort-</b>
4	<b>Unit BDE HQ:</b>	No change.
5	•NSTR	
6		<b>PTDO Organization Effort-</b>
7	<b>PTDO Organization:</b>	No change.
8	•Verify SRP complete	
9	•Prep for HHG/POW movement	<b>Mobility Effort-</b>
10		NSTR
11	<b>Supporting Organizations:</b>	
12	•OSBn: Roll-on/Roll-off static M4, M249, and CS ranges	<b>Supporting Effort-</b>
13		No change.
14		
15		

## Annex K: Contingency Mission Support

Figure 28. N+HR Sequence Matrix,

BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI
D+8									
Lines of Effort >	0700-0900	0900-1100	1100-1300	1300-1500	1500-1700	1700-1900	1900-2100	2100-Completion	End State
UNIT/ IIIC/ FCoE									
PTDO Organ- ization	HHG to Storage					P.O.Ws moved to BTRY/CO Arms Room			SM Personal Property Secured
						P.O.Ws is Signed by Rear-D BTRY/CO CDR			
OSBn									
									UNIT/BN
									FCoE
									IIIC
									TRAINING
									PERSONNEL
									MATERIA L/MOB

## Annex K: Contingency Mission Support

Figure 29. N+HR Sequence Matrix, Day+8

	A	B
1	D+8	
2	Focus: HHG to storage	Critical Effort: HHG to storage      Supporting Effort: NSTR
3	<b>Tasked By Unit:</b>	<b>Planning Effort-</b>
4	<b>Unit BDE HQ:</b>	No change.
5	•NSTR	
6		<b>PTDO Organization Effort-</b>
7	<b>PTDO Organization:</b>	No change.
8	•HHG to storage	
9	•POW's moved to Btry/Co arms room	<b>Mobility Effort-</b>
10	•POW paperwork signed by Rear-D Btry/Co CD	HHG moved to storage, ensuring care for individual soldiers' personal belongings while maintaining flexibility in scheduling.
11		
12	<b>Supporting Organizations:</b>	<b>Supporting Effort-</b>
13	•NSTR	NSTR
14		
15		



## Annex K: Contingency Mission Support

Figure 31. N+HR Sequence Matrix, Day+9

	A	B
1	D+9	
2	Focus: SM's clear barracks	Critical Effort: 100% Accountability Supporting Effort: Iron Station time
3	<b>Tasked By Unit:</b>	<b>Planning Effort-</b>
4	<b>Unit BDE HQ:</b>	No change.
5	•Culture Brief	
6		<b>PTDO Organization Effort-</b>
7	<b>PTDO Organization:</b>	Ensure 100% accountability as the unit moves to the airfield and prepares to deploy.
8	•SM's clear barracks	
9	•SM's weighed at LRC	<b>Mobility Effort-</b>
10	•Unit staged at HPAAF	NSTR
11	•Unit Loading A/C	
12	•Wheels up at HPAAF	<b>Supporting Effort-</b>
13		Ensure coordination of station times.
14	<b>Supporting Organizations:</b>	
15	•LRC: Busses staged to load SM's	
16	•FCoE: MP's staged for escort	
17	•HPAAF: Iron on ground at HPAAF	
18	•HPAAF: Station time	
19		
20		

## Annex L: Country Clearance Request

## 1. General:

a. Select units will conduct a Phase I (Leaders' Reconnaissance), Phase II (Staff Embed) and Phase III (Pre-deployment Site Survey) to facilitate the deployment process and enable a smooth, timely, and effective transition of forces into certain Theaters of Operations. These missions allow units to coordinate replacement directly with host units, and enables deploying units to accomplish the following key tasks:

- (1) Gain a situational understanding of the AO.
- (2) Establish points of contact and continue a thorough planning process for smooth execution.
- (3) Exchange current operational information and products for mission analysis.
- (4) Obtain understanding of current operational environment.
- (5) Observe key functions.
- (6) Establish key contacts for addressing future RFIs.
- (7) Conduct Information exchange with unit counterparts.
- (8) Provide lessons learned.
- (9) Clearly define Request for Information (RFI) process to exchange information over the planning and transition process.
- (10) Determine the type and amount of Theater Provided Equipment (TPE), if any, which will be available to the incoming unit.

b. Ideally, the end state is that participants in the Leaders' Recon: return familiar with deployment RSOI procedures and requirements; possess sufficient understanding of their AORs and missions; are prepared to conduct a seamless Relief in Place (RIP) and Transfer of Authority (TOA). The key purpose of the Phase III, PDSS, is for logistical coordination. Because of this, the unit must send either their Property Book Officers (PBO) or S-4 representative.

c. Typically, only Brigade size units will plan, coordinate, and execute one each Phase I-III. The Phase III normally occurs NLT 180 days prior to SECDEF ordered Latest Arrival Date (LAD). Requests are due to III CORPS 45 days prior to the start date of the requested trip.

d. Personnel travelling on TDY orders must have an approved country clearance before gaining entry to a country requiring a clearance. See The Foreign Country Clearance Guidance at <https://www.fcq.pentagon.mil/>



## Annex L: Country Clearance Request

### 2. Required Tasks:

#### a. Individual Tasks:

- (1) Completely fill out the country clearance request form.
- (2) Complete Level 1 Anti-terrorism training on-line.
- (3) Attend country threat briefing, specific to area(s) visited.
- (4) All country clearance personnel will be in a TDY status.
- (5) Qualify with individual weapon: M-9, M-4, or M-16. At a minimum, all should be qualified on the M-9.
- (6) Complete the full medical SRP and pick up medications-be in full deployable status. Ensure Malaria Prophylaxis, especially in tropical regions.
- (7) Submit travel vouchers thru supervisors for signature (this is TDY travel).

#### b. Unit Tasks:

- (1) Provide vehicles and drivers for transportation of visiting personnel to and from the Lawton Airport. Personnel will deploy from Fort Sill to the Lawton Airport via ground movement (i.e., TMP, rental car, etc.)
- (2) Conduct country threat briefing for visiting personnel.
- (3) Verify security clearances for visiting personnel.
- (4) Provide courier orders for visiting personnel, as needed.
- (5) Make travel arrangements for; commercial and military air, as well as all required ground transportation to support travel.
- (6) Coordinate with civilian airline for weapons transport, as required. Provide weapons cases and locks for transport of weapons, as required by the airline. Be sure to declare weapons upon check-in for commercial flight.
- (7) Request country clearance thru the Security Division.
- (8) Process and approve TDY orders for all visiting personnel.
- (9) Ensure that all TDY orders State, "Individual is authorized to transport weapon", if transporting weapon.

## Annex L: Country Clearance Request

### 3. Additional Information for Travelers:

- a. Uniform for travel is deployment uniform, ID Card and ID Tags. Civilian attire may be required, if flying commercial.
- b. Each Soldier is authorized to deploy with two checked bags (rucksack, duffle bag or aviator kit bag not to exceed 50 pounds each), and one carry-on bag. Civilian luggage is not authorized for deployment.
- c. Weapons are NOT AUTHORIZED if traveling through Kuwait City International Airport. If traveling through KCIA, requesting unit should coordinate with host unit to borrow weapons during their visit.

### 4. Business Rules for Country Clearances:

- a. Pax limit for a PDSS team is 15. [CENTCOM]
- b. Pax limit for Leader's Recon is five. [CENTCOM]
- c. Pax limit for Staff Embed is two. [CENTCOM]
- d. The dates for the entire visit must be in the same month. [CENTCOM]
- e. Each BCT/BDE is authorized ONE each Leaders Recon/Staff Embed/PDSS. [CENTCOM]
- f. Submit requests at least 45 days prior to planned travel dates, to allow for processing.
- g. Exception(s) to Policy Request Memorandums are required for deviations to the aforementioned business rules.
- h. If possible, prior coordination should be done between requesting unit and host unit to ensure no scheduling conflicts. A host unit POC will be needed for the request regardless.

### 5. Submitting Country Clearance Requests: Units will request country clearances at <https://apacs.dtic.mil/apacs/login.jsp> NLT 45 days prior.

### 6. Tracking Your Request Status:

- a. The G5 will contact the submitting unit of clearance request as updates occur, but units can check the status of their request by calling G-5 at 287-7121.
- b. The three statuses from APACS are "SUBMITTED", "IN PROGRESS" and

## Annex L: Country Clearance Request

“APPROVED”. Name changes after the initial submission will reset the process.

### 7. Preparing for Travel:

- a. Unit mobility Warrant Officers will be responsible for coordinating all country clearance travel with G-5.
- b. Submit RTF request spreadsheet and orders to G-5 for rotator flights and scheduling, if flying on the rotator.
- c. Confirmation will be sent to the unit once seats on the rotator are reserved.
- d. Once the Lawton to Dallas flight is confirmed these itineraries will be forwarded to the unit.
- e. Units will ensure they keep the Installation Transportation Officer informed of their travel intentions and proposed itineraries, which will enable the ITO to maintain visibility and assist if/when problems arise.
- f. Once a rotator seat is scheduled; it is by name. If an individual needs to be removed or added; contact the G-5 immediately. The seat will have to be cancelled and the other Soldier booked.

## Annex M: Rail Operations

1. General: The purpose of this annex is to provide units deploying from Fort Sill by rail information to ensure cargo is prepared properly for shipment. Appendix 1 to Annex M Rail Operations located in one Excel with TABs A-H. To facilitate preparation, units will, upon notification or receipt of port call message conduct final coordination with the Fort Sill Operations Center/Emergency Operation Center (FSOC/EOC) within 48 hrs. To synchronize the deployment timeline and to conduct the five-station pre-inspection process.

### 2. Responsibilities:

#### a. Installation Transportation Office (ITO):

- (1) Provide assistance and oversight to deploying units during rail operations.
- (2) Coordinate Logistics Readiness Center (LRC) maintenance support when requested by the deploying unit.
- (3) When requested, coordinate rail load and tie-down training for deploying unit drivers and assistant drivers before beginning rail load operations.
- (4) Direct vehicles into position and build railcar loads.
- (5) Be Prepared To (BPT) be the LNO between the deploying unit and CSX Transportation.

#### b. Arrival/Departure Rail Control Group:

- (1) Provide assistance to deploying unit during rail operations.
- (2) Provide MHE support during rail operations to move/load containers or equipment.
- (3) BPT move containers from unit area to Fort Sill Rail Yard.
- (4) Hand receipt rail tool kits to deploying units.

c. Installation Safety Office: Provide Safety oversight and feedback to deploying unit during Rail Operations.

#### d. Deploying Unit:

- (1) Deploying units are required to submit Unit Deployment Lists (UDLs) to the ITO NLT 106 days prior to Available Load Date (ALD) on TPFDD.
- (2) Fort Sill units will Radio Frequency Identification (RFID) tag all containers, pacing items, C2 vehicles and equipment, and any other high priority cargo as

Annex M: Rail Operations

determined by the unit commander.

(3) Conduct Pre-TFAA operations NLT 10 days prior to unit rail load date (RLD)

(4) Units are responsible for ordering their own RFID tags and batteries through normal supply channels. The following information is provided:

- a. SAVI Model 410, NSN 6350-01-495-3040.
- b. SAVI Model 654, NSN 6350-01-523-1998.
- c. SAVI Model 654 sleeve, PMJ-AIT Clinic # 2009ca, NSN 6350-01-523-1998.
- d. Model 410 RF battery, 3.6 volt AA lithium batteries, NSN 6135-01-301-8776.
- f. SAVI Model 654 RF tag battery NSN: 6135-01-524-7621 or PMJ-AIT CLIN# 2009cb.
- g. Plastic zip ties (50 lb. test) (color-natural), NSN 5975-00-074-2072; (color black), NSN 5975-00-984-6582.

(5) Units are responsible for ordering and providing their own Blocking, Bracing, Packing, Crating and Tie-down (BBPCT) materials. Contact DPW for ordering information for dunnage.

(6) The deploying unit will provide all support of equipment out load at the Fort Sill Rail Operations Facility.

(7) The deploying Unit will provide designated personnel to manage and operate all inspection stations at the rail yard, and all operations at the Fort Sill Rail Yard to include rail tie-down, ground guides, drivers, mess support, and respective consolidated brigade areas.

(8) During equipment out load the deploying unit provides command and control for unit equipment out load.

(9) Conduct TFAA inspection stations 1-4 with a minimum of 13 Soldiers at the SROF. There are five inspection stations.

- a. Station #1: Equipment Dimensions & Dispatches
- b. Station #2: Vehicle & Secondary Load
- c. Station #3: Maintenance
- d. Station #4: Hazardous Material Certification Inspection

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- e. Station #5: Final Check.
- f. Inspection stations 1 through 4 are manned and operated by the deploying unit.
- g. A HAZMAT qualified person man's station 4.
- h. Station 5 is manned and operated by ITO. TFAA checklist provided at the end of this annex.
- i. Battery UMO will be at stations 1, 2, and 5.
- j. NCOIC and ground guides to marshal equipment in the Fort Sill Rail Yard for commercial line haul and loading onto rail cars.
- k. Establish Privately Owned Vehicle (POV) parking area adjacent to the rail operations building.
- l. BPT to conduct Rail Load/Tie-Down Teams with a minimum of 42 Soldiers per 12-hour shift per rail spur. C2 each team with an NCOIC (staff sergeant or above is mandatory). BPT provide additional ground guides dependent on the intensity of the mission.
- m. BPT brief rail deployment support concept during the Deployment Rock Drill if scheduled by the G4. Brief will include: required deploying unit movement plan to the rail operations facility, risk assessment, POV parking plan, status of drivers pool, ground guides, and tie-down teams.
- n. BPT, in conjunction with ITO, conduct rail load and tie-down training for deploying unit drivers and assistant drivers before beginning rail load operations. Employ these trained Soldiers to assist with rail load and lashing operations.
- o. BPT coordinate with Unit Movement Officer for hand receipt of rail tool kits.
- p. Coordinate with ITO for on-site maintenance contact team from LRC.
- q. Provide medics or combat lifesaver with a dedicated evacuation vehicle to support Fort Sill Rail Operations. Ensure the dedicated EVAC vehicle is clearly identified and briefed at the daily safety briefs.
- r. Coordinate with DPW for placement of additional dumpsters and port-a-lets if needed. Ensure that all rail sites are policed prior to release of rail load teams. Deploying unit personnel are not released without approval from the rail operations OIC (designated by deploying unit).
- s. Point of contact will remain at the Sill Rail Operations during execution of contracted rail operations.

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t. Unit Movement Officer (UMO) from each battalion who will represent the interests of their entire battalion's equipment in order to resolve any issues with CSX and ITO.

u. Provide a school certified HAZMAT representative from each Unit to correct any HAZMAT issues that might arise.

v. Units will provide a four Soldier team led by an NCO, to fix possible discrepancies, maintenance, adjusting secondary loads for all unit equipment within the battalion.

w. BPT provide mess support for respective unit(s) while located at the SROF.

x. Report resource shortfalls identified during initial planning through unit S4 to G4 and/or G8 as appropriate.

y. Maintain communications with the EOC and SROF at all times. Priority of means is non-secure phone or radio (Motorola net).

z. BPT to plan for continuous 24/7 operations to meet mission requirements and established timelines.

aa. Equipment arriving at the seaport must be clean, free from fluid leaks, and in good mechanical condition, therefore it must be in the same mechanical order before getting loaded on a rail car. Vehicles must be equipped with the proper, serviceable, lifting shackles/devices. Additionally, vehicles moving by sea must have 3/4 tank or less of fuel prior to reaching the port.

ab. Cargo loaded in or on vehicles must be properly secured for rail shipment. Loose cargo loads are not permitted. Units should prevent metal-to-metal contact if there is a possibility of abrasive damage. For example: a generator loaded onto the bed of a truck may have to be palletized to prevent metal-to-metal contact. MILVANS loaded onto the cargo bed of a truck must be blocked and braced with wood or the cargo bed covered with a wooden floor structure to prevent metal-to-metal contact. Exceptions may be made for smaller nested items such as toolboxes loaded and secured on the bed of vehicles or other primary equipment.

ac. Equipment maintenance must be accomplished at unit motor pool prior to arrival at the SROF.

ad. Military shipping labels (MSL). All vehicles and containers will be labeled with military shipping labels (MSLs). At least two MSLs are printed by the deploying unit using the Transportation Coordinator's Automation Information for Movements System (TCAIMS) II for each item on the UDL and must be affixed to the corresponding equipment prior to departure from home station.

## Annex M: Rail Operations

ae. Labels must reflect the unit identification code (UIC), Shipment Unit Number (SUN), model number, and dimensional data as provided on the UDL.

af. Labels for military vehicles must be applied on the left side (driver side) front bumper and on the driver's side door, or in corresponding locations for vehicles without bumpers or doors. Labels for MILVANS, ISUs, and other break bulk cargo, are placed one on side and one on end. Any MSLs from previous deployments must be completely removed to avoid confusion or miss-shipment.

ag. All vehicles and containers will have completed packing lists. Vehicle packing lists will be included in the vehicle logbook; container packing lists will be on both the outside of the door and the inside of the door, in suitable document protectors. For equipment going through the Pakistan GLOC packing lists will only be placed on the inside of the door (in suitable document protectors) to prevent pilfer.

ah. Sensitive items are identified by commodity code on the UDL and will be accompanied by a DD form 1907 to establish "chain of custody." Packing lists for containers containing sensitive items will be completed in full only on the inside door; do not identify sensitive items on the packing list posted on the outside of the door.

ai. Vehicles/containers containing HAZMAT will be identified by commodity code in the UDL and be properly documented (DD 2890 for surface) and placarded. Hazardous cargo must be segregated and labeled IAW 49 CFR/AFJMAN.

aj. The revised DD form 2890 must be used to document hazardous material deploying via surface transportation. The DD form 2890 must be certified, visible, and completed in at least five (5) copies. For containerized cargo, one copy will be retained by the certifying unit, one by the ITO, one will be placed inside the container or package, and one copy will be affixed to the outside of the container or package (in suitable 'packing list enclosed' envelope), and one copy will be provided to the port thru the ITO, at least 48 hours prior to their arrival at the port. For vehicles, one copy will be retained by the certifying unit and one by the ITO, two copies will be on the vehicle (one visible and one in the log book), and one copy will be provided to the port. If HAZMAT documentation is not correct and on time, it will be frustrated cargo.

ak. Unit vehicles/containers will be properly placarded IAW 49 CFR.

al. A guard force with NCOIC to secure equipment at SROF.

3. Conduct Task Force Assembly Area (TFAA) Operations: BDE TF will assemble, sequence, and inspect loads in UMAs. Units will then move equipment to inspection stations collocated with the RMA IAW TF rail movement table. Supported by the ITO, Inspection operations will provide the final UDL verification/update and inspection to sealift standards. Upon completion, vehicles will be staged in a secure holding area. If going by rail, equipment will be staged in the SROF Marshaling Area once equipment has passed all inspections. Deploying unit will provide staging area NCOIC. Inspection



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stations will include, but are not limited to:

- a. Station # 1 - All dimensional data will be IAW TB 55-46-1
- b. Station # 2 - Secondary loads check. IAW TEA Pam 55-19

(1) Sealift Deployment - the following tasks must be complete and equipment present:

(a) Banding will be used on all built-up secondary loads/boxes using 1 ¼ inch (double strand) or larger steel banding. The band will be a continuous loop. Not required for OCONUS due to the CENTCOM, VU Bolt and Cable seal requirements.

(b) QUADCONs, ISUs, and MILVANs (same as above). Chains and straps must cross when securing container to a primary load.

(c) All equipment that is loaded as secondary cargo will be properly blocked and braced. Blocking and bracing material reduces horizontal, vertical, and front to back movement.

- c. Station # 3 - Maintenance

(1) Sealift Deployment - the following tasks must be complete and equipment present size.

a. Tie-Down Clevises/Shackles. Ensure they are present and of the correct

b. Military Shipping Labels (MSL). Ensure there are two labels per piece of equipment and match the container serial number and/or vehicle bumper number, serial number and UDL.

c. Sling pins must be present

d. Prime movers will have (½ - ¾) tank of fuel.

e. Trailer mounted equipment must be emptied of fuel if applicable.

f. The 5000 gal tankers/TPUs/fuel bladders that contain JP-8 or Diesel, must be emptied. Un-purged fuel bladders will not be shipped in QUADCONs, ISUs, or MILVANs.

g. 5000 gal tankers/TPUs/fuel bladders (MOGAS or JP-8) must be drained and purged with certificate.

h. Jerry cans must be empty and purged (Ensure gasket is present) and stored on vehicles, not in QUADCONs, ISUs, or MILVANs.

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i. Field Kitchens, (stoves, lanterns, MOGAS generators, etc) must be drained and purged with certificate.

j. Batteries on generators/trailers or skid mounted equipment must be disconnected and battery posts and cables must be taped. Batteries must be secured in approved bracket. Note: This is required only if it is containerized.

k. No Class III leaks.

l. QUADCONS/MILVANS/ISUs will have TCN, gross weight stenciled on container, Military Shipping labels, and unit marking (IAW Annex A, Tab 7). All non-secondary load containers will be placed in a TEU (20' Equivalent) configuration.

m. Military Shipping labels will not be placed on QUADCONS, ISUs, or MILVANS that are secondary loads. Note: the OPOD directs units to have labels for secondary loads IAW TCAIMS II; in the event they need to be reduced at port for stowage.

n. If a vehicle is equipped with an ignition, keys will be attached to the steering column (with string or wire) in a manner that will allow the key to reach the ignition switch.

o. Remove tarps and bows and ensure mirrors will fold.

p. Antennas must be removed.

q. Band OVM boxes (for security)

r. Do not band battery boxes on vehicles.

s. Do not reduce cabs on vehicle

d. Station # 4- Hazardous Material and documentation check.

(1) Hazardous material must be segregated/packaged/placard in accordance with BOE 6000, Vessel column or CFR 49 or IMDG. Commodity code column will be annotated on UDL. Note: Port Call Message may further restrict some classes of materials from shipment due to ship characteristics.

(2) Appropriate documentation will accompany hazardous material (DD Form 2781 and DD 2890). Five copies (each) are required.

(3) TCN will be stenciled on all equipment that can be removed from vehicles, to include acetylene/nitrogen/oxygen bottles. This will ensure cargo can be tracked and linked-up upon off-load. Containers/vehicles must be labeled IAW Annex A, Tab 9.

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(4) All compressed gas (full size) bottles must be removed from equipment, palletized, banded/placard, and stored by/with compatible equipment.

e. Station # 5- Final check and MSL verification.

(1) Make final UDL input. Weights and height data from inspection operations are input to update UDL. RFID tags, burned and affixed IAW TAB 10 of this annex.

(2) Rolling stock is inspected IAW the SROF Inspection Checklist (TAB 4 of this annex) in order to ensure equipment is prepared prior to loading on the rail car or commercial line haul truck. Traffic flow in staging area will be IAW SROF layout.

(3) Vehicles that do not successfully pass inspection will be processed throughout all four inspection stations to ensure all deficiencies are identified and then directed to the frustrated cargo area for unit representatives to correct deficiencies.

(4) MSLs that do not pass inspection will be reprinted on-site. The UMO is responsible for inputting the correct info in TC AIMS II and affixing the corrected labels.

(5) All containers are sealed with one-time locks (Vu Bolt Seal) IAW Tab 11.

### 4. Rail Load Operations:

a. Minimum uniform requirements for deploying unit personnel working at rail sites are reflective gear, ACUs, ACH, gloves and cold/wet weather clothing (as required). Safety standards dictate that ACH or hardhat and leather gloves will be worn when working on rail cars. No LBE/LBV will be worn while performing tie-down functions so as to prevent Soldiers from becoming entangled in cables or chain devices or getting hung-up on vehicles.

b. Deploying units will mark equipment designated for priority loading (i.e. C2 vehicles, MHE, medical equipment) by placing a placard with a 6-inch "P" in the passenger side windshield.

c. Deploying units will placard vehicle passenger side windshield with the following data typed and inserted in an 8 ½" x 11" document protector taped to the inside of the windshield:

(1) UIC

(2) Unit Name

(3) Final Destination (i.e. JAF, BAF, KAF, SAL, SHA,)

(4) POC

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d. ITO personnel will direct vehicles into position and build railcar loads. Railcar loads will be grouped according to which rail spur they will be directed to for loading. Priority loads will be grouped separately.

(1) The staging of efficient rail car loads depends on a sufficient mix of large and small vehicles.

(2) Once an appropriate mix of vehicles (as determined by ITO) has been marshaled by type, staging will begin.

(3) Staging occurs in the southern half of the SROF.

e. A safety briefing will be given by the ITO daily and at shift change to all loading personnel at the first active rail spur prior to any loading/off-loading operations.

f. An ITO representative will conduct a review of tie-down standards. Railhead NCOIC will then distribute spanners along the rail cars to be loaded (Only if CSX does not provide this service).

g. Load teams will position the spanners on the railcars (Only if CSX does not provide this service). When ground guides are in position, ITO will call carloads forward to the ramp for loading.

h. ITO cargo specialists will ensure safe operations and proper positioning of equipment on the rail cars. ITO will document cargo concurrently with loading.

i. Any deficiencies noted during the documentation process (e.g. incorrect, duplicated or missing MSL or HAZMAT placards) will be corrected by owning unit.

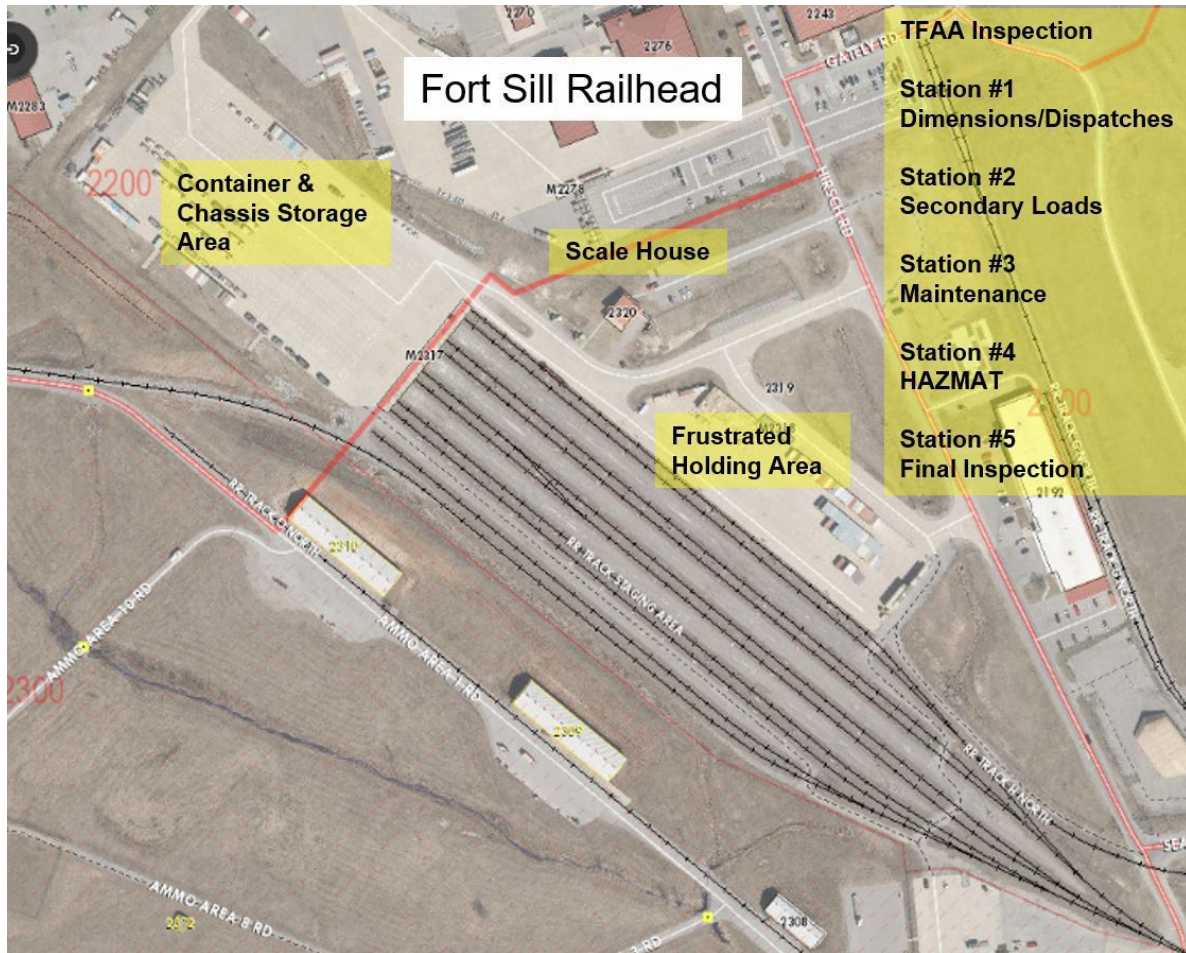
j. Once loaded, deploying unit rail load teams with unit drivers will tie-down all equipment on the railcars with technical supervision provided by ITO cargo specialists. Safety wire will be placed on chain hooks when tie-down is complete. All mirrors will be pulled in to side of vehicle.

k. When complete, the railhead NCOIC will coordinate through the ITO for final inspection by the rail carrier. The railhead NCOIC will not release tie-down teams until the ITO clears them from inspection.

l. Load team working bi-level train cars are responsible for opening bi-level car doors prior to rail loading and closing Bi-level car doors after the rail company representative's inspection is complete.

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Figure 1. Fort Sill Rail Operations Facility Procedure Diagram





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## Figure 2. TAB A: Rail Deployment Milestones

- LAD-230: Initial UDL is complete. BUMPER NUMBER ACCURACY IS NOT IMPORTANT, but the total should equal the number authorized minus the PREPO distribution. The MPOE code (method of movement code) accuracy is very important. Code all line haul as civilian until military line haul piece count is confirmed. Strike any reference to bumper or serial number accuracy. All data should be accurate to facilitate Shipping Label printing at the earliest opportunity.
- LAD-180: Planning begins. Plan for rail, but may be barge depending on bidding.
- Disseminate spreadsheet format that show number of pieces by type and movement.
  - Identify one POC for all admin/non-BCT units for movement purposes.
- LAD-120: ID the number of vehicles on spreadsheet by type that are authorized by MTOE for the CTC. PBO/S-4 confirms. Also, ID all non-BCT equipment that is going.
- LAD-110: Number and method Confirmation Brief with XOs to ensure that DEL and spreadsheet list the correct number of vehicles moving by each mode. The initial number of ISUs and MILVANS are identified. ISUs that are going rail/barge and are not secondary loaded are matched with another BCT unit with space available. ISUs moving by line haul are not secondary loaded and are listed separately on the UDL. Turn in SAAM air request, if applicable.
- LAD-106: Dimension Check is performed by the UMOs under C2. Mirrors in and the actual height, including secondary loads, is measured and inputted on the UDL. All trailers should be paired with a prime mover on the UDL if possible.
- LAD-96: Final UDL is complete. The only changes that should occur from this point are bumper number changes. All vehicles are coded by the rail/barge, commercial/military line haul, convoy, air, and self-deploy. All measurements are correct. All trailers are paired with prime movers. All ISUs that will be secondary loaded are listed as such.
- LAD-95: Final UDL is sent to FORSCOM/SDDC for bid.
- Consolidated MILVAN request to ITO.
  - Cable/clamps/thimbles/extra nuts/wire ties are ordered through supply system or purchased locally (keep for return trip/redeployment).
  - Convoy clearance request to UMC /ITO.
  - Bus request to ITO.
  - Request support thru unit SPO to MCT (MHE including RTCH, flatbeds, lights, etc).
- LAD-90: MILVANS weighed and all MSLs printed.

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- TFAA Complete
- Rail upload.

LAD-75: - Train pulls.

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Figure 3. TAB B - Rail Request:

Questions regarding rail request will be directed to the Installation Transportation Office.

1. Movement by rail will be requested in the following manner:

a. The UMO/BDE S4 will request rail cars through the ITO (UMC) /ITO with a Material Movement Request and 2 copies of the UDL NLT 75 working days prior to date required. The request will contain the following:

- (1) Unit equipment density, list of all equipment moving by rail.
- (2) The dates spotting, loading, pulling, and the required delivery date.
- (3) A copy of the rail load plans.
- (4) Data for both deployment and redeployment needs.

b. Rail load plans can be generated by TCAIMS II from the UDL's. The more accurate the UDL, the more accurate the rail plans. ITO can approve these rail plans. If the rail load plans are not complete, ITO can assist the requestor in the proper preparation of these plans.

c. The ITO through ITO will obtain cost estimates. The ITO will also confirm the number of cars and loading dates.

d. Once the cost estimate is obtained, the ITO will contact the unit POC. The ITO will also prepare a fund cite request and forward it to the Division Comptroller.

e. If substantial changes are made to, load plans the cost and amount of rail cars may change. Changes will not be accepted within 10 days of deployment.

f. The ITO will maintain communication with ITO until the railcars spot, load, pull and required delivery dates are confirmed.



Annex M: Rail Operations

Figure 4. TAB C - Railhead Leader's Safety Checklist:

1. Soldiers in correct uniform?
  - a. ACH or hardhat worn?
  - b. Work gloves worn?
  - c. Road guard vest for all ground guides?
  - d. Ground guides using correct procedures?
  - e. Railcar ground guide teams include one guide on the railcar, and one on each side of car?
  - f. Guides will use ladders to mount / dismount railcars (do not jump).
  - g. Guides will not back up on cars while guiding. Stop vehicle, turn around, and walk.
  - h. Guides will not stand on railcar with moving vehicle.
  - i. No running allowed at any time.
2. Drivers using correct driving procedures on railcars?
  - a. Speed Limit = 5 MPH.
  - b. Do not drive on a railcar that someone is standing on.
  - c. Keep eyes on the ground guide at all times.
  - d. Do not slam on brakes while crossing spanners.
  - e. Drivers will not move equipment on and off rail cars without combat lifesaver/aid vehicles onsite.
  - f. Drivers using correct driving procedures in the railhead.
  - g. Follow the ground guides/signs that are posted.
  - h. Do not stand between vehicles when positioning in the marshaling/ staging areas.
  - i. Designated aid vehicle, medic/combat lifesaver w/bag, on site.
  - j. Designated parking area(s) for POVs.

## Annex M: Rail Operations

Figure 4. TAB D - Railhead Inspection Checklist:

1. Station #1. Equipment Dimensions & Vehicle Dispatches.
  - a. Two (20 matching MSLs present and applied correctly.
  - b. Dimensions (length, width, height and weight on MSL correct) if secondary load is present dimensions include secondary load.
  - c. Vehicle/Equipment folder present.
  - d. DA Form 2404/5988E complete and present.
  - e. Dispatch valid for deployment.
  - f. UMO/Maintenance team present.
  - g. Load cards, FC Form 285-R (1 filled out and 2 blank).
  - h. Vehicle cleanliness. No large amounts of mud or trash.
  - i. Bumper number and unit clearly stenciled on vehicle.
  - j. TCN (found on MSL) marked in 1" letters on vehicle (location determined by OPORD or unit SOP)
2. Station #2. Vehicle & Secondary Load
  - a. Secondary cargo on vehicle secured with 3/4" steel banding, and two crimps.
  - b. Secondary cargo on trailer secured with 3/4" steel banding, and two crimps.
  - c. Canvas removed or held in place with chafing gear and 3/4" banding.
  - d. Antennas removed, tagged and secured in the cargo compartment or container.
  - e. Windshields padded and secured (if down). Windshield, lights, and mirrors not covered with tape.
  - f. Containers / ISUs if loaded as secondary loads must be: secured to anchor point with 5/8" wire rope (steel cable); saddle nuts tightened to 45 ft. lbs. or double nutted; dunnage present to prevent metal to metal contact; locked or sealed, with keys present; DA Form 5748R posted on left door, and DD Form 2890 and purging certificates present as required.
3. Station #3. Maintenance.
  - a. No Class III fluid leaks.

Annex M: Rail Operations

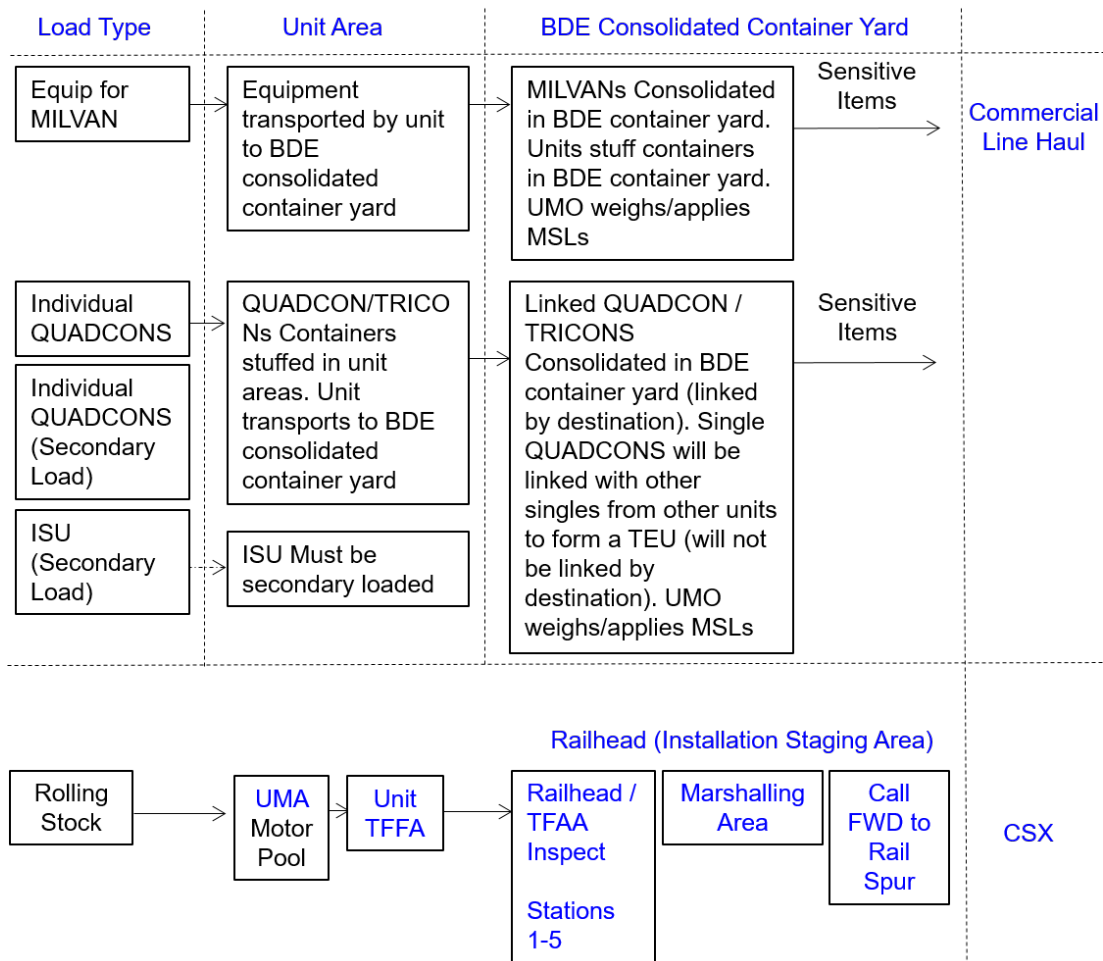
- b. Vehicle starts under its own power.
  - c. Transmission operational.
  - d. Brakes operational.
  - e. Battery hold-downs installed correctly and battery not leaking.
  - f. Tires inflated to the correct pressure.
  - g. Trailer brakes operational.
  - h. All tie down shackles present w/cotter pins.
  - i. All pintle hooks serviceable.
  - j. All pintle hooks have cotter pins.
  - k. All lights operational.
  - l. All fuel filler caps have required gaskets.
4. Station #4. Hazardous Materials.
- a. Four (4) copies of DD Form 2890 present as required.
  - b. DD Form 2890 filled out correctly with TCN and bumper # HAZMAT packaged IAW CFR 49, DTR and IMDG if going by sea movement.
  - c. HAZMAT labeled IAW CFR 49, DTR or IMDG.
  - d. Four (4) placards present if required.
  - e. HAZMAT readily accessible for inspection.
  - f. Fuel cans with fuel stored and secured in authorized brackets.
  - g. Fuel cans drained if stored in containers.
  - h. Fuel level between  $\frac{1}{2}$  and  $\frac{3}{4}$  on prime mover and empty on secondary loads.
  - i. Compressed gases segregated, palletized, blocked and braced and properly marked.
5. Station #5. Final Check (Completed at SROF)

Annex M: Rail Operations

- a. Two matching MSLs applied correctly.
- b. Bumper and serial numbers on vehicle match MSL.
- c. All stations complete.
- d. All deficiencies corrected.

## Annex M: Rail Operations

Figure 5. TAB E – Railhead Flow Chart



## Annex M: Rail Operations

Figure 6. TAB F - Railhead Report:

## Railhead Report

DTG Submitted:

Line 1: Operation Start:

Completion Time:

Line 2: Destination:

Unit	Train	# Of Cars	Rolling Stock Loaded	Containers Loaded	Total Pieces Loaded	Total Pieces Frustrated	ETD	ATD	ATA

Line 3: Explanation of Frustrated Cargo: (indicate any re-occurring causes)

Line 4: Injuries at Railhead:

Line 5: Issues Causing Delay:

Line 6: Additional Information:

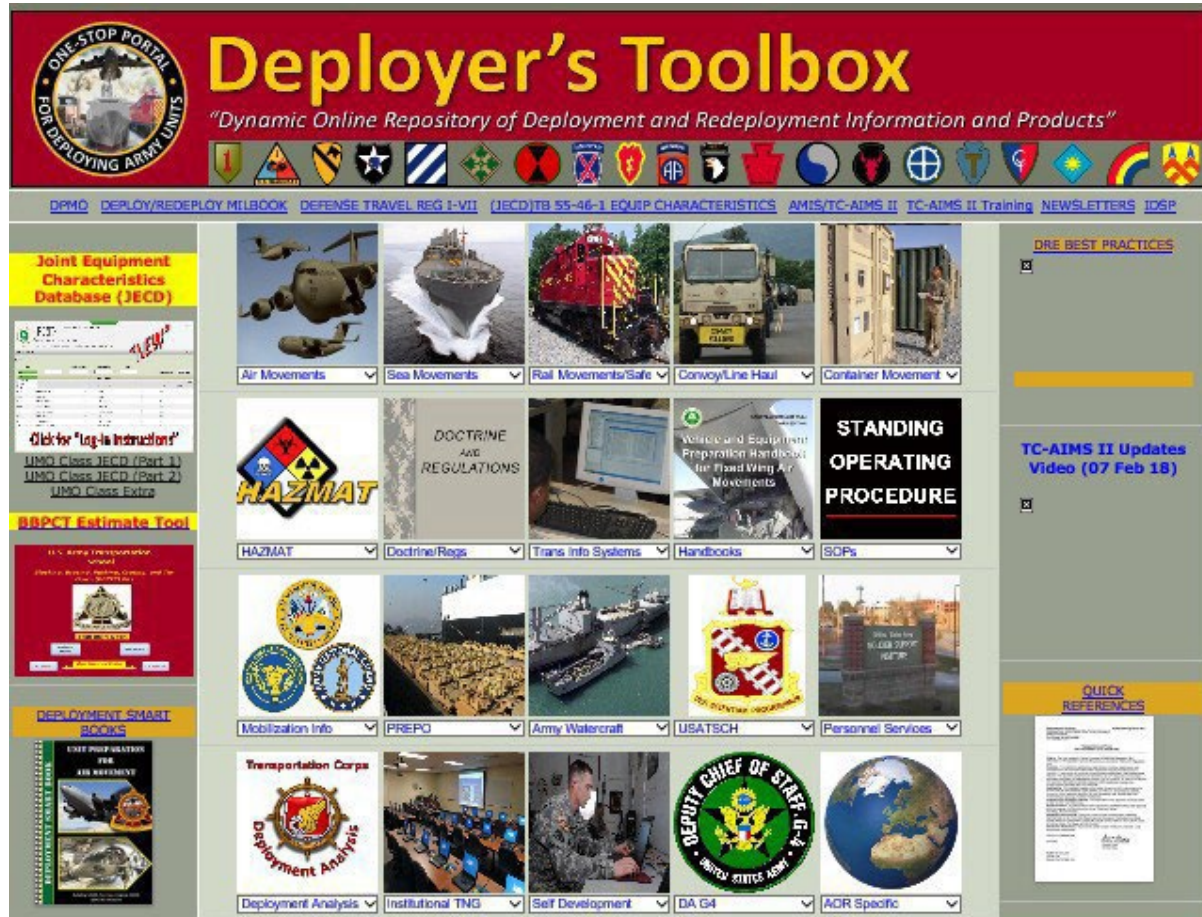
Line 7: Name of person submitting report with phone number/e-mail:

Report will be submitted by designated C2 node operations cell to the Fort Sill Operations Center (FSOC) VIA (1) Unclassified Email: [usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil](mailto:usarmy.sill.imcom.mbx.ft-sill-eoc@mail.mil), (2) Unclassified FAX DSN 580-442-7106 (DSN 639), (3) Telephone 580-442-3239/3240/3241 (DSN 639).

## Annex M: Rail Operations

Figure 7. TAB G - Container Marking/Label/Pack List Placement/HAZMAT Storage/RDF Tags:

1. The information required for container marking/label/pack list placement is located in the Transportation Corps Deployers Tool Box at the link below:  
[https://transportation.army.mil/deployers\\_toolbox/](https://transportation.army.mil/deployers_toolbox/)
2. Utilize the applicable dropdown list from the “Deployer Hand Book”, “Container Movement” and “HAZMAT” etc. based on your deployment requirements.





## Annex M: Rail Operations

Figure 8. TAB H - Vu Bolt Seal (one-time lock)

1. All containers will be sealed using a Vu Bolt/One-time Lock.
2. Apply seal after TFAA Ops to avoid unnecessary cutting of locks during the inspection process.



## The Vu Bolt Seal

ASTM Class D Seal ●●●●○



A 3/8" high-strength, tamper-resistant steel bolt seal offers extreme durability in all conditions. The Vu Bolt Seal features an extra-large head diameter, bright zinc plating for corrosion resistance, and large, easy-to-read alpha-numeric marking protected by a clear ABS cover.

**\*Features 3 security layers:**

- Hardened steel, drill-resistant lock body.
- Color coded ABS marking body.
- Clear ABS protective marking cover.

**\*Meets ISO/PAS 17712 - High Security Seal Specification.**

**Recommended Application:**





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**Specifications:**

**Packaging:**

**Options:**

- \* Bolt: SAE 1010 steel with zinc-plated finish.
- \* Bolt dimensions: 3"(76 mm) long; 3/8"(9 mm) diameter; 7/8"(22 mm) head diameter.
- \* Locking body: ultrasonic bonded ABS with steel locking elements.
- \* Tensile strength: 10,000 lbs(4,500 kg); Avg pull-apart strength: 3,600 lbs(1,634kg).
- \* Shear strength: averages 5,000 lbf (2,270 kN).

- \* 200 seals per box; 24 lbs. per box.
- \* Box dimensions: 11"x9"x5".

- \* Tracking capabilities: standard ink jet marking.
- \* Marking: 1 to 6 characters and 6 digit sequential numbering; bar code is an option.
- \* Colors: dark blue, green, orange, red, white and yellow.

**Marking:**

	Cold Stamped	Ink Jet	Laser	Hot Foil
Line 1	N/A	1-6 characters	N/A	N/A
Line 2	N/A	6 digits	N/A	N/A

Bar Code Options	Bar Code 128	Bar Code 39	Bar Code 1 2 of 5
Line 1 (lettering)	1-6 characters	1-6 characters	1-6 characters
Line 2 (bar code)	alphanumeric	alphanumeric	numeric only
Line 3 (numeric)	4 digits	4 digits	5-6 digits

\* Custom barcode available; consult customer development.

**Recommended Tools:**

Bolt Cutters - 3' long



**Technical Data  
Vu Bolt**

Dimensions (inches [mm]):

- Head diameter: 2.150 [54.7]
- Head height: 0.75 [22.2]
- Body diameter: 0.375 [9.5]
- Body length: 3.25 [82.5]
- End diameter: 0.312 [8.0]

Marking example: SAMPLE 000019



## Annex N: Ground Movements

1. General: Surface request will be used to transport personnel and equipment for deployments, redeployments, and exercise when required. Below are guidelines and requirements for each organization to follow while assigned to or supported by Fort Sill.

### 2. Responsibilities (Commercial Bus):

#### a. Logistics Readiness Center, Unit Movement Office:

(1) Reviews submitted commercial bus request and checks for accuracy and ensures form is complete.

(2) Request funds from the G8 or Resource Management Office when required.

(3) Contacts commercial industry and contracts buses for movement.

(4) Notifies Unit that they have a confirmed bus requests.

(5) Notify requesting unit regarding bus scheduled arrival time and Information of any changes.

(6) During deployments and exercises, provide FSOC/EOC a complete bus schedule for each unit departing.

(7) Provide oversight to ensure all the above policies and procedures are followed.

#### c. Deploying/Redeploying Unit:

(1) Forward a completed Personnel Movement Request, [https://www.ustranscom.mil/dtr/part-i/dtr\\_part\\_i\\_app\\_1.pdf](https://www.ustranscom.mil/dtr/part-i/dtr_part_i_app_1.pdf). Request for Group Movement to the ITO NLT 14 days (for bus) or 30 days (for air) prior to departure.

(2) Unit will request a cost estimate and receive a fund site from the G8 or Resource Management Office. This information will be forwarded to the ITO for ordering and confirming transportation.

(3) Any changes made may alter the type/amount of transportation support required. It may also affect the date and time of departure. (Changes are not accepted within three business days of movement)

### 3. Concept of the Operation (Commercial Bus):

a. Deploying unit submits Personnel Movement request to the ITO.

b. Unit movement section reviews the submitted bus request and checks for accuracy.

## Annex N: Ground Movements

c. Unit movement section submits to G8/RMO for fund site and sends the request out for bid.

d. Once bid is received and contract is established unit movement section notifies unit POC is notified of an approved request.

e. BDE Mobility Warrants will keep the FSOC/EOC/ EUT/D/ITO offices updated on all movements.

f. Deploying unit will send departure report to the FSOC/EOC/

### 4. Responsibilities (Commercial Line-Haul):

#### a. Freight Section, Installation Transportation Section:

(1) Receive Line haul requests from unit and ITO verifies request/UDL DD 1149 Line of Accounting (LOA) or TAC Code.

(2) Submits request through CMOS for bids from Industry.

#### b. Arrival/Departure Airfield Control Group (A/DACG)/MCT:

(1) Receives Bill of Lading request from unit.

(2) Forwards request to Unit movement section for verification and UDL submission.

(3) Forwards validated request from ITO for bids.

(4) Provides Material Handling Equipment (MHE) support.

(5) Fills out trip sheet for loading of unit's equipment.

#### c. Installation Transportation Office (ITO):

(1) Receives line haul request from A/DACG/MCT.

(2) Release for bids and sourcing.

(3) Notifies the unit of pick-up date if different than requested.

#### d. Deploying/Redeploying Unit:

(1) Units will submit to ITO Commercial Line-Haul Movement Request for deployment, redeployment and exercises, NLT 14 working days (for movements with less than 50k per load) or 45 working days (for movements with greater than 50k per

## Annex N: Ground Movements

load/15 or more CL trucks) prior to the deployment.

(2) Any changes made may alter the type/amount of transportation support required, may also affect the date and time of departure.

(3) The deploying unit will call the ITO one week prior to movement to confirm that there are no changes. The Unit will call again 96 hours prior to confirm departure date and time to load.

### 5. Concept of the Operation (Commercial Line-Haul):

a. Deploying unit submits Commercial Line-Haul Movement (equipment) request to SDDC for rail cars and a DD Form 1149 for freight.

b. Once request is approved, ITO freight section notifies the deploying unit.

c. The deploying unit will coordinate with ITO for any MHE support.

d. Rolling stock containers will be staged at the Logistics Readiness Center (LRC) Rail yard.

e. BDE Mobility Warrants will keep the ITO office updated on all movements.

### 6. Concept of the Operation (Tactical Vehicles):

a. Rail Requests will be uploaded and tied by ITO Tran's office.

b. Truck requests require unit to assist truck loading.

c. ITO will assign a supporting truck company to the request.

d. The supporting truck company for coordination will contact supported unit.

e. Supported POC will coordinate with supporting truck company POC for execution.

### 7. Responsibilities (Tactical Vehicle Convoy):

a. Installation Transportation Office, Unit Movements:

(1) Receive DD Form 1265/1266 Request for Convoy Clearance from requesting unit NLT 10 days prior to execution (submitted in TC AIMS).

(2) Forward request to affected State Department of Transportation for approval.

(3) Forward approved request and convoy clearance number (#) to unit UMO.

Annex N: Ground Movements

b. Requesting Unit:

(1) Submit DD Form 1265 Request for Convoy Clearance to ITO unit move's NLT 10 days prior to execution.

(2) Receive approved DD Form 1265 from unit moves.

8. Concept of the Operation (Tactical Vehicle Convoy):

a. Deploying unit submits a DD Form 1265 Request for Convoy Clearance to ITO/unit movement section. Request must be submitted 30 days prior to execution.

b. ITO/Unit movement section send the request to the affected State Department of transportation for approval and convoy number (submitted through TC AIMS).

c. ITO/unit movement section notifies the unit when request is approved and passes on convoy number.

d. Deploying unit ensures all vehicles are marked with the approved convoy number.

10. Special Handling Requests DD Form 1266 (if applicable) will be submitted through to the ITO, Unit Movement Section, and NLT 30 working days prior to movement. When conducting convoys outside of Fort Sill Oklahoma (FSOK), local police agencies can be used to control key traffic points. They can be reached at Lawton Police (580) 581- 3270 and Oklahoma Highway Patrol (405) 425-2043.

a. A DD Form 1265 and DD Form 1266 (if applicable) will be submitted to the ITO NLT 30 working days prior to movement.

## Annex O: Airlift Operations

1. General: Air Force (USAF) Air Mobility Command (AMC) is responsible to provide the necessary aircraft to airlift cargo and personnel from Ft Sill to deployed locations. Normally, AF C-17/C-5 cargo aircraft will be employed, but USAF Reserve, National Guard and Civil Reserve Air Fleet (CRAF) aircraft, may supplement this. This annex explains the responsibilities and procedures for strategic air deployment of a Battalion from the designated APOE. Installation Transportation Office (ITO) takes the lead in the deployment of each Unit with ITO support.

2. Aerial Port of Embarkation (APOE): The APOE is the transition point for Army units deploying by air. The tasks that take place in each of the four areas are outlined in the following paragraphs. Normally, there will be Air Force and Army personnel working together to process, inspect, document, and load the personnel and equipment. There are four distinct areas associated with an APOE;

- a. Marshaling Area
- b. Alert Holding Area
- c. Call Forward Area
- d. Loading Ramp Area. Each area is explained below:

(1) Marshaling Area - The primary purpose of the marshaling area is to provide a location near the APOE to assemble personnel, supplies, and equipment and make final preparations for air shipment. Unit marshaling areas are used to receive convoys and process vehicles before they are staged for loading. Marshaling areas are the responsibility of the deploying commander assisted by the ITO, supporting units, or other designated organizations.

(a) Arrival/Departure Airfield Control Group (A/DACG)

- 1. Maintains liaison with the deploying unit and the Contingency Response Group (CRG).
- 2. Coordinates with the CRG for technical assistance.
- 3. Calls aircraft loads forward from the marshaling area and assumes control in the alert holding area.

(b) Deploying Units.

- 1. Coordinates with the A/DACG and CRG USAF personnel to discuss aircraft allowable cabin load, pallet restrictions, aircraft configuration, equipment preparation requirements, airflow schedule, and any other issues impacting deploying unit preparation and processing.
- 2. Prepares vehicles and equipment.

Annex O: Airlift Operations

3. Ensures adequate shoring material is available.
4. Prepares personnel and cargo manifests.
5. Assembles personnel, supplies, and equipment into aircraft.
6. Ensures planeload commanders are appointed and briefed.
7. Provides escorts for sensitive items.

(2) Alert Holding Area (AHA) - The alert holding area is the equipment, vehicle, and passenger control area. It is located in the vicinity of the departure airfield and is used to assemble, inspect, hold, and service aircraft loads. Control of loads is transferred from the individual unit to the A/DACG at this point.

(a) Arrival/ Departure Airfield Control Group (A/DACG).

1. Ensures loads arrive at the alert holding area at scheduled.
2. Receives, inventories, and controls aircraft loads as they arrive.
3. Inspects aircraft loads to ensure they are complete and correctly.
4. Ensures required shoring, floor protection materials, 463L pallets, and dunnage are available (identified in the BBPCT requirements).
5. Verifies weight and balance markings.
6. Establishes a discrepancy correction area.
7. Inspects documentation for accuracy and completeness.
8. Inspects HAZMAT for proper documentation.
9. Provides emergency maintenance, defueling, and related.
10. Coordinates Material Handling Equipment (MHE) support.
11. Directs aircraft loads to the call forward area.

(b) Deploying unit

1. Ensures the aircraft loads arrive at the scheduled times.
2. Provides manifests to the A/DACG.
3. Corrects load discrepancies identified during pre-inspection.
4. Ensures vehicle drivers remain with the vehicles until released.

## Annex O: Airlift Operations

5. Passes control of unit aircraft loads to the A/DACG.

(3) Call Forward Area - The call forward area is the joint responsibility of the CRG and the A/DACG and is the location for the joint inspection of deploying unit equipment and cargo. The A/DACG, the deploying unit, and the CRG conduct the inspection. They complete a DD Form 2133 (Joint Airlift Inspection Record) to indicate to the loadmaster that the required inspection is complete. Deficiencies are corrected by the unit and rechecked by the inspection team. Once the inspection sequence is complete, the deploying unit arranges its vehicles, pallets, and equipment into the call forward load or chalk sequence. A final briefing is provided to deploying troops and the CRG reviews all manifests for accuracy.

(a) Arrival/ Departure Airfield Control Group (A/DACG)

1. Establishes communications with the CRG and deploying units.
2. Reviews HAZMAT documentation and load plans.
3. Ensures the deploying unit adheres to the established movement.
4. Changes aircraft loads and manifests when required.
5. Ensures that discrepancies found during the JI are corrected.
6. Provides loading team personnel and support as required.
7. Escorts chawks to the ready line and briefs personnel on flight.
8. Retains copies of manifests and inspection records.

(b) LRC Unit Movement Office

1. Coordinates with the A/DACG on all changes required by aircraft configuration.
2. Conducts the JI together with the A/DACG and unit representatives.
3. Provides guidance to A/DACG and deploying Soldiers concerning flight line procedures.
4. Provides a team chief for each loading team.
5. Notifies the A/DACG to dispatch chawks to the loading ramp/ready.
6. Provides airflow status to the A/DACG.

(1) Loading Ramp Area - The loading ramp area, including ready line area, is controlled by the CRG. At this point, control of units for movement purposes passes to

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AMC.

(a) Contingency Response Group (CRG)

1. Accepts chocks from the A/DACG at the ready line and loads them aboard aircraft.
2. Ensures each aircraft load is positioned at the proper aircraft at the scheduled time.
3. Escorts passengers to the aircraft.
4. Briefs all personnel on flight line procedures.
5. Ensures each chock is positioned at the proper aircraft at the scheduled time.
6. Maintains liaison with the aircraft crew and the A/DACG.
7. Coordinates with the loadmaster to ensure the aircraft is loaded in time to meet the scheduled departure time.
8. Provides Material Handling Equipment (MHE) and special loading equipment, as required.
9. Provides loadmaster with manifests and retains copies for file.

(b) Arrival/ Departure Airfield Control Group (A/DACG)

1. Transfers control of the loads to the CRG.
2. Maintains coordination with the deploying unit and CRG.
3. Obtains chock completion times from the CRG.

(c) Push-Pull Team

1. Receives loads at the ready line.
2. Loads and secures vehicles and equipment in the aircraft under the supervision of the loadmaster.
3. Provides the loadmaster with manifests.
4. Informs CRG of load completion time.

(d) Unit Chock Commander

1. Follows directions of load team chief.



## Annex O: Airlift Operations

2. Monitors and controls aircraft passengers.
3. Retains one copy of the final passenger/cargo manifest.
4. Provides assistance in loading and securing the load as
5. Ensures vehicle/equipment operators follow instructions of load team chief or loadmaster in loading equipment on the aircraft.

### 3. Functional Areas:

a. During out-load, there are nine functional areas established to control the assembly, preparation, controlling, inspecting and loading of aircraft. These areas are:

- (1) Unit Marshalling Area (UMA)
- (2) Brigade Task Force Assembly Area (BDE TFAA)
- (3) Alert Holding Area (AHA)
- (4) Pallet Staging Area (PSA)
- (5) Call Forward Area (CFA)
- (6) The Ready Line (RL)
- (7) Helicopter Alert Holding Area (HAHA)
- (8) Personnel Marshaling Area (PMA)
- (9) Personnel Holding Area (PHA)

b. Logistics Readiness Center (LRC): LRC is responsible for the organization and operation of four areas (AHA, CFA, PSA, and PHA).

c. Deploying Unit is responsible for:

- (1) BDE TFAA operations (Deploying Unit is responsible for).
- (2) Meeting all report and pickup times as specified in the air movement flow table to include all equipment preparation and vehicle documentation.

d. The FSOC/EOC serves as the focus for deployment planning, monitoring progress, providing information to the chain of command, and reporting to FORSCOM.

e. The Arrival/Departure Airfield Control Group (A/DACG) is responsible for:

- (1) Executing the air and rail deployment processes. Coordinating the activities of O-5

## Annex O: Airlift Operations

the AHA, CFA, PSA, PMA, and Ready Line. The A/DACG will be manned for 24/7 during operations.

- (2) Includes manning at the A/DACG operations center.
- (3) Overall A/DACG organization, training and operation to include administrative and logistical support.
- (4) Serves as the primary point of contact and coordination between the ITO, ITO, the Air Force (CRG), and the deploying unit.
- (5) Responsible for proper and timely execution of the air movement flow table. This includes the operation of all sections of the A/DACG, Material Handling Equipment (MHE) as required, and coordinating passenger transportation support.
- (6) Maintains statistical data on the following:
  - (a) Aircraft arrivals, departures, loading times, tail numbers, loading times with locations, and reason for delays.
  - (b) Passengers: Number of passengers by chalk and arrival of chalks at the Ready Line.
  - (c) Equipment: Arrival at the AHA, completion of JI and arrival at the Ready Line.
  - (d) Pallets: Locations and pickup times.
  - (e) Total cargo weight by chalk.
  - (f) Mission aborts.
  - (g) Reports all aircraft landings and take-offs wheels up report (chalk time, # personnel, vehicle/aircraft, and final load plan) to EOC as well as the aerial port of debarkation (if mission permits). A/DACG will provide a copy to the EOC FORSCOM NLT 30 min following wheels up.
- e. Unit Marshaling Area (UMA): The UMA is a deploying unit area of responsibility. The unit prepares equipment, supplies, and vehicles for air movement. Vehicles complete inspection IAW DD 2133 and prepare paperwork for appropriate aircraft.
  - (1) Fix any defaults from DD 2133 inspection.
  - (2) Build Pallets and complete pallet documentation IAW SOP.
  - (3) Determine personnel numbers for chalk
  - (4) Identify the chalk leader and alternate chalk leader for all personnel.

Annex O: Airlift Operations

(5) Assign the Chalk Leader. The Chalk leader must accompany the chalk from BDE TFAA through the RL.

(a) Determine and label vehicle's axle weights, total weight, and center of balance.

(b) Determine the weight of pallets.

(c) Determine dimensions of vehicles (Length x Width x Height in inches).

(d) Print Military Shipping Labels (MSL) in coordination with ITO and place MSL on the appropriate pieces of equipment.

(e) Unit UMO/MCT builds draft load plans. UMO/DST will affix chalk IDs and MSL upon signing for VEH/Equipment.

(f) To release a chalk to the AHA the following are required:

1. Chalk in order with Chalk Leader present

2. MSL and proper Documentation

3. Vehicle Dispatch

4. Load Plan

5. Vehicles and pallets labeled with CHALK ID. Vehicles are labeled on the Front windshield on the passenger side.

6. Any change in the Chalk composition must be approved by ADC-S after a chalk leaves the BDE TFAA.

f. Alert Holding Area (AHA): The Alert Holding Area is an Arrival/Departure Airfield Control Group (A/DACG) area of responsibility. The main functions of the AHA is to accept chalks from the deploying unit, conduct inspections, establish communications with deploying units and Tanker Air Lift Control Element (TALCE), and coordinate logistical support. The AHA consists of four stations: In-process, Equipment Preparation, Documentation and HAZMAT, Weight and Center Balance. The Unit Mobility Warrant is responsible for scheduling chalk movements into the AHA so that drivers assemble and move directly into the inspection stations 1-4. Upon completion of AHA stations 1-4, each chalk has a JI time scheduled 6 hours prior to aircraft wheels down at LAW. The drivers will then be released to the chalk leaders for recall upon initiation of the chalks' JI. Chalk Leaders will remain under the control of the Unit Movement Officer (UMO). UMO, DSTs and HAZMAT will be present during all inspection activities.

(1) In process: The AHA will not accept chalks without draft load plans, Military Shipping Labels, RF Tags (if directed), in chalk order, and with the chalk leader. The chalk leader must accompany the chalk through the Ready Line.

(2) Equipment Preparation: All equipment (to include secondary loads) are inspected

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to ensure it is IAW DD 2133.

(3) Documentation & HAZMAT: All paperwork will be inspected for correctness and completeness. HAZMAT personnel from deploying unit must be on hand to correct any deficiencies.

(4) Weight and Balance Center

(a) At this station vehicles' weight and center balance will be verified. The A/DACG must provide an ICODES computer and printer for the deploying unit UMO to construct the final load plan. At least 15 copies of the load plan for each chalk are required. The chalk leader will need these copies of load plans to process through other stations.

(b) Once all vehicles in a chalk are weighed and the data from the BDE TFAA is validated the chalk proceeds to the joint inspection.

g. Pallet Staging Area (PSA):

(1) The PSA is supervised by the A/DACG. The PSA is a pre inspection/staging area for pallets until they are called forward to the JI line.

(2) This is a section of the airfield that also includes the CL V Staging Area, commonly known as the Hot Spot. This Hot Spot is only for CL V pallets, which are integrated with other loads. CL V loads will JI at the Hot Spot. The Class V pallets remain in place in the CL V Hot Spot and will not join the rest of their chalk until aircraft load time.

(3) All contingency and unit pallets are weighed by the A/DACG upon arrival to the PSA. The unit will ensure pallets are IAW SOP procedures including: ID cards and hazardous cargo forms located on two sides of pallets (long and short) for easy inspection. The unit will ensure that the pallet rebuild team is available to make corrections to contingency pallets and unit pallets as required by the PSA. Unit pallets are marked with chalk number, unit, unit location, point of contact, and unit phone numbers affixed to the pallet along with MEL, RFA, and HAZMAT if required. The deploying unit will complete the above information.

(4) The Hot Spot of the PSA will have an ammunition representative. This NCO is responsible for proper staging, movement and guard force supervision of all compatible and non-compatible class V contingency pallets.

(5) Cargo not being shipped on vehicles is loaded on 463L pallets and secured with the three nets that come with the pallet system. The pallets are tagged with two copies of DD 2775 (Pallet Identifier Card). Hazardous cargo shipped on the pallet is documented with five copies of Shippers Declaration for Dangerous Goods. If covered, only clear plastic is used to protect pallet cargo.

(6) The Pallet Staging Area is a holding area and pallet rebuild area for cargo. Pallets will be moved from the PSA to the CFA to marry up with the vehicles on the associated chalk. Then, rolling stock and pallets transition together through JI and on to the Ready Line.

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(7) All containers will have a DD Form 1750 (Packing list) visibly attached to the front of the containers. In addition, all containers will be properly marked IAW established policy.

h. CFA/Joint Inspection. The Call Forward Area is a dual area of responsibility between the A/DACG and Air Force (CRG). Joint inspection and discrepancy corrections are the main functions within this area. Loads are moved forward to the ready line and released to the Tanker Air Lift Control Officer (TALCO). The unit chalk leader and unit drivers will accompany and remain with unit equipment until released by the TALCO.

(1) The JI is typically manned by Air Force inspectors and augmented.

(2) At this station all pallets, (except Class V) an Air Force and Army representative will inspect vehicles, and trailers and their cargo. Inspection will be conducted using a DD Form 2133 (Joint Inspection Form). Deficiencies will be corrected on the spot by the unit and CFA team.

(3) At this station, the deploying unit must have an individual authorized to certify hazardous cargo available to check all the "Shippers Declaration for Dangerous Goods". A hazardous cargo specialist must be available to certify all hazardous cargo.

(4) The A/DACG will ensure pumps and fuel barrels are on-hand in case a vehicle needs to have fuel drained/added; however, this is for emergencies use only; vehicle de-fueling must occur in the unit area.

(5) Once the vehicles and trailers have been inspected, the cargo will be checked for proper security.

(6) Once the entire chalk has passed inspection, it will proceed to the ready line under A/DACG control.

(7) The deploying unit will have keys available to unlock all containers during the JI. All containers will have a DD Form 1750 and DD Form 1907 (when required) visibly attached to the front of the container. Locks will be cut if keys are not available. Chalk leaders will have access to all containers in their chalk prior to loading and while in transit.

(8) After the JI is complete, at no time will a deploying unit add or subtract any cargo from vehicles or containers.

i. The Ready Line: This station is a sterile holding area for the chalk until loading time. Equipment and vehicles are off limits to all personnel except for Ready Line personnel. The Ready Line is usually located near the flight line where the planes will be loaded. Once the chalk reaches this station, all cargo will have completed processing and is ready to be loaded on the aircraft. Helicopters and explosives will be married to the rest of the chalk prior to loading. Passengers will join the chalk at the aircraft.

(1) The A/DACG building allows a place where the drivers can go and relax until loading time. The unit must have a guard for vehicles on the ready line or leave one driver with the vehicles as a guard.

## Annex O: Airlift Operations

(2) All vehicles must be left unlocked and if a key is required to start a vehicle, it must be left in the ignition. Drivers must have access to any locked containers on their vehicles.

(3) Under no circumstances will any part of the chalk leave this area or be tampered with. If this occurs, the chalk will have to be reprocessed through the AHA/CFA.

j. Personnel Processing Center (PPC): The PPC is the holding area for all personnel (PAX), (except for drivers who will be with their vehicles). Commanders may request to receive any mandatory briefings at the Marshaling Area (MA) and then move directly to the aircraft. LRC controls A/DACG Operations.

k. PAX Flight procedures. Numerous elements control passenger flight procedures. Their roles and responsibilities are highlighted below:

(1) The Installation Transportation Office (ITO) assumes control of a unit's TPFDD from 90 days prior to execution through execution. The deploying unit is responsible for coordinating with the ITO shop for any changes to the TPFDD to include, but not limited to: changes in dates, changes in number of passengers, change in force flow, etc. The ITO shop coordinates with Forces Command (FORSCOM) to make necessary changes to the TPFDD.

a. The ITO requires that the deploying unit submit requests for changes NLT 30 days prior to the Ready to Load date (RLD) for PAX flights and 50 days for Strat Air flights.

b. If these deadlines are not met, there is a possibility that the changes will not be made prior to the aircraft being sourced.

c. The ITO shop is responsible for coordination between deploying units and FORSCOM, Tanker Airlift Control Center (TACC), USTRANSCOM, etc. Deploying brigades will not contact these elements directly.

(2) FORSCOM based at Fort Bragg, NC is the element that manages the TPFDD for all deploying units in the U.S. Army. The G5 coordinates with FORSCOM to build the initial TPFDD for a deploying unit and the ITO coordinates with FORSCOM to make adjustments to the TPFDD as needed as well as trouble shoot during the period prior to execution.

(3) U.S. Transportation Command (USTRANSCOM) based at Scott AFB, IL is responsible for contracting with civilian airlines to provide aircraft and accompanying crews to fly personnel into Combat Theater. Once an aircraft has been sourced to a particular flight, the installation is notified and necessary preparations are begun. USTRANSCOM flights can be sourced anywhere from 3-14 days prior to the available load date (ALD).

(4) The FSOC/EOC is responsible for tracking missions once the aircraft is sourced by USTRANSCOM. The FSOC/EOC will notify the deploying unit which unit is flying and the applicable timetable. The FSOC/EOC holds regular synch meetings to finalize timelines and information with the deploying unit. The FSOC/EOC is responsible for tracking manifests and submitting departure reports once a flight leaves. The FSOC/EOC is also responsible for tracking redeployment flights at the conclusion of a deployment. LRC establishes and finalizes the timeline with the unit and produces an "A-Hour Sequence" that

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will be provided to all pertinent entities to include the EOC.

(5) The A/DACG and the PPC controls PAX flights during the 12–18 hours prior to departure. The A/DACG is responsible for providing containers to collect baggage and drivers with buses to transport Soldiers from the PMA to the PPC. The A/DACG also controls the Soldier manifest once Soldiers enter the PPC. The A/DACG coordinates with the FSOC/EOC and the ITO if there are problems involving the contracted aircraft.

(d) The deploying unit also has specific responsibilities during this process:

1. Submit / request changes to the TPFDD to the ITO in a timely fashion, 25 days prior to ALD

2. Provide at least 95% of the TPFDD requested number of PAX. Failure to provide at 95% will result in the unit being required to submit a letter to the senior commander, Fort Sill explaining why the Fort Sill standard of 95% was not met.

3. Provide at least 90% of the TPFDD requested number of PAX. Failure to provide at least 90% will result in the unit being required to submit a General Officer (GO) letter explaining why the 90% threshold was not met. The Senior Commander will have to sign this letter to the USTRANSCOM Commander. If the unit thinks they may not be able to meet the 90% threshold, they can coordinate with the ITO and the EOC to try to find Soldiers from other deploying units going to the same final destination that are ready to deploy.

4. Attend all necessary EOC weekly briefings and synchronize meetings (BDE reps and chalk leaders).

I. Passenger Flight Procedures: Numerous elements control Passenger flight procedures. Their roles and responsibilities are highlighted below:

(1) Installation Transportation Office (ITO): Assumes control of a unit's TPFDD from 90 days prior to execution through execution. The deploying unit is responsible for coordinating with the ITO shop for any changes to the TPFDD to include, but not limited to: changes in dates, changes in number of passengers, change in force flow, etc. The ITO shop coordinates with Forces Command (FORSCOM) to make necessary changes to the TPFDD.

(a) The ITO requires that the deploying unit submit requests for changes NLT 30 days prior to the Ready to Load date (RLD) for PAX flights and 60 days for Strat Air flights.

1. If these deadlines are not met, there is a possibility that the changes will not be made prior to the aircraft being sourced.

2. The ITO is responsible for coordination between deploying units and FORSCOM, Tanker Airlift Control Center (TACC), USTRANSCOM, etc. Deploying units will not contact these elements directly.

(b) Fort Sill Operations Center/Emergency Operations Center (FSOC/EOC ) is

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responsible for tracking missions once the aircraft is sourced by USTRANSCOM. The FSOC/EOC will notify the deploying unit which unit is flying and the applicable timetable. The FSOC/EOC holds regular synch meetings to finalize timelines and information with the deploying unit. The FSOC/EOC is responsible for tracking manifests and submitting departure reports once a flight leaves. The FSOC/EOC is also responsible for tracking redeployment flights at the conclusion of a deployment.

(c) Arrival/Departure Airfield Control Group (A/DACG) Oversee the Passenger Processing Center (PPC) controls PAX flights during the 3-4 hours prior to departure. The A/DACG is responsible for providing containers to collect baggage and drivers with buses to transport Soldiers from the PAX Marshalling Area (PMA) to the PPC. The A/DACG also controls the Soldier manifest once Soldiers enter the PPC. The A/DACG coordinates with the FSOC/EOC /EOC and the ITO if there are problems involving the contracted aircraft.

1. Deploying unit responsibilities: Submit / request changes to the TPFDD to the ITO in a timely fashion. If units do not submit requested changes in time then USTRANSCOM will source available aircraft based on the original number for a particular Unit Line Number (ULN). Once an aircraft has been sourced by USTRANSCOM, it is impossible to adjust passenger numbers. If a particular ULN has been validated but not sourced (meaning the ULN is within the 21-day window from execution but no aircraft has been assigned to the mission) it is possible to change PAX numbers *but only under extraordinary circumstances* and with the approval of the ITO.

2. Provide at least 95% of the TPFDD requested number of PAX. Failure to provide at least 95% will result in the unit being required to submit a General Officer (GO) letter explaining why the 95% threshold was not met. If the unit think they may not be able to meet the 95% they can coordinate with the ITO and the FSOC/EOC /EOC to try to find Soldiers from other deploying units going to the same final destination that are ready to deploy.

3. Attend all necessary FSOC/EOC weekly briefings and synchronize meetings (BDE reps and chalk leaders). Once the Trail Flight for each deploying unit has departed Fort Sill, the unit must coordinate with the FSOC/EOC to schedule flights for Ready-To-Fly (RTF) Soldiers. The ITO does not handle RTF Soldiers but works closely with the FSOC/EOC /EOC to ensure, as with any flight, that the 95% threshold is met.



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Figure 1. Passenger Processing Procedures

**PASSENGER PROCESSING PROCEDURES**  
(information in **Bold type** is the coordinating authority)

**Prior to the day of flight:**

- I. NLT 30 days from ALD units will ensure their PAX numbers are correct on the TPFDD (ITO)
- II. When a flight is sourced by USTRANSCOM the unit will be notified of the Date-Time-Group (DTG) (typically 3-10 days before ALD) (EOC)
- III. Unit must attend EOC synch meeting to get official timeline and DTG; must also be able to provide the actual number of Soldiers who will fly; will also provide PPC with location and drop time for milvans for rucks and duffel bags as well as the PAX pick up location (A/DACG and PPC)
- IV. Units will ensure that Soldiers only bring the number and size of bags that they are authorized. Soldiers must also ensure that if they wish to keep their assault pack with them during flight that their assault pack fits within the approved dimensions as set forth by the PPC and the airline. (UNIT)

**On the day of flight:**

- I. Units will follow their own established timeline for unit activities (weapons draw, family time, etc) but will abide by EOC-established timeline for departure to the PPC
- II. Flights of less than 250 Soldiers will have a 3 hour-PPC planning factor; flights of more than 250 Soldiers will have a 4 hour-PPC planning factor (i.e. wheels up time is 2200 than Soldiers will arrive at the PPC NLT 1900 or 1800)
  - ALL Soldiers scheduled to fly will ride the bus to the PPC (this allows for accurate weights of passengers and carry on bags)
  - Families are not allowed in the PPC under any circumstances!
  - Members of the unit must have official business to be in the PPC while Soldiers who are scheduled to fly are there; if on official business in the PPC you must be in uniform
  - Once Soldiers enter the PPC they are not permitted to leave the facility. Soldiers will stay within the confines of their assigned bay in the PPC or the waiting area – NOWHERE ELSE!
  - No personnel Tuff boxes
- III. Soldiers will download the buses and take all directions from the PPC personnel. The sequence of events at the PPC can vary based on farewell addresses. Normally, Soldiers will drop their gear in their assigned bay, go through manifest, conduct finance briefing and eat chow. Farewell briefing can fall anywhere in that time frame.
- IV. Once all PPC activities have been completed Soldiers will wait until given clearance by the PPC personnel to begin loading the aircraft.

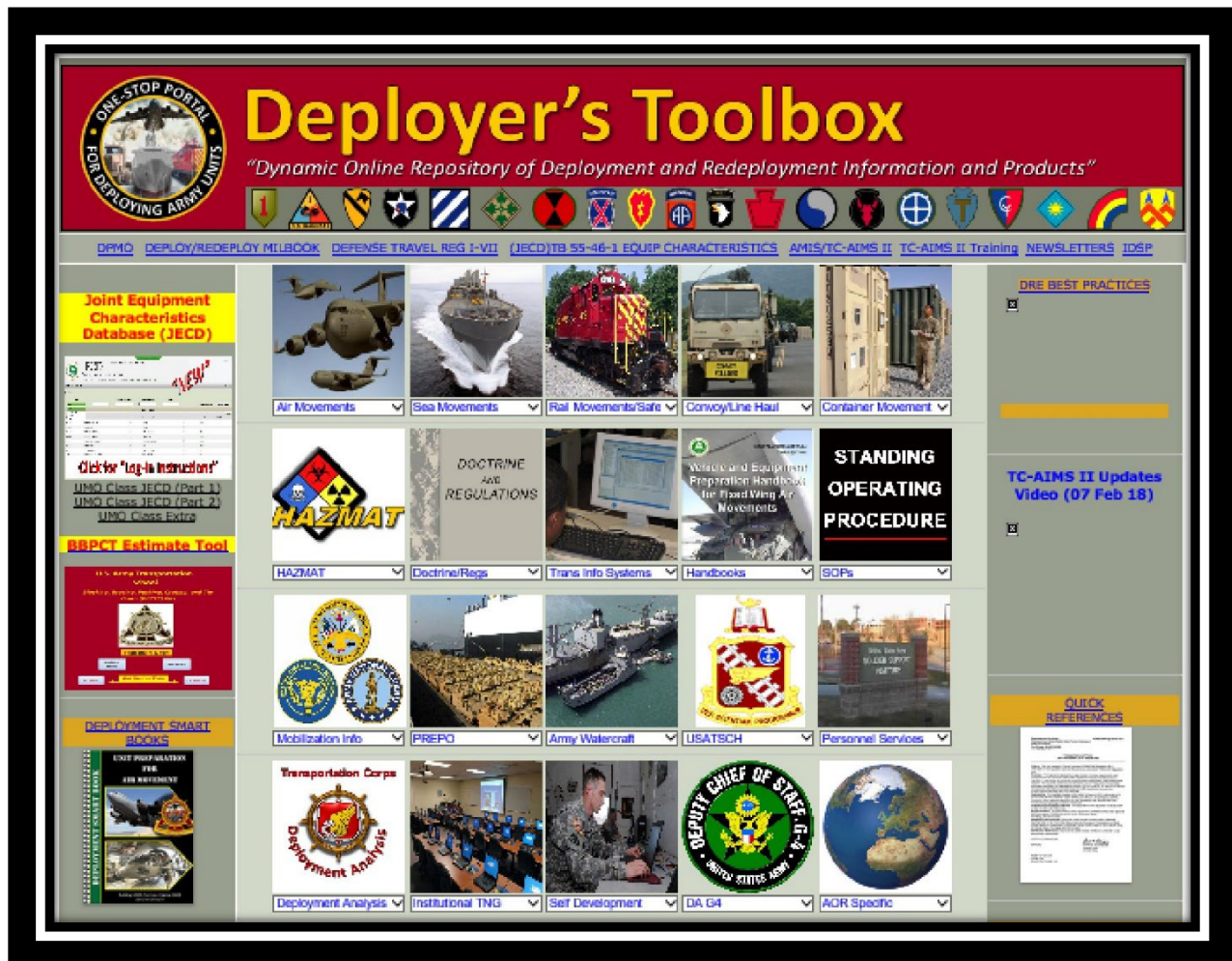
## Annex O: Airlift Operations

1. The information required for the Joint Aircraft Inspection record (DD 2133, DD 1750, DD1907, DD2775, DD 2768, DD 1249) is located in the Transportation Corps Deployers Tool Box at the link below:

[https://transportation.army.mil/deployers\\_toolbox/](https://transportation.army.mil/deployers_toolbox/)

2. Utilize the applicable dropdown list from the “Deployer Hand Book”, “Doctrine/Regs” to get to the Army Publishing Directorate site based on your deployment requirements.

Figure 2. Deployer’s Toolbox



## Annex O: Airlift Operations

Figure 3. Chalk Leader – Troop Commander Duties Pages 1 of 3

Chalk Leader-Troop Commander Duties

A chalk leader is the individual that has been put in charge of the passengers on the aircraft. The chalk leader will obtain and confirm flight information at final manifesting (at the Passenger Processing Center), and follow this checklist in performing these duties.

Checklist: The troop commander (planeload commander or chalk leader) will:

-Secure a calling card from Military Personnel Services Detachment (MPSD) at the Passenger Processing Center (PPC) as you are getting going through final manifesting. At enroute stations (designated by the ITO), the troop commander will call the Fort Sill EOC (580) 442-3239/3240/3241 and update the chalk status.

Provide the EOC with the chalk #, chalk leader name, and current location.

-Brief the Anti-hijacking brief to all passengers in unit area prior to movement to the Personnel Processing Center (PPC) and certify in writing to the Arrival/Departure Airfield Control Group (A/DACG) that the brief was given to 100% of the passengers. Located immediately after this section of this appendix.

-Ensure passenger baggage does not exceed 1 duffel, 1 rucksack, and 1 carry-on bag, (aviators are authorized an additional kit bag for Aviation Life Support Equipment (ALSE). Leaders are authorized an additional carry on for laptop computers.

-Ensure all passengers travel to the PPC on A/DACG provided busses. No POV travel to the PPC is authorized. This is necessary as the busses will be weighed prior to arrival at PPC for aircraft load planning.

-Ensure Soldiers are aware that no family members (dual military included) are authorized at the PPC. Soldiers will be locked down at the PPC and not permitted to leave.

-Be present at the passenger briefing for the flight.

-Check all passengers for unauthorized materials that could present a flight hazard, such as: ammunition, lithium batteries, fuel, etc. There is an amnesty box located inside the PPC.

-Assume control of all passengers listed for movement on the flight and ensure all are informed of formations, expected departure, reporting time, and any delays.

-Be readily available to the A/DACG at all times for updates/changes to departure. Personnel will not be dismissed without the approval of the DTO. Planning considerations for delays are: less than 24 hours, Soldiers will stay at

## Annex O: Airlift Operations

Figure 4. Chalk Leader – Troop Commander Duties Page 2 of 3

**Chalk Leader-Troop Commander Duties (cont'd)**

the PPC; more than 24 hours, Soldiers will be bussed back to unit areas and given a new show time by A/DACG to report back for their flight.

-Perform a personnel roll call prior to loading to ensure everyone is present for the flight. Report no-show passengers to the A/DACG so the manifest can be corrected.

-Ensure personnel have placed their baggage on the proper vehicle or 463L pallet for movement to the aircraft.

-Load passengers under the supervision and guidance of the loadmaster. Ensure each individual appearing on the manifest boards the aircraft.

-Brief all passengers on maintaining security of their personal belongings. If a passenger is removed from the flight, ensure the passenger's baggage is also removed. Conduct anti-hijack inspection of all assigned troops and certify completion of inspection in block 6 of DD Form 2131, Passenger Manifest, or automated manifest. Keep one copy of manifest for deploying unit's records and give two copies to the A/DACG.

-Maintain in-flight discipline of all passengers.

-If in-flight rations are issued, control the issue to troops.

-Help maintain cleanliness and safety in the aircraft.

-At en route stations, determine ground time from the loadmaster and ensure all passengers are present to meet flight departure times. Know which passengers will be offloaded should it become necessary to take such action at an en route station. Before departure from the en route station, conduct another anti-hijack inspection.

-Brief passengers regarding local restrictions and conduct at en route stops. LNO personnel at these stops will provide this information; else, it is up to the Chalk Leader/Plane Commander to make that determination.

-Coordinate for billeting and food at en route stations for personnel. Service Memorandum of Understanding requires installations to provide these services on a reimbursable basis.

-During en route servicing stops, designate a guard for personal effects or other equipment that must remain with the aircraft. Coordinate feeding of security personnel. Arrange for security coverage through base facilities when unusually long delays are encountered.

## Annex O: Airlift Operations

Figure 5. Chalk Leader – Troop Commander Duties Page 3 of 3

**Chalk Leader-Troop Commander Duties (cont'd)**

-Ensure awareness of composition of, and location of, hazardous material on aircraft, if any.

-Upon arrival at destination, maintain control of the passengers and assist with off loading baggage and/or cargo.

-Ensure a final walk-through of the aircraft is completed after all passengers have deplaned to retrieve any weapons that may have been left behind.

**Additional Instructions:**

-Unloaded government weapons are authorized for carry on or in checked baggage. You may not carry any unauthorized weapons, explosive devices, or hazardous materials on board the aircraft. Knives, knife-like items, and devices that include a knife will be placed in checked baggage if the blade exceeds 4 inches in length. Weapons count against authorized weight allowance of 400 pounds per person.

-All government issued hazardous materials to include explosives and ammunition, must be declared. Hazardous materials may not be taken into the passenger compartment of a commercial aircraft. The troop commander and/or his aircraft loadmaster will direct loading of hazardous materials on military aircraft.

-Flashbulbs are prohibited in checked baggage, but may be hand carried. You may hand carry a camera, but flash attachments of any type, i.e., bulbs, cubes, strobe, etc., cannot be used on the airplane. Aircraft loadmaster and/or flight attendants will provide specific instructions on use of electronic, battery-operated equipment onboard aircraft.

-Ration heaters may never be opened or used to heat MREs during flight.

-You may not ship or carry alcohol, illegal drugs, hallucinogens, or other items prohibited by US Customs.

-Appoint, as needed:

- a Flight NCOIC (1SG or CSM)
- Plane Pushers (SSG and up) to assist with personnel loading of plane
- Baggage Detail
- Plane Guard Force



## Annex O: Airlift Operations

Figure 6. Chalk Leader – OIC Briefing

<b><u>CHALK LEADER / OIC BRIEFING</u></b>		
<b><u>Passenger Anti-Hijacking Brief</u></b>		
1. It is a Federal Crime to:		
1.A. Carry concealed weapons aboard aircraft.		
1.B. Interfere with flight crews (including a steward or stewardess)		
1.C. Transport explosives aboard the aircraft.		
1.D. Attempt to seize an aircraft by threat, force or violence.		
1.E. Stow away aboard aircraft.		
1.F. Possess, use, or transfer narcotics.		
1.G. Convey false information concerning the above criminal acts.		
2. Passengers and baggage are subject to search under Federal law		
2.A. Cameras may be carried aboard support aircraft. Use of bulb or flash attachments is not permitted aboard the aircraft. Flash bulbs may be carried in hand baggage only. Cameras will not be used on the airfield IAW base regulations. Portable radios, calculators, and computers may be carried aboard the aircraft. However, passengers will not utilize them unless authorized by the flight crew.		
3. Anti-highjack Certification Statement will be signed by the Chalk Commander and turned in at the PPC to A/DACG personnel. (See page D-8-A-2 of this TAB.)		
3.A. A/DACG personnel keep the statement on file. Anti-highjacking Certification Statement "I certify that an ant hijacking inspection/briefing has been conducted for all personnel for whom I am designated Chalk/Troop Commander. I further certify that no unauthorized hazardous materials are in their possession and that each passenger has been briefed in the limitation of liability for international passengers".		
_____ Printed Name and Grade	_____ Signature	_____ Date

## Annex O: Airlift Operations

Figure 7. Hazardous Material Restrictions

<p>1. Hazardous Materials Restrictions</p> <p>1.A. Federal law forbids the carriage of hazardous material aboard aircraft in your luggage or on your person. A violation can result in five years imprisonment and penalties of \$250,000 or more (49 U.S.C. 5124).</p> <p>1.B. Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers poisons, corrosives and radioactive materials. Example of hazardous materials, which are by federal law forbidden to carry aboard aircraft in checked or carry-on baggage or on person: Black powder, blasting caps, caustic or corrosive material, detonating fuses, dynamite, explosive profiles, flares, fireworks, flammable material, grenades, grenade simulators, poisons, smoke bombs, tear gas, unauthorized ammunition, or any other explosive, incendiary devices, or combustible materials, oxygen bottles, paint, lighter fluid and radio pharmaceuticals.</p> <p>2. Hazardous Materials Declaration Statement will be signed by the Chalk Commander and turned in at the PPC to A/DACG personnel. (See page D-8-A-4 of this TAB.)</p> <p>2.A. A/DACG personnel keep the statement on file.</p> <p>Hazardous Materials Declaration Statement</p> <p>"I certify that no unauthorized weapons or ammunition, explosive devices, or other prohibited items have been found in the possession, to include carry-on or stowed baggage of those personnel for whom I am the designated troop commander or group leader. All personnel have been made aware of the penalties for violation under Federal Regulations."</p> <p>_____ Print Name with Grade</p> <p>_____ Signature</p> <p>_____ Date</p>
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## Annex P: Sealift Operations

1. Seaport of Embarkation (SPOE): There are essential activities that occur at the SPOE during deployment operations as units prepare for shipment by strategic sealift. A number of DOD and Army units and various ad hoc organizations performs the tasks.

a. Unit Staging Area: For movement to SPOEs, deploying units and equipment may use an enroute unit staging area, established and operated by the supporting installation. These areas are ideally located near the port staging area and in the immediate vicinity of rail and truck discharge sites. The SPOE marshaling area is the final enroute location for preparation of unit equipment for overseas movement prior to the equipment entering the port staging area. Equipment arriving in the marshaling area is normally segregated in accordance with the vessel stow plan.

b. Staging Area: The equipment is moved from the marshaling area or installation to the staging area based on the call forward plan and as directed by the port commander. The SDDC port commander assumes custody of the cargo at this point. Activities within the area include inspecting equipment for serviceability, packing lists/load card, determining the accuracy of dimensions and weights, inspecting properly secured secondary loads, and documenting any cargo requiring special handling. Military shipment labels affixed to equipment will be scanned using bar code readers. The data will then be loaded into the Worldwide Port System (WPS) to produce the ship manifests and serve as the basis for status reports.

(1) When processed, equipment may be segregated into different lots within the staging area by type, size, and any other special considerations such as hazardous materials, sensitive and classified items, and containerized equipment. From the staging area, vehicles are called forward to load the ship based on the stow plan and call forward schedules.

2. Purpose: To provide guidance for Port and port support operations for deployments via sealift.

3. Reference: DOD 4500.9-R, Defense Transportation Regulation, Part III, 11 APR 97. July 2011 (Includes changes through 23 Sep 2013).

Transportation Corps Deployers Tool Box at the link below:

[https://transportation.army.mil/deployers\\_toolbox/](https://transportation.army.mil/deployers_toolbox/). Utilize the applicable dropdown list from the "Deployer Hand Book", "Sea Movements" based on your deployment requirements.

#### 4. Responsibilities:

##### a. Installation Transportation Office (ITO)

(1) The ITO will provide an on-site LNO to assist the unit port team when requested and expenses reimbursed by the deploying unit. The LNO will:

(a) Advise units for corrections of frustrated equipment and advise US Coast Guard when completed.



Annex P: Sealift Operations

(b) Assists units in preparing and sending daily status reports back to the Fort Sill EOC.

(c) Attend Port Authority and SDDC briefings with the unit port team to remain current on vessel arrival/departure, upload/download schedule and changes; report to EOC.

(2) Coordinate or assist units in preparing for port activities:

(a) Make contact with SDDC and Port Authority for initial planning and coordination.

(b) Advise or assist aviation units that are deploying aircraft in coordinating dispatchers, safety officer, and fuel handlers.

(c) Assist in reserving hotel rooms and rental vehicle support for rotating aircrews.

(d) Coordinate with SDDC for a fire safety element if aviation assets are deployed.

(e) Coordinate with SDDC for U.S. Customs and Border Patrol inspections.

b. Aviation Field Maintenance Directorate (AFMD) (AMCOM) provides the following support on a reimbursable basis:

(1) Provide breakdown and re-build SME support at the SPOE.

(2) Provide oversight and quality assurance of aircraft rebuild and break.

(3) Coordinate support requirements at intermediate staging lots.

c. Deploying Unit Port Team.

(1) Coordinate with the ITO for port team requirements and configuration based on the cargo to be transported.

(2) Provide one Mobility Warrant Officer or Unit Movement Officer (UMO) for document corrections, load issues, or Hazmat issues. If the ITO is not providing an LNO team at the port the unit will require additional personnel to document receipt, track loading, and prepare/submit reports.

(3) Provide one Hazmat qualified individual to correct any Hazmat documents or deficiencies.

(4) If required provide two (2) PAX as Supercargo's

5. Concept of Operations:

a. Fort Sill tenant units deploy from Fort Sill via rail (Annex M) and Line Haul (Annex N

## Annex P: Sealift Operations

Ground Movements) to various ports within the United States for movement to combat theaters around the world.

b. A port team of approximately four personnel (quantity dependent on cargo to be loaded) will be at the SPOE one day prior to equipment arrival. If the ITO is not providing an LNO team at the port the unit will require additional personnel to document receipt, track loading, and prepare/submit reports. Unit level support (non-aviation) should be a Mobility Warrant and a HAZMAT certified individual.

c. In the case of aircraft, deployment the Aviation Field Maintenance Directorate (AFMD) (AMCOM) breakdown or re-build team will arrive one day prior to aircraft arrival at SPOE.

d. When trains/commercial trucks arrive at the port, port personnel download them.

e. Port team representatives will document equipment as it is off loaded from rail or line haul (to be included on the daily IOC report).

f. As equipment is loaded onto the vessel, the port team personnel tracks and documents what is loaded (to be included on the daily IOC report).

g. A SPOE report is emailed to the Fort Sill IOC daily at 1500.

h. Aircraft will self-deploy to port. Once at port AFMD will breakdown of the aircraft.

i. Aircrews will be shuttled to lodging and/or to the nearest airport for return to FSOK.

j. Supercargo (if authorized) will be scheduled to arrive at port the day of departure, depending on the vessel departure time, and will report to the port team upon arrival. See TAB 1 below for Supercargo requirements, procedures, and instructions.

k. After all equipment is loaded and the vessel departs the port, the port team will send a final report to the EOC, out-process with the Port Authority, and return to Fort Sill.

l. If aircraft are deployed by vessel, the deploying aviation unit must coordinate for a FARP if fuel is needed to be issued or dumped prior to loading or flight.

## TAB A: Supercargo Personnel.

a. Supercargo Personnel are unit personnel designated on orders to accompany, secure, and maintain unit cargo onboard ships. They perform liaison during cargo reception at the SPOE, vessel loading and discharge operations, and SPOD port clearance operations. Supercargo Personnel are attached to the port operator and remain with the port operator at the SPOD until the offload is complete and they are released back to their units. Unit commanders recommend the composition of supercargoes based on several factors, including the amount and types of equipment loaded aboard the ship and the number of units with equipment on the ship; however, MSC determines the actual number

## Annex P: Sealift Operations

of supercargo personnel permitted onboard, based on the berthing capacity on the ship.

b. Supercargo personnel are an integral part of the ship's operational mission and are aboard ship for the express purpose of escorting unit cargo between the Port of

Embarkation (POE) and the Port of Debarkation (POD).

c. International Safety of Life limits the number of supercargo personnel carried aboard ships, without use of National Defense Waivers, at Sea (SOLAS) convention and berthing capabilities aboard the ship. For those ships under United States (US) registry, the Certificate of Inspection as issued by the US Coast Guard further delineates this capability. For planning purposes, Battalion sized elements will provide two supercargo personnel per ship when necessary.

d. Units will use the following guidance when assigning supercargo personnel.

(1) Battalions will identify two personnel to serve as supercargoes for each ship when necessary. Provide standard name line to ITO NLT Available to Load Date (ALD) minus 7 days.

(2) Supercargo teams will have a designated NCOIC. NCOICs will be in the rank of SSG or above. Supercargo personnel should be trained on the vehicles they are accompanying.

(3) Upon arrival at the port, NCOICs report to the SDDC port commander for instructions.

(4) NCOICs will brief the port commander as to the aspects of the unit's cargo and equipment upon arrival at the port.

### Supercargo Personnel Duties

a. Observe and assist in cargo loading and discharge operations as directed by the SDDC port commander or his designated representative.

b. Report any suspected damage and pilferage to the SDDC port commander and the Fort Sill BDE ITO Liaison Team at the SPOD.

c. Bring a digital camera and record any damage noted to equipment while onboard the vessel.

d. Provide key control of vehicles and assist port operations personnel in the management of keys.

e. Conduct periodic checks of cargo on board ships and immediately report any unusual circumstances such as smoke, fire, leaks, loose tie-downs, or lack of ventilation to the Ship's Mate. Duties include visual checks of vehicles, key control, repair actions, damage

## Annex P: Sealift Operations

reports, and ensuring that all stowed vehicles and equipment electrical switches are in the OFF position.

f. Record those items that are not reparable in route. Report noted items to the first mate or to his designated representative.

g. Upon authorization of the Ship's Mate, start accessible vehicles and equipment periodically to maintain operational status. Vehicles nearest ramps and loading and discharge ports will be given priority, as they most severely hinder ship discharge.

h. Escort classified and sensitive cargo as required by Army regulations.

i. Observe discharge operations to ensure correct unit equipment is off-loaded (if other than Fort Sill equipment is on board ship and off-loaded from separate seaports).

Note: Stow plan as to special load and discharge requirements and specify vehicle(s) with problems such as fluid leaks or flat tires.

j. Prior to arrival at the SPOD, for quick identification, mark vehicles with chalk if they cannot be repaired. A white "X" identifies a deadlined vehicle, a white "/" identifies a major safety violation. A shoe tag should be attached to the steering wheel identifying the problem.

k. Additional Instructions:

(1) Supercargo Personnel accompany, supervise, guard, and maintain unit cargo on board a ship. Supercargoes provide maintenance support and liaison during cargo reception at the SPOE, during shipload and discharge operations, and during SPOD port clearance operations.

(2) The number of supercargoes that can be berthed on-board a ship varies but for planning figures, 10 will be used. Composition of a vessel's supercargo team will vary with the equipment loaded on the ship. The final determination of the vessel's equipment manifest will depend upon the Commander's task organization.

(3) Coordinate through the ITO for number of supercargo berths and required arrival date at the SPOE.

(4) TDY orders will be required for all supercargoes. Orders must identify the ship by name and include the following statement in the remarks section: "While on ship, soldiers are subject to the authority of the ship's captain or his delegated representative. UCMJ authority remains with the parent unit commander. Soldiers will be under unit movement orders when reunited with parent unit OCONUS."

(5) Supercargoes must have sufficient funds to cover lodging/meal expenses between arrival at the port and boarding of the ship. Units are responsible for providing

Annex P: Sealift Operations

messing and billeting.

(6) Supercargoes should report to the SPOE with 30-days' supply of Class II (tools, paper products and marking materials), and Class VI (personnel hygiene items).

(7) Supercargoes should report with full TA-50, weapons, and "A" & "B" bags (to include clothing change and sleeping bags).

(8) Upon arrival at the port, and until supercargoes sign in aboard the ship, they are under the OPCON of SDDC. SDDC releases the supercargo at the SPOD to the deploying unit upon completion of discharge.

(9) While on board an MSC-controlled or commercial chartered ship, the supercargoes will be under the command and control of the ship's captain.

(10) Adequate number of mechanics should be assigned based on the unit's equipment maintenance requirements.

(11) The supercargo must have both unit orders and TDY orders. Passports are not required, but without the passport, individuals may not be able to leave the vessel while stopped in foreign ports.

## Annex Q: Manifest Operation

1. Purpose: This annex outlines the procedures necessary for the Commander to Manifest Soldiers and authorized personnel through the Preparation for Overseas Movement (POM) site.

### 2. References:

- a. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, and Deployment Cycle).
- b. DA Pam 600-8-101, Personnel Readiness Procedures.
- c. Personnel Policy Guidance (PPG).

### 3. Responsibilities:

- a. The Logistics Readiness Center (LRC) Fort Sill will:

- (1) Process scheduled Units/Soldiers for deploying flights.
  - (2) Operate the designated Manifest area; normally located at the Logistics Readiness Center (LRC) or other designated area with support from select Installation and Installation Management Command (IMCOM) units/agencies.

- b. Unit Commanders/Civilian Supervisors will:

- (1) Ensure Soldiers/personnel meet and comply with deployment standards IAW AR 600-8-101 and DA Pam 600-8-101 at all times.
  - (2) Enforce all deployment policies.

### 4. General:

- a. All military and civilian personnel departing Fort Sill by air or surface transportation, as part of a deploying unit, task force, group of individuals, or individual will undergo manifest operations and be verified as deployable (includes advance parties, trail parties, and super cargo individuals).

- b. Arrival/Departure Airfield Control Group (ADACG) will receive chinks and assist chalk leader in guiding Soldiers through mandatory aircraft briefs, manifest operations, family separation brief, Dining Facility (DFAC operations), General Officer (GO) farewell and movement to aircraft.

### 5. Unit Manifest Preparatory Actions Units will:

- a. Verify all Soldiers scheduled for deployment have their DA Form 7425 validated prior to deployment.

## Annex Q: Manifest Operation

- b. Verify all Soldiers scheduled for deployment have Temporary Change of Station (TCS) orders and civilian personnel have the appropriate deployment documents.
- c. Ensure that remaining non-deployable personnel are transferred to the rear detachment Unit Identification Code (UIC).
- d. Prior to departing assembly area, identify personnel who are missing; ID cards, ID tags and report any deficiencies to the LRC representative immediately upon arrival to the manifest area.
- e. Coordinate transportation for individuals needing ID cards or ID tags from the manifest area to Building 4700.

### 6. PPC Reception and Operations:

- a. A/DACG will arrive at the PPC and prepare the designated bay. Ensure that there are enough seats in the designated bay. Ensure bay is in order with enough trash receptacles and latrines are stocked (this responsibility may be delegated to the unit). A/DACG will ensure the tasked (Dining Facility) DFAC arrives with enough meals for Soldiers and through PAX to include baggage detail. LRC is overall responsible for keeping chinks on track and on time once they arrive the PPC.
- b. Upon arrival of Soldiers ADACG personnel will receive them and move to designated bay where chalk leader will be identified. Soldiers will be seated and briefed on building layout and sequence of events.
- c. A/DACG will deliver the mandatory aircraft briefs to the Chalk Leader and make copies of the signed and dated copies. ADACG will ensure the Chalk Leader is aware of the GO Farewell time and estimated boarding time.
- d. A/DACG will provide the Chalk Leader with the aircraft seating assignment and flight itinerary prior to boarding.
- e. A/DACG will also receive the unit baggage detail. Baggage detail may also be utilized to help straighten and police up the bay that was used for the chalk.

### 7. Manifest Area Operations:

- a. All personnel will be instructed to have their SRP packet/DA Form 7425 dated within 90 days of departure, TCS and NATO orders (proceed date within 30 days of departure), ID tags (including medical alert tags, if applicable) hanging loosely outside their uniform with their ID card/Geneva Convention identity card in their hand as they approach the manifest inspection team.
- b. As individuals complete manifest operations, they will be considered sequestered and will no longer be permitted to leave the Personnel Holding Area (P H A ) site unless under emergency circumstances and only then, with the approval of The LRC or Unit



Annex Q: Manifest Operation

Commander.

c. The DHR MPST representative will return completed deployment packets to each deploying Soldier.

d. After 100% accountability, the individuals are released to LRC for transportation movement.

8. Manifest Operations for Civilian Personnel:

a. Federal civilian employees can manifest with a deploying unit or element through coordination with Civilian Personnel Advisory Center (CPAC).

b. The CPAC has the responsibility for validating the deployable status of all Federal civilian employees deploying from Fort Sill.

c. When Federal civilian employees manifest with a deploying unit or element, Federal civilian employees must have, as a minimum, the following items/documents in their possession upon arrival at the manifest area:

(1) Identification tags

(2) Civilian ID card

(3) Passport with Visa (if required)

(4) Deployment orders

(5) Complete Deployment packet

(6) Contractor employees manifest with SRP packet and copy of Letter of Authorization (LoA).

## Annex S: Command, Control and Communication

1. General: This Annex describes the Deployment Command, Control, and Communication to ensure the efficient and effective support of Deployment. Fig 1 below this shows the C2 structure and procedures to ensure the efficient and effective support of Deployment. The C2 structure activates upon receipt of a FORSCOM Deployment Order. Under the control of the Director of Plans, Training, Mobilization, and Security (DPTMS), the Fort Sill Operations Center (FSOC/EOC) (FSOC/EOC) provides C2 of deployments. The FSOC/EOC relies on the Logistical Readiness Center (LRC) to assist with Deployment C2 Nodes. LNO's from the deploying unit, staff the FSOC/EOC, facilitate deployment support, and report the deployment status of the unit. Reports further enhance the C2 process and are submitted by the deploying unit and deployment C2 Nodes IAW Annex F (Tracking and Reporting). The FSOC/EOC collects mission data from the FORSCOM Deployment Cell /Tactical Air Command Cell (TAC-C), current Time Phased Force Deployment Data (TPFDD), Global Decision Support System (GDSS II), and Global Transportation Network (GTN). Use mission data to develop deployment timelines, schedule, and conduct Personnel Deployment Support Synchronization Meetings (PDS2M) and Equipment Deployment Support Synchronization Meetings (EDS2M) to ensure support is coordinated for each. The synchronization meetings produce a PAX Flow Sync Matrix and Equipment Flow Synchronization Matrix, also known as A-Hour Synch. The matrices provide a detailed movement and support timeline and are distributed to the Deploying units, support organizations, key division and garrison staff elements, and are posted on the EOC SIPR webpage. Reports further enhance the C2 process and are submitted by the deploying unit and deployment C2 Nodes IAW Annex F Tracking and Reporting.

## 2. Responsibilities:

a. Director of Plans, Training, Mobilization, and Security (DPTMS) provide oversight of the daily operations of the Fort Sill Operations Center (FSOC/EOC) relating to Antiterrorism, Emergency Management, Garrison deployment / redeployment support operations, Force Management, and Operations Security.

b. Supervise the daily operations and reporting of FORSCOM units by the FSOC/EOC.

c. Assist the Units in coordinating activities designed to deter threats to installation security or installation functions (e.g., catastrophe relief, terrorist activities, etc.)

d. Supervise and control all activities to facilitate the X-hour planning prior to and after the transition to N-hour sequence.

## (1) Fort Sill Operations Center (FSOC/EOC):

(a) The FSOC/EOC is the C2 platform at Fort Sill. The Garrison Commander oversees it through the DPTMS. It serves as the focal point for C2 during deployed and contingency force (CEF/DEF) package operations, force protection operations, and crisis action. It is structured to support the Garrison and Units combined operations to meet the Senior Commander's (SC) C2 requirements.

(b) Provides C2 of deployment and redeployment operations and is the single source

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for all call forward, tracking, and reporting deployment status.

(c) Conduct Deployment/Redeployment Working Group Meeting. The working group is conducted as prescribed in the FSOC/EOC McNair Hall, (Bldg. 455). During these meetings, the FSOC/EOC with provided Unit input updates and maintains the Deployment Matrix (Figure 2).

(d) The LRC conducts A-Hour synch meeting for PAX and equipment. Results will be sent to the EOC.

(e) Maintain and report the deployment status of deploying and deployed units worldwide to include 30, 60, and 90 Day Deployment Forecasts (Figure 3).

## Annex S: Command, Control and Communication

Figure 1: Deployment Matrix

Deployment or Redeployment Dates	Deployment or Redeployment Events	# PAX	# Aircraft	Conflict or Issues
Soldier Readiness Processing (SRP)				
	Medical			
	MPd (Legal, finance, SGLI 93)			
	Dental			
	Audiology			
	Optometry (Over 40 or wear Glasses)			
	ANAM (SRP Only)			
Weapons Qualification / Training				
	Rifle			
	Pistol			
	AT-4			
	M240			
	M249			
	MK-19			
	M230/M320			
Deployment Operations				
	Rail Operations			
	Sea Lift Operations			
	Line Haul Operations			
	Air Lift Operations			
	Passport			
Logistics				
	RFI			
	SAPI			
	Ammunition (TAT)			
	Class I			
	Class II			
	Class III			
	Class IV			
	Class V			
	Class VI			
	Class VII			
	Class VIII			
	Class IX			

## 2. Logistics Readiness Center (LRC):

(a) Attend Deployment/Redeployment IPR, conducted by the FSOC/EOC, between deploying units and support agencies.

(b) Provide representation from Installation Transportation Office (ITO), Installation Supply Division, and Arrival/Departure Airfield Control Group (A/DACG).

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(c) Provide coordinating information in support of Personnel Flow Support Synchronization Matrix Equipment Deployment Support Synchronization Matrix.

(d) Hosts the A-Hour meeting. This meeting is conducted at the LRC to make final coordination with the unit for any air mission A-hour meeting is for both inbound and outbound missions for both commercial or mil air. Normal attendees are Unit Movement Office (UMO), Unit personnel, FSOC/EOC personnel, and DES (when required). This meeting is normally held about 4-5 days prior to mission execution.

(e) Provide Deployment Node POCs to FSOC/EOC.

(f) Submit Reports to the FSOC/EOC IAW Annex F (Tracking and Reporting).

(g) Installation Transportation Officer (ITO): Co-host the Deployment / Redeployment IPR, conducted by the FSOC/EOC, between deploying units and support agencies.

3. Directorate Human Resource (DHR):

(a) Attend Deployment/Redeployment IPR, conducted by the FSOC/EOC, between deploying units and support agencies.

(b) BPT provide coordinating information on Soldier Readiness Processing. At the Deployment/Redeployment IPR.

(c) Submit PAX Manifest to the FSOC/EOC IAW Annex F (Tracking and Reporting).

4. Deploying Unit:

(a) Attend Personnel Deployment Support Synchronization meeting, conducted by the EOC, between the deploying units and support agencies. BPT provide coordinating information IAW PAX Flow Sync Matrix

(b) Attend Equipment Flow Support Synchronization meeting, conducted by the FSOC/EOC, between the deploying units and support agencies. BPT provide coordinating information IAW Equipment Flow Synchronization Matrix.

(c) Attend the Deployment/Redeployment IPR, conducted by the FSOC/EOC, between deploying units and support agencies.

(d) Provide a Unit Liaison Officer (LNO) to the FSOC/EOC/

(1) The unit is responsible for managing LNOs and ensuring the LNOs are supervised, accounted for, and provided life support. The Chief, FSOC/EOC will provide an orientation and integrate LNO's into the FSOC/EOC battle rhythm.

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(2) The FSOC/EOC will provide working space for LNOs as designated by the facility manager.

(3) The FSOC/EOC will provide SIPR / NIPR connectivity.

(4) Provide coordinating information IAW PAX Flow Synchronization Matrix and Equipment Flow Synchronization Matrix.

(5) LNO is responsible for knowing their unit deployment flow.

(6) LNO should have an updated unit Alpha roster and contact numbers for unit Rear- D CDR and 1SG.

(7) Be prepared to staff the FSOC/EOC 24/7 during the deployment of the unit main body.

(8) Maintain situational awareness of their unit's current operational capabilities, disposition, and awareness of their unit's ongoing operations.

(9) Report the unit's personnel status as required. This status reflects the number of Soldiers deployed and number of Soldiers remaining to deploy.

(10) Communicate MSN data and timeline changes to unit key personnel.

(11) Facilitate communications between the FSOC/EOC and the Unit.

(12) Attend all battle/situational updates and major briefings as a representative of their unit.

(13) Maintain a current Unit POC roster that can be activated 24/7.

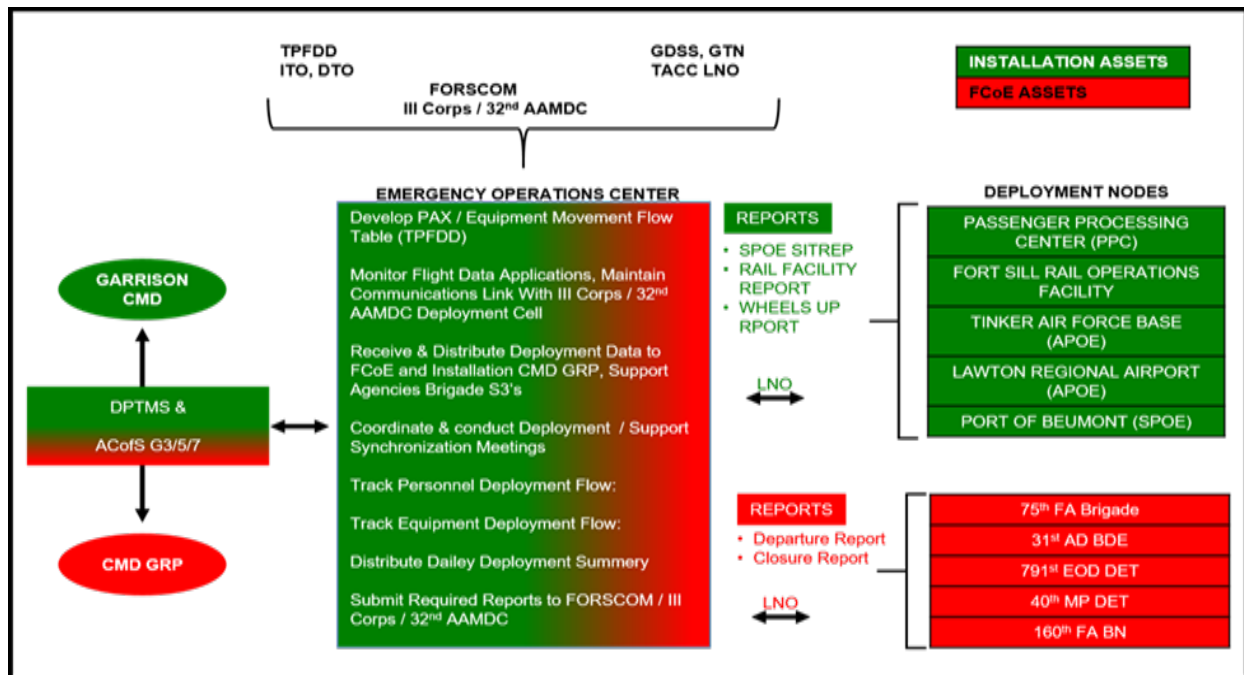
(14) Submit Reports to the FSOC/EOC IAW Annex F (Tracking and Reports).

3. Command and Control: Deployment OICs are the Unit Commanders. Unit CDRs may further delegate this OIC responsibility for execution and oversight, but it is their responsibility to ensure the effective and timely deployment of their unit.

a. Fort Sill Operations Center/Emergency Operations Center (FSOC/EOC). The Post FSOC/EOC serves as the overall command and control center during all phases of deployment. The FSOC/EOC tracks, reports and keeps both the Senior Commander and Installation Commander informed. The FSOC/EOC reports directly to the G3 Chief of Operations and DPTMS chief of Plans and Operations.

## Annex S: Command, Control and Communication

Figure 2: Deployment C2 Command Structure.



b. Depicts the Deployment C2 command structure. The EOC is the command and control platform for the Division and Installation during CONUS / OCONUS operations.

c. Deployment Nodes: Deployment C2 nodes will be established by LRC in order to facilitate the deployment process. Nodes are established at critical locations, where processing of personnel and equipment can be monitored, issues identified and current deployment status reported. The ITO will coordinate and provides reports to the FSOC/EOC in order to keep the command group, the unit, and other installation agencies informed.

(1) Passenger Processing Center (PPC). The PPC processes personnel for deployment. Support for the movement to the PPC is coordinated at the Personnel Deployment Support Synchronization Meeting and includes manifesting, SRPBET, unit departure ceremonies, aircraft arrival, baggage loading, and Class I operations. If an aircraft is going to be delayed 24 hours or less the Soldiers will remain in the PPC. If the plane is going to be delayed longer the 24 hours, Soldiers will be returned to their unit area.

(2) Railhead Facility. The railhead operations will be coordinated at the Equipment Deployment Support Synchronization Meeting and includes spotting of rail cars, rail load training, establishment of inspections stations, marshalling equipment, loading rail cars, loading of commercial line hauls and if equipment will be loaded by contract labor.



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(3) SPOE Operations. LRC establishes SPOE/SPOD operations IOT receive/load equipment and monitor/report to SPOE/SPOD, aircraft breakdown, departure of unit LNO's and support elements, shipload progress, Coast Guard HAZMAT checks, and ship arrival and sail dates.

4. Personnel (PAX) Flow Synchronization Meeting (A-Hour Sync): The PAX Flow Synchronization Meeting is conducted 36-48 hours prior to unit's departure. It brings together deploying unit representatives with Installation and Installation support agencies in order to synchronize the support requirements and timeline for the out load of unit personnel. This meeting is chaired by the LRC/ITO who will facilitate the meeting, capture the timeline, and identifies issues and will report findings to the EOC. The FSOC/EOC uses the TPFDD which sources the ULN, GDSS confirms the resourced ULN, which then generates a timeline developed by the EOC. The EOC then schedules a synchronization meeting where input from the unit and support agencies result in the PAX Flow Synch Matrix (Fig 2). The matrix synchronizes multiple confirmed airframes by mission number and all support actions from PAX pick up to Wheels Up. A hard copy of the synchronization matrix, containing the timeline and all support requirements, is provided to the unit, support agencies, distributed as required, and posted on FSOC/EOC SIPR Web Page.

a. Attendees for the meeting should include:

(1) Deploying unit representation:

(a) Unit S3 or LNO.

(b) BDE/Unit Rear Detachment POC.

(2) Installation Transportation Officer.

(3) Installation DHR/RAHC representative (SRP by exception).

(4) LRC Supply and Services Division.

(5) Installation Chaplain Representative.

(6) G33 Current Operations Representative.

b. Deploying Unit:

(1) Unit Rear Detachment provides baggage detail consisting of NCO and Soldiers (w/ inclement weather gear, reflective belt, hearing protection and gloves).

(2) Chalk leader for the resourced mission.

(3) Quantity of PAX departing on resourced mission.

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- (4) Location of PAX Marshalling Area (PMA).
- (5) Container drop location and time. Name and phone number of POC.
- (6) Quantity of POV's for storage reported to the unit POC.
- (7) BDE/BN CDRs and CSMs on flight.

c. G33 Current Operations:

- (1) Provide overall C2 of actions at PPC.
- (2) Provide Guest Speaker name for Deployment and Redeployment.

d. FSOC/EOC:

(1) Send out a message to all supporting agencies involved in the PAX outload notifying them of the sync meeting to be held in the EOC conference room Bldg. 5740 and DTG.

(2) Chair the meeting and capture timeline from staging of baggage trucks thru movement to the PPC and departure of unit from the APOE.

(3) Provide copies of the PAX Flow Sync Matrix to deploying unit and support agencies.

e. Installation Transportation Officer:

- (1) Provide buses for shuttle of PAX and TAT to PPC.
- (2) Provide Baggage containers and prime movers for movement of baggage to PPC.
- (3) Provide A-Hour Synch.
- (4) Move Equipment to APOD.

f. Directorate of Human Resources

- (1) Oversee Soldier Readiness Processing By Exception at the PPC.
- (2) Validate Deployment readiness of deploying personnel.

g. Division Chaplain: Provide one Chaplain for each departing mission to deliver invocation and religious support.

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Figure 3. Equipment Flow Synchronization Matrix

PAX Flow Synchronization Matrix (Tinker Air Force Base APOE) as of: (DDTTMMYY)																					
Not Synch'd		Support Req. Requests				RTF	PAX X-Gen movement to PPC's hours prior to wheels up														
Mission #	ACL	Date Synchronizing Meeting (DDTTMMYY)	ULN	UPL	PAX	Chair Leader (Loc. Pres. MRans)	PAX Marshalling Area (DDTTMMYY)	Bus Depart PMA (DDTTMMYY)	PAX to PMA (DDTTMMYY)	Bus Depart PMA (DDTTMMYY)	PAX Arrive PPC (DDTTMMYY)	Merited Build SRPBE / Mass Support (DDTTMMYY)	EC Arrive APOE (DDTTMMYY)	DE Detail RTT to ADACG (DDTTMMYY)	GO Flare off (DDTTMMYY)	Final Merited / Load Plane (DDTTMMYY)	Wheels Up (DDTTMMYY)	APCO (DDTTMMYY)	Wheels Down (DDTTMMYY)		

5. Equipment Flow Synchronization Meeting: The Equipment Flow Synchronization (a-Hour) Meeting is conducted 36-48 hours prior to unit's departure. It brings together deploying unit representatives with Installation and Installation support agencies in order to synchronize the support requirements and timeline for the out load of unit equipment. This meeting is chaired by the FSOC/EOC who, in addition to facilitating the meeting, captures the timeline, identifies issues, and task agencies to address issues identified. The FSOC/EOC uses the TPFDD which sources the ULN, GDSS confirms the resourced ULN, which then generates a timeline developed by the EOC. The EOC then schedules a synchronization meeting where input from the unit and support agencies result in the Equipment Flow Synch Matrix (Figure). The matrix synchronizes multiple confirmed airframes by mission number and all support actions from PAX pick up to Wheels Up. A hard copy of the synchronization matrix, containing the timeline and all support requirements, is provided to the unit, support agencies, distributed as required, and posted on FSOC/EOC SIPR Web Page.

a. Attendees for the meeting should include:

(1) Deploying unit representation:

(a) Unit S3 or LNO.

(b) BDE/Unit Rear Detachment POC.

(2) Installation Transportation Officer.

(3) Installation DHR/RAHC representative (SRP by exception).

(4) Installation Food Service Representative.

(5) Installation Chaplain Representative.

(6) G33 Current Operations Representative.

## 6. Unit Responsibilities

a. Deploying Unit:

(1) Unit Rear Detachment provides baggage detail consisting of NCO and Soldiers (w/ inclement weather gear, reflective belt, hearing protection and gloves).

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- (2) Chalk leader for the resourced mission.
  - (3) Quantity of Equipment departing on resourced mission.
  - (4) Location of Equipment Marshalling Area (EMA).
  - (5) Container drop location and time. Name and phone number of POC.
  - (6) Quantity of POV is for storage reported to LRC, ITD POV POC.
  - (7) BDE/BN CDRs and CSMs on flight.
- b. G33 Current Operations:
- (1) Provide overall C2 of actions at PPC.
  - (2) Provide Guest Speaker name for Farewell Ceremony.
- c. FSOC/EOC:
- (1) Send out a message to all supporting agencies involved in the PAX outload notifying them of the sync meeting to be held in the EOC conference room Bldg. 5740 and DTG.
  - (2) Provide copies of the PAX Flow Sync Matrix to deploying unit and support agencies.
- d. Installation Transportation officer:
- (1) Provide transportation for shuttle of equipment to PPC.
  - (2) Provide prime movers for movement of equipment to PPC.

Figure 4. PAX Flow Synchronization Matrix

PAX Flow Synchronization Matrix ( Tinker Air Force Base APOE) as of: (DDTTMMYY)																			
Not Sync'd		Support Requests			RTF		OEF					PAX begin movement to PPCs hours prior to wheels up							
Mission #	ACL	Date Sync Meeting (DDTTMMYY)	UEN	UIN	PAX	Chalk Leader (Last, First, MI, Rpt)	PAX Marshalling Area (DDTTMMYY)	Buses Depart to PMA (DDTTMMYY)	PAX to PMA (DDTTMMYY)	Buses Depart PMA (DDTTMMYY)	PAX Arrive PPC (DDTTMMYY)	Manifest Build / SRPSE / Mess Support (DDTTMMYY)	AC Arrives APOE (DDTTMMYY)	BDE Detail RPT to AIDACO (DDTTMMYY)	GO Farewell (DDTTMMYY)	Final Manifest / Load Plans (DDTTMMYY)	Wheels Up (DDTTMMYY)	APOD (DDTTMMYY)	Wheels Down (DDTTMMYY)
POV Turn-																			

## 7. Communications Systems (Primary/Alternate)

- a. Communications from Unit to Higher Headquarters:
- (1) Primary: SIPR/NIPR email.

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- (2) Alternate Phone.
- b. Communications between Post FSOC/EOC and deploying/redeploying units:
  - (1) Primary: SIPR/NIPR email.
  - (2) Alternate: Secure telephone and messenger.
  - (3) Alternate Unsecured Phone.
- c. Communications among Units (minus deploying unit) and installation Staff.
  - (1) Primary: SIPR/NIPR email.
  - (2) Alternate Phone.
- d. Communications to Sea Port of Embarkation (SPOE), aboard ship, to Sea Port of Debarkation (SPOD), and Aerial Port of Debarkation (APOD). ITO will establish an installation C2 node at the SPOE supported by the deploying unit:
  - (1) Primary: NIPR email.
  - (2) Alternate Phone.
- e. Aboard Ship: Will only be possible if unit provided Supercargoes.
  - (1) Primary: Phone.
  - (2) Alternate: NIPR email.
- f. SPOD:
  - (1) Primary: NIPR/SIPR email.
  - (2) Alternate Phone.
- g. APOD:
  - (1) Primary: NIPR/SIPR email.
  - (2) Alternate Phone.