DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

NAVMC 3500.25E

From: Commandant of the Marine Corps
To: Distribution List

Subj: DISTRIBUTION MANAGEMENT TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A
       (b) NAVMC 3500.106A

Encl: (1) Distribution Management T&R Manual

1. <u>Purpose</u>. Per the references, this Training and Readiness (T&R) Manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the distribution management occupational field.

2. <u>Cancellation</u>. NAVMC 3500.25D.

3. <u>Scope</u>. Highlights of the major changes included in this manual:

   a. Chapter 1: Adjusted the organization of the T&R Manual to reflect the merger of the distribution management (3112) and preservation, packaging, packing, and marking (3152) occupational specialties into a singular Military Occupational Specialty, distribution specialist (3152).

   b. Chapter 2: Revised to reflect the community's approved and published Marine Corps Tasks.

   c. Chapter 3: Adjusted the internal chaining of the collective training events to reflect the approved occupational specialties merger.

   d. Chapter 4: Moved the individual training events which were applicable to the merged occupational specialties to distribution specialist (3152) chapter.

   e. Chapter 5: Adjusted the event coding of the individual training events, moved them to the distribution specialist (3152) chapter, and deleted the chapter.

   f. Chapter 6: Integrated the individual training events from chapters 4 and 5 which were applicable to the distribution specialist (3152) occupational specialty, and changed this chapter to chapter 5. Additionally, incorporated information from the Training and Education Command (TECOM) Mishap Library pertaining to material handling equipment operations in an effort to reduce repeated mishaps and increase safety awareness.

4. <u>Information</u>. The Commanding General (CG), TECOM will update this T&R manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program

and Unit Training Management should be directed to: CG, TECOM, Policy and Standards Division, 1019 Elliot Road, Quantico, Virginia 22134.

5. Command. This Manual is applicable to the Marine Corps Total Force.

6. Certification. Reviewed and approved this date.

K. M. IIAMS
Commanding General
Training and Education Command
By direction

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DM T&R MANUAL

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OVERVIEW

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The training and readiness (T&R) program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject matter experts (SME) from the Fleet Marine Force (FMF) developed core capability mission essential task lists (METL) for ground communities derived from the Marine Corps task list. This T&R Manual is built around these METLs and other related Marine Corps tasks (MCT). All events contained in this Manual relate directly to these METLs and MCTs. This comprehensive T&R program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. This T&R Manual contains the collective and individual training requirements to prepare units to accomplish their combat mission. This T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. This T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps ground T&R program is found in reference (a).

3. This T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for formal schools and training detachments to create programs of instruction. This manual focuses on individual and collective tasks performed by FMF units and supervised by personnel in the performance of unit mission essential task(s) (MET).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential.

2. Commanders will ensure that all training is focused on their combat mission. Unit training should focus on achieving proficiency in the unit METL. This T&R Manual is a tool to help develop the unit's training plan based on the unit METL, as approved by their higher commander and reported in the Defense Readiness Reporting System (DRRS). Training will support the unit METL and be designed to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of standards based training consistent with Marine Corps T&R standards cannot be over emphasized.

1002. UNIT TRAINING MANAGEMENT

1. Effective unit training management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its mission.

2. Unit training management techniques, described in reference MCO 1553.3_, MCTP 8-10A, and MCTP 8-10B provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM.

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their military occupational specialty (MOS) at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. For collective or individual training events not executed and evaluated as part of the daily routine, leaders must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events.

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

1004. ORGANIZATION. This Community T&R Manual is comprised of 6 chapters and 3 appendices. Chapter 1 is an overview of the ground T&R program. Chapter 2 lists the core METs/MCTs supported by the Community, which are used as part of DRRS. Chapter 3 contains collective events. Chapters 4 through 6 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms; Appendix B contains terms and definitions; Appendix A contains Acronyms, Appendix B contains Terms and Definitions, Appendix C contains References.

1005. T&R EVENT CODING

1. Event Code. The event code is an up to 4-4-4 alphanumeric character set:

    a. First up to 4 characters indicate MOS or community (e.g., 0321, 1812 or INTL)

    b. Second up to 4 characters indicate functional or duty area (e.g. DEF, FSPT, MVMT, etc.)

    c. Third 4 characters indicate the unit size and supported unit, if applicable (1000 through 9000), and sequence. Figure 1-1 shows the relationship of unit size to event code. NOTE: The titles for the various echelons are for example only, and are not exclusive. For example: 4000-level events are appropriate for section-level events as noted, but also for squad-level events.

Collective Training Command Element	Collective Training Regiment/Group	Collective Training Battalion/Squadron
9000-level	8000-level	7000-level
Collective Training Company	Collective Training Platoon	Collective Training Squad
6000-level	5000-level	4000-level
Collective Training Team/Section/Crew	Individual Training Skills Progression MOJT, Advanced Level Schools (Core Plus Skills)	Individual Training Entry-Level Formal School Training (Core Skills)
3000-level	2000-level	1000-level

Figure. 1-1 T&R Event Levels

2. Grouping. Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious. Examples include: PAT for patrolling events, DEF for events in the defense, FSPT for events related to fire support, etc. There is no special significance to the functional areas, but they should be intuitive to make it as easy as possible for the T&R user to find events. When organizing this T&R Manual, functional areas are alphabetized then the associated events are numbered. The events will be numbered based upon the introduction of each new functional area, allowing up to "999" events. For example: if there are seven administrative events 4431 occupational field (OccFld), then the events should start 4431-ADMN-1001 and run through 1007. Next, the bulk fuel events, BUFL should start at 4431-BUFL-1001.

3. Sequencing. A numerical code is assigned to each collective (3000-9000 level) or individual (1000-2000 level) training event. The first number identifies the size of the unit performing the event, as depicted in figure 1-1. Exception: Events that relate to staff planning, to conduct of a command operations center, or to staff level decision making processes will be numbered according to the level of the unit to which the staff belongs. For example: an infantry battalion staff conducting planning for an offensive attack would be labeled as INF-PLAN-7001 even though the entire

battalion is not actively involved in the planning of the operation. T&R event sequence numbers that begin with "9" are reserved for Marine air-ground task force (MAGTF) command element events. An example of event coding is displayed in figure 1-2.
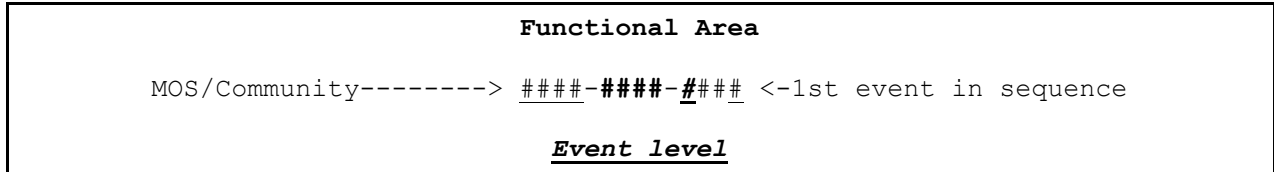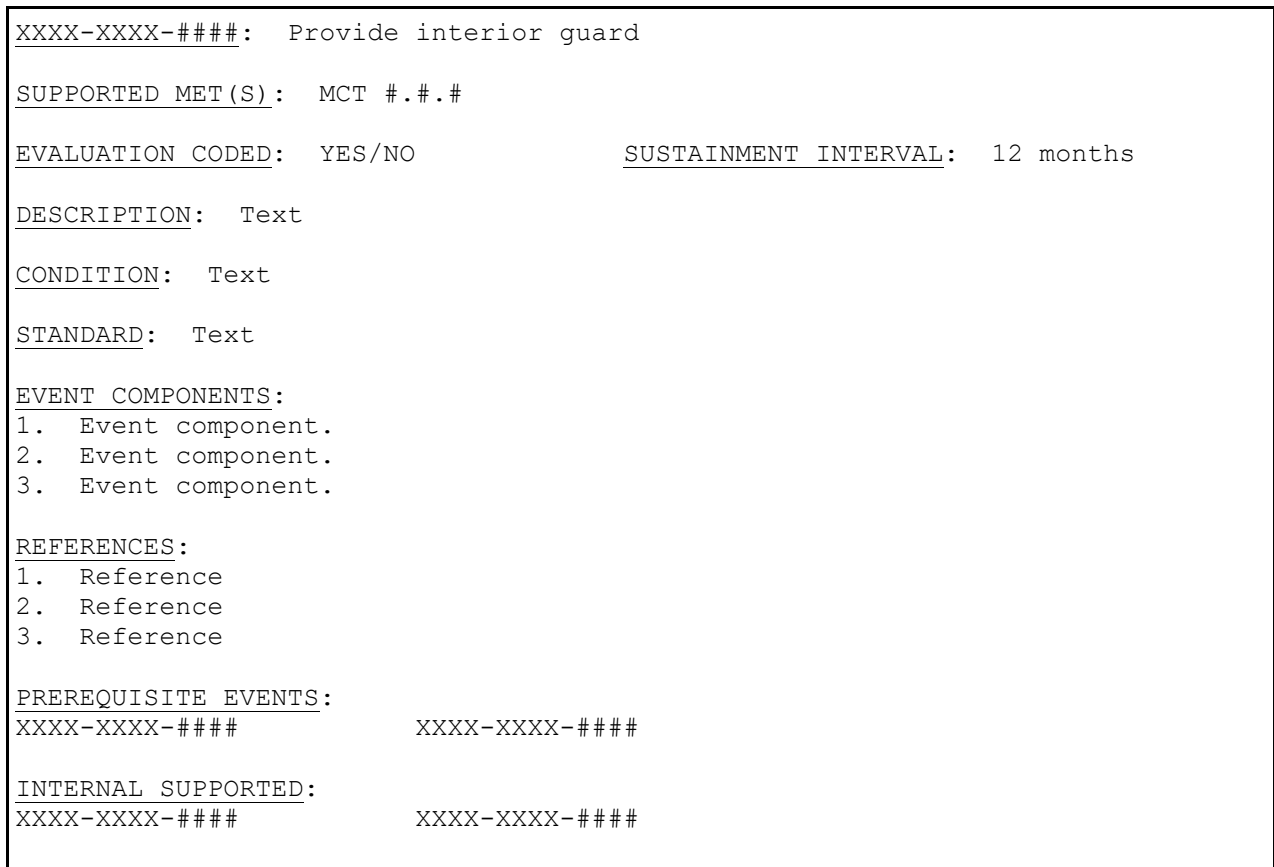
```
+------------------------------------------------------------------+
|                       Functional Area                            |
|                                                                  |
|      MOS/Community--------> ####-####-#### <-1st event in sequence |
|                                                                  |
|                         Event level                              |
+------------------------------------------------------------------+
```
Figure 1-2. T&R Event Coding

1006. T&R EVENT COMPOSITION

1. An event contained within a T&R manual is a collective or individual training standard. This section explains each of the components that make up the T&R event. These items will be included in all of the events in each T&R manual. Community-based T&R manuals may have several additional components not found in unit-based T&R manuals. The event condition, event title (behavior) and event standard should be read together as a grammatical sentence.

2. An example of a collective T&R event is provided in figure 1-3 and an example of an individual T&R event is provided in figure 1-4. Events shown in figures are for illustrative purposes only and are not actual T&R events.

```
+------------------------------------------------------------------+
| XXXX-XXXX-####:  Provide interior guard                          |
|                                                                  |
| SUPPORTED MET(S):  MCT #.#.#                                     |
|                                                                  |
| EVALUATION CODED:  YES/NO          SUSTAINMENT INTERVAL:  12 months|
|                                                                  |
| DESCRIPTION:  Text                                               |
|                                                                  |
| CONDITION:  Text                                                 |
|                                                                  |
| STANDARD:  Text                                                  |
|                                                                  |
| EVENT COMPONENTS:                                                |
| 1.  Event component.                                             |
| 2.  Event component.                                             |
| 3.  Event component.                                             |
|                                                                  |
| REFERENCES:                                                      |
| 1.  Reference                                                    |
| 2.  Reference                                                    |
| 3.  Reference                                                    |
|                                                                  |
| PREREQUISITE EVENTS:                                             |
| XXXX-XXXX-####            XXXX-XXXX-####                          |
|                                                                  |
| INTERNAL SUPPORTED:                                              |
| XXXX-XXXX-####            XXXX-XXXX-####                          |
+------------------------------------------------------------------+
```

```
INTERNAL SUPPORTING:
XXXX-XXXX-####          XXXX-XXXX-####

SUPPORT REQUIREMENTS:

  EQUIPMENT:  XXX

MISCELLANEOUS:  XXX

  ADMINISTRATIVE INSTRUCTIONS:  XXX
```

Figure 1-3. Example of a Collective T&R Event

```
XXXX-XXXX-####:  Stand a sentry post

EVALUATION CODED:  NO          SUSTAINMENT INTERVAL:  12 months

DESCRIPTION:  Text

MOS PERFORMING:  ####, ####

INITIAL TRAINING SETTING:  XXX

CONDITION:  Text

STANDARD:  Text

PERFORMANCE STEPS:
1.  Event component.
2.  Event component.
3.  Event component.

REFERENCES:
1.  Reference
2.  Reference
3.  Reference

PREREQUISITE EVENTS:
XXXX-XXXX-####          XXXX-XXXX-####

INTERNAL SUPPORTED:
XXXX-XXXX-####          XXXX-XXXX-####

INTERNAL SUPPORTING:
XXXX-XXXX-####          XXXX-XXXX-####

SUPPORT REQUIREMENTS:

  EQUIPMENT:  XXX

MISCELLANEOUS:  XXX

  ADMINISTRATIVE INSTRUCTIONS:  XXX
```

Figure 1-4. Example of an Individual Event

1. Event Code. The event code is explained in paragraph 1005.

2. <u>Title</u>. The name of the event. The event title contains one action verb and one object.

3. <u>Evaluation-Coded (E-Coded)</u>. Collective events categorize the capabilities that a given unit may be expected to perform. There are some collective events that the Marine Corps has determined that a unit MUST be able to perform, if that unit is to be considered fully ready for operations. These E-Coded events represent the irreducible minimum or the floor of readiness for a unit. These E-Coded events are derived from the training measures of effectiveness (MOE) for the METs for units that must report readiness in DRRS. It would seem intuitive that most E-Coded events would be for battalion sized units and higher since those are the units that report in DRRS. However, if the Marine Corps has determined that the readiness of a subordinate, supporting unit to accomplish a particular collective event is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event is E-Coded.

4. <u>Supported MET(s)</u>. List all METs that are supported by the training event in the judgment of the OccFld drafting the T&R manual, even if those events are not listed as MOE in a MET.

5. <u>Sustainment Interval</u>. It is critical to understand the intent of the sustainment interval so training time is not wasted with duplicated training. Sustainment interval is expressed in number of months. Most individual T&R events and many lower level collective events are never out of sustainment because they are either part of a Marine's daily routine, or are frequently executed within the sustainment interval. Sustainment interval is relevant when an individual or collective event is not observed and evaluated within the sustainment period, has atrophied, and therefore retraining and evaluation is required.

6. <u>Billet/MOS</u>. Each individual training event will contain a billet code and/or MOS that designates who is responsible for performing that event and any corresponding formal course required for that billet. Each commander has the flexibility to shift responsibilities based on the organization of his command. These codes are based on recommendations from the collective subject matter expertise that developed this manual and are listed for each event.

7. <u>Grade</u>. The grade field indicates the rank at which Marines are required to complete the event.

8. <u>Description</u>. This field allows T&R developers to include an explanation of event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge, i.e., engage fixed target with crew-served weapons. This is an optional field for individual events but is required for collective events. This field can be of great value guiding a formal school or FMF unit trying to discern the intent behind an event that might not be readily apparent.

9. <u>Condition</u>. Condition refers to the constraints that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental constraints or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the

assigned mission (e.g. in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

10. Standard. The performance standard indicates the basis for judging the effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and must be strictly adhered to. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe to what proficiency level, specified in terms of accuracy, completeness, time required, and sequencing the event is to be accomplished.
 These guidelines can be summarized in the acronym "ACTS" (Accuracy Completeness Time Sequence). In no cases will "per the reference" or "per/in accordance with commander's intent" be used as a stand-alone standard.

11. Event Components/Performance Steps. Description of the actions that the event is composed of, or a list of subordinate, included T&R event and event descriptions. The event components help the user determine what must be accomplished and the proper sequence of execution of subordinate events.
 Event components are used for collective events; performance steps are used for individual events.

    a. The event components and performance steps will be consciously written so that they may be employed as performance evaluation check lists by the FMF. They must be sequenced to demonstrate the building block approach to training.

    b. Event components may be events one individual in the unit performs, events that small groups in the unit perform, or events involving the entire unit.

12. Chained Events. Enables unit leaders to effectively identify prerequisite, supporting, and supported events that ultimately support MCTs/METs. Supported events are chained to supporting events to enable the accomplishment of the supported event to standard and therefore are considered "chained". The completion of identified supported events can be utilized to update sustainment interval credit for supporting events, based on the assessment of the commander.

13. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

14. Supported Event. An event whose performance is inherently supported by the performance of one or more supporting events. A supported event will be

classified as internal supported if it has been developed specifically for the community. A supported event that has been chained to an event from an external community T&R will be classified as external supported.

15. <u>Supporting Event</u>. An event whose performance inherently supports the performance of a supported event. A supporting event will be classified as internal supporting if it has been developed specifically for the community. A supporting event that has been chained to a community event from an external community T&R will be classified as external supporting.

16. <u>Initial Training Setting</u>. All individual events will designate the setting at which the skill is first taught, either formally, managed on the job training (MOJT) within the FMF, or via a distance learning product (DL).

17. <u>References</u>. The training references shall be utilized to determine task performance steps. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical manuals. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. For individual events only one authoritative reference is required.

18. <u>Distance Learning Products</u>. Distance learning products include: Individual multimedia instruction, computer-based training, MarineNet, etc. This notation is included when, in the opinion of the T&R manual group charter in consultation with the MAGTF T&R Standards Division representative, the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

19. <u>Support Requirements</u>. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training towards METS. Future efforts to attain and allocate resources will be based on the requirements outlined in the T&R manual. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel

The ordnance requirements for one year of training for the events in the T&R will be aggregated into a table contained in an appendix to the T&R. The task analyst and the OccFld representatives will be careful not to "double count" ammunition that might be employed in the performance of collective and individual events that are chained.

20. <u>Suitability of Simulation/Simulators/DL products</u>. The following "Suitability and Sequence" codes listed in figure 1-5 have been developed to communicate characteristics for employing simulations during training. Units of measure have been assigned based on the amount of time it takes a Marine or unit to train to task utilizing a particular simulator. Suitability and sequence codes are captured in the event title in a parenthetical remark, as well as within the simulation field of the T&R event. The simulation field

also identifies the type of simulation, units of measure, and any other
pertinent information.

Code	Requirement
L	The event can only be trained to standard in a Live environment. Any event assessed as "NO" for Simulatable was coded "L."
P	The event must be performed to standard in simulator as a PREREQUISITE to live fire qualification as per current doctrine, policy, or T&R manual.
S/L	Event must be trained to standard in simulation then live unless simulation capacity is not available, then live only training is appropriate.
L/S	Event must be trained to standard in a live environment then simulation unless simulation capacity is not available, then live only training is appropriate.
S	Event can ONLY be conducted to standard and qualification in simulator.

Figure 1-5. Suitability and sequence codes

    a. Training simulation capabilities offer an opportunity to build and
sustain proficiency while achieving and/or maintaining certain economies.
 Commanders should take into consideration simulation tools as a matter of
course when designing training.

    b. Simulation Terms:

        (1) Simulation: A model of a system animated discretely or
continuously over a period of time. A simulation may be closed-loop (i.e.,
it executes based in initial inputs without human intervention), or it may be
open-loop (i.e., human input to alter the variables in the system during
execution is allowed). A simulation is an approximation of how the modeled
system will behave over time. Simulations are constructed based on verified
and validated mathematical models of actual systems. Simulations can be very
simple or complex depending on the degree of fidelity and resolution needed
to understand the behavior of a system.

        (2) Simulator: A simulator is the physical apparatus employed as the
interface for humans to interact with a model or observe its output. A
simulator has input controls and outputs in the form of human sensory stimuli
(visual, auditory, olfactory, tactile/haptic, and taste). For instance, some
of the features of the vehicle cab (the seat, steering wheel, turn signals,
accelerator pedal, brakes, and windshield) and projection screen. Both the
vehicle cab and projection screen are the interface by which a human being
interacts with the simulated environment of a driving a vehicle and observe
the outputs of the mathematical models of vehicle dynamics.

        (3) Model: A mathematical representation of the behavior (i.e.,
shows the behavior of projectiles, combat simulations, etc.) of a system at a
distinct point in time.

        (4) Live: Real people operates real systems to include both live
people operating real platforms or systems on a training range and battle
staffs from joint, component or service tactical headquarters using real
world command and control systems.

(5) Virtual: Real people operating simulated systems. Virtual simulations inject humans-in-the-loop in a central role by exercising motor control skills (e.g., flying an air platform simulator, engaging targets in indoor simulated marksmanship trainer), decision skills, and/or communication skills.

(6) Constructive: Models and simulations that involve simulated people operating simulated systems (i.e., MAGTF Tactical Warfare Simulation). Real people make inputs to such simulations, but are not involved in determining the outcomes.

(7) Live, Virtual and Constructive (LVC) Training Environment: Defined by combining any of the three training domains LVC to create a common operational environment, by which units can interact across LVC domains as though they are physically located in the same operational environment.

(8) Distance Learning: Any instruction and evaluation provided through a variety of DL delivery systems (i.e., MarineNet) where the students and instructors are separated by time and/or location.

c. Figure 1-6 depicts an event title with simulation code and simulation and/or simulators that can be used, as displayed within a T&R event.

XXXX-XXX-XXXX: Call for indirect fire using the grid method (L/S)

SUPPORT REQUIREMENTS:

SIMULATION EVALUATION:

SIMULATED	**SUITABILITY**	**SIMULATOR**	**UNIT OF MEASURE**	**HOURS**	**PM**
Yes	L/S	ODS	Marine Hours	12	Y

Figure 1-6. Example of simulation/simulators displayed within a T&R event

21. <u>Miscellaneous</u>

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal learning centers are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

1007. COMBAT READINESS PERCENTAGE (CRP)

1. The Marine Corps ground T&R program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable

of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage" as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat readiness percentage is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. Unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called E-Coded Events. E-Coded events and unit CRP calculation are described in follow-on paragraphs. The CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

1008. CRP CALCULATION

1. Collective training begins at the 3000-level (team, crew, or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. E-Coded collective events are the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. The MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has four E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

    MET 1: 75% complete (3 of 4 E-Coded events trained)
    MET 2: 100% complete (6 of 6 E-Coded events trained)
    MET 3: 25% complete (1 of 4 E-Coded events trained)
    MET 4: 50% complete (2 of 4 E-Coded events trained)
    MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

    MET CRP: 75 + 100 + 25 + 50 + 75 = 325

    Unit CRP: 325 (total MET CRP)/5 (total number of METS) = 65%

3. Combat readiness percentage is a valuable tool to assist commanders in readiness reporting by providing objective data to support and inform their subjective assessment.

1009. CHEMICAL BIOLOGICAL RADIOLOGICAL NUCLEAR TRAINING

1. All personnel assigned to the FMF must be trained in chemical, biological, radiological, and nuclear (CBRN) defense in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRN attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRN environment.

2. In order to develop and maintain the ability to operate in a CBRN environment, CBRN training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRN conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1010. NIGHT TRAINING

1. While it is understood that all personnel and units of the FMF are capable of performing their assigned mission in "every clime and place, "current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on the availability of equipment and personnel.

1011. RISK MANAGEMENT (RM)

1. Risk management is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a tool to aid decision making used by Marines at all levels to increase effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of success. Risk management minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. All leaders and Marines will integrate RM in the planning process and implement hazard controls to reduce risk to acceptable levels. Applying the RM process will reduce mishaps, injuries, and damage they cause, thereby increasing both individual performance and unit readiness. Risk management assists the commander in avoiding unnecessary risk, determining the balance between training realism and unnecessary risks in training, making an informed decision to implement a course of action, identifying feasible and effective control measures, adjusting training plans to fit the level of proficiency and experience of Marines/Sailors, and providing reasonable alternatives for mission accomplishment.

3. Specifically, commanders are required to implement and document deliberate RM in the planning and execution of all training evolutions and

activities. Furthermore, the authority to approve or accept risk assessment code (RAC) 1 or 2 hazards will not be delegated below lieutenant colonel (O5). Further guidance for RM is found in Marine Corps Order 3500.27_.

1012. IMPROVISED EXPLOSIVE TRAINING

1. Improvised explosive device (IED) threat impacts all elements of the MAGTF and all Marines regardless of MOS, location, or operational environment. The ability to effectively operate and survive in environments with an IED threat is critical to force protection, maintaining combat effectiveness, and mission accomplishment.

2. Per Marine Corps policy on organizing, training, and equipping for operations in an IED environment (MCO 3502.9), Marines must be capable of not only accomplishing their assigned mission, but also accomplishing their mission in environments with an IED threat. Counter-improvised explosive device (C-IED) training must be integrated into the unit training plan in order-to ensure personnel assigned to the FMF train and maintain proficiency in C-IED tactics, techniques, and procedures.

CHAPTER 2

MARINE CORPS TASKS

DM T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

2000. MARINE CORPS TASKS (MCT)

The list below depicts the Mission Essential Task Listings (METLs) for units, which report readiness within Defense Readiness Reporting System Marine Corps (DRRS-MC) based upon events executed by the Distribution Management community.

Supply Battalion (1st and 2nd Bn) METL

CORE MET:
MCT 1.1.2 Provide Forces

Supply Battalion (3d Bn) METL

CORE MET:
MCT 1.1.2 Provide Forces

2001. DISTRIBUTION MANAGEMENT MCTS. Distribution Management community support the following MCTs:

MCT 1.1.2	Provide Forces
MCT 1.2.1.1	Identify Lift Requirements
MCT 1.2.3	Embark Forces
MCT 1.2.5	Debark Forces
MCT 4.1	Conduct Supply Operations
MCT 4.1.2.4	Conduct Distribution Operations
MCT 4.3	Conduct Transportation Operations
MCT 4.3.5	Provide Freight/Passenger Transportation
MCT 4.3.5.1	Support Freight/Passenger/Personal Property Transportation Facilities
MCT 4.3.6	Conduct Material Handling Operations
MCT 4.3.9	Conduct Landing Support Operations
MCT 4.3.10	Conduct Garrison Transportation Operations
MCT 4.6.3.1.1	Operate Air Terminals
MCT 4.11.1	Organize Combat Service Support Factors

CHAPTER 3

COLLECTIVE EVENTS

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the Distribution Management community.

3001. EVENT CODING

Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

    a. Field one. This field represents the community. This chapter contains the following community codes:

Code   Description
DMO   Distribution Management

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code   Description
ATO   Air Terminal Operations
CARG   Cargo
OPS   Operations
PAXS   Passenger Movement Operations
PPTY   Personal Property Operations

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code   Description
6000   Company
5000   Platoon
4000   Squad
3000   Crew/Team

3002. INDEX OF COLLECTIVE EVENTS

Event Code	E-Coded	Event	Page
6000 Level Events			
DMO-CARG-6001	NO	Conduct Distribution Operations	3-3
DMO-OPS-6001	NO	Plan Distribution Operations	3-4

3003. 6000 LEVEL EVENTS

DMO-CARG-6001: Conduct Distribution Operations

SUPPORTED MET(S):
MCT 1.1.2 Provide Task-Organized Forces
MCT 1.2.1.1 Identify Lift Requirements
MCT 4.1.2.4 Conduct Distribution Operations
MCT 4.3 Conduct Transportation Operations
MCT 4.3.5 Provide Freight/Passenger Transportation
MCT 4.3.6 Conduct Material Handling Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event is a MMDC the coordinating the tactical, operational, and strategic level distribution operations which conform to time-definite delivery standards in support of a MEF sized element (MCO 4470.1B pg 9).

CONDITION: Given a requirement, access to an automated information system, and resources.

STANDARD: To organize, manage, and integrate activities associated with the MAGTF deployment and distribution process. (MCO 4470.1B pg 1)

EVENT COMPONENTS:
1. Identify cargo movement provisions.
2. Determine cargo routing and movement.
3. Determine shipper, transhipper, and receiver requirements and procedures.
4. Position resources to effect provisions.
     a. Employ Distribution Liaison Cell(s).
     b. Employ AIS/AIT.
     c. Coordinate MHE.
5. Determine Transportation Protected Services shipment requirements.
6. Comply with Bills of Lading requirements.
7. Perform packaging and handling requirements.
8. Comply with loss and damage requirements.
      a. Submit Transportation Discrepancy Report.
      b. Document astray freight.
9.   Manage third party payments systems for transportation.
10. Coordinate with external agencies.
11. Support cargo port and terminal operations
12. Establish automated information system requirements.
13. Maintain asset visibility and tracking of cargo.
      a. Manage distribution priorities.
      b. Manage throughput velocity.
14. Conduct conveyance loading and unloading operations.
      a. Mitigate detention charges.
      b. Mitigate demurrage charges.
15. Conduct personal effects and baggage operations.
16. Conduct Customs and Border clearance operations.

PRIMARY REFERENCE:

MCO 4470.1B United States Marine Corps (USMC) Marine Air Ground Task Force (MAGTF) Deployment and Distribution Policy (MDDP)

SUPPLEMENTAL REFERENCES:
1. MCO 4030.21D Packaging of Material Packaging
2. DTR 4500.9-R PART II Cargo Movement

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:
      DMO-CARG-5001: Conduct Distribution Operations
      DMO-CARG-4001: Conduct Distribution Operations
      DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
Preservation, packaging, packing, and marking (PPP&M) materials.
Material Handling Equipment (MHE), as required.
AIS/AIT

DMO-OPS-6001: Plan Distribution Operations

SUPPORTED MET(S):
MCT 1.1.2 Provide Task-Organized Forces
MCT 1.2.1.1 Identify Lift Requirements
MCT 1.2.3 Embark Forces
MCT 1.2.5 Debark Forces
MCT 4.1.2.4 Conduct Distribution Operations
MCT 4.3 Conduct Transportation Operations
MCT 4.3.5 Provide Freight/Passenger Transportation
MCT 4.3.5.1 Support Freight/Passenger/Personal Property Transportation Facilities
MCT 4.3.6 Conduct Material Handling Operations
MCT 4.3.9 Conduct Landing Support Operations
MCT 4.3.10 Conduct Garrison Transportation Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The ability to plan and execute the movement of forces for deployment and redeployment as well as sustainment and retrograde. (JP 4-09 pg. ix)

CONDITION: Given an initiating directive, Commander's guidance, and an operations order.

STANDARD: Synchronizing all elements of the logistics system of deliver the right things to the right place at the right time to support the MAGTF Commander. (JP 4-09 pg ix)

EVENT COMPONENTS:
1. Initiate process (MCPP, R2P2, or other method).
2. Conduct problem framing and mission analysis.
    a. Analyze capabilities of existing distribution nodes

        b. Analyze conveyance availability and employment
        c. Analyze theater restrictions.
        d. Identify competing deployment and distribution requirements.
        e. Analyze fiduciary requirements
        f. Analyze Preservation, Packaging, Packing and Marking (P3&M)
capabilities.
3.   Develop courses of action (COA).
        a. Determine required distribution nodes
        b. Determine required conveyance availability and employment
        c. Adhere to theater restrictions.
        d. Deconflict competing deployment and distribution requirements.
        e. Adhere to fiduciary requirements
        f. Determine Preservation, Packaging, Packing and Marking (P3&M)
requirements.
4.   Conduct COA wargaming.
5.   Conduct COA comparison and decision.
6.   Develop LOI/order/plan
        a. Develop the Concept of Distribution within the Concept of Logistics
Support.
7.   Conduct transition.
8.   Implement feedback mechanisms.
        a. Develop MOEs and/or MOPs.

PRIMARY REFERENCE:
MCO 4470.1B United States Marine Corps (USMC) Marine Air Ground Task Force
(MAGTF) Deployment and Distribution Policy (MDDP)

SUPPLEMENTAL REFERENCES:
1. JP 4-09 Joint Doctrine for Global Distribution
2. MCO 4030.31D Packaging of Materiel Preservation

CHAINED EVENTS:
        INTERNAL SUPPORTING EVENTS:
        DMO-OPS-5001: Plan Distribution Operations
        DMO-OPS-4001: Plan Distribution Operations

        EXTERNAL SUPPORTED EVENTS:
        LOG-OPS-6001: Conduct logistics operations
        LOG-TRAN-6001: Conduct transportation support operations
        LOG-TRAN-6003: Conduct port and terminal support

3004. INDEX OF COLLECTIVE EVENTS

Event Code	E-Coded	Event	Page
5000 Level Events			
DMO-CARG-5001	NO	Conduct Distribution Operations	3-5
DMO-OPS-5001	NO	Plan Distribution Operations	3-7

3005. 5000 LEVEL EVENTS

DMO-CARG-5001: Conduct Distribution Operations

SUPPORTED MET(S):
MCT 1.1.2 Provide Task-Organized Forces
MCT 1.2.1.1 Identify Lift Requirements
MCT 4.1.2.4 Conduct Distribution Operations
MCT 4.3 Conduct Transportation Operations
MCT 4.3.5 Provide Freight/Passenger Transportation
MCT 4.3.6 Conduct Material Handling Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event is a DLC or a MMDC coordinating the tactical, operational, and strategic level distribution operations which conform to time-definite delivery standards in support of a MEU or SPMAGTF sized MAGTF (MCO 4470.1B pg 9).

CONDITION: Given a requirement, access to an automated information system, and resources.

STANDARD: To organize, manage, and integrate activities associated with the MAGTF deployment and distribution process. (MCO 4470.1B pg 1)

EVENT COMPONENTS:
1. Identify cargo movement provisions.
2. Determine cargo routing and movement.
3. Determine shipper, transhipper, and receiver requirements and procedures.
4. Position resources to effect provisions.
      a. Employ Distribution Liaison Cell(s).
      b. Employ AIS/AIT.
      c. Coordinate MHE.
5. Determine Transportation Protected Services shipment requirements.
6. Comply with Bills of Lading requirements.
7. Perform packaging and handling requirements.
8. Comply with loss and damage requirements.
9.   Manage third party payments systems for transportation.
10. Coordinate with external agencies.
11. Support cargo port and terminal operations.
12. Maintain asset visibility and tracking of cargo.
       a. Manage distribution priorities.
       b. Manage throughput velocity.
13. Conduct conveyance loading and unloading operations.
       a. Mitigate detention charges.
       b. Mitigate demurrage charges.
14. Conduct personal effects and baggage operations.
15. Conduct Customs and Border clearance operations.

PRIMARY REFERENCE:
MCO 4470.1B United States Marine Corps (USMC) Marine Air Ground Task Force (MAGTF) Deployment and Distribution Policy (MDDP)

SUPPLEMENTAL REFERENCES:
1. MCO 4030.33E Packaging of Material Packaging
2. DTR 4500.9-R PART II Cargo Movement

CHAINED EVENTS:
    INTERNAL SUPPORTED EVENTS:
    DMO-CARG-6001: Conduct Distribution Operations

    INTERNAL SUPPORTING EVENTS:
    DMO-CARG-4001: Conduct Distribution Operations
    DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
Preservation, packaging, packing, and marking (PPP&M) materials.
Material Handling Equipment (MHE), as required.
AIS/AIT

DMO-OPS-5001: Plan Distribution Operations

SUPPORTED MET(S):
MCT 1.1.2 Provide Task-Organized Forces
MCT 1.2.1.1 Identify Lift Requirements
MCT 1.2.3 Embark Forces
MCT 1.2.5 Debark Forces
MCT 4.1.2.4 Conduct Distribution Operations
MCT 4.3.9 Conduct Landing Support Operations
MCT 4.3 Conduct Transportation Operations
MCT 4.3.5 Provide Freight/Passenger Transportation
MCT 4.3.5.1 Support Freight/Passenger/Personal Property Transportation
Facilities
MCT 4.3.6 Conduct Material Handling Operations
MCT 4.3.10 Conduct Garrison Transportation Operations

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The ability to plan and execute the movement of forces for deployment and redeployment as well as sustainment and retrograde. (JP 4-09 pg. ix)

CONDITION: Given an initiating directive, Commander's guidance, and an operations order.

STANDARD: Synchronizing all elements of the logistics system of deliver the right things to the right place at the right time to support the MAGTF Commander. (JP 4-09 pg ix)

EVENT COMPONENTS:
1.   Initiate process (MCPP, R2P2, or other method).
2.   Conduct problem framing and mission analysis.
    a. Analyze capabilities of existing distribution nodes
    b. Analyze conveyance availability and employment
    c. Analyze theater restrictions.
    d. Identify competing deployment and distribution requirements.
    e. Analyze fiduciary requirements

    f. Analyze Preservation, Packaging, Packing and Marking (P3&M) capabilities.
3.   Develop courses of action (COA).
     a. Determine required distribution nodes
     b. Determine required conveyance availability and employment
     c. Adhere to theater restrictions.
     d. Deconflict competing deployment and distribution requirements.
     e. Adhere to fiduciary requirements
     f. Determine Preservation, Packaging, Packing and Marking (P3&M) requirements.
4.   Conduct COA wargaming.
5.   Conduct COA comparison and decision.
6.   Develop LOI/order/plan
     a. Develop the Concept of Distribution within the Concept of Logistics Support.
7.   Conduct transition.
8.   Implement feedback mechanisms.
     a. Develop MOEs and/or MOPs.

PRIMARY REFERENCE:
MCO 4470.1B United States Marine Corps (USMC) Marine Air Ground Task Force (MAGTF) Deployment and Distribution Policy (MDDP)

SUPPLEMENTAL REFERENCES:
JP 4-09 Joint Doctrine for Global Distribution
MCO 4030.31D Packaging of Materiel Packaging

CHAINED EVENTS:
   INTERNAL SUPPORTED EVENTS:
   DMO-OPS-6001: Plan Distribution Operations

   INTERNAL SUPPORTING EVENTS:
   DMO-OPS-4001: Plan Distribution Operations

   EXTERNAL SUPPORTED EVENTS:
   LOG-OPS-6001: Conduct logistics operations
   LOG-TRAN-6001: Conduct transportation support operations
   LOG-TRAN-6003: Conduct port and terminal support

3006. INDEX OF COLLECTIVE EVENTS

Event Code	E-Coded	Event	Page
4000 Level Events			
DMO-ATO-4001	NO	Conduct aerial port and air terminal operations	3-8
DMO-CARG-4001	NO	Conduct Distribution Operations	3-9
DMO-OPS-4001	NO	Plan Distribution Operations	3-11

3007. 4000 LEVEL EVENTS

DMO-ATO-4001: Conduct aerial port and air terminal operations

SUPPORTED MET(S):
MCT 4.6.3.1.1 Operate Air Terminals

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event is specific to overseas aerial ports with relatively permanent air terminal facilities operated by a user Service through an inter-service agreement with Air Mobility Command (AMC) support, the DoD Airlift System, and provide aerial port services to U.S. Government-owned or -operated aircraft, U.S.-sponsored foreign government or civil aircraft, Coalition Forces aircraft, and commercial contract aircraft missions IAW the JCS priority system. Service user aerial ports support both channel sustainment support and contingency movements, and provide integrated airlift services to host installation deployment operations (DOD 4500.9-R, Part III, Appendix M, pg II-M-3). For example, Marine Corps Air Station (MCAS) Iwakuni, Japan is a designated overseas user-operated aerial port per the United States Transportation Command (USTRANSCOM).

CONDITION: Provided an inter-service agreement with AMC, an aerial port, and resources.

STANDARD: To support DoD Components to satisfy authorized airlift requirements and establish the most effective distribution of DoD authorized air traffic. (DOD 4500.9-R, Part III, Appendix M, pg II-M-1)

EVENT COMPONENTS:
1. Process and prepare cargo for airlift.
2. Ensure compliance with directives for movement of cargo and passengers.
3. Direct passengers as outlined in Service and DoD directives.
4. Direct movement of deceased personnel.
5. Provide in-transit visibility of cargo and passengers.
6. Ensure compliance with the Foreign Clearance Guide and DoD or Service instructions covering the entry and departure of aircraft, passengers, crew, baggage, patients, cargo, and mail.
7. Coordinate with external agencies.
8. Conduct crew and passenger briefings on local customs, protocol, security, medical requirements, currency exchange, curfews, uniform requirements, and hazardous cargo.
9. Maintain a list of terminal postures and plans to upgrade capabilities for wartime.

PRIMARY REFERENCE:
DOD 4500.9-R, PART III, Appendix M

SUPPLEMENTAL REFERENCES:
1. AMCI 24-101 Volume 4, Military Airlift Passenger Service
2. AMCI 24-6051 Volume 5, Air Transportation Standardization and Resources
3. AMCI 24-101 Volume 11, Cargo and Mail Policy
4. AFI 36-2201 Air Force Training Program
5. AFMAN 24-204 Preparing Hazardous Materials for Military Air Shipments

EQUIPMENT: Computer with internet connectivity, Material Handling Equipment, and Personal Protective Equipment (PPE).

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:
      3152-PAX-2005: Conduct air terminal passenger operations

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DMO-CARG-4001: Conduct Distribution Operations

SUPPORTED MET(S):
MCT 1.1.2 Provide Task-Organized Forces
MCT 1.2.1.1 Identify Lift Requirements
MCT 4.1.2.4 Conduct Distribution Operations
MCT 4.3 Conduct Transportation Operations
MCT 4.3.5 Provide Freight/Passenger Transportation
MCT 4.3.6 Conduct Material Handling Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event is a DLC coordinating the tactical, operational, and strategic level distribution operations which conform to time-definite delivery standards in support of a SPMAGTF sized element (MCO 4470.1B pg 9).

CONDITION: Given a requirement, access to an automated information system, and resources.

STANDARD: To organize, manage, and integrate activities associated with the MAGTF deployment and distribution process. (MCO 4470.1_ pg 1)

EVENT COMPONENTS:
1. Identify cargo movement provisions.
2. Determine cargo routing and movement.
3. Determine shipper, transhipper, and receiver requirements and procedures.
4. Position resources to effect provisions.
    a. Employ Distribution Liaison Cell(s).
    b. Employ AIS/AIT.
    c. Coordinate MHE.
5. Determine Transportation Protected Services shipment requirements.
6. Comply with Bills of Lading requirements.
7. Perform packaging and handling requirements.
8. Comply with loss and damage requirements.
    a. Submit Transportation Discrepancy Report.
    b. Document astray freight.
9. Manage third party payments systems for transportation.
10. Coordinate with external agencies.
11. Support cargo port and terminal operations
12. Establish automated information system requirements.
13. Maintain asset visibility and tracking of cargo.
    a. Manage distribution priorities.
    b. Manage throughput velocity.
14. Conduct conveyance loading and unloading operations.
    a. Mitigate detention charges.
    b. Mitigate demurrage charges.
15. Conduct personal effects and baggage operations.

16. Conduct Customs and Border clearance operations.

PRIMARY REFERENCE:
MCO 4470.1B United States Marine Corps (USMC) Marine Air Ground Task Force (MAGTF) Deployment and Distribution Policy (MDDP)

SUPPLEMENTAL REFERENCES:
1. MCO 4030.33E Packaging of Material Packing
2. DTR 4500.9-R PART II Cargo Movement

CHAINED EVENTS:
      INTERNAL SUPPORTED EVENTS:
      DMO-CARG-6001: Conduct Distribution Operations
      DMO-CARG-5001: Conduct Distribution Operations

      INTERNAL SUPPORTING EVENTS:
      DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
Preservation, packaging, packing, and marking (PPP&M) materials.
Material Handling Equipment (MHE), as required.
AIS/AIT

DMO-OPS-4001: Plan Distribution Operations

SUPPORTED MET(S):
MCT 1.1.2 Provide Task-Organized Forces
MCT 1.2.1.1 Identify Lift Requirements
MCT 1.2.3 Embark Forces
MCT 1.2.5 Debark Forces
MCT 4.1.2.4 Conduct Distribution Operations
MCT 4.3.9 Conduct Landing Support Operations
MCT 4.3 Conduct Transportation Operations
MCT 4.3.5 Provide Freight/Passenger Transportation
MCT 4.3.5.1 Support Freight/Passenger/Personal Property Transportation Facilities
MCT 4.3.6 Conduct Material Handling Operations
MCT 4.3.10 Conduct Garrison Transportation Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The ability to plan and execute the movement of forces for deployment and redeployment as well as sustainment and retrograde. (JP 4-09 pg. ix)

CONDITION: Given an initiating directive, Commander's guidance, and an operations order.

STANDARD: Synchronizing all elements of the logistics system of deliver the right things to the right place at the right time to support the MAGTF Commander. (JP 4-09 pg ix)

EVENT COMPONENTS:

1.   Initiate process (MCPP, R2P2, or other method).
2.   Conduct problem framing and mission analysis.
      a. Analyze capabilities of existing distribution nodes.
      b. Analyze conveyance availability and employment.
      c. Analyze theater restrictions.
      d. Identify competing deployment and distribution requirements.
      e. Analyze fiduciary requirements.
      f. Analyze Preservation, Packaging, Packing and Marking (P3&M)
capabilities.
3.   Develop courses of action (COA).
      a. Determine required distribution nodes.
      b. Determine required conveyance availability and employment.
      c. Adhere to theater restrictions.
      d. Deconflict competing deployment and distribution requirements.
      e. Adhere to fiduciary requirements.
      f. Determine Preservation, Packaging, Packing and Marking (P3&M)
requirements.
4.   Conduct COA wargaming.
5.   Conduct COA comparison and decision.
6.   Develop LOI/order/plan.
      a. Develop the Concept of Distribution within the Concept of Logistics
Support.
7.   Conduct transition.
8.   Implement feedback mechanisms.
      a. Develop MOEs and/or MOPs.

PRIMARY REFERENCE:
MCO 4470.1B United States Marine Corps (USMC) Marine Air Ground Task Force
(MAGTF) Deployment and Distribution Policy (MDDP)

SUPPLEMENTAL REFERENCES:
1. JP 4-09 Joint Doctrine for Global Distribution
2. MCO 4030.33E Packaging of Materiel Preservation

CHAINED EVENTS:
   INTERNAL SUPPORTED EVENTS:
   DMO-OPS-6001: Plan Distribution Operations
   DMO-OPS-5001: Plan Distribution Operations

3008. INDEX OF COLLECTIVE EVENTS

Event Code	E-Coded	Event	Page
3000 Level Events			
DMO-CARG-3001	NO	Conduct Cargo Distribution Operations	3-12
DMO-PAXS-3001	NO	Conduct passenger movement operations	3-14
DMO-PPTY-3001	NO	Conduct Personal Property Operations	3-15

3009. 3000 LEVEL EVENTS

DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORTED MET(S):

MCT 1.1.2 Provide Task-Organized Forces
MCT 1.2.1.1 Identify Lift Requirements
MCT 4.1.2.4 Conduct Distribution Operations
MCT 4.3 Conduct Transportation Operations
MCT 4.3.5 Provide Freight/Passenger Transportation
MCT 4.3.5.1 Support Freight/Passenger Transportation
MCT 4.3.6 Conduct Material Handling Operations
MCT 4.11.1 Organize Combat Service Support Factors

EVALUATION-CODED: YES   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Cargo distribution operations consist of providing efficient, responsive, and quality transportation services within the assigned AOR and ensure compliance with governing laws, directives, systems or programs, and regulations. (DTR 4500.9 Individual Missions, Roles, and Responsibilities, pg. 24) Distribution is defined as the operational process of synchronizing all elements of the logistic system to deliver "the right things to the right place at the right time" to support the Commander's scheme of maneuver. (MCO 4470.1_ pg.1)

CONDITION: Given a requirement, access to an automated information system, and resources.

STANDARD: To organize, manage, and integrate activities associated with the MAGTF deployment and distribution process. (MCO 4470.1_ pg. 1).

EVENT COMPONENTS:
1.   Identify cargo movement provisions.
2.   Determine cargo routing and movement.
3.   Determine shipper, transhipper, and receiver requirements and procedures.
4.   Process hazardous material.
    a. Inspect hazardous material.
    b. Prepare hazardous material.
    c. Package hazardous material.
    d. Mark and label hazardous material.
    e. Certify hazardous material.
5.   Determine Transportation Protected Services shipment requirements.
6.   Comply with Bills of Lading requirements.
7.   Perform packaging and handling as required.
8.   Comply with loss and damage as required
    a. Submit Transportation Discrepancy Report.
    b. Document astray freight.
9.   Manage third party payments systems for transportation.
10. Coordinate with external agencies.
11. Support cargo port and air-terminal operations.
12. Establish automated information system requirements.
13. Maintain asset visibility and tracking of cargo.
14. Conduct conveyance operations.
    a. Mitigate detention charges.
    b. Mitigate demurrage charges.
15. Conduct personal effects and baggage operations.
16. Conduct Customs and Border clearance operations.

PRIMARY REFERENCE:

DOD 4500.9R Part II Cargo Movement

SUPPLEMENTAL REFERENCES:
1. Joint Publication 4-0 Joint Logistics
2. MCO 4470.1_ MAGTF Deployment and Distribution Policy (MDDP)
3. MCO 4030.33E Packaging of Material Packing
4. MCO 4500.9R Part I Passenger Movement

CHAINED EVENTS:
 INTERNAL SUPPORTED EVENTS:
  DMO-CARG-6001: Conduct Distribution Operations
  DMO-CARG-5001: Conduct Distribution Operations
  DMO-CARG-4001: Conduct Distribution Operations

 INTERNAL SUPPORTING EVENTS:
  3152-CARG-2007: Process hazardous material for shipment
  3152-CARG-2008: Manage Material Handling Equipment (MHE) Operations
  3152-CARG-2004: Divert cargo
  3102-ADMN-2001: Direct Distribution Management Operations
  3102-CARG-2001: Direct cargo distribution operations
  3102-CARG-2005: Direct Preservation, Packaging, Packing and Marking
  Operations
  3152-AITV-1001: Conduct In-Transit Visibility (ITV)
  3152-CARG-1001: Process outbound cargo
  3152-CARG-1002: Process inbound cargo
  3152-CARG-1003: Process a tracer action
  3152-CARG-2001: Manage cargo distribution operations
  3152-CARG-2002: Supervise the outbound cargo process
  3152-CARG-2003: Supervise the inbound cargo process
  3152-CARG-2005: Perform rail yard operations
  3152-CARG-2006: Conduct Base/Station Scale Operations
  3152-ADMN-1001: Maintain Wood Packaging Material (WPM) Program
  3152-MTPP-1002: Perform preservation procedures for Methods 10 and 20
  3152-MTPP-1004: PERFORM LEVEL B PACKING
  3152-MTPP-1006: Perform electrostatic discharge packaging
  3152-MTPP-1008: Prepare protective barriers
  3152-MTPP-1011: Design blocking and bracing
  3152-MTPP-1012: Waterproof shipping container
  3152-MTPP-1014: Marking Procedures
  3152-CNTM-1001: Fabricate wooden container
  3152-CNTM-2002: Design a wooden container
  3152-CNTM-2003: Supervise container manufacturing operations
  3152-OPFN-2001: Supervise operations
  3152-MTPP-2003: Perform Preservation Procedures for methods 30, 40, and 50

DMO-PAXS-3001: Conduct passenger movement operations

SUPPORTED MET(S):
MCT 4.3.5   Provide Freight/Passenger Transportation

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Passenger movement operations consist of providing efficient, responsive, and quality transportation services within the assigned AOR and ensure compliance with governing laws, directives, systems or programs, and regulations. (DTR 4500.9 Individual Missions, Roles, and Responsibilities, pg. 24)

CONDITION: Given a requirement, access to an automated informational system, and resources.

STANDARD: To support the travel necessary to accomplish the government's mission effectively and economically. (JTR Chapter 1, paragraph 101004)

EVENT COMPONENTS:
1.   Identify passenger movement provisions.
2.   Coordinate transoceanic travel.
3.   Coordinate commercial bus transportation.
4.   Coordinate commercial passenger rail transportation.
5.   Oversee rental vehicles for individual travelers.
6.   Support the third party payment system reconciliation process.
7.   Support air terminal operations.
8.   Coordinate with external agencies.

PRIMARY REFERENCE:
DOD 4500.9-R Defense Transportation Regulation (DTR), PART I

SUPPLEMENTAL REFERENCES:
1.   Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
2.   MCO 4600.7 Marine Corps Passenger Transportation Program

CHAINED EVENTS:
　　INTERNAL SUPPORTING EVENTS:
　3102-PAXS-2001: Direct passenger transportation operations
　3152-PAXS-1001: Process passenger travel
　3152-PAXS-2001: Manage passenger transportation operations
　3152-PAXS-2002: Supervise passenger transportation operations

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DMO-PPTY-3001: Conduct Personal Property Operations

SUPPORTED MET(S):
MCT 4.3.10 Conduct Garrison Transportation Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Personal Property Operations consist of providing cost-effective transportation services within the assigned geographic area of responsibility that includes shipment award/acceptance, shipment delivery, and temporary storage of personal property. (DOD 4500.9-R Part IV, pg IV-402-1)

CONDITION: Given a personal property transportation request, access to AIS, and resources.

STANDARD: To execute responsive personal property transportation and storage services to all uniformed service members, civilian employees of the DoD, eligible family members, and other personnel. (MCO 4600.39 MARINE CORPS PERSONAL PROPERTY TRANSPORTATION PROGRAM, pg 11)

EVENT COMPONENTS:
1.   Identify personal property provisions.
2.   Determine shipment management procedures and distribution methodology.
3.   Determine "Best Value" traffic/distribution management and costing methodology.
4.   Control the procurement, preparation, and marking of Direct Procurement Method (DPM) shipments.
5.   Enforce quality assurance (QA) standards in the Defense Personal Property program.
6.   Enforce storage policies and procedures.
7.   Coordinate the movement of privately owned conveyances (i.e., mobile homes, POVs, and boats).
8.   Enforce policies and procedures for movement of privately owned firearms and ammunition.
9.   Determine specialized procedures for unusual occurrences.
10. Control personally procured transportation (PPMs).
11. Manage third party payment systems for transportation.
12. Control personal effects and baggage centers.
13. Coordinate with external agencies.

PRIMARY REFERENCE:
DOD 4500.9-R (Part IV) Defense Transportation Regulation Part IV (Personal Property)

SUPPLEMENTAL REFERENCES:
1.   MCO 4600.39 Marine Corps Personal Property Transportation Manual
2.   Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
3.   MCO 4400.201 Vol 13 Management of property in possession of the Marine Corps

CHAINED EVENTS:
  INTERNAL SUPPORTED EVENTS:
  DMO-CARG-4001: Conduct Distribution Operations
  DMO-CARG-5001: Conduct Distribution Operations
  DMO-CARG-6001: Conduct Distribution Operations

  INTERNAL SUPPORTING EVENTS:
  3102-PPTY-2001: Direct Personal Property Operations
  3152-PPTY-1001: Process outbound shipment application
  3152-PPTY-1005: Process outbound shipments
  3152-PPTY-1003: Process inbound shipments
  3152-PPTY-2001: Manage Personal Property Operations
  3152-PPTY-2002: Supervise Personal Property Operations
  3152-PPTY-2003: Process deployment storage

DM T&R MANUAL

CHAPTER 4

MOS 31XX INDIVIDUAL EVENTS

DM T&R MANUAL

CHAPTER 4

MOS 31XX INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to Distribution Management Community. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. EVENT CODING

Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

   a. Field one. This field represents the community. This chapter contains the following community codes:

Code   Description
31XX   Distribution Management Community

   b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code   Description
ADMN   Administrative

   c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code   Description
2000   Core Plus Skills

4002. 31XX COMMON TO ALL EVENTS

Event Code	Event	Page
2000 Level Events		
31XX-ADMN-2001	Certify invoice for payment.	4-2

31XX-ADM-2001: Certify invoice for payment.

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: The Certifying Official must validate each line item on the TPPS summary invoice for TAC and LOA appropriateness in accordance with supporting entitlement/shipping documents thus assigning pecuniary liability to the Accountable Official (MCO 4600.41 Distribution Manual, pg 11-2).

MOS PERFORMING: 3152, 3102

GRADES: SSGT, GYSGT, MSGT, WO-1, CWO-2, CWO-3, CWO-4, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an invoice, access to AIS, and resources.

STANDARD: To ensure uninterrupted transportation service IAW the prompt payment act and the Financial Improvement and Audit Readiness (FIAR)(DTR 4500.9-R, Part II, Chapter 212, pg II-212-8).

PERFORMANCE STEPS:
1.   Verify the reconciliation is complete and accurate.
      a. Identify disputed invoices, as required.
2.   Endorse the approved invoice with the payment certification.
3.   Submit the reconciled bill to TPPS contractor for payment.
4.   Maintain file copies of all documentation.

PRIMARY REFERENCE:
DOD 4500.9-R (Part II) Defense Transportation Regulation Part II, Chapter 212 Payment Systems.

SUPPLEMENTAL REFERENCE:
MCO 4600.41B Marine Corps Distribution Manual

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:
      DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
      EQUIPMENT: Computer with internet connectivity.

PREREQUISITE:
Transportation Pay and Certifying Officers Legislation Foundation conducted at https://dfas4dod.dfas.mil/training/courses/coltraining.htm

Marine Net Courses: Transportation Account Code 101(DMO01TAC01), Third Party Payment System Part 1 and Third Party Payment System Part 2
Appointed in writing and by DD Form 577
DD Form 2875 System Authorization Access request

CHAPTER 5

MOS 3102 INDIVIDUAL EVENTS

CHAPTER 5

MOS 3102 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to Distribution Management Officer. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. EVENT CODING

Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

    a. Field one. This field represents the community. This chapter contains the following community codes:

Code	Description
3102	Distribution Management Officer

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code	Description
ADMN	Administrative
CARG	Cargo
PAXS	Passenger Travel
PPTY	Personal Property

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code	Description
2000	Core Plus Skills

5002. INDEX OF 3102 INDIVIDUAL EVENTS

3102-ADMN-2001: Direct Distribution Management Operations

EVALUATION-CODED: NO   SUSTAINMENT INTERVAL: 12 months

READINESS-CODED: NO

DESCRIPTION: This event addresses the requirement for a Distribution Management Officer serving at the MEF level and higher in accordance with MCO [MCO 4470.1B] and [MCO 4600.41A]. They are expected to provide efficient, responsive, technical direction, and quality transportation services within their assigned AOR and ensure compliance with governing laws, directives, systems or programs, and regulations for cargo, passenger, personal property, and unit moves. ([DTR 4500.9-R], pg 24).

MOS PERFORMING: 3102

GRADES: CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, access to an AIS, and resources.

STANDARD: To organize, manage, and integrate activities associated with the MAGTF deployment and distribution process. ([MCO 4470.1B] pg 1)

PERFORMANCE STEPS:
1.   Advocate for the Marine Corps concerning deployment and distribution processes.
2.   Develop plans, policies, and instructions on deployment and distribution processes.
3.   Advise capabilities to higher and adjacent headquarters.
4.   Advocate and establish enterprise inspection criteria.
5.   Represent the Program Manager on all distribution and transportation management functions.
6.   Monitor the progress of Marine Corps funded projects.
7.   Monitor distribution operations at an area of responsibility (AOR) and enterprise level.
8.   Coordinate and monitor the use of inter-theater and intra-theater air, ground, and sealift.
9.   Serve as the MAGTF-level ACA validator.
10. Maintain area of responsibility (AOR) and enterprise near real time total asset visibility (TAV).
11. Coordinate and supervise deployment and distribution training.

PRIMARY REFERENCE:
[MCO 4470.1B] USMC MAGTF Deployment and Distribution Policy (MDDP)

SUPPLEMENTAL REFERENCES:
1.   [DOD 4500.9-R] Defense Transportation Regulation (DTR)
2.   [MCO 4600.41] Marine Corps Distribution Manual

SUPPORT REQUIREMENTS:
     Equipment: Computer with internet connectivity.

3102-CARG-2005: Direct Preservation, Packaging, Packing and Marking Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Distribution Management Officer will oversee Preservation, Packaging, Packing and Marking (PPP&M) operations (MCO 4470.1B MDDP).

MOS PERFORMING: 3102

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given packaging or preservation requirement, and resources.

STANDARD: To prevent damage and deterioration of materiel during the handling, transportation, and storage. (MIL-STD-2073-1E w/CHANGE3 pg.21)

PERFORMANCE STEPS:
1.   Determine mission requirements.
2.   Monitor PPPM operations for the MAGTF.
3.   Ensure compliance with inspection criteria.
4.   Develop plans, policy, and procedures for PPPM Operations.
5.   Coordinate procurement methods of supplies and services.
6.   Manage compliance of Marine Corps packaging materials.
7.   Oversee preservation procedures.
8.   Oversee the execution of levels of packaging.
9.   Oversee compliance of packaging and handling for hazardous materials.
10. Ensure compliance of marking standards.
11. Oversee the quality assurance program.

PRIMARY REFERENCE:
MCO 4030.33 Packing of Material, Preservation

SUPPLEMENTAL REFERENCES:
1.   MIL-STD-2073-1E w/CHANGE3 Department of Defense Standard Practice for Military Packaging
2.   MCO 4470.1B USMC MAGTF Deployment and Distribution Policy (MDDP)

CHAINED EVENTS:
     INTERNAL SUPPORTING EVENTS:
     DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
     Equipment: Computer with internet connectivity.

3102-CARG-2006: Direct cargo distribution operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event addresses the requirements for a Distribution Management Officer assigned to a MAGTF and garrison supporting establishments. They provide efficient, responsive, and quality transportation services within their assigned AOR and ensure compliance with governing laws, directives, systems or programs, and regulations for cargo and unit moves (DTR 4500.9-R Individual Missions, Roles, and Responsibilities, pg 24).

MOS PERFORMING: 3102

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, an automated information system/automated information technology, and resources.

STANDARD: To provide shipping and receiving services, and to maintain ITV/AV to enhance throughput velocity and sustain operational tempo. (MCO 4470.1B, pg 13).

PERFORMANCE STEPS:
1.   Develop plans, policies and procedures.
2.   Advise Commander on distribution capabilities.
3.   Control the outbound cargo process.
4.   Control the inbound cargo process.
5.   Control railyard operations.
6.   Oversee or support customs operations.
7.   Oversee the commercial payment for transportation of DoD shipments.
8.   Control implementation of In-Transit Visibility (ITV).
9.   Oversee AIS administration functions.
10. Oversee Preservation, Packaging, Packing, and Marking operations.
11. Support retrograde of cargo.
12. Control the employment of Distribution Liaison Cells.

PRIMARY REFERENCE:
DTR 4500.9-R Defense Transportation Regulation (DTR), Part II

SUPPLEMENTAL REFERENCES:
1.   MCO 4600.41 Marine Corps Distribution Manual
2.   MCO 4470.1B USMC MAGTF Deployment and Distribution Policy (MDDP)
3.   MCO 4030.33 Packaging of Material Packing

CHAINED EVENTS:
       INTERNAL SUPPORTING EVENTS:
       DMO-CARG-3001: Conduct Cargo Distribution Operations

3102-PAXS-2001: Direct passenger transportation operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Provide efficient, responsive, and quality transportation services within the assigned AOR and ensure compliance with governing laws, directives, systems or programs, and regulations for passenger and unit moves (DOD 4500.9-R Individual Missions, Roles, and Responsibilities, pg 24).

MOS PERFORMING: 3102

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a passenger transportation requirement, access to an AIS, and resources.

STANDARD: To ensure transportation arrangements are procured to meet the requested travel date. (DOD 4500.9-R Part II CH 102, I-102-1).

PERFORMANCE STEPS:
1. Administer prudent traffic management IAW govern rules and regulations.
2. Appoint Transportation Agent for Transportation Officer.
3. Advise Commander on passenger transportation capabilities.
4. Manage the CBA.
5. Monitor the local Travel Management Company Contract.
6. Oversee the Quality Assurance Program.

PRIMARY REFERENCES:
DOD 4500.9-R Defense Transportation Regulation (DTR), Individual Missions, Roles, and Responsibilities, Part I, Ch 102.

SUPPLEMENTAL REFERENCES:
1. MCO 4600.7 Marine Corps Passenger Transportation Program
2. MCO 4650.39 Defense Travel System
3. Joint Travel Regulations (JTR)

CHAINED EVENTS:
        INTERNAL SUPPORTING EVENTS:
        DMO-PAXS-3001: Conduct passenger movement

SUPPORT REQUIREMENTS:
        Equipment: Computer with internet capability.

3102-PPTY-2001: Direct Personal Property Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

MOS PERFORMING: 3102

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

DESCRIPTION: This event addresses the requirements for a Distribution Management Officer assigned to a garrison supporting establishment. They provide efficient, responsive, and quality transportation services within the assigned AOR and ensure compliance with governing laws, directives, systems or programs, and regulations for personal property (DOD 4500.9-R Individual missions, roles, and responsibilities pg 26).

CONDITION: Given a requirement, access to an AIS, and resources.

STANDARD: To ensure transportation services are arranged in compliance with governing laws and regulations (MCO 4600.39 Chapter 1 page 1-5).

PERFORMANCE STEPS:
1.   Administer prudent traffic management IAW governing rules and regulations.
2.   Appoint Transportation Agent for Transportation Officer.
3.   Advise Commander on personal property transportation capabilities.
4.   Oversee storage services.
5.   Authorize/adjudicate travel and transportation extensions.
6.   Oversee the Direct Procurement Method contracts.
7.   Provide the local KO with technical requirements for local contracts.
8.   Oversee the quality assurance program.
9.   Support Joint Personal Property Shipping Office operations.

PRIMARY REFERENCE:
1.   MCO 4600.39 Marine Corps Personal Property Transportation Manual

SUPPLEMENTAL REFERENCES:
1.   Defense Transportation Regulation DOD 4500.9-R Individual Missions, Roles, and Responsibilities

CHAINED EVENTS:
    INTERNAL SUPPORTING EVENTS:
    DMO-PPTY-3001: Conduct Personal Property Operations
    DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
    Equipment: Computer with internet connectivity.

CHAPTER 6

MOS 3152 INDIVIDUAL EVENTS

CHAPTER 6

MOS 3152 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to Distribution Specialist. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. EVENT CODING

Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology

    a. Field one. This field represents the community. This chapter contains the following community codes:

Code   Description
3152   Distribution Specialist

    b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

Code   Description
AITV   Active In-Transit Visibility
CARG   Cargo
CNTM   Container Manufacturing
MTPP   Material Preservation and Packing
OPFN   Operations Function
PAXS   Passenger Travel
PPTY   Personal Property

    c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

Code   Description
1000   Core Skills
2000   Core Plus Skills

6002. INDEX OF INDIVIDUAL EVENTS

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3152-MTPP-1002	Perform Preservation Procedures for Methods 10 and 20	6-9
3152-MTPP-1004	Perform level B packing	6-9
3152-MTPP-1006	Perform electrostatic discharge packaging	6-10
3152-MTPP-1008	Prepare protective barriers	6-11
3152-MTPP-1011	Perform blocking and bracing	6-12
3152-MTPP-1012	Waterproof shipping container	6-12
3152-MTPP-1014	Marking Procedures	6-13
3152-PAXS-1001	Process passenger travel	6-14
3152-PPTY-1001	Process outbound shipment application	6-15
3152-PPTY-1003	Process inbound shipments	6-16
3152-PPTY-1005	Process outbound shipments	6-16
2000 Level Events		
3152-ADMN-2002	Reconcile invoice for certification.	6-17
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3152-OPFN-2001	Supervise operations	6-30
3152-PAXS-2001	Manage passenger transportation operations	6-30
3152-PAXS-2002	Supervise passenger transportation operations	6-31
3152-PAXS-2005	Conduct air terminal passenger operations	6-32
3152-PPTY-2001	Manage Personal Property Operations	6-33
3152-PPTY-2002	Supervise Personal Property Operations	6-34
3152-PPTY-2003	Process deployment storage	6-35

6003. 3152 INDIVIDUAL EVENTS

3152-ADMN-1001: Maintain Wood Packaging Material (WPM) Program

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: To account for the receipt, issuance, use, and disposal of wood packaging material (WPM). (DoDM 4140.65, pg. 1)

MOS PERFORMING: 3152

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given personnel, wood packaging materials, AIS, and International Standards for Phytosanitary Measures (ISPM) No. 15 stamp.

STANDARD: To prevent world-wide spread of plant, pest, and diseases by utilizing specially treated wooden packaging material for international transport. (DoDM 4140.65)

PERFORMANCE STEPS:
1. Obtain WPM Certification.
2. Conduct monthly inventory of lumber.
3. Submit monthly lumber usage report.
4. Conduct monthly audits.
5. Maintain record keeping.
6. Conduct on-site inspections.
7. Ensure WPM certification stamps are secured

PRIMARY REFERENCE:
DoDM 4140.65 Compliance for Defense Packaging: Phytosanitary Requirements for Wood Packaging Material (WPM)

CHAINED EVENTS:
    INTERNAL SUPPORTING EVENTS:
    DMO-CARG-3001: Conduct Cargo Distribution Operations

ADMINISTRATIVE REMARK: The Office of the Secretary of the Navy issues WPM certification.

3152-AITV-1001: Conduct In-Transit Visibility (ITV)

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The ability to track the identity, status, and location of DoD unit cargo or supplies, and personal property from origin to consignee or destination (JP 4-0, pg. I-5)

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a document requisition number, in-transit visibility (ITV) resources, and access to AIS.

STANDARD: To track the identity, status, and location of DoD unit cargo or supplies in order to provide the commander the necessary information to make effective decisions. (MCO 4600.41_, pg. 3-5)

PERFORMANCE STEPS:
1. Setup equipment.
2. Perform a functions check.

3. Verify transportation data.
4. Input data into AIS.
5. Collect data output from AIS.
6. Monitor cargo within AIS.
7. Provide ITV reports.

PRIMARY REFERENCE:
MCO 4600.41 Marine Corps Distribution Manual

SUPPLEMENTAL REFERENCE:
MCO 4000.51_ Automatic Identification Technology (AIT)

CHAINED EVENTS:
   INTERNAL SUPPORTING EVENTS:
   DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
   EQUIPMENT: Computer with internet capability and a printer.

3152-CARG-1001: Process outbound cargo

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event addresses the processing of shipments to, from, and between locations in the Continental United States (CONUS) and Outside the Continental United States (OCONUS), to include Alaska, Hawaii, and OCONUS theater areas. (DOD 4500.9-R Defense Transportation Regulation (DTR), Part II, Chapter 203, pg. II-203-1).

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given originating cargo, documentation, and resources.

STANDARD: To ensure originating cargo is receipted, inducted into the Defense Transportation System (DTS), prepared for onward movement. (MCO 4600.41_, pg. 12-2)

PERFORMANCE STEPS:
1. Review DD Form 1348 or 1149 for completeness.
2. Ensure cargo is packaged, marked, and prepared according to conveyance
3. Receipt for originating cargo
      a.   Account for cargo.
      b.   Perform physical and visual inspection of cargo.
      c.   Take physical custody of cargo and associated documentation.
4. Determine the shipment mode using destination, Priority Designator and required delivery date.
5. Prepare cargo for onward movement.

      a.   Process within AIS.
      b.   Allocate shipment to external agency.
      c.   Create shipping documentation.
      d.   Validate and account for cargo associated with shipping
      documentation.
6. Segregate, consolidate and stage cargo.
7. Release shipment to external agency.
8. Closeout shipment in AIS upon external agency pickup.
9. Maintain physical records of outbound shipment.
10. Provide In-Transit Visibility.

PRIMARY REFERENCE:
DOD 4500.9-R Defense Transportation Regulation (DTR)

SUPPLEMENTAL REFERENCE:
MCO 4600.41 Marine Corps Distribution Manual

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:
      DMO-CARG-3001: Conduct Cargo Distribution Operations

3152-CARG-1002: Process inbound cargo

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The reception and preparation of originating cargo destined for local distribution for onward movement to ultimate consignee. (MCO 4600.41 pg. 12-2)

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given originating cargo, documentation, and resources.

STANDARD: To ensure originating cargo is receipted and prepared for onward movement. (MCO 4600.41 , pg. 12-2)

PERFORMANCE STEPS:
1.   Receipt for originating cargo
      a. Account for cargo.
      b. Perform physical and visual inspection of cargo.
      c. Annotate discrepancies.
      d. Take physical custody of cargo and associated documentation.
2.   Process within AIS.
3.   Segregate, consolidate and stage cargo by ultimate consignee.
4.   Prepare cargo for onward movement.
      a. create cargo manifest.
      b. validate and account for cargo associated with cargo manifest.

      c. package, mark, and prepare cargo according to conveyance.
5.   Request transportation support.
6.   Deliver cargo to ultimate consignee
7.   Collect proof of delivery from ultimate consignee.
8.   Process the proof of delivery of originating cargo in the AIS.
9.   Closeout the delivery of originating cargo.
10.   Maintain physical records of proof of delivery.

PRIMARY REFERENCE:
MCO 4600.41 Marine Corps Distribution Manual

SUPPLEMENTAL REFERENCES:
DOD 4500.9-R Defense Transportation Regulation (DTR)

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:
      DMO-CARG-3001: Conduct Cargo Distribution Operations

3152-CARG-1003: Process a tracer action

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: The shipper or consignee will initiate tracer or tracking action when the shipment has not met the RDD or within TDD standards. (DTR 4500.9-R Part II Chapter 202 pg. II-202-8)

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a source document of a shipment not at destination by the Required Delivery Date (RDD), access to AIS, and resources.

STANDARD: Provide status of cargo to the consignee or requestor. (DTR 4500.9-R Part II Chapter 202 pg. II-202-8)

PERFORMANCE STEPS:
1.   Receive tracer request and information related to the shipment.
2.   Verify destination, TDD or specified RDD within AIS.
3.   Establish current shipment location within AIS.
4.   Confirm carrier has not offered the shipment for delivery.
5.   Submit required information to SDDC.
6.   Notify requesting activity of shipment location as determined by the carrier or SDDC.

PRIMARY REFERENCE:
DOD 4500.9-R Defense Transportation Regulation Part II (DTR)

SUPPLEMENTAL REFERENCE:
MCO 4600.41 Marine Corps Distribution Manual

CHAINED EVENTS:
    INTERNAL SUPPORTING EVENTS:
  DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
    EQUIPMENT: Computer with internet connectivity.

3152-CNTM-1001: Fabricate wooden container

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

MOS PERFORMING: 3152

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

DESCRIPTION: To protect a wide range of military items with the use of materials prescribed in federal and military specifications, standards, drawings, or other authorized documents. (MCO 4400.201, pg. 2-3)

CONDITION: Given a task, personnel, and packaging materials.

STANDARD: To ensure optimal life, utility and performance of materiel through prevention of deterioration or damage for efficient storage, handling, and transportation. (MCO 4400.201)

PERFORMANCE STEPS:
1.   Determine packing requirements.
2.   Create a cut sheet to determine dimensions.
3.   Cut Lumber using dimensions.
4.   Cut plywood using dimensions.
5.   Construct wooden pallet.
6.   Assemble wooden container.

PRIMARY REFERENCE:
MCO P4030.21_ Packaging of Materiel - Packing

SUPPLEMENTAL REFERENCE:
MIL STD 2073.1C Standard Practice for Military Packing

CHAINED EVENTS:
    INTERNAL SUPPORTING EVENTS:
  DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
    EQUIPMENT: Panel saw or table saw, miter saw, pneumatic nail guns, hammer, nails, air compressor, measuring tape, safety equipment, air hose, lumber, plywood, dust collector.

3152-MTPP-1002: Perform Preservation Procedures for Methods 10 and 20

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Levels of preservation designed to meet the requirements of methods 10 and 20 packaging capabilities of protecting material not directly exposed to extremes of climate, terrain, and operational transportation environments. (MCO 4030.21_ pg.5)

MOS PERFORMING: 3152

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirements and resources.

STANDARD: To ensure appropriate preservation designed to protect an item during transportation, handling, and indeterminate storage. (MCO 4030.21_ pg.5)

PERFORMANCE STEPS:
1.   Determine packaging requirements.
2.   Inspect item.
3.   Determine type of method.
4.   Identify packaging materials.
5.   Identify type of preservation (Method 20)
6.   Don appropriate safety equipment.
7.   Disassemble item.
8.   Conduct cleaning process.
9.   Conduct drying process.
10.   Apply preservative (Method 20).
11.   Assemble item.

PRIMARY REFERENCE:
MCO P4030.31_ Packing of Material, Preservation

SUPPLEMENTAL REFERENCE:
MIL-STD 2073.1_ Standard Practice for Military Packaging

CHAINED EVENTS:
	INTERNAL SUPPORTING EVENTS:
	DMO-CARG-3001: Conduct Cargo Distribution Operations

3152-MTPP-1004: Perform level B packing

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This level of preservation is required to meet moderate worldwide shipment, handling, and storage conditions. (E.g. containerized overseas shipments) IAW MCO 4030.31 , pg. 1-3

MOS PERFORMING: 3152

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, personnel, known destination, known mode of transport, and packaging material.

STANDARD: To ensure military assets are not degraded or damaged during transportation and storage. (MCO P4030.21)

PERFORMANCE STEPS:
1.   Determine the materials needed.
2.   Don appropriate PPE.
3.   Clean and dry.
4.   Apply preservative.
5.   Conduct the appropriate preservation method.
6.   Fabricate appropriate container.
7.   Install cushioning.
8.   Install blocking and bracing.

PRIMARY REFERENCES:
MCO P4030.21_ Packaging of Materiel - Packing

SUPPLEMENTAL REFERENCE:
MIL-STD 2073.1_ Standard Practice for Military Packaging

CHAINED EVENTS:
       INTERNAL SUPPORTING EVENTS:
       DMO-CARG-3001: Conduct Cargo Distribution Operations

3152-MTPP-1006: Perform electrostatic discharge packaging

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Implementation of an Electrostatic Discharge (ESD) Control Program for any activity that designs, tests, inspects, services, manufactures, processes, assembles, installs, packages, labels, or otherwise handles electrical or electronic parts, assemblies equipment susceptible to damage by static electricity. (MIL-STD-1686_ Pg. ii)

MOS PERFORMING: 3152

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given equipment, which require ESD protection, an ESD compliant station, and materials.

STANDARD: To prevent electrostatic discharge damage. MIL-STD-1686.

PERFORMANCE STEPS:

1. Identify item for packaging
2. Prepare workstation
3. Wear appropriate ESD safety equipment.
4. Perform cleaning procedures
5. Package item.
6. Inspect final product.

PRIMARY REFERENCES:
MIL STD 1686C   Electrostatic Discharge Control Program

SUPPLEMENTAL REFERENCE:
MIL-HDBK-773A   Electrostatic Discharge Protective Packaging

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:
        DMO-CARG-3001: Conduct Cargo Distribution Operations

3152-MTPP-1008: Prepare protective barriers

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: A paper like or film material designed to withstand the penetration of water, water vapor, grease, or certain gases not obtainable from the actual packing container (MCO 4030.31_ pg.4-9).

MOS PERFORMING: 3152

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given safety equipment, item to be protected, and resources.

STANDARD: To provide protection for an item from elements of the environment otherwise not covered from a container. (MCO P4030.31_)

PERFORMANCE STEPS:
1. Determine the packing requirements for item to be protected.
2. Wear safety equipment.
3. Select the type of barrier material.
4. Fabricate case liner.
5. Seal barrier material.

PRIMARY REFERENCE:
MCO P4030.31_ Packaging of Materiel - Preservation

SUPPLEMENTAL REFERENCE:
MIL STD 2073.1_ Standard Practice for Military Packing

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:
        DMO-CARG-3001: Conduct Cargo Distribution Operations

3152-MTPP-1011: Perform blocking and bracing

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

MOS PERFORMING: 3152

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

DESCRIPTION: Blocking and bracing is the process of providing physical and mechanical protection to an item by means of materials, other than cushioning materials, intended to prevent any free movement of the item within the container, and distribute or transfer concentrated loads of the item to larger areas of the other faces of the container. (MCO 4030.21_ Pg. 1-11)

CONDITION: Given a requirement, wooden crate, a container, and resources.

STANDARD: To immobilize cargo to prevent damage during transportation. (MCO 4030.21_ Pg. 1-11)

PERFORMANCE STEPS:
1. Determine load requirement.
2. Determine abrasion protection.
3. Select appropriate materials per size, shape and strength of bearing areas of the item.
4. Secure item within the container.
5. Inspect container.

REFERENCE:
MCO P4030.21_ Packaging of Materiel - Packing

CHAINED EVENTS:
    INTERNAL SUPPORTING EVENTS:
    DMO-CARG-3001: Conduct Cargo Distribution Operations

3152-MTPP-1012: Weatherproof shipping container

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: A protective barrier in the form of case liner. The barriers are intended to prevent deterioration of the item and the preservation and packing materials used to protect it, by excluding the entry of water, by limiting the entrance of water vapor, or by diverting water from the materials which are subject to water damage. (MCO P4030.21_ Pg. 1-55)

MOS PERFORMING: 3152

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an item that requires weatherproof protection, weather proofing materials (Liners, wraps, shrouds).

STANDARD: To shield the contents from the effects of water, water vapor, dust, dirt and other harmful matter. (MCO P4030.21 Pg. 1-55)

PERFORMANCE STEPS:
1. Select the barrier material in accordance with table 1-8 MCO P4030.21 Pg 1-56.
2. Identify type of case liners.
3. Identify the grade of case liner.
4. Fabricate size of case liner for proper fit.

PRIMARY REFERENCE:
MCO P4030.21 Packaging of Materiel - Packing

SUPPLEMENTAL REFERENCES:
1.   PPP-B-1055 Federal Specification: Barrier Material, Waterproof, Flexible
2.   MIL-B-2219 Military Standard: Fusion Welding for Aerospace Applications
3.   MIL-L-10547 Military Specification: Liners, Case, and Sheet, Overwrap; Water-Vaporproof or Waterproof, Flexible

CHAINED EVENTS:
        INTERNAL SUPPORTING EVENTS:
        DMO-CARG-3001: Conduct Cargo Distribution Operations

3152-MTPP-1014: Marking Procedures

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: The Application of numbers, letters, labels, tags, symbols, or colors for handling and identification, are the minimum requirements for military transportation and storage. (MIL-STD129 pg.1)

MOS PERFORMING: 3152

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the information, and resources.

STANDARD: To ensure all packaged items have required identification for transportation and storage. (MIL-STD129 pg.1)

PERFORMANCE STEPS:
1.   Identify information to be marked.
2.   Prepare stencil or label.
     a. Determine stencil size.
     b. Determine required label.
3.   Legibly apply identification markings or labels.

PRIMARY REFERENCE:

MIL-STD-129_ Department of Defense Standard Practice - Military Marking for
Shipment and Storage

CHAINED EVENTS:
  INTERNAL SUPPORTING EVENTS:
    DMO-CARG-3001: Conduct Cargo Distribution Operations

3152-PAXS-1001: Process passenger travel

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: To arrange passenger transportation for members traveling on
funded orders. MCO 4600.7_ Marine Corps Passenger Transportation Program

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request for passenger transportation, documentation, and
access to AIS.

STANDARD: To ensure transportation arrangements are procured to meet
requested travel date. (DOD 4500.9-R Part I CH 102)

PERFORMANCE STEPS:
1.   Review transportation documentation.
2.   Determine transportation requirements.
3.   Verify funding source.
4.   Brief travel entitlements.
5.   Arrange official transportation.
6.   Issue travel documents.
7.   Brief travel instructions.
8.   Maintain file of all required documentation.

PRIMARY REFERENCE:
DOD 4500.9-R Part I Defense Transportation Regulations Passenger Movement

SUPPLEMENTAL REFERENCES:
1. MCO P4600.7_ Marine Corps Passenger Transportation Program
2. MCO 5210.11_ Marine Corps Records Management Program

CHAINED EVENTS:
  INTERNAL SUPPORTING EVENTS:
    DMO-PAXS-3001: Conduct passenger movement

SUPPORT REQUIREMENTS:
  EQUIPMENT: Computer with internet connectivity.

3152-PPTY-1001: Process outbound shipment application

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

DESCRIPTION: This event captures the process of a personal property shipment application from counseling to completed shipment documents and the forwarding of completed applications to the responsible Personal Property Shipping Office, Consolidated Personal Property Shipping Office or Joint Personal Property Shipping Office. (MCO 4600.39 pg. B-11)

CONDITION: Given funded orders, an application for shipment and/or storage of personal property request, and access to AIS.

STANDARD: To ensure all members are provided personal property transportation and storage services. (MCO 4600.39 pg. 1-4)

PERFORMANCE STEPS:
1. Review orders.
2. Direct member to obtain AIS/Personal Property movement system.
3. Advise member on shipment methods.
4. Counsel member's responsibilities, entitlements, and allowances.
5. Review shipment application.
6. Correct shipment application errors.
7. Submit shipment application to the Personal Property Shipping Office.
8. Provide member with copies of key supporting documents.
9. Maintain key supporting documents (KSD).

PRIMARY REFERENCE:
MCO 4600.39 Marine Corps Personal Property Transportation Manual

SUPPLEMENTAL REFERENCE:
Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees

CHAINED EVENTS:
    PREREQUISITE EVENTS:
    3152-PPTY-1001: Process outbound shipment application

    INTERNAL SUPPORTING EVENTS:
    DMO-PPTY-3001: Conduct Personal Property Operations

SUPPORT REQUIREMENTS:
    EQUIPMENT: Computer with internet connectivity.

3152-PPTY-1003: Process inbound shipments

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event captures the process in assisting a member to finalize their move which includes coordinating delivery, provide storage services, assisting with personal procured move settlements, and provide claim support. MCO 4600.39 chapter 1 pg. 1 -4.

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a shipment application and access to AIS.

STANDARD: Facilitating the delivery of personal property in order to meet the required delivery date. MCO 4600.39 chapter 1 pg. 1 -4.

PERFORMANCE STEPS:
1.   Facilitate the delivery of shipment.
2.   Assist member with a PPM settlement.
3.   Release shipment for delivery from storage.
4.   Advise member on claims process.
5.   Assist in quality control measures.
6.   Process storage extensions.
7.   Convert government storage to member's expense.
8.   Maintain key supporting documents.

PRIMARY REFERENCE:
MCO 4600.39 Marine Corps Personal Property Transportation Manual

SUPPLEMENTAL REFERENCE:
Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees

CHAINED EVENTS:
    INTERNAL SUPPORTING EVENTS:
    DMO-PPTY-3001: Conduct Personal Property Operations

SUPPORT REQUIREMENTS:
    EQUIPMENT: Computer with internet connectivity.

3152-PPTY-1005: Process outbound shipments

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event captures the process of awarding/booking of a personal property transportation and storage service to all members who are traveling under funded orders. MCO 4600.39 chapter 1 pg. 1 -4.

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given funded orders, an application for shipment and/or storage of personal property, and access to AIS.

STANDARD: To ensure all members are provided personal property transportation and storage services. (MCO 4600.39 chapter 1 pg. 1 -4)

PERFORMANCE STEPS:
1.   Review documentation for completeness.
2.   Determine shipment type.
3.   Select carrier
4.   Route/book shipment.
5.   Prepare shipment documents.
6.   Forward documents to the TSP.
7.   File documents in customer shipment file.
8.   Process shipment change request.
9.   Process shipment diversion request.
10. Process cancelled shipment request
11. Maintain key supporting documents.

PRIMARY REFERENCE:
MCO 4600.39 Marine Corps Personal Property Transportation Manual

SUPPLEMENTAL REFERENCES:
Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees

CHAINED EVENTS:
        INTERNAL SUPPORTING EVENTS:
        DMO-PPTY-3001: Conduct Personal Property Operations

SUPPORT REQUIREMENTS:
        EQUIPMENT: Computer with internet connectivity.

3152-ADM-2002: Reconcile invoice for certification.

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: The approving official must ensure that payment is approved only for the amount that is determined to be the government's responsibility to pay (MCO 4600.41 Distribution Manual, pg. 11-2).

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an invoice, access to AIS, and resources.

STANDARD: To ensure uninterrupted transportation service IAW the prompt payment act and the Financial Improvement and Audit Readiness (FIAR) (DTR 4500.9-R, Part II, Chapter 212, pg. II-212-8).

PERFORMANCE STEPS:
1.   Annotate the date billing invoice is received.
2.   Perform required reconciliation process as an Approver within the AIS.
    a. Compare the TSP invoice against the DMO documentation.
    b. Validate the TAC.
    c. Adjust the invoice amount.
    d. Return/reject invoice to TSP.
3.   Submit the reconciled bill to certifier.
4.   Maintain records of all documentation.

PRIMARY REFERENCES:
DOD 4500.9-R (Part II) Defense Transportation Regulation Part II, Chapter 212 Payment Systems.

SUPPLEMENTAL REFERENCE:
MCO 4600.41A Marine Corps Distribution Manual

CHAINED EVENTS:
        INTERNAL SUPPORTING EVENTS:
        DMO-CARG-3001: Conduct Cargo Distribution Operations
        DMO-PAXS-3001: Conduct Passenger Movement Operations
        DMO-PPTY-3001: Conduct Personal Property Operations

SUPPORT REQUIREMENTS:
        EQUIPMENT: Computer with internet connectivity.

PREREQUISITE:

Transportation Pay and Certifying Officers Legislation Foundation conducted at https://dfas4dod.dfas.mil/training/courses/coltraining.htm
Marine Net Courses: Transportation Account Code 101(DMO01TAC01), Third Party Payment System 1, and Third Party Payment System 2
DD Form 577 Appointed in writing
DD Form 2875 System Authorization Access request

3152-CARG-2001: Manage cargo distribution operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event addresses the requirements for a Distribution Specialist assigned to a MAGTF and garrison supporting establishments. They are to provide efficient, responsive, and quality transportation services within their assigned AOR and ensure compliance with governing laws, directives, systems or programs, regulations for cargo and unit moves. (DTR 4500.9-R, Individual Missions, Roles, and Responsibilities, pg. 24)

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to AIS, and resources.

STANDARD: To provide shipping and receiving services and maintain ITV/TAV to enhance throughput velocity and sustain operational tempo. (MCO 4470.1B pg. 13)

PERFORMANCE STEPS:
1.   Manage the outbound cargo process.
2.   Manage the inbound cargo process.
3.   Monitor the implementation of ITV.
4.   Manage the employment of Distribution Liaison Cells.
5.   Manage the Preservation, Packaging, Packing, and Marking operations.
6.   Support retrograde operations.
7.   Manage the commercial payment for transportation of DOD shipments.
8.   Manage AIS administrative functions.
9.   Manage railyard operations.
10. Support customs operations.

PRIMARY REFERENCE:
1.   MCO 4470.1_ MAGTF Deployment and Distribution Policy (MDDP)

SUPPLEMENTAL REFERENCES:
1.   MCO 4030.21D Packaging of Material Packing
2.   DTR 4500.9-R PART II Cargo Movement

CHAINED EVENTS:
        INTERNAL SUPPORTING EVENTS:
        DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
        EQUIPMENT: Computer with internet connectivity

3152-CARG-2002: Supervise the outbound cargo process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event addresses the requirements for a Distribution Specialist supervising a shipping section within Freight. It includes the processing of shipments to, from, and between locations in the Continental United States (CONUS) and Outside the Continental United States (OCONUS), to include Alaska, Hawaii, and OCONUS theater areas. (DOD 4500.9-R Defense Transportation Regulation (DTR), Part II, Chapter 203, pg. II-203-1).

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an outbound section, originating cargo, DD Form 1348 or 1149, access to AIS, and resources.

STANDARD: To ensure originating cargo is receipted, inducted into the Defense Transportation System (DTS), and prepared for onward movement. (MCO 4600.41 , pg. 12-2)

PERFORMANCE STEPS:
1. Validate DD Form 1348 or 1149 for completeness.
2. Validate cargo is packaged, marked, and prepared according to conveyance
3. Supervise receipt of originating cargo.
4. Validate the shipment mode using destination, Priority Designator and required delivery date.
5. Ensure cargo is prepared for onward movement.
    a. Validate shipping documentation.
    d. Validate and account for cargo associated with shipping documentation.
6. Monitor the security, segregation, consolidation and staging of cargo.
7. Ensure cargo is released with proper documentation to external agency.
8. Validate cargo is closed out in AIS upon external agency pickup.
9. Maintain physical records of outbound shipment.
10. Provide In-Transit Visibility.

PRIMARY REFERENCE:
MCO 4600.41 Marine Corps Distribution Manual

SUPPLEMENTAL REFERENCE:
DOD 4500.9-R Defense Transportation Regulation (DTR)

CHAINED EVENTS:
    INTERNAL SUPPORTING EVENTS:
    DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
    EQUIPMENT: Computer with internet connectivity, printer, MHE

3152-CARG-2003: Supervise the inbound cargo process

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event addresses the requirements for a Distribution Specialist supervising a receiving section within Freight. The reception and preparation of originating cargo destined for local distribution for onward movement to ultimate consignee.(MCO 4600.41 pg. 12-2)

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an inbound cargo section, originating cargo, documentation, and resources.

STANDARD: To ensure originating cargo is receipted and prepared for onward movement. (MCO 4600.41 , pg. 12-2)

PERFORMANCE STEPS:
1.   Supervise the receipt for originating cargo
2.   Determine discrepancies.
     a. Document discrepancies.
     b. Submit discrepancy documentation.
3.   Supervise processing of cargo within AIS.
4.   Monitor the security, segregation, consolidation and staging of cargo by ultimate consignee.
5.   Identify proper conveyance for onward movement of originating cargo.
6.   Request transportation support.
7.   Validate and account for cargo associated with cargo manifest.
8.   Ensure cargo is packed, marked, and prepared according to conveyance.
9.   Supervise the delivery of cargo to ultimate consignee.
10. Validate the proof of delivery from ultimate consignee.
11. Process undelivered cargo.
     a. Determine discrepancy.
     b. Correct discrepancy.
12. Validate the proof of delivery of originating cargo in the AIS.
13. Validate the originating cargo is closed out within the AIS.
14. Maintain physical records of proof of delivery.

PRIMARY REFERENCE:
MCO 4600.41 Marine Corps Distribution Manual

SUPPLEMENTAL REFERENCE:
DOD 4500.9-R Defense Transportation Regulation (DTR)

CHAINED EVENTS:
     INTERNAL SUPPORTING EVENTS:
     DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
     EQUIPMENT: Computer with internet connectivity, printer, MHE, administrative items (i.e., paper, pens), AIT (i.e., handheld scanner)

3152-CARG-2004: Divert cargo

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: A transportation diversion is a change of mode, a change of destination, and/or a change of route (DTR 4500.9-R, Part II, Ch 202, pg II-202-7)

MOS PERFORMING: 3152

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a diversion request, access to AIS, and resources.

STANDARD: To ensure shipment is rerouted to the new or appropriate destination, mode, and/or consignee (DTR 4500.9-R, Part II, Ch 202, pg II-202-7)

PERFORMANCE STEPS:
1.   Place shipment in an alert and hold status.
     a. Notify external agency.
     b. Amend shipping documentation.
2.   Determine location.
3.   Package, mark, and label according to new conveyance.
4.   Generate and disseminate a diversion message to the respective APOE or commercial carrier.
5   Re-induct cargo in the Defense Transportation System.

PRIMARY REFERENCE:
DOD 4500.9-R (Part II) Defense Transportation Regulation Part II

SUPPLEMENTAL REFERENCE:
MCO 4600.41 Marine Corps Distribution Manual

CHAINED EVENTS:
       INTERNAL SUPPORTING EVENTS:
       DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
  EQUIPMENT: Computer with internet connectivity.
                  Packaging material.

3152-CARG-2005: Perform rail yard operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: This event address the requirement for a Distribution Specialist performing rail yard operations. The sourcing, inspecting, and loading of rail equipment to include type of trains, hazardous materials (HAZMAT), security, unloading of equipment, and safety. (DOD 4500.9-R Defense Transportation Regulation (DTR) Part III, pg. III-AA-1)

MOS PERFORMING: 3152

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given unit request for rail movement, a unit's load plan, and resources.

STANDARD: To complete the on load/offload of equipment to meet the required delivery date. (DOD 4500.9-R Defense Transportation Regulation (DTR) Part III, pg. III-AA-1).

PERFORMANCE STEPS:
1.   Conduct yard check of rail equipment.
2.   Conduct preventative maintenance checks and services.
3.   Apply all safety regulations.
4.   Identify required equipment.
5.   Execute load plan.
6.   Ensure proper documentation is completed and submitted.

PRIMARY REFERENCE:
DOD 4500.9-R Defense Transportation Regulation (DTR) Part III, Appendix AA

SUPPLEMENTAL REFERENCES:
1.   Federal Acquisition Regulation (FAR)
2.   FM 55-20 Army Rail Transportation Operations
3.   MCO 4030.21_ Packaging of Material Packing

CHAINED EVENTS:
    INTERNAL SUPPORTING EVENTS:
    DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
    EQUIPMENT: MHE

3152-CARG-2006: Conduct Base/Station Scale Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Determine the actual weight of a shipment IAW weight agreements by the use of tender, contract agreement, or actual weights. (DTR Part II, pg. 202-12)

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement, shipment, access to a certified scale, conveyance, and resources.

STANDARD: To ensure conveyance weights are validated and certified in order to accurately determine transportation costs for billing and payment. (DTR Part II, pg. 202-12)

PERFORMANCE STEPS:
1. Review identification card and conveyance information.
2. Inspect conveyance for unauthorized items.
3. Weigh conveyance.
4. Obtain customer's signature on the weight ticket and certify.
5. Issue a certified weight ticket.
6. Maintain records of documentation.

PRIMARY REFERENCE:
DTR Part II, Chapter 202

SUPPLEMENTAL REFERENCE:
MCO 4600.39 Marine Corps Personal Property Transportation Program

CHAINED EVENTS:
   INTERNAL SUPPORTING EVENTS:
   DMO-CARG-3001: Conduct Cargo Distribution Operations

SUPPORT REQUIREMENTS:
   EQUIPMENT: Calibrated weight scale with reader and printer.

3152-CARG-2007: Process hazardous material for shipment

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 6 months

READINESS-CODED: NO

DESCRIPTION: The movement of regulated hazardous materials (HAZMAT) will comply with the rules of regulatory bodies governing the safe transportation of regulated HAZMAT for modes of transportation (DTR 4500.9-R Part II, Ch 204, pg II-204-1).

MOS PERFORMING: 3152

BILLETS: HAZMAT Certifier.

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given hazmat certification, appointment as a unit hazardous material certifier, cargo containing hazardous material, required forms, and

resources.

STANDARD: To prepare, handle, and document hazardous cargo for safe movement within the defense transportation system (DTR 4500.9-R Part II, Ch 204, pg II-204-1).

PERFORMANCE STEPS:
1.   Identify certification requirements.
2.   Package, mark, and label hazardous cargo.
3.   Certify hazardous cargo using required forms for dangerous goods.
4.   Separate and segregate hazardous cargo.
5.   Inspect conveyance serviceability.
6.   Properly load, block, and brace hazardous cargo.
7.   Ensure conveyances are placarded.
8.   Ensure shipping agency has a copy of the shipping documentation.
9.   File documentation.

PRIMARY REFERENCES:
CFR 49 Code of Federal Regulations - Hazardous Materials

SUPPLEMENTAL REFERENCES:
1.   DOD 4500.9-R (Part II) Defense Transportation Regulation Part II, Chapter 212 Payment Systems.
2.   MCO 4030.40_ Packaging of Hazardous Material
3.   MCO 4600.41A Distribution Manual

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:
      DMO-CARG-3001: Conduct Cargo Distribution Operations

CERTIFICATION: Marines require certifications issued by Hazardous Material Preparer Course (CID: A14BG78) or Transportation of Hazardous Material Basic Certification Course (CID: N05C083) or Technical Transportation of Hazardous Material Course (CID: A40C04M).

3152-CARG-2008: Manage Material Handling Equipment (MHE) Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3152

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

DESCRIPTION: To develop a focus on managing MHE as a program. The performance steps below are listed as a checklist to supervise the program. (MCO 4450.14_ Joint Service Manual for Storage and Materials Handling)

CONDITION: Given personnel and resources.

STANDARD: To ensure safe movement of materials to, through, and from productive processes in receiving, storage, packing, and shipping

areas without damage to personnel and property.

PERFORMANCE STEPS:
1.   Plan and coordinate MHE requirements.
2.   Develop a safety program.
3.   Coordinate licensing.
4.   Establish driving lanes.
5.   Develop and implement PMCS schedule.
6.   Enforce daily pre-operations check.
7.   Schedule corrective maintenance.
8.   Follow up on corrective actions.
9.   Ensure corrective maintenance actions are completed.
10. Report driving hours.

PRIMARY REFERENCE:
MCO 4450.14_ Joint Service Manual for Storage and Materials Handling

SUPPLEMENTAL REFERENCES:
1.   Manufacturer's Technical Instructions and Publications
2.   CFR 29 Parts Material Handling and Storage 1910.176 to 1910.181

CHAINED EVENTS:
> **INTERNAL SUPPORTING EVENTS:**
> DMO-CARG-3001: Conduct Cargo Distribution Operations

MISCELLANEOUS:

> **ADMINISTRATIVE INSTRUCTIONS:**
> **MISHAP INFORMATION:**
> 1. Forklifts are indispensable material handling equipment (MHE) for essential load movement onboard ships. From pier-side operations to underway replenishments, forklifts provide efficient material movement that would not be safe or possible using human lift. However, forklift operations can also hold safety risks if the potential for human error is not mitigated. Human risk control must be purposeful to prevent injury and avoid damage to critical shipboard systems and supplies. Access the shipboard forklift mishap risk assessment at https://portal.marinenet.usmc.mil/libdl.html?f=21337C8D9E78.
>
> 2. While conducting two separate forklift operations, a contractor was impaled and two Combat Logistic Regimental supply warehouses were flooded by an unlicensed forklift/ power industrial truck operators. Access the mishap report https://portal.marinenet.usmc.mil/libdl.html?f=326795481858 at HQMC Safety Mishap Library.

3152-CNTM-2002: Design a wooden container

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3152

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

DESCRIPTION: To protect a wide range of military items with the use of materials prescribed in federal and military specifications, standards, drawings, or other authorized documents. (MCO 4400.201, pg. 2-3)

CONDITION: Given a task, personnel, and packaging materials.

STANDARD: To develop a Special Packaging Instruction (SPI) meeting the required specifications for efficient storage, handling, and transportation. (MCO 4400.201)

PERFORMANCE STEPS:
1.   Develop packaging requirements.
2.   Determine appropriate container.
3.   Determine fragility of container.
4.   Produce Special Packaging Instruction.
5.   Assign to wooden fabrication section.

PRIMARY REFERENCE:
MCO 4400.201 Management of Property in the Possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.   MCO 4030.21 Packaging of Materiel - Packing
2.   MIL STD 2073.1 Standard Practice for Military Packing

CHAINED EVENTS:
        INTERNAL SUPPORTING EVENTS:
        DMO-CARG-3001: Conduct Cargo Distribution Operations

ADMINISTRATIVE REMARK: This is a course at McAllister OK (CID:A40C1E2)

3152-CNTM-2003: Supervise container manufacturing operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

MOS PERFORMING: 3152

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

DESCRIPTION: To ensure the proper fabrication of wooden containers IAW standards and references per MCO 4400.201 V14 CH3

CONDITION: Given a requirement, personnel and equipment.

STANDARD: To ensure the proper construction of wooden containers.

PERFORMANCE STEPS:
1.   Observe container fabrication.
2.   Ensure all personnel wear appropriate safety equipment.

3.	Ensure proper function of equipment.
4.	Ensure proper maintenance of all equipment, as required.
5.	Inspect constructed containers for compliance of required specification.
6.	Ensure proper records management.

PRIMARY REFERENCE:
1.	MCO 4400.201 Vol. 14 Ch. 3 Management of property in the possession of the Marine Corps

SUPPLEMENTAL REFERENCES:
1.	MCO P4030.21_ Packaging of Materiel - Packing
2.	MIL-STD 2073.1C Standard Practice for Military Packing

CHAINED EVENTS:
    INTERNAL SUPPORTING EVENTS:
    DMO-CARG-3001: Conduct Cargo Distribution Operations

3152-MTPP-2001: Perform level A packing

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This level of preservation is required to meet severe worldwide shipment, handling, and storage conditions. (e.g. Mobilization, War reserved material) IAW MCO 4030.31_, pg 1-3

MOS PERFORMING: 3152

GRADES: CPL, SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, personnel, and packaging material(s).

STANDARD: To ensure military assets are not degraded or damaged during transportation and storage.

PERFORMANCE STEPS:
1.	Determine the materials needed.
2.	Don appropriate PPE
3.	Clean and dry.
4.	Apply preservative.
5.	Conduct the appropriate preservation method.
6.	Fabricate overseas specific type of container.
7.	Install cushioning.
8.	Install blocking and bracing.

PRIMARY REFERENCE:
MCO 4030.33E_ Packaging of Materiel – Packing

SUPPLEMENTAL REFERENCE:
MIL-STD 2073.1_ Standard Practice for Military Packaging

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:
    DMO-CARG-3001: Conduct Cargo Distribution Operations

ADMINISTRATIVE REMARK: The event is formally taught at McAllister Oklahoma (CID: A40C1E2) Military Preservation and Packing for Storage and Shipment Course.

3152-MTPP-2003: Perform Preservation Procedures for methods 30, 40, and 50

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Levels of preservations designed to meet the constraints of methods 30, 40, and 50 for preservation capable of protecting material from the effects of direct exposure to extremes of climate, terrain, operational and transportation environments. (MCO P4030.31 Pg. 5)

MOS PERFORMING: 3152

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirements and resources.

STANDARD: To ensure appropriate preservation designed to protect an item during transportation, handling, and indeterminate storage. (MCO P4030.31 Pg. 5)

PERFORMANCE STEPS:
1. Inspect item.
2. Determine type of method.
3. Identify packaging materials.
4. Identify type of preservation.
5. Don appropriate safety equipment.
6. Disassemble item.
7. Conduct cleaning process.
8. Conduct drying process.
9. Apply preservative.
10. Assemble item.
11. Perform Cushioning.
12. Perform Packaging.
13. Apply Markings.

PRIMARY REFERENCE:
MCO P4030.31_ Packing of Material, Preservation

SUPPLEMENTAL REFERENCE:
MIL-STD 2073.1_ Standard Practice for Military Packaging

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:

DMO-CARG-3001: Conduct Cargo Distribution Operations

ADMINISTRATIVE REMARK: This event is taught at McAllister OK CID: A40C1E2

3152-OPFN-2001: Supervise operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Providing general guidance and surveillance over packaging operations administered through all personnel, in support of all elements throughout the MAGTF. MCO 4400.201 V14 Ch3, pg. 3.2

MOS PERFORMING: 3152

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the mission, personnel, packaging materials, and references.

STANDARD: To ensure procedures and processes are performed to meet the MAGTF mission requirements both in garrison and deployed.

PERFORMANCE STEPS:
1.   Determine mission requirements.
2.   Assign workflow.
3.   Apply appropriate section support.
4.   Coordinate with supporting elements
5.   Ensure all packaging materials are maintained.
6.   Compile data.
7.   Generate reports.

PRIMARY REFERENCE:
MCO 4400.201 V1-14 Management of Property in the Possession of the Marine Corps; Volume 14: Preservation, Packaging, and Packing

CHAINED EVENTS:
        INTERNAL SUPPORTING EVENTS:
        DMO-CARG-3001: Conduct Cargo Distribution Operations

3152-PAXS-2001: Manage passenger transportation operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Provide efficient, responsive, and quality transportation services within the assigned AOR and ensure compliance with governing laws, directives, systems or programs, and regulations for passenger and unit moves (DTR 4500.9-R Individual Missions, Roles, and Responsibilities, pg. 24).

MOS PERFORMING: 3152

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a passenger transportation requirement, access to an AIS, and resources.

STANDARD: To ensure transportation arrangements are procured to meet the requested travel date. (DOD 4500.9-R Part II CH 102, I-102-1).

PERFORMANCE STEPS:
1.   Assign AIS user roles.
2.   Enforce prudent traffic management IAW govern rules and regulations.
3.   Identify the impacts to operations pertaining to passenger transportation.
4.   Advise Defense Travel System Approving Officials of routing recommendations.
5.   Ensure prudent usage of the CBA.
6.   Review the CBA reconciliation.
     a. Prepare requested documentation.
     b. Ensure timely submission of required documentation to the external agencies.
7.   Certify payment file for ground transportation.
8.   Maintain transportation data of fraud waste and abuse travel requests.
9.   Maintain Quality Assurance Program.

PRIMARY REFERENCE:
DOD 4500.9-R Defense Transportation Regulation (DTR), Individual Missions, Roles, and Responsibilities, Part I, Ch. 102.

SUPPLEMENTAL REFERENCES:
1.   MCO 4600.7 Marine Corps Passenger Transportation Program
2.   MCO 4650.39 Defense Travel System
3.   Joint Travel Regulations (JTR)

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:
      DMO-PAXS-3001: Conduct passenger movement

SUPPORT REQUIREMENTS:
      EQUIPMENT: Computer with internet connectivity.

3152-PAXS-2002: Supervise passenger transportation operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: Provide efficient, responsive, and quality transportation services within the assigned AOR and ensure compliance with governing laws, directives, systems or programs, and regulations for passenger and unit moves (DTR 4500.9-R Individual Missions, Roles, and Responsibilities, pg. 24).

MOS PERFORMING: 3152

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a passenger transportation requirement, access to an AIS, and resources.

STANDARD: To ensure transportation arrangements are procured to meet the requested travel date. (DOD 4500.9-R Part II CH 102, I-102-1).

PERFORMANCE STEPS:
1. Execute prudent traffic management IAW govern rules and regulations.
2. Review travel requests and advise approving officials of routing recommendations.
3. Advise members to return all unused transportation tickets.
4. Provide the correct Line of Accounting/Standard Document Number (LOA/SDN) to the TMC.
5. Validate CBA usage.
6. Conduct reconciliation of the CBA.
    a. Collect and review requested documentation.
    b. Route required documentation to appropriate authority.
7. Approve invoice for ground transportation.
8. Collect transportation data of fraud waste and abuse travel requests.
9. Conduct Quality Assurance.

PRIMARY REFERENCE:
DOD 4500.9-R Defense Transportation Regulation (DTR), Individual Missions, Roles, and Responsibilities, Part I, Ch. 102.

SUPPLEMENTAL REFERENCES:
1.   MCO 4600.7 Marine Corps Passenger Transportation Program
2.   MCO 4650.39 Defense Travel System
3.   Joint Travel Regulations (JTR)

CHAINED EVENTS:
    INTERNAL SUPPORTING EVENTS:
    DMO-PAXS-3001: Conduct passenger movement

SUPPORT REQUIREMENTS:
    EQUIPMENT: Computer with internet connectivity.

3152-PAXS-2005: Conduct air terminal passenger operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event address the requirements for a Distribution Specialist assigned to an air terminal servicing passengers. They are to provide expeditious service to all passengers and to assist each traveler entering the terminal with one-stop service. (Ref: Air Mobility Command Instruction 24-101, Volume 14)

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Air Passenger Terminal, access to Automated Information Systems (AIS), and resources.

STANDARD: To provide a range of services to accommodate arriving and departing passengers. (Ref: Air Mobility Command Instruction 24-101, Volume 14).

PERFORMANCE STEPS:
1. Process passengers through the Passenger Service Center (PSC).
2. Implement passenger terminal security and screening procedures.
3. Supervise loading and unloading of passengers.
4. Complete passenger records, documents, and reports.
5. Maintain passenger records, documents and reports.
6. Provide In-Transit Visibility.
7. Maintain the passenger service facility.

PRIMARY REFERENCE:
Air Mobility Command Instruction (AMCI) 24-101 Volume 14

SUPPLEMENTAL REFERENCES:
1. DOD 4500.9-R, Defense Transportation Regulations - Part I;
Passenger Movement
2. DoD 4500-9R Defense Transportation Regulation – Part III;
Mobility Operations

CHAINED EVENTS:
      INTERNAL SUPPORTING EVENTS:
      DMO-PAXS-3001: Conduct passenger movement

SUPPORT REQUIREMENTS:
      EQUIPMENT: Computer with internet connectivity.

3152-PPTY-2001: Manage Personal Property Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event addresses the requirements for a Distribution Specialist assigned to a Personal Property Office (PPO) and Joint Personal Property Shipping Office (JPPSO). They provide efficient, responsive, and cost-effective transportation services within the assigned geographic area of responsibility and ensure compliance with governing laws and regulations. (MCO 4600.39 chapter 1 pg. 1-5)

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to an AIS, and resources.

STANDARD: To ensure transportation services are arranged in compliance with governing laws and regulations (MCO 4600.39 Chapter 1 page 1-5).

PERFORMANCE STEPS:
1.   Administer prudent traffic management IAW governing rules and regulations.
2.   Validate the member's transportation documents.
3.   Forward the member's transportation documents to the appropriate authority.
4.   Manage the routing/booking of shipments.
5.   Manage Bluebark shipments.
6.   Validate storage services.
7.   Oversee shipment diversions.
8.   Authorize/adjudicate travel and transportation extensions.
9.   Manage the process of privately owned conveyances.
10. Manage Personal Effects and Baggage Center Operations.
11. Monitor direct procurement method contracts.
12. Manage the commercial payment for transportation of DoD shipments.
13. Manage quality assurance program.
     a. Conduct transportation service providers' performance inspection.
     b. Provide claims assistance.

RRIMARY REFERENCE:
MCO 4600.39 Marine Corps Personal Property Transportation Manual

SUPPLEMENTAL REFERENCES:
1.   Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
2.   DOD 4500.9-R Defense Transportation Regulations, Part IV

CHAINED EVENTS:
       INTERNAL SUPPORTING EVENTS:
       DMO-PPTY-3001: Conduct Personal Property Operations

SUPPORT REQUIREMENTS:
       EQUIPMENT: Computer with internet connectivity.

3152-PPTY-2002: Supervise Personal Property Operations

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL:** 12 months

READINESS-CODED: NO

DESCRIPTION: This event addresses the requirements for a Distribution Specialist assigned to a Personal Property Office (PPO) or Joint Personal Property Shipping Office (JPPSO). They pprovide efficient, responsive, and cost-effective transportation services within the assigned geographic area of responsibility and ensure compliance with governing laws and regulations. (MCO 4600.39 chapter 1 pg. 1-5)

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, access to an AIS, and resources.

STANDARD: To ensure transportation services are arranged in compliance with governing laws and regulations (MCO 4600.39 Chapter 1 page 1-5).

PERFORMANCE STEPS:
1.   Validate the determination of eligibility and entitlements.
2.   Validate the member's transportation documents.
3.   Forward the member's transportation documents to the appropriate authority.
4.   Validate the process of privately owned conveyances.
5.   Validate storage services.
6.   Process shipment diversions.
7.   Process travel and transportation extensions.
8.   Conduct personal effects and baggage centers (PEBC) operations.
9.   Conduct quality control measures.

PRIMARY REFERENCE:
MCO 4600.39 Marine Corps Personal Property Transportation Manual

SUPPLEMENTAL REFERENCES:
1.   Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees
2.   DOD 4500.9-R Defense Transportation Regulations, Part IV

CHAINED EVENTS:
        INTERNAL SUPPORTING EVENTS:
        DMO-PPTY-3001: Conduct Personal Property Operations

SUPPORT REQUIREMENTS:
        EQUIPMENT: Computer with internet connectivity.

3152-PPTY-2003: Process deployment storage

EVALUATION-CODED: NO   **SUSTAINMENT INTERVAL**: 12 months

READINESS-CODED: NO

DESCRIPTION: Routine TAD/Deployments for 90 or more days/an indefinite period, such as the UDP, Special Purpose Marine Air Ground Task Force (Crisis Response) and other deployments per MCBUL 3100, are scheduled, cyclic and planned TDY/deployments. (MCO 4600.39 Chapter 2 para 4 page 2-8).

MOS PERFORMING: 3152

BILLETS: Distribution Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given TAD/Deploying orders in excess of 90 days, a member's request, and access to AIS, and resources.

STANDARD: To provide storage/delivery for personal property ISO members TAD/deployed in excess of 90 days. (MCO 4600.39 Chapter 2 para 4 page 2-8).

PERFORMANCE STEPS:
1.   Review documentation.
2.   Prepare documentation.
3.   Coordinate pick up of personal property.
4.   Schedule POV drop off.
5.   Maintain file of all required documentation.
6.   Arrange delivery of personal property, upon return.
7.   Coordinate pick up of POV.

PRIMARY REFERENCE:
MCO 4600.39 Marine Corps Personal Property Transportation Manual

SUPPLEMENTAL REFERENCE:
Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees

CHAINED EVENTS:
        INTERNAL SUPPORTING EVENTS:
        DMO-PPTY-3001: Conduct Personal Property Operations

SUPPORT REQUIREMENTS:
        EQUIPMENT: Computer with internet connectivity.

APPENDIX A

ACRONYMS

AAV - amphibious assault vehicle
ACP - automated commissioning package
ACT - accuracy completeness time sequence
ACTS - Assignment, Classification, and Travel Systems
AIRS - Automated Inspection Reporting System
AO - area of operations
APTS - advanced presentation and training skills
AR - Active Reserve
ASTB-E - Aviation Selection Test Battery Series-E
AT4C - advanced tool for coaching
BIC - billet information code
CAPT - Captain
CAR - commander's attainment report
CBRN - chemical, biological, radiological, and nuclear
CBT - computer-based training
CG - commanding general
CMC - Commandant of the Marine Corps
CMR - consolidated memorandum receipt
CO - commanding officer
COA - course of action
CONPLAN - contingency plan
CONUS - continental United States
COT - consecutive overseas tours
CPL - Corporal
CRP - combat readiness percentage; command recruiting program
CSR - consolidated strength report
CWO - chief warrant officer
DEP - delayed entry program
DL - distance learning
DOD - Department of Defense
DoDFMR - Department of Defense Financial Management Regulation
DON - Department of the Navy
DRRS - Defense Readiness Reporting System
EAD - extended active duty
ECFC - enlisted career force controls
ECS - effective communication skills
EFMP - Exceptional Family Member Program
ENLPROM - enlisted promotions
EPM - enlistment processing manual
1STLT - First Lieutenant
FAI - functional area inspection
FLC - formal learning center
FMF - fleet Marine force
FY - fiscal year
GOV - government owned vehicle
GSA - Government Services Administration
GYSGT - Gunnery Sergeant
HOTAS - hands-on throttle and stick
HQMC - Headquarters, Marine Corps
IAW - in accordance with

IGMC - Inspector General of the Marine Corps
IIADT - incremental initial active duty training
IMI - individual multimedia instruction
IPOCT - in place consecutive overseas tours
IRAM - Individual Records Administration Manual
IRR - Individual Ready Reserve
IRT - Itinerant Recruiting Trip
JPIC - Joint Package Inspection Checklist
LATMOV - lateral move
LCPL - Lance Corporal
LDO - limited duty officer; line of duty
LOI - letter of instruction
LSL - lump sum leave
MAJ - Major
MARADMIN - Marine Administrative Message
MARCORPROMMAN - Marine Corps Promotion Manual
MARCORSEPMAN - Marine Corps Separation and Retirement Manual
MARFORRES - Marine Corps Forces Reserve
MASP - military academic skills program
MC2 - Marine Corps Communication and Consulting
MC3 - Marine Corps Communication, Coaching, and Counseling
MC4 - Marine Corps Communication, Consulting, Coaching, and Counseling
MCC - monitored command code
MCEOB - Marine Corps Enlisted Opportunities Book
MCI - Marine Corps Institute
MCMEDS - Marine Corps Medical Entitlements Data System
MCMP - Marine Corps mentoring program
MCO - Marine Corps order
MCOOB - Marine Corps Officer Opportunity Book
MCP3 - Marine Corps Performance, Programming and Philosophy
MCPS - Marine Corps Presentation Skills
MCRAMM - Marine Corps Reserve Administrative Management Manual
MCRC - Marine Corps Recruiting Command
MCRD - Marine Corps Recruit Depot
MCRISS - Marine Corps Recruiting Information Support System
MCRISS-OSS - Marine Corps Recruiting Information Support System-Officer
            Selection Station
MCRISS-PSRS - Marine Corps Recruiting Information Support System-Prior
              Service Recruiting Station
MCRISS-PSRSS - Marine Corps Recruiting Information Support System-Prior
               Service Recruiting Substation
MCRISS-RS - Marine Corps Recruiting Information Support System-Recruiting
            Station
MCROB - Marine Corps Reserve Opportunity Book
MCT - Marine Corps Task
MCTFSPRIM - Marine Corps Total Force Reporting Instructions Manual
MCTIMS - Marine Corps Training Information Management System
MCTL - Marine Corps Task List
MECEP - Marine Corps Enlisted Commissioning Education Program
MEPCOM - Military Entrance Processing Command
MEPS - Military Entrance Processing Station
MET - mission essential task
METL - mission essential task list
MGIB-R - Montgomery GI Bill-Reserve
MGYSGT - Master Gunnery Sergeant
MIRS - USMEPCOM Integrated Resource System
MISSO - Manpower Information Systems Support Officer

MOJT - Marine on-the-job training
MOL - Marine online
MOS - military occupational specialty
MSC - major subordinate command
MSGT - Master Sergeant
MUD - Merkel Unit Designator
NAMI - Naval Aerial Medical Institute
NAVMC - Navy Marine Corps
NIDT - Non-Instrumented Drug Test
NMCI - Navy Marine Corps Communication Information
NWA - new working applicant
OCHF - Operations Chief
OCM - Officer Commissioning Manual
OCONUS - outside the continental United States
OIC - officer in charge
OPFOR - opposing force; opposition force
OPLAN - operational plan
OPNAV - Office of the Chief of Naval Operations
OPNAVINST Chief of Naval Operations instruction
OPS - operations
OPSO - operations officer
ORM - operational risk management
OSO - officer selection officer
OSS - officer selection station
OST - officer selection team
PAC - prospect applicant card
PADD - projected active duty date
PAR - Performance and Review
PFC - Private First Class
PSEP - prior service enlistment program
PSF - public speaking forum
PSR - prior service recruiter
PSRS - prior service recruiting station
PSRSS - prior service recruiting substation
PTAD - permissive temporary additional duty
PVT - Private
QC - quality control
QCIS - quality control SITREP
QSN - quota serial number
RAV - Retention Assist Visit
RECLP - Reserve Enlisted Commissioning Program
RELM - Reenlistment Extension Lateral Move
RI - Recruiter Instructor
ROEP - Reserve Option Enlistment Program
RS - Recruiting Station
RSCE - Recruiting Station Command Element
RSS - Recruiting Substation
RTF - recruiter training file
RUC - reporting unit code
S&R - Schedule and Results
SAT - Systems Approach to Training
SAV - staff assist visit
SDA - special duty assignment
SECNAVINST - Secretary of the Navy instruction
SGT - Sergeant
SGTMAJ - Sergeant Major
SITREP situation report

SMB - SNCOIC Management Book
SMCR - select Marine Corps reserve
SME - subject matter expert
SMOS - supplementary MOS
SNCO - staff noncommissioned officer
SNCOIC - staff noncommissioned officer in charge
SOP - standing operating procedure
SOS - statement of service
SOU - statement of understanding
SRB - selective reenlistment bonus
SRI - Systematic Recruiting Inspection
SRIP - Selected Reserve Incentive Program
SSGT - Staff Sergeant
T&R - training and readiness
T/O - table of organization
TECOM - Training and Education Command
TIP - training input plan
TMS - Training Management System
UMIS - Unit Manpower Information Sheet
UTM - unit training management
WO - Warrant Officer
XO - executive officer

APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Publication 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review. A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

Assessment. An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-Level are directly supported by collective events at the 3000-Level. When a higher level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

Collective Event. A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the commanding officer feels are capable of accomplishing unit-level missions and

of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (DOD, NATO). OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DOD). Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TECG and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

<div align="center">U</div>

Unit CRP. Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units and units' task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

<div align="center">W</div>

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.

APPENDIX C

REFERENCES

Field Manual (FM)
FM 55-20 Army Rail Transportation Operations
FM 55-80 Army Container Operations

Marine Corps Order (MCO)
MCO 3000.19_ Marine Corps Total Force Mobilization
MCO 4000.51_ Automatic Identification Technology (AIT)
MCO P4030.19_ Preparing Hazardous Materials for Military Air Shipments
MCO P4030.36_ Marine Corps Packaging Manual
MCO 4600.40_ Government Travel Charge Card Program (GTCC)
MCO 4600.41 Marine Corps Distribution Manual
MCO P4600.7_ Marine Corps Transportation Manual
MCO P4610.19 Commercial Service Plan
MCO 4630.16 Air Transportation Eligibility
MCO 4631.3 Military Airlift "Blue Bark" Passengers
MCO 4631.8 Management System / 463L Pallets, Nets, and Tied
MCO 4650.39_ Defense Travel System
MCO 4690.1 Marine Corps Container Management Policy

Department of Defense
DOD 4500.9-R Defense Transportation Regulation (DTR)
DFAR Defense Federal Acquisition Regulation (DFAR)

Marine Corps Warfighting Publication (MCWPs)
MCWP 4-1 Logistics Operations

Technical Manual
TM 38-250 Preparation of Hazmat for Mil Air Shipment

Miscellaneous
SDDC Pamphlet 55-2
SDDC Personal Property Consignment Instruction Guide, Volumes I and II
SDDC Privately Owned Vehicle (POV) Booklet
SDDC International Government Bill of Lading (GBL) Procedures
SDDC FY 2008 Line Ocean Transportation Program, Stabilized Breakbulk/Dry
SDDC Carrier Approval Guide for Domestic Household Goods Carriers
SDDC Carrier Approval Guide for International Household Goods Carriers
SDDC Carrier Rate Solicitation Guide
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SDDC Household Goods Carriers Mileage Guide
SDDC Household Goods Domestic Rate Solicitation Guide
Cargo Billing Rates
TEA PAM 55-19 Tie Down Handbook for Rail Movements
Foreign Area Clearance Guide
Federal Acquisition Regulation (FAR)

MCBUL 4610 Cargo and Personal Property Transportation Accounting Data
Joint Travel Regulations (JTR)
NAVSO P-6034 Joint Travel Regulations (JTR), Volume 1 - Uniformed Service
Members
NAVSUP P490 Navy Personal Property Manual
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