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(f) MCRP 3-0B
(g) MCO 1553.2B

Encl: (1) Distribution Management (DMO) Training & Readiness (T&R) Manual

1. Purpose. Per reference (a), this T&R Manual establishes training standards, regulations and policies regarding the training of Marines in the 31XX occupational field.

2. Cancellation. NAVMC 3500.25A

3. Scope

a. The Core Capability Mission Essential Task List in this Manual is used in Defense Readiness Reporting System (DRRS) for assessment and reporting of unit readiness. Units achieve training readiness for reporting in DRRS by gaining and sustaining proficiency in the training events in this Manual at both collective (unit) and individual levels.

b. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute its mission and develop long, mid and short-range training plans to sustain proficiency and correct deficiencies. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps and document objective assessments of readiness associated with training Marines. Commanders will use reference (c) to incorporate Nuclear, Biological, and Chemical Defense training into training plans and reference (d) to integrate Operational Risk Management. References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

c. Formal school and training detachment commanders will use references (a) and (g) to ensure programs of instruction meet skill training

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requirements established in this Manual, and provides career progression training in the events designated for initial training in the formal school environment.

4. Information. Commanding General (CG), Training and Education Command (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, Marine Air Ground Task Force Training and Education Standards Division (C 465), 1019 Elliot Road, Quantico, VA 22134.

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

6. Certification. Reviewed and approved this date.



T. M. MURRAY
By direction

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DMO T&R MANUAL

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DMO T&R MANUAL

CHAPTER 1

OVERVIEW

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CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training and assessing training readiness. Subject matter experts (SMEs) from the operating forces developed core capability METLs for ground communities derived from the Marine Corps Task List (MCTL). This T&R Manual is built around these METLs and other related Marine Corps Tasks (MCT). All events contained in the 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. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The 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. The 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. The T&R Manual is designed for use by unit commanders to determine pre-deployment training requirements in preparation for training and for Formal Learning Centers and Training Detachments to create courses of instruction. This directive focuses on individual and collective tasks performed by operating forces (OPFOR) units and supervised by personnel in the performance of unit Mission Essential Tasks (METs).

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. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core METL. However, commanders will adjust their training focus to support METLs associated with a major Operational Plan (OPLAN)/Contingency Plan (CONPLAN) or named operation as designated by their higher commander and reported accordingly in the DRRS. Tactical training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. 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 wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (b), (e) and (f).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. 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).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. 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.

3. 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. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION. The Distribution Management Community T&R Manual is comprised of five chapters. Chapter 1 is an overview of the Ground T&R Program. Chapter 2 lists the Community Core METs, which are used as part of the DRRS. Chapter 3 contains collective events. Chapter 4 contains individual events specific to the 3102 MOS. Chapter 5 contains individual events specific to the 3112 MOS.

1005. T&R EVENT CODING. An event contained within a T&R Manual is an individual or collective training standard. This section explains each of the components of a 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.

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

a. First 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.

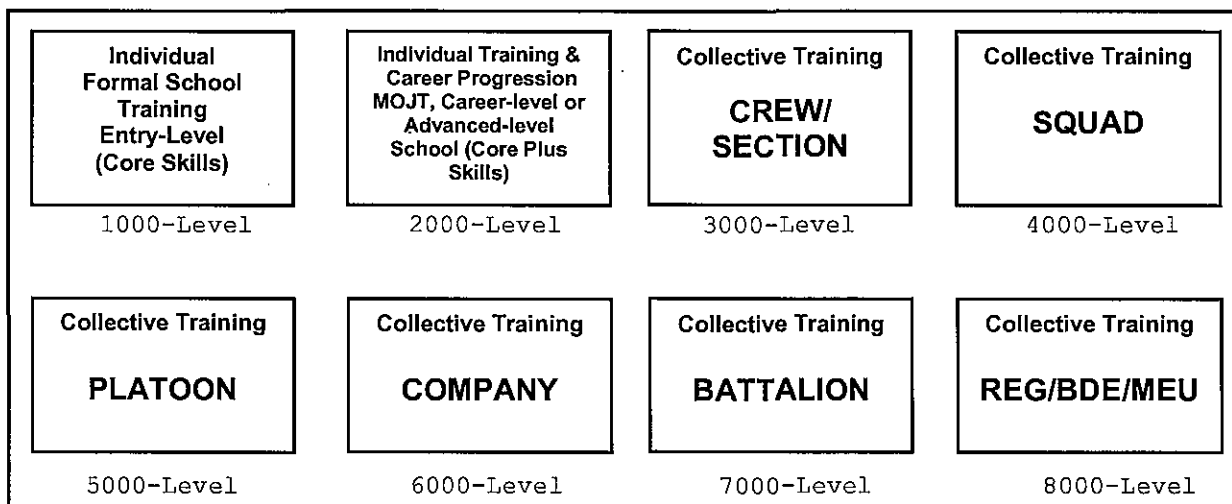


Figure. 1-1 T&R Event Levels

(1) 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 the 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, then the events should start 4431-ADMN-1001 and run through 1007. Next, the Bulk Fuel events, BUFL should start at 4431-BUFL-1001.

(2) Sequencing. A numerical code is assigned to each individual (1000-2000-level) or collective (3000-9000-level) training event. The first number identifies the size of the unit performing the event, as depicted in figure 1-1. The second number is available for T&R Manuals with collective events that support those in other manuals to identify the echelon of unit being supported by a particular collective event. If a collective event is supported by other events or is performed in general support without regard to echelon, then a zero "0" will be utilized as the second number. For

example: 0231-TGT-3801 would refer to an event conducted by a four Marine Targeting Cell supporting a Regiment or Group, 0231-TGT-3001 would represent an event the Targeting Cell does in support of any sized unit. The event would not be labeled 0231-TGT-8001 because that would imply that a regiment sized targeting unit was performing some task. This is not possible, since no intelligence unit organizes in a unit larger than a Battalion. EXCEPTION: Events that relate to staff planning, to the 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 Forces (MAGTF) Command Element (CE) events. Marine Expeditionary Units (MEU) CE events will be numbered 90XX - 93XX. Marine Expeditionary Brigade (MEB) CE events will be numbered 94XX - 96XX. Marine Expeditionary Force (MEF) CE events will be numbered 97XX - 99XX.

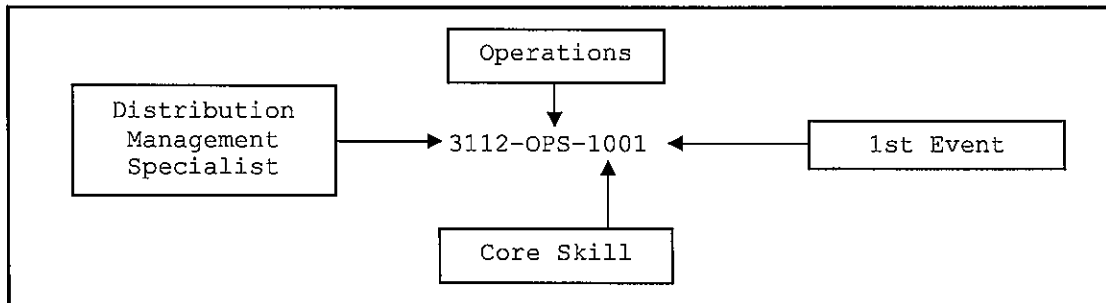


Figure 1-2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE

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. CRP 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 "Evaluation-Coded" (E-Coded) Events. E-Coded Events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

4. Individual combat readiness is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

1007. 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. 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: $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

1008. T&R EVENT COMPOSITION

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

2. Title. The name of the event. The event title contains one action verb and ideally, one object.
3. Evaluation Coded. 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 Evaluation-Coded, or E-Coded events represent the irreducible minimum or the floor of readiness for a unit. E-Coded events are derived from the training measures of effectiveness for the Mission Essential Tasks for units that must report readiness in the 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. Supported MET(s). List all METs that are supported by the training event in the judgment of the occupation field drafting the T&R Manual, even if those events are not listed as Measure of Effectiveness (MOEs) in a MET.
5. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Competencies and capabilities acquired through the accomplishment of training events are to be refreshed at pre-determined intervals. It is essential that these intervals be adhered to in order to ensure Marines maintain proficiency.
6. Billet/MOS. 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. Grade. The Grade field indicates the rank at which Marines are required to complete the event.
8. Description. 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 its use is strongly encouraged for collective events. This field can be of great value guiding a formal learning center or OPFOR unit trying to discern the intent behind an event that might not be readily apparent.
9. Condition. 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 codes and event descriptions. The event components help the user determine what must be accomplished and to properly plan for the event. 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 operating forces.

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. After the publication of this order, all component events will identify the behaviors required in plain English but also by citing the precise event number the component event refers to, unless that component event only occurs as part of the collective event where it is listed. This provision will allow for specific events to be chained together in order to provide greater granularity for units and Marines executing the events, and clarity for those charged with evaluating unit performance.

12. 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.

13. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events,

by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

14. Related ITEs. A list of all of the Individual Training Events (1000-2000-level events) that support the event.

15. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either at formal learning center (FLC), in the OPFOR as MOJT, or via a distance learning product (DL).

16. References. 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.

17. Distance Learning Products. Distance learning products include: Individual Multimedia Instruction (IMI), Computer-Based Training (CBT), Marine Corps Institute (MCI), etc. This notation is included when, in the opinion of the TRMG in consultation with the MTSD representative, the event can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

18. Support Requirements. 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 occupational field representatives will be careful not to "double count" ammunition that might be employed in the performance of individual and collective events that are chained.

19. Suitability of Simulation DL for sustainment. If the occupational field determines that an event can be trained to standard by use of simulation or a DL product, this will be noted in the description block. The specific simulation or DL product that is acceptable will be noted in the block as well.

a. Simulation should be used, whenever possible, in lieu of live training (particularly when resources to support the event are constrained);

or at the Commander's discretion, used as a precursor to live training in order to help maximize and enhance the live training event.

b. This task can be supported by self-paced, computer based training, (i.e. MarineNet).

20. Miscellaneous

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and FLCS 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

b. An example of a T&R event is provided in figure 1-3.

<u>0321-PAT-4101</u> Conduct Team Planning			
<u>EVALUATION CODED:</u> YES		<u>SUPPORTED MET(S):</u> 1, 2, 3, 4, 5, 6, 7, 8, 9	
<u>DESCRIPTION:</u> The unit is conducting tactical operations. The unit has been issued a warning order to conduct reconnaissance patrols to collect information and to conduct normal security patrols. The patrol will be conducted on a 24-hour basis. This event may be trained to standard using the XYZ simulation program available at all MISTC locations.			
<u>CONDITION:</u> When given a Warning Order, Patrol Order or Frag Order.			
<u>STANDARD:</u> Prior to commencement of exercise or operation, so that subordinates have 2/3 of the total time before step-off for planning, to include all elements of the plan.			
<u>EVENT COMPONENTS:</u>			
1. Receive Warning Order or Patrol Order.			
2. Analyze for Mission using commander's guidance, METT-TSL, KOCOA.			
3. Analyze the mission and available information to identify specific tasks with respect to commander's guidance, METT-TSL and KOCOA.			
4. Create the plan.			
<u>RELATED ITES:</u>			
0321-PAT -1102	0321-PAT -1101	0321-COMM-1207	0321-FSPT-2301
0321-FSPT-2302	0321-FSPT-2303	0321-SURV-1403	
<u>REFERENCES:</u>			
1. FMFM 6-4 Marine Rifle Company			
2. MCWP 3-11.3 Scouting and Patrolling			
3. MCRP 2-15.1 DRAFT Ground Reconnaissance Handbook			

Figure 1-3: Example of a T&R Event

1009. CBRN TRAINING

1. All personnel assigned to the operating force must be trained in 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 operating force are capable of performing their assigned mission in "every climate 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. OPERATIONAL RISK MANAGEMENT (ORM)

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

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a Course Of Action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of

Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

1012. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the MCTL, through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METLs.

DMO T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

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DMO CORE MISSION ESSENTIAL TASK LIST (MET)	2000	2-2
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DMO T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

2000. **DISTRIBUTION MANAGEMENT CORE MISSION ESSENTIAL TASK LIST (METL).** The DMO METL Table lists the Standardized Core Mission Essential Tasks (MET), derived from the Marine Corps Task List (MCTL), for the Ground Supply/Distribution Management Occupational Fields. This METL is used for readiness reporting in the Defense Readiness Reporting System (DRRS).

DMO CORE MISSION ESSENTIAL TASKS

MARINE CORPS TASK LIST	DMO CORE METL
MCT 4.1	Conduct Supply Operations
MCT 4.1.2.4	Conduct Distribution Operation
MCT 4.3	Conduct Transportation Operations
MCT 4.3.5	Provide Freight/Passenger Transportation

2001. **DMO MISSION ESSENTIAL TASKS MATRIX.** The DMO Mission Essential Task Matrix contains the METs identified in the Distribution Management METL. The DMO MET matrix includes the designated MET number and supporting collective events.

MET#/MISSION ESSENTIAL TASK

MET 1. CONDUCT DISTRIBUTION OPERATIONS	
DMO-OPS-5001	Plan Distribution Network
DMO-OPS-5002	Prepare for deployment
DMO-OPS-5003	Employ Distribution Liaison Cells
DMO-OPS-4002	Conduct port operations
DMO-OPS-3001	Conduct Cargo Distribution Operations
DMO-OPS-3002	Conduct rail operations
MET 2. CONDUCT TRANSPORTATION OPERATIONS	
DMO-OPS-5003	Employ Distribution Liaison Cells
DMO-OPS-4001	Coordinate logistics support
DMO-OPS-4002	Conduct port operations
DMO-OPS-3001	Conduct Cargo Distribution Operations
DMO-OPS-3002	Conduct rail operations
DMO-OPS-3003	Conduct movement control

MET 3. CONDUCT SUPPLY OPERATIONS	
DMO-OPS-5001	Plan Distribution Network
DMO-OPS-5002	Prepare for deployment
DMO-OPS-5003	Employ Distribution Liaison Cells
DMO-OPS-3001	Conduct Cargo Distribution Operations
MET 4. PROVIDE FREIGHT/PASSENGER TRANSPORTATION	
DMO-OPS-5003	Employ Distribution Liaison Cells
DMO-OPS-4001	Coordinate logistics support
DMO-OPS-4002	Conduct port operations
DMO-OPS-3001	Conduct Cargo Distribution Operations
DMO-OPS-3002	Conduct rail operations
DMO-OPS-3003	Conduct movement control

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CHAPTER 3

COLLECTIVE EVENTS

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5000-LEVEL EVENTS.	3003	3-3
4000-LEVEL EVENTS.	3004	3-6
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DMO T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the Distribution Management (31XX) 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:

<u>Code</u>	<u>Description</u>
DMO	Distribution Management

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

<u>Code</u>	<u>Description</u>
OPS	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:

<u>Code</u>	<u>Description</u>
5000	Platoon Level
4000	Squad Level
3000	Section Level

3002. INDEX OF COLLECTIVE EVENTS

EVENT CODE	E-CODED	EVENT	PAGE
5000-LEVEL			
DMO-OPS-5001	Y	Plan Distribution Network	3-3
DMO-OPS-5002		Prepare for deployment	3-4
DMO-OPS-5003		Employ Distribution Liaison Cells	3-5
4000-LEVEL			
DMO-OPS-4001		Coordinate logistics support	3-6
DMO-OPS-4002		Conduct port operations	3-7

3000-LEVEL			
DMO-OPS-3003	Y	Conduct Cargo Distribution Operations	3-8
DMO-OPS-3002		Conduct rail operations	3-9
DMO-OPS-3003		Conduct movement control	3-10

3003. 5000-LEVEL EVENTS

DMO-OPS-5001: Plan Distribution Network

SUPPORTED MET(S): 1, 3

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an initiating directive, commander's guidance, operations order, and the references.

STANDARD: Ensuring the distribution support plan complements the established priorities and supports the concept of operations and mission objectives.

EVENT COMPONENTS:

1. Develop distribution support mission statement.
2. Develop network requirements.
3. Develop strategic distribution nodes.
4. Review planning documents to support operational requirement(s).
5. Use the principles of CSS in developing the distribution/transportation related CSS objectives.
6. Verify mission objectives coinciding with the MAGTF mission objectives.
7. Review mobilization and/or embarkation order as applicable.

REFERENCES:

1. 49 CFR Hazardous Materials Regulations
2. AFMAN 24-204 Preparing Hazmat for Mil Air Shipment
3. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
4. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
5. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
6. DOD 4500.9-R, PART III Defense Transportation Regulation (DTR), Mobility
7. DOD 5030.49-R Customs Inspection
8. DoD Regulation 5500.7-R Joint Ethics Regulation
9. FM 55-20 Army Rail Transportation Operations
10. FM 55-80 Army Container Operations
11. FOREIGN AREA CG Foreign Area Clearance Guide.
12. IATA International Air Transport Association (IATA) Dangerous Goods Regulation
13. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
14. MCO 4580.5A Containerization Policy
15. RFID ITV ITV Server Guide
16. SDDC International Government Bill of Lading (GBL) Procedures
17. SDDC FY 2008 Line Ocean Transportation Program, Stabilized Breakbulk/Dry

Cargo Billing Rates

18. TEA PAM 55-19 Tie Down Handbook for Rail Movements
 19. 49 CFR Transportation, Parts 100-185
 20. Local Standing Operating Procedures (SOP)
 21. Local deployment support Standing Operating Procedures (SOP)
-

DMO-OPS-5002: Prepare for deployment

SUPPORTED MET(S): 1, 3

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an initiating directive, operations order, Commander's guidance, TPFDD, embarkation guidance, equipment density list (EDL), unit equipment report (UER), readiness report (s), and the references.

STANDARD: Meeting deployment requirements while providing uninterrupted distribution support as the unit transitions from the garrison environment.

EVENT COMPONENTS:

1. Review the initiating directive.
2. Establish mission objectives.
3. Review embarkation plan.
4. Verify EDL.
5. Verify manning documents.
6. Identify shortfalls.
7. Determine and obtain special individual equipment.
8. Determine and obtain special organizational equipment.
9. Contact PP&P for embarkation component requirements.
10. Identify RBE and coordinate storage as required.
11. Perform custody transfer of active personal effects cases.
12. Facilitate storage of personal effects for deploying Marines.
13. Create storage operations plan.
14. Determine MHE requirements.
15. Prepare for embarkation.
16. Conduct property transfers from garrison to deployed accounts as required.
17. Review reception, staging, onward movement and integration (RSO&I).

REFERENCES:

1. 49 CFR Hazardous Materials Regulations
2. AFMAN 24-204 Preparing Hazmat for Mil Air Shipment
3. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
4. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
5. DOD 4500.9-R (PART IV) Defense Transportation Regulation Part IV (Personal Property)
6. DOD 4500.9-R, PART I Defense Transportation Regulation (DTR), Passenger Movement
7. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
8. DOD 4500.9-R, PART III Defense Transportation Regulation (DTR), Mobility
9. DOD 5030.49-R Customs Inspection

10. DoD Regulation 5500.7-R Joint Ethics Regulation
 11. FM 55-80 Army Container Operations
 12. FOREIGN AREA CG Foreign Area Clearance Guide.
 13. IATA International Air Transport Association (IATA) Dangerous Goods Regulation
 14. MCBUL 4610 Cargo and Personal Property Transportation Accounting Data
 15. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
 16. MCO 4050.38 Personal Effects and Baggage Manual
 17. MCO 4580.5A Containerization Policy
 18. MCO 4630.16 Air Transportation Eligibility
 19. MCO 4631.3 Military Airlift "Blue Bark" Passengers
 20. RFID ITV ITV Server Guide
 21. SDDC Privately Owned Vehicle (POV) Booklet
 22. 49 CFR Transportation, Parts 100-185
 23. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 24. Local deployment support Standing Operating Procedures (SOP)
-

DMO-OPS-5003: Employ Distribution Liaison Cells

SUPPORTED MET(S): 1, 2, 3, 4

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

CONDITION: Given a mission, personnel, equipment, and references.

STANDARD: To support theater level distribution operations in accordance with MCO 4470.1_.

EVENT COMPONENTS:

1. Conduct a task analysis.
2. Conduct staff estimates.
3. Task organize forces.
4. Conduct pre-deployment training.
5. Conduct site survey, if applicable.
6. Prepare forces for movement.
7. Conduct embarkation and rehearsal.
8. Execute movement.
9. Execute actions on the objective.
10. Develop sustainment process.
11. Prepare for follow on operations.
12. Conduct displacement.

REFERENCES:

1. 49 CFR Hazardous Materials Regulations
2. AFMAN 24-204 Preparing Hazmat for Mil Air Shipment
3. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
4. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
5. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
6. DOD 5030.49-R Customs Inspection

7. FM 55-80 Army Container Operations
 8. MCBUL 4610 Cargo and Personal Property Transportation Accounting Data
 9. MCO 4580.5A Containerization Policy
 10. MCO 4631.8 Management System / 463L Pallets, Nets, and Tied
 11. RFID ITV ITV Server Guide
 12. 49 CFR Transportation, Parts 100-185
 13. Local deployment support Standing Operating Procedures (SOP)
-

3004. 4000-LEVEL EVENTS

DMO-OPS-4001: Coordinate logistics support

SUPPORTED MET(S): 2, 4

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

CONDITION: Given a requirement, personnel and equipment.

STANDARD: To ensure equipment and personnel sustainment IAW the unit's concept of support and mission accomplishment.

EVENT COMPONENTS:

1. Coordinate transportation requirements.
2. Coordinate distribution support requirements.
3. Coordinate container support.
4. Coordinate AA&E transportation, as required.
5. Coordinate remain/left behind equipment (RBE/LBE).
6. Monitor safety/environmental compliance programs.
7. Coordinate requirements beyond organic capabilities with external agencies.
8. Provide input to common operational picture.
9. Maintain logistics mission status.
10. Provide distribution status reports.

REFERENCES:

1. AFMAN 24-204 Preparing Hazmat for Mil Air Shipment
2. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
3. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
4. DOD 4500.9-R, PART I Defense Transportation Regulation (DTR), Passenger Movement
5. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
6. DOD 4500.9-R, PART III Defense Transportation Regulation (DTR), Mobility
7. DOD 5030.49-R Customs Inspection
8. DoD Regulation 5500.7-R Joint Ethics Regulation
9. FM 55-80 Army Container Operations
10. FOREIGN AREA CG Foreign Area Clearance Guide.
11. IATA International Air Transport Association (IATA) Dangerous Goods Regulation
12. MCBUL 4610 Cargo and Personal Property Transportation Accounting Data

13. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
 14. MCO 4580.5A Containerization Policy
 15. MCO 4630.16 Air Transportation Eligibility
 16. MCO 4631.3 Military Airlift "Blue Bark" Passengers
 17. MCO 4631.8 Management System / 463L Pallets, Nets, and Tied
 18. MCO P4030.19_ Preparing Hazardous Materials for Military Air Shipments
 19. MIL-STD-129J Marking for Shipping and Storage
 20. MIL-STD-212D Electromagnetic Interference (EMI) Connectors
 21. NAVSUP 505 Preparation of Hazmat for Milair Shipment
 22. RFID ITV ITV Server Guide
 23. TEA PAM 55-19 Tie Down Handbook for Rail Movements
 24. 49 CFR Transportation, Part 172, Subpart H, Table of Hazardous Materials and Special Provisions
 25. 49 CFR Transportation, Parts 100-185
 26. Local deployment support Standing Operating Procedures (SOP)
-

DMO-OPS-4002: Conduct port operations

SUPPORTED MET(S): 1, 2, 4

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

CONDITION: Given a support mission, personnel, equipment, a load plan, and loading sequence table.

STANDARD: In order to support movement timeline, maintaining safety and accountability.

EVENT COMPONENTS:

1. Coordinate with external agencies.
2. Assign responsibilities.
3. Establish appropriate staging/call forward area.
4. Establish communications.
5. Determine equipment requirements.
6. Employ automated information/transportation systems.
7. Monitor in-transit visibility.
8. Coordinate transportation movement.
9. Direct equipment movement.
10. Direct passenger movement.
11. Report onload/offload status of personnel and equipment.
12. Manage third party payments systems for transportation.

REFERENCES:

1. 49 CFR Hazardous Materials Regulations
2. AFMAN 24-204 Preparing Hazmat for Mil Air Shipment
3. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
4. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
5. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
6. DOD 4500.9-R, PART III Defense Transportation Regulation (DTR), Mobility
7. DOD 5030.49-R Customs Inspection

8. DoD Regulation 5500.7-R Joint Ethics Regulation
 9. IATA International Air Transport Association (IATA) Dangerous Goods Regulation
 10. IMDG International Maritime Dangerous Goods Code
 11. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
 12. MCO 4630.16 Air Transportation Eligibility
 13. MCO 4631.8 Management System / 463L Pallets, Nets, and Tied
 14. SDDC FY 2008 Line Ocean Transportation Program, Stabilized Breakbulk/Dry Cargo Billing Rates
-

3005. 3000-LEVEL EVENTS

DMO-OPS-3001: Conduct Cargo Distribution Operations

SUPPORTED MET(S): 1, 2, 3, 4

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Provided personnel, equipment, and a mission.

STANDARD: Supporting requirements IAW MCO 4470.1_ MAGTF Deployment Distribution Policy (MDDP).

EVENT COMPONENTS:

1. Conduct mission planning.
2. Synchronize strategic/operational sustainment distribution.
3. Plan in-transit visibility operations.
4. Establish automated information system requirements.
5. Prepare for deployment.
6. Provide command and control for distribution operations.
7. Determine requirements.
8. Manage preservation, packaging, and packing (P3).
9. Maintain asset visibility and tracking of cargo.
10. Conduct shipping/receiving operations.
11. Conduct container operations.
12. Conduct personal effects/baggage operations.
13. Conduct transshipment operations.
14. Maintain HAZMAT requirements.
15. Conduct Customs operations.
16. Validate TAC usage.
17. Manage third party payments systems for transportation.
18. Coordinate with external agencies, when required.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
3. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
4. DOD 4500.9-R, PART III Defense Transportation Regulation (DTR), Mobility
5. DOD 5030.49-R Customs Inspection

6. DTR 4500.9-R-Part VI Management and Control of Intermodal (September 2007)
 7. DoD Regulation 5500.7-R Joint Ethics Regulation
 8. FM 55-20 Army Rail Transportation Operations
 9. FM 55-80 Army Container Operations
 10. FOREIGN AREA CG Foreign Area Clearance Guide.
 11. IATA International Air Transport Association (IATA) Dangerous Goods Regulation
 12. IMDG International Maritime Dangerous Goods Code
 13. MCBUL 4610 Cargo and Personal Property Transportation Accounting Data
 14. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
 15. MCO 4580.5A Containerization Policy
 16. MCO 4630.16 Air Transportation Eligibility
 17. MCO 4631.8 Management System / 463L Pallets, Nets, and Tied
 18. MCO P4030.19 Preparing Hazardous Materials for Military Air Shipments
 19. MCO P4030.36 Marine Corps Packaging Manual
 20. MCWP 4-1 Logistics Operations
 21. MIL-STD-129J Marking for Shipping and Storage
 22. NAVSUP 505 Preparation of Hazmat for Milair Shipment
 23. SDDC International Government Bill of Lading (GBL) Procedures
 24. SDDCTEA PAM 99-55-22 Marine Lifting and Lashing Handbook
 25. TEA PAM 55-19 Tie Down Handbook for Rail Movements
 26. TM 38-250 Preparation of Hazmat for Mil Air Shipment
 27. 49 CFR Transportation, Parts 100-185
 28. Defense Federal Acquisition Regulation (DFAR)
 29. Federal Acquisition Regulation (FAR)
-

DMO-OPS-3002: Conduct rail operations

SUPPORTED MET(S): 1, 2, 4

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

CONDITION: Given personnel, equipment, and a load plan.

STANDARD: In order to complete onload/offload operations without injury to personnel or damage to equipment.

EVENT COMPONENTS:

1. Coordinate with external agencies.
2. Conduct rail-head reconnaissance.
3. Coordinate security.
4. Assign responsibilities.
5. Establish appropriate staging/call forward area.
6. Establish communications.
7. Determine equipment requirements.
8. Employ automated information/transportation systems.
9. Monitor in-transit visibility.
10. Coordinate transportation movement.
11. Direct equipment movement.
12. Report onload/offload status of personnel and equipment.
13. Manage third party payments systems for transportation.

REFERENCES:

1. 49 CFR Hazardous Materials Regulations
 2. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
 3. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
 4. DOD 5030.49-R Customs Inspection
 5. DTR 4500.9-R-Part VI Management and Control of Intermodal (September 2007)
 6. FM 55-20 Army Rail Transportation Operations
 7. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
 8. MCO 4580.5A Containerization Policy
 9. SDDC International Government Bill of Lading (GBL) Procedures
 10. SDDC Pamphlet 55-2
 11. SDDCTEA PAM 99-55-22 Marine Lifting and Lashing Handbook
 12. TEA PAM 55-19 Tie Down Handbook for Rail Movements
 13. 49 CFR Transportation, Part 172, Subpart H, Table of Hazardous Materials and Special Provisions
 14. 49 CFR Transportation, Parts 100-185
 15. Defense Federal Acquisition Regulation (DFAR)
 16. Federal Acquisition Regulation (FAR)
-

DMO-OPS-3003: Conduct movement control

SUPPORTED MET(S): 2, 4

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 month

CONDITION: Given a requirement, personnel and equipment for vehicle movements, and automated informational system.

STANDARD: To safely meet operational requirements with no injury to personnel or damage to equipment.

EVENT COMPONENTS:

1. Coordinate ground transportation requirements.
2. Support planning and execution of MAGTF movements.
3. Coordinate activities with installation operations.
4. Coordinate air distribution movement requirements.
5. Manage execution of ground transportation order.
6. Determine movement control factors.
7. Establish movement control planning process.
8. Process routing requirements.
9. Process scheduling requirements.
10. Coordinate distribution efforts throughout the logistics chain.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
3. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
4. MCBUL 4610 Cargo and Personal Property Transportation Accounting Data
5. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)

NAVMC 3500.25B
15 Jan 2013

6. RFID ITV ITV Server Guide
 7. Local deployment support Standing Operating Procedures (SOP)
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DMO T&R MANUAL

CHAPTER 4

MOS 3102 INDIVIDUAL EVENTS

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EVENT CODING.	4001	4-2
INDEX OF INDIVIDUAL EVENTS	4002	4-2
2000-LEVEL EVENTS	4003	4-3

DMO T&R MANUAL

CHAPTER 4

MOS 3102 INDIVIDUAL EVENTS

4000. 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.

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:

<u>Code</u>	<u>Description</u>
3102	Distribution Management Officer

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

<u>Code</u>	<u>Description</u>
ADMN	Administrative
CARG	Cargo
PAXS	Passenger
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:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills

4002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE
2000-LEVEL		
3102-ADMN-2001	Perform Contracting Officer's Representative (COR) Duties	4-3
3102-ADMN-2002	Execute Distribution Management Liaison Duties	4-3
3102-CARG-2001	Direct cargo distribution operations	4-4
3102-CARG-2002	Oversee distribution operations	4-5
3102-PAXS-2001	Direct passenger transportation operations	4-6
3102-PPTY-2001	Direct Personal Property Operations	4-7

4003. 2000-LEVEL EVENTS

3102-ADMN-2001: Perform Contracting Officer's Representative (COR) Duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3102

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a distribution management environment, given contract requirements, administrative supplies, and personnel.

STANDARD: To ensure contract compliance in accordance with the Federal Acquisition Regulation (FAR).

PERFORMANCE STEPS:

1. Validate Contract Deficiency Report.
2. Validate contractor performance.
3. Submit final report to KO.
4. Provide sustainment training to ACOR.

REFERENCES:

1. Defense Federal Acquisition Regulation (DFAR)
 2. Federal Acquisition Regulation (FAR)
 3. U.S. Government Employees Master Labor Agreement (MLA)
-

3102-ADMN-2002: Execute Distribution Management Liaison Duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This event addresses the requirement for a Distribution Management Officer assigned to service, distribution process owner, and MAGTF levels.

MOS PERFORMING: 3102

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure that all tasks are completed as directed.

PERFORMANCE STEPS:

1. Represent the Program Manager on all distribution/transportation management functions.
2. Advise capabilities to higher headquarters.

3. Monitor distribution operations at an enterprise level.
4. Establish enterprise level inspection criteria.
5. Monitor the progress of Marine Corps funded projects.
6. Assist in the formulation of plans, policies, and instructions.

REFERENCES:

1. 49 CFR Hazardous Materials Regulations
2. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
3. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
4. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
5. DOD 4500.9-R, PART III Defense Transportation Regulation (DTR), Mobility
6. DOD DIR 4500.9-R Movement of Units in Air force Aircraft
7. IATA International Air Transport Association (IATA) Dangerous Goods Regulation
8. IMDG International Maritime Dangerous Goods Code
9. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
10. MCO 4631.8 Management System / 463L Pallets, Nets, and Tied
11. MCO P4600.7 USMC Transportation Manual
12. MIL-STD-129J Marking for Shipping and Storage
13. MIL-STD-212D Electromagnetic Interference (EMI) Connectors
14. RFID ITV ITV Server Guide
15. SDDC FY 2008 Line Ocean Transportation Program, Stabilized Breakbulk/Dry Cargo Billing Rates
16. SDDCTEA 700-4 Vessel Characteristics for Shiploading
17. SDDCTEA 99-55-22 Pamphlet 99-55-22
18. TEA PAM 55-19 Tie Down Handbook for Rail Movements

3102-CARG-2001: Direct cargo distribution operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3102

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure operations are conducted in accordance with distribution/transportation regulations.

PERFORMANCE STEPS:

1. Determine mission requirements.
2. Establish distribution system integration plan.
3. Control cargo handling.
4. Control shipments of hazardous/special handling material.
5. Orchestrate transportation for special circumstances.
6. Control railyard operations.
7. Support customs operations, when required.

8. Control origin to port of embarkation (POE)/port of debarkation (POD) deployment support.
9. Manage budget.
10. Manage container pool operations.
11. Control Transportation Account Codes (TAC).
12. Develop distribution plans.
13. Support Ground/Air Transportation order(s).
14. Control certification of invoices.
15. Control implementation of In-Transit Visibility (ITV).
16. Manage AIS administration functions.
17. Conduct an AIRS 800 inspection checklist.
18. Manage personnel.
19. Plan service support, when required.
20. Plan transportation support, when required.

REFERENCES:

1. 49 CFR Hazardous Materials Regulations
2. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
3. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
4. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
5. DOD 4500.9-R, PART III Defense Transportation Regulation (DTR), Mobility
6. DOD DIR 4500.9-R Movement of Units in Air force Aircraft
7. IATA International Air Transport Association (IATA) Dangerous Goods Regulation
8. IMDG International Maritime Dangerous Goods Code
9. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
10. MCO 4631.8 Management System / 463L Pallets, Nets, and Tied
11. MCO P4600.7 USMC Transportation Manual
12. MIL-STD-129J Marking for Shipping and Storage
13. MIL-STD-212D Electromagnetic Interference (EMI) Connectors
14. RFID ITV ITV Server Guide
15. SDDC FY 2008 Line Ocean Transportation Program, Stabilized Breakbulk/Dry Cargo Billing Rates
16. SDDCTEA 700-4 Vessel Characteristics for Shiploading
17. SDDCTEA 99-55-22 Pamphlet 99-55-22
18. TEA PAM 55-19 Tie Down Handbook for Rail Movements

3102-CARG-2002: Oversee distribution operations

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

MOS PERFORMING: 3102

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

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure operations are conducted in accordance with distribution/transportation regulations.

PERFORMANCE STEPS:

1. Validate mission requirements.
2. Establish distribution system integration plan, when required.
3. Advise Commander on distribution capabilities.
4. Approve plan.
5. Monitor execution.
6. Implement changes, as required.

REFERENCES:

1. 49 CFR Hazardous Materials Regulations
2. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
3. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
4. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
5. DOD 4500.9-R, PART III Defense Transportation Regulation (DTR), Mobility
6. DOD DIR 4500.9-R Movement of Units in Air force Aircraft
7. IATA International Air Transport Association (IATA) Dangerous Goods Regulation
8. IMDG International Maritime Dangerous Goods Code
9. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
10. MCO 4631.8 Management System / 463L Pallets, Nets, and Tied
11. MCO P4600.7 USMC Transportation Manual
12. MIL-STD-129J Marking for Shipping and Storage
13. MIL-STD-212D Electromagnetic Interference (EMI) Connectors
14. RFID ITV ITV Server Guide
15. SDDC FY 2008 Line Ocean Transportation Program, Stabilized Breakbulk/Dry Cargo Billing Rates
16. SDDCTEA 700-4 Vessel Characteristics for Shiploading
17. SDDCTEA 99-55-22 Pamphlet 99-55-22
18. TEA PAM 55-19 Tie Down Handbook for Rail Movements

3102-PAXS-2001: Direct passenger transportation operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3102

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

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure operations are conducted in accordance with distribution/transportation regulations.

PERFORMANCE STEPS:

1. Determine mission requirements.

2. Evaluate Commercial Travel Office (CTO) performance.
3. Orchestrate transportation for special circumstances.
4. Support aerial port operations.
5. Submit routing recommendations to approving official.
6. Manage no fee passport process.
7. Ensure centrally billed account (CBA) is certified.
8. Manage AIS administration functions.
9. Conduct an AIRS 800 inspection checklist.
10. Manage personnel.

REFERENCES:

1. DOD 4500.9-R, PART I Defense Transportation Regulation (DTR), Passenger Movement
 2. DOD DIR 4500.9-R Movement of Units in Air force Aircraft
 3. FOREIGN AREA CG Foreign Area Clearance Guide.
 4. MCO 4630.16 Air Transportation Eligibility
 5. MCO 4631.3 Military Airlift "Blue Bark" Passengers
 6. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps - Sponsored Passenger Traffic BTWN CONUS and Overseas areas (Including Alaska and Hawaii) and Within and BTWN Overseas Areas
 7. MCO P4600.7 USMC Transportation Manual
 8. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 9. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 10. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
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3102-PPTY-2001: Direct Personal Property Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3102

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure operations are conducted in accordance with distribution/transportation regulations.

PERFORMANCE STEPS:

1. Control personal effects and baggage operations.
2. Manage quality control inspections.
3. Evaluate personal property contractor's performance.
4. Control distribution of shipments.
5. Control certification of invoices.
6. Validate Transportation Account Codes (TAC) or Lines of Accounting (LOA) usage.
7. Manage budget.
8. Facilitate shipment/storage requirements.
9. Ensure carrier performance files are established and maintained.

10. Manage AIS administration functions.
11. Conduct an AIRS 800 inspection checklist.
12. Manage personnel.

REFERENCES:

1. AFI 24-501 The Air Force Do It Yourself (DITY) Move Program
 2. AR 55-71 Transportation of Personal Property and Related Services
 3. COMDTINST M4050.6 Transportation of Personal Property
 4. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
 5. DOD 4500.34-R DoD Personal Property Traffic Management Regulation
 6. DOD 4500.9-R (PART IV) Defense Transportation Regulation Part IV (Personal Property)
 7. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
 8. DOD 5030.49-R Customs Inspection
 9. MCBUL 4610 Cargo and Personal Property Transportation Accounting Data
 10. MCO 4050.38 Personal Effects and Baggage Manual
 11. MCO 4600.35 Guide to Movement of Mobile Homes
 12. MCO P3040.4 Marine Corps Casualty Procedures Manual
 13. MCO P4600.39 Marine Corps Personal Property Transportation Manual
 14. MCO P4600.7 USMC Transportation Manual
 15. NAVSUP P490 Navy Personal Property Manual
 16. SDDC Carrier Approval Guide for Domestic Household Goods Carriers
 17. SDDC Carrier Approval Guide for International Household Goods Carriers
 18. SDDC Carrier Rate Solicitation Guide
 19. SDDC Code/Mode Selection Guide
 20. SDDC Household Goods Carriers Bureau Mileage Guide
 21. SDDC Household Goods Carriers Mileage Guide
 22. SDDC Household Goods Domestic Rate Solicitation Guide
 23. SDDC International Carrier Evaluation Reporting System (ICERS) Booklet
 24. SDDC International Government Bill of Lading (GBL) Procedures
 25. SDDC Pamphlet 55-2
 26. SDDC Personal Property Consignment Instruction Guide, Volumes I and II
 27. SDDC Privately Owned Vehicle (POV) Booklet
 28. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 29. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
 30. Local Standing Operating Procedures (SOP)
 31. Total Quality Assurance Program (TQAP) Booklet
 32. Transportation Operational Personal Property Standard System (TOPS) User's Manual
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DMO T&R MANUAL

CHAPTER 5

MOS 3112 INDIVIDUAL EVENTS

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DMO T&R MANUAL

CHAPTER 4

MOS 3112 INDIVIDUAL EVENTS

5000. **PURPOSE.** This chapter details the individual events that pertain to Distribution Management 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.

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:

<u>Code</u>	<u>Description</u>
3112	Distribution Management Specialist

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

<u>Code</u>	<u>Description</u>
ADMN	Administrative
AITV	In-Transit Visibility
CARG	Cargo
PAXS	Passenger
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:

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills

5002. INDEX OF INDIVIDUAL EVENTS

EVENT CODE	EVENT	PAGE
1000-LEVEL		
3112-AITV-1001	Conduct In-Transit Visibility (ITV) of cargo	5-3
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3112-CARG-1006	Conduct container inventory	5-8
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3112-PPTY-1006	Process an inbound shipment	5-16
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2000-LEVEL		
3112-ADMN-2001	Perform systems administration functions	5-18
3112-CARG-2001	Conduct Base/Installation scale operations	5-18
3112-CARG-2002	Manage cargo distribution operations	5-19
3112-CARG-2003	Supervise cargo distribution operations	5-20
3112-PAXS-2001	Manage passenger transportation operations	5-21
3112-PAXS-2002	Supervise passenger transportation operations	5-21
3112-PPTY-2001	Manage Personal Property Operations	5-22
3112-PPTY-2002	Supervise Personal Property Operations	5-23

5003. 1000-LEVEL EVENTS

3112-AITV-1001: Conduct In-Transit Visibility (ITV) of cargo

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the Defense Transportation System.

STANDARD: To ensure the accurate tracking of cargo.

PERFORMANCE STEPS:

1. Setup equipment, if applicable.
2. Perform a functions check.
3. Input data.
4. Validate data.
5. Affix ITV device to cargo.
6. Monitor ITV data.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
3. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
4. RFID ITV ITV Server Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity, write station with components, Automated Information System, RFID (active/passive) tag with active battery, and shipping documentation.

3112-CARG-1001: Process inbound cargo

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a shipment.

STANDARD: To ensure receipt and distribution to the consignee with confirmation of delivery.

PERFORMANCE STEPS:

1. Account for cargo.
2. Inspect the shipment.
3. Prepare documentation.
4. Document delivery receipt.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
 2. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
 3. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
 4. DOD 5030.49-R Customs Inspection
 5. MCO 4631.8 Management System/463L Pallets, Nets, and Tied
 6. MCO P4600.7 USMC Transportation Manual
 7. MCO P4610.19 Commercial Service Plan
 8. 49 CFR Transportation, Part 172, Subpart H, Table of Hazardous Materials and Special Provisions
 9. 49 CFR Transportation, Parts 100-185
 10. Local Standing Operating Procedures (SOP)
 11. Local deployment support Standing Operating Procedures (SOP)
 12. Local position descriptions for government employees
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3112-CARG-1002: Process outbound cargo

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a shipment.

STANDARD: To ensure freight is inducted into the defense transportation system.

PERFORMANCE STEPS:

1. Receive cargo movement request.
2. Segregate cargo, if applicable.
3. Validate TAC code.
4. Determine commodity and Transportation Priority (TP).
5. Determine mode of shipment.
6. Prepare 463L pallets and nets for air transport, if applicable.
7. Allocate shipment to carrier in accordance with DTR part II.
8. Ensure Preservation, Packaging, and Packing (PP&P) procedures are performed, if applicable.
9. Initiate data entry to applicable Automated Information System(s).
10. Request route orders, as applicable.
11. Prepare and distribute cargo clearance request, as applicable.
12. Complete documentation.
13. Mark, label and provide In-Transit visibility.
14. Maintain carrier performance file.

REFERENCES:

1. 49 CFR Hazardous Materials Regulations
 2. AFMAN 24-204 Preparing Hazmat for Mil Air Shipment
 3. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
 4. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
 5. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
 6. IATA International Air Transport Association (IATA) Dangerous Goods Regulation
 7. IMDG International Maritime Dangerous Goods Code
 8. MCBUL 4610 Cargo and Personal Property Transportation Accounting Data
 9. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
 10. MCO 4630.16 Air Transportation Eligibility
 11. MCO 4631.8 Management System/463L Pallets, Nets, and Tied
 12. MCO P4600.7 USMC Transportation Manual
 13. MIL-STD-129J Marking for Shipping and Storage
 14. MIL-STD-212D Electromagnetic Interference (EMI) Connectors
 15. RFID ITV ITV Server Guide
 16. SDDC Code/Mode Selection Guide
 17. TEA PAM 55-19 Tie Down Handbook for Rail Movements
 18. Local deployment support Standing Operating Procedures (SOP)
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3112-CARG-1003: Process distribution of cargo

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a shipment.

STANDARD: To ensure distribution to the consignee with confirmation of delivery.

PERFORMANCE STEPS:

1. Segregate cargo, if applicable.
2. Initiate data entry to applicable Automated Information System(s).
3. Prepare manifest.
4. Validate funding, if required.
5. Request transportation support.
6. Prepare 463L pallets and nets for air transport, if applicable.
7. Ensure Preservation, Packaging, and Packing (PP&P) procedures are performed, if applicable.
8. Prepare and distribute cargo clearance request, as applicable.
9. Complete documentation.
10. Mark, label and provide In-Transit visibility.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
3. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
4. DOD 5030.49-R Customs Inspection
5. MCO 4631.8 Management System/463L Pallets, Nets, and Tied
6. MCO P4600.7 USMC Transportation Manual
7. MCO P4610.19 Commercial Service Plan
8. 49 CFR Transportation, Part 172, Subpart H, Table of Hazardous Materials and Special Provisions
9. 49 CFR Transportation, Parts 100-185
10. Local Standing Operating Procedures (SOP)
11. Local deployment support Standing Operating Procedures (SOP)
12. Local position descriptions for government employees

3112-CARG-1004: Redistribute cargo

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request to divert or hold freight.

STANDARD: To ensure shipment diversion or proper storage requirements are met with confirmation of delivery.

PERFORMANCE STEPS:

1. Receive a request.
2. Determine location and status of shipment.
3. Notify the carrier and consignee of new destination of cargo.
4. Assign correct diversion code and create new shipping documentation.
5. Re-induct cargo.

REFERENCES:

1. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
 2. DOD 4500.9-R (PART IV) Defense Transportation Regulation Part IV (Personal Property)
 3. MCO 4630.16 Air Transportation Eligibility
 4. MCO P4600.7 USMC Transportation Manual
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3112-CARG-1005: Process tracer action

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a cargo shipment not at destination by the Required Delivery Date (RDD).

STANDARD: To provide verification of cargo status.

PERFORMANCE STEPS:

1. Receive request.
2. Confirm transit time or specified RDD of the shipment.
3. Confirm carrier has not offered the shipment for delivery.
4. Establish current shipment location through automated information systems.
5. Prepare and submit required form to SDDC.
6. Notify requesting activity of shipment location as determined by the carrier or SDDC.

REFERENCES:

1. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
 2. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
 3. MCO P4600.7 USMC Transportation Manual
 4. Local Standing Operating Procedures (SOP)
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3112-CARG-1006: Conduct container inventory

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure 100% accountability.

PERFORMANCE STEPS:

1. Determine type of container.
2. Determine container serviceability.
3. Record serial number data.
4. Input data into AIS.

REFERENCES:

1. FM 55-80 Army Container Operations
 2. MCO P4600.7 USMC Transportation Manual
 3. MIL-STD-129J Marking for Shipping and Storage
 4. SDDC Code/Mode Selection Guide
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3112-CARG-1007: Conduct container loading

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure cargo arrives at destination undamaged.

PERFORMANCE STEPS:

1. Determine appropriate container.
2. Execute pre-load inspection.
3. Ensure Preservation, Packaging, and Packing (PP&P) procedures are performed, if applicable.
4. Load container.
5. Document container.
6. Establish ITV.

REFERENCES:

1. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement

2. FM 55-80 Army Container Operations
3. MCO P4600.7 USMC Transportation Manual
4. MIL-STD-129J Marking for Shipping and Storage
5. SDDC Code/Mode Selection Guide

3112-CARG-1008: Perform rail yard operations

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

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mission.

STANDARD: To ensure rail cars are properly loaded/unloaded in accordance with federal, state and local regulations.

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.

REFERENCES:

1. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
2. TEA PAM 55-19 Tie Down Handbook for Rail Movements

3112-PAXS-1001: Process passenger travel

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

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request to arrange travel.

STANDARD: To ensure travel request and documentation is completed.

PERFORMANCE STEPS:

1. Receive request and appropriate orders from member/order issuing authority.

2. Review transportation arrangements.
3. Submit routing recommendations to approving official.
4. Brief travel entitlements.
5. Determine mode of transportation.
6. Arrange for official travel using appropriate transportation systems.
7. Arrange Port call, if applicable.
8. Submit the approved request for transportation.
9. Endorse travel documents.
10. Issue travel documents.
11. Brief travel instructions.
12. Maintain file copies.

REFERENCES:

1. DOD 4500.9-R, PART I Defense Transportation Regulation (DTR), Passenger Movement
2. MCO 4630.16 Air Transportation Eligibility
3. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps - Sponsored Passenger Traffic BTWN CONUS and Overseas areas (Including Alaska and Hawaii) and Within and BTWN Overseas Areas
4. MCO P4600.7 USMC Transportation Manual
5. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
6. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
7. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
8. Local Standing Operating Procedures (SOP)
9. Local deployment support Standing Operating Procedures (SOP)
10. USAF Foreign Clearance Guide

3112-PAXS-1002: Process transportation for a deceased member under escort (human remains)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a casualty report.

STANDARD: To ensure human remains and escort arrive expeditiously at destination without incident.

PERFORMANCE STEPS:

1. Review CACO assignment letter.
2. Arrange transportation for deceased.
3. Arrange passenger transportation for escorts.
4. Submit the approved request for transportation.
5. Endorse the travel documents.
6. Issue travel documentation.
7. Maintain file copies.

REFERENCES:

1. DOD 4500.9-R, PART I Defense Transportation Regulation (DTR), Passenger Movement
 2. MCO 4631.3 Military Airlift "Blue Bark" Passengers
 3. MCO P3040.4 Marine Corps Casualty Procedures Manual
 4. MCO P4600.7 USMC Transportation Manual
 5. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 6. Local Standing Operating Procedures (SOP)
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3112-PAXS-1003: Process unused transportation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an unused ticket or unused ticket report.

STANDARD: To ensure the credit from the CTO posts to the bank statement.

PERFORMANCE STEPS:

1. Receive documentation.
2. Endorse the orders with the credit amount of the unused travel portion.
3. Enter the credit into the transportation system.
4. Submit the credit request through Commercial Travel Office.
5. Reconcile bank statement upon receipt.
6. Maintain file copies.

REFERENCES:

1. DOD 4500.9-R, PART I Defense Transportation Regulation (DTR), Passenger Movement
 2. MCO P4600.7 USMC Transportation Manual
 3. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 4. Local Standing Operating Procedures (SOP)
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3112-PAXS-1004: Conduct aerial port operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure gateway activities meet international and domestic regulations.

PERFORMANCE STEPS:

1. Perform anti- hijacking security screening.
2. Brief each traveler.
3. Verify traveler's identification and documentation.
4. Verify that all travelers have been cleared through customs and passports have been endorsed, if needed.
5. Prepare 463L pallets and nets for air transport.
6. Verify all travelers are manifested and baggage or cargo is loaded onto the aircraft.
7. Verify all safety and security measures are adhered to while boarding the aircraft.
8. Coordinate with flight operations for all aircraft movement.
9. Coordinate with Airfield Operations for all supporting activities.
10. Input data into AIS.
11. Create AIT, if required.

REFERENCES:

1. DOD 4500.9-R, PART I Defense Transportation Regulation (DTR), Passenger Movement
 2. DOD 4500.9-R, PART III Defense Transportation Regulation (DTR), Mobility
 3. FOREIGN AREA CG Foreign Area Clearance Guide.
 4. MCO 4630.16 Air Transportation Eligibility
 5. MCO 4631.3 Military Airlift "Blue Bark" Passengers
 6. MCO P4600.7 USMC Transportation Manual
 7. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 8. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 9. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
 10. Local Standing Operating Procedures (SOP)
 11. Local deployment support Standing Operating Procedures (SOP)
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3112-PPTY-1001: Counsel member on entitlements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request.

STANDARD: To ensure all documentation is completed and signed and entitlements have been properly briefed.

PERFORMANCE STEPS:

1. Determine entitlements.
2. Brief entitlements.

3. Verify Transportation Account Codes (TAC) or Lines of Accounting (LOA).
4. Enter information into automated information system.
5. Assist member in completing required forms.
6. Obtain signature from member.
7. File a copy of completed documentation.
8. Forward member's shipment folder to the booking clerk.
9. Forward member's documentation to destination TMO, when applicable.

REFERENCES:

1. AFI 24-501 The Air Force Do It Yourself (DITY) Move Program
2. AR 55-71 Transportation of Personal Property and Related Services
3. COMDTINST M4050.6 Transportation of Personal Property
4. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
5. DOD 4500.34-R DoD Personal Property Traffic Management Regulation
6. MCBUL 4610 Cargo and Personal Property Transportation Accounting Data
7. MCO 4050.38 Personal Effects and Baggage Manual
8. MCO 4600.35 Guide to Movement of Mobile Homes
9. MCO P4600.39 Marine Corps Personal Property Transportation Manual
10. MCO P4600.7 USMC Transportation Manual
11. NAVSUP P490 Navy Personal Property Manual
12. SDDC Pamphlet 55-2
13. SDDC Personal Property Consignment Instruction Guide, Volumes I and II
14. SDDC Privately Owned Vehicle (POV) Booklet
15. Air Force Instruction (AFI) supplement to JFTR/JTR
16. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
17. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
18. Local Standing Operating Procedures (SOP)
19. Local deployment support Standing Operating Procedures (SOP)
20. Transportation Operational Personal Property Standard System (TOPS) User's Manual

3112-PPTY-1002: Process Personally Procured Move (PPM)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request.

STANDARD: To ensure the member is able to maximize their entitlements while adhering to personal property regulations.

PERFORMANCE STEPS:

1. Determine the member's entitlements and incentives.
2. Assist the member in completing the required forms.
3. Enter information into automated information system.

4. Obtain signature from member.
5. Provide the member with the originals of all documentation.
6. File copies of all documentation.

REFERENCES:

1. AFI 24-501 The Air Force Do It Yourself (DITY) Move Program
2. AR 55-71 Transportation of Personal Property and Related Services
3. COMDTINST M4050.6 Transportation of Personal Property
4. DOD 4500.34-R DoD Personal Property Traffic Management Regulation
5. DOD 4500.9-R (PART IV) Defense Transportation Regulation Part IV (Personal Property)
6. MCO 4600.35 Guide to Movement of Mobile Homes
7. MCO P4600.39 Marine Corps Personal Property Transportation Manual
8. MCO P4600.7 USMC Transportation Manual
9. NAVSUP P490 Navy Personal Property Manual
10. SDDC Household Goods Carriers Bureau Mileage Guide
11. SDDC Household Goods Carriers Mileage Guide
12. SDDC Privately Owned Vehicle (POV) Booklet
13. Air Force Instruction (AFI) supplement to JFTR/JTR
14. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
15. Local Standing Operating Procedures (SOP)
16. Transportation Operational Personal Property Standard System (TOPS) User's Manual

3112-PPTY-1003: Process a Privately Owned Vehicle (POV)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request.

STANDARD: To ensure the member is able to ship or store their property while adhering to personal property regulations.

PERFORMANCE STEPS:

1. Determine entitlements.
2. Brief entitlements.
3. Enter information into automated information system.
4. Provide location of the respective Vehicle Processing Center.
5. Maintain file.

REFERENCES:

1. DOD 4500.34-R DoD Personal Property Traffic Management Regulation
2. DOD 4500.9-R (PART IV) Defense Transportation Regulation Part IV (Personal Property)
3. MCO P4600.39 Marine Corps Personal Property Transportation Manual
4. SDDC Personal Property Consignment Instruction Guide, Volumes I and II

5. SDDC Privately Owned Vehicle (POV) Booklet
 6. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 7. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
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3112-PPTY-1004: Process deployment storage

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

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request.

STANDARD: To ensure documentation is completed and effects are properly stored.

PERFORMANCE STEPS:

1. Determine deployment type.
2. Review documentation.
3. Obtain signature.
4. Submit documentation.
5. Coordinate pick up of personal property.
6. Maintain copy of completed documentation.
7. Arrange delivery of personal property, upon return.

REFERENCES:

1. COMDTINST M4050.6 Transportation of Personal Property
 2. DOD 4500.34-R DoD Personal Property Traffic Management Regulation
 3. DOD 4500.9-R (PART IV) Defense Transportation Regulation Part IV (Personal Property)
 4. MCO 4050.38 Personal Effects and Baggage Manual
 5. MCO P3040.4 Marine Corps Casualty Procedures Manual
 6. MCO P4600.39 Marine Corps Personal Property Transportation Manual
 7. NAVSUP P490 Navy Personal Property Manual
 8. SDDC Privately Owned Vehicle (POV) Booklet
 9. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 10. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
 11. Local deployment support Standing Operating Procedures (SOP)
 12. Transportation Operational Personal Property Standard System (TOPS) User's Manual
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3112-PPTY-1005: Assign the shipment to a carrier

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

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: Ensuring personal property is awarded to the best value transportation service provider.

PERFORMANCE STEPS:

1. Enter appropriate data.
2. Select carrier, if required.
3. Contact carrier, if required.
4. Route shipment, if required.
5. Prepare a Bill Of Lading (BOL).
6. Forward a copy to the carrier's agent.
7. File copy of the BOL in member's shipment folder.
8. Forward member's documentation to destination DMO.

REFERENCES:

1. DOD 4500.34-R DoD Personal Property Traffic Management Regulation
 2. MCO P4600.39 Marine Corps Personal Property Transportation Manual
 3. MCO P4600.7 USMC Transportation Manual
 4. SDDC Carrier Approval Guide for Domestic Household Goods Carriers
 5. SDDC Carrier Approval Guide for International Household Goods Carriers
 6. SDDC Carrier Rate Solicitation Guide
 7. SDDC Code/Mode Selection Guide
 8. SDDC Household Goods Carriers Mileage Guide
 9. SDDC Household Goods Domestic Rate Solicitation Guide
 10. SDDC International Government Bill of Lading (GBL) Procedures
 11. SDDC Personal Property Consignment Instruction Guide, Volumes I and II
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3112-PPTY-1006: Process an inbound shipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure direct delivery or storage in transit (SIT) is performed.

PERFORMANCE STEPS:

1. Obtain information required.
2. Arrange for direct delivery or SIT.
3. Prepare documentation.

4. File documentation.
5. Release shipment for delivery from SIT, if applicable.
6. Obtain signature.

REFERENCES:

1. AR 55-71 Transportation of Personal Property and Related Services
 2. COMDTINST M4050.6 Transportation of Personal Property
 3. DOD 4500.34-R DoD Personal Property Traffic Management Regulation
 4. DOD 4500.9-R (PART IV) Defense Transportation Regulation Part IV (Personal Property)
 5. DOD 5030.49-R Customs Inspection
 6. MCO P4600.39 Marine Corps Personal Property Transportation Manual
 7. MCO P4600.7 USMC Transportation Manual
 8. NAVSUP P490 Navy Personal Property Manual
 9. SDDC Carrier Approval Guide for Domestic Household Goods Carriers
 10. SDDC Carrier Approval Guide for International Household Goods Carriers
 11. SDDC Carrier Rate Solicitation Guide
 12. SDDC Household Goods Carriers Mileage Guide
 13. SDDC International Government Bill of Lading (GBL) Procedures
 14. Air Force Instruction (AFI) supplement to JFTR/JTR
 15. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 16. Local Standing Operating Procedures (SOP)
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3112-PPTY-1007: Initiate a claim

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a DD1840/R.

STANDARD: To ensure reimbursement of loss or damaged goods.

PERFORMANCE STEPS:

1. Brief member on the claims process.
2. Date stamp documentation.

REFERENCES:

1. AR 55-71 Transportation of Personal Property and Related Services
 2. COMDTINST M4050.6 Transportation of Personal Property
 3. DOD 4500.34-R DoD Personal Property Traffic Management Regulation
 4. MCO P4600.39 Marine Corps Personal Property Transportation Manual
 5. NAVSUP P490 Navy Personal Property Manual
 6. SDDC International Government Bill of Lading (GBL) Procedures
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5004. 2000-LEVEL EVENTS

3112-ADMN-2001: Perform systems administration functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: In order to accurately maintain system integrity.

PERFORMANCE STEPS:

1. Obtain account access.
2. Determine systems requirements.
3. Troubleshoot system connectivity.
4. Execute Automated Information Systems (AIS) training plan.
5. Perform maintenance, when applicable.
6. Generate reports, as required.
7. Identify system inadequacies and recommend improvements.
8. Validate data transfer.
9. Maintain system database.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
 2. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
 3. MCO P4600.7 USMC Transportation Manual
 4. MIL-STD-212D Electromagnetic Interference (EMI) Connectors
 5. RFID ITV Server Guide
 6. Local Standing Operating Procedures (SOP)
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3112-CARG-2001: Conduct Base/Installation scale operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: LCPL, CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement.

STANDARD: To ensure a valid weight ticket is issued.

PERFORMANCE STEPS:

1. Inspect conveyance for unauthorized items, as required.

2. Weigh conveyance.
3. Sign weight ticket.
4. Issue a certified weight ticket.
5. Maintain file copies of documentation.

REFERENCES:

1. AFI 24-501 The Air Force Do It Yourself (DITY) Move Program
 2. COMDTINST M4050.6 Transportation of Personal Property
 3. DOD 4500.32-R Military Standard Transportation Movement Procedures (MILSTAMP)
 4. DOD 4500.34-R DoD Personal Property Traffic Management Regulation
 5. DOD 4500.9-R (PART IV) Defense Transportation Regulation Part IV (Personal Property)
 6. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
 7. MCO P4030.36 Marine Corps Packaging Manual
 8. MCO P4600.39 Marine Corps Personal Property Transportation Manual
 9. MCO P4600.7 USMC Transportation Manual
 10. NAVSUP P490 Navy Personal Property Manual
 11. Air Force Instruction (AFI) supplement to JFTR/JTR
 12. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members.
 13. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
 14. Local Standing Operating Procedures (SOP)
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3112-CARG-2002: Manage cargo distribution operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and local SOP.

STANDARD: To ensure operations are conducted in accordance with distribution/transportation regulations.

PERFORMANCE STEPS:

1. Validate processing inbound/outbound cargo.
2. Maintain in transit visibility.
3. Validate allocation of cargo.
4. Validate redistribution of cargo.
5. Validate tracer action processing.
6. Validate Air clearance authority, when applicable.
7. Validate reconciliation of discrepancies.
8. Validate railhead operations.
9. Confirm preservation, packaging, and packing.
10. Validate container operations.
11. Certify invoices.

12. Conduct quality control measures.
13. Task organize.
14. Advise higher/adjacent units.
15. Supervise personnel.
16. Plan service support, when required.
17. Plan transportation support, when required.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
3. RFID ITV Server Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity, write station with components, Automated Information System, RFID (active/passive) tag with active battery, and shipping documentation.

3112-CARG-2003: Supervise cargo distribution operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and local SOP.

STANDARD: To ensure operations are conducted in accordance with distribution/transportation regulations.

PERFORMANCE STEPS:

1. Verify processing inbound/outbound cargo.
2. Sustain in transit visibility.
3. Verify allocation of cargo.
4. Verify redistribution of cargo.
5. Verify tracer action processing.
6. Verify Air clearance authority, when applicable.
7. Verify reconciliation of discrepancies.
8. Verify railhead operations.
9. Confirm preservation, packaging, and packing.
10. Verify container operations.
11. Process invoices.
12. Conduct quality control measures.

REFERENCES:

1. CMC DCI RFID Radio Frequency Identification (RFID) Implementation Plan
2. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement

3. RFID ITV Server Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with internet connectivity, write station with components, Automated Information System, RFID (active/passive) tag with active battery, and shipping documentation.

3112-PAXS-2001: Manage passenger transportation operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and local SOP.

STANDARD: To ensure operations are conducted in accordance with distribution/transportation regulations.

PERFORMANCE STEPS:

1. Validate passenger operations.
2. Reconcile Centrally-Billed Account (CBA).
3. Manage aerial port operations.
4. Validate no-fee passport processing.
5. Conduct quality control measures.
6. Task organize.
7. Advise higher/adjacent units.
8. Supervise personnel.

REFERENCES:

1. DOD 4500.9-R, PART I Defense Transportation Regulation (DTR), Passenger Movement
 2. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps - Sponsored Passenger Traffic BTWN CONUS and Overseas areas (Including Alaska and Hawaii) and Within and BTWN Overseas Areas
 3. MCO P4600.7 USMC Transportation Manual
 4. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 5. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 6. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
 7. Local deployment support Standing Operating Procedures (SOP)
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3112-PAXS-2002: Supervise passenger transportation operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and local SOP.

STANDARD: To ensure operations are conducted in accordance with distribution/transportation regulations.

PERFORMANCE STEPS:

1. Supervise passenger operations.
2. Supervise aerial port operations.
3. Verify no-fee passport processing.
4. Conduct quality control measures.
5. Advise chain of command.

REFERENCES:

1. DOD 4500.9-R, PART I Defense Transportation Regulation (DTR), Passenger Movement
 2. MCO 4650.30 Port Call Procedures Applicable to the Movement of Marine Corps - Sponsored Passenger Traffic BTWN CONUS and Overseas areas (Including Alaska and Hawaii) and Within and BTWN Overseas Areas
 3. MCO P4600.7 USMC Transportation Manual
 4. MCO P4650.37 Marine Corps Travel Instructions Manual (MCTIM)
 5. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 6. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
 7. Local deployment support Standing Operating Procedures (SOP)
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3112-PPTY-2001: Manage Personal Property Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and local SOP.

STANDARD: To ensure operations are conducted in accordance with distribution/transportation regulations.

PERFORMANCE STEPS:

1. Validate processing of personal conveyances.
2. Validate trace shipment actions.
3. Validate re-distribution/re-consign shipment(s).
4. Supervise non-temp storage.
5. Supervise inbound section(s).

6. Supervise outbound section(s).
7. Supervise Bluebark shipments.
8. Supervise personal property carrier performance.
9. Supervise personal effects and baggage centers (PEBC).
10. Monitor direct procurement method contracts.
11. Validate certification of invoices.
12. Analyze budget of local contracts.
13. Supervise personnel.
14. Provide claims process counseling.

REFERENCES:

1. DOD 4500.34-R DoD Personal Property Traffic Management Regulation
 2. DOD 4500.9-R (PART IV) Defense Transportation Regulation Part IV (Personal Property)
 3. MCO P4600.39 Marine Corps Personal Property Transportation Manual
 4. SDDC Personal Property Consignment Instruction Guide, Volumes I and II
 5. SDDC Privately Owned Vehicle (POV) Booklet
 6. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 7. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
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3112-PPTY-2002: Supervise Personal Property Operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement and local SOP.

STANDARD: To ensure operations are conducted in accordance with distribution/transportation regulations.

PERFORMANCE STEPS:

1. Verify processing of personal conveyances.
2. Verify trace shipment actions.
3. Verify re-distribution/re-consign shipment(s).
4. Administer non-temp storage.
5. Administer inbound section(s).
6. Administer outbound section(s).
7. Administer Bluebark shipments.
8. Administer personal property carrier performance.
9. Administer personal effects and baggage centers (PEBC).
10. Administer direct procurement method contracts.
11. Verify certification of invoices.
12. Analyze budget of local contracts.
13. Administer personnel.
14. Provide claims process counseling.

REFERENCES:

1. DOD 4500.34-R DoD Personal Property Traffic Management Regulation
 2. DOD 4500.9-R (PART IV) Defense Transportation Regulation Part IV (Personal Property)
 3. MCO P4600.39 Marine Corps Personal Property Transportation Manual
 4. SDDC Personal Property Consignment Instruction Guide, Volumes I and II
 5. SDDC Privately Owned Vehicle (POV) Booklet
 6. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 7. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
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