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To: Distribution List

Subj: MARINE CORPS DISTRIBUTION MANAGEMENT TRAINING AND READINESS MANUAL,
(SHORT TITLE: DMO T&R MANUAL)

Ref: (a) MCO P3500.72A
(b) MCO 1553.3A
(c) MCO 3400.3F
(d) MCO 3500.27B W/Erratum
(e) MCRP 3-0A
(f) MCRP 3-0B
(g) MCO 1553.2A

1. Purpose. Per reference (a), this T&R Manual establishes required events for standardization training of Marines and Navy personnel assigned to Marine Corps DMO units. Additionally, it provides tasking for formal schools preparing personnel for service in the DMO community. This NAVMC supersedes NAVMC 3500.25.

2. Scope

a. Per reference (b), commanders will conduct an internal assessment of the unit's ability to develop long-, mid-, and short-range training plans to sustain proficiency. 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.

b. Formal school and training detachment commanders will use references (a) and (g) to ensure programs of instruction meet skill training requirements established in this manual, and provide career-progression training in the events designated for initial training in the formal school environment.

3. Information. CG, TECOM will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions

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pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM (Ground Training Division C 469), 1019 Elliot Road, Quantico, VA 22134.

4. Command. This Directive is applicable to the Marine Corps Total Force.
5. Certification. Reviewed and approved this date.


R. C. FOX
By direction

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DMO T&R MANUAL

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CHAPTER 1

OVERVIEW

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DMO T&R MANUAL

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 Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). T&R Manuals are built around these METLs and all events contained in T&R Manuals relate directly to this METL. 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 curriculum developers to create courses of instruction and unit commanders to determine predeployment training requirements in preparation for training. This directive focuses on individual and collective tasks performed by 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 capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (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 (a) through (g).

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

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (Infantry, Artillery, Tanks, etc.) and contain both collective and individual training events. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.), and usually only contain individual training events. T&R Manuals are comprised of chapters that contain unit METs, collective training events, and individual training events for each MOS, billet, etc.

2. The T&R Manual is a collective-based manual comprised of 4 chapters. Chapter 2 lists the Core Capability METs. Chapters 3 and 4 contain individual events. There are no collective events in this manual.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has up-to a 4-4-4-digit identifier. The first up-to four digits are referred to as a "community" and represent the unit type or occupation (TANK, TOW, 1802, 0302, etc.). The second up-to four digits represent the functional or duty area (TAC, CMDC, GNRV, etc.). The last four digits represent the level and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding used in this Manual is shown in Figure 2.

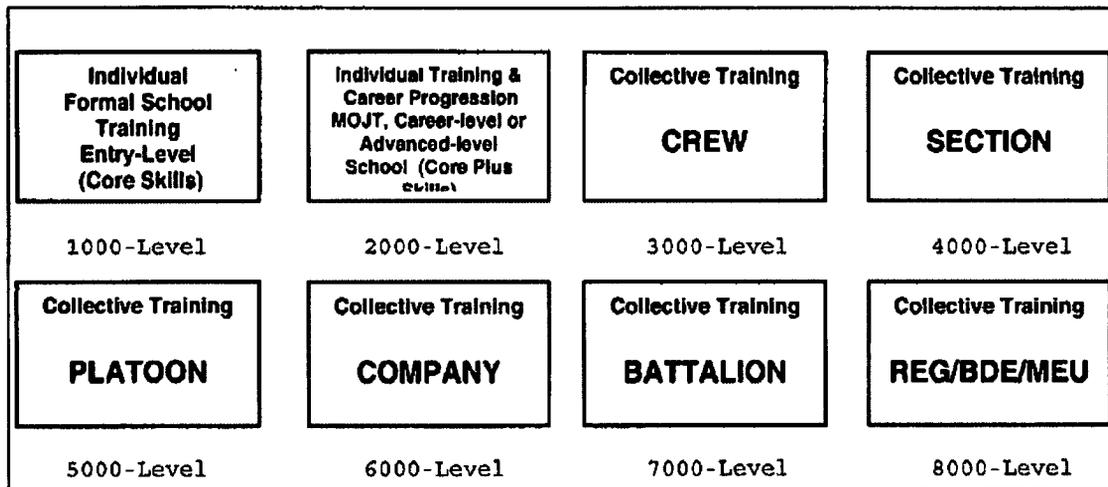


Figure 1: T&R Event Levels

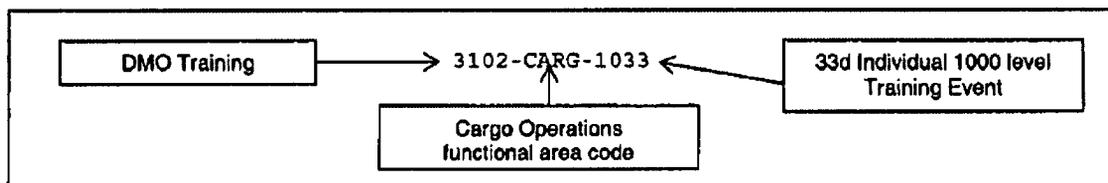


Figure 2: T&R Event Coding

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.

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2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.
3. In unit-based T&R Manuals, 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, in both unit-based and community-based T&R Manuals, 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 (or billet) 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. EVALUATION-CODED (E-CODED) EVENTS

1. Unit-type T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.
2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

1008. CRP CALCULATION

1. Collective training begins at the 3000 level (team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and 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 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

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

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

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

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

1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R manual.

a. Event Code. (see Sect 1005). The event code is a 4-4-4 character set. For individual training events, the first 4 characters indicate the occupational function. The second 4 characters indicate functional area (TAC, CBTS, VOPS, etc.). The third 4 characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This

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
-

3112-CARG-1104: 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)
-

3112-CARG-1105: 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.

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-- 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. MCBUL 4610 Cargo and Personal Property Transportation Accounting Data
8. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
9. MCO 4630.16 Air Transportation Eligibility
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 Code/Mode Selection Guide
16. TEA PAM 55-19 Tie Down Handbook for Rail Movements
17. International Maritime Dangerous Goods (IMDG) Code
18. Local deployment support Standing Operating Procedures (SOP)

3112-CARG-1103: 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)

PERFORMANCE STEPS:

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

REFERENCES:

1. CMC DCI RFID-- 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-1102: 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.

4004. 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. Affix ITV device to cargo.
5. Monitor ITV data.

REFERENCES:

1. CMC DCI RFID-- 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-1101: 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.

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3. Core Skills. Core skills are those essential skills that enable the Marine to perform as a Distribution Management Specialist. The following core skills are identified for MOS 3112:

- a. Perform Cargo Operations.
- b. Perform Personal Property Operations.
- c. Perform Passenger Operations.
- d. Perform In-Transit Visibility Operations.

5. Billet Applicability. The basic duties and core skills for the 3112 MOS are the same throughout the operating forces and supporting establishment.

a. Distribution Management Specialists are trained at the Distribution Management Specialist Course, Supply School, Marine Corps Combat Service Support Schools, Camp Johnson, NC.

b. Distribution Management Specialist Privates - Sergeants serve within Marine Expeditionary Units, Marine Logistics Groups, and the Supporting Establishments.

c. Distribution Management Specialist Staff Sergeants - Master Sergeants serve within Marine Expeditionary Force headquarters, Marine Expeditionary Units, Marine Logistics Group headquarters, Supply Battalions and/or Combat Logistics Regiment Materiel Distribution Companies, as Distribution Operations Instructors at the Distribution Management Specialist Course, and as Distribution Management Specialists within the supporting establishment throughout the Marine Corps.

d. Distribution Management Specialist Master Gunnery Sergeants serve within Installation and Logistics Department, Headquarters Marine Corps and the largest Supporting Establishments.

2. Billet Description. Distribution Management Specialists are trained, equipped, and assigned to specific units in the operating forces and supporting establishments.

MISSION OF DISTRIBUTION MANAGEMENT SPECIALIST

MOS 3112 encompasses broad distribution management responsibilities. Distribution Management Specialists use numerous Federal, DoD and service regulations, the Defense Transportation System (DTS), commercial modes of transportation, and distribution logistics management and execution tools to enable optimal selection and procurement of commercial and government-operated land, air, and water transportation services. They use a variety of automated systems in the performance of their duties. MOS 3112 Marines within the Marine Logistics Groups are trained to perform deployed operations receiving, shipping, and distribution planning and execution operations. Within the Logistics and Movement Control Centers (LMCC), MOS 3112 Marines perform operations related to the mission of the LMCC, to include distribution capacity planning and resourcing, container control and inspection functions, and coordinate blocking and bracing of rail and truck shipments. Marine rail, motor and air terminal operations, warehousing, materials handling, packing, packaging, preservation, and hazardous materials handling operations are performed daily by MOS 3112 Marines. Supporting Establishment MOS 3112 Marines perform deployment support functions relating to transportation from origin to POE via commercial modes. Distribution Management Specialists perform technical traffic management duties pertaining to movement of civilian and military personnel and their authorized family members, both individually and in groups, using any or all modes of transportation. This includes planning for troop movements via scheduled service or special train or charter air and bus, and coordinating port calls for overseas travel. MOS 3112 Marines perform personal property operations in garrison and operate Personal Effects and Baggage Centers in garrison and when deployed. Distribution Management Specialists perform military air terminal operations at selected supporting establishment locations to support cargo and passenger distribution.

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MOS 3112 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter includes all individual training events for the Distribution Management Specialist. Each event is composed of an individual event title, grade, initial training setting, condition, standard, performance steps, and references. Accomplishment and proficiency level required is determined by the event standard.

4001. ADMINISTRATIVE NOTES

1. Individual T&R events are coded for ease of reference. Each event has a 4-4-4 character identifier. The first four characters represent the MOS (3112).

2. The second four characters represent the functional or duty area. For example:

CARG - Cargo Operations
PPTY - Personal Property Operations
AITV - In-Transit Visibility

See Appendix A for a complete list of functional areas.

3. The first of the last four characters represent the level (1000 or 2000) and the last three characters the sequence (1001, 2101) of the event. The Distribution Management Specialist individual training events are separated into two levels:

1000 - Core Skills
2000 - Core Plus Skills

4002. INDIVIDUAL CORE CAPABILITIES 3112

1. Career Progression Philosophy - DISTRIBUTION MANAGEMENT SPECIALIST 3112

Distribution Management Specialists serve in Distribution Management Operations billets within the Marine Expeditionary Force headquarters, Marine Logistics Group headquarters, Supply Battalions and/or Combat Logistics Regiment Materiel Distribution Companies, as Distribution Operations Instructors at the Distribution Management Specialist Course, and as Distribution Management Specialists within the supporting establishments throughout the Marine Corps. The tour length for all ranks is generally 24 - 36 months. The order in which a Distribution Management Specialist moves through the DMO Community is as follows:

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MOS 3112 INDIVIDUAL EVENTS

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31. Total Quality Assurance Program (TQAP) Booklet
 32. Transportation Operational Personal Property Standard System (TOPS) User's Manual
-

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 prudent management.

PERFORMANCE STEPS:

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

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 4600.35 Guide to Movement of Mobile Homes
11. MCO P3040.4 Marine Corps Casualty Procedures Manual
12. MCO P4050.38C Personal Effects and Baggage Manual (Apr 01)
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)

14. SDDC FY 2008 Line Ocean Transportation Program, Stabilized Breakbulk/Dry Cargo Billing Rates
 15. SDDCTEA 700-4 Vessel Characteristics for Shiploading
 16. SDDCTEA 99-55-22 Pamphlet 99-55-22
 17. TEA PAM 55-19 Tie Down Handbook for Rail Movements
 18. International Maritime Dangerous Goods (IMDG) Code
-

3102-PAXS-2201: Direct passenger transportation 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 prudent management.

PERFORMANCE STEPS:

1. Evaluate Commercial Travel Office (CTO) performance.
2. Orchestrate transportation for deceased members under escort (Bluebark).
3. Control aerial port operations.
4. Manage internal procedures.
5. Manage no fee passport process.
6. Ensure centrally billed account (CBA) is certified IAW the Prompt Payment Act.

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
 9. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 10. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
-

3102-PPTY-2301: Direct a Personal Property Office

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

MOS PERFORMING: 3102

REFERENCES:

1. CMC DCI RFID-- 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 -- ITV Server Guide
 6. Local Standing Operating Procedures (SOP)
 7. Local deployment support Standing Operating Procedures (SOP)
-

3102-CARG-2101: Direct distribution 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 prudent management.

PERFORMANCE STEPS:

1. Control cargo handling.
2. Control shipments of hazardous/special handling material.
3. Control railyard operations.
4. Control origin to port of embarkation (POE) deployment support.
5. Manage budget.
6. Manage container pool operations.
7. Control Transportation Account Codes (TAC).
8. Develop distribution plans.
9. Control certification of invoices.
10. Control implementation of In-Transit Visibility (ITV).

REFERENCES:

1. 49 CFR Hazardous Materials Regulations
2. CMC DCI RFID-- 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. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
9. MCO 4631.8 Management System / 463L Pallets, Nets, and Tied
10. MCO P4600.7 USMC Transportation Manual
11. MIL-STD-129J Marking for Shipping and Storage
12. MIL-STD-212D Electromagnetic Interference (EMI) Connectors
13. RFID ITV -- ITV Server Guide

4004. 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.

PERFORMANCE STEPS:

1. Validate Contract Deficiency Report.
2. Validate civilian employee/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: Direct systems administration functions for the Distribution Automated Information Systems

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 system integrity and mission accomplishment.

PERFORMANCE STEPS:

1. Consult with supporting automated information system agencies.
2. Maintain connectivity with network.
3. Ensure users are familiarized with Automated Information Systems (AIS).
4. Ensure upgrades are loaded for AIS's.
5. Maintain system databases.
6. Generate reports, as required.
7. Determine systems requirements.
8. Identify system inadequacies and recommend improvements.

4003. INDEX OF INDIVIDUAL EVENTS

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3102-PAXS-2201	Direct passenger transportation operations	4-8
3102-PPTY-2301	Direct a Personal Property Office	4-8

manage and/or certify financial documentation and supervise payment processes for transportation services. DMO billets are located at HQMC (I&L), MARFORs, MEFs, MLGs, LOGCOM and Supporting Establishments.

3. Core Skills. Core skills are those essential skills that enable the Marine to perform as a Distribution Management Officer. The following core skills are identified for MOS 3102:

- a. Conduct distribution planning.
- b. Manage distribution operations.
- c. Manage distribution personnel, equipment and budgetary resources.

4. Billet Applicability. The basic duties and core skills for the 3102 MOS are the same throughout the operating forces and supporting establishments.

a. Generally, DMOs possess experience in MOS 3112, however there are other related Occupational Fields (Supply, Logistics, Motor Transportation) that produce qualified applicants.

b. DMOs are trained at the U.S. Army Mobility Warrant Officer Basic Course, Ft Eustis, VA.

c. WO - CWO2s serve within the Marine Logistics Groups and smaller supporting establishments.

d. CWO3s, CWO4s and CWO5s serve within selected Marine Force headquarters, the Marine Logistics Groups and medium supporting establishments.

e. Captains serve within Installations and Logistics Department, Headquarters Marine Corps, selected Marine Force headquarters, Marine Expeditionary Force headquarters, Marine Logistics Group headquarters and larger supporting establishments.

f. Majors serve within Marine Logistics Command, selected Marine Force headquarters, Marine Expeditionary Force headquarters and larger supporting establishments.

g. Lieutenant Colonels serve within Installations and Logistics Department, Headquarters Marine Corps and the largest supporting establishments.

2. Billet Description. Distribution Management Officers are trained, equipped, and assigned to specific units in the operating forces and supporting establishments.

MISSION OF DISTRIBUTION MANAGEMENT OFFICER

MOS 3102, Distribution Management Officer (DMO), is a unique MOS which encompasses broad responsibilities for the transportation and distribution of cargo, personnel/units, personal property and disposition of personal effects. DMOs use numerous Federal, DoD, and service regulations, the Defense Transportation System (DTS), commercial modes of transportation, and distribution logistics management tools to enable optimal selection and procurement of commercial/government-operated land, air, and water transportation services. DMOs may perform transportation and distribution planning functions within the MARFORs and the MEFs, distribution capacity management planning and execution operations within the Logistics Movement Control Center, distribution execution operations within the MLGs and container control operations. DMOs may organize and control forward deployed organizations for reception of cargo and passengers via common user modes of transportation from the Defense Transportation System (DTS) and commercial sources. Supporting Establishment DMOs coordinate movement requirements with MEF Strategic Mobility Officers and conduct deployment support operations from origin to point of embarkation via commercial assets. They make daily physical distribution management decisions regarding travel/transportation entitlements for military members, authorized family members and DoD civilians. DMOs may act as the contracting officer representative (COR) for Commercial Travel Office (CTO) contracts. DMOs are responsible for budgeting and performing various procurement actions supporting second destination transportation, passenger support and local personal property contracts. DMOs

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4000. PURPOSE. This chapter includes all individual events for the Distribution Management Officer. Each event is composed of an individual event title, grade, initial training setting, condition, standard, performance steps, and references. Accomplishment and proficiency level required is determined by the event standard.

4001. ADMINISTRATIVE NOTES

1. Individual T&R events are coded for ease of reference. Each event has a 4-4-4-character identifier. The first four characters represent the MOS (3102).

2. The second four characters represent the functional or duty area. For example:

ADMN - Administration
CARG - Cargo Operations
PPTY - Personal Property Operations
AITV - In-Transit Visibility

See Appendix A for a complete list of functional areas.

3. The first of the last four characters represent the level (1000 or 2000) and the last three characters the sequence (1001, 2101) of the event. The Distribution Management Officer individual training events are separated into two levels:

1000 - Core Skills
2000 - Core Plus Skills

4002. INDIVIDUAL CORE CAPABILITIES 3102

1. Career Progression Philosophy - DISTRIBUTION MANAGEMENT OFFICER 3102

Distribution Management Officers serve in Distribution Management Operations billets within the Marine Force headquarters, Marine Corps Logistics Command, Marine Expeditionary Force headquarters, Marine Logistics Group headquarters, Supply Battalions and/or Combat Logistics Regiment Materiel Distribution Companies, as Distribution Operations Instructors at the Distribution Management Specialist Course, and as Distribution Management Officers at supporting establishments throughout the Marine Corps. The tour length for all ranks is generally 24 - 36 months. The order in which a Distribution Management Officer moves through the DMO Community is as follows:

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CHAPTER 3

COLLECTIVE EVENTS

THIS CHAPTER IS RESERVE FOR FUTURE USE

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CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

THIS CHAPTER IS RESERVE FOR FUTURE USE

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live event, then the unit will receive credit for the live event CRP only. If a tactical situation develops that precludes performing the live event, the unit would then receive credit for the simulation CRP.

1014. 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 Marine Corps Task List (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' METs.

1010. CBRNE TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, nuclear, and explosive incident defense (CBRNE), 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 CBRNE attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in a CBRNE environment.

2. Units should train under CBRNE conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1011. 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 individual, crew, and unit proficiency.

1012. 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).

1. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

m. 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.

n. 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.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

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

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

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

2. Future revisions of this directive may incorporate additional event components as applicable.

ensures that the billet's expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

g. Grade. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

h. Initial Training Setting. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

(1) "FORMAL" - When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

(2) "DL" - Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

(3) "MOJT" - Events specified for Managed On-the-Job Training are to be introduced to Marines, and evaluated, as part of training within a unit by supervisory personnel.

i. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

j. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

k. Standard. The standard indicates the basis for judging 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 is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

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-PAKS-1201: 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. Brief travel entitlements.
3. Determine mode of transportation.
4. Arrange for official travel using appropriate transportation systems.
5. Arrange Port call, if applicable.
6. Submit the approved request for transportation.
7. Endorse travel documents.
8. Issue travel documents.
9. Brief travel instructions.
10. 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

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-1202: Process transportation for a deceased member under escort (Bluebark)

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 the Bluebark 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)

3112-PAXS-1203: 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
 4. Local Standing Operating Procedures (SOP)
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3112-PAXS-1204: 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 travelers 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.

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
 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-1301: 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 circumstances.
2. Determine the member's entitlements.
3. Brief Bluebark/Personal effects, if applicable.
4. Verify Transportation Account Codes (TAC) or Lines of Accounting (LOA).
5. Enter information into automated transportation system.
6. Assist member in completing required forms.
7. Obtain signature from member.
8. File a copy of completed documentation.
9. Forward member's shipment folder to the booking clerk.
10. 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 4600.35 Guide to Movement of Mobile Homes
8. MCO P4050.38C Personal Effects and Baggage Manual (Apr 01)
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
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3112-PPTY-1302: Process Do It Yourself (DITY) move

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 transportation 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
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3112-PPTY-1303: 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. Counsel the member on entitlements.
3. Enter information into automated transportation system.
4. Provide member with vehicle preparation procedures and the location of the respective Vehicle Processing Center.
5. Provide member with vehicle preparation requirements.
6. Provide member with vehicle preparation requirements.
7. 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-1304: 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 P3040.4 Marine Corps Casualty Procedures Manual
5. MCO P4050.38C Personal Effects and Baggage Manual (Apr 01)
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

3112-PPTY-1305: 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.
3. Contact carrier.
4. Route shipment.
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-1306: 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-1307: 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. Review claim.
2. Brief member on time restrictions of claim.
3. Date stamp documentation.
4. File 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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4005. 2000-LEVEL EVENTS

3112-ADMN-2001: Perform systems administration functions for the Automated Information Systems

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. Ensure Automated Information Systems (AIS) training.
4. Perform maintenance, when applicable.
5. Generate reports, as required.
6. Identify system inadequacies and recommend improvements.

REFERENCES:

1. CMC DCI RFID-- 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 -- ITV Server Guide
 6. Local Standing Operating Procedures (SOP)
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3112-ADMN-2002: Manage civilian employee(s)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a responsibility.

STANDARD: To ensure employee(s) contract regulations and performance metrics are met in accordance with statement(s) of work.

PERFORMANCE STEPS:

1. Ensure position descriptions are current.
2. Conduct training as required.
3. Submit performance evaluations as required.

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 P4030.36A Marine Corps Packaging Manual (Aug 94)
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)

3112-CARG-2202: Manage 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.

STANDARD: To ensure prudent transportation management

PERFORMANCE STEPS:

1. Validate inbound/outbound cargo.

2. Validate 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 activities.
9. Confirm preservation, packaging, and packing.
10. Validate container pool.
11. Coordinate Distribution Planning.

REFERENCES:

1. CMC DCI RFID-- RFID Implementation Plan
2. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
3. 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-2203: Process a claim

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a claims package.

STANDARD: To ensure reimbursement of loss or damaged goods.

PERFORMANCE STEPS:

1. Review claim.
2. File 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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3112-CARG-2204: Supervise inbound cargo

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a shipment.

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

PERFORMANCE STEPS:

1. Confirm inbound cargo.
2. Validate inspection.
3. Review documentation.
4. Confirm delivery receipt.

REFERENCES:

1. CMC DCI RFID-- 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-2205: Supervise outbound cargo

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a shipment.

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

PERFORMANCE STEPS:

1. Verify cargo movement request.
2. Confirm Segregate cargo, if applicable.
3. Validate TAC code.
4. Validate commodity and Transportation Priority (TP).
5. Validate mode of shipment.
6. Cross check 463L pallets and nets for air transport, if applicable.
7. Confirm allocation of shipment to carrier.
8. Ensure Preservation, Packaging, and Packing (PP&P) procedures are performed, if applicable.
9. Confirm data entry to applicable Automated Information System(s).
10. Review route orders, as applicable.
11. Review distribute cargo clearance request, as applicable.
12. Verify documentation.
13. Confirm markings, labeling and In-Transit visibility.
14. Submit Export Traffic Release Request, if applicable.
15. 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-- 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. MCBUL 4610 Cargo and Personal Property Transportation Accounting Data
8. MCO 4000.51B Automatic Identification Technology (AIT) (Aug 07)
9. MCO 4630.16 Air Transportation Eligibility
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 Code/Mode Selection Guide
16. TEA PAM 55-19 Tie Down Handbook for Rail Movements
17. International Maritime Dangerous Goods (IMDG) Code
18. Local deployment support Standing Operating Procedures (SOP)

3112-CARG-2206: Supervise the redistribute cargo

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

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. Review a request.
2. Verify location and status of shipment.
3. Confirm notification.
4. Validate diversion/shipping documents.
5. Confirm re-induction of cargo.

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 4630.16 Air Transportation Eligibility
 4. MCO P4600.7 USMC Transportation Manual
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3112-CARG-2207: Supervise tracer action

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

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. Review request.
2. Validate transit time or specified RDD of the shipment.
3. Validate carrier.
4. Validate shipment location through automated information systems.
5. Review and submit required form to SDDC.
6. Confirm notification.

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-2208: Operate Air Clearance Authority (ACA)

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

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure airlift eligibility meets prescribed priority guidelines.

PERFORMANCE STEPS:

1. Ensure documentation discrepancies are corrected.
2. Determine if documentation indicates cargo has special priority.
3. Notify requesting authority of justification for shipment by lower priority or alternate means, if applicable.

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. DOD 5030.49-R Customs Inspection
 4. IATA International Air Transport Association (IATA) Dangerous Goods Regulation
 5. MCO 4630.16 Air Transportation Eligibility
 6. MCO P4600.7 USMC Transportation Manual
 7. MIL-STD-129J Marking for Shipping and Storage
 8. MIL-STD-212D Electromagnetic Interference (EMI) Connectors
 9. Local Standing Operating Procedures (SOP)
 10. Local deployment support Standing Operating Procedures (SOP)
 11. Local position descriptions for government employees
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3112-CARG-2209: Prepare transportation discrepancy report

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 identify overages, shortages, and damage of freight.

PERFORMANCE STEPS:

1. Inspect cargo.
2. Identify discrepancies.

3. Annotate discrepancies.
4. Submit report.
5. Notify appropriate authority, if applicable.
6. File report.

REFERENCES:

1. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
 2. MCO P4600.7 USMC Transportation Manual
 3. Local Standing Operating Procedures (SOP)
 4. Local deployment support Standing Operating Procedures (SOP)
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3112-CARG-2210: Supervise railyard operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

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. Confirm yard check of rail equipment.
2. Confirm preventative maintenance checks and services.
3. Ensure compliance of all safety regulations.
4. Determine required equipment.
5. Cross check load plan.
6. Review documentation.
7. Submit documentation.

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
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3112-CARG-2211: Supervise container inventory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure 100% accountability.

PERFORMANCE STEPS:

1. Verify type of container.
2. Verify container serviceability.
3. Validate serial number data.
4. Confirm data input into AIS.

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
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3112-CARG-2212: Supervise container stuffing

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure cargo arrives at destination undamaged.

PERFORMANCE STEPS:

1. Verify appropriate container.
2. Confirm pre-load inspection.
3. Confirm load plan.
4. Validate container documentation.
5. Confirm 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
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3112-CARG-2213: Certify invoices

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a billing statement.

STANDARD: To ensure the prompt payment act is adhered to.

PERFORMANCE STEPS:

1. Verify the reconciliation.
2. Endorse invoice.
3. Submit certified invoice.
4. File copies of documentation.

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. DOD 4500.9-R, PART III Defense Transportation Regulation (DTR), Mobility
 4. Federal Acquisition Regulation (FAR)
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3112-CARG-2214: Process rail movement requests

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: In order to procure rail cars for the movement of freight.

PERFORMANCE STEPS:

1. Identify dimensional data.
2. Determine cargo classification rates, charge rules, and regulations.
3. Submit request.
4. Receive routing instructions from SDDC.
5. Coordinate upload with using unit and MMCC.

REFERENCES:

1. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
 2. MCO P4600.7 USMC Transportation Manual
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3112-CARG-2215: Conduct quality assurance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a cargo shipment.

STANDARD: To provide best value transportation and customer service support.

PERFORMANCE STEPS:

1. Inspect packaging and blocking/bracing of outbound cargo.
2. Inspect labeling of outbound cargo.
3. Inspect cargo outbound loading.
4. Inspect carrier's storage facilities for stray freight (GO CARE Program).
5. Note discrepancies for inbound cargo on Transportation Discrepancy Report and forward to appropriate agencies.
6. File discrepancy forms in the Carrier Performance File, and forward origin shipper and appropriate agencies.
7. Ensure appropriate data entry into automated information systems.

REFERENCES:

1. DOD 4500.9-R, PART II Defense Transportation Regulation (DTR), Cargo Movement
 2. DOD 5030.49-R Customs Inspection
 3. MCO P4030.36A Marine Corps Packaging Manual (Aug 94)
 4. MCO P4600.7 USMC Transportation Manual
 5. Local Standing Operating Procedures (SOP)
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3112-PAXS-2301: Process group travel

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request.

STANDARD: To ensure travelers arrive expeditiously at destination while adhering to travel regulations.

PERFORMANCE STEPS:

1. Receive appropriate documentation.
2. Determine mode of transportation.
3. Coordinate travel support.
4. Prepare travel request.

5. Brief group leader and members as appropriate.
6. Endorse the travel documents.
7. Issue travel documents.
8. Maintain file copies.

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
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)

3112-PAXS-2302: Reconcile Centrally-Billed Account (CBA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an invoice.

STANDARD: In order to prepare the monthly invoice (electronic file) for certification within 3 days of receipt of the CTO file and bank statement.

PERFORMANCE STEPS:

1. Annotate the date the reconciliation file was received from the CTO.
2. Annotate the date the statement was received from the commercial bank.
3. Perform reconciliation process utilizing transportation systems and the CTO file.
4. Submit reconciled invoice (electronic file) to the certifier
5. Maintain file copies of documentation.

REFERENCES:

1. DOD 4500.9-R, PART I Defense Transportation Regulation (DTR), Passenger Movement
2. MCO P4600.7 USMC Transportation Manual
3. Local Standing Operating Procedures (SOP)

3112-PAXS-2303: Manage aerial port operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

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

PERFORMANCE STEPS:

1. Confirm anti- hijacking security screening brief is conducted prior to travelers entering the terminal.
2. Confirm each traveler has appropriate identification and documentation.
3. Confirm that all travelers have been cleared through customs and passports have been endorsed, if needed.
4. Confirm all travelers are manifested and baggage or cargo is loaded onto the aircraft.
5. Confirm all safety and security measures are adhered to while boarding the aircraft.
6. Coordinate with flight operations for all aircraft movement.
7. Coordinate with Airfield Operations for all supporting activities.

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
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)

3112-PAXS-2304: Supervise aerial port operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

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

PERFORMANCE STEPS:

1. Ensure anti- hijacking security screening brief is conducted prior to travelers entering the terminal.
2. Ensure each traveler has appropriate identification and documentation.
3. Ensure that all travelers have been cleared through customs and passports have been endorsed, if needed.
4. Ensure all travelers are manifested and baggage or cargo is loaded onto the aircraft.
5. Supervise 463L pallets preparation.
6. Ensure all safety and security measures are adhered to while boarding the aircraft.
7. Coordinate with flight operations for all aircraft movement.
8. Coordinate with Airfield Operations for all supporting activities.

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
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)

3112-PAKS-2305: Perform Assistant Contracting Officer Representative (ACOR) Duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a contract requirement.

STANDARD: To ensure contract compliance.

PERFORMANCE STEPS:

1. Obtain contract requirements.
2. Develop inspection schedules.
3. Validate reports from Quality Assurance Evaluators (QAEs).
4. Submit to COR.
5. Maintain files.

REFERENCES:

1. DOD 4500.9-R, PART I Defense Transportation Regulation (DTR), Passenger Movement
 2. MCO P4600.7 USMC Transportation Manual
 3. NAVSUPINSTR 4205.3 Contracting Officer's Technical Representative
 4. Federal Acquisition Regulation (FAR)
 5. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 6. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
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3112-PAXS-2306: Manage passenger operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure prudent passenger travel management.

PERFORMANCE STEPS:

1. Verify travel for prisoner under escort.
2. Validate lost ticket(s).
3. Validate no-fee passport documentation.
4. Certify Centrally-Billed Accounts (CBA) for payment.
5. Confirm processing of passenger travel.
6. Verify transportation for deceased members under escort (Bluebark).
7. Confirm port call requests.
8. Validate group travel request.
9. Confirm Transportation for Prisoners under Escort.
10. Validate unused transportation.

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
 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-PAXS-2307: Process no-fee passport

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: To ensure passports are issued.

PERFORMANCE STEPS:

1. Determine requirements for foreign entry.
2. Receive DD Form 1056, Authorization to Apply for a "No Fee" Passport and/or Request for Visa.
3. Verify that all supporting documents received by the member are valid.
4. Forward copies of documentation to Department of State.
5. Conduct status checks of application with State Department as needed.
6. Issue completed passport to member/authorized dependent.
7. Maintain file copies of documentation.

REFERENCES:

1. FOREIGN AREA CG Foreign Area Clearance Guide.
 2. Local Standing Operating Procedures (SOP)
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3112-PPTY-2401: Process Boat shipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: 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. Counsel the member on entitlements.
3. Enter information into automated transportation system.
4. Submit request to SDDC.
5. Provide member with vehicle preparation procedures.
6. Provide member with vehicle preparation requirements.
7. Obtain signature.
8. 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-2402: Process mobile home shipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: 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. Counsel the member on entitlements.
3. Enter information into automated transportation system.
4. Submit request to SDDC.
5. Provide member with vehicle preparation procedures.
6. Provide member with vehicle preparation requirements.
7. Obtain signature.
8. Maintain file.

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. MCO 4600.35 Guide to Movement of Mobile Homes
 6. MCO P4600.39 Marine Corps Personal Property Transportation Manual
 7. NAVSUP P490 Navy Personal Property Manual
 8. SDDC Personal Property Consignment Instruction Guide, Volumes I and II
 9. Air Force Instruction (AFI) supplement to JFTR/JTR
 10. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
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3112-PPTY-2403: Manage personal property office

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To provide best value transportation of DoD shipments.

PERFORMANCE STEPS:

1. Administer inbound section(s).
2. Administer outbound section(s).
3. Administer Bluebark shipments.
4. Administer personal property carrier performance.
5. Administer re-consignment of personal property shipments.
6. Administer tracer action.
7. Administer re-distribution.
8. Validate quality control inspections.
9. Validate invoice certification.
10. Monitor direct procurement method.
11. Validate Transportation Account Code (TAC) process.
12. Administer personal effects and baggage centers (PEBC).
13. Validate certification of invoices.
14. Analyze budget of local contracts.

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. 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. MCO 4600.35 Guide to Movement of Mobile Homes
9. MCO P3040.4 Marine Corps Casualty Procedures Manual
10. MCO P4050.38C Personal Effects and Baggage Manual (Apr 01)
11. MCO P4600.39 Marine Corps Personal Property Transportation Manual
12. MCO P4600.7 USMC Transportation Manual
13. NAVSUP P490 Navy Personal Property Manual
14. SDDC Carrier Approval Guide for Domestic Household Goods Carriers
15. SDDC Carrier Approval Guide for International Household Goods Carriers
16. SDDC Carrier Rate Solicitation Guide
17. SDDC Code/Mode Selection Guide
18. SDDC Household Goods Carriers Bureau Mileage Guide
19. SDDC Household Goods Carriers Mileage Guide
20. SDDC Household Goods Domestic Rate Solicitation Guide
21. SDDC International Carrier Evaluation Reporting System (ICERS) Booklet

22. SDDC International Government Bill of Lading (GBL) Procedures
 23. SDDC Privately Owned Vehicle (POV) Booklet
 24. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 25. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
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3112-PPTY-2404: Re-consign shipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement.

STANDARD: To ensure personal property arrives at destination without damage.

PERFORMANCE STEPS:

1. Validate member's orders.
2. Confirm location and status of shipment.
3. Confirm Transportation Account Code (TAC).
4. Establish new Required Delivery Date (RDD).
5. Process shipment.
6. Update member's shipment folder.

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. MCO P4600.39 Marine Corps Personal Property Transportation Manual
 6. MCO P4600.7 USMC Transportation Manual
 7. NAVSUP P490 Navy Personal Property Manual
 8. SDDC Carrier Approval Guide for Domestic Household Goods Carriers
 9. SDDC Carrier Approval Guide for International Household Goods Carriers
 10. SDDC Carrier Rate Solicitation Guide
 11. SDDC Code/Mode Selection Guide
 12. SDDC Household Goods Carriers Mileage Guide
 13. SDDC Household Goods Domestic Rate Solicitation Guide
 14. SDDC International Government Bill of Lading (GBL) Procedures
 15. SDDC Personal Property Consignment Instruction Guide, Volumes I and II
 16. Air Force Instruction (AFI) supplement to JFTR/JTR
 17. Joint Federal Travel Regulations (JFTR), Vol. 1 - Uniformed Service Members
 18. Joint Travel Regulations (JTR), Vol. 2 - DoD Civilian Personnel
 19. Local Standing Operating Procedures (SOP)
 20. Transportation Operational Personal Property Standard System (TOPS) User's Manual
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3112-PPTY-2405: Trace shipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request.

STANDARD: In order to locate member's personal property.

PERFORMANCE STEPS:

1. Review shipping documents.
2. Determine if the Required Delivery Date (RDD) was missed.
3. Contact the destination carrier's agent to determine the property's location.
4. Prepare Joint Message Form.
5. Submit documentation.
6. Notify member.
7. Notify SDDC, if required.

REFERENCES:

1. COMDTINST M4050.6 Transportation of Personal Property
 2. DOD 4500.9-R (PART IV) Defense Transportation Regulation Part IV (Personal Property)
 3. MCO P4050.38C Personal Effects and Baggage Manual (Apr 01)
 4. MCO P4600.39 Marine Corps Personal Property Transportation Manual
 5. MCO P4600.7 USMC Transportation Manual
 6. NAVSUP P490 Navy Personal Property Manual
 7. SDDC Personal Property Consignment Instruction Guide, Volumes I and II
 8. Local Standing Operating Procedures (SOP)
 9. Total Quality Assurance Program (TQAP) Booklet
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3112-PPTY-2406: Re-distribute shipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 3112

GRADES: CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a request.

STANDARD: To ensure personal property arrival coincides with members' orders.

PERFORMANCE STEPS:

1. Determine location and status of shipment.
2. Verify Transportation Account Code (TAC).

3. Establish Required Delivery Date (RDD).
4. Prepare and distribute GBL Correction Notice.

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 P4600.39 Marine Corps Personal Property Transportation Manual
 5. MCO P4600.7 USMC Transportation Manual
 6. NAVSUP P490 Navy Personal Property Manual
 7. SDDC Carrier Approval Guide for Domestic Household Goods Carriers
 8. SDDC Carrier Approval Guide for International Household Goods Carriers
 9. SDDC Carrier Rate Solicitation Guide
 10. SDDC Code/Mode Selection Guide
 11. SDDC Household Goods Carriers Mileage Guide
 12. SDDC Household Goods Domestic Rate Solicitation Guide
 13. SDDC International Government Bill of Lading (GBL) Procedures
 14. SDDC Personal Property Consignment Instruction Guide, Volumes I and II
 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
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DMO T&R MANUAL

APPENDIX A

DISTRIBUTION MANAGEMENT FUNCTIONAL AREA MATRIX

1000. DISTRIBUTION MANAGEMENT FUNCTIONAL AREA MATRIX. The Distribution Management Functional Area Table includes the functional area and long title.

FUNCTIONAL AREA CODE	LONG TITLE
ADMN	Administration
CARG	Cargo Operations
AITV	In-Transit Visibility
PAXS	Passenger Operations
PPTY	Personal Property Operations