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United States Forces Korea  
Unit #15237  
APO AP 96205-5237

United States Forces Korea  
Regulation 55-37

12 August 2013

Transportation and Travel  
KOREA TRAFFIC MANAGEMENT

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**\*This regulation supersedes USFK Regulation 55-355, dated 8 July 2005.**

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**Summary.** This regulation establishes Armistice policies and responsibilities for the management of cargo and personnel movements within the Republic of Korea (ROK) via all modes of military and commercial transportation. See Combined Forces Command (CFC) Logistics Policies and Procedures (LP&P) and the Combined Transportation Movements Center (CTMC) Standard Operations Procedures (SOP) for contingency transportation procedures.

**Summary of Change.** This publication has been substantially changed. A full review of its contents is required.

**Applicability.** This regulation applies to all United States Forces Korea (USFK) personnel, component commands, Defense Agencies, and units deploying to Korea for exercises. It does not prescribe policies or procedures for the management and use of non-tactical vehicles (See Army Regulation 58-1); individual passenger travel outside of Korea (See Joint Federal Travel Regulation (JFTR) and (Defense Transportation Regulation (DTR) 4500.9-R Part II. Please see <http://www.transcom.mil/dtr/part-ii/> for DTR 4500.9-R.

**Supplementation.** Issue of further supplements to this regulation by subordinate commands is authorized as required. Provide two copies of such supplements to Eighth Army G4 (EAGD-T), Unit #15236, APO AP 96205-5236.

**Forms.** USFK forms are available at <http://www.usfk.mil/usfk/>.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Eighth Army, (EAGD-T), Unit #15236, APO AP 96205-5236.

**Distribution.** Electronic Media Only (EMO).

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation establishes Armistice policies and responsibilities for the management of cargo and personnel movements within the Republic of Korea (ROK) via all modes of military and commercial transportation. See Combined Forces Command (CFC) Logistics Policies and Procedures (LP&P) and the Combined Transportation Movements Center (CTMC) Standard Operations Procedures (SOP) for contingency transportation procedures.

#### **1-2. References**

Related publications and required forms are listed in Appendix A.

#### **1-3. Explanation of Abbreviations and Terms**

Abbreviations and terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

Within Korea, United States Forces Korea (USFK) designates Eighth Army as the Executive Agent for Theater Mobility and Traffic Management.

a. Eighth Army G4 Mobility Division will:

- (1) Exercise staff supervision over this regulation.
- (2) Develop policies and procedures for the movement of Department of Defense (DOD)-sponsored cargo and personnel within Korea.
- (3) Supervise the implementation of policies and procedures related to movement of cargo and personnel.
- (4) Exercise Staff proponentcy for all actions associated with transportation and traffic management, including transportation activities, assets, documentation, and cargo security.
- (5) Exercise Staff supervision for the use of Eighth Army Second Destination Transportation (SDT) (BA42) funds.
- (6) Provide USFK and Eighth Army guidance to the 837th Transportation Battalion (Trans Bn), Busan, concerning ocean terminal operations in Korea.
- (7) Exercise tasking authority of theater Common User Land Transportation (CULT) assets and manager of theater transportation and traffic management operations.
- (8) Serve as the single Point of Contact (POC) for interface with ROK Ministry of National Defense (MND) and ROK Ministries for transportation actions.
- (9) Serve as the Container Control Authority for all Eighth Army units.

b. 19th Expeditionary Sustainment Command (ESC) will establish policies and procedures of sufficient detail to accomplish the following:

- (1) Operate highway line haul services using organic military assets or contracted assets within area boundaries.

(2) Provide local haul/local drayage services in and around installations within area boundaries.

(3) Provide movement control services for USFK.

(4) Receive transportation requests from Transportation Officers (TOs) and determine the mode of shipment.

(5) Arrange for all line haul common carrier service for the movement of cargo and personnel within Korea.

(6) Manages surface and air movements based on priority and required delivery date (RDD).

(7) Exercise commitment authority over military line haul assets within the theater to transport DOD-sponsored cargo.

(8) Request commercial transportation contracts and provides Contracting Officer Representative services as required.

(9) Manage SDT (BA42) funds for payment of contracted transportation in Korea.

(10) Monitors contractor activities to ensure compliance with regulations and contracts, and the prudent use of transportation funds.

(11) Applies appropriate transportation internal control measures.

(12) Establish movement control operations at air terminals where mission requirements exist.

(13) Coordinate claims for cargo loss or damage with the United States Army Contracting Command Korea (USACCK) against contracted carriers.

(14) Operate, manage, and maintain the US owned railcar fleet.

(15) Serve as USFK representative to the Korea Railroad (KORAIL) for all rail movements and facilities coordination.

(16) Supervise units conducting staging, loading, blocking and bracing, and unloading of equipment.

(17) Coordinate with other USFK subordinate commands for transportation assets that will enable mission accomplishment.

(18) Manage the receipt and discharge of supplies and equipment to ensure efficient use of transportation assets, containers, and 463L pallets.

(19) Ensure appointed transportation representatives comply with this regulation and any supplemental transportation management instructions issued by Commander, 19th ESC.

(20) Submit reports in accordance with (IAW) Chapter 11 of this regulation.



c. The Commander, 837th Transportation Battalion will:

- (1) Receive mission tasking and guidance from 599th Transportation Brigade.
- (2) Provide units with shipping cost estimates using the Surface Deployment and distribution Command (SDDC) Billing Rate Guide and USC-07 (This number is changed whenever the contract is updated). Universal Service Contract (USC) is contracted with HQ, SDDC and Ocean Carriers to provide delivery service based on booking term.
- (3) Serve as the single point of contact between the customer and Ocean carrier. Monitors ocean carrier performance and coordinates execution of contract requirements by the carrier.
- (4) Monitor terminal operations and coordinate terminal activities within the theater.
- (5) Serve as the Ocean Cargo Booking office (OCBO) IAW SDDC Reg 55-67, SDDC Reg 56-69, and Defense Transportation Regulation (DTR) 4500.9-R part II.
- (6) Comply with this regulation and any supplemental transportation management instructions.
- (7) Coordinate with USFK subordinate commands to ensure mission execution and activity reporting is timely, efficient, and accurate.

d. 7th US Air Force (AF)/731st Air Mobility Command will:

- (1) Provide transportation services within its Area of Responsibility (AO) through the Traffic Management Office (TMO).
- (2) Ensure proper use of assigned/contracted transportation assets.
- (3) Coordinate with the 19th ESC SPO Mobility Branch, for onward movement of DOD cargo.
- (4) Comply with this regulation and any supplemental traffic management instructions issued by Commander, 19th ESC.
- (5) Manage the receipt and discharge of supplies and equipment to ensure efficient use of transportation assets, containers, and 463L pallets.
- (6) Submit reports IAW Chapter 11 of this regulation.

e. Defense Logistics Agency Distribution-Korea (DLAD-K) will:

- (1) Provide distribution services within its AO through the TMO.
- (2) Ensure proper use of assigned/contracted transportation assets.
- (3) Coordinate with 19th ESC, SPO Mobility Branch, 837th Transportation Battalion, and 731st Air Mobility Squadron (AMS) for onward movement of DOD cargo.

(4) Comply with this regulation and any supplemental traffic management instructions issued by Commander, 19th ESC.

(5) Manage the receipt and discharge of supplies and equipment to ensure efficient use of transportation assets, containers, and 463L pallets.

(6) Provide distribution of Defense Logistics Agency (DLA) owned material for all DOD activities within Korea.

(7) Provides units with shipping cost estimates, as required.

(8) Coordinate distribution services with other DLA agencies as required.

(9) Direct shipments to consignees are the preferred method of distribution.

(10) Use Logistics Cost Sharing (LCS) funded assets for shipments in Korea.

f. Major Subordinate Commands (MSCs), to include service components, Commanders of assigned units reporting directly to USFK or Eighth Army, Defense Agencies, and Commanders of units that originate or receive shipments of DOD-sponsored cargo will:

(1) Ensure appointed transportation representatives comply with this regulation and any supplemental transportation management instructions issued by Commander, 19th ESC.

(2) Ensure adequate reception capability is available to receive and off-load inbound cargo shipments.

(3) Use organic transportation to meet local haul movement requirements.

(4) Coordinate and arrange required material handling equipment (MHE), blocking, bracing, and tie-down supplies, in order to decrease unit moves by rail.

(5) Manage the receipt and discharge of supplies and equipment to ensure efficient use of transportation assets, containers, and 463L pallets.

(6) Submit reports IAW Chapter 11 of this regulation.

(7) Agencies (i.e. AAFES, DECA, MWR, etc.) that are not assigned to USFK must provide means of payment when movement assets are provided using LCS funds. Payment methods should be Line of Accounting (LOA), Transportation Accounting Code (TAC), or Military Interdepartmental Purchase Request (MIPR). Customer units are responsible for providing a valid LOA, TAC, or MIPR.

(8) Commercial transportation companies must acquire a valid USFK Pass and Decal for their employees and assets. However, if the trucks/drivers do not possess the USFK Pass and Decal when they arrive at installation gate, the customers (Shipping or receiving units/agencies) are responsible for escorting the trucks/drivers to the gate, and escorting them to pick up or delivery location.

g. 2d Infantry Division (2ID), Division Transportation Officer (DTO), will only coordinate directly with the Eighth Army G4 Mobility Division on issues/problems that 19th ESC and its subordinates cannot resolve or when coordination between US Military and ROK MND or Ministries is required.

(1) Manage the receipt and discharge of supplies and equipment to ensure efficient use of transportation assets, containers, and 463L pallets.

(2) Ensure appointed transportation representatives comply with this regulation and supplemental transportation management instructions issued by Commander, 19th ESC.

(3) Use organic transportation to meet local haul movement requirements.

(4) Submit reports IAW Chapter 11 of this regulation.

#### **1-5. Appointment of Transportation Officer (TO)**

a. Activity Commanders will appoint a military member or US Civilian Employee as TO at each Activity where it is necessary to receive transportation services. For Army Activities, a Transportation Corps Officer or Transportation Field Civilian should be appointed as TO. The appointed TO will be a member of the activity commander's technical Staff.

b. Activity Commanders may appoint military members or Civilian Employees as an Acting Transportation Officer (ATO) to perform limited transportation duties.

c. TO or ATO will be appointed:

(1) For each movement coordinating Headquarters (HQ), installation, terminal, or Supply Support Activity (SSA) to obtain transportation by common use carrier.

(2) By activity commanders in the grade of O-5 or above must meet mission requirements in writing IAW the example in Appendix B of this regulation.

d. MSCs with activities that share facilities and require TOs, will have the largest activity to appoint the TO. All other activities will have personnel appointed as Transportation Agents (TAs) responsible to the TO.

e. At the request of an appointed TO/ATO, activity commanders may appoint military members or civilian (US or local national) employees as TAs to assist the TO. The TO/ATO is responsible for the actions of assigned TAs.

## **Chapter 2**

### **Common User Land Transportation (CULT)**

#### **2-1. Responsibilities**

a. Eighth Army G4 Mobility Division:

(1) Develops theater policy concerning use of US CULT within the ROK.

(2) Assigns priorities in conjunction with 19th ESC Mobility Branch for US CULT movements and resolves conflicts.

(3) Provides staff guidance and supervision of US CULT assets.

(4) Ensures procedures within this regulation are followed.

(5) Provides interpretation of Department of Transportation (DOT), DOD, ROK Defense Transportation Command (TRANSCOM), and other regulatory guidance for use in USFK.

b. 19th Expeditionary Sustainment Command:

(1) Functions as the theater US CULT manager within the ROK for all component services during Armistice.

(2) Establishes policies and procedures for efficient use of US CULT assets and services.

(3) Makes available, operates, and maintains land transportation service for all component services, using civilian and military resources.

(4) Reviews land traffic movement requirements of component services, and allocate military and commercial land transportation capabilities.

(5) Operates a Transportation Movement Release (TMR) system for common user transportation of line-haul shipments.

(6) Coordinates with consignors and consignees to ensure timely cargo movements and to prevent unnecessary detention and demurrage charges. Coordinates closely with the 837th Transportation Battalion for USC containers/cargo.

(7) Provides technical assistance, as required.

(8) Requests from USACCK contract arrangements for USFK common user transportation services by commercial carriers.

(9) Determines military land transportation requirements and determines capabilities. Notifies Eighth Army G4 Mobility Division of transportation resource issues.

(10) Coordinates movement control requests with commercial transportation agencies.

(11) Coordinates planning and requirements for the use of DOD controlled land transportation equipment and facilities.

(12) Establishes and maintains efficient, cost-effective land transportation service within the theater.

(13) Serves as the Theater Container and 463L Pallet Manager with authority to recover all assets overage or found being used for unintended purposes.

## **2-2. USFK Transportation System**

a. Use of theater US CULT:

(1) Theater US CULT consists of 121 heavy rail flat cars, three deep well rail flatcars, the 46th Transportation Company (48 assigned PLS), and commercial transportation line-haul contracts. These assets are tasked by the 25th Transportation Battalion.

(2) Installation and/or organic transportation assets will be used to support local movement requirements not qualifying for US CULT support. Units may request additional transportation assets for requirements exceeding unit capabilities through their area Movement Control Team (MCT) by using a Combined Movement Request (CMR), CHQ Form 26EK.

(3) Installation and/or organic Material Handling Equipment (MHE) will be used to support on and off loading of equipment. Installation support will be requested before a request is submitted through their area Movement Control Team (MCT) by using a CMR, CHQ Form 26EK.

(4) The Korean Service Corps (KSC) Battalion's 7th Heavy Equipment Transport (HET) Company (24 assigned HETs as of 6 Feb 2013) provides direct support to the 2ID G4 DTO. The HET request will be submitted at least 10 days prior to expected execution date. 2ID transportation assets from the BSB/FSC are not considered theater CULT assets.

b. Highway clearance. Units will request convoy clearance through their local MCT using a Combined Highway Clearance Request (CHCR), CHQ Form 25EK (see Chapter 9 of this regulation). Refer to Army in Korea (AK) Reg 350-4 for convoy procedures.

### **2-3. Movement Control**

a. The 19th ESC is designated as the single agency responsible for providing US common use military and commercial line-haul transportation service.

b. Highway line-haul and rail movements will be coordinated through the 19th ESC via regional MCTs at 25th Transportation Battalion.

c. The 19th ESC will consolidate requirements and determine what must be contracted. Once requirements are identified, the 19th ESC will contract all line-haul transportation services through the 411th Contracting Support Brigade's, Annual Logistics Cost Sharing (LCS) submissions (if available), and SDT funds. LCS funds can only be used to support USFK subordinate units. All other units must provide funding codes for transportation support.

d. The 19th ESC is responsible for obtaining transportation outside a 40-mile radius or exceeding the Installation Management Command's (IMCOM) or unit's capability.

### **2-4. Outsize/Overweight Vehicle Escort Procedures**

All USFK units must properly coordinate outsize/overweight vehicle movements at least 10 working days in advance in order to safely move their equipment and ammunition to mitigate risk on Korean roadways.

a. Any vehicle considered outsized/overweight requires escorts. This chapter clarifies the escort requirements for outsize/overweight equipment. The escorts can be conducted by unit military personnel, US Military Police (MP), Security Forces (SF), Korean National Police (KNP) or ROK MP. In addition, this chapter clarifies ammunition escort requirements and general guidelines for "command directed" vehicle movements requiring escorts. The chapter 8 (paragraph 8-2) details Transportation Protective Services (TPS).

(1) The following conditions/situations require escorts:

(a) Any vehicle that exceeds 44 short tons e.g., M1A1s and M88s.

(b) Any outsize vehicle i.e., any vehicle that exceeds any of the following dimensions: 18.0 meters (708 inches) in length, 2.6 meters (102 inches) in width, and 3.9 meters (154 inches) in height.

(c) Command directed.

(d) All ammunition shipments require escorts. Armed Escorts and US MP support requirements are IAW Controlled Item Inventory Code (CIIC) and AK Reg 700-3.

(e) If US MP escorts for ammunition shipments are not available because of U.S. MP mission load, the first O-6 in the requesting unit Chain-of-Command may certify teams within his/her command to perform escort duties IAW AK Reg 350-4.

(f) An escort is not required for outsize/overweight equipment that is moved by commercial carriers. However, when sensitive item containers/equipment such as M1A1 tanks and Mine Resistant Ambush Protected (MRAP) are moved by commercial carriers, US MP or US military personnel from the receiving unit will escort the convoy.

(g) Appendix G: Lists Outsize and/or Overweight equipment requiring escorts.

(2) Escort Vehicle Requirements:

(a) Escort vehicles are a lead and a trail vehicle. The lead vehicle will be commanded by the Convoy Commander, who will be trained in accordance with AK Reg 350-4.

(b) The size of escort vehicles must be less than or equivalent to High Mobility Multipurpose Wheeled Vehicle (HMMWV) type vehicle. Non-Tactical Vehicles (NTVs) can be used as escort vehicles.

(c) Supporting unit is responsible for establishing communication, and escort duty personnel must be familiar with the routes.

b. USFK Subordinate Unit Responsibilities.

(1) Eighth Army G4 Mobility Division:

(a) When required, coordinate with ROK Defense TRANSCOM to obtain outsize/overweight movement waiver, and coordinate with ROK Government authorities responsible for the areas where the outsize/overweight vehicles will travel.

(b) Provide oversight of outsized/overweight movements approved by ROK Defense TRANSCOM.

(2) USFK Provost Marshal: Coordinate with ROK Law Enforcement Agencies (ROK MPs or KNP) for escort support, as required.

(3) Eighth Army Military Police Division (PMO): Coordinate ammunition escort requirements when required IAW Controlled Item Inventory Code (CIIC) and AK Reg 700-3.

(4) 19th ESC/25th Transportation Battalion:

(a) Upon receipt of a CMR, CHQ Form 26EK, coordinate for commercial contractor or military transportation unit to move the requesting unit's equipment.

(b) Coordinate with Eighth Army PMO for KNP/ROK MP/US MP escorts when required.

(c) Process requests for outsized/overweight movements

(5) USFK MSCs:

(a) Provide convoy commander for outsized/overweight moves that require unit escorts.

(b) Provide escorts for equipment requiring unit escorts.

c. Coordinating instructions.

(1) Police escorts are primarily provided by ROK MP, KNP or US MP (i.e. Army Military Police, AF Security Forces, Navy Master-at-Arms, and USMC Military Police) can provide escorts if available. The Commander, Eighth Army O-5 commanders has authorization to designate other formations (i.e. scout platoons, recon platoons, etc.) to execute escort missions when US MPs are unavailable. (O-5) Commanders are authorized to certify and designate units to assume escort duties for outsize/overweight vehicles. The O-5 Commander will also be responsible for ensuring that all outsize/overweight vehicle escorts meet the requirements of AK Reg 350-4.

(2) Units will submit a CMR/CHCR to their servicing MCT 10 working days prior to the movement of outsize/overweight equipment that requires escort. Submission of CMR/CHCR in less than 10 working days must be signed by LTC/O-5 or above. However, the CMR/CHCR for the routine cargo not exceeding outsize/overweight description can be submitted at least 72 hours prior to movement date. MP escort for the movement may not be supported due to availability of assets or route approval. Unless otherwise directed by command, unit personnel can escort the outsize/overweight equipment movement. Appendix G specifies the list of outsize/overweight equipment requiring escort.

(3) Units will submit a CMR/CHCR and a Police Escort Information Requirements Worksheet (Appendix H) to the servicing MCT and Eighth Army PMO no later than (NLT) 10 US working days prior to a movement requirement for outsize/overweight vehicles, if police escort is required (Appendix G).

(4) Units are responsible for coordinating with installation commanders to ensure gates are accessible for oversize equipment and/or convoys and for coordinating gate access.

(5) Eighth Army may direct U.S. MP escorts for certain high visibility or sensitive movements. In this case, it is the supported unit's responsibility to submit a CMR/CHCR and a Police Escort Information Requirements worksheet to the servicing MCT NLT 10 US working days prior to the movement.

(6) This regulation does not require any change to published convoy procedures and SOPs. Convoys or vehicles requiring Police and unit escorts will consist of a lead and trail vehicle. The unit is responsible for providing convoy placards in English and Hangul on the lead and trail convoy vehicles. The supported unit is responsible for providing placards if US MP escorts are required. All convoys must have internal communications; hand held radios or cell phones are authorized.

(7) Outsize/overweight track vehicles and HET movement window for Area I is 2000 to 0600. Movements outside of this timeframe, such as an Ammunition Depot/Supply Point appointment, require a request memorandum to be submitted to Eighth Army G4 Mobility Division, Attention: Land Operations Branch (see example in Appendix I) need to be complete 10 days prior to requested movement.

(8) All convoys of 25 or more vehicles will be split into serials and serials into marching units. Every convoy element that contains one or more outsize vehicles will require a separate escort because of the time interval between serials and march units.

(9) US MPs will be used for specified convoy escort missions (i.e. classified munitions, major combat systems), when available.

(10) Units will coordinate with the KNP through the local installation Provost Marshal Office (PMO) before outsize/overweight vehicle movements. Such coordination will include the use of TCP's when and where needed. If KNP support for TCP's is unavailable, MSC's are required to establish TCP's along the movement route of outsize vehicle convoys. MSCs must ensure to coordinate with the local KNPs for approval to establish the TSP.

d. Emergency HET Recovery Procedures: The preferred and safest method of recovering a disabled tracked armored vehicle from the Korean highway network is by use of Heavy Equipment Transporters (HETs). Their use reduces risk to the civilian population and any further damage to the road infrastructure. In the event of tracked vehicle recovery, units may request assistance from the Eighth Army KSC Battalion, 7th HET Company in Area I. A convoy clearance is required for this move and recovery efforts are restricted by movement hours (2000-0600). Escorts must be provided IAW with paragraph 2-4a. Coordinating Instructions;

(a) Units will contact Eighth Army KSC Battalion, 7th HET Company for recovery and immediately forward A SITREP to the corresponding area component EOC.

(b) The Eighth Army KSC Battalion, 7th HET Company will contact its Battalion Headquarters for permission to proceed to recovery site. Component EOC will send report forward to Eighth Army EAOC.

(c) The Eighth Army KSC Battalion, 7th HET Company's recovery vehicles will make contact and load disabled vehicles as soon as possible. Eighth Army will provide situational awareness to appropriate staff sections and movement control elements. (Via email: Eighth Army G3, CofS, G4 Mobility Division, Eighth Army PMO, 19th ESC Mobility Branch and 25th Transportation Battalion).

(d) The component EOC will maintain contact with the recovery team and monitor, linkup and departure from the recovery site. A final report will be sent to Eighth Army EAOC when the mission is complete.

## **2-5. Sea and Aerial Port Clearance**

a. Transportation for clearance of sea and aerial ports receiving inbound shipments will be coordinated by the MCT supporting the sea or aerial port. Upon receiving a request for movement, the MCT will determine mode of carrier, and allocate funds (SDT, LCS, other fund code) for movement of all DOD sponsored shipments. The MCT coordinates onward movement of cargo



from Aerial ports and works closely with the 837th Transportation Battalion on the distribution of USC/commercial cargo.

b. Transfer of responsibility for cargo from the service operating the port to the 19th ESC will occur when the mode operator accepts the loaded truck or railcar at the port. For rail moves, acceptance may take place at the port or at an installation railhead or staging area. The service operating the port is responsible for the proper loading, blocking and bracing of cargo, and preparation of documentation of the cargo until the transfer is complete.

c. Once transfer of responsibility for cargo complete, the 19th ESC is responsible for managing the movement of the cargo to destination IAW the transportation priority (TP) and the RDD.

d. For outbound shipments moved by CULT, transfer of responsibility for the cargo takes place upon delivery to the specified location at the port and the receiving activity is notified. The receiving activity is responsible for unloading of cargo and providing complete terminal service to accomplish delivery aboard the vessel or aircraft. This includes reception of railcars with outbound shipments.

e. MSC organizations on peninsula receiving cargo at a Korean SPOD/APOD may provide technical support, if desired by either the unit or the theater.

## **2-6. Service Installations**

a. The term installation includes posts, camps, stations, air bases, naval bases, yards, base complexes, and ports.

b. The component services are responsible for land transportation and terminal services on their installations. Local drayage and local haul transportation service are included in this responsibility. Activities submit a request for movement of cargo to their local Transportations Officer (TO) appointed by unit.

c. The TO first works to fulfill local haul requirements coordinating with available assets in his installation. If the TO's request exceeds capability available in the installation or Area assigned, the TO needs to advise the requesting unit to submit its request to the MCT with the TO support.

d. Movement of cargo destined for CULT use on the installation is a service responsibility until the US CULT mode operator accepts the cargo. Units must request Installation Transportation Office (ITO)/TMO/DTO support for local haul movement requirements exceeding organic capability.

e. For shipments inbound to the installation moved by CULT, assets transfer of responsibility for the cargo takes place after the receiving activity is notified and cargo is delivered to the specified location on the installation. The receiving activity is responsible for receipt and unloading of cargo to complete the delivery expeditiously.

f. When MSCs request use of rail facilities, it is the unit's responsibility to up/off load vehicles and cargo, provide all necessary equipment including Personal Protection Equipment (PPE) for safety, and coordinate with the installation for rail inspectors.

## **2-7. Activation or Inactivation of Installations**

a. When services activate or inactivate installations within the ROK, coordination must be made with USFK, IMCOM, and 19th ESC to modify CULT requirements.

b. Changes to commercially contracted CULT operators will be made by the 19th ESC/25th Transportation Battalion through the USACCK.

## **2-8. Transfer of Personnel, Facilities, and Equipment for CULT**

a. By request, and based on a joint recommendation from all USFK component commands, the theater commander can allow access to Eighth Army through 19th ESC component personnel, assets, and facilities for use in military common use transportation service activities.

b. Transfer of personnel, facilities, and equipment, when necessary, will be made. All transfers of personnel will be temporary until 19th ESC is manned to assume full responsibility for CULT. Transfer of facilities or equipment may be on a permanent basis.

## **2-9. Fiscal**

a. Eighth Army budget must be coordinated with the USFK Deputy, Assistant Chief of Staff, Resource Management (ACSRM).

b. Eighth Army will budget for military highway transportation used to support US CULT. This budget will include projections for use by all DOD activities.

c. Eighth Army will also budget for Army Second Destination Transportation (SDT) requirements.

d. Eighth Army will coordinate with USFK and submit budget requirements to the Republic of Korea Government (ROKG) as part of the LCS Program. LCS funds, if available, will be allocated to line-haul rail and highway operations. Commercial contract transportation costs not paid for with cost sharing funds must be budgeted for and paid by the Service or unit benefiting from the movement.

## **2-10. Wartime Movements Program (WMP)**

USFK Reg 55-35 outlines the requirements for wartime movements planning and execution. Units using WMP must still adhere to this regulation and the requirements for movements.

# **Chapter 3 Freight Movements**

## **3-1. General**

a. Use of Assets. Activities submit requests for movement of cargo to the local TO. The TO will fulfill local haul requirements within his capabilities. If the request exceeds the TO's capabilities, the TO will advise the requesting unit to submit its request to the local MCT.

b. Movement Priorities. Armistice movement priorities are based on time standards found in the following regulations: USFK Reg 4-1 Korea Distribution, Defense Transportation Regulations (DTR) 4500.9-R-Part II Cargo Movement, USFK Reg. 700-6 Direct Support Systems Procedures (DSS), and this paragraph. The movement priority list determines order of movement if requirements exceed capabilities. If a shipment cannot be moved to meet consignor's delivery requirements, MCB/MCT will consider adjusting the priority based on the current schedule for

shipments and the combatant Commander's priority. The following is the list of categories in order of movement priority:

- (1) Special weapons support missions.
- (2) Air Lines of Communications – Korea (ALOC-K).
- (3) Direct Support System – Korea (DSS-K).
- (4) Mail delivery.
- (5) Weapons systems and ammunition movements.
- (6) Petroleum, oils, and lubricants (POL) movements.
- (7) Military air and military sea port clearance.
- (8) Shipments requiring Transportation Protective Services (TPS).
- (9) Exercise support.
- (10) Retrograde materiel and equipment.
- (11) Defense Reutilization and Marketing Office shipments.

c. Loading and Unloading of Assets. Transportation assets will be loaded and pulled on the day assets are spotted. Assets will be unloaded on the day of delivery. Exceptions must be coordinated with the origin servicing BMCT fulfilling the movement request.

d. Transportation modes available. Modes available to the 19th ESC for line-haul movement are primarily commercial highway, commercial rail, and military and commercial air (less rotary wing). The modes available to the TO for local haul are military tactical and non-tactical vehicles and contracted or leased highway assets. Sea movements must be coordinated with the 837th Transportation Battalion.

e. Use of US Mail. Freight shipments may be made by registered mail if US Postal Service specifications are satisfied and the RDD can be met. If US Postal Service cannot meet RDD requirements for small parcels, coordinate with the local BMCT to request transportation.

f. Frustrated Cargo. Frustrated cargo will be returned to the nearest supply point. Supply point personnel will coordinate with Defense Distribution Depot Korea (DDDK) or a theater commodity manager to determine disposition of frustrated cargo. Items returned to DDDK will be forwarded to the proper consignee.

g. Water or Fuel Delivery. Units requiring water or fuel support will submit requests IAW local procedures to the servicing installation activity.

h. Less-Than Truck Load (LTL) Shipments and Small Parcel Delivery (SPD) Service. LTL and SPD services are available through the servicing MCT. Requests for movements that are LTL are processed the same as other movements. Line-haul and local delivery services are available, depending on origin, destination, and distance.

i. Military/Commercial Airlines of Communication (ALOC) Freight Shipments. See Chapter 1-5 of this regulation.

j. Transportation Account Codes (TAC). A TAC code is used in the shipping and transportation process to link movement authority, funding approval, and accounting data for shipments of cargo and personal property in the Defense Transportation System (DTS). United States Transportation Command (USTRANSCOM) administers general policies and guidelines pertaining to the TAC.

(1) A TAC consists for a four-position alphanumeric code. The first position identifies the sponsoring Military Shipper Service, DOD/non-DOD agency, or contractor who will be billed for all services incident to movements within DTS. The second, third, and fourth positions are assigned and controlled by each sponsoring Service/Agency. They are assigned to identify the appropriate fund citation, functional identity of the cargo, or commodity.

(2) Each Service/Agency is responsible for developing and maintaining its own codes. The participating Service/Agency designates an office of primary responsibility to serve as the TAC Coordinator, who ensures that all codes are validated annually and updated in the Master TAC Reference Tables. These tables facilitate shippers using the correct TAC at the beginning of the shipment process.

(3) DOD shippers and TOs must ensure that all cargo and personal property movements shipped within the DTS have a valid TAC assigned. Additionally, the airlift, ocean cargo authorities must validate the TAC being used against the master TAC table prior to sending Advanced Transportation Control and Movement Documents (ATCMD) to the port.

(4) The Office Deputy Chief of Staff (ODCS), G4 direct that all Army freight movement documentation cite a four character TAC in lieu of a Line of Accounting (LOA) code. Transportation Offices (TO) are instructed to only accept TACs as the funds citation for these moves. The requirement pertains to all Fiscal Year 2004 (FY04) movements and beyond, and includes multi-modal moves both in CONUS and OCONUS. Additionally, all shipment requests must be accompanied by a funds verification document specifying the TAC to be used and its dollar value.

(5) Financial Managers (FMs) are instructed to acquire TACs for all the LOAs they control. To obtain TACs, FMs should contact HQDA, G4 TAC administrators at 703-614-1524/DSN 312-224-1524. The HQDA, G4 TAC administrators will advise on information required for TAC assignment.

### **3-2. Responsibilities**

a. Eighth Army G4 Mobility Division:

- (1) Ensures freight movement procedures within this regulation are followed.
- (2) Provides interpretation of DOT, DOD, and other regulatory guidance for use in USFK.
- (3) Provides guidance and resolves conflicts involving movement priorities.
- (4) Tasks and prioritizes theater CULT assets.
- (5) Develops and oversees policies and procedures for RFID/ITV.

b. 19th Expeditionary Sustainment Command.

- (1) Maintains tasking authority over all theater line-haul assets.
- (2) Publishes and enforces policies and procedures for the efficient movement of freight within Korea.
- (3) Provides forecast cargo movement requirements to the common user mode operators as information becomes available.
- (4) Operates a TMR system for common user transportation of line-haul shipments.
- (5) Coordinates with consignors and consignees to ensure timely movement of freight to prevent unnecessary detention and demurrage charges.
- (6) Ensures Air Lines of Communications (ALOC), less World Wide Express (WWX) commercial ALOC door to door service cargo, and Sea Lines of Communications (SLOC) identified Transportation Control and Movement Documents (TCMD) operates in a timely manner. Arranges for movement IAW established ALOC/SLOC time standards.
- (7) Arranges for movement IAW the established ALOC/SLOC time standards in USFK Reg 4-1, Korea Distribution.
- (8) Immediately notifies consignees of pending arrival of inbound shipments once cargo is released from a point of origin within Korea.
- (9) Acts as the customer's single point of contact for all transportation requests, and for all modes of transportation.
- (10) Reports transportation discrepancies on Standard Form (SF) 361 (Transportation Discrepancy Report) IAW DTR 4500.9-R. The SF 361 is further discussed in paragraph 11-2 of this regulation.
- (11) Reports supply discrepancies on SF 364 (Report of Discrepancy) IAW AR 735-112/SECNAVINST 4355.18/AFR 400.54/MCO 4430.3J/DLAI 4540.55.
- (12) Maintains the RFID/ITV infrastructure. Provide technical assistance to USFK units.

c. USFK Service Components, their Major Subordinate Commands, and Defense Agencies in ROK.

- (1) Provides local haul service by using assigned military or contracted vehicles in their areas of responsibility.
- (2) Consolidates requirements and requests line-haul support from the MCT on behalf of customers not having a TO.
- (3) Requests MCT support when available assets cannot fulfill local haul missions. Funding is provided by using activity for use of commercial line-haul assets used for local haul missions, except port clearance using Eighth Army SDT funds.

(4) Arranges for necessary MHE to accomplish loading and unloading of cargo and containers.

(5) Reports transportation discrepancies on SF 361 (Transportation Discrepancy Report) IAW DTR 4500.9-R. The SF 361 is further discussed in paragraph 11-2 of this regulation.

(6) Reports supply discrepancies on SF 364 (Report of Discrepancy) IAW AR 735-112/SECNAVINST 4355.18/AFR 400.54/MCO 4430.3J/DLAI 4540.55.

(7) Expeditiously discharges containerized freight to eliminate detention charges.

(8) Uses organic transportation to meet local haul movement requirements.

(9) Requests Installation Transportation Officer (ITO)/TMO/DTO support for local haul movement requirements exceeding organic capabilities.

(10) Promptly inspects each truck, van, or railcar for signs of damage or pilferage.

(11) Off-loads shipments received, as promptly as possible.

(12) Provides security and weather protection for all cargo during operations.

### **3-3. Military Controlled Container Procedures**

a. Units will appoint a primary and alternate Container Control Officer (CCO) in the grade of E-6 or above. CCOs must register for an Army Container Asset Management System (ACAMS) account. To request an ACAMS account, log on to <https://dpms.tobyhanna.army.mil/>. CCOs must submit a completed DD Form 2875, System Authorization Access Request (SAAR), and appointment orders (Appendix J) to the Army Intermodal and Distribution Platform Management Office (AIDPMO). Once AIDPMO receives these documents, they will forward the CCO Army Regulation 56-4 and a link to complete online training. Once training is complete, AIDPMO will grant the CCO access to ACAMS.

b. Units will appoint a minimum of two Convention for Safe Container (CSC) Inspectors in the grade of E-6 or above. CCOs and CSC Inspectors must complete the Intermodal Dry Cargo Container/CSC Re-inspection Course (AMMO 43-DL) online training. Students must register online at <http://ammoschool.okstate.edu>. Once enrolled, the course is completed through the Army Learning Management System (ALMS).

c. CCO Responsibilities:

(1) Establish a unit container management program.

(2) Maintain an active ACAMS account.

(3) Update the ACAMS database within 48 hours of a change in the status of a container in their possession, IAW AR 56-4. A change in status is any action that affects the use and deployability of a container (i.e. repair, maintenance, loading/unloading, change in ownership). CCOs can find detailed guidance and direction on the management of containers and container reports on the ACAMS website.

(4) Control and report all intermodal equipment movements by their organization IAW DTR 4500.9R.

(5) Ensure the proper use, handling, and storage of all intermodal equipment at all times IAW regulatory guidance.

(6) Initiate a Financial Liability Investigation of Property Loss (FLIPL) and/or gather other required documentation (shipments, receipts, turn-ins, inspections, and/or maintenance actions) IAW property regulations for any lost, damaged, or destroyed DOD intermodal equipment. Units will forward FLIPLs or other documentation involving loss or damage to an ISO container to the appropriate unit property accountability officer for action and then send through the Eighth Army Container Control Authority (CCA) to AIDPMO for removal of the ISO serial number(s) from the ISO Registry. Only AIDPMO can delete or transfer containers within ACAMS.

(7) Ensure that all containers (20 foot and 40 foot general cargo intermodal shipping containers, BICONs, TRICONs, QUADCONs, refrigerated containers, tactical shelters, and flatracks) in their possession remain in a deployable posture. Units will not use deployable ISO 20 foot containers for storage without prior approval by the Eighth Army G4, Mobility Land Branch. To request an exception, units must submit an exception to policy memorandum. The request must state the number of containers needed for storage, the justification for needing them and the unit's parallel efforts to obtain storage areas. If approved at the Eighth Army level, the Eighth Army CCA will forward the request to the G4 Mobility Branch, 8th TSC who will then submit the request to AIDPMO for final approval/disapproval.

(8) Verify that the unit entered all government owned ISO container serial numbers correctly in PBUSE, in coordination with the unit Property Book Officer. A container number is 11 characters (alpha numeric) containing no spaces or dashes (i.e., USAU1234567). Units will only use the PBO DODAAC (Class VII) for input and tracking containers in ACAMS. Units will not use any other DODAAC.

d. CSC Inspector Responsibilities:

(1) Certify that containers are suitable for deployment and update ACAMS through the unit CCO.

(2) Use DA Form 2404, Equipment Inspection and Maintenance Worksheet, and MIL-HDBK-138B, Inspection Checklist, while performing inspections for each US Army owned and leased container. Upload reports in ACAMS in a Portable Document Format (PDF).

**Note:** New ISO containers CSC decal will be good for five years from the day of manufacture. After five years, units must conduct the CSC inspection every 30 months.

### **3-4. Transportation of Hazardous Material and Hazardous Waste**

a. Hazardous Materials (HAZMAT). Hazardous material is a substance or material determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce. This includes, but is not limited to the following:

(1) Explosives. Class 1.1, and 1.2 blasting agents.

(2) Flammable, combustible, and pyrophoric liquids.

- (3) Flammable solids, oxidizers, and organic peroxides.
- (4) Corrosive materials.
- (5) Compressed gases.
- (6) Poisons. Class A and B and irritating agents.
- (7) Radioactive materials. White I label, Yellow II and III label materials.
- (8) Other regulated materials. Classes A, B, C, and D.

b. Shipments of Ammunition.

(1) Specific guidance for the movement of classes 1.1, 1.2 and 1.3 explosives and ammunition is found in AK Reg 700-3. All ammunition shipments must comply with US DOT requirements and United Nations Command performance-oriented packaging standards.

(2) All requirements for shipping ammunition between ordnance companies will be coordinated through Eighth Army, G4 Ammunition Branch and processed through the 19th ESC Distribution Management Center (DMC). The MND will coordinate with the ROK Army Ammunition Support Command (ASC) for movement of ammunition under the Single Ammunition Logistics System - Korea (SALS-K) Agreement.

(3) Eighth Army Command directed ammunition movements requiring US MP escorts. Eighth Army PMO coordinates ammunition escort requirements when required IAW Controlled Item Inventory Code (CIIC) and AK Regulation 700-3.

c. Transportation Requests. Shippers must identify hazardous material/hazardous waste when requesting transportation to the 19th ESC. Identification is mandatory for notification of Korean authorities to obtain a road clearance IAW the Korean Presidential Order 51 pertaining to the ROK Waste Management Law.

d. Preparation of TCMD. Shippers of hazardous material/hazardous waste must prepare the TCMD for hazardous material and hazardous waste IAW DTR 4500.9-R. All TCMD will appropriately reflect transport of toxic or hazardous cargo.

e. TCMD Verification. The TO or qualified representative must visually inspect the TCMD for accuracy and physically inspect the load prior to being pulled. The inspector will then certify the accuracy of the TCMD by signing it over a signature block.

f. Container Inspection. Commercial and military vehicle operators will physically inspect the interior contents of containers and boxed flatbed trailers to ensure proper blocking and bracing. Upon completion of the inspection, the shipper seals the container.

g. Vehicle Loading. Shippers must properly block and brace loads. Ensure cargo is loaded, blocked, and braced IAW specified service regulations and Code of Federal Regulation (CFR) Title 49.

h. Required Documents. IAW DTR 4500.9-R and other regulations, the proper HAZMAT forms will be used as directed. The shipping unit will ensure TCMD are properly used and accompany HAZMAT shipments.



i. Labels and Placards. The shipper is responsible for proper labeling and marking of packages, and placarding of vehicles and railcars. Bilingual labels and placards are available at DPW-Environment Division, USAG Yongsan Main Post, Bldg. 1398, DSN 315-724-6150. Reproduction of the labels and placards can be requested through the local DA Printing Shop (DAPS); Yongsan 724-3028, CP Casey 730-4734, CP Walker 764-5158, Osan AB 784-5518, and Kusan AB 782-5506.

j. Movement of Hazardous Waste. To the greatest extent possible, use local national contractors to transport hazardous waste from generation point to accumulation point to disposal point.

k. Movement of Radioactive Material. Movement of radioactive material will be coordinated through the USFK Radiation Safety Office for proper handling and transportation procedures.

### **3-5. Radio Frequency Identification (RFID)/In-Transit Visibility (ITV)**

#### **a. RFID Infrastructure Requirements.**

(1) All activities operating logistics nodes within the USFK Area of Responsibility (AOR) where RFID tagged cargo or equipment originates, terminates or transits to include but not limited to supply, distribution, and military and commercial aerial and sea ports, will have RFID read capability. Activities building air pallets, stuffing Sea commercial- or government-owned shipping container (SEAVAN) containers, or preparing unit equipment for deployment/redeployment will also have RFID write capability.

(2) Handheld RFID interrogators are highly effective tools for locating pallets and containers and identifying their contents. At a minimum, all aerial ports, seaports, distribution centers and other high volume logistics activities should acquire and use handheld interrogators to support RFID operations.

(3) Unit movements, in addition to paragraph 3-5a above, must have active data-rich RFID tags placed on all major organizational equipment excluding self-deploying aircraft and ships during movements.

(4) As a general rule, organizations responsible for operating logistics nodes are responsible for installing, operating and maintaining RFID capabilities. Some locations support multiple logistics operations. Redundant RFID capability is not required; however sufficient capability is needed to support each activity's business process.

(5) When responsibility for operating a logistics node changes, the losing activity is responsible for coordinating with the gaining activity to ensure uninterrupted RFID operations. Upon handoff, each RFID interrogator and write station will be reregistered to reflect the correct responsible unit and POC.

(6) Organizations with base operation responsibilities will provide power and communications to support the RFID infrastructure regardless of the service requiring support.

(7) The priorities for using RFID are as follows:

(a) RFID read/write at all strategic/theater Aerial Ports of Debarkation (APOD).

- (b) RFID read at all Sea Ports of Debarkation (SPOD).
- (c) RFID read/write at tactical Supply Support Activities (SSAs) and Distribution depots.
- (d) RFID read at and along rail lines.
- (e) RFID read/write at unit tactical assembly areas.
- (f) RFID read/write at other logistics nodes shipping/receiving air pallets and containers.
- (g) RFID read at key secure points along main supply routes providing visibility of theater surface movements.

b. RFID Tagging Requirements.

(1) All active data-rich RFID tag files will be written with content level detail (level 6) to the National Stock Number (NSN)/noun, nomenclature level in accordance with approved formats. For unit movements, if the Unit Line Number (ULN) is not a part of the Transportation Control Number (TCN) the ULN must be included in the free text field of the RFID tag.

(2) All sustainment, unit movement, ammunition, and prepositioned material and supply freight containers (e.g. 20/40 foot SEAVAN containers, large reparable component containers, major assembly containers, Class VII items, 463L air pallets and pallet trains/married pallets) moving to/from/within the USFK AOR must have active data-rich RFID tags with full content level detail applied at point of origin by all activities (including vendors) stuffing containers or building air pallets. Additional tagging requirements are addressed below. In theater, shipping activities are responsible for placing RFID tags on skids/pallets/containers moving on trucks and trains. For line haul deliveries, one RF Tag per stop/Department of Defense Activity Address Code (DODAAC) is needed.

(3) Unit movements, in addition to paragraph 3-5b(1) above, must have active data-rich RFID tags placed on all major organizational equipment excluding self-deploying aircraft and ships.

(4) Containers and pallets, reconfigured at in-transit nodes, must have RFID tags updated to accurately reflect amended contents.

c. Transmission of all RFID data (data written to a tag or RFID interrogators recording the passage of tagged shipments) will be sent to the National RF-ITV server for further transmission to the Global Transportation Network (GTN) and other asset visibility systems. The National ITV server (operated by Product Manager-Automatic Identification Technology (PM-AIT) supports activities within the USFK AOR. The transmission must be in accordance with established ITV data timeliness guidelines in Joint Pub 4-01.4 and DTR 4500.9-R: Unit strategic movements and sustainment airlift within one hour; theater surface movement of sustainment within two hours; sustainment sealift within four hours.

d. Funding is the responsibility of activities consolidating or reconfiguring cargo on air pallets, in SEAVAN containers, or preparing unit equipment for movement to procure and maintain sufficient quantities of RFID equipment (to include but not limited to interrogators, write stations, tags, batteries, tag brackets) to support required operations.

(1) The cost of implementing and operating RFID technology is considered a normal cost of transportation and logistics and as such will be funded using routine operations and

maintenance (O&M) funds. In those cases where working capital fund activities provide the support, activities will use working capital fund cost authority. If the originating activity is vendor/contractor operated, it is the responsibility of the procuring/contracting activity to provide and maintain sufficient RFID equipment to support required RFID operations.

(2) All RFID equipment (less tags, batteries and brackets) for use in the USFK AOR and RFID Field Service Engineer (FSE) support must be procured through PM-AIT. This will ensure all RFID equipment/software is compatible with existing theater infrastructure. RFID tags and brackets may be procured through PM-AIT or ordered from DLA.

e. Components will adhere to service-specific procedures concerning the retrograde and accountability of RFID tags. As a general rule, components will ensure old manifest data is removed from the tags, then turn excess tags into their respective Supply Support Activities (SSAs) that receive and ship cargo using RFID tags. FDPs will take the following actions when they receive the tags to ensure proper distribution back into the supply system for reuse.

(1) Remove and collect tags affixed to commercial shipping containers, 463L pallets, commercial vans, boxes and drums. Prepare tags for retrograde by inverting the battery to deactivate it for future use.

(2) Do not remove RFID tags that are affixed to military vehicles, MILVANs, and Internal Slingable Units (ISU). These tags are considered a component of that equipment.

(3) Return excess RFID tags to the Defense Distribution Depot-Korea (DDDK). RF tags should be addressed to Commander, DDDK, Unit 15758, ATTN: DDDK-T, APO, AP 96260-5759. The following statement will be placed on the side of the shipping package: "This package contains non-regulated lithium batteries."

(4) DDDK in coordination with 19th ESC and J4/G4 Mobility Division will ensure an adequate on-hand supply of RFID tags in the KTO before returning any excess tags back to Defense Depot San Joaquin (DDJC).

f. For RFID naming conventions see "RF Device Registration Naming Convention Document version 2.9" published by PM J-AIT November 2008.

### **3-6. Writing Individual RF Tags**

Follow procedures in the user manual provided with the system specific RF Tag Write software.

a. Preparing the data for writing the tag.

(1) Click the application TIPS WRITE 3 icon on your desktop.

(2) Click YES at the message concerning the docking station or the interrogator.

(3) Close the message concerning the tag status.

(4) Click SHIPMENT on the top pull down menu.

(5) Click NEW and then click SUSTAINMENT.

**Edit Shipment**

Create Date: 09/23/2004 18:10:34 GMT \* Tag ID: [ ] Shipment Format: S

\* Lead TCN: [ ] \* Container ID: [ ] Write Status: Not Ready

Header | TCMD | Commodity

Consignor: [ ] Hazmat: [ ] [C] Carrier Code: [ ]

Consignee: [ ] Ship Date: [ ] [C] Service: [ ]

POE: [ ] Pieces: [ ] [C] Cmdty Class: [ ]

POD: [ ] Weight: [ ] (Pounds) [C] Operation: [ ]

Priority: [ ] Cube: [ ] (Cubic Feet)

[C] Free Text: [ ] Free Text field accepts up to 60 characters.

\* Denotes fields required for writing to a tag [C] Denotes fields user for Copy Fields

New Copy Previous Shipment Next Shipment

Selected Interrogator: 900120018 [ ] Copy Fields Save Close

**Edit Shipment**

Note: Current References for Port Codes.

[http://www.transcom.mil/j5/pt/dtrpart2/dtr\\_part\\_ii\\_app\\_cc.pdf](http://www.transcom.mil/j5/pt/dtrpart2/dtr_part_ii_app_cc.pdf) (for air port codes).

[http://www.transcom.mil/j5/pt/dtrpart2/dtr\\_part\\_ii\\_app\\_nn.pdf](http://www.transcom.mil/j5/pt/dtrpart2/dtr_part_ii_app_nn.pdf) (for water port codes).

(Scroll to appendix MM).

**Figure 3-1. Blank Edit Shipment on TIPS Write Program**

(6) Fill in a TCN by following the Shipping label information (Reference DTR 4500.9-R Part II Cargo Movement).

(a) The following is the standard sustainment TCN format:

- Positions 1-14 - Enter the 14 position Military Standard Requisitioning and Issue. Procedures (MILSTRIP) requisition document number. If the shipment unit contains multiple requisitions, use any of the document numbers, but ensure the earliest RDD (if any) is reflected on the shipment label (DD Form 1387) and Transportation Control and Management Document (TCMD) (DD Form 1384).

- Position 15 - Enter the Suffix code; if none, enter X.

- Position 16 - Enter Partial shipment codes.
- Position 17 - Enter Split shipment codes.

(b) The following is how to construct a deployment TCN:

- Position 1 - Service code. A=Army, M=Marines, N=Navy F=Air Force.
- Position 2-7 - 6 Digit UIC.
- Position 8-9 - Service Use.
- Position 10-14 - Shipment Unit Number (SUN) - A SUN is a 5 digit number. D = Wheeled/Tracked Vehicles, F = Special Handling Equipment, i.e., Containers, Pallets, To Accompany Troops (TAT) Equipment, Non-Line Item Numbers (LIN) Equipment, items that require special lift.
- Position 15 - Unit Cargo TCN indicator or zero.
- Position 16-17 - Split/Partial Shipment Indicator.

(7) Fill in the rest of the header information:

- (a) POE/POD/Consignor/Consignee: It is important this information is correct.
- (b) Carrier Code: This should be Sea, Air, Land, Rail, or Truck.
- (c) Service: The name of the unit.
- (d) Commodity Class: Class of supply that is in the container or vehicle type; i.e., CL IX or CL VII.
- (e) Operation code: Operation the tagged item will be supporting such as: "OIF" for Operation Iraqi Freedom or "OEF" for Operation Enduring Freedom, etc.
- (f) Free Text: It is recommended that you should enter as a minimum, the POC's name, phone number, unit UIC, and operation code or name.

**Note:** This field is the most queried field on the ITV Server so it's important to put information that will be useful to you and the people in theater.

(8) After you have finished the header portion, click the TCMD tab and Commodity tab and fill in that information based on your shipping document.

b. This is an example of data input to TIPS.

**Edit Shipment**

Create Date: 09/23/2004 13:11:10 GMT      \* Tag ID: 573208      Shipment Format: S

\* Lead TCN: AWW1T0\$0D00010XX      \* Container ID: TNG1      Write Status: Not Ready

Header | TCMD | Commodity

Consignor: W26DDJ      Hazmat: V      [C] Carrier Code: SEA

Consignee: W26DDJ      Ship Date: A33      [C] Service: TSCHOOL

POE: 1M9      Pieces: 0001      [C] Cmdty Class: CL VII

POD: LS8      Weight: 24940 (Pounds)      [C] Operation: BULL RUN

Priority: 3      Cube: 0495 (Cubic Feet)

[C] Free Text: TRANS SCHOOL BULL RUN RO  
N WILSON 757-878-5990

\* Denotes fields required for writing to a tag      [C] Denotes fields user for Copy Fields


New      Copy      Previous Shipment      Next Shipment

Selected Interrogator: 900120018      ☐ Copy Fields      Save      Close

Edit Shipment

**Figure 3-2. Filled Edit Shipment on TIPS Write Program**

c. This is how data input looks on the ITV Server.

 **LICENSE PLATE**

<b>Lead TCN:</b> AWW1T0\$0D00010XX	<b>Container:</b> TNG1
<b>POE:</b> 1M9	<b>POD:</b> LS8
<b>Consignee:</b> W26DDJ	<b>Consignor:</b> W26DDJ
<b>Hazmat Code:</b> V	<b>TP:</b> 3
<b>Service:</b> TRANS SCHOOL	<b>Operation:</b> BULL RUN
<b>Comm Class:</b> CL VII	
<b>Free Text:</b> TRANS SCHOOL BULL RUN RON WILSON 757-878-5990	

**Figure 3-3. TCN Header Data on ITV Server**

## **Chapter 4**

### **Cargo Movement by Surface through Sea ports**

#### **4-1. Responsibilities**

a. Eighth Army G4 Mobility Division:

- (1) Ensures cargo movement by surface through sea ports are IAW this regulation.
- (2) Provides interpretation of DOT, DOD, and other regulatory guidance for use in USFK.
- (3) Provides guidance and resolves conflicts involving movement priorities.
- (4) Provides oversight and makes recommendations to Commander, Eighth Army on the use of containers during unit deployments and redeployments and non-unit cargo movements.
- (5) Monitors container detention charges and rail demurrage charges.

b. Commander, 837th Transportation Battalion:

- (1) Provides surface and intermodal traffic-management services, and common-user ocean terminal support.
- (2) Interprets, coordinates, and manages the USC contract IAW SDDCR 55-67 and SDDCR 56-69.
- (3) Monitors and coordinates ocean carrier contract performance to ensure the efficient and cost effective delivery of USC controlled containers to and from Korea.
- (4) Manages terminal operations and coordinates terminal activities with USFK. Receives and offers all inbound cargo that requires transportation, not provided by the ocean carrier, to 19th ESC at least 72 hours before the available date to arrange for delivery to consignees. Consignees will receive and off-load containers within allowable free time, except cargo and containers consigned to the 837th Transportation Battalion.
- (5) Coordinates and schedules onward movement of cargo with 517th Movement Control Team, 25th Transportation Battalion.
- (6) Operates or arranges for operation of common-user ocean terminals based on agreement with the USFK Commander, to include contracting for terminal services. Acts as the single point of contact for terminal operations with commercial carriers.
- (7) Serves as the single point of contact between the customer and ocean carrier.
- (8) Issues delivery notice to the carrier with necessary documentation for onward movement based on booking term or special delivery instruction.
- (9) Maintains official records for the verification of carrier bills for detention and other services.

(10) Adjusts terms of services at the request of the consignees to facilitate pipeline efficiencies, and ensures the requested service changes are IAW the Universal Service Contract (USC).

(11) Controls shipment of ammunition through sea ports. Coordinates with 19th ESC Distribution Management Center (DMC) and Materiel Officer (MATO), 6th Ordnance Battalion, as required.

(12) Serves as US single point of contact for all SALS-K ammunition vessel operations.

(13) ICW 19th ESC monitors all container activities to prevent unnecessary detention charges.

(14) Provides port call message to units deploying from the Peninsula by surface mode.

(15) Provides necessary documentation to commercial carriers for customs clearance and onward movement of cargo from the port in a timely manner.

(16) Conducts joint inspection of "misrouted container" and un-manifested container with ocean carriers. Open, inspects, and reseals SEAVANs at carrier facilities in the port area, when appropriate.

c. Commander, 19th ESC:

(1) Controls the inland movement of cargo using the TMR process.

(2) Coordinates with the 837th Transportation Battalion for inland transportation of cargo transiting the seaports, less ammunition.

(3) Controls inland transportation for ammunition transiting the sea ports on a case by case basis.

(4) Designates a MCT as the single point of contact with each destination or origin TO for all cargo movement and control.

(5) Manages Eighth Army SDT (BA42) funds.

(6) Recommends terms of service and/or conversions to 837th Transportation Battalion. The Ocean Cargo Booking Office (OCBO) of 837th Transportation Battalion will review the request, coordinate with the ocean carriers, and determine which term of service to assign IAW Eighth Army and HQ, SDDC directives and guidelines.

(7) Provides traffic management assistance to TOs concerning use, stuffing, and unstuffing of containers.

(8) Provides traffic management assistance to TOs concerning use, loading, and unloading of break-bulk cargo onto trucks and railcars.

(9) Provides container management information to 837th Transportation Battalion to ensure an accurate record of USC container movements and services provided. This information provides an audit trail for verification and certification of commercial billings.



(10) Acts as the single point of contact for coordination with the Republic of Korea Army (ROKA), Army Logistics Command (ALC) for inland movement of ammunition under the SALS-K Agreement.

(11) Coordinates with USFK activities for inland movement of ammunition not accepted for movement by the ROKA ALC under the SALS-K Agreement.

(12) Establish guidance for the delivery of cargo from the ports of debarkation within the theater using Uniform Materiel Movement and Issue Priority System (UMMIPS) or USFK/Eighth Army supplemental standards to the UMMIPS.

(13) Provides necessary documentation to commercial carriers for timely customs clearance and onward movement of cargo from the port.

(14) Prepares a cost comparison with each new container agreement to obtain the lowest transportation costs.

(15) Verifies and endorses ocean carrier detention charges, as required by the USC.

d. 7th Air Forces (AF) Water Port Liaison Office (WPLO).

(1) Acts as the USAF single point of contact at the sea port for all AF cargo arriving/departing via sealift.

(2) Coordinates with the 19th ESC for movement to and from the sea port and with 837th Transportation Battalion to arrange sealift.

(3) The WPLO is collocated with the 837th Transportation Battalion.

e. Commander Navy Forces Korea (CNFK).

(1) Acts as the US Navy single point of contact at the sea port for all Navy cargo arriving/departing via sealift.

(2) Coordinates with the 19th ESC for movement to and from the sea port and with 837th Transportation Battalion to arrange sealift.

f. United States Marine Forces - Korea (USMARFOR-K).

(1) Acts as the US Marine Corps single point of contact for all Marine Corps cargo arriving/departing via sealift.

(2) Coordinates with the 19th ESC for movement to and from the sea port and with 837th Transportation Battalion to arrange sealift.

g. Activities Receiving Cargo (Consignee). Comply with policies and procedures established by 19th ESC to prevent container detention and/or rail car demurrage charges.

#### **4-2. Import Procedures**

a. Procedures for Receipt of Ammunition Shipments. The 837th Trans Bn and the 19th ESC will coordinate with each other as soon as an inbound ammunition shipment has been identified.

The 19th ESC will prepare a distribution plan for all inbound ammunition and control its movement. The 837th Transportation Battalion will observe terminal operations and provide assistance as needed to resolve any issues during the ship discharge.

b. SLOC Shipments. Procedures used to process and move SLOC shipments are found in USFK Reg 700-6.

#### **4-3. Export Procedures**

a. Surface Clearance Procedures. Surface transportation is normally used for export cargo. All shipments are offered through the servicing MCT using DTR procedures and those found in Chapter 6 of this regulation. The shipper provides the OCBO with TCMD, and HAZMAT documentation filled out correctly. The 837th Transportation Battalion OCBO, books the cargo and issues an export traffic release (ETR) for cargo cleared. The shipper is responsible for correctly filling out the ATCMD IAW the Defense Transportation Regulation 4500-9R Part II.

b. Ammunition Export Procedures. The 19th ESC will issue all instructions for movement of ammunition to the sea port for export shipment via surface transportation based on requirements from Army Missile Command (AMCOM) and United States Army Pacific Command (USARPAC) with approval from Eighth Army and USFK Munitions Divisions.

#### **4-4. Port Call Procedures**

a. Port Call. This applies to the call forward of all equipment scheduled for surface deployment through the Seaport of Embarkation (SPOE) Busan, (Pier 8), South Korea. Strict adherence to unit Sea Port of Embarkation (SPOE) arrival date is required. Deviations to the schedule are not authorized unless approved by Eighth Army Headquarters.

b. Movement from Origin to SPOE. Unit must coordinate transportation requirements with the 25th Transportation Battalion's local MCT. Movements to the port will occur via rail, commercial line-haul trucking or convoy. Ensure arrangements have been made to move the deploying cargo to the port. TO requiring commercial line haul support should contact the local MCT or transportation office having responsibility for requesting commercial trucks; coordinate with their force protection office to ensure all commercial carriers picking up or delivering freight are not delayed at the gate; ensure all movements have adequate commercial assets to successfully complete the missions.

c. Port Security. Security is executed at Pier 8 (Busan) by 24/7 contracted guards. CCTV provides additional observation of all pier operations. There are 100% BIDS identification checks conducted at the main gate for everyone entering the Pier. The 3rd ROK fleet provides water-side security during all ship operations and provides random security patrols throughout the harbor, daily. Korean National Police provide a 24/7 security presence outside the main gate of Pier 8 and are able to increase their presence depending on the current threat. Units wishing to provide additional security can do so, if they deem necessary. If staging occurs outside of Pier 8, unit or external security is required.

d. Load Out (Pier 8, Busan, South Korea). 837th Transportation Battalion provides the following information, if available in the system (GATES-Surface):

<u>ULN</u>	<u>UIC</u>	<u>Home Station</u>	<u>Arrival Date (NET)</u>	<u>Arrival Date (NLT)</u>
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e. Arriving Equipment. Pier 8, Busan, South Korea should be consigned to:

US APO Port Address:  
837th Transportation Battalion  
Unit 15179  
APO AP 96214

Commercial Port Address:  
837th US Army Transportation Battalion  
Eighth Pier Gamman-Dong  
Nam-Ku Busan, Korea 608-070

f. Cargo Preparation. Cargo must arrive at the Seaport of Embarkation (SPOE) prepared IAW cargo documentation and accountability procedures listed below:

(1) Units are responsible for inputting their Unit Deployment List (UDL) into Transportation Coordinator's Automated Information Management System II (TC-AIMS II) or coordinating support from their MACOM, 19th ESC or the 25th Transportation Battalion. If the unit does not have access to TC-AIMS II, ATCMD must be generated manually IAW DTR 4500.9-R, Part II, Cargo Movement and provided to the port at the request for booking sealift.

(2) An accurate UDL is essential for transportation planning. Any item not reported accurately will be considered frustrated cargo at the port. Frustrated cargo won't be loaded until all documentation issues are resolved. Major unit commands will provide LNOs to the port to facilitate fixing all cargo documentation discrepancies of frustrated cargo.

(3) All cargo requiring sealift must be documented using Military Shipping Labels (MSLs). MSLs will be printed by the Unit Movement Officer (UMO) and must be affixed to corresponding equipment prior to departure from home station. Deploying units must receive one set of MSLs for each piece of cargo reflected on their UDL. MSLs must reflect the Unit Identification Code (UIC), shipment unit name, model number, and dimensional data as provided on the UDL. Labels for military vehicles must be applied uniformly. Labels must be placed on the driver's side (left side) of the front bumper and on the driver's (left) side door. Equipment must be marked on the front and rear bumpers with the UIC and shipment unit number as provided on the UDL. Corresponding locations must be used for equipment without bumpers or doors. For Containers, ISUs, and other break bulk cargo, two labels need to be placed on each item, as previously described. Any other similarly constructed MSLs from previous deployments will be removed to avoid confusion.

(4) When possible, units need to report vehicles and trailers in "reduced for sealift/operational" configuration in their UDLs. For vehicles, trailers and containers carrying secondary cargo, actual weights must be annotated in the UDL prior to Military Shipping Labels being produced.

(5) Vehicle loads that could possibly be shipped separately (secondary loads) must also have a MSL in the event the cargo is un-nested from its prime mover to satisfy transporting or loading requirements.

(6) RFID tags: provides in-transit visibility (ITV) capability that enhances the ability to identify, document, and track deploying unit cargo and equipment. RFID can provide visibility of vehicles, secondary cargo packed inside containers, secondary cargo packed inside cargo vehicles and trailers. Units will affix RFID tags at home station. Level 6 secondary cargo detailed data must be reflected on the unit's UDL for this data to be transferred to the RFID tags. Units requiring additional RFID tags should contact the 19th ESC Mobility Branch for procurement procedures. Refer to the chapter 3, Paragraph 3-5 of this regulation.

g. Hazardous Cargo.

(1) Unit personnel are responsible for packing, marking, labeling, placarding, and certifying hazardous material items, and will ensure actions are completed IAW CFR, Title 49, Hazardous Materials Transportation (CFR 49). Units must have a certified HAZMAT (P) trained individual, to complete the required paperwork to sign the Shipper's Declaration, DD Form 836. Items shipped IAW Department of Transportation Exemption (DOT-E), DOT special approval, or Competent Authority Approval (CAA) must be attached to the shipping manifest.

(2) Hazardous cargo must be segregated and labeled IAW CFR, Title 49, Hazardous Materials Transportation. For example, flammables must be segregated from oxidizers and oxygen and acetylene cylinders must be removed from the vehicles and strapped to separate wooden palletized crates to firmly and securely hold the cylinders in an upright or vertical position.

(3) The multimodal dangerous goods form is required for HAZMAT shipments transported on commercial vessels in US, and international waters. However, a DD Form 836 may be used to document regulated amounts of hazardous material. Organic vehicles, trailers, containers, and any other unit equipment containing HAZMAT arriving at the port will require the following documentation:

(a) Completed DD Form 836 for each vehicle/container/equipment shipped or convoyed carrying HAZMAT IAW CFR 49. The DD Form 836 must be visible and completed in four (4) copies for containerized cargo. One copy will be retained by the certifying unit/installation, one will be placed inside the container or package, one copy will be affixed to the outside of container or package in a waterproof envelope, and one copy will be provided to the port. Three copies of the DD Form 836 are required for vehicles. One copy will be retained by the certifying unit/installation, one copy in a waterproof envelope will be affixed to the vehicle, and a copy will be provided to the port.

(b) For all HAZMAT shipment of units deploying to CONUS, an equipment list containing the proper cargo category codes must be transmitted to the port via TC-AIMS II. The shipper will attach a DD Form 836 to the TC-AIMS II generated Government Bill of Lading (GBL) to provide the correct HAZMAT certification information or the unit's LNO will provide a hard copy of all shipping papers for all equipment to the port documentation teams.

(4) Unit vehicles/containers will be properly placarded IAW DTR 4500.9-R, Part II, Cargo Movement and CFR 49.

(5) Containers will have a packing list, which includes the HAZMAT information affixed to both the inside and outside of the container in a waterproof envelope.

(6) Ammunition or explosives will not be permitted in the port or aboard the vessel without authorization from this command. This prohibition extends to container shipments, also.

#### h. Sensitive/Classified Material.

(1) Sensitive/classified shipments shall be transported IAW DTR 4500.9-R, Part II, Cargo Movement.

(2) Applied seal numbers will be annotated on the DD Form 1907, signature and tally record, which will accompany the GBL to create a "change of custody" IAW REF C for all sensitive items being shipped.

(3) A separate packing list, listing the sensitive items, for each item of cargo containing sensitive items must be provided to the 837th Transportation Battalion via fax or delivered with the cargo. Fax to DSN: 768-7323 or COMM: 0505-768-7847.

(4) Crew served weapons must be removed from vehicles and placed in a locked container approved for sensitive item shipments IAW AR 190-11 with a security seal.

(5) For specific transportation protective security questions, customer units must contact the applicable service component physical security office, USFK Provost Marshal Physical Security Section at DSN: 738-4713/4715 or Eighth Army PMO Physical Security Section at DSN: 738-6348.

i. Agriculture Inspections:

(1) Units deploying to the United States or a US territory (i.e. Guam) are responsible for coordinating for the agriculture (AG) inspection for containerized cargo and breakbulk cargo at home station before to shipping equipment to the port. A Pre-AG inspection is not required; however, it is highly recommended that units utilize the AG inspection checklist to prepare equipment for the official inspection. The AG inspector must be present to inspect and certify containerized cargo as it gets stuffed in containers. Cargo must be delivered to the port certified as meeting agricultural standards with the proper documentation. USFK Service Components will train and certify agricultural inspectors to accomplish the certification of their Unit Equipment and cargo. By exception, when service components are not able to meet this requirement, requests for Agricultural certification support will be requested NLT six weeks in advance through the following POCs. Any requests earlier than the 6 weeks will be supported as resources are available or timelines may have to be adjusted due to availability of AG Inspection Teams.

(a) Eighth Army G-3 Current OPS Tasking 723-3737

(b) 65th MED BDE Tasking 736-7562

(c) Defense Logistics Agency-Distribution Korea 765-4141

(2) Organizations such as DLA and MSC-K are authorized to conduct the agricultural certification of freight and equipment shipped by their activities with their trained and certified inspectors. Cargo must be delivered to the port certified as meeting agricultural standards with the proper documentation.

j. SEAVANs/Containers/QUADCONs. Containers must be marked with their actual gross weight before departure from home station. Accurate weight data must be easily identifiable to port personnel to avoid injury or equipment damage. Do not exceed container weight limitations. The actual gross weight must be annotated on the unit's UDL in order for the actual weight to be entered on the MSL. The packing list, which includes the HAZMAT information, must be affixed to both the inside and outside of the containers. During deployment, containers must be inspected to ensure that they meet the current CSC inspection requirements and have a current CSC decal affixed on the container in the appropriate location.

k. Vehicles/Trailers/Miscellaneous.

(1) Equipment arriving at the port must be clean, free from fluid leaks, and in good mechanical condition. Vehicles must be equipped with serviceable and proper lifting devices or

shackles. Equipment repair is the responsibility of the deploying unit and Port Support Activity (PSA) prior to vessel loading.

(2) Vehicles must not have their fuel tanks greater than 1/2 full.

(3) Units shipping wreckers need to ensure tow bars and tools are placed in the cab or cargo compartments of the vehicle to allow easy access at the SPOE. This equipment may be required to discharge unserviceable vehicles from the vessel due to limited recovery assets in theater.

(4) Cargo loaded in or on vehicles must be properly blocked, braced and secured for sea shipment. Loose cargo loads are not permitted. Unit should prevent metal-to-metal contact if there is a possibility of abrasive damage.

(5) Jerry cans may be shipped half full if secured in a rack designed for such carriage. Otherwise, they must be shipped empty, vapor free, and documented on a DD form 836.

(6) Generators may not have their fuel tanks greater than ¼ full. Bulk fuel carrier (trailers) must be drained. If drained but not purged, vehicles will be handled as HAZMAT.

l. Equipment Maintenance. Must be accomplished at home station prior to departure. When equipment is convoyed to the SPOE, vehicle preparation that could not be accomplished prior to departure from home station will be done at the port within a designated area.

m. Vessel LNO Responsibilities. LNOs for major deploying units are encouraged to be at the port during cargo receipt and vessel load operations. LNOs must be in duty uniform and must have hard hats and reflective vests provided by the unit.

n. Supercargo. The Eighth Army G3 is the decision maker for Army units if requested requirements exceed berth availability. Requesting units will provide standard name line (SNL) of all supercargo. Supercargoes will be under the operational control of the port commander, but must be on Temporary Duty (TDY) orders during the load out period. It is strongly recommended that supercargoes report no earlier than one day prior to the vessel sail date. Personnel must have travel orders and sufficient funds to defray the costs of lodging/meals between arrival at the port and boarding the ship. It is the unit's responsibility to provide/coordinate messing and billeting prior to vessel arrival. In order to board and depart the vessel, supercargoes must carry with them a Military ID Card and travel orders.

o. Points of Contact. 837th Transportation Battalion.

(1) Cargo Operations: DSN 763-3616/3707/3156.

(2) Cargo Documentation: DSN 763-3616/3707/3156.

p. Coordinating Instructions.

(1) Life Support Area (LSA): Billeting, mess and transportation support will be provided by IMCOM.

(2) Port Support Activity (PSA): The size of the PSA will be based on the final unit UDL and the vessel to be loaded. Final PSA requirements will be staffed between the 837th Transportation Battalion, Eighth Army G3, 19th ESC and the deploying unit.

#### **4-5. Cargo Booking Procedures for Sealift**

##### **a. Booking Cargo out of the Peninsula.**

(1) Shipping activity/unit submits the following information to the Cargo Distribution Section (CDS), 837th Transportation Battalion Tel: 763-3619 or 763-3451; Fax: 763-3179.

(a) A valid Transportation Account Code (TAC).

(b) Export Traffic Release Request (ETRR), DD Form 1384 Transportation Control Movement Document (TCMD), DD Form 2890 DOD Multimodal Dangerous Goods Declaration for HAZMAT cargo, DD Form 1750 Packing List, DD Form 2781 Container Packing Certificate or Vehicle Packing Declaration, DD Form 1907 Signature and Tally Record for sensitive item cargo, AG Inspection Documents if applicable.

(c) TC-AIMS II UDL data file.

(d) TC-AIMS II WPS or GATES-OCEAN export file.

(2) The 837th Transportation Battalion OCBO offers the cargo to the best value carrier who is able to meet the RDD and cargo-specific requirements. If a commercial solution is not available for any reason, the 837th Transportation Battalion will submit a One Time Only (OTO) request for movement through the 599th Transportation Surface Brigade to SDDC HQ.

(3) If one carrier cannot meet the requirements of the shipment, the cargo is offered to the next carrier on the list. US Flag-Service options must be exhausted before foreign-flag justification is approved by 599th Transportation Surface Brigade.

##### **b. Time Phased Force Deployment Data (TPFDD) Deployments.**

(1) The unit exports their Unit Deployment List in TC-AIMS II to the Transportation Information System (TIS) Enterprise Server. A UDL will be generated for deployment and copies forwarded to Eighth Army G35 ASD via a TC-AIMS II JFRG II export. USFK will assign a ULN to the movement and import JFRG II file to JOPES. USFK validates the UDL and notifies US PACOM and USTRANSCOM for assignment of a vessel to meet the requirement.

(2) USTRANSCOM through MSC/SDDC assigns a vessel to meet the requirement.

(3) SDDC/837th Transportation Battalion Seaport of Embarkation (SPOE) sends a port call message to the unit and inbound clears the transportation movement plan through the 25th Transportation Battalion to the port.

c. Booking Cargo by Sealift. This action requires a long lead-time for execution of any large movements. 45-60 days is preferable. Shippers/units wanting to book their cargo on a vessel for movement out of the Korea should submit their available to load and shipping dates at least 45 days in advance of any surface movement. Shippers/units should also use this timeline in establishing their RDD to the final destination. Simply providing a RDD does not mean that a vessel will be prepared to meet the movement requirement(s). Vessels transit the ports within the US PACOM AOR regularly. Requirements must be identified in advance through the proper booking process (like making an airline reservation) or the space on vessels fills up quickly and is not available for use.

## **Chapter 5**

### **Shipment of Cargo through Aerial Ports**

#### **5-1. Responsibilities**

a. Eighth Army G4 Mobility Division:

(1) Ensures procedures for shipment of cargo through aerial ports are IAW this and other applicable regulations.

(2) Provides interpretation of DOT, DOD, and other regulatory guidance for use in USFK.

(3) Provides guidance and resolves conflicts involving movement priorities.

b. 731st AMS:

(1) Receives advance documentation from the Airlift Clearance Authority (ACA).

(2) Provides all pertinent advance manifest documentation to the MCT for scheduling aerial port clearance.

(3) Receives, loads, and provides tie down services for all air cargo bound for inland destinations IAW MCT prepared load plans and instructions.

(4) Processes cargo on a first-in, first-out (FIFO) basis IAW destination, priority, and system entry time (SET).

(5) Publish procedures for the efficient movement of intra-theater cargo by air.

(6) Maintains records concerning movement of ALOC 463L pallets.

(7) Ensure the timely return of dunnage, 463L pallets, and pallet components to the predetermined aerial port.

(8) Process ALOC cargo IAW USFK Reg 700-6, Chapter 6.

(9) Report transportation discrepancies on Standard Form (SF) 361 (Transportation Discrepancy Report) IAW DTR 4500.9-R.

(10) Report supply discrepancies on SF 364 (Report of Discrepancy) IAW Air Force Regulation (AFR) 400.54.

c. 19th Expeditionary Sustainment Command:

(1) Performs functions of Airlift Clearance Authority (ACA) for all USFK activities, less AF, using military airlift. The ACA mission is to clear all cargo into the airlift system and to verify documentation and eligibility of all cargo offered for shipment. Validate TAC prior to sending an ATCMD to aerial port of embarkation (APOE). HQ PACAF establishes ACA at air bases served by Air Mobility Command (AMC) flights. Operating procedures for the ACA are found in DTR 4500.9-R. Guidance on air eligibility of cargo is found at Appendix C of this regulation.

(2) Provides MCT as required.



(3) Operates a TMR system for common user transportation of line-haul shipments to and from APOE and APOD.

(4) Arranges timely inland transportation to facilitate aerial port clearance.

(5) Establish guidance for the delivery of cargo from the ports of debarkation within the theater using UMMIPS or USFK/Eighth Army supplemental standards to the UMMIPS.

(6) Coordinates with consignors and consignees to ensure timely movement of transportation and to prevent unnecessary detention and demurrage charges.

(7) Maintains records concerning movement of ALOC 463L pallets.

(8) Ensures ALOC 463L pallets have movement priority.

(9) Ensure the timely return of dunnage, 463L pallets, and pallet components to the predetermined aerial port.

(10) Process ALOC cargo IAW USFK Reg 700-6, Chapter 6.

(11) Report transportation discrepancies on SF 361 (Transportation Discrepancy Report) IAW DTR 4500.9-R.

(12) Report supply discrepancies on SF 364 (Report of Discrepancy).

d. MSCs, Service Components, and Defense Agencies:

(1) Provide dunnage and properly block and brace cargo for movement.

(2) Ensure the timely return of dunnage, 463L pallets, and pallet components to the predetermined aerial port.

(3) Validate every TAC against the master TAC reference table prior to creating the shipping documentation.

e. Process ALOC cargo IAW USFK Reg 700-6, Chapter 6.

f. Ensure timely download of cargo by consignees.

g. Report transportation discrepancies on SF 361 (Transportation Discrepancy Report) IAW DTR 4500.9-R.

h. Report supply discrepancies on SF 364 (Report of Discrepancy) IAW the applicable Service or agency regulation.

## **5-2. Import Procedures**

a. Military ALOC Shipments. Procedures used to process and move military ALOC shipments are found in USFK Reg 700-6.

b. Commercial ALOC Shipments.

(1) Commercial ALOC shipments are direct door to door shipments from the Distribution Depot San Joaquin, California (DDJC) to select distribution drop points (DDP) and SSA. The commercial carriers, Federal Express (FedEx) and Emery Worldwide Freight Company are responsible for cargo delivery. No military intervention is required unless carriers fail to meet delivery time standard established by the contract.

(2) Commercial air services are by WWX (Door-to-Door service) for air movement of small parcels less than 150 pounds.

c. Ammunition Shipments.

(1) The 731st AMS will notify the MATO, 6th Ordnance Battalion (AMMO) through the MCT of inbound ammunition shipments to coordinate port clearance.

(2) The 19th ESC coordinates directly with the ROKA ASC to arrange for movement of inbound air shipments to the destination.

(3) When the ROKA ASC cannot support the movement of inbound ammunition, the 25th Transportation Battalion will coordinate for CULT assets and with the consignee unit to provide the required escorts.

### **5-3. Export Procedures**

a. General. Military or civilian aircraft may be used to move cargo via air transportation. Consignors may use joint airborne/air transportability training missions, special assignment airlift mission (SAAM), or channel missions to ship cargo intra-theater or inter-theater. Additionally, Army aircraft may be available to ship cargo within Korea. Commercial air services are by worldwide express (WWX) for air movement of small parcels.

(1) Joint Airborne/Air Transportability Training (JA/ATT) missions are forecasted and requested at quarterly JA/ATT conferences. Submit JA/ATT request 90 days prior with final dates and missions locked-in 30 days prior to the JA/ATT conference.

(2) Request procedures for SAAM are found in PACAF Pamphlet 24-1.

(3) Intra-theater SAAM requests in Korea are forwarded by users through the appropriate component commands validating authority (Air Branch, Eighth Army, G4 Mobility Division, ATTN: AMLO) to the Pacific Airlift Management Office (PAMO) in Hawaii. The priority of the request is relative to other airlift requirements. The PAMO address is HQ, Pacific Air Force, ATTN: LGT/PAMO, Hickman Air Force Base, Hawaii 96853.

(4) Space on channel missions is requested through the ACA, MCT, 25th Transportation Battalion, 19th ESC.

b. Airlift Clearance Authority (ACA). The 19th ESC performs the functions of ACA for all USFK activities, less AF, using military airlift. See paragraph 4-4c.

### **5-4. Use of Army Aviation**

a. Request for Army Aircraft. USFK Reg 95-4 contains procedures for requesting Army aircraft during armistice. Refer to CFC LP&P for wartime procedures.

b. Requests for Army Aircraft.

(1) Request for movement by airlift.

(a) The unit will contact the servicing MCT to request air movement of cargo. Requests will be submitted on a USFK Form 84-R-E (Aircraft Mission Request). Preparation and disposition instructions are found on the form. This form is used in both peacetime and contingencies.

(b) The servicing MCT coordinates with the Eighth Army G3 Aviation Flight Operations Officer. A minimum of seven working days of notice is required to conduct a request from the Eighth Army G3 office.

(c) The unit cargo documentation is reviewed and forwarded to the MCT three days in advance of movement.

(d) All cargo needs to have a completed DD Form 1384 TCMD with appropriate prime mover and trailer data and a DD Form 1387 shipping label. Hazardous shipments need to be certified IAW AFJMAN 24-204 with a minimum of three shippers declarations.

(e) Once the cargo arrives at Osan AB, it is cleared by the ACA and handed over to the 731st AMS.

(f) If the unit cannot move cargo to Osan AB, transportation can be requested from the servicing MCT.

(2) Joint Airborne/Air Transportation Training (JA/ATT) movements.

(a) The requesting unit submits a JA/ATT request to the Battlefield Control Detachment Korea (BCD-K) Airlift Section at least 90 days in advance of the fiscal quarter that contains the air movement date.

(b) The BCD-K Airlift enters the proposed mission data into the Pacific Command Air Forces (PACAF) web site.

(c) The PACAF JA/ATT coordinator usually takes about three days to approve the mission for posting on the web.

(d) If the coordinator disapproves any item in the mission, he notifies BCD-K Airlift so the request can be re-worked by the unit for resubmission.

(e) Any USAF airlift unit can "buy" the proposed mission, including Air National Guard squadrons.

(f) Once the airlift unit and a Combat Control Team have bought the mission, the airlift unit assigns it a mission number and it is approved for flight. This process can take approximately one to four weeks after the mission is posted.

c. C-12 Air Shuttle Service. Chapter 10 of this regulation contains procedures for using the C-12 shuttle service between Seoul and Daegu.

d. Airfield Information. Airfield information is available from the Eighth Army Aviation Office (EACJ-EA).

## **Chapter 6**

### **Shipping and Receiving Procedures**

#### **6-1. Responsibilities**

a. USFK J4:

- (1) Will be the overall Distribution Manager in Korea.
- (2) Will provide policy and guidance for all USFK assigned units.

b. Eighth Army G4 Mobility Division:

- (1) Ensures shipping and receiving procedures within this regulation are followed.
- (2) Provides interpretation of DOT, DOD, and other regulatory guidance for use in USFK.

c. 19th Expeditionary Sustainment Command:

- (1) Acts as the distribution management agent for USFK.
- (2) Establishes procedures to ensure timely movement of transportation cargo and transportation assets and to prevent unnecessary detention and demurrage charges.
- (3) Maintains liaison with and provides technical assistance to shipping and receiving activities.
- (4) Receives transportation requests from TOs and determines mode of shipment.
- (5) Provides customer assistance in resolving transportation discrepancies.
- (6) Arranges re-consignments and diversions with 837th Transportation Battalion and other receiving and shipping activities.
- (7) Establishes procedures to ensure issue and receiving activities use and maintain legible truck manifests IAW Chapter 8 of this regulation.
- (8) Establishes procedures to ensure issue and receiving activities use and maintain legible customer cargo pick-up sheets and for customers to pick-up high priority cargo within established time standards.

d. 7th Air Force:

- (1) Establishes procedures to ensure timely movement of transportation cargo and transportation assets and to prevent unnecessary delays.
- (2) Maintains liaison with and provides technical assistance to shipping and receiving activities.

(3) Receives transportation requests from TOs and determines mode of shipment.

(4) Provides customer assistance in resolving transportation discrepancies.

e. MSCs, Service Components, and Defense Agencies:

(1) Establishes procedures to ensure timely movement of transportation cargo and transportation assets and to prevent unnecessary detention and demurrage charges.

(2) Provides local haul service by using assigned military or contracted vehicles.

(3) Requests MCT support when available assets cannot fulfill local haul missions. TOs will fund use of line-haul assets used for local haul missions.

(4) Load, block, and brace cargo, and prepare cargo documentation, as required.

(5) Arrange for necessary MHE and manpower to accomplish loading and unloading, as required.

## **6-2. Shipping Procedures**

a. Transportation. The shipper requests transportation support from the appropriate activity, depending on type of move and mode. Requests for transportation support must include identification of hazardous material, if applicable. Any type of TPS must be provided by the unit or US MPs. (Refer to Chapter 8 of this regulation).

(1) Ensure that all personnel participating in the shipment of explosives and other hazardous material comply with regulations governing hazardous material movement. Direct questions or issues concerning the establishment, amendment, or clarification of such rules and regulations to the Eighth Army G4 Mobility Division.

(2) Use organic transportation to meet local haul movement requirements, when mission permits. If support is required for local haul movements, request additional support from the appropriate servicing transportation office.

(3) Line-haul transportation support is requested from the servicing MCT a minimum of 72 hours prior to the desired movement date. Requests for oversize/overweight movements requires 10 working days. (Refer to Chapter 2, Paragraph 2-4 of this regulation).

b. Records and Files. Maintain files IAW AR 25-400-2 or applicable DOD regulations. Records will include:

(1) Appointments for TO, ATO, TA.

(2) Records for all shipments to include classes 1.1, 1.2 or 1.3 explosives, Class A or B poisons and radioactive Yellow III label materials.

(3) A list of personnel authorized to certify air shipment of hazardous cargo.

### 6-3. Receiving Activity Procedures

a. Receiving the Shipment. Shipments will arrive at the receiving activity by a variety of modes. The TCMD data will arrive prior to or concurrent with the shipment. TCMD data may be in the form of a TCMD, GBL, Commercial Bill of Lading (CBL), or other document containing the information necessary to account for the shipment.

b. In transit Documentation. Receiving activities must complete the appropriate in-transit data documentation that accompanies the shipment. Specific instructions are contained in MILSTAMP.

c. Interrupted Movements. The receiving activity may be involved in holding, diverting, and tracing shipments as a result of irregular or interrupted movement of cargo. Detailed instructions are contained in MILSTAMP. Coordinate requirements for holding, diverting, and tracing shipments within US CULT with the servicing BMCT. Report misconsignments to and request reconsignments from the servicing transportation office or BMCT.

d. Discrepancies. When a discrepancy occurs in a shipment and information is needed to process a possible claim, the receiving activity will process a TDR. Instructions for processing TDRs are contained in Chapter 11 of this regulation and DTR 4500.9-R.

e. Claims for Loss or Damage.

(1) Consignee TOs will initiate claims for cargo loss or damage for cargo received from commercial or contract carriers. The TO will file a SF 361 and assemble the TDR (claims) package IAW DTR 4500.9-R. AR 55-38 or applicable service regulation has separate procedures for reporting discrepancies involving classified or protected cargo using TPS.

(2) The consignee must notify the TO who will request the local installation Provost Marshal Office to conduct an investigation if lost cargo is due to suspected theft or pilferage. The TO will annotate the SF 361 to reflect the Provost Marshal Office's point of contact, address, and telephone number for the police report if required later for claims adjudication.

(3) The US Government must prove the carrier is at fault for losses or damages in order to collect on a claim for loss or damage. Commercial and contract carriers are responsible for providing proper care and custody of cargo entrusted to them for shipment. Claims are settled under a uniform system that protects both the interests of the government and the carrier. Accordingly, when initiating a claim for loss or damage, the TO must clearly demonstrate and document that loss or damage resulted from failure of the carrier to provide proper care and custody.

(4) The TO must notify the local MCT immediately upon the discovery of loss or damage to a shipment. The MCT will record the name of the TO who reported the discrepancy, telephone number, date, and time. For USC commercial containers, the destination MCT will also notify the origin MCT who will inform the 837th Transportation Battalion. For carriers contracted through 25th Transportation Battalion, the destination MCT will notify the origin MCT who contracted for the line haul and the Contracting Officer Representative (COR) of 25th Transportation Battalion. The carrier must be afforded the opportunity to participate in a joint survey of the alleged loss or damage. The Government's claim is weakened substantially and the carrier's ability to take preventive action against future loss or damage is lessened if the carrier is not afforded the opportunity to survey the alleged loss or damage. Carriers will be allowed 4 hours after telephonic notification to arrive for a joint survey. TOs must ensure that the carrier's representative is allowed

access to the facility. If the carrier declines to participate in a joint survey, the TO will record this fact and proceed with unloading the cargo.

(5) Classified, small letters, or technical supplies or equipment will not be released to a carrier for inspection, salvage, or repair.

(6) When surveying suspected loss or damage, including spoilage of refrigerated cargo, note in detail the actual condition of the cargo, suspected cause of loss or damage, the condition of the transportation cargo seal at time of delivery, and any apparent deficiencies in the carrier's equipment. Using a digital camera, take pictures of any discrepant conditions and includes them in the claims package as evidence. Record all findings on the SF 361. For refrigerated cargo, examine the temperature record and make a copy for enclosure to the claims package. Note that temperature recording equipment and records are the property of the carrier, and while the devices and records may be inspected by the TO, they must be returned to the carrier.

(7) Distribution of TDR (claims) packages.

(a) Send the original claims package for cargo loss or damage involving USC controlled containers commercial containers moving under the provisions of the USC Container Contract and SDDC Billing Rate Guide to Commander, 837th Transportation Battalion, ATTN: MTPC-PU-TM, Unit #15179, APO AP 96259-0268.

(b) Send the original claims package for cargo loss or damage involving the KORAIL, a contract trucking company, or any other carrier arranged by the 25th Transportation Battalion to Commander, 25th Transportation Battalion, ATTN: EANC-MS-TH, Unit #15264, APO AP 96218-5181.

(c) Additional distribution made for claims involving other carriers will be made IAW DTR 4500.9-R and subparagraph 11-4d.

f. Records and Files. All receiving activities will maintain shipping and receipt files IAW AR 25-400-2 or applicable service regulations. Maintain a record of commercial highway shipments received to provide necessary information for certification of demurrage or detention charges. The following will be included in the record:

(1) Carrier's name, contract number, and vehicle identification.

(2) Date and time of vehicle arrival.

(3) Date and time loading or off-loading of vehicle began.

(4) Date and time loading or off-loading of vehicle was completed.

(5) GBL or Bill of Accessorial Services (BAS) numbers.

(6) A copy of USFK Form 79EK (Bill for Accessorial Services) issued to cover any demurrage.

g. Warehouse activities or receiving unit will notify their local MCT and 19th ESC SPO Mobility of scheduled office closures no later than 72 hours in advance. For unexpected or emergency closure, units will contact their local MCT as soon as possible.

## **Chapter 7**

### **Transportation Documentation**

#### **7-1. Accountable Forms**

a. The following forms are accountable documents:

- (1) USFK Form 79EK (Bill for Accessorial Services (BAS)).
- (2) USFK Form 79-1EK (US Government Transportation Request for Passenger Travel).
- (3) USFK Form 79-2EK (US Government Transportation Request for Passenger Equipment).
- (4) USFK Form 79-3EK (US Government Bill of Lading).
- (5) USFK Form 79-3-1EK (US Government Bill of Lading (Continuation Sheet for USFK Form 79-3EK)).

b. All Services/activities TOs will be appointed in writing as the responsible officer and held accountable for control, safekeeping, and disposition of these accountable forms.

c. The responsible officer will maintain an accurate record of each accountable form received, transferred, or issued. Automated spreadsheets are acceptable as ledgers. This information will be maintained for one year after the date of final entry. The following entries will be included as a minimum:

- (1) GBL/CBL/BAS received. Record the date-time group, serial numbers (for example, 00001 to 01500), name of person, or unit from who issue was received.
- (2) GBL/CBL/BAS issued. Record the date-time group, serial numbers, and the name of the person receiving the documents. The individual receiving the serial numbered documents will sign the register.
- (3) Voided documents. Record the date-time group, serial number, names, and file reference number where original copy is filed.
- (4) Remarks. This column can be used to record any additional data required for accountability. For example, the unit can enter data on a daily basis to record the issue of documents to individuals within the activity for its preparation for shipments.

d. Use proper receipt procedures when transferring all accountable documents. When accountable documents are received by an activity, the responsible officer will verify the serial number of each document against the serial number listed on the form.

e. Each Service activity receiving accountable documents will maintain a separate register by type document reflecting an audit trail from time of receipt until time of issue. All receipts, transfers, issues, losses, returns, cancellations, and destruction of accountable documents will be reflected on the register.

f. Blank accountable documents may be transferred only to other responsible officers or their designated representative.



g. Voided accountable documents will also be annotated on the appropriate register. All copies of the voided document will be returned to the individual or activity maintaining the register. The document will be prominently marked with the word "Void" or "Canceled." A memorandum for record will be prepared and attached to copy number 1 of the voided document indicating destruction of the remaining copies and filed with the completed documents.

h. When bills of lading have become mutilated or otherwise unfit for use, all parts except the original will be destroyed. The original accountable document will be marked "Canceled" or "Void" and will be filed in the appropriate file.

i. When blank original accountable documents are lost, stolen, or missing, the issuing officer will submit a memorandum with an appropriate explanation and the respective serial number to the appropriate finance office for that Service.

j. When blank original accountable forms previously reported lost, stolen, or missing are recovered, the issuing officer will destroy the form and submit a memorandum with the form serial number to the appropriate finance office.

## **7-2. USFK Form 79EK (Bill for Accessorial Services)**

a. USFK Form 79EK is used for supporting payment of accessorial services (for example, railcar demurrage, layover charges, car cleaning, and refrigerated truck detention) occurring against the US Government that are not normally covered under a shipping and handling contract.

b. Preparation and disposition instructions for USFK Form 79EK are found on the form.

c. Railcar demurrage or cancellation, switching charge, refrigerated trucks detention, and MHE charges are billed on the BAS.

(1) To avoid delay or duplication of demurrage payment, all bills for demurrage will be certified or otherwise disposed of as soon as possible after receipt from the carrier.

(2) The Service's TO is the only person authorized to certify payment of demurrage bills and in the manner authorized for issuance or use of the GBL.

d. Demurrage charges will be chargeable to the activity responsible for the demurrage.

e. Duplicates or copies of demurrage bills will not be certified unless accompanied by a statement from the contractor that the original has been destroyed and has not been presented for payment.

f. Bills covering demurrage charges that occurred at stations that are abandoned or are in the hands of caretaker personnel will be forwarded without certification, with all related correspondence and available data, to the 19th ESC.

g. Settlement of outstanding accounts will be carried out as follows:

(1) Prior to departing TOs leaving a station, Service commanders will ensure the TO will make disposition of all unsettled demurrage bills or leave with the successor a detailed statement on any outstanding accounts which cannot be disposed of prior to departure.

(2) Newly appointed TOs reporting for duty will inquire into the status of the demurrage account and, as soon as possible, dispose of any outstanding accounts.

(3) Outstanding accounts that cannot be substantiated will not be certified for payment. Instead, they are forwarded, with copies of all related correspondence and available information, to the 19th ESC for instructions regarding certification for payment. USC related outstanding account packets are forwarded to the 837th Transportation Battalion, ATTN: MTPC-PU-TM, Unit #15179, APO AP 96214.

### **7-3. USFK Form 79-1EK (U.S. Government Transportation Request for Passenger Travel)**

a. USFK Form 79-1EK is used to purchase tickets for passenger travel on scheduled commercial service. Air, rail, and travel for individuals or small groups may be purchased using this form.

b. Preparation and disposition instructions are found on the form.

c. Servicing Commercial Transportation Offices (CTOs) and can provide assistance.

### **7-4. USFK Form 79-2EK (U.S. Government Transportation Request for Passenger Equipment)**

a. USFK Form 79-2EK is used to charter passenger equipment for large group moves. Railcars and buses may be chartered using this form.

b. Preparation and disposition instructions are found on the form.

c. Servicing CTOs, and MCTs can provide assistance.

### **7-5. USFK Form 79-3EK (U.S. Government Bill of Lading)**

a. USFK Form 79-3EK is used for the procurement of transportation and related services provided by a commercial carrier contract, that are ordered incident to a line-haul movement by a commercial carrier when the charges for such service(s) are properly payable by USFK directly to the carrier concerned.

(1) Miscellaneous services such as disassembly, blocking, or bracing are not normally considered services payable under a GBL, but paid by BAS, USFK Form 79EK.

(2) Truck detention charges, except for refrigerated trucks, are annotated on the GBL.

b. Preparation and disposition instructions for USFK Form 79-3EK are found on the form.

c. Service TOs will determine from the terms of the contract whether shipment is to be made on a GBL.

d. Except as provided below, GBLs are required for all line-haul movements by commercial carriers for which the USFK is responsible for payment of transportation charges directly to the carrier concerned.

e. Issuing GBLs.

(1) The issuance of a GBL after the service has been performed by the carrier is prohibited, except for the following purposes:

(a) For conversion of a TCMD or truck manifest as provided in transportation service contracts.

(b) To authorize payment of additional charges resulting from the diversion or reconsignments of a line-haul shipment moving on a prepaid GBL.

(c) To cover a portion of shipments diverted when a single bill of lading shipment is moving on more than one unit of transportation equipment.

(2) The issuance of a duplicate GBL is prohibited. In cases where an original GBL is lost, the carrier will apply for payment of charges by submitting USFK Form 79-6EK (Certificate in Lieu of Lost U.S. Government Bill of Lading).

(3) A separate GBL will be issued for each of the following units of transportation unless otherwise directed by Commander, 19th ESC:

(a) One or more rail carloads or one or more truckloads comprising a volume shipment, occurring on a single day or date, to one destination.

(b) One empty freight car in "deadhead" (empty rail car, one way) movement. When the length of the article requires the use of one or more "idler" cars (empty flatcars), one GBL will be issued for both the rail cars that carry the load and the idler cars.

(4) A GBL is the only document required for shipment of cargo by the KORAIL during the in-country deployment or redeployment phases of an exercise or contingency operations.

f. Completion and surrender of original GBLs by consignee.

(1) Upon signing the GBL, the consignee certifies that the service has been performed by the carrier. The consignee is responsible for determining the accuracy and completeness of the GBL prior to signature.

(2) Consignees will complete and turn in the GBL to the carrier upon receipt of shipment in full and good order. If the GBL is not received 15 days after the shipment has been received, the consignor will contact the consignee to obtain the original USFK Form 79-3EK or USFK Form 79-6EK.

(3) Prior to completing a GBL or giving a temporary receipt to the carrier, the GBL will be compared with the shipping document, tally out, (reconcile/verify shipment), packing list, or other shipping record. If there is a shortage or damage, the consignee will promptly notify the carrier and request a joint inspection. This notification will be confirmed in writing. If the carrier fails to respond to the notification, a record of the circumstances will be made and appropriate remarks (including the actual loss of or damage to the property) will be made in the space provided on the reverse side of the original. Copies 5 and 7 of the GBL will be signed and dated.

(4) A notation is not required on the reverse side of the GBL in cases where the loss or damage in any one shipment on the GBL is considered to be inconsequential. The term inconsequential is when the estimated money value of shortage or damage does not exceed \$10 or when the damage (unrepaired) does not impair the usefulness of the article.

(5) When shipments are billed to and received by a TO and subsequently delivered to some other government agency or individual, the receiving officer or other individual actually receiving the shipment will be required to furnish a receipt for the property in writing to the TO, showing the condition of the lading and a list of the shortages, if any.

(6) Consignees will establish necessary procedures to ensure that all above actions are accomplished effectively and within a reasonable time frame as a safeguard against unauthorized diversion or pilferage of U.S. owned freight.

g. After completion by the consignee, the following disposition of GBLs is made: The original GBL and copy 7 will be immediately returned to the carrier's destination representative and copy 5 will be retained for filing. Carriers will submit invoices with supporting documents (GBL) to the 19th ESC Resource Management Office (RMO) as required by the tender or convention. If there's a problem with incorrect, incomplete documents, or missing documents, the RMO will return the invoice to the carrier. The RMO will request missing documents from the appropriate MCT/ITO only as an exception.

#### **7-6. Alterations and Corrections to USFK Form 79-3EK**

a. Alterations and corrections to GBLs by the consignor.

(1) When the original and all copies of the GBL are available, corrections will be made and initialed on the original and all copies by the authorized individual responsible for the action.

(2) When the original and all copies of the GBL are not available, corrections cannot be made. Any change in weight, description of property, or other discrepancies will be described by the issuing officer to the consignee in writing. Necessary action to make corrections will be requested through the following distribution:

(a) Original and one copy to the consignee.

(b) Two copies to Centralized Pay and Accounting (CP&A), 175th Finance Command (FINCOM), ATTN: EAFC-CPA-AO, Unit #15300, APO AP 96205-5300.

(c) Three copies to the carrier to be delivered to the origin station, destination station, and the carrier's main office.

(d) One copy to the Commander, 25th Transportation Battalion, ATTN: EANC-TB-RMO (Resource Management Office).

(e) One copy retained for filing with the issuing officer's file copy (copy 4) of the GBL.

b. Alterations and corrections to GBLs by consignee.

(1) When the original GBL is available:

(a) Corrections authorized by the issuing officer will be annotated, "Authority of Issuing Office (date)." The individual who signs in the SIGNATURE OF CONSIGNEE block will sign the corrections.

(b) In cases where corrections were not authorized by the issuing officer, the consignee will discuss proposed corrections with the issuing officer. If a reply is not received within 15 days, the consignee will make the correction, as necessary. The individual completing the GBL will sign the notation next to the correction.

(c) When it is obvious that immediate alteration or corrections are necessary to reflect the exact facts relating to the shipment, the consignee will make the necessary alterations or corrections without the issuing officer's authorization.

(2) If corrections affecting freight charges or chargeable appropriations need to be made after the GBL has been surrendered to the carrier, the consignee will notify the appropriate disbursing or finance officer in writing. One copy of the notice will be furnished to the consignor, the carrier at the destination, and the Commander, 19th ESC. One copy will be attached to the consignee's file copy (copy 5) of the GBL.

(3) If the correction does not affect freight charges or appropriation chargeable and is merely to perfect the GBL, a notice will not be initiated. However, a record will be attached to or noted on the consignee's file copy (copy 5) of the GBL.

#### **7-7. USFK Form 79-3-1EK (U.S. Government Bill of Lading (Continuation Sheet for USFK Form 79-3EK))**

a. USFK Form 79-3-1EK will be used as a part of USFK Form 79-3EK only on shipments of wheeled or tracked vehicles by rail or contractor vehicles. It may also be used for special train movements as directed by Commander, 19th ESC. The USFK Form 79-3EK will be prepared by the origin TO who issues the GBLs covering the shipment.

b. Preparation and disposition instructions are found on the form.

#### **7-8. Commercial Government Bill of Lading (CBL)**

The CBL is a commercial form that is prepared when a bill of lading is required and when: a GBL is not available, an overseas activity is not required to prepare a GBL, or a US flag ship is not available and a foreign carrier refuses to accept a GBL.

#### **7-9. USFK Form 79-5EK (Diversion and/or Reconsignment Request)**

a. USFK Form 79-5EK is used to authorize diversion or reconsignment of a shipment to an activity or location other than that indicated on the GBL. This form is used only in conjunction with GBL shipments.

b. Preparation and disposition instructions are found on the form.

c. TOs authorized to issue GBLs at the station where diversion or re-consignment is implemented will issue this form.

d. USFK Form 79-5EK will be presented to the carrier's authorized representative at the point where the diversion or reconsignment is to be made. The carrier's authorized representative will sign and enter the date of receipt on the original and all copies of the form.

e. The carrier on the GBL covering the shipment will add additional costs and charges on the diverted shipment. Information on the costs and charges will be obtained by the TO issuing the

USFK Form 79-5EK and will be contained in the letter. No other GBL will be issued for the diversion or reconsignment of the shipment.

#### **7-10. USFK Form 79-6EK (Certificate in lieu of Lost U.S. Government Bill of Lading)**

a. USFK Form 79-6EK is used for settlement of transportation charges when the original GBL is lost.

b. Preparation and disposition instructions are found on the form.

c. One of the following conditions must be met before a USFK Form 79-6EK is issued:

(1) The carrier has not received the original USFK Form 79-3EK within 15 days after confirmed delivery of the shipment.

(2) The carrier cannot find the original USFK Form 79-3EK after diligent efforts to locate it, and it is evident that it has been lost or destroyed.

(3) The consignee receives a shipment with a mutilated or missing USFK Form 79-3EK.

d. Prior to issuing a USFK Form 79-6EK, the TO must--

(1) Ensure a duplicate GBL or USFK Form 79-6EK has not been issued to cover the shipment received, except when used by the carrier and subsequently declared lost or destroyed.

(2) Make an inquiry to CP&A, 175th FINCOM, ATTN: EAFC-CPA-AO, Unit #15300, APO AP 96205-5300, to determine whether or not payment of the transportation charge has been made.

e. The office issuing the original GBL will issue USFK Form 79-6EK, when required.

#### **7-11. Preparation, Use, and Distribution of SF 1103 (U.S. Government Bill of Lading)**

a. Certain shipments require use of the SF 1103 instead of the USFK Form 79-3EK. In most cases of export shipments by commercial carriers, the SF 1103 is used. Coordination with the 837th Transportation Battalion for sea shipments and the MCT for air shipments (less AF), and the TMO, Osan AB for AF air shipments is necessary to determine which form should be used for the shipment.

b. Preparation and distribution is made IAW DTR 4500.9-R Part II.

#### **7-12. Preparation, Use, and Distribution of DD Form 1384 (Transportation Control and Movement Document) for In-Country Shipment**

a. Preparation of TCMD. Detailed instructions on preparation of TCMD are provided in DTR 4500.9-R. The TCMD is now an automated form that can be found in your electronic forms program. The TMR number, which governs a shipment is obtained from the servicing BMCT and will be entered in block 21 of the TCMD.

b. Use of TCMD.

(1) A TCMD will be issued for all freight movements using common user military or commercial contracted transportation. Bulk fuel shipments do not require a TCMD. Use DD Form 1348-7.

(2) A TCMD will be issued for all LTL contracted or military shipments by each consignor. A designated MCT will issue a GBL based on TCMD as provided for transportation contracts.

(3) Discrepancies noted between the data contained in the actual shipment and the promptly acted upon IAW Chapter 11 of this regulation and DTR 4500.9-R.

c. Distribution of TCMD.

(1) Each shipping activity will prepare (in four copies) a TCMD that contains a list of all cargo loaded on a mode of transport. The shipper keeps copy 4 of the manifest when the cargo departs the facility as proof of shipment. Copies 1, 2, and 3 of the TCMD are given to the transporter and will accompany the shipment.

(2) The carrier provides all three copies of the TCMD to the consignee when the shipment arrives at its destination. A TCMD will be made for each stop that the vehicle makes.

(3) The consignee uses the TCMD as a means of inventorying the shipment at the time of receipt.

(4) The consignee annotates on the TCMD the receipt or non-receipt of cargo or any other discrepancy discovered. Copy 2 of the TCMD will be returned to the consignor and copy 3 returned to the transporter. Copy 1 is retained by the consignee and filed.

(5) The consignor copy of the TCMD is forwarded to the issuing ITO or MCT who will issue the GBL.

**7-13. DD Form 626 (Motor Vehicle Inspection)**

a. DD Form 626 is used to inspect motor vehicles carrying hazardous material, especially explosives.

b. Preparation instructions are on the form. The parent unit will inspect vehicles using DD Form 626. The original and one copy will be furnished to the driver of the vehicle inspected. The driver provides the copy to the consignor for the files.

**7-14. DD Form 836 (Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles)**

a. DD Form 836 is used to provide the driver of vehicles transporting hazardous material special instructions in case of accidents, fires, or spills.

b. Preparation instructions are on the form. The consignor will prepare the DD Form 836 in two copies. The original copy will be furnished to the driver of the vehicle and remain with the vehicle as drivers change. The consignor will retain a copy. The consignors must ensure translation or explanation of key details and information is provided to any non-English speaking drivers.

**7-15. DD Form 1348-7 (DOD MILSPETS Single Line Item Requisition/Release/Receipt Document)**

a. DD Form 836 is used to requisition bulk petroleum products, natural gas, or coal delivery by commercial or military truck and by commercial rail. The Defense Energy Support Center (DESC)-Korea POC is Mr. Han at DSN 764-4660.

b. Creation of the DD Form 1348-7 is available in the FCC Gaslog Module using the DFSP setup. The function allows the user to create a DD Form 1348-7 document with such information as the document number, national stock number, quantity requested, quantity received, issuing tank and its sample date, truck number, seals, gross gallons, temperature, API, net gallons, and emergency contact. For specific information on creating the DD Form 1348-7 shipping document contact the DESC Help Desk.

DSN: 697-6733/34/35/36/37/38  
Toll Free: 800-446-9450  
Web Link: <http://www.desc.dla.mil>  
E-Mail: [helpdesk@desc.dla.mil](mailto:helpdesk@desc.dla.mil)

#### **7-16. USC Container Delivery Order**

a. Commercial USC container carriers may issue a commercial delivery order in place of hard copy TCMD to effect delivery of commercial containers to consignees in Korea.

b. The delivery order is a three-part commercial form. Each copy is marked "Consignee," "Trucker," or "Suspense." Consignees will annotate delivery discrepancies and receipt for delivery on all copies and retain the "Consignee" copy as record of receipt. A separate delivery order will be provided for each consignee of a multi-stop container.

c. The delivery order contains essential TCMD data as required by DTR 4500.9-R Part II Cargo Movement.

#### **7-17. Use and Distribution of Truck Manifest**

a. Truck manifests may be issued in lieu of a TCMD for line-haul movements of cargo within the ROK by US military transportation. The truck manifest must also account for dunnage, pallets, and net sets loaded.

b. Distribution of truck manifest.

(1) Each shipping activity will prepare (in four copies) a manifest that contains a list of all cargo loaded on a mode of transport. The shipper keeps copy 4 of the manifest when the cargo departs the facility as proof of shipment. Copies 1, 2, and 3 of the manifest are given to the transporter and will accompany the shipment.

(2) The carrier provides all three copies of the manifest to the consignee when the shipment arrives at its destination. A manifest will be made for each stop that the vehicle makes.

(3) The consignee uses the manifest as a means of inventorying the shipment at the time of receipt.

(4) The consignee annotates on the manifest the receipt or non-receipt of cargo destined for him or any other discrepancy discovered. Copy 2 of the manifest will be returned to the consignor and copy 3 returned to the transporter. Copy 1 is retained by the consignee and filed.



#### **7-18. Use of the Train Manifest**

A train manifest is used in lieu of a TCMD and is prepared by the consignor.

#### **7-19. CHQ Form 25EK (Combined Highway Clearance Request)**

This form is used to request convoy clearance on the Korean Road network. Units will submit this form to the local MCT. Refer to Chapter 9 of this regulation.

#### **7-20. CHQ Form 26EK (Combined Movement Request)**

This form is used to request transportation that exceeds unit capabilities and/or IMCOM capabilities. Units will submit this form to the local MCT. Refer to Chapter 2, paragraph 2-4 of this regulation.

#### **7-21. EATC-114 (Inspection of Commercial Vehicle)**

This form is used to conduct inspections of commercial vehicles transporting military cargo.

### **Chapter 8**

### **Transportation Security**

#### **8-1. Transportation Protective Services (TPS)**

a. The provisions of this paragraph apply to all shipments of cargo requiring TPS within the theater. Munitions shipments moving under SALS-K provisions have security provided by the ROK Army. For munitions that are not releasable to foreign governments, **US protective services must be provided**, even though transportation may be provided by the ROK Army.

b. Shipping services will determine the appropriate security risk category and applicable transportation security requirements for safeguarding sensitive, conventional arms, ammunition, and explosives as follows:

- (1) For Army-sponsored shipments IAW AR 190-11.
- (2) For Navy-sponsored shipments IAW NAVSEA OP 2165, volumes I and II.
- (3) For AF-sponsored shipments IAW AFI 24-203.
- (4) For Defense Logistics Agency or Marine Corps sponsored shipments IAW DOD 5100.76 or appropriate service management data list.
- (5) For sensitive, confidential, or secret shipments minimum security standards are in DTR 4500.9-R and DOD 5100.76.

c. Under no circumstances will classified material or Controlled Cryptographic Items (CCI) be released to commercial carriers or their representatives.

d. Shipping activities are responsible for ensuring the appropriate TPS are applied to shipments.

e. The following TPS are available within Korea:

- (1) DD Form 1907 (Tally and Signature Record) provided by transporting units.

(2) Dual driver protective service provided by transporting unit. The contracted CULT Drivers do not meet the DPP requirements. Dual driver protective service requires continuous attendance and surveillance of a shipment by qualified dual drivers. Carrier/transporting unit drivers providing dual driver protective service must:

- (a) Maintain a DD Form 1907 or Cargo Manifest.
- (b) Be aware of the sensitivity of DOD materiel moving under TPS.
- (c) Be knowledgeable of the safety, security, and emergency procedures that must be followed.
- (d) For brief stops en route, ensure at least one of the drivers remain in the cab of the vehicle, or within 10 feet (3 meters) of the vehicle provided the vehicle is within full, unobstructed view.
- (e) When circumstances require more lengthy stops en route, ensure the vehicle is parked only at a carrier terminal or a USFK installation. While parked, a qualified driver or carrier representative must keep the shipment in view and stay within 10 feet of the vehicle or shipment at all times. Or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier/terminal representative, or USFK personnel. Only Korean Nationals (KNs), who has a valid security clearance can provide constant surveillance escorts.

(3) Armed Guard Service (AGS) provided by shipping activity/unit. AGS requires two US military personnel, at least one of whom is armed, to maintain constant surveillance of a shipment. The activity furnishing AGS must:

- (a) Maintain a DD Form 1907 or Cargo Manifest.
- (b) Maintain continuous patrol by an armed guard of the shipment and check the shipment at least once every 30 minutes while in the terminal area.

(4) Security Escort Vehicle Service (SEVS) provided by shipping activity/unit or contracted carrier. SEVS requires two unarmed personnel in an escort trail vehicle to maintain constant surveillance over a freight vehicle. This will enable rapid response to emergency situations to obtain law enforcement or other emergency assistance.

- (a) Shipping activity / unit must support this requirement.
- (b) Escort vehicles will contain a mobile communications device capable of being used to contact local agencies to obtain emergency assistance and maintain two-way communications.
- (c) Escort vehicle may be a tactical or non-tactical vehicle.

(5) Protective Security Service (PSS) provided by shipping activity/unit. PSS is used for classified shipments, CCIs, and shipments of category I sensitive arms, ammunition, and explosives. US personnel must provide PSS with a security clearance equal to or greater than that of the cargo. A minimum of two personnel is required for each vehicle when commercial trucking is used. Personnel providing PSS must:

- (a) Provide continuous attendance and surveillance of the shipment.

(b) Maintain a DD Form 1907 or Cargo Manifest.

(c) If time and distance do not permit delivery during the same day of pickup, at least one qualified person must maintain continuous attendance and surveillance of the shipment until delivery is completed.

f. Rail surveillance service is not commercially available. Shipments requiring TPS and moving by rail must have train guards/escorts provided by the shipping activity. Train guards/escorts may be available through support agreements with other services or activities on a reimbursable or non-reimbursable basis. Requests for guard railcars can be made through the servicing MCT.

g. Shipments requiring TPS will be made in containers or semi-trailer vans when available and both shipping and receiving activities can support stuffing and unstuffing containers. Open trailers or trucks carrying freight requiring TPS will be tarped in such a manner as hide view of the cargo.

h. The consignor will secure and seal TPS cargo moving in a closed conveyance such as a rail boxcar, DOD containers, or closed body truck.

i. The consignor will NOT mark the exterior of shipping containers, crates, or boxes to indicate the security classification or if TPS is required. However, the DD Form 1384, truck manifest, USFK Form 79-3EK, and DD Form 1387-2 (Special Handling Data/Certification) must show the level of TPS required IAW DTR 4500.9-R Part II Cargo Movement.

j. Shipping activities requiring external support for AGS, SEVS, and PSS must request support through their next higher HQ. US MPs are not normally available for performing TPS missions. Submit request for US Army MPs through Eighth Army G3 for official tasking.

k. DD Form 1907 or Cargo Manifest will accompany every shipment of TPS cargo. Consignee escort personnel will sign the DD Form 1907 or Cargo Manifest as part of the audit trail for providing continuous surveillance of a container or box from origin to destination. Escort personnel will inspect the container or box for signs of tampering at each stop while in transit.

## **8-2. Controlled Cryptographic Item (CCI) Shipment**

a. General. CCI is a category of communications security equipment that is unclassified when unkeyed but must be controlled against espionage, tampering, and loss. CCIs are secure telecommunications or information handling equipment, associated cryptographic components, and common fill devices which are unclassified when unkeyed, but are controlled items. Equipment, components, and fill devices so designated will bear the designation "Controlled Cryptographic Item" or "CCI." Cargo designated as CCI requires PSS.

b. Inbound Procedures. CCI will be delivered from CONUS through AMC channels to Osan AB, Korea. The 731st AMS will notify the MCT of CCI shipment arrival. The MCT will coordinate with the consignee for pick up. Units are responsible to pick up the cargo. If the unit requires a commercial truck, they will coordinate with the 138th MCT. When a commercial truck is used, the unit must meet PSS standards. The cargo consignee will provide escorts for movements from PODs. Consignee will pick up CCI shipment from the designated DDP/SSA. A chain of custody will be maintained for each CCI shipment utilizing DD Form 1907 or Cargo Manifest. In extreme cases where a DOD container is not available, a tarped, open-box trailer may be used. Drivers or escorts must be US soldiers and at least one must remain with the cargo at all times. There is a 72

hour port holding time limit for all cargo. After 96 hours, if the unit does not pick up the cargo, it will be returned to origin.

c. Outbound Procedures. The consignor will offer CCI for shipment to the appropriate DDP/SSA. The DDP/SSA will contact the servicing MCT to arrange transportation of the CCI to Osan AB. Once transportation is scheduled, the DDP/SSA will notify MCT at Osan AB of a CCI shipment to the continental United States. MCT coordinates with the 731st AMS for CCI transport through AMC channels to continental United States. When flight information is confirmed, the unit equipment will be called forward. It is the unit's responsibility to meet the PSS standards.

### **8-3. Use and Control of Transportation Cargo Seals**

a. All DOD or DOD sponsored shippers moving equipment, parts or supplies in closed ocean containers within the Defense Transportation System (DTS) will ensure that containers are sealed upon loading of the container and that the high security seal numbers must be recorded on all applicable documentation. Containers that arrive without high security seals at destination represent a risk to in-theater personnel. As a result, it is critical for containers to be sealed. The contents of sustainment containers arriving without seals will be deemed unusable and be returned to the original shipper.

**Note:** Postal officers will order seals prescribed by US Postal/DOD regulations.

b. Primary seals used must be a high security type hardened steel bolt seal meeting ISO/PAS 17712 high security seal specifications or higher with a unique alpha-numeric marking. Primary seals must be applied to the locking handle(s) after the container is closed following loading.

c. A secondary steel cable seal with a unique alpha-numeric marking/bar code must be applied to the locking bars on all sustainment containers and any containers loaded with unit equipment. The cable must be wrapped a minimum of two times around the two center locking bars until tight and then sealed. Ensure that adequate cable length seals are procured.

d. The shipper will use closed-type container transportation equipment with a US Government approved seal. The shipper will not use a carrier provided seal to originate a shipment.

e. Shippers will use the following two types of seals:

(1) Vu Bolt Container Seal.

[https://www.gsaadvantage.gov/advgsa/advantage/search/search.do?BV\\_UseBVCookie=Yes](https://www.gsaadvantage.gov/advgsa/advantage/search/search.do?BV_UseBVCookie=Yes)

Product:	<b>VU BOLT CONTAINER SEAL</b>		Contractor:
NSN/Mfr Part #:	CVUBOLTBLUIJ38		<b>TYDENBRAMMALL</b> 409 HOOSIER DRIVE, ANGOLA, IN 46703 <a href="http://www.tydenbrammall.com">http://www.tydenbrammall.com</a>
Mfr:	TYDENBRAMMALL		Phone: 260-665-3176 GS-07F-0685N - Small Business
Desc:	3.75L X 0.875W (E8) High Security Bolt Seal for securing shipping containers, tucks, and trailers. Unique serial number is protected by a clear cover, 3/8" thick steel shank must be cut with large bolt cutters. Color: Blue		Contract end date: Jul 16, 2008

**Figure 8-1. Sample Bolt Type Container Seal**

(2) Pull Tight Cable Seal. Cable seals should be a minimum of 76" long with a minimum diameter cable of 3/16". Metric equivalents are permitted. The figure eight pattern around the two center locking bars should be as high on the locking bars as practicable.

[https://www.gsaadvantage.gov/advgsa/advantage/catalog/product\\_detail.do?BV\\_UseBVCookie=Yes&oid=28804518](https://www.gsaadvantage.gov/advgsa/advantage/catalog/product_detail.do?BV_UseBVCookie=Yes&oid=28804518)

Product:	<b>PULL TIGHT CABLE SEALS</b>	Contractor:
NSN/Mfr Part #:	PT 3/32	<b>ONESEAL INC.</b> 628 ROUTE 10 #2, WHIPPANY, NJ 07981 <a href="http://www.onesealusa.com">http://www.onesealusa.com</a>
Mfr:	ONESEAL A/S	Phone: 973 599 1155 GS-07F-0376K - Small Business
Desc:	14L X 8W HIGH SECURITY SEALS FOR TRUCKS, CONTAINERS ETC. STANDARD CABLE LENGTH 12.6". L ONGER CABLE AVAILABLE. ALSO AVAILABLE: PTW 3/32 ( WITH WINDOW PROTECTION ON CYLINDER). - BAR CODING CAN BE APPLIED.	Contract end date: Jul 31, 2005

**Figure 8-2. Sample Cable Type Container Seal**

f. Transportation and postal officers will appoint a seal custodian and alternates. The seal custodian is responsible for requisitioning, receiving, accounting for, safeguarding, and issuing seals.

g. Transportation and postal officers will appoint seal users responsible for safeguarding, applying, and removing seals.

h. The seal custodian will prepare and maintain a seal control to record the following information:

- (1) Type seal (ball or seal-lock).
- (2) Serial number.
- (3) Date of receipt.

(4) Date of issue.

(5) Signature of user.

**Note:** All log book entries will be in ink. Maintain log books for two years.

i. Seal custodians and users will strictly account for seals by serial number and safeguard each seal from time of receipt to the time of application.

j. The seal custodian will:

(1) Maintain a seal control log upon receipt of seals from supply channels IAW paragraph 8-3e.

(2) Issue seals to authorized users as needed. The custodian will update the seal control log by recording the "date of issue" and "signature of user" as a receipt.

k. Seal users will:

(1) Prepare and maintain a seal logbook to record the following:

(a) Type seal.

(b) Serial number.

(c) Date received.

(d) Date applied.

(e) Equipment identification number of item being stored.

**Note:** All log book entries will be in ink. Maintain logbooks for two years.

(2) Make entries upon receipt of seals from the custodian.

(3) Record the "date applied" and "equipment identification number" as seals are used. The "equipment identification number" will properly reflect the identification number of the equipment (railcar, MILVAN, SEAVAN, container, trailer, or truck) to which the seal has been applied.

l. Transportation documentation (TCMD, GBL, or manifest) will properly record the serial number of each seal applied to a shipment.

m. The seal custodian and user will safeguard seals until applied. Maintain unused seals in a locked, metal container under the supervision of the custodian or user to prevent unauthorized substitution or illegal use of seals. Safeguard the seal control or applications log by storing it with the seals. Desktop or laptop computers with log files should have password protection.

n. Whenever a seal is removed for authorized reasons, the shipping documentation will be annotated as follows:

(1) Name of the person breaking the seal.

(2) Organization of the person breaking the seal.

(3) Reason for breaking the seal.

(4) Serial number of the replacement seal.

(5) Date of resealing.

o. Authorized personnel will inspect seals on inbound freight to verify the serial number with the shipping documentation and determine if the seal had been broken or compromised. Upon completion of this inspection:

(1) If no discrepancies are found with the shipment, dispose of the seal as normal trash. Crush ball-type seals before disposal.

(2) If discrepancies are found with the shipment or the seal was broken on receipt or suspected of being compromised, a military police investigation will be requested. Report transportation discrepancies IAW Chapter 11 of this regulation.

p. If a seal cannot be accounted for in the seal control or seal applications log, the following actions will be taken:

(1) Inventory immediately all on-hand seals to verify the loss and ensure no other seals are missing.

(2) Annotate the seal log with the words "discovered missing at" and the time and date it was found missing.

(3) Notify the U.S. military police of the loss of an Accountable Seal.

(4) Recheck all handling and issuing procedures to ensure maintenance of strict accountability.

(5) Make the actions in subparagraphs 8-3n (1) through (4) a matter of record and maintain a copy of this record in the log.

q. A seal control or applications log will be maintained for one year after the date of the last entry. Dispose of out dated logs.

r. Activities will control tools such as wire wrenches and bolt cutters for applying or removing seal-locks, padlocks to prevent unauthorized entry into containers.

#### **8-4. Safe Haven of Ammunition**

a. The majority of US shipments of Class A and B explosives are transported by the ROKA under the SALS-K. However, US Army transportation assets transport some small arms shipments. In the event that these shipments are prevented from proceeding to final destination by circumstances beyond the carrier's control, safe haven will be granted at the nearest military installation. If safe haven is needed during duty hours, the carrier will contact the installation Provost Marshal and servicing MCT; if after duty hours, the carrier will seek assistance from the

military police at the installation entrance. Prior to continuing the movement, the unit will coordinate with the servicing MCT for departure times and route instructions.

b. The safe haven will be temporary in nature. The ammunition will be removed from the military installation as soon as the activity commander or appropriate civil authority determines that the shipment is no longer endangered by local conditions. Vehicle drivers and escorts will provide security if installation security is not provided.

#### **8-5. Shipment of Ammunition by Rail**

When ammunition is shipped by the KORAIL, the shipper is responsible for loading, blocking, bracing, and tarping or otherwise covering any load in an open car and providing two escorts per train. Escorts must possess a security clearance equal to or greater than the security classification of the cargo being shipped. Escorts will carry firearms when transportation protected services required by the cargo dictate. Movement of ammunition by railroad is subject to ROK government regulation, which mandates tarping and use of escorts in every case.

### **Chapter 9 Highway Regulation of Motor Traffic**

#### **9-1. General**

a. Purpose. This chapter prescribes policies and procedures for the highway regulation of military motor traffic within the ROK during peacetime.

b. Scope. Movement management is defined as the planning, coordinating, programming, and monitoring or the allocation and use of available transportation resources in meeting the theater commander's movement requirements. This includes all highway regulation functions within the ROK.

#### **9-2. Responsibilities**

a. Eighth Army G4 Mobility Division will:

(1) Coordinate policies and procedures relating to the regulation of highway movement by US military forces located within the ROK.

(2) Coordinate with Engineer, USFK concerning maintenance of US controlled transportation facilities.

b. 19th ESC will:

(1) Publish procedures for the regulation of highway movement by US forces located within the ROK.

(2) Coordinate with ROKA movement control elements for convoy or highway clearances.

(3) Notify requesting unit of approved convoy clearance information.

(4) When required, track the start point time and the closure time of the US convoys.

(5) Coordinate with Eighth Army PMO for ROK MP and KNP escorts when required.



(6) Coordinate with Eighth Army PMO for U.S. MPs (Army Military Police, Air Force Security Forces, Navy Master-at-Arms, and Marine Military Police) escorts when required.

c. USFK Provost Marshal:

(1) Coordinate for, ROK MP and/or KNP to escort vehicles that exceed 44 short tons (88,000 lbs), for example, M1A1s and M88s.

(2) Coordinate for Air Force Security Forces, Navy Master-at-Arms and Marine Military Police, as required.

d. Eighth Army OPD PMO:

(1) Coordinate for USFK/Eighth Army Command directed unit or vehicle movements; and ammunition shipments IAW AK Reg 700-3.

(2) Coordinate with USFK Provost Marshal for ROK MP and KNP escorts, as required.

(3) Coordinate with USFK Provost Marshal for Air Force Security Forces; Navy Master-at-Arms, and Marine Corp Military Police as required.

### **9-3. Highway Clearance Policy**

a. Convoy is a formation of military tactical vehicles that contains five (5) to 25 wheeled vehicles. Military Convoys require a highway clearance. Customer units must submit CHQ Form 25EK through the servicing MCT. See AK Reg 350-4 tactical vehicle convoy procedures. Military vehicles moved by commercial vehicles such as low-bed or regular trailers do not require highway clearance.

(1) Convoy or road clearances will be requested by moving units at least 72 hours prior to the desired move. Requests for oversize / overweight movements requires 10 working days. (Refer to Chapter 2, Paragraph 2-4 of this regulation).

(2) The convoy or road clearance will be requested for any of the following types of vehicles:

(a) Any vehicle carrying hazardous or dangerous material to include, munitions and bulk fuel IAW CFR 49. TM 38-250/AFMAN 24-204; NAVSUP PUB 505; MCO P4030.19I; DLAI 4145.3 DCMAD1, CH3.4 (HM24), and DTR 4500.9-R Part II.

(b) Any vehicle considered to be outsize or overweight. (See appendix G)

(c) Any vehicle, during peacetime only, carrying weapons, armed soldiers, or towing weapons, which is not part of a convoy.

(d) Any tracked vehicle moving under its own power.

b. Restrictions. All tactical vehicles or US forces are restricted from the "Blue House" area without a special permit from the ROK Ministry of Defense. Prior to preparation for convoy movement into or through Seoul, the convoy unit must coordinate with the servicing MCT to obtain restricted area data.

c. Highway 250 Safety Measures and Dongduchon Route Restrictions. No tactical vehicles will travel through section of Highway 3, south of Camp Casey Gate 2, which runs through the downtown area of Dongduchon. Route detour signs are prominently displayed.

#### **9-4. CHQ Form 25EK (Combined Highway Clearance Request)**

- a. CHQ Form 25EK is used to request highway clearances.
- b. Preparation instructions are self-explanatory.
- c. This form is used for both armistice and contingencies.

#### **9-5. Responsibilities of Convoy Commanders**

Convoy movements will be under the control of the convoy commander who is responsible for the following:

- a. Determining the size of the component elements, not to exceed 25 vehicles per march unit of four march units per serial. Refer to AK Reg 350-4.
- b. Computing convoy speeds IAW USFK Reg 190-1.
- c. Maintaining distances between vehicles in convoy IAW ATP 4-11 or as designated by the controlling ROK MCC as follows:

<u>Location or Type</u>	<u>Distance</u>
Cities, towns, built-up areas	25 Meters
Closed column	50 meters
Open column	100 meters

- d. Prominently display placards on vehicles transporting dangerous materials IAW USFK Reg 190-1 and CFR 49.
- e. Markings.

(1) In chalk, legibly mark the ROK Army movement convoy clearance number on both sides of each vehicle letter should be no smaller than four inches and centered on door panels of wheeled vehicles and center of mass on tracked vehicles. Remove numbers immediately upon arrival at destination.

(2) Display removable bilingual signs identifying each march unit. Signs will be black lettering with white background and attached to the center of the front bumper of the first vehicle stating "Convoy Follows" and the center of the rear bumper of the last vehicle stating "Convoy Ahead."

f. Notify the origin MCT of any deviation from the approved convoy clearance route (for example, change of departure time, composition of convoy or cargo prior to any actual move. The 25th Transportation Battalion will contact the ROK Army to request the change, and provide the requesting unit the approved or rejected response.

g. Reporting any lines of communication damage to the local MCT, higher HQs, local PMO, and/or corps MCT.

h. During a contingency or major exercise each convoy commander will submit a closing report to the ROK Army Highway Regulating Point (HRP) personnel or local MCT, and unit headquarters. Normally the last HRP will be the collecting point. HRP personnel will wear a bilingual identification armband. For routine or minor exercise convoys, the convoy commander will submit a closing report to the local MCT and unit headquarters.

## **Chapter 10**

### **Intratheater Passenger Travel**

#### **10-1. General**

This chapter establishes transportation policy for individual and group travel of military and civilian personnel and their authorized dependents within Korea. It provides guidance for personnel movement by public rail, bus, and air transportation. Individuals will generally travel by commercial rail, air, or on commercial buses licensed to operate between selected USFK installations. Unit moves will travel by charter bus or special train based on travel requirements. Guidance for international travel is in JFTR Vol. 1 for Uniformed Services and JFTR Vol. 2 for DoD Civilian Employees. Procedures for requesting Army aircraft support for travel within Korea is prescribed in USFK Reg. 95-4.

#### **10-2. Responsibilities**

a. Eighth Army G4 Mobility Division:

(1) Developing policies and procedures for personnel movements within the ROK in support of USFK.

(2) Ensuring transportation support for noncombatant evacuation operations (NEO).

b. Commander, IMCOM is responsible for:

(1) Providing staff supervision over all domestic passenger service operations in support of USFK, including oversight of CTO operations.

(2) Requesting contracts and service agreements for CTO passenger services by all modes.

(3) Operating the CTOs within the ROK in support of USFK.

c. Commander, 19th Expeditionary Sustainment Command, is responsible for:

(1) Publishing procedures for passenger movements within the ROK in support of USFK.

(2) Planning and programming passenger movements within Korea.

(3) Ordering and arranging payment for domestic commercial passenger services in support of USFK.

(4) Manage Eighth Army rail passenger travel funds, if available.

(5) Providing ground transportation support between airfields and local military installations.

(6) Ensuring transportation support for NEO.

d. Commander, 2nd Multi-Functional Aviation Brigade (MFAB), is responsible for:

(1) Managing the C-12 shuttle service program.

(2) Developing procedures to review bookings and final manifests for the C-12 shuttle to ensure the program is being used properly.

(3) Operating scheduled C-12 shuttle service on all Eighth Army duty days.

(4) Providing terminal services at K-16 Airfield, Seoul, K-2 Airfield, Daegu, and other airfields as required to support the C-12 shuttle.

### **10-3. Uniform**

Military personnel will normally wear presentable civilian clothing when traveling in a duty status on commercial buses, and domestic flights. The wear of Battle Dress Uniform (BDU)/Army Combat Uniform (ACU) or service equivalent is authorized while traveling on trains for official business. USFK personnel are prohibited from wearing ACUs or service equivalent at Incheon International Airport. All personnel will wear either Class A/B uniform, or service equivalent. Commanders and activity chiefs may direct the wearing of the duty uniform when required for mission performance. Military personnel may wear duty uniform or civilian clothing when traveling on either contracted or Eighth Army licensed scheduled bus service or the C-12 shuttle service.

### **10-4. Commercial Rail Transportation**

a. The KORAIL provides extensive rail passenger service throughout the ROK. Both scheduled and special train services are available.

b. Travelers in a duty status will request reservations and tickets from the nearest CTO. During peak travel periods around the Korean holidays, travel arrangements should be made at least 30 days prior to travel in order to guarantee a seat on the day desired.

c. Orders and fund cite are required for official travel. The exception is for one day (same day) travel on KORAIL trains. Unit funds are used to pay for one same day official travel. A memorandum must be prepared by the unit directing the official travel indicating the origin and destination of the travel to be performed on the same day. The memorandum must be signed by travel requesting official and the travel approving/directing official. A sample memorandum is at Appendix F.

d. Units or activities requiring arrangement of a special train must initiate a request through the local CTO NLT 15 days prior to the desired date of departure. Funding for movement of passengers by special train is generally the responsibility of the requesting unit or activity.

e. The activity arranging rail transportation will prepare USFK Form 79-1 EK (US Government Transportation Request (GTR) to purchase individual seats aboard scheduled trains and USFK Form 79-2EK (US Government Transportation Request for Passenger Equipment) for special trains.

f. All travelers, when in a duty status, are authorized coach class seating. The fastest scheduled service available (KTX) will be used when required to meet a scheduled requirement.

g. Personnel traveling in a duty status who require changing or canceling a rail ticket must report to the location the ticket was purchased with the following:

(1) One copy of the travel orders.

(2) Original train ticket.

**Note:** KORAIL restricts changing rail tickets to one time only, and not all train stations can provide CTO support to US Military personnel.

#### **10-5. Commercial Chartered Bus Transportation**

a. Units requesting chartered bus transportation to support unit or group moves will submit their requests to the local Transportation Office NLT 72 hours prior to desired movement date.

b. Requests for buses for fewer than 10 passengers will be changed to rail, if mission permits. Transportation Offices unable to support the requirements will forward request to the servicing MCT.

c. Requests to cancel previous requests for buses must be submitted to the servicing Transportation Office NLT 1200 the day prior to the scheduled move.

d. Buses can be spotted up to two hours at the pickup point and 1 hour at the drop off point. Buses left spotted in excess of these times will be subject to accumulating detention charges.

e. The senior occupant on each bus will serve as the bus commander. The bus commander will:

(1) Ensure passengers maintain discipline during the ride and at any rest stops.

(2) Ensure accountability of all passengers during the movement and at rest stops.

(3) Ensure force protection measures are followed.

#### **10-6. Commercial Air Transportation**

a. Local airlines provide domestic inter-city flights between most major cities in the ROK:

(1) Unofficial travel by commercial air transportation is arranged by the individual through the nearest leisure travel branch of the CTO.

(2) Official travel by commercial air transportation in the ROK is authorized; however, associated costs are funded by the using unit. Commanders should consider only authorizing commercial air transportation under the most extenuating circumstances.

(3) Use of any domestic airline for official travel is prohibited when the DOD imposes travel restrictions on that airline. Prohibitions remain in effect until restrictions are lifted.

b. When authorized to travel by commercial air transportation within the ROK:

(1) Personnel moving as individuals should report to the official travel CTO at least one day prior to the desired travel day with five copies of travel orders containing fund cite/Movement Designator Code (MDC) number. In order to ensure a seat on the desired travel day, personnel should report to the CTO as far in advance as possible.

(2) Group travel should be arranged at least 7 days in advance of the desired travel day. A by-name listing of personnel traveling is required to purchase tickets. Five copies of the travel orders containing fund citation/MDC number are required.

c. The CTO will issue a commercial ticket based on the traveler's orders.

#### **10-7. C-12 Air Shuttle Service**

a. Round trip air transportation between Seoul (K-16) and Daegu (K-2) is provided twice daily during the duty week. This service minimizes expenditure of TDY funds by reducing the necessity for remaining overnight:

(1) Service is provided for personnel conducting official business.

(2) IAW DOD 4515.13-R, space required service is authorized for personnel on DOD authorized travelers.

(3) Military and DOD civilians traveling without orders on official business will fly on a space-available priority.

(4) Seating is provided on a first come, first served basis according to priority.

b. The following priorities will be used on the shuttle service:

(1) Priority 1 - Colonels and above on TDY.

(2) Priority 2 - All other TDY personnel.

(3) Priority 3 - Other space-available personnel.

c. Passengers are restricted to carry-on baggage weighing 30 pounds or less. Because of space limitations, luggage such as footlockers, large suitcases, or duffel bags cannot be accommodated. Hazardous items are prohibited aboard the aircraft. Shipment of pets is not authorized.

d. Small arms/weapons may be transported when arranged as part of a request for reservations. The Commander, 2nd MFAB or designated representative will approve all requests to carry weapons on the shuttle. Weapons approved for movement will be placed in the custody of the aircraft pilot before departure and returned to the passenger upon arrival at destination. Ammunition is a hazardous item and transportation is prohibited on these flights.

e. Military travelers will wear the appropriate uniform unless wear of civilian clothing is properly authorized. Military travelers must present a valid identification card and a copy of travel orders at the time of departure.

f. Civilian travelers must present a valid civilian identification card or local national identification and TDY orders at time of departure.

g. Installation commanders in Yongsan and Daegu will:

(1) Provide and publicize transportation support between the installation and applicable airfields.

(2) Assist passengers in obtaining overnight accommodations should a flight delay occur.

(3) Ensure force protection measures are followed.

h. Personnel will submit requests for reservations telephonically to the 2nd MFAB, flight scheduling office. Requests will not be made more than 10 working days before the day of departure. Requests will be processed until 1200 on the day before scheduled departure.

i. The 2nd MFAB will process requests upon receipt. Each passenger will be placed on a space-required list. Seat assignment will be made IAW priorities established in subparagraph 10-7b. A confirmed space required passenger list will be finalized as of 1600 hrs, the day prior to the scheduled departure.

j. Passengers may confirm flight departure by telephoning two hours before scheduled departure time. Passengers must report to base operations at Seoul (K-16) or Daegu (K-2) at least 20 minutes before scheduled departure time. A copy of TDY orders will be faxed to 2nd MFAB, flight scheduling two days prior to the flight.

k. Passengers having confirmed reservations must notify 2nd MFAB before scheduled flight time if they are unable to make the flight.

l. The C-12 air shuttle service operates Monday through Friday, except USFK/Eighth Army training holidays and US holidays. Installation commanders will publish bus schedules to and from the airfields.

DEPARTURE

Seoul AB 0700  
Daegu AB 0800  
Seoul AB 1700  
Daegu AB 1800

ARRIVAL

Daegu AB 0750  
Seoul AB 0850  
Daegu AB 1750  
Seoul AB 1850

m. Requests for exception to policy will be submitted to Commander, Eighth Army, ATTN: EAGD-T, Unit #15236, APO AP 96205-0010 and will be granted on a case-by-case basis.

**10-8. Licensed Bus Transportation between US Military Installations**

The IMA IMCOM maintains a licensing agreement with commercial bus companies that provide pay-as-you-go bus service between selected installations. Installations serviced by this agreement and bus fares are governed by the licensing agreement and are subject to change. Transportation Offices provide this service for official and unofficial travelers.

**10-9. Local Area Travel**

a. IAW the basic provisions of JFTR, Volume 1, Chapter 3, Part F, and Joint Travel Regulations (JTR) Volume 2 for civilian personnel, when it is determined to be advantageous to the

government, the travel orders approving official may approve reimbursement for transportation expenses necessarily incurred by members conducting official business in the local area of their permanent duty station.

b. The area commander will determine the local area in which transportation expenses may be authorized or approved. All official travel outside the local area is to be considered TDY.

c. Local travel costs will be funded using the TDY funds of the unit or activity authorizing the travel.

d. The authorized mode of transportation for local travel will be the lowest cost alternative commensurate with the mission, as determined by the officer authorizing reimbursement. Transportation motor pool non-tactical vehicles will be used, if available.

e. Local area travel will be approved and authorized for reimbursement prior to commencement of actual travel by DOD personnel.

f. Claims for reimbursement will be processed IAW the Service financial regulations.

## **Chapter 11**

### **Reports**

#### **11-1. Daily Installation Situation Report (DISR)**

Each shipping and/or receiving installation will furnish a DISR to their servicing BMCT. This report provides the 19th ESC the installation's status of all TMR-cleared shipments as of 1500 each day. The DISR includes rail, highway (commercial and military), USC commercial containers, chassis, miss-spots, and miss-pulls. Reports will be submitted daily IAW 19th ESC's guidance. The report will include the following information: activity, date, TMR, trailer number, status, and location.

#### **11-2. Transportation Discrepancy Report**

a. Report all transportation discrepancies IAW DTR 4500.9-R on SF 361 (Transportation Discrepancy Report (TDR)).

b. The 19th ESC is the USFK Area Monitoring Office (AMO) for TDR in the ROK, and will:

(1) Monitor systemic problems with transportation contracts and work with respective contracting officer representatives to rectify the problems.

(2) Ensure sub-AMOs is complying by this regulation and DTR 4500.9-R.

(3) Publish detailed procedures on TDRs, as required.

c. The 837th Transportation Battalion is the AMO for all USC related TDRs. They will submit SF 361 with supporting documents as per DTR 4500.9-R, to the Surface Deployment and Distribution Command (SDDC) Operations Center and the Sea Port of Embarkation (SPOE).

d. The 25th Transportation Battalion is the AMO for all in-theater commercial contract related TDRs. They will submit SF 361 with supporting documents through 19th ESC to 411th CSB.



e. Use SF 364 (Supply Discrepancy Report) to report overages and shortages on single consignee USC or DOD containers with the original transportation cargo seals intact that were loaded at a supply source and unstuffed by the consignee.

f. The Area Monitoring Offices will:

(1) Monitor TDR actions in its area of responsibility.

(2) Provide training assistance, advice, and enforcement of governing regulations.

(3) Monitor the performance of field activities that fail to answer requests for information to ensure prompt and accurate replies in the future.

(4) Maintain an information copy, without attachments, of each SF 361 prepared to the USFK AMO at the following address:

Commander, 19th ESC  
ACS, Support Operations  
ATTN: EANC-GM  
Unit #15015  
APO AP 96218-0171

(5) Remarks. Include circumstances surrounding detention and actions taken to resolve detention status.

## **Chapter 12**

### **Army Intermodal Distribution Platform Management Office (AIDPMO) Lease Procedures**

a. Units will submit the following documents to the Eighth Army Container Control Authority (CCA) NLT 45 days prior to the Required Delivery Date of leased commercial containers.

(1) The Army Intermodal and Distribution Platform Management Office (AIDPMO) Intermodal Equipment Lease Checklist.

(2) CCO Appointment Letter.

(3) DD Form 577, Appointment/Termination Record, for the Fund Certifying Officer (FCO).

(4) DA Form 3953, Purchase Request and Commitment (PRC). This funding document must include the configured 65 character Accounting Classification Number, the initiating officer's signature, and the FCO signature. Along with the PRC, the FCO must provide the appropriate Defense Finance and Accounting Station (DFAS) payment center, DFAS address and corresponding DFAS DoDDAC.

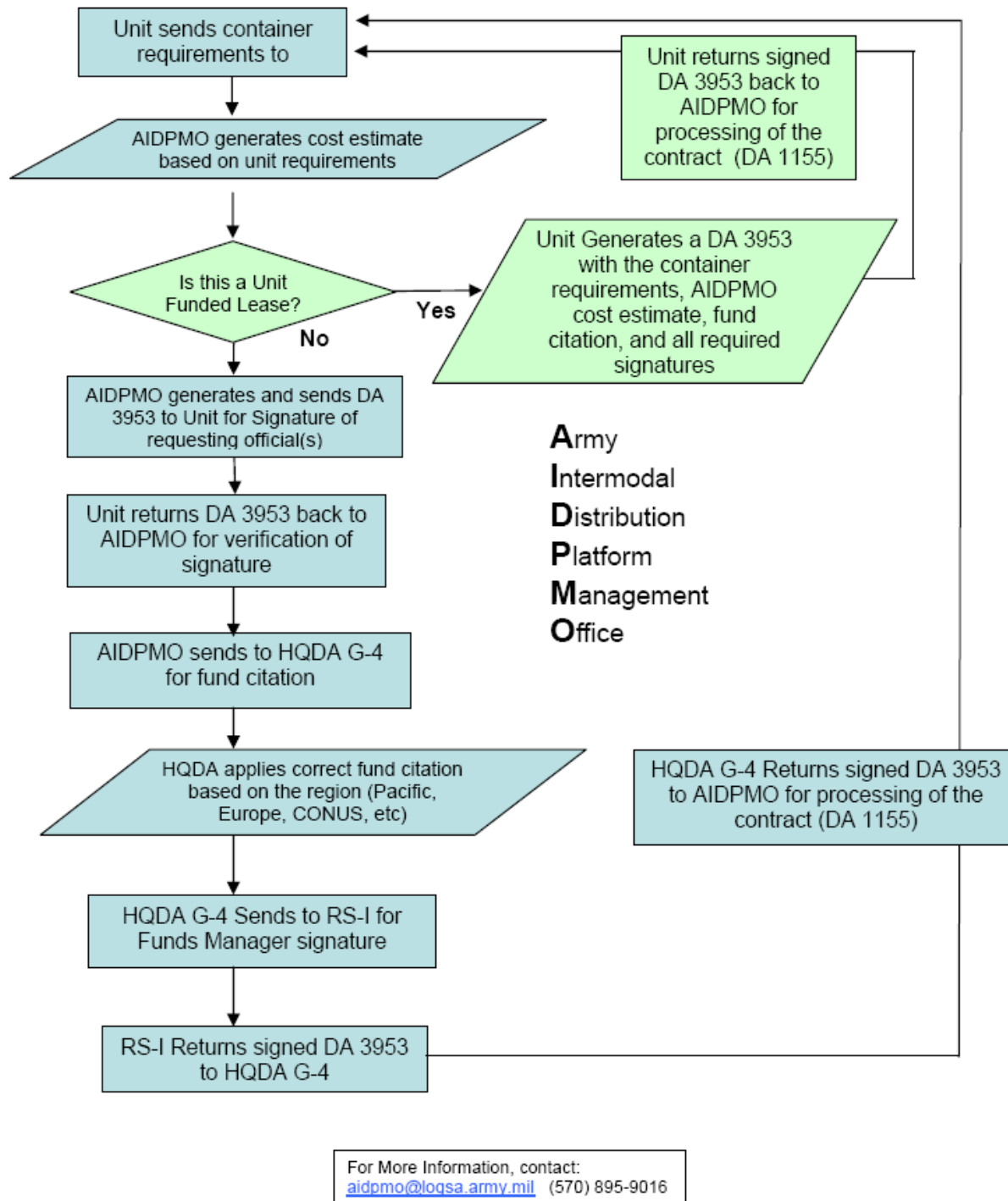
b. Throughout the term of the lease, the unit is responsible for completing the following tasks:

(1) Provide Container Movement Reports in the Army Container Asset Management System (ACAMS) when the container is delivered and anytime the equipment is moved throughout the term of the lease. All units will report the receipt or shipment of International Organization for Standardization (ISO) configured assets within 48 hours of the event.

(2) If there are damages or deficiencies at the time of the equipment delivery, upload a DA Form 2404, Equipment Inspection and Maintenance Worksheet, into ACAMS and forward a copy to the Eighth Army CCA NLT five working days from receipt.

c. Units will notify the Eighth Army CCA NLT 14 days prior to container lease expiration to arrange for pick up. Notification must be in writing and will include equipment serial number, commercial address of pick up location, days/hours of operation, point of contact, phone number, email address, and maximum number of equipment that can be picked up per day.

## Leased Container Request Procedures



**Figure 12-1. Leased Container Request Procedures**

## **Appendix A References**

### **Section I. Required Publications**

AFI 24-203 (Preparation and Movement of Air Force Cargo)

AK Reg 700-3 (Conventional Ammunition)

AR 25-400-2 (The Army Records Information Management System (ARIMS))

AR 190-11 (Physical Security of Arms, Ammunition and Explosives)

AR 58-1 (Management, Acquisition and Use of Motor Vehicles)

ATP 4-11 (Army Motor Transport Operations)

CFC LP&P (Combined Forces Command Logistics Policy and Procedures)

Code of Federal Regulations (CFR), title 49, (Hazardous materials transportation)

DOD Radio Frequency Identification (RFID) Policy

DOD Reg. 4140.1-R (DOD Supply Material Management Regulation)

DTR 4500.9-R Part II (Cargo Movement)

DTR 4500.9-R Part II (Reporting of Transportation Discrepancies in Shipments)

DTR 4500.9-R Part VI (Manage and Control of the DOD Intermodal Container System)

DOD Reg. 4515.13-R (Air Transportability Eligibility)

DOD Reg. 5100.76 (Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives)

JFTR Volume I for Uniformed Services (Joint Federal Travel Regulations)

JFTR Volume II for DOD Civilian Employees

SDDC Reg. 55-67 (Cargo Booking and Ocean Carrier Contract Administration)

SDDC Reg. 55-69 (Surface Transportation Terminal Operations)

TM 38-250/AFMAN 24-204; NAVSUP PUB 505; MCO P4030.19I; DLAI 4145.3 DCMAD1, CH3.4 (HM24) (Preparing Hazardous Materials for Military Air Shipments)

NAVSEA OP 2165, Volumes I and II (Navy Transportation Safety Handbook for Ammunition, Explosives, and Railed Hazardous Materials)

PACAF Pam 24-1 (Airlift Planning Guide)

USFK Reg. 55-35 (Wartime Movements Program)

USFK Reg. 95-4 (Procedures for Requesting and Responsibility for Allocating Army Aircraft Support)

USFK Reg. 700-6 (Direct Support System Procedures)

## **Section II. Related Publications**

AK Reg 55-26 (Unit Movement Planning)

AK Reg 350-4 (Eighth Army Tactical Vehicle Movements in the Korean Theater of Operations)

AR 56-4 (Distribution of Materiel and Distribution Platform Management)

International Maritime Dangerous Goods Code (IMDG)

CTMC SOP

FM 3-35 (Army Deployment and Redeployment)

ATP 4-12 (Army Container Operations)

TB 55-46-1/NAVFAC P-1055, Standard Characteristics (Dimensions, Weight, And Cube) For Transportability Of Military Vehicles And Other Outsize/Overweight Equipment

NAVSEA OP 2239. (Technical Manual Motor Vehicle Drivers Handbook for Ammunition, Explosives, and Hazardous Materials)

## **Section III. Prescribed Forms**

USFK Form 79EK (Bill of Accessorial Services) (Bas)

USFK Form 79-1EK (U.S Government Transportation Request for Passenger Travel)

USFK Form 79-2EK (U.S. Government Transportation Request for Passenger Equipment)

USFK Form 79-3EK (U.S. Government Bill of Lading)

USFK Form 79-3-1EK (U.S. Government Bill of Lading (Continuation Sheet for USFK Form 79-3EK)

USFK Form 79-5EK (Diversion and/or Reconsignment Request)

USFK Form 79-6EK (Certificate in Lieu of Lost US Government Bill of Lading)

## **Section III. Referenced Forms**

CHQ Form 25EK, (Combined Highway Clearance Request)

CHQ Form 26EK, (Combined Movement Request)

DD Form 626 (Motor Vehicle Inspection (Transporting Hazardous Material)

DD Form 836 (Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles)

DD Form 1348-7 (DOD MILSPETS Single Line Item Requisition/Release/Receipt Document)

DD Form 1384 (Transportation Control and Movement Document)

DD Form 1387-2 (Special Handling Data/Certification)

DD Form 1907 (Signature and Tally Record)

SF Form 361 (Transportation Discrepancy Report)

SF Form 1103 (US Government Bill of Lading)

USFK Form 84-R-E (Aircraft Mission Request)

**Appendix B**  
**Sample Format of Transportation Officer Duty Appointment**

Letterhead

(Office Symbol) (MARKS File Number)

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Duty Appointment

1. Effective (Date), (Name), (Rank), (Branch), (SSN), assigned to (Unit), (Location) is appointed as: (NOTE: Multiple entries may appear here if more than one transportation assistant is to be appointed.)

Transportation Officer/Acting Transportation Officer/Transportation Assistant (Choose One)

2. Authority: AR 55-13 (Army only) or appropriate service regulation/instruction or USFK Reg. 55-37.

3. Purpose: To arrange military and commercial transportation services IAW governing regulations.

4. Period: Specify period of appointment if known, otherwise enter the date eligible for return from overseas. (NOTE: Indefinite periods will not be used.)

5. Special Instructions: (If no special instructions are required, enter NONE. For transportation assistants specify, by name, the transportation officer/acting transportation officer to whom they are responsible and the scope of the actual duties authorized to be performed, including any restrictions.)

ROBERT T. JONES  
LTC, LG  
Commanding

DISTRIBUTION:  
Individual Appointees

## **Appendix C**

### **Air Eligibility**

#### **C-1. Materiel Automatically Air Eligible**

a. Verification of the airlift requirement for items automatically air eligible is not necessary. Such shipments are offered directly to the MCT, 25th Trans Bn, 19th ESC who then clears them into the airlift system automatically.

b. Materiel automatically air eligible is listed below:

- (1) TP-1 shipments of:
  - (a) Aviation intensive management items (3-digit project code (NNM).
  - (b) Non mission capable-supply (NMCS) high priority (01-03) requisitions with code 999 in the RDD field.
  - (c) Patriot missiles.
- (2) Federal supply class 6505 (medical) - blood, vaccine.
- (3) Joint Chiefs of Staff, Department of Defense, Department of the Army or Army Materiel Command-directed air shipment.
- (4) Short shelf life items.
- (5) Shipments of classified, CCI, or protected sensitive cargo for which required safeguards cannot otherwise be achieved.
- (6) Personal property shipments authorized for airlift according to service regulations.
- (7) Remote area support (Okinawa, Greece, Italy, and Turkey).
- (8) Items designated for movement in ALOC.
- (9) Foreign military sales (FMS) shipments authorized and funded for airlift by the sales case.
- (10) Traffic management determinations are made by Eighth Army, G4 Transportation Division; 7th AF, Logistics Transportation; US Naval Forces-Korea, ACS for Logistics; US Marine Forces-Korea; or Defense Distribution Depot Korea, Transportation Officer.

#### **C-2. Materiel Requiring Air Eligibility Verification**

All materiel which is not listed in paragraph C-1, but which is air eligible, requires verification of air eligibility before it can be cleared for airlift. Such materiel consists of the following:

- a. All other Transportation Priority (TP)-1 shipments.
- b. All other TP-2 shipments including:
  - (1) NMCS/anticipated not mission capable supply requisitions (priority 04-06).



(2) Aviation intensive management items.

c. TP-1 and TP-2 military assistance program (grant aid) shipments with an estimated air cost (APOE to APOD) exceeding \$3,000.

**C-3. Non-Air Eligible Items**

Items in the following federal supply class and generic categories of materiel are not air eligible. These items may not be cleared into the airlift system unless justified according to paragraph C-1.

7105 Furniture	7660 Sheet and book music
7110 Furniture	7710 Musical instruments
7125 Cabinets	7720 Musical parts and accessories
7195 Miscellaneous Furniture	7730 Phonographs
7210 Household furnishings	7740 Phonographic records
7220 Floor coverings	7810 Athletic equipment
7230 Draperies	7820 Games
7240 Household and commercial utility containers	7830 Recreational equipment
7290 Miscellaneous household and commercial furnishings and appliances	7910 Floor polisher
	7920 Brooms
7320 Kitchen equipment	7930 Cleaning compounds
7330 Kitchen utensils	8010 Paints
7350 Miscellaneous tableware	8020 Paint brushes
7490 Miscellaneous office machines	8040 Adhesives
7510 Office supplies	8310 Yarns and threads
7520 Office devices	8315 Notions
7630 Newspapers	8320 Padding and stuffing materiel
7640 Maps	8325 Fur materials
8330 Leather	8520 Toilet soaps
8335 Shoe findings	8530 Personal toiletry
8350 Textile fabrics	8540 Toiletry paper products

8440 Hosiery, men's

8445 Hosiery, women's

8455 Badges

8460 Luggage

8510 Perfumes

8720 Fertilizers

8730 Seeds

9905 Signs

9910 Jewelry

9915 Collector's items

## **Appendix D**

### **Highway Restrictions**

#### **D-1. Limitations**

The following criteria define oversized and overweight vehicles and loads. Excess of these criteria requires movement clearance coordination through the unit's proper movement channels. The local MCT will coordinate all outsize/overweight movement requests with the local Ministry of Land, Transport and Maritime Affairs (MLTM).

<u>Limitations</u>	<u>National and Provincial Highways</u>
Width	2.6 meters 102 inches
Height	3.9 meters 154 inches
Length	18.0 meters 708 inches
Single Axle Load	10.0 metric tons 11 short tons (22,000 lbs)
Maximum Gross Weight	40.0 metric tons 44 short tons (88,000 lbs)

#### **D-2. Weight per Axle**

Exceeding 10% and below of axle and gross weight can be allowed, in consideration of error of measurement and equipment. Vehicles exceeding these limitations require approval of the Korean Highway Corporation on expressways and the Ministry of Land, Transportation and Maritime Affairs and local police department on national and provincial highways.

#### **D-3. Load on Vehicle**

Exceeding 11 percent of rated load capacity of vehicle.

#### **D-4. Curve Radius**

Exceeding 39 feet, 4 inches (12 meters).

#### **D-5. Speed of Vehicle**

Tactical vehicles will not exceed the following speeds: Four lane expressways: 80 kilometers per hour (50 MPH); three lane expressways: 60 kilometers per hour national highways (40 MPH); two lane highways or secondary roads: 40 kilometers per hour national highways (25 MPH).

#### **D-6. Vehicle/Convoy Speed limits in 2ID AO.**

##### **a. Wheeled Vehicles Only:**

Cities, Towns, Built-up Areas	24 KPH (15 MPH)
Two Lane Roads	40 KPH (25 MPH)
MSR 1 and 3	40 KPH (25 MPH)
Limited Access Expressways	40 KPH (25 MPH)

b. Mixed Wheeled and Tactical Vehicles:

Cities, Towns, Built-up Areas	16 KPH (10 MPH)
Outside Cities	32 KPH (20 MPH)
MSR 1 and 3	32 KPH (20 MPH)
Black-out Light Drive - all vehicles	8 KPH (5 MPH)

c. Non-Tactical Vehicle (NTV) Speed Limits:

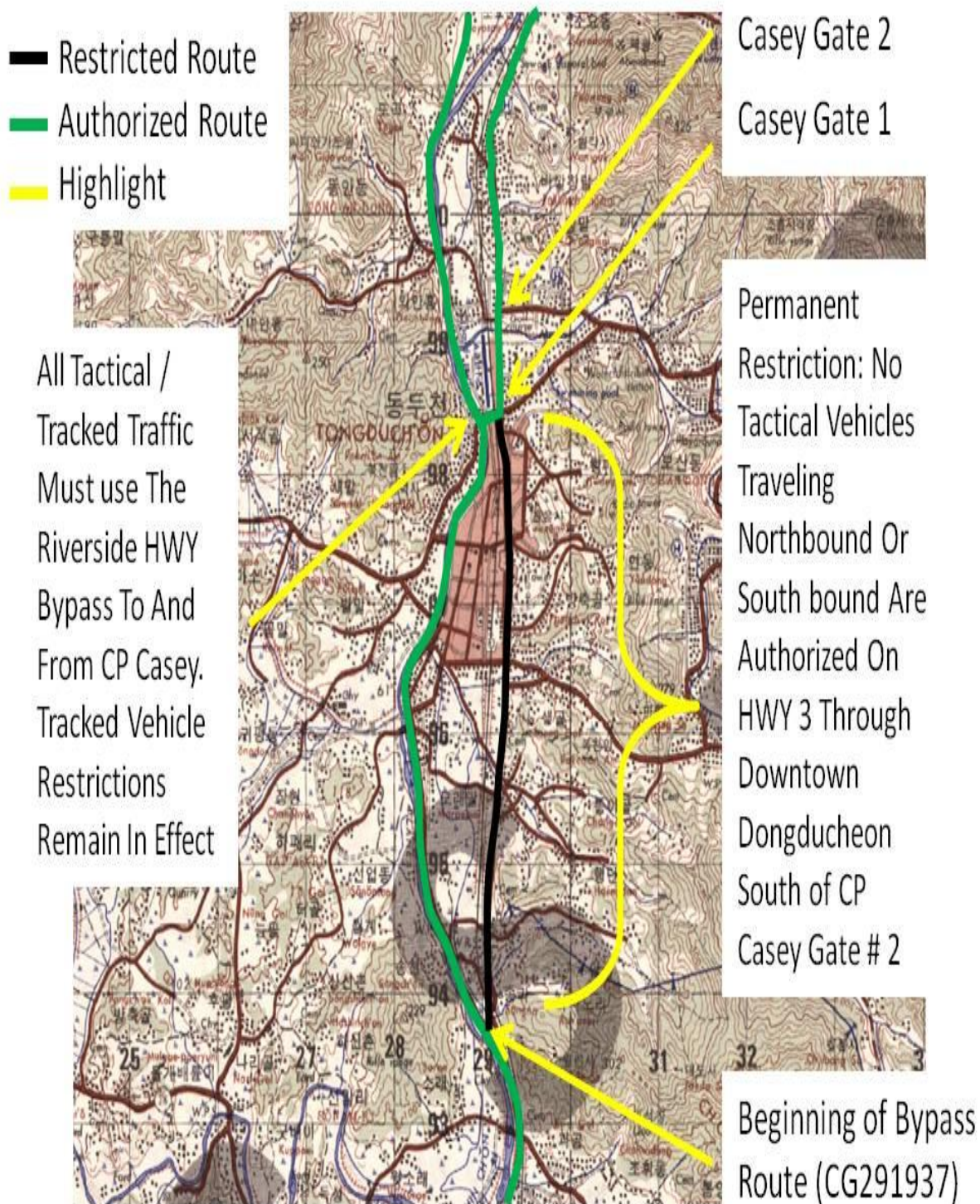
Cities, Towns, Built-up Areas	40 KPH (25 MPH)
Two Lane Roads	60 KPH (37 MPH)
MSR 1 and 3	80 KPH (48 MPH)
Limited Access Expressways	80 KPH or as posted

**D-7. HAZMAT**

Defined in paragraph 3-4.

**D-8. Other**

Any other conditions that are adverse to preserving integrity of road structures and traffic safety.



**Figure D-1. Route Restrictions in HWY 3 through Dongducheon with Permanent Changes on Gate 1 and Gate 2**

## **Appendix E**

### **Convoy Commander's Briefing**

Convoy Commander Briefing. Before a convoy departs on a mission, the convoy commander will brief all members of the convoy. Refer to applicable regulations and unit SOPs for further guidance. The following outline represents what should be covered at a minimum:

#### **E-1. Situation**

- a. Friendly forces.
- b. Support units.
- c. Enemy situation.

#### **E-2. Mission**

- a. Type of cargo.
- b. Origin.
- c. Destination.

#### **E-3. Execution**

- a. General organization of the convoy.
- b. Time schedule.
- c. Routes.
- d. Convoy speed.
- e. Catch-up speed.
- f. Vehicle distance.
- g. Emergency measures.
  - (1) Accidents.
  - (2) Breakdowns.
  - (3) Obstacles.
  - (4) Separation from convoy.
  - (5) Ambush.
    - (a) Action of convoy personnel if ambushed.
    - (b) Action of security forces during ambush.

- (c) Medical support.

#### **E-4. Administration and Logistics**

- a. Control of personnel.
- b. Billeting arrangements.
- c. Messing arrangements.
- d. Refueling and servicing of vehicles, complying with spill prevention guidelines.

#### **E-5. Command and Signal**

- a. Location of convoy commander.
- b. Succession of command.
- c. Action of security force commander.
- d. Serial commander's responsibility.
- e. Arm and hand signals.
- f. Other prearranged signals.
- g. Radio frequencies and call signs for:
  - (1) Control personnel.
  - (2) Security force commander.
  - (3) Fire support elements.
  - (4) Reserve security elements.
  - (5) Medical evacuation support.

#### **E-6. Safety**

- a. Hazards of route and weather conditions.
- b. Defensive driving.

#### **E-7. Environmental protection**

- a. Spill prevention.
- b. Transporting HAZMAT.

**Appendix F**  
**Commercial Rail Ticket Request**

Letterhead

(Office Symbol) (MARKS File Number)

Date

MEMORANDUM FOR Commercial Travel Office, ATTN: Rail Section

SUBJECT: Commercial Rail/KTX Ticket for Official Travel

1. Request a commercial rail ticket be issued to the following traveler(s).

<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>ROUTE</u>	<u>TRAVEL DATE</u>
-------------	--------------	------------	--------------	--------------------

**(Note:** More than one traveler from the same unit can be placed on the same memo.)

2. Fund cite for this action is\_\_\_\_\_. **(If ROK MND LCS Funds are not available, the requesting unit must provide a fund citation here.)**

3. Brief reason for travel:

4. The point of contact for this action is the undersigned, telephone number, XXX-XXXX.

REQUESTING OFFICIAL'S SIGNATURE BLOCK  
XXXXXXXXXXXXXXXXXXXX  
XXX, XXX  
XXXXXXXXXXXXXXXXXXXX



**Appendix G****List of Outsize/Overweight Equipment Requiring Escorts by Unit, MP, SF, ROK MP, or KNP**

<b>MODEL</b>	<b>NOMENCLATURE</b>
175B	LDR GP BUCK CLRK 175B
60K	LOADER AIRLIFT CGO LOADER/UNLOADER
621B	SCRAPER SP CAT 621B
AN/MPQ-53	PATRIOT RADAR SET
AN/MSQ-104	ECS SHELTER
CAIMAN	MINE RESISTANT AMBUSH PROTECTED VEHICLE
COUGAR	MINE RESISTANT AMBUSH PROTECTED VEHICLE
D7G	TRCTR FT CAT D7G
F5070	TRK DUMP 20T F5070
IBBF	INTERIOR BAY BRDG FLO
M1 SERIES	TANK CMBT 120MM / 105 MM
M1000	HET TRAILER
M1015A1	CARR CGO M1015A1
M1064A3	CARR 120MM MO M1064A3
M1068A3	CARR CMND PST M1068A3
M106A2	CARR MORT M106A2
M1070P1	HEAVY EQUIPMENT TRANSPORTER
M1074	TRK CGO PLS M1074
M1075 SERIES	TRK CGO PLS M1075
M109A3	TRK VAN SHOP M109A3
M109A6 SERIES	HOWITZER
M1117	ARMORED SECURITY VEHICLE (ASV)
M1135	LIGHT ARMORED M1135 NBC RECON STRYKER VEH
M172A1	STLR LB 25T M172A1
M1977	W/W TRK TR CBT
M2 SERIES	FIGHTING VEH HS
M270	LAUNCHER ROCKET ARM
M292A1	TRK VAN EXP 292A1
M48A5	LAUNCH M48A5 TANK
M548A3	CARR CGO M548A3
M577	CARR CMD POST M577
M578	REC VEH FT LT AR M578
M60A1	AVLB BRIDGE
M7 (F86571)	FIRE SUPPORT TEAM VEHICLE: BRADLEY (BFIST)
M7 FRS (F64544)	FORWARD REP SYS (FRS) (ON PLS FLATRACK)
M728	COMBAT ENG VEH M728
M747	STLR LB 60 TON M747
M812	TRANSPORTER BRDGE FLO
M870A1	STLR LB 40T M870A1

MODEL	NOMENCLATURE
M88 SERIES	REC VEH FT MED M88A1
M9 (ACE)	TRCTR FT HIGH SPD M9
M901/M902	PATRIOT MISSILE LAUNCHER
M916	TRK TRAC M916
M977 SERIES	TRK CGO TACT
M978 SERIES	TRK TK FS M978
M981	CARR PERS M981
M983 SERIES	W/W TRK TRAC 8x8
M984 SERIES	W/W TRK WRK M984 W/W
M985 SERIES	TRK CGO TACT
M992 SERIES	CARR AMMO TRKD M992
MAXXPRO PLUS	MINE RESISTANT AMBUSH PROTECTED VEHICLE
MT250	CRNE TRK 25T MT 250
MW24C	LDR SCP JICASE MW24C
OE-349/MRC	ANTENNA MAST TRUCK MOUNTED
RBBF	RAMP BAY BRIDGE FLOAT
RG-33L	MINE RESISTANT AMBUSH PROTECTED VEHICLE
RTCH	ROUGH TERRAIN CONTAINER HANDLER
STRYKER SERIES	STRYKER
SWRBT	TRANSPORTER RIBBON BRIDGE
TMS3005	CRNE TRK 25T TMS 300-5
AAVP-7A1	ASSAULT AMPHIBIOUS VEHICLE PERSONNEL
AAVR-7A1	ASSAULT AMPHIBIOUS VEHICLE RECOVERY

## **Appendix H**

### **Police Escort Information Requirements Worksheet**

Requesting units will submit the following information to their servicing Movement Control Team (MCT) NLT ten (10) working days prior to the movement date.

- a. Date waiver submitted:
- b. Requesting Unit:
- c. Unit POC and phone number:
- d. Type and amount of equipment being moved:
- e. SP Location:
- f. RP Location:
- g. Unit POC and phone number at SP:
- h. Unit POC and phone number at RP:
- i. Provide route (written out) and strip map of the entire route with clear details of the pick-up and drop-off points with exact location of equipment (for example, military installation or repair facility): (attached)
- j. Remarks:

**Appendix I**  
**Request to Move Oversize Vehicles Outside Directed Planning Hours**

EAAD-AAO

30 August 2012

MEMORANDUM FOR Commander, Eighth Army, ATTN: G4 Mobility Division, Land Branch Chief

SUBJECT: Request to Move Oversize Vehicles Outside Directed Planning Hours

1. Alpha Battery, 1-43 ADA BN will conduct a draw of sixteen PATRIOT PAC III missiles at 141000SEP2012 to Ammunition Depot #11. The draw facilitates increased operational capability of the PATRIOT system.
2. Movement of the vehicles is from Suwon Air Base (ROK) to Ammunition Depot #11 and return. IAW requirements to transport live missiles, the M985 Guide Missile Transport will be escorted front and rear by M1098 HMMWV and have armed guards present. Convoy clearance will be requested per SOP.
3. Request to move outside the directed planning hours of 2000-0600 in order to prevent unnecessary risk due to missiles sitting, waiting for draw and rest requirements for drivers. Request to conduct movement to the Ammunition Depot from 140500SEP2012-140800SEP2012. Appointment is at 1000 hours and is expected to take 3-4 hours. Movement from Ammunition Depot #11 to Suwon will be from 121400SEP2012-141700SEP2012. Convoy will depart the Ammunition Depot as soon as possible in order to minimize exposure to afternoon traffic.

REQUESTING OFFICIAL'S SIGNATURE BLOCK  
XXXXXXXXXXXXXXXXXXXX  
XXX, XXX  
XXXXXXXXXXXXXXXXXXXX

**Appendix J**  
**Duty Appointment of Container Control Officer (CCO)**

Letterhead

OFFICE SYMBOL

Date

MEMORANDUM FOR RECORD

SUBJECT: Container Control Officer Appointment

1. Effective date, XXXXX is assigned the following duty: Primary Container Control Officer (CCO) for XXXX. As the CCO, she/he is the designated official within the command who is ultimately responsible for control, reporting, use, and maintenance of DOD-owned and controlled ISO containers and equipment. Report functions include all updates to ACAMS i.e., container inventory, movements and receipts, status, inspection, maintenance, and condition.

2. XXXX is responsible for the following DODAACs. XXXX can be contacted at the following: DSN 315-XXX-XXXX; email address: [XXX@mail.mil](mailto:XXX@mail.mil); or mailing address: PSC 303 Box 29 APO AP 96204.

3. Authority: DTR 4500.9-R, Part VI, Chapter 601, Page VI-601-3, Para 2i. Page VI-601-8, Para 11a.

4. Purpose: To provide property control, usage reporting, and maintenance of all Government owned and controlled intermodal containers and equipment (ANSI/ISO containers, flatracks, Container Roll In/Out Platforms (CROPs) and Internal Airlift/helicopter Slingable Container Units (ISUs).

5. Period: Until officially relieved or released from this appointment.

XXXXX  
RANK, BRANCH  
Duty Title

## **Glossary References**

### **Section I. Abbreviations**

ACA	Air Clearance Authority
AGS	Armed Guard Service
ACS	Assistant Chief of Staff
AF	Air Force
AFI	Air Force Instruction (regulation)
AIDPMO	Army Intermodal Distribution Platform Management Office
ALC	Army Logistics Command
ALOC-K	Air Lines of Communications - Korea
AMO	Area Monitoring Office
AMS	Air Mobility Squadron
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
AR	Army Regulation
ASC	Ammunition Support Command
ATCMD	Advanced Transportation Control & Movement Document
ATO	Acting Transportation Officer
AVN BDE	Aviation Brigade
BAS	Bill of Accessorial Services
BMCT	Branch Movement Control Team
CAT	Category
CBL	Commercial Bill of Lading
CCA	Container Control Authority
CCI	Controlled Cryptographic Items
CCO	Container Control Officer

CFC	Combined Forces Command
CFR	Code of Federal Regulation
CMR	Combined Movement Request
CP&A	Centralized Pay and Accounting
CSC	Convention for Safe Containers
CTMC	Combined Transportation Movements Center
CTO	Commercial Travel Office
CULT	Common User Land Transportation
DDDK	Defense Distribution Depot Korea
DDP	Distribution Drop Points
DISR	Daily Installation Status Report
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DSS-K	Direct Support System - Korea
DTO	Division Transportation Officer
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
TSC	Theater Sustainment Command
FDP	Forward Distribution Point
FINCOM	Finance Command
GBL	Government Bill of Lading
HQ	Headquarters
IAW	In Accordance With
IMCOM	Installation Management Command
ITO	Installation Transportation Officer
ITV	In-Transit Visibility

JA/ATT	Joint Airborne/Air Transportation Training
JFTR	Joint Federal Transportation Regulation
KORAIL	Korea Rail Corporation
LCS	Logistics Cost Sharing
LP&P	Logistics Policies and Procedures
LTL	Less-Than-Truckload
MATO	Materiel Officer
MCT	Movement Control Team
MDC	Movement Designator Code
MHE	Material Handling Equipment
MILSTAMP	Military Standard Transportation and Movement Procedures
MILVAN	Military Van
MRAP	Mine Resistant Ambush Protected
MSC	Military Sealift Command
MSC	Major Subordinate Commands
MSL	Military Shipping Label
NEO	Noncombatant Evacuation Operations
NLT	Not Later Than
NMCS	Non-Mission Capable Supply
OCCA	Ocean Cargo Clearance Authority
OEL	Organizational Equipment List
PAMO	Pacific Airlift Management Office
MCT	Movement Control Team
PSS	Protective Security Service
RDD	Required Delivery Date
RFID	Radio Frequency Identification



ROK	Republic of Korea
ROKA	Republic of Korea Army
SAAM	Special Assignment Airlift Mission
SALS-K	Single Ammunition Logistics System - Korea
SDDC	Surface Deployment and Distribution Command
SDT	Second Destination Transportation
SEVS	Security Escort Vehicle Service
SLOC	Sea Lines of Communications
SSA	Supply Support Activity
TA	Transportation Agent
TAC	Transportation Account Code
TC-AIMS II	Transportation Coordinator's Automated Information Management System II
TCMD	Transportation Control and Movement Document
TDR	Transportation Discrepancy Report
TDY	Temporary Duty
TMO	Traffic Management Officer
TMR	Transportation Movement Release
TO	Transportation Officer
TP	Transportation Priority
TPS	Transportation Protective Services
Trans Bn	Transportation Battalion
UDL	Unit Deployment List
UMMIPS	Uniform Material Movement Issue Priority System
US	United States (of America)
USACCK	United States Contracting Command, Korea or 411th Contracting Support Brigade

USC	Universal Services Contract
USFK	United States Forces Korea
WMP	Wartime Movements Program
WWX	Worldwide express

## Section II. Terms

**Army Container Asset Management System.** The Army Container Asset Management System (ACAMS) is a web-based software application to assist Army Intermodal and Distribution Platform Management Office (AIDPMO) with the management, inventory, accountability, readiness, and condition data of all Army owned or leased ISO containers, flat racks and CROPS.

**Accessorial Services.** Services in addition to transportation, rendered by carriers and others. They include storage, switching, diversion, lighterage, wharfage, cartage, rehooking, loading and unloading railroad cars, and processing. Charges for accessorial services are known as accessorial charges.

**Activity address Code.** A six-position code assigned to identify units, activities, or organizations authorized to direct, ship, or receive materiel.

**Aerial Port of Debarkation (APOD).** An authorized port to clear aircraft and process cargo for entrance to the US or foreign country.

**Aerial Port of Embarkation (APOE).** An authorized port of departure from the US or foreign country where cargo is aggregated and processed for strategic airlift.

**Airlift Clearance Authority (ACA).** A function of the 25th Trans Bn acting as the single point of contact between the shipper service and the airlift system, less the AF. Their mission is to clear all cargo into the airlift system and to verify the documentation and eligibility of all cargo offered for shipment.

**Air Mobility Command (AMC).** Single manager operating agency for strategic airlift service. A Department of the Air Force Command, under the US Transportation Command (USTRANSCOM).

**Air Terminal.** An installation that has facilities for loading and unloading aircraft and for intransit handling of passengers, cargo, and mail moved by aircraft.

**Area Monitoring Office (AMO).** The office that is assigned responsibility for monitoring transportation discrepancy reports (TDR) actions in a specific theater or area.

**Astray Freight.** Shipments or portions of shipments found in a carrier's possession or delivered to a military installation which is being held for any reason except transfer and for which billings are not available.

**Branch Movement Control Team.** Branch elements of a P/MCT HQs displaced throughout the peninsula to provide better customer service. Performs same mission as parent HQ.

**Break-bulk Point.** A transshipping activity to which various consignees may be consigned for further distribution as separate shipment units.

**Cancellation Charge.** A charge for empty freight cars ordered, spotted, and not used, provided cars were acceptable.

**Cargo.** Supplies, materiel, stores, baggage, or equipment transported by land, water, or air.

a. Bulk. Dry or liquid cargo, e.g., oil, grain, ore, sulfur, or fertilizer, which is shipped unpackaged in large quantities.

b. Containerizeable Cargo. Items which can be stowed or stuffed into a closed SEAVAN or MILVAN.

c. Non-containerizeable Cargo. Items that cannot be stowed or stuffed into a closed SEAVAN or MILVAN, i.e., over dimensional or overweight cargo.

d. Sourced Stuffed Cargo. Cargo that economically fills a container from a single origin point.

**Carload.** A car loaded to its full cubic or weight carrying capacity; also the quantity of freight required for the application of carload rate.

**Carrier.** An individual, corporation, or public utility engaged in the business of transporting goods.

**Certifying Officer.** Any TO or TA, duty appointed IAW appropriate regulations, who attests to the existence of facts legally required to support a payment from an appropriation or fund.

**Claim.** A written legal demand for payment of goods lost or damaged in shipment. Combined Transportation Movements Center (CTMC). A USFK and ROKA combined staff agency operating under the supervision of the ACS, C4. It is the planning and coordinating element for movements within the ROK during exercises or contingencies.

**Commercial Travel Office (CTO).** A contracted travel agency that provides official and leisure travel.

**Commitment.** The allocation of transportation line haul assets for the movement of cargo.

**Common User Land Transportation.** Land transportation assets managed by a single agency in support of a command (Division through Army), joint geographic command, or joint task force.

**Consignee.** The recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery. Activity that receives the shipment.

**Consignor.** The individual, unit, or activity that is the supplier or shipper of the product.

**Container.** A standardized, demountable receptacle used for transporting cargo on a chassis rail car or vessel.

a. Dromedary. A container that can be mounted behind the power unit of a truck, carried on a flatbed trailer or in a van that can be used to transport less-than-truckload shipments of AA&E, SECRET, CONFIDENTIAL, CCI, or sensitive material.

b. Flat-Rack. Open sided and top International Standards Organization (ISO) containers with two removable/adjustable ends.

c. Half-Height. Standard ISO containers with one end door and an open top.

d. MILVAN. A military owned demountable container that conforms to US and international standards and operates in a centrally controlled fleet for movement of military cargo.

e. SEAVAN. Commercial or government owned or leased shipping containers that are moved via ocean transportation without bogey wheels attached.

f. Military Sealift Command Van. A SEAVAN leased and controlled by the Military Sealift Command (MSC).

**Contracting Officer.** Any officer or civilian employee authorized to enter into or administer contracts and to make determinations and findings with respect thereto.

**Contracting Officer Representative.** Any officer, noncommissioned officer, or civilian authorized by the contracting officer to represent the contracting officer.

**Daily Installation Situation Report (DISR).** Daily status of reportable loaded or empty transportation equipment (for example, rail, SEAVAN, and commercial and military equipment) located at each receiving or shipping installation. This report includes multi-stop conveyances transiting a facility.

**Defense Transportation System (DTS).** That portion of the worldwide transportation infrastructure that supports DOD transportation needs in peace and war. DTS consists of those military and commercial assets, services and systems organic to, contracted for, or controlled by the DOD, except for those that are service-unique or theater assigned.

**Demurrage.** A charge made on a carrier conveyance held by or for a consignor consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for demurrage are in addition to all other lawful transportation charges. Demurrage charges typically are associated with rail and water port operations.

**Detention.** A charge made on a carrier conveyance held by or for a consignor consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for detention are in addition to all other lawful transportation charges. Detention charges typically are associated with container operations.

**Diversión.** A change in route, consignee, destination, or other billing instructions while the shipment is en route.

**Document Identifier Code.** DIC is used on all MILSTAMP data records. It is a means of identifying the functional area system (transportation, supply, etc.), to which the document relates and the intended purpose of the document (TCMD, manifest, tracer, etc.).

**Drayage.** See Local Haul/Drayage.

**Dunnage.** Material used to protect or support freight in or on the carrier's equipment (for example, bracing, stakes, or blocks).

**International Movements.** The movement of personnel and supplies across international boundaries.

**Intertheater.** Freight movements from command elements of Pacific Command and other theaters, including the continental United States.

**Intratheater.** Freight movements within Korea.

**Less-than-Carload.** A shipment which does not use the marked carrying capacity of a rail car.

**Less-than-Truckload (LTL).** A shipment which does not use the full weight or cubic carrying capacity of a truck.

**Line-haul Transportation Service.** The transportation of cargo over a distance greater than 40 miles or more than 2 hours travel times one way. It includes transportation to or from a port installation regardless of actual distance or travel time.

**Local Haul/Drayage.** Is defined as the transportation of cargo 10 miles or less, or less than 1 hours travel time one way.

**Main Supply Route.** A road designated by USFK to serve as the principal or alternate ground line of communication to and from an area or activity.

**Miles in the Hour.** Refers to distance traveled in an hour. Miles per hour refers to vehicular rate of speed including planned and unplanned halts.

**Military Sealift Command (MSC).** Single manager-operating agency for military sealift service. A command of the Department of the Navy under the US Transportation Command.

**Military Standard Requisitioning and Issue Procedures (MILSR TIP).** Uniformed procedures established by the DOD to govern requisition and issue of materiel within standardized procedures.

**Military Standard Transportation and Movement Procedures (MILSTAMP).** Uniform standard transportation data, documentation, and control procedures applicable to all freight traffic movements in the Defense Transportation System (DTS).

**Military Traction.** The movement of imported commercial SEAVANS leased from an ocean carrier containing DOD cargo and pulled by military tractors.

**Military Van (MILVAN).** See container.

**Mixed Shipment.** Any transportation conveyance such as a railcar, truck, or pallet loaded with small lot shipments consigned to two or more consignees located in the same geographical area.

**Movement Control Center (MCC).** An organization established for the purpose of managing all transportation movements within a given area. A Bulk, Dry or liquid cargo, e.g., oil, grain, core, sulfur, or fertilizer, which is shipped un-packaged in large quantities.

**Movement Control Team (MCT).** The USFK representative that coordinates transportation support, common-user land transportation support, and in-transit visibility (ITV) for the movement of units, cargo, and personnel at all transportation nodes including rail and both aerial and sea ports, providing liaison with agencies to ensure the safe and orderly movement of cargo and personnel.

**Pilferable Cargo.** Items that are vulnerable to theft because of their ready resale potential, i.e., cigarettes, alcoholic beverages, cameras, electronic equipment, computers software, etc.

**Pilferage.** The act of stealing in small quantities. Used in reference to missing cargo that is easily converted to money; has intrinsic value or commercial use.

**Port of Debarkation (POD).** The geographic point, at which cargo or personnel are discharged from the mode of transportation. May be a sea port or air port. For unit requirements, it may or may not coincide with the destination.

**Port of Embarkation (POE).** The geographic point, sea port or air port, in a routing scheme from which cargo or personnel depart to eventually arrive at the POD. For unit and non-unit requirements, it may or may not coincide with the origin.

**Priority.** Precedence for movement of cargo or traffic.

**Pull Date.** The date that transportation equipment, which has been loaded by an activity or installation, is scheduled to be moved.

**Request for Transportation.** A request from the shipping activity, submitted to the local TMO to obtain the required transportation to complete a cargo or personnel movement.

**Required Delivery Date (RDD).** The calendar date when the requester requires the materiel. RDD field may contain 999, N--, 555 or 777 to indicate expedited handling required. A blank RDD field indicates routine handling.

**Retrograde Cargo.** Cargo moving in the reverse direction of the normal flow of material entering into the theater of operations.

**ROK Defense Transportation Command (ROK DEFTRANSCOM).** A ROK joint command established for the purpose of regulating and supporting movements within Korea during armistice and contingencies. During contingencies, combines with USFK to form the CTMC.

**Safe Haven.** Emergency assistance provided by an installation to a carrier's vehicle transporting division 1.1, 1.2, or 1.3 ammunition and explosives due to circumstances beyond a carrier's control (such as severe weather or vehicle breakdown). A primary consideration by the installation commander is whether the load poses an unacceptable hazard to personnel or operations. This involves an analysis of the quantity-distance factors and the ability to locate the vehicle away from populated areas. DOD uses the term "safe haven" in the transportation of explosives and hazardous items.

**Sea Port of Debarkation (SPOD).** An authorized port to clear and process cargo for entrance to the US or foreign country.

**Sea Port of Embarkation (SPOE).** An authorized port departure from the US or a foreign country where cargo is aggregated and processed for strategic sea lift. the shipment, and serves as the

unique identifier of the movement requirement. The TMR is used to account for the transportation assets during movement much like the TCMD is used to account for the cargo during movement. The TMR number can be lengthened or shortened to meet the information needs of the theater. The codes for completing the TMR and commitment work sheets can be found in FM 55-10. (Movement Control in a Theater of Operations) Appendix E or in DTR 4500.9-R Part II Cargo Movement and DTR 4500.9-R Part III Mobility.

**Surface Deployment and Distribution Command (SDDC).** Provides global surface deployment command & control and distribution operations to meet National Security objectives in peace and war. SDDC is a component command of US TRANSCOM.

**Transportation Management Officer (TMO).** Person(s) designated or appointed IAW this regulation to perform traffic management functions for an Air Force unit or activity.

**Transportation Officer (TO).** Person(s) designated or appointed IAW this regulation to perform traffic management functions for an Army unit or activity.

**Transportation Priority (TP).** A number assigned which designates the priority of movement through the transportation system.

**Transportation Protective Services (TPS).** A commercial carrier service performed according to DOD standards that provide in-transit physical security for shipments of SECRET, CONFIDENTIAL, or sensitive materiel.

**Truckload.** Any shipment of freight which completely uses the load carrying capacity of a highway vehicle.

**Uniformed Material Movement and Issue Priority System (UMMIPS).** DOD Reg 4140.1-R, Appendix 8, specifies incremental time standards for requisition, issue, and movement of materiel for the DOD. The time standards apply to all transportation modes in peace and war and vary according to the priority and ultimate destination of the shipment.

**Unstuffing.** The off-loading of cargo from a container.