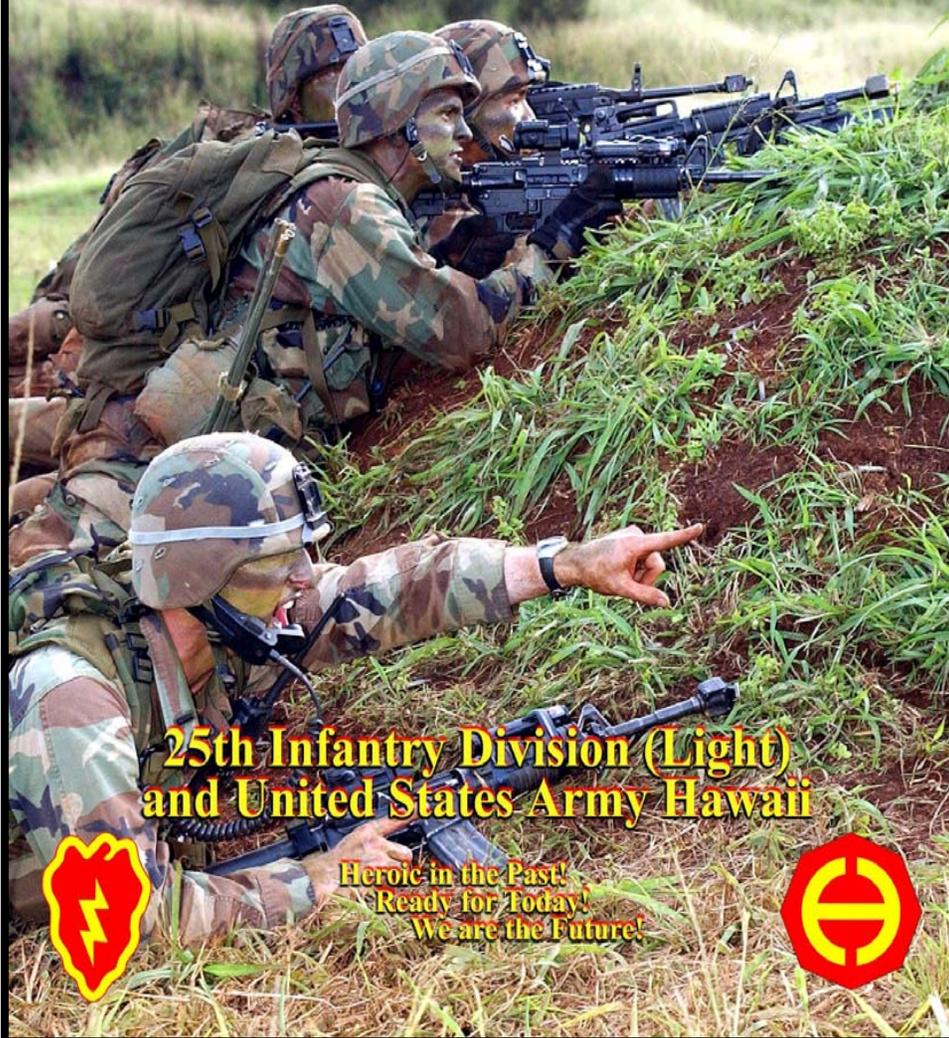


We strike like
TROPIC LIGHTNING
America's Pacific Division!



**25th Infantry Division (Light)
and United States Army Hawaii**

*Heroic in the Past!
Ready for Today!
We are the Future!*



*“Meeting end-to-end global surface distribution
needs of our war fighters, on time...every time”*



Military Traffic Management Command
599th Transportation Group
Building 126, Wheeler Army Airfield
Schofield Barracks, HI 96857-5008



Your Guide to Deployment

December 2003 (Version 2)

From origin to destination safely and securely.



*“Ready to Strike!
Anytime, Anywhere.”*

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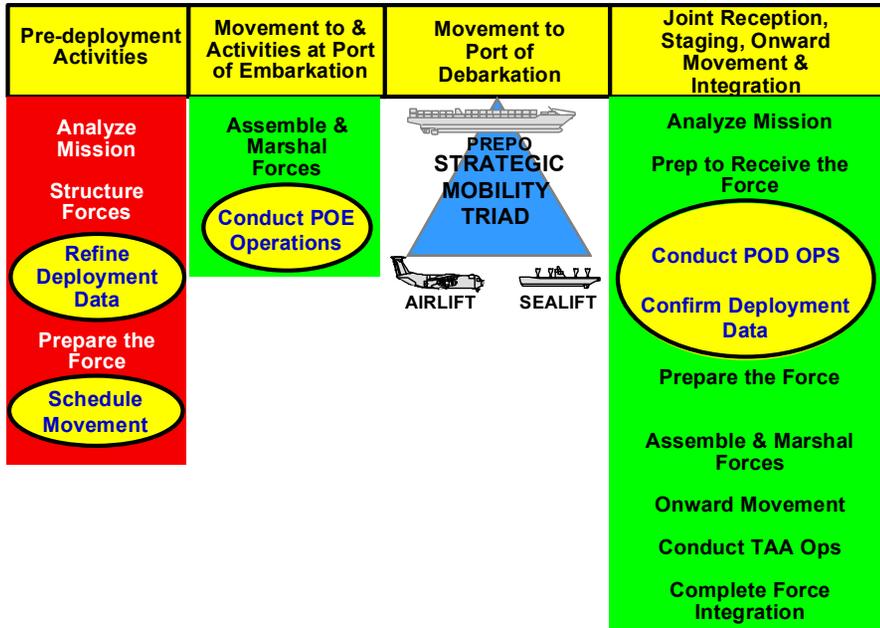
Notes

OIF Deployment – Lessons Learned

To avoid having your cargo “frustrated” and delayed during deployment heed the following:

- Accurate DEL data is crucial to the entire process – correct height, length, width, and equipment weight.
- Level 6 detail for TRICONS and containers – if packed items are on the property book, list NSN and nomenclature of packing lists; if not, nomenclature of the items packed inside.
- Place Military Shipping Labels (MSL) on containers, front and adjacent side. TRICONS, however, are coupled together, so place MSLs on the door and the back of all TRICONS.
- Use adhesive spray to affix labels to equipment – depart the AHA with labels on all equipment.
- Securely zip-tie RFID tags to equipment (trailers, prime movers, TRICONS, containers), mount per SOP and ensure to turn them on prior to departure from the AHA.
- Check fuel levels in all tanks – $\frac{3}{4}$ full with DOT exemption in hand
- Equipment must be FMC – check for working lighters, especially trailer taillights.
- Secure vehicle fire extinguishers and jerri cans in their racks (no HAZMAT documentation required when properly mounted and secured).
- Remove bows, canvas and hazard lights that are above cab top level of vehicles. Securely tie-down equipment/supplies and secondary loads with proper tie-downs.
- Equipment on lowboys requires wheel chaulks, dunnage under blades/buckets to prevent metal-to-metal contact, and use proper size tie-down chains for the loads they secure.
- Check that lifting shackles are on vehicles and ensure they are the correct size and the correct size pin is used to secure them in place, as well as a cotter pin, if appropriate.

The Deployment Process

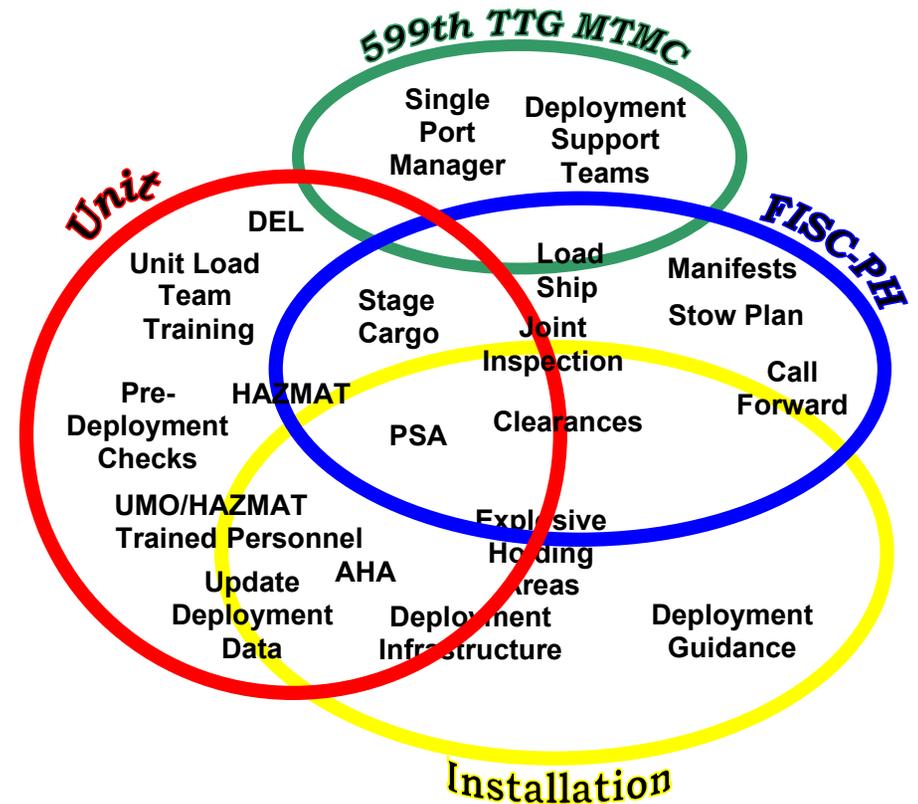


Notes

What you see in the figure above is the overall deployment process including everything from Pre-deployment (what you do before you deploy) to the Joint Reception, Staging, Onward Movement, and Integration (after you debark in-theater). This booklet covers only what you do in the pre-deployment, movement to and at ports of embarkation (POE), and movement to port of debarkation (POD) phases. It is *not* meant as a complete “soup-to-nuts” treatment of the subject, but some of the finer points to enable you, [the UMO](#), to ensure the safety and security of your unit supplies and equipment as they move to where and when you need them. Bottom line, however, in everything you do, is SAFETY FIRST!

Notes

Critical Process Responsibilities



This figure depicts graphically who is responsible for deployment in Hawaii. The many overlapping responsibilities each activity has indicate how interdependent each is with the other. The bottom line is that no one activity can do it all. Deployment is a team effort, from start to finish.

Pre-deployment Activities

The following is a listing of activities that will occur prior to deployment:

- Identify total movement requirements. What does your unit need to move, based on your contingency/exercise mission and where you are going?
- Validate deployment data. Have you identified your requirements in your Deployment Equipment List (DEL)? Is it up-to-date based on the unit equipment you have on hand and will need when you deploy?
- Refine and submit deployment data. Expeditious delivery of final deployment equipment list (DEL) to Fleet Industrial Supply Center-Pearl Harbor (FISC-PH) will facilitate:
 - Scheduling movements to the port for staging.
 - Assist 599th Trans Group and Military Sealift Command (MSC) in getting the right ship at Pearl Harbor/Honolulu to “fit” your cargo and meet your required delivery date (RDD).
- FISC-PH will conduct a Deployment Planning Meeting to:
 - Establish a movement schedule for your equipment to move from home station to the port staging area prior to loading aboard ship.
 - Build and publish schedule of events IAW FISC and vessel schedule.
 - Confirm HAZMAT and convoy clearances/special hauling permits (DD Forms 1265/1266). 25thID(L) standard is that all serials of 6 or more vehicles require a Convoy Clearance (DD Form 1265), which will be prepared by conveying units and turned into 25thID(L) DTO for processing prior to the convoy.
 - Identify Port Support Activity (PSA) requirements and sourcing.

Supercargo

Supercargoes are unit personnel designated on orders to accompany, secure, and maintain unit cargo on board ships in transit to port of debarkation (POD). They also act as Liaisons during cargo reception at ports of embarkation (POE), shipload and discharge operations, and SPOD port clearance operations. In most instances, supercargoes come from deploying units.

Unit commanders recommend the composition of supercargoes based on several factors including the amount and types of equipment loaded aboard the ship and the number of units with equipment on the ship. However, Military Sealift Command (MSC) determines the actual number of supercargo personnel permitted on board, based on berthing capacity of the ship. USARPAC is final authority in resolving disputes concerning the composition of the supercargoes who sail on the vessel.

Supercargoes are busy throughout the voyage, especially retightening chains and tiedown devices that invariably come lose during the voyage. This is critical to ensuring that your equipment gets to you in-theater in a fully operational status.

On some voyages, they may also be responsible for armed security, especially on foreign-flagged vessels and/or on vessels moving through waters subject to enemy or terrorist threats.

Liaisons

A liaison officer/NCO from your unit to the port of embarkation is critical to the unit's smooth transit at the port and the achievement of precision, synchronization, knowledge and speed. After all, who knows your equipment better than someone from your unit?

Liaison is contact or communication maintained between your unit and port operators, either at commercial terminals (Honolulu) or with FISC-PH (Pearl Harbor). It is an effective way for deploying units to ensure that your unit's interests are represented, to support the commander's intent and properly influence your deployment. It can also reinforce safety, resolve problems, limit the time required for decisions, and keep the commander informed.

Who should be the liaison from your unit to port operators? It should be someone thoroughly familiar with the commander's intent and his/her unit's equipment, and mature/senior enough to think on his/her feet and make timely decisions independently if required.

Pre-deployment Activities Checklists/Samples/SOPs

In the course of preparing for and deploying your unit, the Army has generated a number of different checklists that will aid your efforts in getting your unit's equipment and personnel on their way to a theater-of-operations. The following is a listing of where these checklists are along with a URL hypertext link to them:

Publication	Title	URL Hypertext Link
FM 3-35.4 Page D-4	CDR's (UMO) Checklist	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/3-35.4/fm3-35.4.pdf
FM 3-35.4 Pages D-5+6	Convoy CDR's Checklist	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/3-35.4/fm3-35.4.pdf
FM 3-35.4 Pages D-7 to 9	Logistics Planning Checklist	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/3-35.4/fm3-35.4.pdf
DA Form 7425	Readiness & Deployment Checklist	ftp://pubs.army.mil/pub/eforms/pdf/a7425a.pdf ftp://pubs.army.mil/pub/eforms/pdf/a7425b.pdf
FM 3-35.4 Pages E-2 to 13	Mobilization/Deployment Plan	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/3-35.4/fm3-35.4.pdf
FM 3-35.4 Appendix J	Convoy CDR's Checklist	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/3-35.4/fm3-35.4.pdf
FM 3-35.4 Page K-2	Pallet Building Procedure Checklist	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/3-35.4/fm3-35.4.pdf
FM 3-35.4 Pages K-3 to 8	Joint Inspection Procedure Checklist	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/3-35.4/fm3-35.4.pdf
FM 4-01.011 Appendix B	Sample Unit Movement Operations SOP	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/4-01.011/toc.htm
FM 4-01.011 Anx 1, App C	Convoy CDR's Checklist	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/4-01.011/toc.htm

Publication	Title	URL Hypertext Link
FM 4-01.011 Anx 2, App C	Sample Convoy Briefing	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/4-01.011/toc.htm
FM 4-01.011 Appendix H	Deployment Binders	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/4-01.011/toc.htm
FM 4-01.011 Page K-4	Unit Movement Officer (UMO) Checklist	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/4-01.011/toc.htm
FM 4-01.011 Appendix L	Unit Movement Plan – A Sample	http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/4-01.011/toc.htm
FORSCOM 55-1 Appendix H	Sample Unit Movement Plan	http://www.forscom.army.mil/pubs/Pubs/REG/r55-1.pdf
FORSCOM 55-1 Appendix H	Convoy Commander's Checklist	http://www.forscom.army.mil/pubs/Pubs/REG/r55-1.pdf
FORSCOM Form 285-2-R	Convoy Commander's Checklist	http://www.forscom.army.mil/forms/f285-2.pdf

Port Support Activity



The Port Support Activity or PSA is an ad hoc organization comprised of military and civilian personnel with specific skills that aid port operators in receiving, processing, staging, and loading cargo at the port (SPOE).

Ordinarily personnel staffing the PSA come from units or augmentees who are not deploying to the maximum extent possible. However, in the operation/maintenance of unique unit equipment, the deploying unit may be called upon to provide personnel with the necessary skills and experience to operate/maintain that equipment.

The commander providing PSA support first considers the type of unit and equipment being deployed. He/she then selects personnel qualified to handle the physical security of classified equipment and protected cargo, personnel with unique equipment operator skills, and maintenance personnel to correct primary weapon system and deploying equipment deficiencies. Duties may include:

- Receiving, inspecting, and documenting deploying cargo.
- Correcting cargo deficiencies that preclude sea movement.
- Operating unique equipment.
- Providing backup organizational/limited DS maintenance.
- Providing physical security for classified/protected cargo.
- Providing blocking/bracing personnel to secure secondary loads.
- Providing workers with safety equipment.
- Moving deploying unit equipment in/around the port.
- Providing messing and medical support to transiting units.
- Providing miscellaneous administrative support, including cargo documentation, as required.

Port Activities – Ship Loading



Port personnel will scan the MSLs on your vehicles/equipment and update on hand inventories as well provide in-transit visibility through MTMC's Worldwide Port System (WPS) and the Global Transportation Network (GTN),

Port stow planners will update their pre-stow plan for where your equipment and those of the other deploying units will be placed (stowed)/secured aboard ship using MTMC's Integrated Cargo Computerized Deployment System (ICODES) which plans the load to maximize space utilization commensurate with maintaining a safe trim and stability for the vessel, much as you did when you safely loaded your vehicles, balancing your secondary loads to the vehicles being loaded. ICODES also ensures that cargo stowed together is compatible and will not be a danger when the vessel is at sea.

In a carefully controlled schedule, cargo is driven or lifted aboard ship in a coordinated sequence of loading each deck/hold by stevedores and/or PSA personnel and secured to decks.

Documentation

DOCUMENTATION REQUIREMENTS	VEHICLE	CONTAINER	463L PALLETS	PERSONAL BAGGAGE
ALL MODES -				
Placards/Labels as applicable for HAZMAT	X	X	X	
Signature and Tally Record (DD Form 1907) as applicable for sensitive cargo	X	X	X	
UIC and Shipment Unit Number (Stenciled)	X(4)	X(5)		
Military Shipping Label (DD Form 1387)	X(3)	X(3)	X(3)	
Packing Lists (DD Form 1750 or DA Form 5748-R)	X	X	X	
Security Seals	X(2)	X		
ALL MODES - REDEPLOYMENT ONLY -				
*Military Customs Inspection Label (DD Form 1253) or Tag (DD Form 1253-1)	X	X	X	X
*U.S. Customs Accompanied Baggage Declaration:				X
+ *Decontamination Tag (DD Form 2271)	X	X		
+ Commanders Certificate (no ammo or body parts)	X	X		
+ Certificate of Registration (CF 4455 or 4457) (when applicable)				X
+ Registration of War Trophy Firearms (DD Form 603) (when applicable)			X	X
AIR ONLY--				
Passenger Manifest (DD Form 2131)				X
Pallet Identifier (DD Form 2775) or Compatible Form			X	

Documentation (continued)

DOCUMENTATION REQUIREMENTS	VEHICLE	CONTAINER	463L PALLETS	PERSONAL BAGGAGE
Special Handling Data/Certification (DD Form 1387-2) (for sensitive & classified cargo)	X	X	X	
Shippers Declaration for Dangerous Goods (Form #: MISC PUB 55-3) (for hazardous, sensitive &/or classified)	X	X	X	
Advanced Transportation Control & Movement Document (ATCMD) (TC ACCIS product copied to disk)	X	X	X	
SEA ONLY --				
Shipping Paper & Emergency Response Information for Hazardous Materials Transported by Government Vehicle, Container or Vessel (DD Form 836)	X	X		
RAIL/COMMERCIAL TRUCK ONLY--				
<i>Government Bill of Lading (GBL) (Prepared by the Transportation Office)</i>	X	X		

Port Activities - Staging



After completing all operations at the AHA and then receiving the Call Forward message, your vehicles/equipment will convoy to either carrier terminals in Honolulu or the Pearl Harbor Naval Base.

You are reminded a DD Form 1265, Request for Convoy Clearance, is required for all serials of 6 or more vehicles and must be turned into 25thID(L) DTO prior to the convoy leaving the AHA.

At the port you will be directed by port and/or PSA personnel to a location in the staging area adjacent to where the ship will be loaded:

- Vehicles/equipment and secondary loads will again be inspected.
- All documentation, including HAZMAT, will be checked and corrections made, if necessary. In addition, port inspectors will ensure all vehicles/equipment have MSLs and RFID tags affixed.
- You will receive a signed TCMD receipting for your vehicles and equipment. At this point in time, your unit equipment now belongs to the port operator and your involvement, other than through your LNO and/or unit personnel in the PSA, is over.

Alert Holding Area (AHA)



After you have loaded your vehicles/equipment in the unit to include secondary loads, containers, and ensuring you have moved all unit HAZMAT to East Range for consolidation, less fuel tankers/tank and pump units, it is now necessary to move your vehicles to the Alert Holding Area (AHA) at Wheeler Army Airfield.

At the AHA the following will occur:

- Vehicles/equipment and secondary loads will be inspected.
- Vehicles will be defueled to ¼ tank, if required or with DOE Exemption DOT-E-7280, ¾ tank (a copy of which should accompany each load/vehicle) [go to: <http://hazmat.dot.gov/exemptions/E07280.pdf> for a copy of the exemption].
- HAZMAT, if any, will be checked and DD Forms 836 validated.
- The DEL will be updated on TC-ACCIS.
- MSLs will be affixed and RFID tags programmed and affixed.
- Vehicles/equipment will be weighed and measured.
- Convoys will be formed for movement to the port.
- Convoys will then be called forward for staging at the port in a schedule prepared by FISC-PH or commercial carriers.
- Sequence loads for priority onload to facilitate offload at Sea Port of Debarkation (SPOD) (first on/last off)

Documentation (continued)

DOCUMENTATION REQUIREMENTS	VEHICLE	CONTAINER	463L PALLETS	PERSONAL BAGGAGE
CONVOY ONLY--				
<i>Convoy Clearance Request (DD Form 1265 or DD Form 2777)</i>	X			
<i>Special Hauling Permit (DD Form 1266 or DD Form 2777 when applicable)</i>	X			
<i>Motor Vehicle Inspection (DD Form 626) (when applicable)</i>	X			
<i>Shipping Paper & Emergency Response Information for Hazardous Materials Transported by Government Vehicle, Container or Vessel (DD Form 836)</i>	X	X		

Notes:

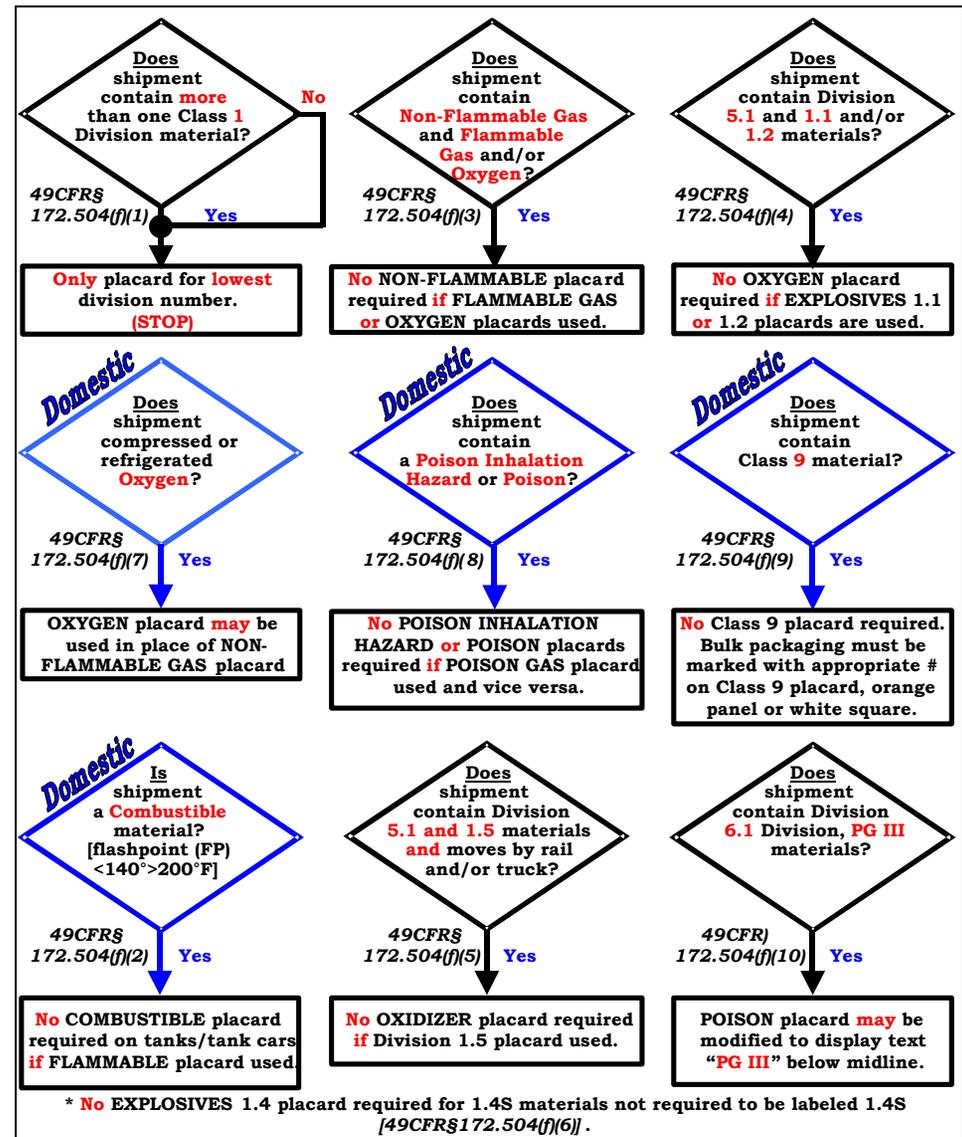
- * U.S. Customs or USDA inspection may substitute CF for DD Forms.
- + Wartime redeployment.
 - (1) Includes major weapons systems and aircraft
 - (2) Seal affixed to all cargo access areas.
 - (3) For all vehicles and consolidated shipment units (containers and 463L pallets), deploying OCONUS or on Emergency Deployment Readiness Exercises EDRE/SEDRE), regardless of mode, military shipping labels (DD Form 1387) will be utilized. For vehicles, labels are placed on the front (driver's side) bumper and left (driver's side) door.
 - (4) Stencil the UIC and SUN on the front and rear bumpers in 2-inch lettering.
 - (5) Stencil/mark US Army and unit-owned containers only.

The forms listed above are current requirements and subject to change without notice. On the next page are URL hypertext links to the forms above as well as others you may need.

Numbers	Title	URL Hypertext Link
DD Form 364-5	Weight & Balance Form F-Transport	http://www.dior.whs.mil/forms/DD0365-4.PDF
DD Form 626	Motor Vehicle Inspection (Transportation Hazardous Materials)	http://web1.whs.osd.mil/forms/DD0626.PDF
DD Form 836	Dangerous Goods Shipping Paper/ Declaration and Emergency Response Information for Hazardous Materials Transportation by Government Vehicles/Containers or Vessels	http://www.dior.whs.mil/forms/DD0836.PDF
DD Form 836C	Continuation Form (DD Form 826)	http://www.dior.whs.mil/forms/DD0836C.PDF
DD Form 1265	Request for Convoy Clearance	http://www.dior.whs.mil/forms/DD1265.PDF
DD Form 1266	Request for Special Hauling Permit	http://www.dior.whs.mil/forms/DD1266.PDF
DD Form 1384	Transportation Control & Movement Document	http://www.dior.whs.mil/forms/DD1384.PDF
DD Form 1387	Military Shipment Label	http://www.dior.whs.mil/forms/DD1387.PDF
DD Form 1387-2	Shipping Tag, Military	http://www.dior.whs.mil/forms/DD1387-2.PDF
DD Form 1750	Packing List	http://www.dior.whs.mil/forms/DD1750.PDF
DD Form 1907	Signature & Tally Record	http://www.dior.whs.mil/forms/DD1907.PDF
DD Form 2775	Pallet Identifier	http://www.dior.whs.mil/forms/DD2775.PDF
DD Form 2776	Dangerous Cargo List	http://www.dior.whs.mil/forms/DD2776.PDF
DD Form 2777	Mobilization Movement Control (MOBCON) Request for Convoy Clearance or Special Hauling Permit	http://www.dior.whs.mil/forms/DD2777.PDF
DD Form 2781	Container Packing List (International)	http://www.dior.whs.mil/forms/DD2781.PDF
DD Form 2784	Letter of Intent (LOI) Household Goods or Unaccompanied Baggage	http://www.dior.whs.mil/forms/DD2784.PDF

Hazardous Materials – Placards (cont.)

Placarding Exceptions Table



Hazardous Materials – Placards (cont.)

7. For domestic transportation of oxygen, compressed or oxygen, refrigerated liquid, the **OXYGEN** placard is §172.530 of this subpart may be used in place of a **NON-FLAMMABLE GAS** placard. [49CFR§172.504(f)(7)]
8. For domestic transportation, a **POISON INHALATION HAZARD** placard is not required on a transport vehicle or freight container already placarded with the **POISON GAS** placard. [49CFR§172.504(f)(8)]
9. For domestic transportation, a **Class 9** placard is not required. A bulk packaging containing a Class 9 material must be marked with the appropriate identification number displayed on a **Class 9** placard, an **orange panel** or a **white-square-on-point** display configuration as required by subpart D of this part. [49CFR§172.504(f)(9)]
10. For Division 6.1, PG III materials, a **POISON** placard may be modified to display the text “**PG III**” below the mid line of the placard. [49CFR§172.504(f)(10)]
11. For domestic transportation, a **POISON** placard is not required on a transport vehicle or freight container required to display a **POISON INHALATION HAZARD** or **POISON GAS** placard. [49CFR§172.504(f)(11)]



If you are in doubt as to what placard or label to use, go to:
<http://www.labelmaster.com/resources/placardfinder/> and type in the UN number for the item you want to placard and/or label.

25th ID Form 38 – Vehicle Load Card

Vehicle load plans are documented on 25th ID(L) Form 38.

- One Form 38 must be filled out for each vehicle with a cargo secondary load.
- Load plans are kept on file as part of the unit movement plan and revised as frequently as change occurs and tested annually.

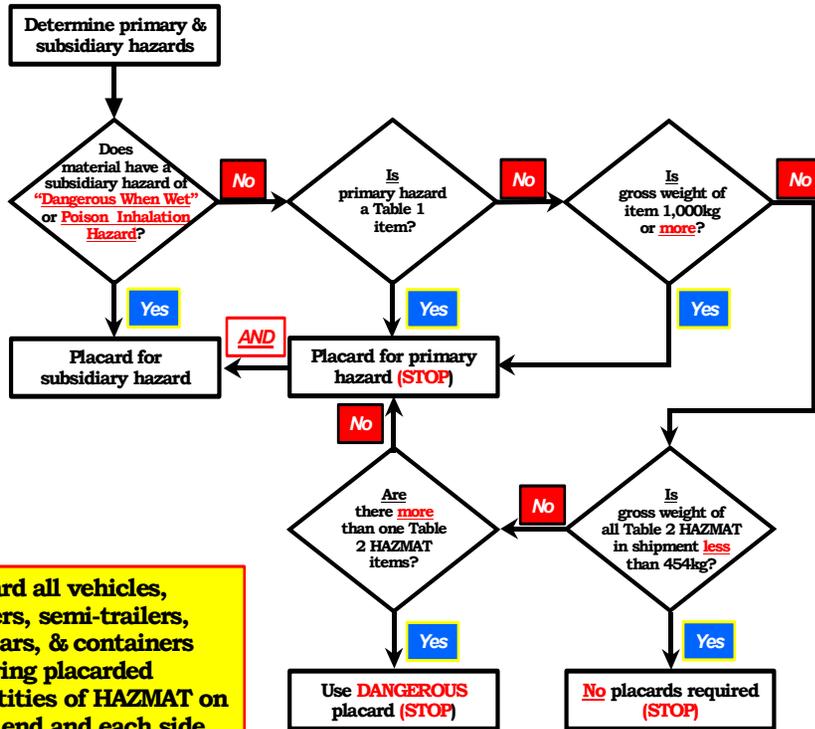
Load cards can also be used to check cargo at terminals.

- Check for loss or damage.
- Ensure specific cargo can be located when needed.

Over the next several pages, the content of this form will be discussed in some detail. The basic purpose of the load card is to tell you in advance what you plan to load on your vehicles, so that you do not have to wait until the last minute.

Depending on the missions that your unit may have, there may be a requirement for multiple vehicle plans, one for each mission. Involvement in humanitarian operations will call for different equipment and materials to deploy with, than a combat mission.

Hazardous Materials – Placards Decision Table



Placard all vehicles, trailers, semi-trailers, rail cars, & containers carrying placarded quantities of HAZMAT on each end and each side.

25th ID Form 38 – Vehicle Load Card

Date Compiled (in pencil)

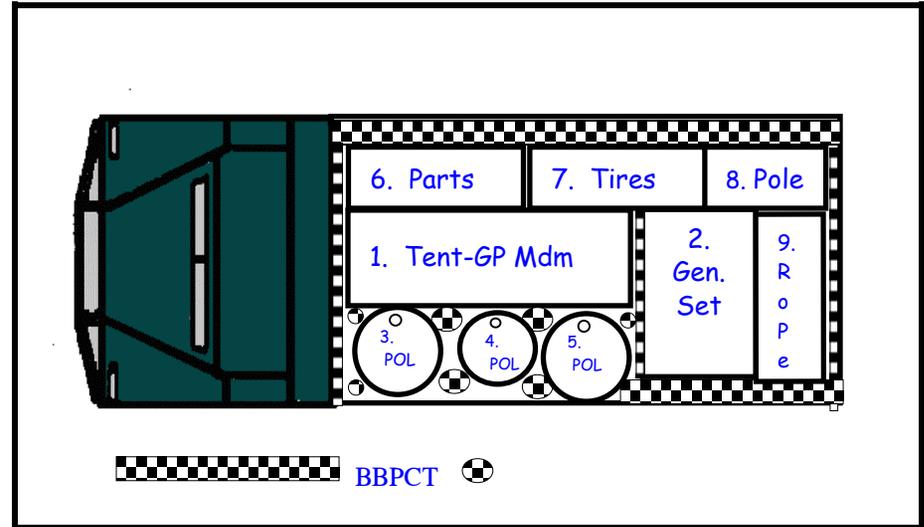
Also model no.

VEHICLE LOAD CARD (TB 55-46-1)					
UNIT C Co, 1-25 Avn Bn	BUMPER NO. C007 M1097A2	DATE COMPLETED 2003/12/09			
VEHICLE INFORMATION					
TYPE Trk, Util	LENGTH 191	WIDTH 91	HEIGHT 72	EMPTY WT 5,600	CB/CG Is inches From

Nomenclature.

Depending on planned shipping configuration, either operational and/or reduced entries are made under length, width, and height of vehicle, See TB 55-46-1 for details.

Weight with no cargo or PAX.



Cargo Compartment View

25th ID Form 38 – Vehicle Load Card

Cargo Loc. No.	Cargo Description and Type Pack	Quantity	PC Weight
1	TENT, GP Medium (Crate)	1	750
2	GENERATOR SET, PU-238 (ICP)	1	350
3	OIL, 20/50W SAE, 55 Gal (Drum)	1	256
4	OIL, 20/50W SAE, 55 Gal (Drum)	1	256
5	OIL, 20/50W SAE, 55 Gal (Drum)	1	256
6	REPAIR PARTS, Automotive (Box)	1	434
7	TIRES, 1100x20, Mud & Snow (Ea.)	2	146
8	POLE, Tent, Ridge (Each)	1	42
9	ROPE, ¾" Manila (Roll)	1	75
AR	BLOCKING & BRACING (various)	As used	125

Itemize down to the individual package/box/crate/drum/end item, etc., as appropriate. Put as complete a description as will fit in the blocks provided. Use descriptions that adequately describe the items contained therein and are understandable to everyone.

The abbreviation "ICP" indicates a "bare" item contained within its own package. Major end items may come in this form.

Do not forget to include the weight of all blocking, bracing, and packing material used in the load, if known.

Hazardous Materials (continued)

- There is a serviceable, fully-charged fire extinguisher with proper bracket with every vehicle. Do not carry extra fire extinguishers unless your vehicles/trailers have properly installed brackets and the fire extinguishers fit in them. Excess fire extinguishers will either be "confiscated" or you will have to do a DD Form 836 for them.
- Do not load aerosol cans of any product in your vehicles. They are either flammable and/or compressed gas hazards. These will also be confiscated. If you need them in-theater, take them to East Range for consolidation.
- Do not load cleaning solvents or other liquid cleaning products. These will also be confiscated. If you need them in-theater, take them to East Range for consolidation.
- Remove all acetylene and oxygen bottles from Wreckers and Contact Team/Maintenance trucks. If they are present on your vehicles in the AHA, you will have to do a DD Form 836 on them or they will be removed before they go aboard ship.
- Do not load paint and other similar materials on your vehicles. These will be confiscated in the AHA. Unless there is something very special about them, there should be no need to take this material with you, as it will be provided in-theater through normal supply channels.
- Look for other items such as propane heaters/stoves. The stoves and heaters may be able to go, but not the propane tanks, empty or filled.
- Do not move more fuel cans than there are brackets on your vehicles/trailers for. Excess fuel cans will be confiscated in the AHA and your unit will have to come and get them. These items, if you will need them in-theater, should be taken to East Range for consolidation/shipment.

Loaded Vehicle Weight 8,290#	Driver (Name and Grade) Ace D. Parker, SGT
---------------------------------	---

25th Inf Div Form 38, 1 Aug 84

599th TTG Print

Empty weight of vehicle from header data plus weight of cargo from the itemized list on the card. After weighing loaded vehicle, change this number to the actual weight.

Ensure specific driver's name for this vehicle appears in this block.

Hazardous Materials

All 25th ID(L) units should turn in all hazardous materials during a deployment (exercise or contingency) to East Range for consolidation, containerization, and documentation. This is one less headache you as UMO have to face.

However, your unit hazardous materials certified NCO/officer must identify your unit's HAZMAT, ensure it is properly packaged, marked, certified (DD Form 836, if required) and get it over to East Range if you will need it during your deployment.

For some units it will not be possible to totally move all their HAZMAT from East Range. The most notable exceptions are those units with tankers, either tank trucks/semi-trailers, or vehicles with semi-permanently mounted tank and pump units. Unless these tankers and tank and pump units have been purged (and you have the paperwork to prove it), they will need to be placarded with a flammable placard. This includes empty tankers/tank and pump units, if they have not been purged, as they contain residue fuel.

In addition, you will have to complete a DD Form 836, *Dangerous Goods Shipping Paper/Declaration and Emergency Response Information for Hazardous Materials Transportation by Government Vehicles/Containers or Vessels*, for each tanker and tank and pump unit. Have this done before you get to the AHA.

Do not generate unnecessary DD Form 836's ("certs") for your vehicles and generators. If you deploy by sealift your vehicles and trailer mounted generators are exempt from placarding requirements IAW CFR 49 §176.905(i). However, IAW CFR 49 §176.905(a)(5), if they are stowed in a closed freight container a warning label must be affixed to the outside of the container with the following statement: "WARNING – MAY CONTAIN EXPLOSIVE MIXTURES WITH AIR – KEEP IGNITING SOURCES AWAY WHEN OPENING."

Thorough inspections of vehicles and equipment must be conducted in unit motor pools before driving to the Alert Holding Area (AHA) to ensure:

DD Form 1750 – Packing List

PACKING LIST		PACKED BY	1. NO. BOXES	2a. REQUISITION NO.		
				2b. ORDER NO.		
3. END ITEM				4. DATE		
				5. PAGE _____ OF _____ PAGES		
BOX NO. <i>(a)</i>	CONTENTS - STOCK NUMBER AND NOMINCLATURE <i>(b)</i>	UNIT OF ISSUE <i>(c)</i>	QUANTITIES REQUIRED			
			INITIAL OPERATION <i>(d)</i>	RUNNING SPARES <i>(e)</i>	TOTAL <i>(f)</i>	
6. THIS CERTIFIES THAT THE ITEMS LISTED HEREON ARE WITHIN THE SPECIFIED BOXES						
TYPED NAME AND TITLE			SIGNATURE			

DD Form 1750, SEP 70 (EG)

Designed using Perform Pro, WHS/DDOR, Aug 94

This is the form you use to document/inventory the contents of each multi-pack box or container. It is also the source document for the inventories that will be appear on the RFID tags affixed to all containers you will ship. As such it must as accurate as possible to provide in-transit visibility of your cargo while it moves from home to theater and return.

DD Form 1750 – Packing List

Block 2a change “Requisition No. to “Vehicle Bumper No.” or “Container Serial No.”

PACKING LIST	PACKED BY 316th Trans Co WADSAA	1. NO. BOXES 1	2. ORDER NO. D0021	3. REQUISITION NO. HQ 7-T
3. END ITEM			DATE	

Packed by: enter your unit name and UIC.

Number of inner boxes in container

Shipment Unit Number from AUEL/OEL or DEL/UDL for Vehicle/container

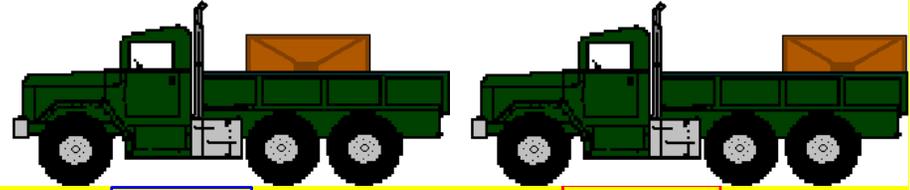
Date Compiled (in pencil)

PACKING LIST		2.b. ORDER NO.
3. END ITEM		4. DATE
M35A2, Trk cargo 2 1/2 Ton		5. PAGE 1 OF 1
BOX NO.	CONTENTS - STOCK NUMBER AND NOMENCLATURE	UNIT OF ISSUE
		INITIAL OPERATION
		QUANTITIES REQUIRED
		REMARKS
		TOTAL

End item – either the vehicle carrying the cargo (as shown) or the shipping container (e.g., “Box Shipping Metal 20ft., serial #54280, HHC seal #4325” – be specific.

Enter page number & total number of pages.

Loading Vehicles – Placement/Balance

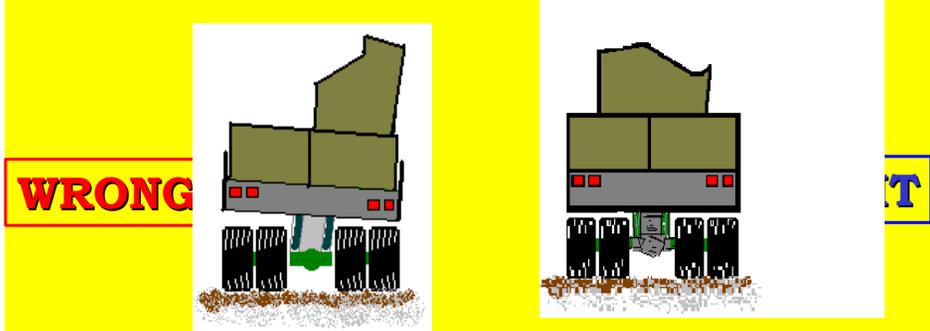


Right

Wrong

Set a concentrated load just ahead of the rear axle with the longest side on the floor.

Load can bend the frame, overload rear tires and make steering almost impossible.



WRONG

T

This placement overloads one spring and set of tires, brakes could lock on light side causing skid.

Nothing is overloaded, frame will not twist and stress suspension.

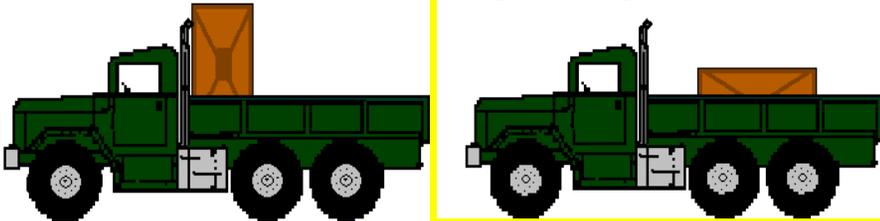
Loading Vehicles – Placement/Balance

How should loads be distributed on semi-trailers? Distribute trailer loads equally between the rear tires & the fifth wheel to ensure load transfers to the tractor as follows:



The following ensure safety and security of your cargo, your vehicle, and you:

- Pack cargo as tightly as possible so it does not shift and/or crush or otherwise damage other cargo.
- Use blocking & bracing to fill in any gaps in the load and to hold the load down so it does not move.
- Load items of uniform size and shape (where possible) for easier



Wrong

Right

Wrong – Load can bend the frame, overload front tires, and make steering harder.

Right – Place heavy part of the load near rear axle for proper tire loading and to keep frame from bending.

Keep load as low as possible in the vehicle to prevent cargo from shifting or the vehicle to roll over

DD Form 1750 – Packing List

BOX NO. (a)	CONTENTS - STOCK NUMBER AND NOMENCLATURE (b)	UNIT (c)
	1234-23-2334-4454 Chair, folding field	
	1234-23-2451-6284 Desk, field	
	Wooden Crate	

Use when shipping 2 or more boxes in a container to indicate the box number in which the items are packed. If the form is for a single box/crate, leave blank.

List items in the box, crate or container. List National Stock Number (NSN) and Nomenclature/ Description.

Indicate BBPCT materials used and their weight at bottom.

BOX NO. (a)	CONTENTS - STOCK NUMBER AND NOMENCLATURE (b)	UNIT OF ISSUE (c)	QUANTITIES REQUIRED		
			INITIAL OPERATION (d)	RUNNING STOCKS (e)	TOTAL (f)
			Packs No. in box	Weight of each item (lbs)	Total Weight (lbs)

Column (d) Change to read: Packs, No. in box

Column (e) Change to read: "Weight of Each Item (lbs)"

Column (f) Change to read: "Total Weight (lbs)"

DD Form 1750 – Packing List

BOX NO.	CONTENTS - STOCK NUMBER AND NOMENCLATURE	UNIT OF ISSUE (c)	QUANTITIES REQUIRED		
			INITIAL OPERATION (d)	RUNNING SPARES (e)	TOTAL (f)
		Ea	2	54	
		Ea	1	100	
		NA	NA	150	
				TOTAL	358

Column (c): Unit of Issue: such as ('ea') [each] for individual items (eg. computer), or 'BX' [box] for packaged multi-items (eg. Pens)

Column (d) Packs, No. in box

Column (e) "Weight of Each Item (lbs)"

Figure the total weight of this line and place in Column (f)

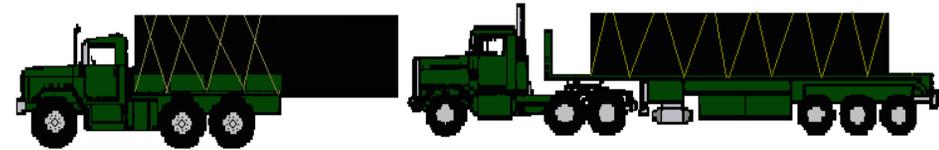
At the bottom of Column (f), draw a line and indicate the total weight of all listed items (ensure you include the weight of BBPCT materials used)

BOX NO.	CONTENTS - STOCK NUMBER AND NOMENCLATURE	UNIT OF ISSUE (c)	QUANTITIES REQUIRED		
			INITIAL OPERATION (d)	RUNNING SPARES (e)	TOTAL (f)
			Packs No in box	Weight of Each Item (lbs)	Total Weight (lbs)

Must add statement:
"This box (container) does (does not) contain hazardous material IAW 49 CFR "

Loading Vehicles

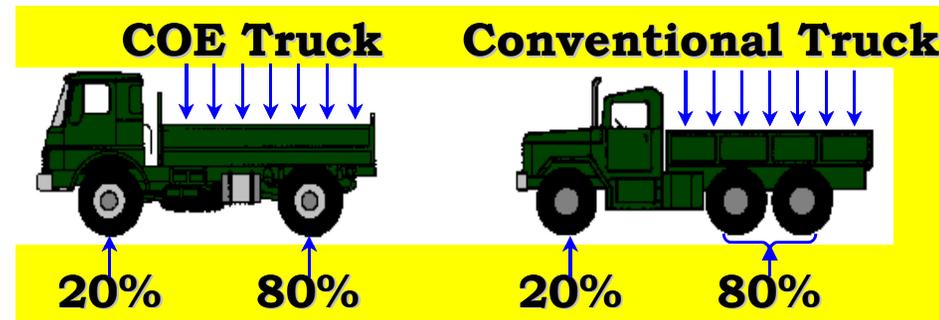
How do you apply the data from the vehicle data plate to what you want to load? Select the right vehicles for the right job. Will your cargo safely fit within the cargo bed of the truck you want to use?



Wrong

Right

Now that you have decided which vehicles can carry your cargo based on weight and size of cargo, the next consideration is where and how to load the cargo on your vehicles.



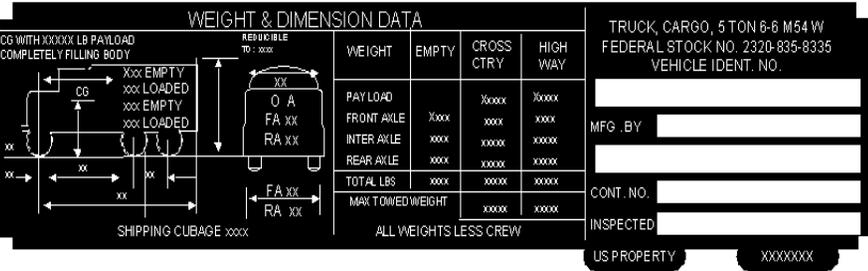
The key principle is to safely balance the load in the cargo area of the vehicle to ensure stability and to prevent damage to the vehicle and cargo.

The "Rules of Thumb" on weight balance are:

- Load heavy cargo on the bottom.
 - Distribute heavy items evenly over the vehicle cargo bed.
- Check vehicle data plate for maximum axle weights.

Loading Vehicles – Initial Step

After determining what cargo you have to load, now you have to decide what vehicles you will need to load it on. In making this determination you have to know what the capabilities are of your organic unit vehicles.



The first place to look is the data plate on the vehicle. Under “Weight & Dimension Data” you will a diagram of the vehicle showing side and end views with dimensional data. Next to that you will see 4 columns for “Weight” and categories and then three columns with the actual weight limitations (less crew).

“Empty” indicates the weights that are placed on each individual axle without cargo on them.

“Cross Ctry” indicates the cargo weight you can put on each axle of the vehicle if driving off-road or “cross country.” By and large, this is the figure you should load your vehicle to.

“Highway” indicates the cargo weight you can put on each axle of the vehicle if operating on paved roads (“Highway”) with no off-road use. Depending on the vehicle, this is usually twice the “cross country” cargo capability.

If you know that you will be driving on paved roads only, the “Highway” capacities can be used. However, if there is any doubt, use the “cross country” limitations as you can do serious damage to your vehicle and your cargo if you drive off-road at “Highway” capacities.

DD Form 1750 – Packing List

6. THIS CERTIFIES THAT THE ITEMS LISTED HEREON ARE WITHIN THE SPECIFIED BOXES	
TYPED NAME AND TITLE Steve Irwin, 2LT, Unit Mvt Officer	SIGNATURE <i>Steve Croc Hunter Irwin</i>
DD Form 1750, SEP 70 (EG)	Designed using Perform Pro, WHS/DIOR, Aug 94

Name and title (normally primary or alternate UMO)

Signature

All vehicles (containing secondary cargo), containers, 463L pallets, and crates must display a separate DD Form 1750, Packing List, showing the complete contents.

Items not transported in a container/crate, such as banded shovels, do not require a packing list. However, these items must be listed on load diagrams/cards if loaded on vehicles or stuffed in containers.

A packing list is not required for a container that already has a contents list, such as a toolbox.

One copy each of the DD Form 1750 will be affixed to interior containers they apply to. For exterior containers, such as Tricons, 20’ and 40’ containers, one copy each will be affixed to the inside and outside of the door of the container in watertight packing list envelopes.

In the event there are sensitive or classified items in the container, they will not be listed on the exterior mounted packing list.

Do not list classified material on any packing list.

- Packing lists are distributed with 1 copy each:
- Filed in the unit movement plan
 - Placed on the outside of the shipment unit where it is easily visible/accessible (placed inside a clear plastic sleeve for weatherproofing).
 - Placed inside the shipment unit (includes sensitive item serial numbers).
 - Given to unit’s representative (liaison or supercargo).
 - Retained by the hand receipt holder.

DD Form 1387 – Military Shipping Label

1 TRANSPORTATION CONTROL NUMBER  W26DDJ54320111XXX		2 POSTAGE DATA	
3 FROM W45QFS FT STOCKTON ATTN: ANGL-TR-SH ATTN: ANGL-R-SH FT STOCKTON TX 76789-5000		4 TYPE SERVICE	
5. SHIP TO / POE FT EUSTIS ATTN: ATZF-NT FT EUSTIS NEWPORT NEWS VA 23604-5300		6 TRANSP PRIORITY	
7 POD		8 PROJECT KMK	
9 ULTIMATE CONSIGNEE OR MARK FOR  W26DDJ FT EUSTIS ATTN: ATZF-NT FT EUSTIS NEWPORT NEWS VA 23604-5300		10 WT THIS PC 10	11 RDD 12/19/98
		12 CU THIS PC 8	13 CHARGES 784.99
		14 DATE 12/19/98	15 FMS CASE
		16 PIECE NO.  9	
		17 TOTAL PIECES of 10	

FORM APPROVED OMB NO 0704-0188

Weigh and measure vehicle/container dimensions and update DEL/UDL prior to printing MSLs. Information on MSLs must be accurate.

Ensure MSLs can be easily found (so they can be scanned).

Do not mark the barcode for any reason-it will make it unreadable.

If vehicle/container load is changed, a new MSL must be produced.

When affixing MSLs, ensure surface area where label will be attached must be clean and dry-this allows the label adhesive to stick.

Once deployment or redeployment is complete, remove all MSLs.

Secondary Loads

Secondary Loads are defined as unit equipment, supplies, and major end-items transported/loaded in the beds of organic vehicles. More care must be taken in loading vehicles than containers as most military trucks are open with only canvas covers.

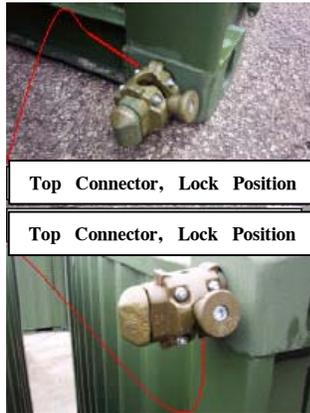
The most basic rule concerning secondary loads by any mode, is that anything that can move, will move. Anything you secure today may come loose in shipment. However, with a few simple actions (otherwise known as common sense), movement can be minimized.

- Properly balance loads in the center of cargo beds and work out from there, laterally (side-to-side), and longitudinally (front-to-back).
- Load heavier items on the bottom, lighter on top.
- Load long items parallel with the length of the truck/trailer. At sea, items loaded “athwart ship,” i.e., perpendicular to the direction of the ship, must have double tiedowns to ensure they stay put. The same principle applies to trucks.
- Cover loose items with tentage, tarpaulins, camouflage nets to secure them. Ensure individual items are properly secured, not just thrown on the back of vehicles.
- Secure all secondary loads using ratchet straps attached to cargo bed D-rings or other vehicle tiedown points. Run the straps from corner to corner of the vehicle cargo bed and have them cross at the same angle which maximizes their ability to hold cargo down.

Protect metal items such as reels of wire from touching bare metal surfaces on vehicles/trailers. Use sand bags and/or other non-metallic materials to “insulate” metal items from vehicle cargo beds. The reason for this is to avoid sparks that may be generated by metal-to-metal contact while equipment is at sea, and could cause fires if they come in contact with flammable materials and/or vapors that may be aboard ship, especially in watertight compartments.

Coupling/De-Coupling TRICON Containers

1. Select a flat, level hard surface for making the 20 foot equivalent unit (TEU).
2. Place one TRICON on the selected surface with at least 40 feet open space on all four sides.
3. Remove Duraloc® connectors from door rack inside the TRICON. Place the 4 connectors in the corner castings of the TRICON. Connectors must be so arranged that the “locked” position of the connector is high (up) on the bottom connectors and low (down) on the top connectors. Place connectors in position 2, Connecting Detent.
4. Place a second TRICON next to the first (on the side with Duraloc® connectors emplaced) with the corner castings lined up, doors facing in the same direction, and TRICONs 12 inches apart.
5. Remove Duraloc® connectors from door rack inside the second TRICON. Place these 4 connectors in corner castings of the first TRICON. Connectors must be so arranged that the “locked” position of the connector is high (up) on the bottom connectors and low (down) on the top connectors. Place the connectors in position 2, Connecting Detent.
6. Repeat step 4 for the third TRICON to be connected to the first TRICON.
7. From TEU ends, use a forklift to push the end units (2+3) toward the center TRICON until all 8 connectors are completely engaged in the corner casting holes of the adjacent TRICONs (2+3).
8. Place all 8 connectors in position 3, Full Lock.
9. When all 8 connector are locked in place, use an Allen wrench to tighten the spring-loaded locking collar on the connector. This will secure the containers together for shipment as a TEU.



Top Connector, Lock Position

Top Connector, Lock Position

To decouple, follow above instructions in reverse order.



Spring Loaded Locking Collar



Figure 1 Duraloc® Connector, Position 1 - Onen



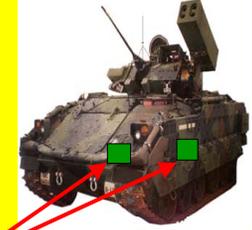
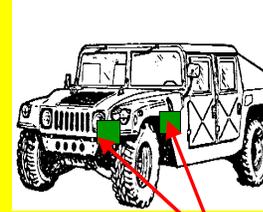
Figure 2 Duraloc® Connector, Position 2 - Connecting Detent



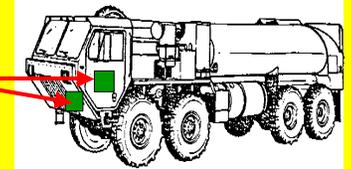
Figure 3 Duraloc® Connector, Position 3 - Full Lock

DD Form 1387 - Military Shipping Label

MSL Placement - Vehicles

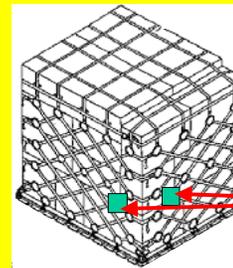


1. TRANSPORTATION CONTROL NUMBER AWCPPAA\$0D00010XX		2. POSTAGE DATA	
3. FROM AWCP SERIAL: 11111111		4. TYPE SERVICE	
5. SHIP TO PAC Camp Doha /AF1		6. TRANSPORT PRIORITY 3	
7. POE PAC		8. INSURED	
9. ULTIMATE CONSIGNEE OR MARK FOR USE		10. NET WEIGHT 5200	
Bumper Number : 435-3 Serial Number : 042704 Model Number : 00000 Class : TRK UTIL CRGTRIP CABN L 187 W 96 H 74		11. NET WEIGHT 750	
		12. CHARGES	
		13. DATE 20021017	
		14. FREE LABEL	
		15. TOTAL PIECES 1	

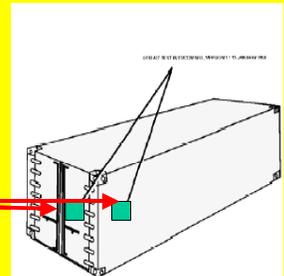


Attach MSLs to left front bumper (driver's side) and left side door (driver's door)

MSL Placement - Pallets/Containers



1. TRANSPORTATION CONTROL NUMBER AWCPPAA\$0D00010XX		2. POSTAGE DATA	
3. FROM AWCP SERIAL: 11111111		4. TYPE SERVICE	
5. SHIP TO PAC Camp Doha /AF1		6. TRANSPORT PRIORITY 3	
7. POE PAC		8. INSURED	
9. ULTIMATE CONSIGNEE OR MARK FOR USE		10. NET WEIGHT 5200	
Bumper Number : 435-3 Serial Number : 042704 Model Number : 00000 Class : TRK UTIL CRGTRIP CABN L 187 W 96 H 74		11. NET WEIGHT 750	
		12. CHARGES	
		13. DATE 20021017	
		14. FREE LABEL	
		15. TOTAL PIECES 1	

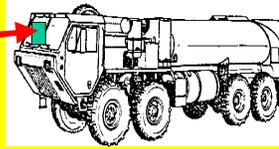


Place MSLs on one end and adjacent side at the same end of a pallet, and for containers, attach MSLs to the right side door and to the right side of the container as you look at the door.

Destination Placard

Print on 8.5 x 11 inch paper and place in a clear sealed plastic bag

Unit: 118th INF BN, 2nd BDE, 1ID
UIC: WTA377
ULN: CDAAP30
Destination: Kosovo (Camp Bondsteel)



Unit: A Co., 1-36 INF BN, 1st BDE, 1AD
UIC: WAE3A0
ULN: EDAAP15
Destination: Kuwait (Camp Doha)

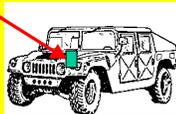
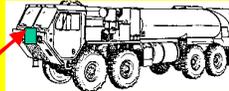


Unit: A Co., 1-36 INF BN, 1st BDE, 1AD
UIC: WAE3A0
ULN: EDAAC15
Destination: Kuwait (Camp Doha)



Shipping Document Stow Locations

Wheeled Vehicles: Seal all documents in a clear zip-lock plastic bag and place inside the vehicle on the passenger side's windscreen.



Tracked Vehicles: Seal all documents in a clear zip-lock plastic bag and tape to the outside front driver's side.



Containers: Seal all documents in a clear zip-lock plastic bag and tape to the outside of the door.



Blocking, Bracing, Crating and Tiedown Materials (BBPCT)

Objectives. To ensure required materials are available in time for units to comply with movement orders and avoid stocking BBPCT materials that are readily available for local commercial sources.

Unit movement plans will contain a separate section on BBPCT material requirements. Units must determine the number of pallets, containers, boxes, banding material, crates, and any other materials required to protect and unitize their unit equipment and supplies during transit to a theater of operations. If units use steel banding the following rules apply:

- To secure loads to vehicles, steel banding must be a minimum of $\frac{3}{4}$ inch wide by 0.020 inches thick to secure items weighing 3,000# or less.
- For items over 3,000#, steel banding must be 1 $\frac{1}{4}$ inches wide or wire rope is required.

Determining Blocking and Bracing Materials. Material requirements can be calculated using current Association of American Railroads (AAR) Rules. In the absence of AAR Rules, use MTMCTEA PAM 55-19 for rail shipments; and MTMCTEA PAM 55-20 for truck shipments. AAR Rules may be purchased through the online website:

<http://www.aar.org/PubCommon/Documents/Catalog/2002Catalog.pdf> .

MTMCTEA publications may be viewed online at:

<https://www.tea.army.mil/pubs/> . However, for MTMCTEA publications, you must request access or use your AKO account.

Container Stuffing (continued)

Container Marking

- Normally ISO containers (20' and 40') arrive at the installation with a serial number. It consists of 11 alphanumeric characters in the following sequence:
 - A 4-letter ownership code, i.e., TEXU for Textainer Corporation or USAA or USAG for US Army-owned.
 - A 6-digit serial number.
 - A hyphen (-) and check digit (number).
- The container serial number is 4-inches high. Maximum allowable gross (loaded) and tare (empty) weight letters and numbers are 2 inches high and displayed in both kilograms and pounds. All containers, including MTOE special purpose/ tactical shelters, require an ISO number assigned by HQ MTMC.

Container Documentation

- A DD Form 1750, *Packing List*, will be completed and attached to the inside and outside of the container door in waterproof sealed pressure stick envelopes/document protectors.
- If the container has HAZMAT in it, A DD Form 836 will be prepared listing all such HAZMAT and appropriate emergency response telephone numbers.
- For international shipments (defined as movement through international waters even if between U.S. locations) a DD Form 2781, *Container Packing Certificate or Vehicle Packing Declaration* may be required.
- Any container used for unit movements will have two military shipping labels (MSL), one affixed to the left rear door, and the other on the adjacent side. These labels are produced by TC-ACCIS or TC-AIMS II, when implemented.

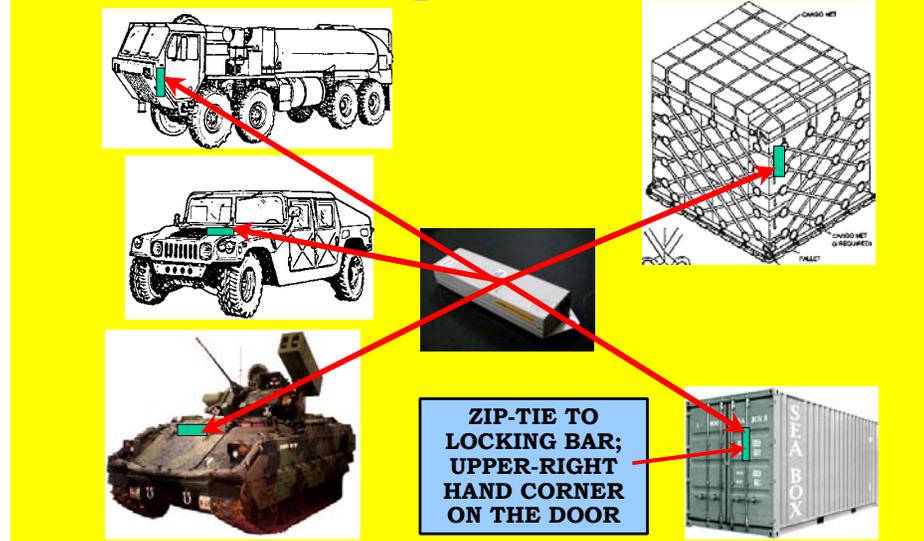
Radio Frequency Tag Guidelines

If Radio Frequency Identification (RFID) tags are used, required information must be “burned” into RFID tags before departing your home station.

RFID tags are mounted (using 2 long nylon tie-raps (more durable than plastic straps) as follows:

- Vehicles: attached to the top of the radiator grill (wheeled vehicles)/front of the vehicle (tracked vehicles).
- Containers: attached to the locking bar located on the door nearest the upper right-hand corner—you may also use tie-raps to attach RFID tags to containers (do not drill holes in containers to mount tags).
- 463L Pallets: placed adjacent to MSL.

RFID Tag Placement



Tie down both the top and bottom of tags so that they will not bounce and be damaged during shipment.

Data on the RFID tag must be updated if the contents of the vehicle or container are changed.

Container Stuffing

The following are a few pointers on stuffing containers with your unit supplies and equipment to ensure they arrive when and where you want them in a condition wherein they are immediately available for your use. Packing:

- Use all available space. Use blocking, bracing, or filler material only when equipment/supplies cannot fit in the container.
- Do not place items susceptible to damage on the bottom; put light items on top.
- Package and process all equipment IAW specifications issued by supply agencies to protect against damage in transit.
- Prepare field ranges, water heaters, gasoline lanterns, fuel containers, and similar equipment IAW applicable HAZMAT regulations. To minimize your exposure to these regulations, turn all your HAZMAT into East Range IAW instructions from the 25th ID(L) DTO. They will consolidate all HAZMAT in the proper configuration and with the proper paperwork. However, ensure they are properly marked with your unit designation so you can claim them upon debarkation.
- Make sure all items are clean and free from oil, grease, and/or other materials that may cause problems in transit.
- Make sure all boxes, packages, drums, etc., are undamaged and/or do not leak.
- Ensure compatibility of mixed materials in the same container, i.e., do not mix materials that individually are not a problem, but together are a hazard. This is not limited to HAZMAT.
- Ensure a complete inventory of the items stuffed in the container is identified on the packing list and that the proper number of copies of the packing lists are completed.

Container Stuffing (continued)

Container Loading Patterns. Consolidation containers (TRICONS/QUADCONs, etc.) may be loaded in MILVANs in a variety of patterns. A multitude of loading patterns is possible utilizing available space in MILVANs. The interior height and width of MILVANs/containers, however, impose certain limitations that require placement of consolidated containers in certain defined directions when the entire van is loaded with consolidation containers.

- The width of the MILVAN (92") internally, is best utilized by positioning the following consolidation containers so that the length of the containers runs parallel to the width of the vans:
 - One Size 1 or 6 container.
 - Two Size 3 or 8 containers.
 - Three Size 4 or 9 containers.
 - One Size 2 or 7 and one Size 4 or 9 container.
- When a Size 5 or 10 container is stowed in the van, the width of the container should be positioned to run parallel to the width of the van.
- When a Size 2 or 7 container is stowed with the benefit of an equal number of Size 4 or 9 containers, the container should be positioned so that the length of one container and the width of the second run parallel to the width of the van.

Container Stuffing

- Unit equipment containers will be stuffed IAW FM 4-01.011, *Unit Movement Operations*; MTMCTEA 55-23, *Containerization of Military Vehicles*.
- Blocking, Bracing, Packing, Crating and Tie-down (BBPCT) materials for stuffing unit equipment containers will be listed in unit movement plans and identified to installation DPW/DOL for stocking. These items may be obtained through the Self-Service Supply Center, DPW, or local purchase.

